

Item 20d Resources Committee 4th May 2022 - Completed items register

Item no	Completed	Activity	Meeting	Date Raised	Min ref	Description	Actions	Outcomes
2	Yes	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	Yes	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	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
8	Yes	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	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 transparent
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 in todmorden	Fundings identified per CMBC and proposal in course of being implemented - under Climate Emergency Committee
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

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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
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
44	Yes	Works	Resources	01/11/2020		Childrens Competition	Displays selected and ordered	Schools presentations completed
45	Yes	Works	Resources	01/11/2020		Childrens displays judging	Mock up to be judged	Members to judge when LITE return mock ups
46	Yes	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	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

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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
51	Yes	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	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		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
60	Yes	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	Yes	Community	Resources	24/02/2021	2020(RC)085	Lobb Mill - refurbishment/renewal	Site visit TC to work up scheme/policies	Site visit completed
63	Yes	Community	Resources	24/02/2021	2020(RC)084	Walsden Cricket Club letter of support	Letter to Lanc Cricket	Actioned including subsequent emails
64	Yes	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	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
77	Yes	Community		21/04/2021	Cllr M Carrigan	Waqgon and Horses- licencing	Late night licence application, semi permanent 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	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
82	Yes	Community	Full Council	27/04/2021	2020(TC)111	Lottery Bid re Climate related	Bid submitted	Not succesful in Bid

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83	Yes	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	Yes	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	Yes	Community	Full Council	27/04/2021	2020(TC)115	Mayor Making	Planning underway for event to be held 16th October	Event delivered
86	Yes	Community	Full Council	27/04/2021	2020(TC)115	Citizenship Awards	Planning underway for event to be held 16th October	Completed
87	Yes	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	Yes	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 wished to delay
89	Yes	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	Yes	Finance	Resources	19/05/2021	2021(RC)008	Payment schedule	Signed and prepare for web site	Loaded on to web site
90	Yes	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 of CMBC
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	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.
97	Yes	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
98	Yes	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	Yes	Finance	Resources	28/07/2021	2021(RC)042	Grant Award Tod Bowling Club	Award Letter sent	Completed
100	Yes	Community	Respources	28-Jul	2021(RC)043	To hold Wheelspark opening event	TEN/Linencing, event plan, invites, activites	Successful event delivered
103	Yes	Community	Resources	01-Sep		Light Town Hall -purple for polio	Email to CMBC to seek their agreement to do so	Completed
104	Yes	Community	Resources	01/09/2021		Festive lights switch on	Date to be agreed with CMBC and event to be planned	Event delivered
105	Yes	Community	Climate	09/02/2021		Climate workshop/speakers 1st Nov event	Invites etc event to be organised	Completed
105	Yes	Grants	Resources	08/09/2021	2021(RC)062	Tod Rotary - 2 wheels feedback	Obtain financial and then submit feedback to committee	Completed
106	Yes	Grants	Resources	08/09/2021	2021(RC)063	Plumb Learning grant decline	Send decline letter	Completed
107	Yes	Community	Resources	08/09/2021	2021(RC)065	Budget for wheelspark coaching	Set up budget	Completed
109	Yes	Community	Resources	08/09/2021	2021(RC)065	Budget for wheelspark graffiti	Set up budget	Completed
111	No	Community	Resources	08/09/2021	2021(RC)064	Investigate Wheelspark drainage modifications	to identify options with local metalworkers	complete

