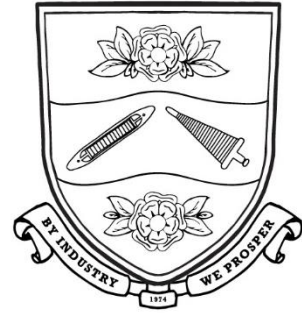


**TODMORDEN TOWN COUNCIL**

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**MINUTES OF A MEETING OF TODMORDEN TOWN COUNCIL**  
**Held in the Council Chamber, Todmorden Town Hall, Bridge Street, Todmorden, on**  
**Thursday 04<sup>th</sup> July 2019 at 7.30pm**

**Councillors Present:** Cllrs K White [Town Mayor], R Coleman-Taylor [Deputy Town Mayor], Cllrs C Carrigan, Hollis, Holmstedt, Kent, Levick, Martin, Needham, Roberts, Skelton, M Taylor, P Taylor, Williams

**Absent Councillors:** Cllrs A Greenwood, Potter, Ripley

**Officers:** Safia Kauser – Locum Town Clerk/RFO [minute taker];

**Members of the Public:** 4 members of the public

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| 2019 (TC) 051 | <p><b><u>APOLOGIES FOR ABSENCE</u></b><br/>         To receive apologies for absence and consider any reasons given to the Clerk prior to the meeting</p> <p>Proposed by Councillor Hollis and Seconded by Councillor Williams, and<br/> <b>RESOLVED:</b> That the apologies and reasons for absence received from Cllrs Greenwood, Potter and Ripley be approved.</p>  |
| 2019 (TC) 052 | <p><b><u>DECLARATIONS OF INTERESTS</u></b><br/>         Members are reminded of the legal requirements concerning the declaration of interests. A Member must generally declare a disclosable pecuniary interest which he or she has in any item on the Agenda. A Member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.</p> <p>None declared.</p>  |
| 2019 (TC) 053 | <p><b><u>PUBLIC PARTICIPATION</u></b><br/>         To adjourn the meeting to allow members of the public to make representation on the business of the agenda for the meeting. No resolutions can be under public participation.</p> <p>Two members of the public requested to take part in public participation in relation to items that were not itemised on the agenda. The Clerk informed the meeting that under the current Standing Orders, members of the public could only address the Council on business items on the agenda. The Mayor exercised his discretion as Chair and allowed the two members of the public to address the Council.</p> <p>Matters raised by two members of the Public:</p> <ol style="list-style-type: none"> <li>1) A request was made to introduce traffic calming measures to be extended to the Spring Garage. Currently they stopped at Hey Street.</li> </ol> |

Signed Chair: .....

Dated: .....

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|               | <p>2) Issues were raised relating to failed flood defences and a request was made for the Town Council to write to Calderdale to address this matter.</p> <p>3) Request for the police to take action against drug dealing within Tod.</p> <p>The Mayor responded to the questions presented to the Council. It was noted that the drug dealing issue was currently being dealt with by the Police Inspector.</p>   |
| 2019 (TC) 054 | <p><b><u>MINUTES</u></b><br/>To approve the draft minutes of the Extraordinary Town Council meeting held on the 20 June 2019.</p> <p>Proposed by Councillor Skelton and Seconded by Councillor Carrigan, and<br/><b>RESOLVED:</b> That the draft minutes of the Extraordinary Town Council meeting held on the 20 June 2019 be approved as a true record and be signed by the Chair.</p>  |
| 2019 (TC) 055 | <p><b><u>EMPLOYMENT LAW AND HEALTH AND SAFETY SUPPORT SERVICES</u></b><br/>To consider a contract for Employment Law (HR) with a Safe Check review of the Health &amp; Safety compliance at a cost of £97.00 + VAT per month.</p> <p>The Chair of the Staffing committee informed the Council that currently the Council had no professional HR support and a professional support service provider was required to assist the Council with ongoing staffing matters. Steve Oaks from Peninsula was invited to address Council on the HR services provided by Peninsula. Some of the key services were highlighted including the development of an Employee Handbook incorporating policies and procedures; 24/7 HR support with professional advisors; legal insurance cover for any tribunal claims that may arise, online management to calculate and monitor annual leave, staff absences etc.</p> <p>Members felt that alternative options should be considered prior to the Council committing to a contract. The Chair of Staffing informed the Council that a local provider had submitted a quote on a pay as you go service. It was felt that a third quote should be obtained and brought back to full Council.</p> <p>Proposed by Councillor Skelton and Seconded by Councillor Carrigan, and<br/><b>RESOLVED:</b> That the Staffing Committee is delegated to consider other HR providers and that a recommendation is submitted to full Council for ratification.</p> |
| 2019 (TC) 056 | <p><b><u>EXCLUSION OF PRESS AND PUBLIC - PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960</u></b><br/>To consider and confirm any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.</p> <p>Proposed by Councillor Taylor and Seconded by Councillor Hollis, and<br/><b>RESOLVED:</b> That the members of the public be allowed to remain for the duration of the meeting.</p>  |
| 2019 (TC) 057 | <p><b><u>COMMITTEE MINUTES</u></b><br/>To confirm the receipt of committee minutes previously circulated:</p> <ul style="list-style-type: none"> <li>• Amenities                      18 May 2019</li> <li>• Development                 18 May 2019</li> <li>• General Purposes            18 May 2019</li> <li>• Staffing                         18 May 2019</li> <li>• Development                 22 May 2019</li> <li>• General Purposes            30 May 2019</li> <li>• Amenities                      06 June 2019</li> <li>• Development                 12 June 2019</li> </ul>   |

