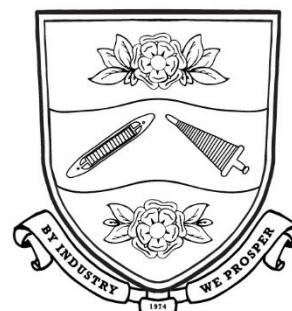


**TODMORDEN TOWN COUNCIL**

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**MINUTES OF A MEETING OF RESOURCES COMMITTEE OF TODMORDEN TOWN COUNCIL**

**Held at Todmorden Town Hall on Wednesday 16th February 2022 at 7:30pm**

**Councillors present:** - A H Greenwood (Vice Chair), M Holmstedt, A Hollis, P Ripley, M Taylor, R Coleman- Taylor, L Thorpe, P Taylor (Mayor) ex officio, K White, J Turner (observing pending appointment to committee)

**Councillors absent:** - D Skelton, M Carrigan, S Martin

**Officers:** Colin Hill Town Clerk and RFO (minute taker)

**Members of the Public:** Christian Jackson, Inspector Ben Doughty, Cynthia Murray plus 3 others- Todmorden Information Centre, Esther Ferry-Kennington – Folk Festival, Silvia Dacre Cornholme Food Bank.

A minute silence was observed as a mark of respect following the recent passing of David Tattersall, former Town Councillor and Leader of Todmorden Town Council

	<b><u>The Chair advised of an urgent item relating to Patmos Gardens to be taken as Item 10a.</u></b>
2021(RC)117	<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 D Skelton family commitment, and M Carrigan and K White for reasons of illness.</i></p> <p><i>Proposed by Cllr A H Greenwood and Seconded by Cllr A Hollis Unanimous</i></p> <p><b>RESOLVED:</b> That the apologies of Cllr D Skelton be accepted owing to a family commitment and Cllrs M Carrigan and S Martin through illness.</p>
2021(RC)118	<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>Cllr L Thorpe and Cllr P Ripley declared a non-pecuniary interest re item 9a as were actively involved in the group.</i></p>
2021(RC)119	<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(RC)120	<p><b><u>ITEM 4. To approve the draft minutes of the Resources Committee meeting held on 24<sup>th</sup> November 2021 – for decision.</u></b></p> <p><i>Proposed by Cllr A Hollis and seconded by Cllr P Taylor Unanimous</i></p> <p><b><i>RESOLVED:</i></b> <i>That the minutes of the meetings held on 24<sup>th</sup> November 2021 be accepted as a true record and the Chair be authorised to sign as such.</i></p>
2021(RC)121	<p><b><u>ITEM 5 - Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960</u></b>  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><i>Proposed by Cllr A H Greenwood seconded by Cllr M Holmstedt Unanimous</i></p> <p><b><i>RESOLVED:</i></b> <i>That any public or press who may attend be allowed to stay for the whole of the meeting</i></p>
2021(RC)121	<p><b><u>ITEM 6 Todmorden PCSO's Update – for Decision</u></b>  To receive an update from the Partnership Officer Lisa Raynor and Inspector Ben Doughty and to consider their request for grant funding for 2022/23 of £36,264 and recommendation to be made to Town Council.</p> <p><i>Members had received a copy of a presentation prior to the meeting. Apologies noted from Lisa Raynor Partnership Manager.</i></p> <p><i>Inspector Ben Doughty addressed the meeting. Updated Members on latest issues.</i></p> <p><i>Violence against girls- high on the agenda. WY Mayor made a top priority.</i></p> <p><i>“Spiking” is an issue but practically is relating to more boys than girls. Ability now to immediately test for substances rather than before, the need to take to hospital for testing.</i></p> <p><i>40% however did not want to take test. Not one confirmed case in Calderdale in last 30 days. Drop in sessions held in the summer.</i></p> <p><i>Recruited female presence to remove any potential barrier about females uncomfortable at reporting.</i></p> <p><i>Effective year on year comparison shows reduction in crime. Todmorden low level burglary domestic 5 , business 2 incidents in last 31 days.</i></p>

*Perception from social media is over exaggerated.*

*Value of PCSO's ,especially intelligence gathering leading to drugs prosecutions.*

