



TODMORDEN TOWN COUNCIL

REPORT TO FULL COUNCIL

REPORT AUTHOR	Colin Hill - Town Clerk & Responsible Financial Officer
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Date	6th November 2019
SUBJECT	Relocation of Offices to Town Hall

PURPOSE:

1. To inform Members that an approach has been made for the Town Council to consider a possible relocation of its administrative function to Todmorden Town Hall.
2. To seek Members “In Principle” agreement to take this forward.
3. To seek Members authority for detailed operational discussions to take place at officer level with a report to then be brought back to Full Council before any formal agreement is entered into committing the Town Council to such a move.

BACKGROUND:

4. The current Town Council administrative support function is carried out from the Community College.
5. Occupation is understood to be by way of informal agreement, with no formal lease entered into.
6. No occupational costs are met by The Town Council in terms of rental payment or utilities costs other than phone lines.
7. Access is limited to the opening hours of the Community College.
8. Space within the office is limited following increase in staff to three persons.
9. Access to a meeting room is by way of informal agreement with on site management of the centre.
10. Broadband speed is very low and a limiting factor at times for operational efficiency.
11. Benefits of such a move are anticipated to be:-

- a. Improved accessibility in terms of when being able to be on site for office use
 - b. Increased space for office administration.
 - c. Dedicated meeting room – potentially managed by Town Council Staff including for increased community use.
 - d. Improved Broadband speed
 - e. Town Council staff on site to facilitate availability for Town Hall additional use for Members meetings.
 - f. Higher profile presence for Town Council for public interface if opening of doors.
 - g. Opportunity to consider opening Fridays.
12. Concerns for such a move may be:-
- a. Shared office space
 - b. Security arrangements for staff if deciding to open doors.
 - c. Security of building.
 - d. Occupation costs may wish to be levied.
 - e. Increased staffing costs that may arise out of opening Fridays and or further meeting requirements.
 - f. Inevitably initially some public confusion surrounding services provided with increased staff involvement in signposting to the correct service providers.
13. Discussions at Officer level will centre around operational delivery. It may be beneficial to both the Town Council and Calderdale Council in terms of a Town Council on site presence, thereby potentially reducing the need for Calderdale Council Officer presence for Town Council meetings, and in turn, reducing our hire costs for additional meetings.
14. Discussions will seek to achieve such a relocation to be cost neutral in terms of ongoing occupation costs.
15. It is intended that all building maintenance issues, cleaning, events Town Hall hire for events , remain the responsibility of Calderdale Council.
16. It is anticipated that such a move would be feasible to achieve by April 2020.

FINANCIAL CONSIDERATIONS

- 17. The physical move of office contents would require us to use professional movers.
- 18. IT relocation costs would be covered within an existing IT Reserve approved by Full Council already, which has not yet been taken forward pending clarification regarding such a potential office relocation.
- 19. There may be unforeseen relocation costs and therefore it would be proposed that a contingency budget of £2,000 would be established to cover the move, once Full Council approval is formally given.

RECOMMENDATION

20. That Full Council consider from a Policy perspective, whether they wish to take forward the potential opportunity to relocate the Town Council office and administrative function from the Community College to Todmorden Town Hall.
21. That if Full Council does wish to take this forward, it then resolves as follows:

“That Todmorden Town Council agrees “in principle” to relocate its administrative office function to Todmorden Town Hall, and that the Town Clerk be authorised to enter into negotiations with Calderdale Council, and on completion of such negotiations, to bring back a further report for consideration before any final commitment is given.

REASONS FOR RECOMMENDATION

22. To provide the opportunity for Members to consider this from a Policy perspective.
23. To provide the authority for the Town Clerk to enter into detailed negotiations with Calderdale Council.
24. To provide the opportunity for Full Council to consider the detail behind such a proposed move prior to formally committing to do so.

POLICY IMPLICATIONS:

25. Moving from the Community College to Todmorden Town Hall has the potential to raise the profile of the Town Council.

CLIMATE CHANGE:

26. None arising from this report.

IMPACT EQUALITY ASSESSMENT

27. None arising from this report.

SUPPORTING PAPERS:

18. None arising from this report.

FURTHER INFORMATION, PLEASE CONTACT: Colin Hill