

TODMORDEN TOWN COUNCIL

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MINUTES OF A MEETING OF RESOURCES COMMITTEE OF TODMORDEN TOWN COUNCIL

Held remotely on
Wednesday 9TH September 2020 at 7:30pm

Councillors present: - Cllrs S Martin (Vice-Chair) and Chairman for meeting, Mayor (ex officio) R Coleman- Taylor, M Carrigan, P Ripley, M Doyle, M Holmstedt, M Taylor, A H Greenwood, A Hollis P Taylor, C Potter (substitute for T Roberts)

Councillors absent: - Cllrs D Skelton, K White , T Roberts, A Greenwood

Officers: Colin Hill Town Clerk and RFO (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(RC)001 **The Chairman for the meeting Cllr. S Martin welcomed all to the meeting and proposed that under item 15, Cllr M Taylor wished to raise concerns regarding the return of schools and that in view of a numbering error in duplicating Item 16 on the agenda future items for discussion be taken as item 15b**

2020(RC)002 **ITEM 1b. Apologies for Absence**

To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting noting substitutions at late notice will be allowed

Apologies were received from Cllrs D Skelton, prior engagement, and T ~~Roberts~~(Roberts (hospital appointment) and K White illness

Proposed by Cllr M Taylor and seconded by Cllr A Hollis Unanimous

RESOLVED:- That the apologies of Cllrs D Skelton, T Roberts, K White and reasons for absence, namely prior engagements and illness be accepted and that the good wishes of the Committee be extended to Cllr T Roberts who is undergoing eye surgery.

2020(RC)003	<p><u>ITEM 2. Declarations of Interest</u> To receive disclosures of personal and prejudicial interests from members on matters to be considered at the meeting. Officers are required to make a formal declaration about council contracts where the employee has a financial interest.</p> <p><i>None received</i></p>
2020(RC)004	<p><u>ITEM 3. Public Participation</u> 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><i>No public present</i></p>
2020(RC)005	<p><u>ITEM 4. Minutes</u> To approve the minutes of the Amenities Committee (a) meeting held on the 19th February 2020 and General Purposes Committee (b) held on 12th February 2020</p> <p><i>Proposed by Cllr. M Holmstedt Seconded by Cllr. P Taylor Unanimous</i></p> <p>RESOLVED: - <i>That the minutes of the Amenities Committee meeting held on the 19th February 2020 are a true record.</i></p> <p><i>Proposed by Cllr. A Hollis and Seconded by Cllr. M Carrigan Unanimous</i></p> <p>RESOLVED: - <i>That the minutes of the General Purposes Committee (b) held on 12th February 2020 are a true record.</i></p>
2020(RC)006	<p><u>ITEM 5. Exclusion of Press and Public – Public Bodies (Admission to Meetings Act) 1960</u> 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><i>No public present</i> <i>Item 16 is to be taken in private should any member of the public join the meeting.</i></p>
2020(RC)007	<p><u>ITEM 6. Update of Activity and outstanding items</u> To receive an update of activity carried out by the Town Council's Emergency Committee in relation to the Resources Portfolio and outstanding items as identified by the Town Clerk</p> <p><i>Members thanked the Clerk for the comprehensive nature of the of the report and welcomed this update</i></p> <p><i>Proposed by Cllr. M Carrigan and Seconded by Cllr R Coleman-Taylor Unanimous</i></p> <p>RESOLVED: - <i>That Members of the Resources Committee receive this report with thanks.</i></p>
2020(RC)008	<p><u>ITEM 7. Schedule of payments</u> To receive a schedule of payments made as of 31st August 2020</p> <p><i>Proposed by Cllr M Taylor and Seconded by Cllr M Holmstedt Unanimous</i></p> <p>RESOLVED:</p>

