

TODMORDEN TOWN COUNCIL

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MINUTES OF A MEETING OF EMERGENCY COMMITTEE OF TODMORDEN TOWN COUNCIL

**Held remotely on
 Wednesday 8th April 2020 at 7:30pm**

Councillors present: - Cllrs D Skelton (Chair after Item 1) R Coleman-Taylor (Deputy Chair after Item 2 and Deputy Mayor), C Potter, The Revd G Kent and M Taylor (substituting for L Levick who was unable to gain remote access).

Councillors absent: - None

Officers: Colin Hill – Town Clerk and Responsible Financial Officer and Susan Miles – Assistant Town Clerk (Minute Taker)

Members of the Public: No public present as meeting not open pending virtual meeting being established arising out of Covid 19 impact

2020(EC)001	<p><u>ITEM 1 - ELECTION OF CHAIR</u> To receive nominations for the position of Chair of the Emergency Committee</p> <p>The Town Clerk invited nominations for the role of Chair.</p> <p>Proposed by Cllr C Potter Seconded by Cllr the Revd G Kent Unanimous</p> <p>RESOLVED: -That Cllr D Skelton be elected Chair of the Emergency Committee</p>
2020(EC)002	<p><u>ITEM 2 - ELECTION OF VICE CHAIR</u> To receive nominations for the position of Vice Chair of the Emergency Committee</p> <p>Proposed by Cllr D Skelton Seconded by Cllr M Taylor Unanimous</p> <p>RESOLVED: - That Cllr R Coleman- Taylor be elected Vice Chair of the Emergency Committee</p>
2020(EC)003	<p><u>ITEM 3 - APOLOGIES FOR ABSENCE</u> To receive apologies for absence and consider any reasons given to the Clerk prior to the meeting</p> <p>Proposed by Cllr D Skelton and Seconded by Cllr M Taylor Unanimous</p> <p>RESOLVED: - that any member unable to access remotely is regarded as not absent.</p>
2020(EC)004	<p><u>ITEM 4 - DECLARATIONS OF INTERESTS</u> 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>

	None declared
2020(EC)004a	<p><u>ITEM 4a – THANKS</u></p> <p>The chair expressed his thanks to the NHS, care workers, police, council workers and volunteers for their valuable contribution in these unusual and difficult times. He said that he hoped that it would not be long before the situation returns to normal.</p>
2020(EC)005	<p><u>ITEM 5 - PUBLIC PARTICIPATION</u></p> <p>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>No public present owing to government restriction for public meetings and no availability currently for virtual participation.</p>
2020(EC)006	<p><u>ITEM 6- MINUTES</u></p> <p>To approve the draft minutes of the Town Council meeting held on the 25th March 2020.</p> <p>Proposed by Cllr C Potter and Seconded by Cllr M Taylor Unanimous</p> <p>RESOLVED</p> <p>Provided that the list of attendees is amended, that the minutes of the meeting held on the 25th March are a true record.</p>
2020(EC)007	<p><u>ITEM 7 - EXCLUSION OF PRESS AND PUBLIC - PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960</u></p> <p>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>None present owing to restriction on public meetings and no availability currently for virtual participation.</p>
2020(EC)008	<p><u>ITEM - FINANCIAL UPDATE 8</u></p> <p>To receive an updated summary of the Council's financial position and detail by budget heading as year-end 31st March 2020, reconciliation of reserves and cash reconciliation.</p> <p>Members noted the financial update.</p> <p>Cllr M Taylor commented that the year-end figures were quite healthy and put the Council in a good position for next year. However, he queried the difference between income and reserves and the relationship between these in relationship to the figures at the end of the last financial year. The Town Clerk said that the detailed information required to clarify this was in the Council Offices and not accessible during the lockdown.</p> <p>Proposed by Cllr C Potter and Seconded by Cllr M Taylor Unanimous</p> <p>RESOLVED: - That Members of the Emergency Committee note the year end position pending the formal Annual Governance return being submitted in due course, once further instructions are received from the External Auditors PKF LITTLEJOHN. Also, that the Emergency Committee accepts the Year end Cash Reconciliation as per Appendix 5 with the proviso that the Town Clerk and Cllr M Taylor clarify the query as soon as possible when the lockdown is over.</p>

