

Item 20b - Handover of Projects- Rescheduled

Projects outstanding as at 4th May 2022

Description	Actions	Outcomes	NC CH		Notes	28-Feb	07-Mar	14-Mar	21-Mar	28-Mar	04-Apr	11-Apr	18-Apr	25-Apr	02-May	09-May	16-May	23-May	30-May	
			NC	CH																
Accounting processes	Year end, systems, bank account	Full handover by end of April	Joint		Initial work completed															
Governance Policies	Fin Regs/Standing Orders, Intern controls. Treasury/Reserves	Full handover by end of April	Joint		handover completed															
Meeting process at TTC	Show current process	Understanding gained	Joint		handover completed															
Clerking meetings	Immediate responsibility	Summons/Agenda	Yes		handover completed															
Mayor Making	Show existing process	Take forward	Joint		handover completed															
Calendar of activity	Prepare financial calendar	Schedule to follow for day to day plus annual policy reviews		Yes																
Walden library land - community garden use	Liaison with group, and CMBC re use of library land and agreement reached. Site identified to be used. £1k of sponsorship obtained.	Seeking CMBC agreement to meet on site		Yes	Re-engage CMBC															
Portsmouth Community Garden	Site identified to use as community garden	Seeking CMBC agreement to meet on site		Yes	Re-engage CMBC															
Wheelspark - Lease registration and EA Deed of Covenant	Lease and Deed of Covenant requiring execution	costs to progress	Joint		Waiting on Land Registry															
Scouts support for Community Right to Bid	Need to arrange meeting with Scouts	Waiting on decision of Scouts to progress			Need to inform Naomi of issues - To check with scouts progress															
Defibrillators	TC to work up scheme/policies	To work up scheme	Joint		locations to be identified, cost ascertained and grant support options explored. Report going to May Resources Committee for consideration															
Benches	TC to work up scheme/policies	To work up scheme	Joint		Policy and determine locations/repairs- consider Tod Makery and Naomi to then implement- funding now available in budget. Report going to May Resources Committee for consideration															
Grant application feedback - research and review of policy	TC to work up scheme/policies	To review	Joint		Form currently being worked on in pdf online version to stabilise. Review format to, see if can reduce content . Prepare TC overview sheet to save upload of supporting documents. Send out questionnaire to recent recipients of view of ease of application. Updated Policy and forms to May Resources															
Identified several policy shortfalls	Town Clerk prioritises audit related work ( focus on finances and governance ) ahead of HR type policy work	focus in 2022/23 moving towards HR policies		Yes	To work on HR policies to Staffing Committee, upload on "Bright"															
Marketing and Communications Plan	TC to work up scheme/policies	In course	Yes		No work started Naomi to take this forward.															
Covid Commemoration Plaque	TC to work up words , location costs and bring back to future meetings.	Revisited FC 17th Nov still to early - not yet started		Yes	No work started Naomi to take this forward. Taken to April Full Council - Clerk taking forward options and working with Clr Coleman Taylor on wording - final installation date to be agreed at a future meeting.															
Set Wheelspark coaching scheme up	Providers to be identified and timing to be agreed	In course	Yes		No work started Naomi to take this forward. Clerk researching															
Set Wheelspark graffiti scheme up	Providers to be identified and timing to be agreed	In course	Yes		No work started Naomi to take this forward. Clerk researching															
Investigate Wheelspark drainage modifications	to identify options with local metalworkers	In course	Joint		To provide detail re drainage and inform and seek options. Completed															
Patmos gardens Refurbishment works	contract issued	Manage delivery onsite		Yes	deliver works. Completed															
Patmos gardens Refurbishment works	Electrical safety and working lights	seeking quotes		Yes	consider inclusion. Completed															
Lobb Mill Refurbishment works and signage	Identify options and seek quotes	to take forward	Yes		some work started - site visit with Naomi to take this forward.															
Tod in bloom Seek cost from CMBC for 2022/23 delivery	Emailled - for costs awaiting response and bring back to Resources	Introduce To TIB, Ascertain requirements	Yes		liaise Sheila re introduction and outline what is done.															
CROWS revenue budget	Set up in 2022/23 budget £1500 and confirm to CROWS	In course - informal; email to CROWS to advise)		Yes	include in last minute year commitments budget . Completed															
Town Crier	Meet with Mayor to progress	Mayor appointed but needed to work out priorities	Yes		No work started Naomi to take this forward.															
Local delivery initiative	Progress initiative	Outline to Naomi	Yes		Part work started Naomi to take this forward.															
Explore lighting scheme for town hall	Contact LITE for options/presentation Feb/Mar 22	In course	Yes		No work started Naomi to take this forward.															
Todmorden Bowls Club.	Liaise with other partners re potential larger scale project CV park	In course		Yes	To provide broad outline to Naomi but principal work of CH going forward from June															
Forus Trees funding request	Invite to CEC	In course	Yes		No work started Naomi to take this forward.															
Work up mayor/deputy mayor selection alternative	Consider options	In course		Yes	Ch to work up scheme- Full Council report and approved															
Engage as sponsor of 6 projects	Numerous as separate projects	In course		Yes	Ch to develop full action plan															
Town Hall relocation	Advise CMB of agreement to move and take forward	In course	Yes		Ch to hand over to Naomi															
Walsden CC - future structure charities commission	Provide further information to Charities commission	In course		Yes	Ch to review and seek scheme of agreement with charities commission															
Fielden Statue	LB Consent awaited to then place plaque	To reconsider wording - Nb involve Clr J Turner	Yes		Wording to be clarified															
Vale Land	To review ownership and options for use	to review potential for alternative use- sale for development ,allotment	Yes		Indications of tile reseavations and contamination to consider. Report to May Resources															

Completed

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Neighbourhood Plan	Continuing to review plan and design guide re content- work outstanding on building register and green spaces	CMBC Local plan final stages of competition - we need to match policies - with consultant prepare final draft the to then go out for consultation before regulation 14 and submission to inspectorate		Joint	Substantive work still re buildings register , greenspaces needed and consultation with public.																				Joint
Flooding Advisory group	To establish group including getting CMBC buy in from planning and flood mitigation and Env Agency and initially set out scope of works	To establish a holistic approach to how to introduce greater conditions re planning permission, reclassify EA flood zones in tod ,introduce more NFM including consideration of Moorland Policy, improve resilience and post event response.		Joint	Substantive work which will add to demand on officers time but to replace in time commitment to N Plan																				Joint