

Item 13 Appendix 1 Full Council and Resources Committee - 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	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
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

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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 and 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 provision	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	2020(RC)062	Additional fitigns cornholme	Agre ,coationand install	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
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

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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
<b>WORK / PROJECTS OUTSTANDING</b>								
1	No	Blue Plaques	General Purposes	01/04/2019		Putting up various Blue Plaques	Waiting on Town Hall reopening 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 soprted £2k and order plced 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	Valuation to be sought and new lease terms agreed	Not yet started
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
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 - waiting on outocme
44	No	Works	Resources	01/11/2020		Childrens Competition	Format agreed schools written to	5 schoos, responded - mock ups to be made
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 fittigns 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 valuation to be instructed to determine value before lease preparation
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

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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	In course
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
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
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	In course
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