2020(EC)009	<p><u>ITEM 9 - IN YEAR FINANCIAL MOVEMENTS</u> To receive a schedule of variances in budgets between start of year and end of year budgets and reasons appertaining to such movements.</p> <p>Members received a schedule of variances in spend versus start of year budgets.</p> <p>Proposed by Cllr R Coleman-Taylor and Seconded by Cllr C Potter Unanimous</p> <p>RESOLVED: - That Members of the Emergency Committee note the variances of spend to start of year budgets and that the Town Clerk be authorised to submit these to the Internal and External Auditors as part of our annual returns process.</p>				
2020(EC)010	<p><u>ITEM 10 - FINANCIAL RISK REGISTER</u> To receive a report recommending adoption of a Financial Risk Register</p> <p>Members received a report regarding the Financial Risk Register</p> <p>Cllr M Taylor said that the work that the Town Clerk had done an excellent job with this and it had put the Council in a good position.</p> <p>Proposed by Cllr R Coleman-Taylor and Seconded by Cllr C Potter Unanimous</p> <p>RESOLVED: - That the Emergency Committee accepts the Financial Risk Register as detailed in Appendix 1-3 and notes further work to be undertaken on the Asset Register. Also, that the Town Clerk bring to the next meeting of the Emergency Committee a schedule of Policies to be either reviewed, or if not in place, implemented and a timetable for completion of such work.</p>				
2020(EC)011	<p><u>ITEM 11 - GRANT REQUESTS</u> The chair explained that normally with requests of more than £1000 the applicant would normally be invited to the meeting. However, with the lockdown this was not possible.</p> <p>To consider request for grant assistance as below and related reports: -</p> <table border="1" data-bbox="360 1234 1453 1323"> <thead> <tr> <th data-bbox="360 1234 1043 1285">Applicant</th> <th data-bbox="1043 1234 1453 1285">Amount Requested</th> </tr> </thead> <tbody> <tr> <td data-bbox="360 1285 1043 1323">11a Tourist Information Centre</td> <td data-bbox="1043 1285 1453 1323">£22,390.84</td> </tr> </tbody> </table> <p>To fund Staffing costs Total annual project cost c£46,000 Report provided</p> <p>Discussion centred around the decision last year to cap the grant at £19,000 or less. It was also discussed that grants should be payable quarterly based on an interim report. It was recognised that the Tourist Information Centre provided a valuable service. It was also noted that the current lockdown the centre would be busy.</p> <p>Cllrs R Coleman – Taylor and M Taylor supported that the full amount be paid subject to the payment criteria outlined in the report</p> <p>Proposed by Cllr D Skelton and Seconded by Cllr C Potter- three for two against, motion carried.</p> <p>RESOLVED: - That an award of £19,000 be made and that quarterly payments are made in respect of any grant awarded, and that subsequent quarter’s payments are made only after receipt of an update report justifying future need and the agreement of the Resources Committee to do so.</p>	Applicant	Amount Requested	11a Tourist Information Centre	£22,390.84
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11a Tourist Information Centre	£22,390.84				

Proposed by Cllr C Potter and seconded by Cllr R Coleman-Taylor Unanimous

That we comment en-bloc as follows: -

Item no	Application Number	Address	Purpose
12a	20/00138/FUL	Ivy House Stack Hills Road Todmorden Calderdale OL14 5QW	Dwelling New 3-4 bedroom dwelling within garden

Comment:

In supporting this application, TTC would wish to be reassured that any flood mitigation issues are followed, tree planting is of an indigenous nature, nature transference is properly handled and that Highways be consulted on the structural integrity of the bridge allowing access into the site for heavy vehicles and that pedestrian access continues both during construction and after completion of the development.

