

# TODMORDEN TOWN COUNCIL

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## MINUTES OF THE MEETING OF THE GENERAL PURPOSES COMMITTEE Held in the Cockcroft Room, Todmorden Town Hall, Bridge Street, Todmorden, on Wednesday 12th February 2020 at 7:30 pm

**Councillors Present:** M Carrigan (Chair), S Martin (Vice Chair) K White (Ex-Officio),  
 A Hollis, L Levick, , T Roberts, D Skelton, M Doyle, P Ripley,  
 M Holmstedt, M Taylor and R Coleman - Taylor

**Absent Councillors:** Cllr The Revd G Kent, M Doyle, K White

**Observing Councillors (not a member of the committee):**

**Officers:** Colin Hill – Town Clerk (minute taker)

**Members of the Public:** None in attendance

2019(GP) 68	<p><b><u>ITEM 1 . APOLOGIES FOR ABSENCE</u></b></p> <p>To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting</p> <p><i>Apologies were received from Cllrs The Revd G Kent, M Doyle, K White for reasons of holiday, family emergency and Mayoral duties.</i></p> <p><i>Proposed by Cllr. A Hollis and Seconded by Cllr. M Holmstedt      Unanimous</i></p> <p><b><i>RESOLVED:</i></b> <i>That the apologies and reasons for absence be accepted from Cllrs The Revd G Kent, M Doyle, K White for reasons of holiday, family emergency and Mayoral duties respectively.</i></p>
2019(GP) 69	<p><b><u>ITEM 2 . DECLARATIONS OF INTERESTS</u></b></p> <p>Members are reminded of the legal requirements concerning the declaration of interests. A Member must generally declare a disclosable pecuniary interest which he or she has in any item on the Agenda. A Member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.</p> <p><i>None received</i></p>
2019(GP) 70	<p><b><u>ITEM 3 . PUBLIC PARTICIPATION</u></b></p> <p>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>

Signed Chair: .....

Dated: 12<sup>th</sup> Feb 2020.....

	<i>No public present.</i>
2019(GP) 71	<p><b><u>ITEM 4 .MINUTES</u></b>  To approve the draft minutes of the General Purposes Committee meeting held on 15th January 2020 (previously circulated)</p> <p><i>Proposed by Cllr A Hollis and Seconded by Cllr T Roberts Unanimous</i></p> <p><i>RESOLVED: That the minutes of the General Purposes Committee meeting held on 15<sup>th</sup> January 2020 be confirmed as a true record and signed by the Chair.</i></p>
2019(GP) 72	<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><i>Proposed by Cllr. A Hollis and Seconded by Cllr T Roberts Unanimous</i></p> <p><b>RESOLVED:-</b></p> <p><i>That the agenda items for the meeting do not require the exclusion of the press and public and that if a member of the public subsequently attends this meeting, they be allowed to remain for the duration of the meeting.</i></p>
2019 (GP) 73	<p><b><u>ITEM 6. FINANCIAL UPDATE</u></b>  To receive an updated summary of the Council's financial position and detail by budget heading and recommended year-end virements</p> <p><i>An updated summary of the Councils financial position as at 6th Feb 2020 together with budget code detail was presented by the Town Clerk.</i></p> <p><i>The Town Clerk advised that there may still be some pressure on budget as we approach year – end but again felt a likely outturn of £80,000 /£85,000 as our outturn figure for general reserves.</i></p> <p><i>Virements totalling £11,002 were presented for approval.</i></p> <p><i>Proposed by Cllr. T Roberts and Seconded by Cllr. A Hollis Unanimous</i></p> <p><b>RESOLVED:-</b> <i>That the financial update be noted and that virement totalling £11,002 be approved.</i></p>
2019(GP)74	<p><b><u>ITEM 7 HUMAN RESOURCES – OUTSOURCING PROVISION OF ADVICE AND SUPPORT</u></b>  To receive a report considering different options for delivery.</p> <p><i>Members received a report from the Town Clerk regarding the need to consider the outsourcing of HR provision.</i></p> <p><i>The Staffing Committee earlier agreed that this was the right approach given the extent of risk involved in not being up to date with all relevant policies and to support fully the management support function of the Town Council</i></p> <p><i>The Town Clerk advised Members that this service is focussed on HR only and that Health and Safety Policy and related aspects would not be picked up as part of this agreement, given the substantial increased cost in doing so , and would ensure these</i></p>

Signed Chair: .....