*Questions from Cllrs*

*Cllr Pat Taylor advised is pressing on social media for people to report low level crime issues. Supported by police that without evidence of low level crime happening from calls logged, they cannot direct resource.*

*101 – 7000 extra calls in Calderdale when covid in full flow with 1 hour pick up delay . Recommend public to use on line process- days reports are reviewed overnight .Use crime stoppers if wishing to be anonymous and assured that was anonymous. Only variance to that is if a incident of national concern e.g. terrorist threats trace back will be followed.*

*Cllr P Ripley enquired re any problems re hate crimes in Todmorden.*

*Hate crimes reported in Calderdale pre pandemic approx. 50 per month post Covid restrictions lifted now at 65 per month. Increase in neighbour to neighbour confrontation.*

*Hate crimes online are not investigated - not enough resource unless of really serious nature. Independent monthly review carried out.*

*Tod very low numbers and helped by work of Tod Together and especially schools involvement.*

*More concerns in Tod arising from “right wing” influence.*

*Cllr A Hollis enquires as to public opening times of Tod police station. Just one Monday per week 10am to 6pm. Is however occupied 24/7. Help/Call points outside – priority under 999 but above 101.*

*Cllr M Holmstedt enquired about lost property. Advised no lost property service – not effective use of resource.*

*Members thanked Inspector Doughty for the update and presentation previously submitted.*

*Proposed by Cllr K White and seconded by Cllr M Taylor Unanimous*

**RESOLVED:** *That the Resources Committee recommend to Full Council that an award in full of £36,264 be made to enable the provision of additional two PCSO's 50/50 funded from TTC and the Police.*

2021(RC)121

**ITEM 7 Todmorden Information Centre – for Decision**

To receive an update from the Todmorden Information Centre and to consider their request for grant funding for 2022/23 of £25,155.94 and recommendation to be made to Town Council.

*Cynthia Murray and other members of the TIC addressed the meeting to answer questions on the previously submitted application.*

*Prior to the meeting TIC had submitted information advising of an underspend in previous grant award of £6,478 and requiring that any pay back be phased over a period of future grant awards.*

*Cllr A H Greenwood asked how Covid had effected their finances – when closed theatres could hold no events, therefore no ticket sales commission and no footfall for shop sales.*

*Cllr P Taylor commented on positive move on to online sales- cost of new computer, camera funded by grant.*

*TIC advised that amount given by TIC during furlough had been reduced already*

*Some confusion arose out of whether grant related staffing under payment or not and the Clerk was asked to clarify.*

*The Clerk advised that the purpose of award was predicated on the fact that the TIC struggled to raise core funding of a revenue nature and hence why the need to seek support from the Town Council. Whilst sales had dropped the related cost of purchases had also dropped. The outturn of their accounts after receiving govt covid support was a profit of c £20k and included within this reduced staffing cost. Cash Reserves actually increased to circa £59k.*

*Under grant conditions any underspend should be returned to the Town Council but if members were supportive of phasing this clawback over several years then whilst this may indicate continuing support will be provided to the TIC, but that this should not be taken as a commitment or at existing levels of support that future grants will be agreed. The Town Council is facing a serious loss of income from CMBC and needs to respond accordingly.*

*Members recognised that at a time when still recovering to seek repayment in full may be challenging and were agreeable for recovering this over a four-year period.*

*Cllr L Thorpe proposed that we agree to a grant of £17,000. minus one quarter of the £6,478 underspend which is £1,620 therefore meaning a grant of £15,380.*

*It is recommended that £1,620 be deducted from the overall grant awarded over the next further, 3 years whatever that grant, if awarded, happens to be.*

*It should be noted that the Town Council may need to reduced grants in the future*

*Proposed by Cllr L Thorpe and seconded by Cllr P Ripley*

*For 3, Against 0, Abstention 3 - Motion carried*

**RESOLVED:** *That the Resources Committee recommend to Full Council that an award of £17,000 be made to TIC for 2022/23 less £1,720 - net £15,380 and that in respect of underspend on the previous grant of £6,478, that the remaining balance of £4,858 be reduced over the next three-year period by £1,620 be deducted from any subsequent grant award that may be made.*

