

| Item 11 Resources Committee Outstanding Items register - Town Clerk actions required (excluding financial internal reporting) and Member routine direct requests for action | | | | | | | | |
|---|-----------|-----------|---------------------|-------------|----------------|--|--|--|
| Item no | Completed | Activity | Meeting | Date Raised | Min ref | Description | Actions | Outcomes |
| 4 | Yes | Policy | Emergency Committee | 08/04/2020 | 2020(EC)010 | Financial Register | Reviewed and adopted | Loaded on to web site |
| 5 | Yes | Grant | Emergency Committee | 08/04/2020 | 2020(EC)011 | Grant Request Todmorden Information Centre | Grant awarded £19,000 | Grant letter and payments made - web site updated |
| 6 | Yes | Grant | Emergency Committee | 08/04/2020 | 2020(EC)011 | Grant request Walsden Cricket Club | Grant award £3k | Grant letter. Payments made 12/5/21- website updated |
| 7 | Yes | Grant | Emergency Committee | 08/04/2020 | 2020(EC)011 | Grant request Handmade Parade | Grant award £3k (subsequently into 2021/22) | Grant letter |
| 9 | Yes | Planning | Emergency Committee | 09/04/2020 | 2020(EC)012 | Three planning applications considered | Considered | Planning portal consultee comments |
| 10 | Yes | Finance | Emergency Committee | 06/05/2020 | 2020(EC) 25-28 | Annual Governance and Accounting Return | Approved and signed | Sent to external auditor and public rights exercised |
| 11 | Yes | Finance | Emergency Committee | 06/05/2020 | 2020(EC) 33 | Earmarked Reserves Proposals | Agreed | Financial system adjustment made |
| 12 | Yes | Grants | Emergency Committee | 06/05/2020 | 2020(EC) 34 | Established Covid Fund from cotton growers fund | Protocols agreed and delegated powers towards urgent decision making | 6 grant awards made |
| 14 | Yes | Comms | Emergency Committee | 06/05/2020 | 2020(EC) 36 | Agree new web site to be developed | Working group established developer appointed | Web site operation July 2020 and continuing to be developed but functional and |
| 15 | Yes | Works | Emergency Committee | 06/05/2020 | 2020(EC) 37 | Waste skips provided in local ward areas during Waste/recycling centre being closed | Introduced scheme | 21 skips provided for community use |
| 16 | Yes | Grant | Emergency Committee | 06/05/2020 | 2020(EC) 38 | Grant request Empowered People | Grant award £1.5k | Grant letter and payments made- website updated |
| 17 | Yes | Planning | Emergency Committee | 06/05/2020 | 2020(EC) 40 | Five planning applications considered | Considered | Planning portal consultee comments |
| 18 | Yes | Works | Emergency Committee | 06/05/2020 | 2020(EC) 42 | Bike Racks | To investigate possibility of more bike racks | Fundings identified per CMBC and proposal in |
| 19 | Yes | Works | Emergency Committee | 06/05/2020 | 2020(EC) 44 | Information leaflet advising of important contacts during pandemic | Leaflet produced | Distributed to circa 8,000 households |
| 20 | Yes | Works | Emergency Committee | 06/05/2020 | 2020(EC) 44 | Tree planting | Subscribed to CMBC buy a tree scheme | Two in lobb mill picnic area and three in Centre Vale Park |
| 21 | Yes | Policy | Emergency Committee | 03/06/2020 | 2020(EC)059 | Complaints Policy and Procedure, Freedom of Information, Freedom of Information- Vexatious Requests, Media, Recording of Meetings, Rules for Public meeting (face to face), Rules for Public meeting (remote/virtual) Social Media /Web Site | Policies adopted | Web site uploaded |
| 22 | Yes | Policy | Emergency Committee | 03/06/2020 | 2020(EC)059 | Health and Safety Policy | Policy adopted | Web site uploaded |
