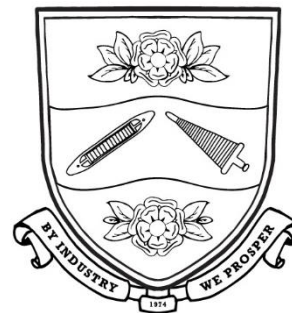


# TODMORDEN TOWN COUNCIL

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## MINUTES OF A MEETING OF TODMORDEN TOWN COUNCIL

Held at Todmorden Town Hall

Wednesday 15<sup>th</sup> December 2021 at 7:30pm

**Councillors present:** - P Taylor (Mayor), D Skelton, L Levick, S Martin P Ripley, A Hollis, J Williams, M Holmstedt, L Thorpe, The Revd G Kent  
M Carrigan (arrived 7.45pm) A H Greenwood M Taylor R Coleman- Taylor

**Councillors absent:** - K White, L Needham,

**Officers:** Colin Hill – Town Clerk (Minute Taker)

**Members of the Public:** Douglas Wilson, Nikki Stocks.

***A minutes silence was observed at the start of the meeting as a mark of respect following the recent passing of Christine Potter.***

2021(TC)080	<p><b><u>ITEM 1 Apologies for Absence</u></b> To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting noting substitutions at late notice will be allowed.</p> <p><i>Apologies were received from Cllrs M Carrigan who will be arriving late owing to School Governors meeting, K White (illness), L Needham concerns regarding meeting during latest covid variant.</i></p> <p><b>Proposed</b> by Cllr M Taylor and <b>Seconded</b> by Cllr A Hollis Unanimous</p> <p><b>RESOLVED:</b> That apologies and the reasons for absence be accepted from Cllrs K White (illness) L Needham (Covid19 concerns).</p>
2021(TC)081	<p><b><u>ITEM 2. Declarations of Interest</u></b> To receive disclosures of personal and prejudicial interests from members on matters to be considered at the meeting. Officers are required to make a formal declaration about council contracts where the employee has a financial interest.</p> <p><i>None received.</i></p>
2021(TC)082	<p><b><u>ITEM 3. Public Participation</u></b> To adjourn the meeting to allow members of the public to make representation on the business of the agenda for the meeting. No resolutions can be under public participation.</p> <p><i>No representations made</i></p>
2021(TC)083	<p><b><u>ITEM 4. Minutes</u></b> To approve the minutes of the Town Council meetings held on the 17<sup>th</sup> November 2021</p> <p><b>Proposed</b> by Cllr L Levick <b>Seconded</b> by Cllr J Williams Unanimous</p> <p><b>RESOLVED:</b> That the minutes of the Town Council meetings held on the 17th of November 2021 be accepted as a true record, and signed by the Chairman as such.</p>

