Item 27 b - Handover of Projects

Projects outstanding as at 12th Feb 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
Accounting processes	Year end, systems, bank account	Full handover by end of April	Joint							joint									
Governance Policies	Fin Regs/Standing Orders, Intern contols. Treasury/Reserves	Full handover by end of April	Joint							joint									
Meeting process at TTC	Show current process	Understanding gained	Joint			joint													
Clerking meetings	Immediate responsibility	Summons/Agenda	Yes			Nc													
Mayor Making	Show existing process	Take forward	Joint				joint												
Calendar of activity	Prepare financial calendar	Schedule to follow for day to day plus annual policy reviews		Yes			ch												
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				ch										
Portsmouth Community Garden	Site identified to use as community garden	Seeking CMBC agreement to meet on site		Yes	Re-engage CMBC				ch										
Wheelspark - Lease registration and EA Deed of Covenant	Lease and Deed of Covenant requiring execution	couts tom rpgress	Joint		Waiting on Land Registry												ch		
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			joint											
Defibrillators	TC to work up scheme/policies	To work up scheme	Joint		locations to be identified, cost ascertianed and grant support options explored.				Nc										
Benches	TC to work up scheme/policies	To work up scheme	Joint		Policy and determine locatiosns/repairs- consider Tod Makery and Naomi to then implement- funding now available in budget						NC								
Grant application feedback - research and review of policy	TC to work up scheme/policies	To review	Joint		Form curently 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 applacation.								NC						
Identfied 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 polices to Staffing Committee, upload on "Bright".							CH							
Marketing and Communications Plan	TC to work up scheme/policies	In course	Yes		No work started Naomi to take this forward.								NC						
Covid Commemoration Plaque	TC to work up words , location costs and bring back to future meetings.	Revisted FC 17th Nov still to early - not yet started	Yes		No work started Naomi to take this forward.								NC						
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.								NC						
Set wheelpark graffiti scheme up	Providers to be identified and timing to be agreed	In course	Yes		No work started Naomi to take this forward.								NC						
Investigate Wheelspark drainage modifications	to identify options with local metalworkers	In course	Joint		To provide detail re drianage and inform and seek options			joint											
Patmos gardens Refurbishment works	contract issued	Manage delivery onsite		Yes	deliver works				CH										
Patmos gardens Refurbishment works	Electrical safety and working lights	seeking quotes		Yes	consider inclusion				CH										
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.						NC								
Tod in bloomSeek cost from CMBC for 2022/23 delivery	Emailed - for costs awaiting response and bring back to Resources	Introduce To TIB, Ascertain requirements	Yes		liase sheila re introduction and outline what is done				NC										
CROWS revenue budget	Set up in2022/23 budget £1500 and confirm to CROWS	In course - informal; email to CROWS to advise)		Yes	include in last minute year commitments budget .			CH											
Town Crier	Meet with Mayor to progress	Mayior appointed but needed to work out priorities	Yes		No work started Naomi to take this forward.									NC					
Local delivery initiative	Progress initiative	Outliene to Naomi	Yes		Part work started Naomi to take this forward.				NC										
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.						NC								
Todmorden Bowls Club.	Liaise with other partners re potential larger scale project CV park	In course		Yes	To provide broad outlineto Naomi but principal work of CH going forward from June		CH												
Forus Trees funding request	Invite to CEC	In course	Yes		No work started Naomi to take this forward.												NC		
Work up mayor/deputy mayor selection alternative	Consider options	In course		Yes	Ch to work up scheme				CH										
Engage as sponsor of 6 projects	Numerous as separate projects	In course		Yes	Ch to develop full actIon plan								CH						
Town Hall relocation	Advise CMB of agreement to move and take forward	In course	Yes		Ch to hand over to Naomi									NC					
Walsden CC - future structure charities commisison	Provide further information to Charities commission	In course		Yes	Ch to review and seek scheme of agreement with charities commission							CH							
Fielden Statue	LB Consent awaited to then place plaque	To reconsider wording - Nb involve Cllr J Turner	Yes		Wording to be clarified					NC									
Vale Land	To review ownership and options for use	to review potential for alternative use- sale for development ,allotment	Yes		Indications of tile resevastions and contamination to consider							Nc							
Neighbourhood Plan	Continuing to review plan and design guide re content- work outstadning on building register and green spaces	CMBC Local plan final stages of competion - 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, recalssify EA flood zones in tod ,introduce more NFM inncludign consideration of Moorland Policy,improve resilience and psot evnt response.	Joint		Substantive work which will add to demand on officers time but to replace in time commitment to N Plan								Joint						