**ITEM 8****1. Grant Awards feedback – for information and Decision**

To receive any feedback for grants awarded

Ref	Applicant	Amount awarded	Purpose
8a	Calder Community Cares	£1531.65 .	Christmas support programme to elderly and in need
8b	Todmorden Makery	£3,000	Start up rent assistance
Request to consider varying use to include outreach work and to seek view as to future grant assistance.			
8c	Tod Walkers	£2,672	Production of Todmorden Centenary Way guide.
8d	Tod Orchestra (originally awarded in Dec 2019 )	£732.04	Town Hall hire
8e	Book Festival	£3,000	Towards project delivery of Festival

*Proposed By Cllr A H Greenwood seconded by Cllr L Thorpe*

*Unanimous*

*RESOLVED – That the feedback be received en bloc and with thanks and that Todmorden Makery be allowed to vary the purpose of their grant and are welcome, as with any other potential applicant, to submit a further application for assistance*

**ITEM 9 Grant Applications – for Decision**

To note the current budget before considering whether to approve any grant applications enclosed:

Note: The Committee has the power to approve grant applications up to a maximum amount of £3,000 for any one individual application **but subject to being within the overall budget set by Full Council**. Any grants exceeding this threshold must be recommended to Full Council for approval.

Ref	Applicant	Amount Requested	Purpose
9a	Old Library Cornholme	£3,000	Towards provision of commercial kitchen and related works total £8,000.

*Silvia Dacre addressed the meeting.*

*She advised that last week 34 adults and 12 children had accessed this service. Whilst good that people knew about it and that they felt able to do so it was also bad that they needed to.*

*Cllr A H Greenwood informed the Committee that in recently visiting the centre to see how things operated and observed how this was dealt with dignity and respect.*

*Opening hours are Monday 10.30 to 2pm*

2021(RC)123	<p><i>Members welcomed this approach for grant support recognising the outstanding work the groups does in providing this food bank and general assistance to residents of Cornholme.</i></p> <p><i>Proposed By Cllr K White and seconded by Cllr P Taylor Unanimous</i></p> <p><b>RESOLVED</b> : That a Grant award of £3000 be made to assist with upgrading the kitchen</p>				
2021(RC)124	<table border="1" data-bbox="287 448 1522 504"> <tr> <td data-bbox="287 448 399 504">9b</td> <td data-bbox="399 448 782 504">Empowered People</td> <td data-bbox="782 448 973 504">£650</td> <td data-bbox="973 448 1522 504">"Edge of Hills" Event</td> </tr> </table> <p><i>Members in supporting a previous approach for funding from this group were happy to support a further event aimed at promoting cycling to those facing accessibility challenges</i></p> <p><i>Empowered People had been particularly helpful with modifying bikes of use by Cargodale.</i></p> <p><i>Proposed By Cllr M Taylor and seconded by Cllr K White Unanimous</i></p> <p><b>RESOLVED</b> : That a Grant award of £650 be made to assist with the Edge of Hills" event.</p>	9b	Empowered People	£650	"Edge of Hills" Event
9b	Empowered People	£650	"Edge of Hills" Event		
2021(RC)125	<table border="1" data-bbox="287 929 1522 996"> <tr> <td data-bbox="287 929 399 996">9c</td> <td data-bbox="399 929 782 996">Tod Folk Festival</td> <td data-bbox="782 929 973 996">£1,000</td> <td data-bbox="973 929 1522 996">Event End of April - details to follow</td> </tr> </table> <p><i>Esther Ferry-Kennington addressed the committee to seek funding of £1000, to revive the Folk Festival after two years of not running it. They had an underspend of £1000 left from the Festival that was cancelled that the Town Council had already agreed to retain towards a future event. Given this underspend the Group have approached for £1000 instead of the usual £2000.</i></p> <p><i>Members in supporting this approach for funding from this group were happy to support a further event.</i></p> <p><i>Proposed By Cllr K White and seconded by Cllr P Taylor Unanimous</i></p> <p><b>RESOLVED</b> : That a Grant award of £1,000 be made to assist with the Todmorden folk Festival</p>	9c	Tod Folk Festival	£1,000	Event End of April - details to follow
9c	Tod Folk Festival	£1,000	Event End of April - details to follow		
2021(RC)126	<p><b>ITEM 10 Year End 2021/2022 Estimated Outturn, Earmarked Reserves- for Decision</b></p> <p>To receive a report detailing the estimated outturn, movements for year-end carry over reserve and level of Earmarked Reserves for year end.</p> <p><i>Item 10A was considered first as it will impact on year end outturn</i></p> <p><i>Members considered the report regarding lighting in Patmos Gardens for which groundworks would be necessary ahead of refurbishment works.</i></p> <p><i>Cllr A H Greenwood called for a discussion and then a decision whether lighting should be reintroduced.</i></p> <p><i>View of Members ranged from no lighting provision at all because of concern</i></p>				