Signed Chair: .....

Dated: .....

- Extraordinary Staffing 13 June 2019

Note: All council minutes are available on the Town Council website. Members are required to confirm the receipt of committee minutes. Any amendments to the draft committee minutes can only be made at the next relevant committee meeting where the meeting will be required to confirm the accuracy of the minutes and approve as a true record of proceedings. Any recommendations from committee minutes will be considered at agenda item number 7.

Proposed by Councillor Skelton and Seconded by Councillor Hollis and  
**RESOLVED:** That the minutes of the Development committee meetings be received by the Council.

Proposed by Councillor Carrigan and Seconded by Councillor Martin, and  
**RESOLVED:** That all of the above block minutes of the Town Council committee meetings be received by the Town Council.

2019 (TC) 058

**COMMITTEE RECOMMENDATION BROUGHT FORWARD TO CONSIDER THE COMMITTEE**

To consider the committee recommendations brought forward from the Amenities committee meeting held on the 06 June 2019:

**2019/058.1 - Calderdale Friends of Dorothy**

Proposed by Councillor Williams and Seconded by Councillor Hollis, and  
 RECOMMENDED: That the sum of £1,500 be awarded to Calderdale Friends of Dorothy in accordance with the grant criteria terms and conditions  
**RESOLVED (Unanimous)**

**2019/058.2 - Cockcroft House**

Proposed by Councillor Hollis and Seconded by Councillor M Taylor, and  
 RECOMMENDED: That the £90.00 admin fee be awarded to Cockcroft House in accordance with the grant criteria terms and conditions. **RESOLVED (Unanimous)**

**2019/058.3 - Heptonstall Exhibitions Charity**

Proposed by Councillor Carrigan and Seconded by Councillor Holmsteadt, and  
 RECOMMENDED: That a £1,000 be awarded to Heptonstall Exhibitions Charity in accordance with the grant criteria terms and conditions. **RESOLVED (Unanimous)**

**2019/058.4 - In the Park Productions**

Proposed by Councillor Carrigan and Seconded by Councillor Holmsteadt, and  
 RECOMMENDED: That the sum of £3,000 be awarded to In the Park Productions in accordance with the grant criteria terms and conditions and that the group be requested to find the remaining funds of £208. **RESOLVED (Unanimous)**

**2019/058.5 - Richard Naylor Charity**

Proposed by Councillor M Taylor and Seconded by Councillor Hollis, and  
 RECOMMENDED: That the sum of £1,000 be awarded to the Richard Naylor Charity in accordance with the grant criteria terms and conditions. **RESOLVED (Unanimous)**

**2019/058.6 - Todmorden Book Festival**

Proposed by Councillor Carrigan and Seconded by Councillor Hollis, and  
 RECOMMENDED: That the sum of £3,000 be awarded to Todmorden Book Festival in accordance with the grant criteria terms and conditions. **RESOLVED (Unanimous)**

**2019/058.7 – Todmorden Orchestra**

Signed Chair: .....

Dated: .....

