

Item 13b Full Council 16th November 2022 - Completed items register

Item no	Activity	Meeting	Date Raised	Min ref	Description	Actions	Outcomes
1	Blue Plaques	General Purposes	01/04/2019		Putting up various Blue Plaques	Town Hall put up and one Wellington Terrace ordered and then to install	Waiting on installation of last plaque
2	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	Completed Mar 2021
3	Community	General Purposes	01/04/2020		Bowls Club	Discussion re costs and lobbying- discussions taken place at officer level	Meeting held 7th September and update for next Resources- part now of future discussions re TownDwal
4	Policy	Emergency Committee	08/04/2020	2020(EC)010	Financial Register	Reviewed and adopted	Loaded on to web site
5	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	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	Grant	Emergency Committee	08/04/2020	2020(EC)011	Grant request Handmade Parade	Grant award £3k (subsequently into 2021/22)	Grant letter
8	Community		01/04/2021		Lease request Walsden CC	New lease terms agreed, market valuation obtained, advert to be placed and letter to Charities Commission	Advert and letter to Charities Commission by 20th September then on approval lease to be prepared for execution - lease executed
9	Planning	Emergency Committee	09/04/2020	2020(EC)012	Three planning applications considered	Considered	Planning portal consultee comments
10	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	Finance	Emergency Committee	06/05/2020	2020(EC) 33	Earmarked Reserves Proposals	Agreed	Financial system adjustment made
12	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	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 transparent
15	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	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	Planning	Emergency Committee	06/05/2020	2020(EC) 40	Five planning applications considered	Considered	Planning portal consultee comments
18	Works	Emergency Committee	06/05/2020	2020(EC) 42	Bike Racks	To investigate possibility of more bike racks in todmorden	Fundings identified per CMBC and proposal in course of being implemented - under Climate Emergency Committee
19	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	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	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	Policy	Emergency Committee	03/06/2020	2020(EC)059	Health and Safety Policy	Policy adopted	Web site uploaded
23	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	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	Planning	Emergency Committee	03/06/2020	2020(EC)069	Eight planning applications considered	Considered	Planning portal consultee comments

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26	Community	Emergency Committee	03/06/2020	2020(EC)71	Gaddings Dam	Group formed to take forward issues	Some achievements within resources
28	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	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	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	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	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	Community	Emergency Committee	01/07/2020	2020(EC)93	Mayors achievement Certificates launched	Scheme implemented	15 Certificates issued
34	Planning	Emergency Committee	01/07/2020	2020(EC)95	Seven planning applications considered	Considered	Planning portal consultee comments
35	Community	Emergency Committee	01/07/2020	2020(EC)99	Town Deal Board Established	Town Council representation agreed	Ongoing involvement
36	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	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	Policy	Emergency Committee	29/07/2020	2020(EC)114	IT Policy	Policy adopted	Web site uploaded
39	Planning	Emergency Committee	29/07/2020	2020(EC)119	twelve planning applications considered	Considered	Planning portal consultee comments
40	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	Works	Emergency Committee	29/07/2020	2020(EC)123	Funding agreed re Gaddings signage	signage info agreed	Installed
42	Community	Resources	09/09/2020	2020(RC)010	Covid return to school concerns Education Laptop provision	Letter to CMB Education	Sent
43	Works	Resources	09/09/2020	2020(RC)018	Festive lights tenders	Approved and signed	Contracted and delivered
44	Works	Resources	01/11/2020		Childrens Competition	Displays selected and ordered	Schools presentations completed
45	Works	Resources	01/11/2020		Childrens displays judging	Mock up to be judged	Members to judge when LITE return mock ups
46	Works	Resources	01/11/2020		Install on Market Hall	To agree install method and date with Market	Site visit carried to work out practical installation for fittings before ordering displays to be made.Installed
47	Works	Resources	01/11/2020		Additional fitigns cornholme	Agre ,coationand istall	Completed Mar 2021
48	Policy	Full Council	14/10/2020	2020(TC)21	Staff Appraisal Policy	Policy adopted	In policy suite of documents