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112	Yes	Community	Resources	08/09/2021	2021(RC)066	Patmos gardens Refurbishment works	Identify options and prepare tender	Completed
115	No	Community	Resources	08/09/2021	2021(RC)071	CROWS revenue budget	Set up in 2022/23 budget £1500 and confirm to CROWS	In course - informal; email to CROWS to advise)
116	Yes	Finance	Resources	08/09/2021	2021(RC)073	Budget 2022/23	prepare first draft	Completed
117	Yes	Climate	Full Council	22/09/2021	2021(FC)054	Prepare climate pledge	Briefed to Climate Officer	Completed
118	Yes	Climate	Full Council	22/09/2021	2021(FC)055	Natural flood mgt event	Briefed to Climate Officer	Completed
120	Yes	Community	Full Council	22/09/2021	2021(FC)057	Stainglass windows - merchandise	Meet with Mayor to progress	CMBC refuse use
121	Yes	Finance	Full Council	22/09/2021	2021(FC)058	Mayors trading account budget	Set up on alpha	Completed
122	Yes	Climate	Full Council	22/09/2021	2021(FC)062	Local delivery initiative	Confirm in writing resolution	Completed
124	Yes	Grants	Resources	03/11/2021	2021(RC)081	Grant award £1,532 Calder Community Cares	Award letter, bank payt, databse update	Completed
125	Yes	Grants	Resources	03/11/2021	2021(RC)082	Grant decline £1, 355 Walsden st Peters	Decline of award letter	Completed
126	Yes	Grants	Resources	03/11/2021	2021(RC)083	Grant award to Full council - Disability Calderdale	Report to Full Council	Completed
127	Yes	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	Yes	Community	Resources	03/11/2021	2021(RC)089	Liaison with CMBC re charging for 2022/23	Chase CMBC Update Resources	Completed
131	Yes	Grants	Resources	03/11/2021	2021(TC)071	Grant award letter Disability Calderdale	Award letter, payment and database	Completed
132	Yes	Governance	Resources	03/11/2021	2021(TC)074	Casual Vacancy Walsden	Await advice whether bye election or co-opt	Completed now to coption
133	Yes	Governance	Resources	03/11/2021	2021(TC)075	Deputy Mayor	Revisit process for determining Mayor/Deputy Mayor	Completed
134	Yes	Community	Resources	03/11/2021	2021(TC)077	Lighting and Safety issues	comment	Included in safer greener agenda
136	Yes	Grants	Resources	24/11/2021	2021(TC)103	Grant award letter Fielden Association	Award letter, payment and database	Completed
137	Yes	Grants	Resources	24/11/2021	2021(TC)104	Grant award letter Age Concern	Award letter, payment and database	Completed
138	Yes	Community	Full Council	17/11/2021	2021(TC)073	Letters to doctors surgeries and MP	Write letter (prior agreement)	Completed
139	Yes	Community	Full Council	17/11/2021	2021(TC)074	email to CMBC Cllr S Press re Town Hall facilities	concern re sound and screens	completed - responded to ongoing concerns .
140	No	Governance	Full Council	17/11/2021	2021(TC)076	Work up mayor/deputy mayor selection alternative	Consider options	complete
141	Yes	Community	Full Council	17/11/2021	2021(TC)075	letter of thanks to M Doyle re resignation	write letter	Completed
141	Yes	Governance	Full Council	15-Dec	2021(TC)088	Policy for approval	application prepared and cooption vacancy	Completed
142	Yes	Governance	Full Council	15/12/2021	2021(TC)088	Coption vacancy Walden	copy all councillors in.	Vacancy filled
143	No	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	Yes	Finance	Full Council	15/12/2021	2021(TC)087	Aqreed precept level	CTRG known - est 7th Jan 2022	Completed
146	Yes	Finance	Full Council	15/12/2021	2021(TC)090	Station Lift Access EMR	Move into Gen Reserves	Completed
147	No	Finance	Full Council	15/12/2021	2021(TC)091	CEC end of year budgets	Create EMR for underspend	Completed
148	Yes	Property	Full Council	15/12/2021	2021(TC)092	Patmos Gardens	VCR	Completed and contractor appointed
149	Yes	Property	Full Council	15/12/2021	2021(TC)095	Walsden CC Lease	Arrange for CC to execute lease	Completed
149	Yes	Property	Full Council	15/12/2021	2021(TC)092	Patmos Gardens	Contractor appointed	Contract signed and works scheduled

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150	No	Property	Full Council	15/12/2021	2021(TC)092	Patmos Gardens	Start on site 1st March 2022	complete
151	No	Property	Full Council	15/12/2021	2021(TC)092	Patmos Gardens	Quotes requested for electrical additional works	In course
152	Yes	Finance	Full Council	26/01/2022	2021(TC)104	Earmarked movements	Adjustments made	Completed