| 23 | Yes | Grant | Emergency Committee | 03/06/2020 | 2020(EC)062 | Grant Request Community Right Of Ways - £1k | Grant awarded £1k | Grant letter and payments made - web site updated |
| 24 | Yes | Grant | Emergency Committee | 03/06/2020 | 2020(EC)063 | Grant Request Todmorden Book festival - £3k | Grant awarded £3k | Grant letter and payments made - web site updated |
| 25 | Yes | Planning | Emergency Committee | 03/06/2020 | 2020(EC)069 | Eight planning applications considered | Considered | Planning portal consultee comments |
| 26 | Yes | Community | Emergency Committee | 03/06/2020 | 2020(EC)71 | Gaddings Dam | Group formed to take forward issues | Some achievements within resources |
| 28 | Yes | Grant | Emergency Committee | 01/07/2020 | 2020(EC)87 | Grant request Friends of Centre Vale Park £678.50 | Grant awarded £678.50 | Grant letter and payments made - web site updated |

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| 29 | Yes | Grant | Emergency Committee | 01/07/2020 | 2020(EC)88 | Grant request Richard Naylor Charity £1k | Grant awarded £1k | Grant letter and payments made - web site updated |
| 30 | Yes | Grant | Emergency Committee | 01/07/2020 | 2020(EC)88 | Grant request Heptonstall Exhibitions £1k | Grant awarded £1k | Grant letter and payments made - web site updated |
| 31 | Yes | Grant | Emergency Committee | 01/07/2020 | 2020(EC)89 | Grant Request Handmade Parade £3k - replacement award for previous cancelled | Grant awarded £3k | Grant letter and payments made - web site updated |
| 32 | Yes | Grant | Emergency Committee | 01/07/2020 | 2020(EC)89 | Grant Request In the Park Production £981 - event not held | Grant awarded £981 | Grant letter conditional award |
| 33 | Yes | Community | Emergency Committee | 01/07/2020 | 2020(EC)93 | Mayors achievement Certificates launched | Scheme implemented | 15 Certificates issued |
| 34 | Yes | Planning | Emergency Committee | 01/07/2020 | 2020(EC)95 | Seven planning applications considered | Considered | Planning portal consultee comments |
| 35 | Yes | Community | Emergency Committee | 01/07/2020 | 2020(EC)99 | Town Deal Board Established | Town Council representation agreed | Ongoing involvement |
| 36 | Yes | Works | Emergency Committee | 01/07/2020 | 2020(EC)101 | Festive lights funding opportunity | Tender agreed issued and contracted | Newschmes in Todmorden Cornholme,Portsmouth,Walsden and Eastwood delivered. |
| 37 | Yes | Comms | Emergency Committee | 01/07/2020 | 2020(EC)102 | Remote working proposals for Members | Laptops and Printers procured | Issued to Member and remote working enabled for Members and Officers |
| 38 | Yes | Policy | Emergency Committee | 29/07/2020 | 2020(EC)114 | IT Policy | Policy adopted | Web site uploaded |
| 39 | Yes | Planning | Emergency Committee | 29/07/2020 | 2020(EC)119 | twelve planning applications considered | Considered | Planning portal consultee comments |
| 40 | Yes | Works | Emergency Committee | 29/07/2020 | 2020(EC)122 | Wheelspark funding opportunity | subsequent tenders, funding agreement , legal agreements, permits and construction Plan | In course- all funding and permits ansd agreements secured and contracts issued. |
| 41 | Yes | Works | Emergency Committee | 29/07/2020 | 2020(EC)123 | Funding agreed re Gaddings signage | signage info agreed | Installed |
| 42 | Yes | Community | Resources | 09/09/2020 | 2020(RC)010 | Covid return to school concerns Education Laptop provison | Letter to CMB Education | Sent |
| 43 | Yes | Works | Resources | 09/09/2020 | 2020(RC)018 | Festive lights tenders | Approved and signed | Contracted and delivered |
| 47 | Yes | Works | Resources | 01/11/2020 | | Additional fitigns cornholme | Agre ,coationand istall | Completed Mar 2021 |
