



Todmorden Town Council

# Lord Lieutenant Visit

Proposal for visit commencing the 18th  
October 2019

J S Holt  
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# Lord Lieutenant's Planned Visit to Todmorden

## RECCOMENDATION

1. That full Council affirms the Mayors commitment to help organise the high profile visit for Todmorden
2. That a provisional budget of £1,550 is made available in order to provide refreshment, buffet and overtime costs, noting that Calderdale Council are providing the Town Hall free of charge.
3. To request that officers treat this as a priority and actively assist the Deputy Lord Lieutenant in organising the requirements for the day.

## WHO IS THE LORD LIEUTENANT?



The Lord Lieutenant is appointed by The Queen and is Her Majesty's representative in West Yorkshire.

His responsibilities include making the arrangements for Royal visits to the county and for hosting those visits; representing the Monarch at a wide range of events across West Yorkshire; presenting British Empire Medals and other awards; advising on submissions for honours nominations; submitting nominations for Royal Garden Parties; and maintaining close links with our regional armed forces.

He is assisted by the Vice Lord-Lieutenant, the Clerk to the Lieutenancy and a team of Deputy Lieutenants.

The West Yorkshire Lieutenancy is keen to promote and support the many civic, faith, voluntary, social and business organisations and activities within its area.

- Lord-Lieutenants are appointed by the Sovereign on the recommendation of the Prime Minister.
- The duties include Escorting Royal visitors when they pay official visits to the County of West Yorkshire.

- Represent The Queen at a wide range of events including duties with the armed forces and cadets, the Police, the Church, the universities, civic engagements, businesses, charities and the arts.
- Lieutenancy duties also include presenting honours on behalf of the Crown, and involvement in the honours system.
- Liaise with local units of the Royal Navy, Royal Marines, Army, Royal Air Force and their associated Cadet Forces.
- The role of the Lieutenancy is entirely non-political. The appointment carries no pay.

## WHY THE LORD LIEUTENANT IS VISITING

One of the Deputy Lord Lieutenants resides in Todmorden and has suggested that the Lord Lieutenant visits Todmorden and sees what it has to offer. The Lord Lieutenant has decided to spend from 1000hrs (approx.) to 1530hrs (approx.) in Todmorden visiting various charities and local business.

## LORD LIEUTENANTS ITINERARY

The Lord Lieutenant plans to visit on the 18<sup>th</sup> October 2019:

- Visit the Fielden Centre and see what they contribute to the community
- Walk through the park and visit various points of interest such as the War Memorial, various statues and the park itself.
- Visit Incredible Edible and see what a difference they have made to the town and indeed the nation with the movement.
- Visit Hippodrome Theatre in technical rehearsal
- Town Hall Council Chamber Q&A with students from Todmorden High School
- Charities on show and a buffet available for the Lord Lieutenant and other Civic Dignitaries present at the event.

## WHO ELSE WILL BE THERE

Invited Dignitaries are as follows:

- Lord Lieutenant and Deputies
- High Sheriff of West Yorkshire
- Craig Whittaker MP
- Mayor of Calderdale Council
- CEO of Calderdale Council
- Town Mayor of Todmorden
- Press and Media publications

Proposed Charity/Organisations:

Age Concern Todmorden  
 Calder Valley Search & Rescue  
 CROWS Community Rights of Way Services  
 Dementia Friendly Todmorden  
 Fielden Centre Association  
 Friends of Overgate Hospice

Handmade Parade CIC  
Kidsfest  
Northern Power Boxing Academy CIC  
Pushing Up Daisies CIC  
Richard Naylor  
Royal British Legion - Tod. Branch  
Talking Newspaper for Todmorden  
TAODS / Todmorden Youth Group  
The Radius Opera Company  
Todmorden Art Group  
Todmorden Book Festival  
Todmorden Charity Carnival  
Todmorden Choral Society  
Todmorden Community Brass Band  
Todmorden Folk Festival  
Todmorden Flood Group  
Todmorden Harriers  
Todmorden Health Centre Champions  
Todmorden In Bloom  
Todmorden Information Centre  
Todmorden Lions Club  
Todmorden Market Tenants Association  
Todmorden Orchestra  
Todmorden Photographic Society  
Todmorden Rotary Club  
Todmorden Society for the Blind  
Todmorden Town Twinning Association  
Upper Calder Valley Renaissance  
War Memorial Trusts  
Todconnect

## WHAT IS TODMORDEN TOWN COUNCILS RESPONSIBILITY

The Lord Lieutenants Deputy has requested that we organise the visit from the Lord Lieutenant on the 18<sup>th</sup> October 2019. This will involve Officers needing to work with the Deputy Lord Lieutenant to plan out requirements for the day.

Key tasks needing to be completed upon approval are as follows:

- Contacting the Lord Lieutenant's Deputy and being in possession of all relevant information and pre-existing arrangements
- Contacting all the Civic Dignitaries that are attending
- Contacting the Fielden Centre Association to organise a visit to their hall
- Contacting Calderdale Council in order to make sure that road access to the Park is guaranteed
- Contacting relevant emergency services to make sure security is organised for all the civic dignitaries
- Contacting charities that are prevalent in the community and make sure they can attend the Town Hall, also the additional possibility of contributing to an information pack provided to dignitaries

- Sourcing suitable buffet and refreshment arrangements for dignitaries and councillors.

## ESTIMATED COSTS

Town Council officers will be asked to attend the day in order to help out therefore staffing costs must be covered for overtime in the event it is not taken off in lieu. The Lord Lieutenant and guests will require refreshments therefore a base budget of £300 has been set.

Additionally the request of a buffet will be the main cost incurred by the Town Council and will be served in the Town Hall.

Calderdale Council have been kind enough to provide the Town Hall for free for the day at the request of the Lord Lieutenants Deputy.

Staffing: £250

Refreshments: £300

Buffet: £1000

**Estimated Total: £1,550**

Due to the high-profile nature of the event this is an opportunity for Todmorden to gain some recognition for its various charities and initiatives throughout the Town. It will also allow for the Lord Lieutenant to consider Todmorden for a Royal Visit (not guaranteed). In the local area if the event is a success then Todmorden Town Council and Todmorden itself will be highly publicised and bring great interest into the local area.