*of vandalism, encouraging evening presence leading to more anti-social behaviour and that the gardens should be just day time use, to a duty of care to light up the area when dark evenings and improvement of appearance and lighting to deter anti- social behaviour use- more visibly seen..*

*Proposed by Cllr A H Greenwood Seconded Cllr P Ripley to not reintroduce lighting*

*For 3 against 4 abstentions 2 motion defeated*

*Proposed by Cllr M Taylor Seconded By Cllr P Taylor to reintroduce lighting*

*For 4, against 3, abstentions 2 – motion carried.*

**RESOLVED** : *That lighting would be reintroduced into Patmos Gardens*

*Member the discussed options of whether some or all proposed should be installed.*

*Proposed By Cllr M Taylor and seconded by Cllr P Taylor*

*For 4, against 3, abstentions 2 – motion carried*

**RESOLVED** *to introduce all lighting options proposed in an amount of circa £7,958 and that revenue provision be found from General Reserves.*

*Proposed By Cllr M Taylor and seconded by Cllr P Taylor*

**RESOLVED:** *That Members note the end of year budget estimates to include patmos gardens adjustemtn and to ratify the actions of the Town Clerk/RFO to establish end of year Earmarked Reserves totalling £221,811*

2021(RC)127

**ITEM 11 Financial Summary - for information**

To receive a financial summary and detailed income and expenditure as of 7<sup>th</sup> February 2022.

- 11a Financial Summary
- 11b Commitments
- 11c Budgets by Detail
- 11d Balance Sheet

*Proposed by Cllr M Taylor and seconded by Cllr L Thorpe Unanimous*

**RESOLVED:** *That the Clerk be thanked for the information and that members receive the above information en bloc.*

2021(RC)128

**ITEM 12 Schedule of Payments - for decision**

To receive and approve a schedule of 16 payments made between 18<sup>th</sup> January 2022 to 7<sup>th</sup> February 2022 totalling £7762.97