| 48 | Yes | Policy | Full Council | 14/10/2020 | 2020(TC)21 | Staff Appraisal Policy | Policy adopted | In policy suite of documents |
| 49 | Yes | Grant | Resources | 04/11/2020 | 2020(RC)028 | Grant application Tod Walkers £2,672 | Grant awarded £2,672 | Grant letter and payments made - web site updated |
| 50 | Yes | Grant | Resources | 04/11/2020 | 2020(RC)029 | Grant Application Pet shop immortal £500 | Grant awarded £500 | Grant letter and payments made - web site updated |
| 52 | Yes | Community | Full Council | 18/11/2020 | 2020(TC)33 | Investment in Calder Valley Community Land Trust £3k | Investment made | Reflected in Asset register |
| 53 | Yes | Works | Resources | 14/12/2020 | 2020(RC)062 | Wheelspark contractor selected | Approved | Provisional commitment issued |
| 54 | Yes | Community | Full Council | 17/02/2021 | 2020(TC)67 | Calder Valley Rail Partnership | Membership agreed | Partnership advised |
| 55 | Yes | Policy | Full Council | 17/02/2021 | 2020(TC)65 | Climate and Ecological Emergency (CEE) Bill | That Todmorden Town Council support the Climate and Ecological Emergency Bill (ii) Informs the local media of this decision; (iii) Writes to local MPs, asking them to support the Bill; and (iv) Writes to the CEE Bill Alliance, the organisers of the campaign for the Bill, expressing its support and furthermore refers to this within the emerging Moorlands Policy | Actioned |

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| 56 | Yes | Grants | Resources | 24/02/2021 | 2020(RC)070 | Grant Application CROWs £1k | Grant awarded £1k | Grant letter and payments made - web site updated |
| 63 | Yes | Community | Resources | 24/02/2021 | 2020(RC)084 | Walsden Cricket Club letter of support | Letter to Lanc Cricket | Actioned including subsequent emails |
| 66 | Yes | Finance | Full Council | 17/03/2021 | 2020(TC)79 | Treasury and Reserves Policy | Adopted | Loaded up to web site |
| 67 | Yes | Grants | Full Council | 17/03/2021 | 2020(TC)81 | Grant Application Todmorden in Bloom £4,655 | Grant awarded £4,655 | Grant letter and payments made - web site updated |
| 68 | Yes | Grants | Full Council | 17/03/2021 | 2020(TC)81 | 2021/22 Grant Application Todmorden Information Centre £23,535.93 | Grant awarded £23,535.93 | Grant letter - payments to be made in 2021/22 - web site to be updated |
| 69 | Yes | Grants | Full Council | 17/03/2021 | 2020(TC)81 | 2021/22 Grant Application PCSO's £35,808 | Grant awarded £25,808 | Grant letter - payments to be made in 2021/22 - web site to be updated |
| 70 | Yes | Finance | Full Council | 17/03/2021 | 2020(TC)82 | Asset Register | Adopted | Loaded on to web site |
| 71 | Yes | Finance | Full Council | 17/03/2021 | 2020(TC)83 | Corporate and Financial Risk Register | Adopted | Loaded on to web site |
| 72 | Yes | Finance | Full Council | 17/03/2021 | 2020(TC)84 | Internal Controls | Adopted | Loaded on to web site |
| 73 | Yes | Finance | Full Council | 17/03/2021 | 2020(TC)85 | Financial Regulations | Adopted | Loaded on to web site |
| 74 | Yes | Policy | Full Council | 17/03/2021 | 2020(TC)86 | Standing Orders | Adopted | Loaded on to web site |
| 75 | Yes | Policy | Full Council | 17/03/2021 | 2020(TC)87 | Publication Scheme | Adopted | Loaded on to web site |
| 76 | Yes | Policy | Full Council | 17/03/2021 | 2020(TC)88 | Equal Opportunities | Adopted | Loaded on to web site |
| 78 | Yes | Policy | Full Council | 27/04/2021 | 2020(TC)108 | Councillors Code of Conduct | Agreed | Loaded on to web site |
| 79 | Yes | Policy | Full Council | 27/04/2021 | 2020(TC)109 | Committee Terms of Reference and Scheme of Delegation | Adopted | Loaded on to web site |