49	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	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
51	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- response received
52	Community	Full Council	18/11/2020	2020(TC)33	Investment in Calder Valley Community Land Trust £3k	Investment made	Reflected in Asset register
53	Works	Resources	14/12/2020	2020(RC)062	Wheelspark contractor selected	Approved	Provisional commitment issued
54	Community	Full Council	17/02/2021	2020(TC)67	Calder Valley Rail Partnership	Membership agreed	Partnership advised
55		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	Grants	Resources	24/02/2021	2020(RC)070	Grant Application CROWs £1k	Grant awarded £1k	Grant letter and payments made - web site updated
57	Community	Resources	24/02/2021	2020(RC)085	Defibrillators	TC to work up scheme/policies	Complete
58	Community	Resources	24/02/2021	2020(RC)085	Benches	TC to work up scheme/policies	complete
60	Community	Resources	24/02/2021	2020(RC)085	Patmos Garden War Memorial and adjoining areas refurbishment	TC to work up scheme/policies- surveyor instructed to produce plans and specification	Scheme worked up and approved Resources 3rd nov 2021
61	Community	Resources	24/02/2021	2020(RC)085	Lobb Mill - refurbishment/renewal	Site visit TC to work up scheme/policies	Site visit completed
62	Grants	Resources	24/02/2021	2020(RC)085	Grant application feedback - research and review of policy	TC to work up scheme/policies	complete
63	Community	Resources	24/02/2021	2020(RC)084	Walsden Cricket Club letter of support	Letter to Lanc Cricket	Actioned including subsequent emails
64	Works	Full Council	17/03/2021		Wheelspark Contracts placed and work commenced	On site progress to be regularly checked and variations etc agreed	Wheelspark project construction completed
66	Finance	Full Council	17/03/2021	2020(TC)79	Treasury and Reserves Policy	Adopted	Loaded up to web site
67	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	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	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	Finance	Full Council	17/03/2021	2020(TC)82	Asset Register	Adopted	Loaded on to web site
71	Finance	Full Council	17/03/2021	2020(TC)83	Corporate and Financial Risk Register	Adopted	Loaded on to web site
72	Finance	Full Council	17/03/2021	2020(TC)84	Internal Controls	Adopted	Loaded on to web site
73	Finance	Full Council	17/03/2021	2020(TC)85	Financial Regulations	Adopted	Loaded on to web site
74	Policy	Full Council	17/03/2021	2020(TC)86	Standing Orders	Adopted	Loaded on to web site
75	Policy	Full Council	17/03/2021	2020(TC)87	Publication Scheme	Adopted	Loaded on to web site
76	Policy	Full Council	17/03/2021	2020(TC)88	Equal Opportunities	Adopted	Loaded on to web site
77	Community		21/04/2021	Cllr M Carrigan	Waggon 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?
78	Policy	Full Council	27/04/2021	2020(TC)108	Councillors Code of Conduct	Agreed	Loaded on to web site
79	Policy	Full Council	27/04/2021	2020(TC)109	Committee Terms of Reference and Scheme of Delegation	Adopted	Loaded on to web site
82	Community	Full Council	27/04/2021	2020(TC)111	Lottery Bid re Climate related	Bid submitted	Not succesful in Bid
83	Staffing	Full Council	27/04/2021	2020(TC)112	CEC staffing need to deliver action plan	TC to review all staffing need	Advert placed and interview set
84	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	Community	Full Council	27/04/2021	2020(TC)115	Mayor Making	Planning underway for event to be held 16th October	Event delivered
86	Community	Full Council	27/04/2021	2020(TC)115	Citizenship Awards	Planning underway for event to be held 16th October	Completed
87	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 imformation.
88	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. but delayed and group woished to delay
89	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	Letter sent but waiting on townley estate agent to return to us.
90	Finance	Resources	19/05/2021	2021(RC)008	Payment schedule	Signed and prepare for web site	Loaded on to web site
90	Funding	Resources	12/05/2021		Fortnightly reporting to CMBC of progress	Update reopr of progress and payment made against agreed schedule and valuation certificates	Completed closing report ot CMBC
91	Grants	Resources	19/05/2021	2021(RC)009	Feedback forms	Noted and to be uploaded	Loaded on to web site
92	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	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	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	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	Finance	Resources	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.

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97	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 agreemnt with CMBC re access to Town Hall
98	Grants	Resources	09/06/2021	2021(RC)026	Grant to Tod Book Festival	Grant letter and payment to be made	letter sent, payment made 10th June ,web site updated.