2021(TC)084	<p><b><u>ITEM 5. Exclusion of Press and Public – Public Bodies (Admission to Meetings Act) 1960</u></b></p> <p>To consider and confirm any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.</p> <p><b>Proposed by Cllr D Skelton and Seconded by Cllr J Williams Unanimous</b></p> <p><b>RESOLVED:</b> <i>That any Members of the public and or press attending during the meeting be welcomed to stay for all items on the Agenda except for <b>ITEM 16 and 17 Confidential on the grounds that, in view of the nature of the business to be transacted, if the public were present, there would be a disclosure to them of exempt information within the meaning of schedule 12A to the Local Government Act 1972.</b></i></p>									
2021(TC)085	<p><b><u>ITEM 6 Committee Minutes -for information</u></b></p> <p>To confirm the receipt of approved/draft committee minutes previously circulated and to receive them En-Bloc</p> <table data-bbox="375 763 1276 864"> <tr> <td>6a</td> <td>Development Committee 10<sup>th</sup> November 2021</td> <td>Approved</td> </tr> <tr> <td>6b</td> <td>Resources Committee 24th November 2021</td> <td>Draft</td> </tr> <tr> <td>6c</td> <td>Climate Emergency Committee 1<sup>st</sup> December 2021</td> <td>Draft</td> </tr> </table> <p><b>Proposed by Cllr M Taylor and Seconded by Cllr J Williams Unanimous</b></p> <p><b>RESOLVED:</b> <i>That minutes of the Committee meetings as specified above be received en bloc.</i></p>	6a	Development Committee 10 <sup>th</sup> November 2021	Approved	6b	Resources Committee 24th November 2021	Draft	6c	Climate Emergency Committee 1 <sup>st</sup> December 2021	Draft
6a	Development Committee 10 <sup>th</sup> November 2021	Approved								
6b	Resources Committee 24th November 2021	Draft								
6c	Climate Emergency Committee 1 <sup>st</sup> December 2021	Draft								
2021(TC)086	<p><b><u>ITEM 7. Financial Position – For Information</u></b></p> <p>To receive a financial statement as of 8<sup>th</sup> December 2021.</p> <table data-bbox="375 1171 726 1234"> <tr> <td>7a</td> <td>Financial Summary</td> </tr> <tr> <td>7b</td> <td>Balance Sheet</td> </tr> </table> <p><i>The Town Clerk advised that he had received confirmation from CMBC that the £25,000 allocated in the accounts as an Earmarked Reserve in respect of Station Lift Access contribution will no longer required and a formal request to move into General Reserves will form part of proposed end of year movements to be considered by the Resources Committee on 16<sup>th</sup> February 2022</i></p> <p><b>Proposed by Cllr D Skelton and Seconded by Cllr A H Greenwood Unanimous</b></p> <p><b>RESOLVED:</b> <i>That the financial summary as of 8th December 2021 be received with thanks.</i></p>	7a	Financial Summary	7b	Balance Sheet					
7a	Financial Summary									
7b	Balance Sheet									
2021(TC)087	<p><b><u>ITEM 8 Budget 2022/23 and Setting of Precept – for Decision</u></b></p> <p>To receive a report from the Resources Committee making recommendation to increase Precept by 5% for 2022/23</p> <p><i>Member received a report from the Resources Committee laying out the financial implications for 2022/23.</i></p> <p><i>Cllr D Skelton advised Members that this was a prudent budget to ensure the Town Council was able to meet its known commitments for 2022/23 and going forward until 2025 and in doing so, continues to provide support to many local group and organisations through its grants provision, as well as support the work of the Climate Emergency Committee. The increase of 5p per week for a band D property is currently below inflation.</i></p>									

*Cllr D Skelton sought Town Council approval to points 26-28 of the report before them.*

*Proposed by Cllr D Skelton and Seconded by Cllr A Hollis Unanimous*

**RESOLVED:** *That Members agree a 5% increase in Town Council Tax for Todmorden Precept payers with band equivalent rate levied at £57.41 per annum.*

*That the Town Clerk be instructed to issue a Precept Demand to Calderdale MBC based on an Annual Band D equivalent of £57.41.*

*That if there are changes to the tax base/collection recovery rate that leads to a reduction in income received below that received last year, the Town Clerk be authorised to move funds from the Earmarked Reserves (Budget Phasing and Non precept Grant Phasing) to establish a balanced budget for 2022/23*

2021(TC)088

**ITEM 9. Co-option policy – for Decision**

To confirm that no by election has been called for Walsden Ward and that a process of co-option needs to be followed and for Members to agree such policy

Amendments were proposed to the policy as follows

**Amendment 1 Replace**

4.1 *At the co-option meeting, candidates will have five minutes to introduce themselves to members, give information on their background and experience and explain why they wish to become a member of the Town Council.*

*With*

4.1 *At the co-option meeting, candidates will have the opportunity to speak for a few minutes in support of their application.*

**Amendment 2 Replace**

4.2 *After presentations, members may ask candidates a few questions before proceeding to vote. (If a candidate is unable to attend the meeting, this process will still take place and voting will subsequently be based on this meeting **and** the application form)*

*With*

4.2 *Members may ask candidates a few questions before proceeding to vote. (If a candidate is unable to attend the meeting, this process will still take place and voting will subsequently be based on this meeting **and** the application form)*

**Amendment 3 Replace**

4.3 *The process will be carried out in the public session and there will be no private discussions between members prior to a vote being taken.*

*With*

4.3 *The process will be carried out in the public session before preceding to a vote.*

**Amendment 4 Replace**

4.8 *Only Town Councillors present at the meeting may vote upon a person to fill the vacancy. Councillors will have one vote per vacancy to be filled. The Chair has the casting vote.*