| 90 | Yes | Finance | Resources | 19/05/2021 | 2021(RC)008 | Payment schedule | Signed and prepare for web site | Loaded on to web site |
| 91 | Yes | Grants | Resources | 19/05/2021 | 2021(RC)009 | Feedback forms | Noted and to be uploaded | Loaded on to web site |
| 92 | Yes | Grants | Resources | 19/05/2021 | 2021(RC)011 | Grant to Hepstonstall & R Naylor Charities | Grant letter and payment to be made | letter sent, payment made 25th May ,web site updated. |
| 93 | Yes | Grants | Resources | 19/05/2021 | 2021(RC)010 | Grant to Scouts | Grant letter and payment to be made | letter sent, payment made 25th May ,web site updated. |
| 94 | Yes | Grants | Resources | 19/05/2021 | 2021(RC)012 | Grant to Todmorden Makery | Grant letter and payment to be made | letter sent, payment made 25th May ,web site updated. |
| 95 | Yes | Grants | Resources | 19/05/2021 | 2021(RC)013 | Grant to Handmade Parade | Report to Full Council for award of £4k | report to be submitted to FC |
| 96 | Yes | Finance | Respurces | 19/05/2021 | 2021(RC)018 | letter to HMRC re tax charge 2013/14 | letter to be sent | letter sent, payment made 25th May ,web site updated. |
| WORK / PROJECTS OUTSTANDING | | | | | | | | |
| 1 | No | Blue Plaques | General Purposes | 01/04/2019 | | Putting up various Blue Plaques | Waiting on Town Hall rropening to put up two in town hall already available to put up and one Wellington Terrace to be measured made an put up | Delayed re Covid but project resurrected. |
| 2 | No | Works | General Purposes | 01/11/2019 | | Repaint Gateway Entrance Signage | signage taken down in Nov 2019 as part of Xmas lights work to be painted - KW. 3 signs in college | Quotes £2.5k per sign - alternative sorted £2k and order placed 11/5/21 |
| 3 | No | Community | General Purposes | 01/04/2020 | | Bowls Club | Discussion re costs and lobbying | Delayed re Covid |
| 8 | No | Community | | 01/04/2021 | | Lease request Walsden CC | New lease terms to be agreed | Pending valuation to eb agrre dby chroties commision |
| 13 | No | Policy | Emergency Committee | 06/05/2020 | 2020(EC) 35 | Identified several policy shortfalls | Town Clerk prioritises audit related work (focus on finances and governance) ahead of HR type policy work | focus in 2021/22 moving towards HR policies |

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| 27 | No | Community | Emergency Committee | 03/06/2020 | 2020(EC)73 | Walden library land - community garden use | Liaison with group, and CMBC re use of library land | Progressed to developer engagement in provision of community garden and book exchange scheme. Revised proposal submitted to CMBC re use of alternative land . CMBC wish to deal with library site only and meetig requested of developer |
| 44 | No | Works | Resources | 01/11/2020 | | Childrens Competition | Format agreed schools written to | 6 schools responded - mock ups being put together by LITE |
| 45 | No | Works | Resources | 01/11/2020 | | Childrens displays judging | Mock up to be judged | Members to judge when LITE return mock ups |
| 46 | No | Works | Resources | 01/11/2020 | | Install on Market Hall | To agree install method and date with Market | Site visit to work out practical installation for fittings before ordering displays to be made |
| 51 | No | Community | Resources | 04/11/2020 | 2020(RC)031 | Request to grant new 25 year lease | Charity act requirements researched | RICs valuer instructed to determine value before lease preparation- awaiting response |
| 57 | No | Community | Resources | 24/02/2021 | 2020(RC)085 | Defibrillators | TC to work up scheme/policies | In course |
| 58 | No | Community | Resources | 24/02/2021 | 2020(RC)085 | Benches | TC to work up scheme/policies | In course |