99	Finance	Resources	28/07/2021	2021(RC)042	Grant Award Tod Bowling Club	Award Letter sent	Completed
100	Community	Respources	28-Jul	2021(RC)043	To hold Wheelspark opening event	TEN/Linencing, event plan, invites, activites	Successful event delivered
103	Community	Resources	01-Sep		Light Town Hall -purple for polio	Email to CMBC to seek their agreement to do so	Completed
104	Community	Resources	01/09/2021		Festive lights switch on	Date to be agreed with CMBC and event to be planned	Event delivered
105	Community	Climate	09/02/2021		Climate workshop/speakers 1st Nov event	Invites etc event to be organised	Completed
105	Grants	Resources	08/09/2021	2021(RC)062	Tod Rotary - 2 wheels feedback	Obtain financial and then submit feedback to committee	Completed
106	Grants	Resources	08/09/2021	2021(RC)063	Plumb Learning grant decline	Send decline letter	Completed
107	Community	Resources	08/09/2021	2021(RC)065	Budget for wheelspark coaching	Set up budget	Completed
109	Community	Resources	08/09/2021	2021(RC)065	Budget for wheelspark graffiti	Set up budget	Completed
111	Community	Resources	08/09/2021	2021(RC)064	Investigate Wheelspark drainage modifications	to identify options with local metalworkers	complete
112	Community	Resources	08/09/2021	2021(RC)066	Patmos gardens Refurbishment works	Identify options and prepare tender	Completed
115	Community	Resources	08/09/2021	2021(RC)071	CROWS revenue budget	Set up in2022/23 budget £1500 and confirm to CROWS	In course - informal; email to CROWS to advise)
116	Finance	Resources	08/09/2021	2021(RC)073	Budget 2022/23	prepare first draft	Completed
117	Climate	Full Council	22/09/2021	2021(FC)054	Prepare climate pledge	Briefed to Climate Officer	Completed
118	Climate	Full Council	22/09/2021	2021(FC)055	Natural flood mgt event	Briefed to Climate Officer	Completed
119	Community	Full Council	22/09/2021	2021(FC)056	Town Crier	Meet with Mayor to progress	Complete
120	Community	Full Council	22/09/2021	2021(FC)057	Stainglass windows - merchandise	Meet with Mayor to progress	CMBC refuse use
121	Finance	Full Council	22/09/2021	2021(FC)058	Mayors trading account budget	Set up on alpha	Completed
122	Climate	Full Council	22/09/2021	2021(FC)062	Local delivery initiative	Confirm in writing resolution	Completed
124	Grants	Resources	03/11/2021	2021(RC)081	Grant award £1,532 Calder Community Cares	Award letter, bank payt, databse update	Completed
125	Grants	Resources	03/11/2021	2021(RC)082	Grant decline £1, 355 Walsden st Peters	Decline of award letter	Completed
126	Grants	Resources	03/11/2021	2021(RC)083	Grant award to Full council - Disability Calderdale	Report to Full Council	Completed
127	Property	Resources	03/11/2021	2021(RC)088	Patmos Gardens Tender document to be prepared with Chair of Resources.	Report to Full Council	Completed
128	Community	Resources	03/11/2021	2021(RC)089	Liaison with CMBC re charging for 2022/23	Chase CMBC Update Resources	Completed
131	Grants	Resources	03/11/2021	2021(TC)071	Grant award letter Disability Calderdale	Award letter, payment and database	Completed
132	Governance	Resources	03/11/2021	2021(TC)074	Casual Vacancy Walsden	Await advice whether bye election or co-opt	Completed now to coption
133	Governance	Resources	03/11/2021	2021(TC)075	Deputy Mayor	Revist process for determining Mayor/Deputy Mayor	Completed
134	Community	Resources	03/11/2021	2021(TC)077	Lighting and Safety issues	Send letters to authors and post wheelspark comment	Included in safer greener agenda
136	Grants	Resources	24/11/2021	2021(TC)103	Grant award letter Fielden Association	Award letter, payment and database	Completed
137	Grants	Resources	24/11/2021	2021(TC)104	Grant award letter Age Concern	Award letter, payment and database	Completed
138	Community	Full Council	17/11/2021	2021(TC)073	Letters to doctors surgeries and MP	Write letter (prior agreemtent)	Completed
139	Community	Full Council	17/11/2021	2021(TC)074	email to CMBC Cllr S Press re Town Hall facilites	concern re sound and screens	completed - responded to ongoing concerns .