*Proposed by Cllr A H Greenwood and seconded by Cllr L Thorpe Unanimous*

	<p><b>RESOLVED:</b> That the schedule of 16 payments totalling £7,762.97 made between 18<sup>th</sup> January 2022 to 7<sup>th</sup> February 2022 be accepted and duly signed by the Chairman and one other Member.</p>
2021(RC)129	<p><b>ITEM 13 Start of Year Budgets for 2022-23 and 5 year forecast – for decision</b> To receive a report to establish start of year budgets for 2022-23 and to consider implications of proposed removal of Council Tax Reduction Support Grant and Parish Grant from 2023</p> <p><i>Members received the report noting the potential implications of the proposed removal of Council Tax reduction Grant and Parish Grant and proposed start of year budgets.</i></p> <p><i>The Town Clerk advised Members that an omission had been made in respect of a previous commitment by Resources Committee to establish a budget of £1,500 for supporting the work of the Community Right Of Way group (CROWS)activity.</i></p> <p><i>Proposed By Cllr A H Greenwood and seconded by Cllr M Taylor Unanimous</i></p> <p><b>RESOLVED</b> That an additional budget of £1500 be incorporated into the start of year budgets and adjustment made as necessary regarding the Earmarked Year End Commitment Reserve.</p>
2021(RC)130	<p><b>ITEM 14 Year End accounts timetable – for Information</b> To receive a proposed timetable for year-end close down of accounts and handover of financial responsibilities to the incoming Town Clerk/Responsible Financial Officer</p> <p><i>Member received the information with thanks</i></p> <p><i>Proposed By Cllr L Thorpe and seconded by Cllr A Hollis Unanimous</i></p> <p><b>RESOLVED:</b> That Members note the proposed year-end procedures for close down of accounts and that a report be brought to the May 4<sup>th</sup> 2022, meeting of the Resources Committee outlining key movements made during 2021/22 an start of year budgets for 2022/23 established on the financial system and that Members note the proposed arrangements for financial handover</p>
2021(RC)131	<p><b>ITEM 15 Todmorden Town Deal Board – Sponsor role for Decision</b> To receive assurances from Calderdale MBC regarding TTC role as Sponsor and to make recommendation to Full Council to accept such assurances and formally confirm agreement</p> <p><i>Members supported the seeking of assurances and were pleased to note the response from CMBC</i></p> <p><i>Proposed By Cllr P Taylor and seconded by Cllr K White Unanimous</i></p> <p><b>RESOLVED:</b> That the Resources Committee recommend to Full Council that these assurances be accepted and that formal commitment to our Role as Sponsor is given to Calderdale MBC subject to providing to them the clarification sought regarding litigation indemnity.</p>



2021(RC)132	<p><b>ITEM 16 – Todmorden Town Deal Sponsor Grant Agreement- for Decision</b> To receive and consider a grant agreement.</p> <p><i>The Town Clerk advised that information was still awaited and that it will be necessary to bring this to Full Council ahead of the next Resources Committee meeting.</i></p>
2021(RC)133	<p><b>ITEM 17 Todmorden Town Deal as sponsor – update – for Information</b> To receive a report updating the committee on activities to date.</p> <p><i>Members received the update with thanks.</i></p>
2021(RC)134	<p><b>ITEM 18 Welcome Back Fund- for Decision</b> To receive a report advising of submission of a bid to the welcome back fund in an amount of £30k subject to delivery of designated projects by 31<sup>st</sup> March 2022, funding reimbursement agreement and seeking delegated powers to progress.</p> <p><i>Members were supportive of this approach to seek and additional funds</i></p> <p><i>Proposed By Cllr A H Greenwood and seconded by Cllr P Taylor Unanimous</i></p> <p><b>RESOLVED:</b> <i>That Members confirmed that they wish to accept an award if made.</i></p> <p><i>That if an Award is accepted, Expenditure and Income budgets are established to match the amount of award given.</i></p> <p><i>That given the deadline and need to order goods and services, this is left to the Town Clerk to expedite.</i></p>
2021(RC)135	<p><b>ITEM 19 Risk Registers – for Decision</b> To receive and approve a set of updated Risk Registers for comment and or approval.</p> <p><i>Proposed By Cllr M Taylor and seconded by Cllr A Hollis Unanimous</i></p> <p><b>RESOLVED</b> <i>That Members agree the Risk Registers and recommend to Town Council for adoption</i></p>
2021(RC)136	<p><b>ITEM 20 Asset Register - for Decision</b> To receive and approve an updated Asset Register</p> <p><i>Proposed By Cllr M Taylor and seconded by Cllr P Taylor Unanimous</i></p> <p><b>RESOLVED</b> <i>That Members agree the Asset Register subject to any amendments necessary before year end and to recommend to Town Council for adoption</i></p>
2021(RC)137	<p><b>ITEM 21 Insurance</b> To receive confirmation of insurance cover in place.</p> <p><i>Members received confirmation of key aspect of Insurance cover in place</i></p> <p><i>Proposed By Cllr K White and seconded by Cllr M Taylor Unanimous</i></p> <p><b>RESOLVED</b> <i>That Members receive the information with thanks and note that adequate insurance cover is in place.</i></p>