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	<p>area are dealt with in terms of Policy development and over the next few months would be feeding into Council various Policies for adoption.</p> <p><i>Proposed by Cllr M Holmstedt and Seconded by Cllr D Skelton Unanimous</i></p> <p><b>RESOLVED</b> That following the support of Staffing Committee to this proposal, Members of General Purposes Committee approve the use of an outsourced supplier to provide HR services to the Council and authorise the Town Clerk to enter into a five year contract with Candidate B accordingly.</p>
2019(GP)75	<p><b>ITEM 8 COMMITTEE STRUCTURES AND FREQUENCY OF MEETINGS.</b></p> <p>To receive a report recommending a merger of committees and a focused timetable to achieve key deadlines</p> <p><i>The Town Clerk presented for consideration proposal to streamline committees and reduce the frequency of meetings held.</i></p> <p><i>This generated considerable discussion. Whilst Members generally welcomed this approach to look to improve how we operate by reducing the number of meetings, which may also attract younger interest in standing for election in the future, some Members were concerned that the focus amongst less Committees, may diminish.</i></p> <p><i>Alternatives were raised and the Town Clerk will take on board issues of numbers on Committees and Member substitution in the case of known absence.</i></p> <p><i>To take this forward Members agreed that his needed to be submitted to Full Council on 11<sup>th</sup> March to consider and agree a way forward.</i></p> <p><i>Proposed by Cllr D Skelton and seconded by Cllr R Coleman Taylor 8 for 2 against motion carried</i></p> <p><b>RESOLVED:</b> That the proposed Committee Structure and timetable be presented to Full Council for consideration</p> <p><i>Members also raised the issue of the Informal Town Council meeting and it was agreed to hold this on the 4<sup>th</sup> March 2020 to consider:-</i></p> <ul style="list-style-type: none"> <li><i>• Mayor Making arrangements- budget, format, food, invites timing etc</i></li> <li><i>• Mayoral Election- Mayor and Deputy Mayor</i></li> <li><i>• Committee representation and Chairs/Vice chairs</i></li> <li><i>• External Body appointments</i></li> <li><i>• Another matter raised by the Town Clerk following a meeting with Calderdale MBC</i></li> </ul>
2019(GP)76	<p><b>ITEM 9 INTERNAL CONTROLS</b></p> <p>To receive a report and associated internal controls document for approval.</p> <p><i>The Town Clerk apologised that this piece of work has not yet been completed and would be brought to the next meeting.</i></p>
2019(GP) 77	<p><b>ITEM 10 CORPORATE RISK MANAGEMENT</b></p> <p>To receive a report and associated Corporate and Financial Risk Register</p> <p><i>The Town Clerk presented a Corporate Risk Register and advised that an additional risk will be added – “Business interruption arising out of flood” and that a financial risk register will be presented at the next meeting.</i></p>

	<p><i>Members agreed for the Corporate Risk Register to be submitted to Full Council and expressed their thanks for an excellent piece of work from the office team.</i></p> <p><i>Proposed by Cllr M Taylor and seconded by Cllr S Martin Unanimous</i></p> <p><b>RESOLVED:</b> <i>That the Corporate Risk Register be presented to Full Council for agreement.</i></p>
<p>2019(GP) 77</p>	<p><b>ITEM 11 ACCOUNTS CLOSEDOWN TIMETABLE</b> To receive a report and schedule of tasks to be completed to enable an effective year end close-down of accounts.</p> <p><i>The Town Clerk presented to Members a timetable for closure of accounts.</i></p> <p><i>Member noted the report and confirmed their agreement.</i></p> <p><i>Proposed by Cllr M Taylor and seconded by Cllr S Martin Unanimous</i></p> <p><b>RESOLVED:</b> <i>That the Year-end Accounts timetable be accepted</i></p>
<p>2019(GP) 78</p>	<p><b>ITEM 12 CASH RECONCILIATION AND PAYMENT TO DATE</b> To receive a cash reconciliation and schedule of payments made to date.</p> <p><i>The Town Clerk presented a cash reconciliation as at 6<sup>th</sup> Feb 2020 for consideration by Members.</i></p> <p><i>The Town Clerk also advised that the previous month end reconciliation had been carried out with our external accountant when also undertaking a VAT reconciliation.</i></p> <p><i>The Town Clerk presented a simple schedule of payments made for Members to consider in terms of how we may present this in the future.</i></p> <p><i>Proposed by Cllr M Taylor and seconded by Cllr S Martin Unanimous</i></p> <p><b>RESOLVED:</b> <i>That the cash reconciliation as at 6<sup>th</sup> February be accepted and noted.</i></p>
<p>2019(GP)79</p>	<p><b>ITEM 13 INSURANCE</b> To receive a report confirming cover in place and schedule of cover.</p> <p><i>The Town Clerk presented a report updating Members on the level of insurance cover. Members expressed concern at the possible level of underinsurance cover currently in place.</i></p> <p><i>Proposed by Cllr D Skelton and seconded by Cllr M Carrigan Unanimous</i></p> <p><b>RESOLVED</b> <i>That Members:</i></p> <ul style="list-style-type: none"> <li>• <i>note the arrangements currently in place,</i></li> <li>• <i>amend levels of cover in line with any subsequent Internal Audit recommendations, reviews on each significant change of activity or increase in ownership of assets.</i></li> <li>• <i>undertakes a reconciliation of items held against the Asset Register and updates insurers accordingly.</i></li> <li>• <i>Seeks an up to date valuation of all regalia within a delegated spend of £1000.</i></li> </ul>

2019(GP)80	<p><b>ITEM 14 ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</b></p> <p>To notify the Clerk of any matters for inclusion on the agenda of the next meeting</p> <ul style="list-style-type: none"> <li>• <i>Internal controls document</i></li> <li>• <i>Appointment of Internal Auditors</i></li> <li>• <i>Financial Risk Assessment</i></li> <li>• <i>Review of Financial Regulations and Standing orders taking into account current practices and schemes of delegations</i></li> <li>• <i>Communications Policy and Web site/social media</i></li> <li>• <i>Health and Safety Policy</i></li> <li>• <i>Underlying risk assessments</i></li> </ul>
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2019(GP) 67	<p><b><u>DATE OF THE NEXT COMMITTEE MEETING</u></b></p> <p>The date of the next committee meeting was noted – Wednesday 26<sup>th</sup> March 2020 at 7.30pm, Todmorden Town Hall.</p> <p>There being no further business, the Chair closed the meeting at 9.20 pm.</p>
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