140	Governance	Full Council	17/11/2021	2021(TC)076	Work up mayor/deputy mayor selection alternative	Consider options	complete
141	Community	Full Council	17/11/2021	2021(TC)075	letter of thanks to M Doyle re resignation	write letter	Completed
141	Governance	Full Council	15-Dec	2021(TC)088	Policy for approval	Policy agreed and correspondenec for application prepared and cooption vacancy advertised	Completed
142	Governance	Full Council	15/12/2021	2021(TC)088	Coption vacancy Walden	Advert placed now waitng for applications - copy all councillors in.	Vacancy filled
143	Governance	Full Council	15/12/2021	2021(TC)089	Vacancy Langfield Ward	Notlce of vacancy to issue, web site, CMBC 11th January closing date	In course
144	Finance	Full Council	15/12/2021	2021(TC)087	Aqreed precept level	Precept demand to be issued once PG and CTRG known - est 7th Jan 2022	Completed
146	Finance	Full Council	15/12/2021	2021(TC)090	Station Lift Access EMR	Move into Gen Reserves	Completed
147	Finance	Full Council	15/12/2021	2021(TC)091	CEC end of year budgets	Create EMR for underspend	Completed
148	Property	Full Council	15/12/2021	2021(TC)092	Patmos Gardens	Open Tenders under delegated powers CR VCR	Completed and contractor appointed
149	Property	Full Council	15/12/2021	2021(TC)095	Walsden CC Lease	Arrange for CC to execute lease	Completed

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149	Property	Full Council	15/12/2021	2021(TC)092	Patmos Gardens	Contractor appointed	Contract signed and works scheduled
150	Property	Full Council	15/12/2021	2021(TC)092	Patmos Gardens	Start on site 1st March 2022	Completed
151	Property	Full Council	15/12/2021	2021(TC)092	Patmos Gardens	Quotes requested for electrical additional works	Completed
152	Finance	Full Council	26/01/2022	2021(TC)104	Earmarked movements	Adjustments made	Completed
163	Finance	Full Council	26/01/2022	2021(TC)104	Earmarked movements	Adjustments made	Completed
164	Governance	Full Council	26/01/2022	2021(TC)107	Langfield Ward Vacancy	Advertise vacancy	Completed
165	Governance	Full Council	26/01/2022	2021(TC)108	Town Deal sponsor- prepare assurances letter from CMBC	Letter prepared in consultation with Chair of Resources	Completed
168	Community	Full Council	26/01/2022	2021(TC)111	Invitation to Bramsche	Ackn to Bramsche and advise representative to be sent	Completed
169	Finance	Full Council	26/01/2022	2021(TC)111	Consult re CMBC proposal to remove CTRG and PG	Respond to CMBC	Completed
170	Governance	Full Council	26/01/2022	2021(TC)112	Calendar of meetings	amend and update on web site	Completed
171	Grant	Resources	16/02/2022	2021(RC)122	PCSO report to full Council to recommend grant award	To be included in March 16th FC Agenda	Complete
172	Grant	Resources	16/02/2022	2021(RC)123	TIC report to full Council to recommend grant award	To be included in March 16th FC Agenda	Complete
173	Grant	Resources	16/02/2022	2021(RC)124	Tod Makery - agree variation.	Advised	Completed
174	Grant	Resources	16/02/2022	2021(RC)125	Cornholme Old Library Grant award £3k	Payment and Grant award letter and database update.	Completed
175	Grant	Resources	16/02/2022	2021(RC)126	Empowered people grant £650	Payment and Grant award letter and database update.	Completed
176	Grant	Resources	16/02/2022	2021(RC)127	Tod Folk Festival Grant	Payment and Grant award letter and database update.	Completed
177	Finance	Resources	16/02/2022	2021(RC)128	Additional lighting patmos	Order placed	Completed
178	Finance	Resources	16/02/2022	2021(RC)131	Add £1500 CROWS budget into Earmarked Reserves year end commitments	To adjust Rialtas and budgets	Completed
179	Finance	Resources	16/02/2022	2021(RC)132	Report to RE 4th May start of year budgets	To adjust Rialtas and budgets	Completed
180	Finance	Resources	16/02/2022	2021(RC)136	Accept award of made	Resubmit grant application	Completed
181	Finance	Resources	16/02/2022	2021(RC)137	Risk Registers - report to FC	To be included in March 16th FC Agenda	Completed
182	Finance	Resources	16/02/2022	2021(RC)138	Asset Registers - report to FC	To be included in March 16th FC Agenda	Completed
183	Finance	Resources	16/02/2022	2021(RC)139	Financial Regulations - report to FC	To amend scheme of delegation and submit to FC	Completed
184	Finance	Resources	16/02/2022	2021(RC)142	Internal Controls - report to FC	To amend and submit to FC	Completed