*With*

4.8 *Only Town Councillors present from the start of this Agenda item at the meeting may vote upon a person to fill the vacancy. Councillors will have one vote per vacancy to be filled. The Chair has the casting vote.*

	<p><b>Amendment 5 Replace</b></p> <p>Appendix A    <i>Add from desirable criteria to preferred “Experience of working with voluntary and or local community/interest groups</i></p> <p>Then            <i>Remove Desirable Criteria</i></p> <p><i>Cllr the Revd G Kent felt it would be useful for the Town Clerk to include within material some indication of time involved and extent of commitment that may be required. The Town Clerk advised that applicants have the opportunity to speak to him as part of the process to advise on such matters.</i></p> <p><i>Proposed by Cllr A H Greenwood and Seconded by Cllr M Taylor    Unanimous</i></p> <p><b>RESOLVED:</b> <i>That the amendments proposed be agreed en bloc and that the Town Council adopts the Co-option Policy as presented (subject to said amends) and that arrangements be made to advertise in the local newspaper, web site and social media to for applications to be returned to the Town Clerk by 19<sup>th</sup> January 2022 and for the matter of Co-option to be considered at the full council meeting to be held on the 26<sup>th</sup> January 2022</i></p>
2021(TC)089	<p><b>ITEM 10 Casual Vacancy Langfield Ward – for Information</b></p> <p>To update members on the advertising of a casual vacancy following the recent passing of Christine Potter.</p> <p><i>Members received an outline of timing for advertising the casual vacancy in Langfield Ward with the deadline being the 11<sup>th</sup> of January 2022 for CMBC Electoral Services to advise whether a bye election is to be called.</i></p> <p><b>Proposed</b> by Cllr J Williams and <b>Seconded</b> by Cllr L Thorpe Unanimous</p> <p><b>RESOLVED:</b> <i>That the information update be received</i></p>
2021(TC)090	<p><b>ITEM 11 Todmorden Railway Station Lift Access – for Information</b></p> <p>To receive an update and drawings of the proposed scheme.</p> <p><b>Proposed</b> by Cllr A Hollis and <b>Seconded</b> by Cllr M Taylor Unanimous</p> <p><b>RESOLVED:</b> <i>That the update be received</i></p>
2021(TC)091	<p><b>ITEM 12 Climate Emergency Committee Update Report - for Decision</b></p> <p>To receive a report from the Chair of the Climate Emergency Committee updating Members on progress in delivering the Action Plan and to request transfer of any current year budget underspend at the end of the year to an Earmarked Reserve to supplement the proposed 2022/23 revenue budget.</p> <p><i>Cllr The Revd G Kent Chair of Climate Emergency Committee provided an update for members on the work of this Committee and sought approval to points 11 and 12 of the report before them.</i></p> <p><b>Proposed</b> by Cllr The Rev G Kent and <b>Seconded</b> by Cllr R Coleman - Taylor Unanimous</p> <p><b>RESOLVED:</b> <i>That the update be received with thanks and that That Full Council agrees that any underspend in the Climate Emergency Committee budget for 2021/22 be moved into an Earmarked Reserve subject to the need of year end General Reserve figure meeting the recommended level of £80,000</i></p>