Also, that all hard surfaces are permeable.

Item no	Application Number	Address	Purpose
12b	20.00300.LBC	North Ramsden Farm Cottage Ramsden Lane Todmorden Calderdale	Replacement door (Listed building consent)

Comment:

Supported

Item no	Application Number	Address	Purpose
12c	20.00300.LBC	14 Fern Valley Chase Todmorden Calderdale OL14 7HB	Construction of retaining wall to western boundary and regrading of land and retaining wall to form patio

Comment:

Supported

2020(EC)013

ITEM 13 - OTHER PLANNING ISSUES FOR CONSIDERATION

To receive any other planning issues or correspondence for consideration.

None received

2020(EC) 014

ITEM 14 - CORRESPONDENCE

	<p>To receive and consider any items of correspondence for consideration</p> <p><i>None received</i></p>
2020(EC)015	<p><u>ITEM 15 - FINANCIAL PAYMENTS</u></p> <p>To receive a schedule of twenty payments made since 13th March 2020 and up to 31st March 2020 totalling £15,533.78 for approval</p> <p>Proposed by Cllr D Skelton and seconded by Cllr R Coleman-Taylor Unanimous</p> <p>RESOLVED: - That the Chairman be authorised to sign the schedule of payments totalling £15,533.78</p>
2020(EC)016	<p><u>ITEM 16 - FUTURE MEETINGS AND HOW MANAGED</u></p> <p>To keep under consideration the format and need of future meetings.</p> <p>It was agreed that trial of meeting remotely had worked overall, and work had been progressed although there had been quite a bit of background noise. The intention was to extend it to all members. However, the practical difficulties were that the more people invited, the more sections the screen is divided into with the increased difficulty in seeing everyone. The issue of including public engagement in remote meetings would be a practical challenge because of this.</p> <p>It was noted that member participation could be increased by inviting email comments from all on agenda items prior to virtual meetings. Also, group leads consulted with other members of their group about agenda items before the virtual meeting (as before face to face meetings).</p> <p>Other providers of video conferencing were discussed. It was noted that there were issues with some other providers and that the investment had been made to procure 'Join Me'. It was therefore felt that the committee should try to make this platform work as well as possible before trying others. It was also noted that some network providers were less conducive with the use of 'Join Me', although it has been found to have a very useful helpline.</p> <p>Internet speeds in Todmorden were a problem and the Town Clerk agreed to explore the possibility of holding remote meetings at alternative times during the day, for example, in the morning, to see if the internet speed is better.</p> <p>The chair suggested that the meeting on 6th May 2020 involve those present although efforts would be made to increase attendance.</p>
2020(EC)16a	<p><u>ITEM 16a - ADDITIONAL ITEM - PROPOSED OPENING OF INVESTMENT ACCOUNT</u></p> <p>The Town clerk updated Members on receipt of the precept and sought permission to open additional deposit type accounts with Yorkshire Bank in line with the Reserves and Treasury Management Policy.</p> <p>Proposed by Cllr D Skelton and seconded by Cllr R Coleman-Taylor Unanimous</p> <p>RESOLVED: - That the Town Clerk in consultation with the Chair of Resources Committee arrange to open new investment accounts with Yorkshire Bank.</p>
2019(EC)017	<p><u>ITEM 17 - ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u></p>

	<p>To notify the Clerk of any matters for inclusion on the agenda of the next meeting</p> <ul style="list-style-type: none"> ➤ Internal Audit Report ➤ Annual Governance Return ➤ Future Meetings and How Managed
2019(EC)018	<p><u>ITEM 18 - DATE OF THE NEXT COMMITTEE MEETING</u> To note the date of the next remote Meeting of the Emergency Committee be scheduled for 6th May 2020 (start time to be agreed).</p>