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|               | <p>Proposed by Councillor Holmsteadt and Seconded by Councillor Hollis, and<br/> <b>RECOMMENDED:</b> That the sum of £732.04 be awarded to Todmorden Orchestra group in accordance with the Town Hall Hire refund scheme.<br/> <b>RESOLVED (Unanimous)</b></p> <p><b>2019/058.8 – Todorden Choral Society</b><br/> Proposed by Councillor Carrigan and Seconded by Councillor Hollis, and<br/> <b>RECOMMENDED:</b> That the sum of £670.33 be awarded to Todmorden Choral Society in accordance with the Town Hall Hire refund scheme. <b>RESOLVED (Unanimous)</b></p> <p><b>2019/058.9 – Cornholme and Portsmouth Library</b><br/> Proposed by Councillor Holmsteadt and Seconded by Councillor White, and<br/> <b>RECOMMENDED:</b> That Cornholme and Portsmouth library allocate the unspend of £775.19 towards food for the food bank and that they provide a report in six months' time confirming the expenditure to the Council. <b>RESOLVED (Unanimous)</b></p> <p>The members voted unanimously on block in support of all the minute recommendations itemised at minute references 2019/056.1 to 9.</p>   |
| 2019 (TC) 059 | <p><b><u>NOTICE OF MOTIONS</u></b><br/> To consider motions submitted in accordance with Standing Order 9</p> <p><b>2019/059.1 - Motion moved by Cllr White</b> 'That Todmorden Town Council is to form a Climate Change Committee and appoint six councillors, the chair being elected at the first meeting, in conjunction with its Terms of Reference, membership criteria, structure and scope. The committee will report back at the Town Council meeting commencing November 06th 2019'.</p> <p>Proposed by Councillor White and Seconded by Councillor Skelton, and<br/> <b>RESOLVED:</b> That the motion moved by Councillor White is passed subject to the amendment of the word 'Change' to be replaced with 'Emergency'.</p> <p>The Council then proceeded to appoint members for the Climate Emergency Committee.</p> <p>Proposed by Councillor Taylor and Seconded by Councillor Martin, and<br/> <b>RESOLVED:</b> That Councillors M Taylor and Coleman-Taylor be appointed on the Climate Emergency Committee, representing the Lib-Dems.</p> <p>Proposed by Councillor Skelton and Seconded by Councillor Carrigan, and<br/> <b>RESOLVED:</b> That Councillors Hollis, Roberts, William and White be appointed on the Climate Emergency Committee, representing the Labour group.</p> <p>The Clerk informed the meeting that committee terms of reference will need to be approved at the next Town Council meeting.</p> <p><b>2019/059.2 - Motion moved by Cllr White</b> 'That Todmorden Town Council is to invite Todmorden High School to select a male and female pupil from the start of the new school year to act alongside the mayor and mayoress in representing Todmorden at selected engagements'.</p> <p>Proposed by Councillor White and Seconded by Councillor Skelton, and<br/> <b>RESOLVED:</b> That the motion moved by Councillor White is passed subject to the words to be added 'That the scheme will develop as time goes on'.</p> <p>Members were in support of appointing official representation from Todmorden High School on the new Climate Emergency Committee.</p> |

Signed Chair: .....

Dated: .....

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|               | <p><b>2019/059.3 - Motion moved by Cllr White</b> ‘Todmorden Town council is to reaffirm its commitment to support the development and installation of step free access and to provide £25,000 in funding towards the costs of carrying out the required works’.</p> <p>Proposed by Councillor White and Seconded by Councillor Martin, and<br/> <b>RESOLVED:</b> That the motion moved by Councillor White is passed and that the funding is budgeted accordingly for next year for the feasibility Study. However if the funding is required from this financial year, then the costs are to be met by the Council’s general reserves.</p>  |
| 2019 (TC) 060 | <p><b><u>CASUAL VACANCY – WALSDEN WARD</u></b><br/> To consider rescheduling the date for the next Amenities committee meeting on 25 July 2019 in view of the by-election that will be held for the Walsden Ward on the same date.</p> <p>Proposed by Councillor Skelton and Seconded by Councillor Williams, and<br/> <b>RESOLVED:</b> That the Amenities Committee is cancelled for 25<sup>th</sup> July and rescheduled to Wednesday 31<sup>st</sup> July at 6.30pm due to the by-election for the Walsden ward.</p>   |
| 2019 (TC) 061 | <p><b><u>MEMBER INDUCTION TRAINING</u></b><br/> To receive an update on the member induction training.</p> <p>The Clerk reported that the majority of the Councillors had opted for a Saturday as their preferred training day. However there was an issue encountered with the Town Hall bookings and the availability of the Caretaker. The Council members would be informed via email of the confirmed date, time and venue.</p>  |
| 2019 (TC) 062 | <p><b><u>REPORTS FROM TOWN COUNCILLORS</u></b><br/> To receive reports from town councillors who have attended recent meetings or events on behalf of the Town Council including representation on external bodies:</p> <ul style="list-style-type: none"> <li>• <b>Age Concern Todmorden</b><br/> No report was received. The next meeting is in September.</li> <li>• <b>Mid-Pennine Arts Association</b><br/> No report was received.</li> <li>• <b>Yorkshire Local Councils Association</b><br/> No report was received.</li> <li>• <b>Todmorden Town Twinning Association Management Committee</b><br/> A meeting had taken recently taken place.</li> <li>• <b>Todmorden Pride Partnership Board</b><br/> This group had been renamed as Todmorden Civic Pride due to the groups merging with the Civic Society.</li> <li>• <b>Todmorden Development Board • Town and Parish Council Liaison Group</b><br/> No report was received.</li> <li>• <b>Incredible Edible Todmorden Steering Group or Board</b><br/> No report was received.</li> <li>• <b>Todmorden Flood Group</b><br/> Nothing to report – however contact had now been established with the Group.</li> </ul> |