| 59 | No | Community | Resources | 24/02/2021 | 2020(RC)085 | Marketing and Communications Plan | TC to work up scheme/policies | In course |
| 60 | No | Community | Resources | 24/02/2021 | 2020(RC)085 | Patmos Garden War Memorial and adjoining areas refurbishment | TC to work up scheme/policies | In course |
| 61 | No | Community | Resources | 24/02/2021 | 2020(RC)085 | Lobb Mill - refurbishment/renewal | TC to work up scheme/policies | In course |
| 62 | No | Grants | Resources | 24/02/2021 | 2020(RC)085 | Grant application feedback - research and review of policy | TC to work up scheme/policies | In course |
| 64 | No | Works | Full Council | 17/03/2021 | | Wheelspark Contracts placed and work commenced | On site progress to be regularly checked and variations etc agreed | In course |
| 65 | No | Works | Full Council | 17/03/2021 | | Wheelspark - Lease registration and EA Deed of Covenant | | To be started. |
| 90 | No | Funding | | 12/05/2021 | | Fortnightly reporting to CMBC of progress | Update rept of progress and payment made against agreed schedule and valuation certificates | In course |
| 77 | No | Community | | 21/04/2021 | Cllr M Carrigan | Waqgon and Horses- licencing | Late night licence application, semi permanet structures in car park oppsoit, disturbance to nearby residents, asb | Raised with police and licencing. Hearing pending. Enquiry re change of use/planning permission required? |
| 80 | No | Community | Full Council | 27/04/2021 | 2020(TC)107 | Covid Commemoration Plaque | TC to work up words , location costs and bring back to future meetings. | Not yet started |
| 81 | No | Community | Full Council | 27/04/2021 | 2020(TC)110 | Carr Road/Coronation Terrace | Email to CMBC to open up discussions | CMBC to visit site |
| 82 | No | Community | Full Council | 27/04/2021 | 2020(TC)111 | Lottery Bid re Climate related | Bid submitted | Waiting on outcome |
| 83 | No | Staffing | Full Council | 27/04/2021 | 2020(TC)112 | CEC staffing need to deliver action plan | TC to review all staffing need | Not yet started |
| 84 | No | Community | Full Council | 27/04/2021 | 2020(TC)114 | Resolve remote meetings /return to public meetings | Agreed use of Town Hall for first 6 meetings - Covid protocols | In course |

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| 85 | No | Community | Full Council | 27/04/2021 | 2020(TC)115 | Mayor Making | Decision waited as to if and when - will then need to sort invites and format | Not yet started |
| 86 | No | Community | Full Council | 27/04/2021 | 2020(TC)115 | Citizenship Awards | To reintroduce with press release | Not yet started |
| 87 | No | Community | Full Council | 27/04/2021 | 2020(TC)117 | Denis Field - local plan development designation | Letter written to object to proposals | Decision of inspector awaited. 1st June Inspector does not require any more information. |
| 88 | No | Community | | 01/05/2021 | Cllr K White/A Greenwood | Cockcroft/Wilkinson housing issues | Meeting to be arranged to discuss numerous issues on behalf of tenants | Meeting arranged for 10th June 2021. |
| 89 | No | Community | | 10/05/2021 | Cllr K White | 970/972 Burnley Rd Portsmouth right of way, eyesore use of land for mobile homes use | letter to Townley estate as freeholder. Demolished building, put on site mobile homes- permissions being checked with CMBC re planning, use, building control - no resident consultation | In course |
| 97 | No | Finance | Resources | 04/11/2020 | 2020(RC)30 | Seek update valuation re regaila | Reference CMBC, BBC, PBC for who they use | Agreed price for valuer to attend - date being finalised.and agreemt with CMBC re access to Town Hall |