2021(RC)138	<p><b>ITEM 22 Financial Regulations</b>  To receive a report on the Financial Regulations, and Scheme of Delegation for consideration and or recommendation for approval by Town Council to include additional recommendations in respect of Town Deal Sponsor Grant funding.</p> <p><i>Members noted and supported the proposed changes</i></p> <p><i>Cllr M Taylor and Cllr R Coleman Taylor – expressed concern about the same level of financial delegation being given to the proposed Project and Finance Manager as that of the Town Clerk and Responsible Financial Officer.</i></p> <p><i>Whilst appreciating the intention was to enable ease of process relating to the Town Deal Fund responsibilities, they felt that responsibility for payment of funds should remain with the Town Clerk/RFO and not confuse the line of clear decision making and accountability.</i></p> <p><i>The Chair in acknowledging that the purpose of creating this Project and Finance Manager role was to not overly burden the incoming Town Clerk/RFO sought the view of the Town Clerk/RFO ,who readily accepted these concerns.</i></p> <p><i>Proposed By Cllr Taylor and seconded by Cllr P Taylor Unanimous</i></p> <p><b>RESOLVED</b> <i>That subject to the delegated financial payment powers being removed for the Project and Finance Manager The Resurces Committee agrees the amendments as proposed and recommend to Full Council for adoption</i></p>
2021(RC)139	<p><b>ITEM 23 Committee Delegations and Terms of Reference for Resources Committee</b>  To receive a report on the Committee Delegations and Terms of Reference for Resources Committee consideration and or recommendation for approval by Town Council, to include amendments in respect of Town Deal Sponsor Grant funding</p> <p><i>Members noted and supported the proposed changes</i></p> <p><i>Proposed By Cllr M Taylor and seconded by Cllr A H Greenwood Unanimous</i></p> <p><b>RESOLVED</b> <i>That subject to the delegated financial payment powers being removed for the Project and Finance Manager The Resurces Committee agrees the amendments as proposed and recommend to Full Council for adoption.</i></p>
2021(RC)140	<p><b>ITEM 24 Internal Controls</b>  To receive a report regarding current Internal Controls for consideration and or recommendation for approval by Town Council to include amendments in respect of Town Deal Sponsor Grant funding.</p> <p><i>Members noted and supported the proposed changes</i></p> <p><i>Proposed By Cllr M Taylor and seconded by Cllr P Ripley Unanimous</i></p> <p><b>RESOLVED</b> <i>That Members agree the amendments as proposed and recommend to Full Council for adoption.</i></p>

2021(RC)141	<p><b>ITEM 25 Reserves and Treasury Management</b>          To receive a report regarding the practical effectiveness of the Reserves and Treasury Management Policy consideration and or recommendation for approval by Town Council</p> <p><i>Proposed By Cllr M Taylor and seconded by Cllr L Thorpe Unanimous</i></p> <p><b>RESOLVED</b> That Members agree the amendments as proposed and recommend to Full Council for adoption.</p>
2021(RC)142	<p><b>ITEM 26 Todmorden in Bloom- for information</b>          To receive a verbal update regarding potential future financial implications arising out of proposals by Calderdale MBC to recharge costs previously met by them.</p> <p><i>No further update was available</i></p>
2021(RC)143	<p><b>ITEM 27 Update and proposed handover of Projects/Outstanding Work – for Information</b>          To receive an update of project work outstanding and proposals for the handover of outstanding projects.</p> <ul style="list-style-type: none"> <li>a. Update of projects</li> <li>b. Proposals for handover</li> <li>c. Outstanding projects/work relating to this Committee.</li> <li>d. Completed projects/work completed relating to this Committee</li> </ul> <p><i>Proposed By Cllr A H Greenwood and seconded by Cllr L Thorpe Unanimous</i></p> <p><b>RESOLVED</b> That Members receive the updates with thanks.</p>
2021(RC)144	<p><b>ITEM 28 Correspondence Received – for information</b>          To receive and consider any items of correspondence.</p> <p><i>None received</i></p>
2021(RC)145	<p><b>ITEM 29 Any items for discussion for a future agenda</b>          To notify the Clerk of any matters for inclusion on the agenda of the next meeting.</p> <p><i>None tabled</i></p>
2021(RC)146	<p><b>ITEM 30 Date of the next Committee meeting</b>          To note the date of the next routine committee meeting scheduled for 4<sup>th</sup> May 2022 at 7.30pm</p>