2021(TC)092	<p><b>ITEM 13 Patmos Gardens – for Decision</b>  To receive a report confirming the issue of the Tender for proposed landscaping works and to seek delegated powers for the award of contract to the Town Clerk in consultation with the Chair of Resources Committee and one other Member.</p> <p><i>Members noted with thanks that the Tender document has been issued.</i></p> <p><b>Proposed</b> by Cllr D Skelton and <b>Seconded</b> by Cllr J Williams      <i>Unanimous</i></p> <p><b>RESOLVED</b> That Full Council delegates powers to the Town Clerk in consultation with the Chair and Vice Chair of Resources to award the contract</p>
2021(TC)092	<p><b>ITEM 14 Correspondence received</b>  To receive any correspondence</p> <p><i>None received</i></p>
2021(TC)093	<p><b>ITEM 15 Any items for discussion for a future agenda - for information</b>  To notify the Clerk of any matters for inclusion on the agenda of the next meeting.</p> <p>➤ <i>Revisit proposal for election of Mayor and Deputy Mayor</i></p>
	<p><b>To exclude the Press and Public from the meeting on the grounds that, in view of the nature of the business to be transacted, if the public were present, there would be a disclosure to them of exempt information within the meaning of schedule 12A to the Local Government Act 1972.</b></p>
2021(TC)094	<p><b>ITEM 16 Appointment of Town Clerk and Responsible Financial Officer</b>  To receive a report from the Chair of Staffing Committee seeking ratification of the decision to appoint to the position of Town Clerk and Responsible Financial Officer.</p> <p><i>Cllr M Carrigan Chair of Staffing Committee updated members on the recent recruitment process, thanked members of the panel for their diligence and confirmed that Naomi Crewe had accepted the offer made with the intention to start on the 28<sup>th</sup> February 2022.</i></p> <p><b>Proposed</b> by Cllr M Carrigan and <b>Seconded</b> by Cllr A H Greenwood      <i>Unanimous</i></p> <p><b>RESOLVED</b> That Full Council ratifies the actions of the Staffing Committee and its delegated interview panel, and that Naomi Crewe becomes the Proper Officer of Todmorden Town Council and assumes the role of Town Clerk and Responsible Financial Officer, effective from 28<sup>th</sup> February 2022.</p>
2021(TC)095	<p><b>ITEM 17 Walsden Cricket Club – for Decision</b>  To determine in the absence of delayed Charities Commission approval, whether to enter into a 25 year lease in order for Walsden Cricket Club to access external grant funding, conditional on a lease being in place by the end of December 2021.</p> <p><i>The Town Clerk presented a risk paper for members to consider the merits of granting a 25 year lease to Walden Cricket and Bowls Club in respect of the Cricket Ground ahead of approval or guidance from the Charities Commission, having sent all related papers to them on 29th September 2021.</i></p> <p><i>The Town Clerk advised that an email received late on the 14<sup>th</sup> December 2021 that whilst apologising for the delay in responding, did not provide any clarity as to whether their permission is required or not, but sought further information on which to base their decision, including interpretation of a 1904 document, but left it open to consider making a “scheme” that would enable such permission to be given, if indeed this is required .</i></p>

	<p><i>Members were aware of the urgent need to enter into this lease in order for the Walden Cricket and Bowling Club to not lose a £25,000 grant that was given conditional on a new 25 - year lease being entered into by the 31<sup>st</sup> December 2021.</i></p> <p><i>Given that there have been numerous lease renewals under the same lease terms entered into in the past, the lease subject to automatic right of renewal under the Landlord and Tenant Act and that professional advice was received regarding a fair rental amount and that the disposal by way of lease has been advertised, The Town Clerk advised that in the absence of specific advice to the contrary from the Charities Commission at this date, there is based on previous agreements entered into, lawful purpose in entering into this new 25 year lease and that the Town Council as Trustee is endeavouring to act in good faith to enable the Walsden Cricket and Bowling Club to continue using the Cricket Ground and to further the interests of the Registered Charity Walsden Cricket Ground in a fit and proper manner.</i></p> <p><b>Proposed</b> by Cllr A H Greenwood and <b>Seconded</b> by Cllr M Carrigan Unanimous</p> <p><b>RESOLVED</b> That TTC as Trustees for Walden Cricket Ground (Registered Charity number 523976) Resolve to grant a 25-year lease in favour of Walsden Cricket and Bowling Club over Walsden Cricket Ground Scott Street, Todmorden, OL14 7SX, held under Title number YY91567 registered on 11 January 2018.</p> <p><i>That such lease is executed under seal and attested to by the Mayor and Chair of Resources and the Town Clerk, and that Trustees make statements and provide certificates to assure the purchaser:</i></p> <ul style="list-style-type: none"> <li>➤ <i>how the land is held and by what sort of charity</i></li> <li>➤ <i>that the land is being disposed of legally</i></li> </ul> <p><i>That on execution of such lease the Town Clerk be authorised to present said lease to the Trustees of Walden Cricket and Bowling Club for execution and to exchange Leases at the earliest opportunity.</i></p>
2021(TC)096	<p><b>Date of the next Town Council meeting</b>  To note the date of the next Meeting of the Town Council will be 26<sup>th</sup> January 2022.The meeting closed at 8pm</p>