185	Finance	Resources	16/02/2022	2021(RC)143	Reserves and Treasury Mgt - report to FC	To amend and submit to FC	Completed
187	Finance	Full Council	23/02/2022	2021(FC)126	Confirm role a sponsor town deal fund	To formally commit to CMBC	Completed
188	Grant	Full Council	23/02/2022	2021(FC)127	Introduce Platinum Jubilee Scheme	devise and publicise scheme	Completed
189	Administration	Full Council	23/02/2022	2021(FC)130	Mayors for peace	Write to confirm joining.	Completed
190	Grant	Full Council	16/03/2022	2021(TC)145	Letter to TIC RE: Grant	Write to TIC about grant offer	Completed
191	Grant	Full Council	16/03/2022	2021(TC)146	Letter RE: Grant for PCSO	Write about grant offer For PCSO	Completed
192	Community	Full Council	16/03/2022	2021(TC)156	Letter to Craig Whittaker	write to craig whittaker about Ukraine	Completed
196	Grants	Resources	04/05/2022	2022(RC)017	grant confirmation	Write grant letter n for £840, from Age Concern Todmorden	Complete
197	Grants	Resources	04/05/2022	2022(RC)017	grant confirmation	Write grant letter for £1404, from UCVR be approved subject to them received the other funding they have applied for as match funding and proof of this be presented to the Town Clerk before payment is made.	Complete
198	Property	Resources	04/05/2022	2022(RC)013	Benches	Request example plaque for bench plaques	complete and presented to Resources Committee
202	Administration	Full Council	11/05/2022	2022(FC)013	Trustees	Inform Trusts of the Councillors on the board	Complete
203	Administration	Full Council	11/05/2022	2022(FC)017-019	AGAR	Submit AGAR forms to external Auditor	Completed
204	Grants	Resources	08/06/2022	2022(RC)031	grant confirmation	Write grant letter for Denis's Field Friends and Growers	Complete
205	Grants	Resources	08/06/2022	2022(RC)031	grant confirmation	Write grant letter to Friends of Centre Vale park	Complete
206	Grants	Resources	08/06/2022	2022(RC)031	Grant reply	Write to Music Makes you	Complete
207	Administration	Resources	08/06/2022	2022(RC)037	Prepare Award Policy for Full Council	Prepare Award Policy for Full Council	Complete
208	Administration	Resources	08/06/2022	2022(RC)036	Prepare IT upgrade report	Prepare report for full Council	Complete
210	Community	Full Council	15/06/2022	2022(FC)046	Poverty in Todmorden	Request that Todmorden Town Council should have a representative on the Calderdale Anti - Poverty Strategy group.	Complete
211	Administration	Staffing Committee	15/06/2022		Staffing	Review staff appraisal policy and procedure	complete

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215	Climate	Climate	29/06/2022	2022(CEC)008	Climate Pledge and action Plan	Redesign climate pledge and action plan flyer	Complete
216	Climate	Climate	29/06/2022	2022(CEC)008	Review website	Review climate website information and ammend	Complete
217	Climate	Climate	29/06/2022	2022(CEC)012	Task 1 - My tree promise	get quotes for my tree promise trees and delivery	Complete
218	Climate	Climate	29/06/2022	2022(CEC)012	Task 1 - My tree promise	Write terms and conditions for my tree promise	Complete
219	Climate	Climate	29/06/2022	2022(CEC)012	Task 1 - My tree promise	Design and print flyer for my tree promise	Complete
220	Climate	Climate	29/06/2022	2022(CEC)010	Climate advertising event	Ensure Market stall covered for Climate pledge/action plan promotion	Complete
225	Grants	Resources	03/08/2022	2022(RC)049	grant confirmation	Write grant letter for Todmorden Orchestra	Completed
226	Grants	Resources	03/08/2022	2022(RC)049	grant confirmation	Write grant letter for Todmorden Photography Society	Completed
227	Grants	Resources	03/08/2022	2022(RC)049	grant confirmation	Write grant letter for Golden Lion CIC	Completed
229	Grants	Resources	03/08/2022	2022(RC)051	Grant	Write to Empowered people about returning the outstanding balance	Completed
234	Grants	Resources	07/09/2022	2022(RC)71	Grant	Write to Todmroden Food drop in	complete
240	TES	TES	15/09/2022		Support Todmorden Emergency Support	Update Safeguarding Policy to add finacial abuse	Completed
243	TES	TES	15/09/2022		Support Todmorden Emergency Support	DBS Policy	Completed
244	TES	TES	15/09/2022		Support Todmorden Emergency Support	Document Retention Policy	Completed
230	Grants	Resources	03/08/2022	2022(RC)052	Grant	Write to TIC re report content	Completed
237	Climate	Climate	31/08/2022	2022(CEC)023	My Tree Promise	Run My tree Pormise project and then feed back to Council	Completed