Signed Chair: .....

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- **Upper Valley Flood Resilience Community Sub Group and to the Calderdale MBC Flood Resilience Community Board**  
Nothing to report – contact made by the rep and the group.
- **Todmorden Accident Prevention Council**  
Nothing to report – contact made by the rep and the group.
- **Friends of Centre Vale Park.**  
A meeting had taken place however the rep was unable to attend as the meeting had clashed in with another one on a Thursday.
- **Crook Hill Community Benefit Fund**  
A meeting had taken place and the report agreed to provide a written report for circulation prior to the next Town Council meeting.
- **Reaps Moss Community Benefit Fund**  
A meeting had taken place and the group was doing a lot of good work. Their primary role is to award monies to local groups.
- **Todmorden Information Centre Trust**  
The group had met last Thursday and it was a fairly quiet meeting. Discussions had taken place about where additional funding could be sought from.
- **Todmorden Emergency Support (War Memorial Trust & Abraham Ormerod Trust)**  
It was reported that this was a very pro-active group.
- **Heptonstall Exhibition and Richard Naylor Charities**  
This group meets once a year. Their website provides links to colleges.
- **Fielden Centre Association**  
No contact had been made via the group and the rep.
- **Todmorden Carnival Group**  
No report was received.
- **John Eastwood Homes**  
They manage 12 properties and six were being built. The trustees meet 2/3 times a year. The properties are suitable for disabled people or those over 50 who are finding it difficult to manage in their homes. The new properties are all on the ground floor.
- **Trustees to Cloughfoot School Trust**  
No meeting had taken place.

Note: Members who are appointed as representatives/trustees on any external bodies are required to liaise directly with the body involved and disclose their contact details to receive any communications including and minutes.

2019 (TC) 063

**CHEQUES**

**2019/063.1 - To receive the schedule of cheque payments that require signing in accordance with the Financial Regulations.**

The Clerk read out the payments list that required the cheques to be signed.

Proposed by Councillor Martin and Seconded by Councillor Hollis, and

**RESOLVED:** That the cheques are signed in accordance with the Financial Regulations.

Signed Chair: .....

Dated: .....

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|               | <p><b>2019/063.2 - To receive the full schedule of payments for the period of April, May and June 2019 for payments previously approved and authorized.</b><br/> The payments list for the period of April, May and June 2019 was received and noted by the Council.</p>  |
| 2019 (TC) 064 | <p><b><u>ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u></b><br/> To notify the clerk of any matters for inclusion on the agenda of the next meeting</p> <ul style="list-style-type: none"> <li>• To approve the Committee Terms of Reference for the Climate Emergency Committee</li> </ul> <p>Apologies were received in advance from Councillors Hollis, Taylor and Coleman-Taylor.</p>   |
| 2019 (TC) 065 | <p><b><u>DATE OF THE NEXT COMMITTEE MEETING</u></b><br/> The date of the next meeting of the Council is due to be held on Wednesday 14th August 2019 at 7:30pm in the Council Chambers, Todmorden Town Hall, Todmorden.</p> <p>The Mayor and the Chair of Staffing thanked the Locum Town Clerk for all work carried out in the last two months.</p> <p>There being no further business, the Mayor closed the meeting at 9.00pm</p> |

Signed Chair: .....

Dated: .....