	<p><i>That the Chairman of the Resources Committee sign a schedule of 23 payments made as at 30th August 2020 totalling £24,822.68</i></p>
2020(RC)009	<p>ITEM 8. Financial Summary To receive a financial summary and detailed income and expenditure as of 31st August 2020</p> <p>7a Financial Summary 7b Commitments 7c Budgets by Detail 7d Balance sheet 7e Cash reconciliation</p> <p><i>Cllr M Taylor thanked the Clerk for the clarity of information</i></p> <p><i>Proposed by Cllr M Taylor and Seconded by Cllr M Carrigan Unanimous</i></p> <p>RESOLVED: <i>That the Resources Committee receive the financial update.</i></p>
2020(RC)010	<p>ITEM 9. External audit To receive the External Auditors statement.</p> <p><i>Member noted the report with no matters brought to the attention of the Council</i></p> <p><i>Proposed by Cllr M Carrigan and Seconded by Cllr R Coleman- Taylor Unanimous</i></p> <p>RESOLVED: <i>That Members of the Resources Committee receive the External Auditors Report</i></p>
2020(RC)011	<p>ITEM 10 Internal Controls To agree a schedule for items to be reviewed over the next six months.</p> <p><i>Members reviewed the table presented and it was agreed that the Town Clerk would review these areas with Cllr M Taylor on behalf of the Resources Committee and bring an updated report to the next Resources Committee</i></p> <p><i>Proposed by Cllr M Carrigan and Seconded by Cllr R Coleman- Taylor Unanimous</i></p> <p>RESOLVED: <i>That Cllr M Taylor review the outstanding areas of Internal Controls work required with the Clerk and that a report be brought back to the Resources Committee at the next meeting.</i></p>
2020(RC)012	<p>ITEM 11 Grant Applications To note the current budget before considering whether to approve any grant applications enclosed:</p> <p><i>No items submitted as at date of Summons</i></p>
2020(RC)013	<p>ITEM 12 Grant Feedback Forms To receive the grant feedback forms inclusive of any audit expenditure receipts. The Committee may request to recover any underspent grant funds previously authorised or may approve use of underspends to be allocated to another project.</p> <p><i>No feedback forms for consideration as at date of Summons</i></p>
2020(RC)014	<p>ITEM 13 Accelerator Fund (Wheelspark & Christmas Lights) projects. To receive a verbal update of financial issues that may be required to be approved.</p>

	<p>No further information has been received as the date of this meeting but the Town Clerk continues to chase for confirmation of award of monies and underlying grant conditions and for legal to be pursued with urgency by CMBC in respect of the Wheelspark project</p> <p>Proposed by Cllr M Carrigan and Seconded by Cllr P Taylor Unanimous</p> <p>RESOLVED: That Members of the Resources Committee receive the update and ask the Clerk to continue efforts to finalise these matters</p>
2020(RC)015	<p>ITEM 14 Web site To receive a verbal update.</p> <p>Members were advised that the new web site is now live, has far more transparent content and that Agendas, Minutes and associated Reports are being loaded up as we move forward, and that there is now ongoing work to update historical records and complete some areas of narrative on the site still outstanding. It is intended to develop our social media platform, newsletter and more active engagement with the press in terms of frequent information of council business being undertaken.</p> <p>It is intended to now develop a Marketing Plan including future activity (involving the Administrative Officer as a learning exercise) and for this to be brought to the next Resources Committee for consideration.</p> <p>Proposed by Cllr A Hollis and Seconded by Cllr Holmstedt Unanimous</p> <p>RESOLVED: That Members receive the update and asked for a Marketing Plan including activity plan be brought back to the next Resources Committee for consideration</p>
2020(RC)016	<p>ITEM 15a. Correspondence To receive and consider any items of correspondence.</p> <p>Members agreed to take under this item a request By Cllr M Taylor to consider</p> <p>"A number of people have raised with colleagues the issues surrounding return to school, in particular the issue of the children of those parents shielding from Covid19, who may be putting their parent(s) at risk by going to school or who may themselves be put at risk collecting their children from the school gate, where social distancing is neither easy nor enforced. Those parents who feel unable to take the risk will now face fines for keeping their children home".</p> <p>Members expressed their joint concerns about this and the potential for parents to be fined should their children be withheld from attending school, especially where higher risk units are at home.</p> <p>Cllr. M Carrigan was able from a school governors/governor's perspective, to outline some of the extensive measures being taken to manage this situation and offered to act as liaison with a Todmorden schools cluster of headteachers.</p> <p>Members were advised about provision already of Laptops/ Tablets for junior schools to ensure learning can be accessed.</p> <p>Cllr S Martin as an employee of CMBC will also try to find out any further information</p> <p>Members appreciated the difficulty of this and asked the Clerk to write to the MP and CMBC relevant services about finding sensible solutions through this and to ask that Todmorden students are not disadvantaged in their learning capability through their financial circumstances.</p>

2020(RC)017	<p><i>Proposed by Cllr M Taylor and Seconded by Cllr S Martin Unanimous</i></p> <p>RESOLVED: <i>That the Clerk to write to the MP and CMBC relevant services about finding sensible solutions through this and to ask that Todmorden students are not disadvantaged in their learning capability through their financial circumstances.</i></p> <p>ITEM 15b Any items for discussion for a future agenda <i>To notify the Clerk of any matters for inclusion on the agenda of the next meeting.</i></p> <ul style="list-style-type: none"> • <i>Outstanding items from Amenities and General Purposes</i> • <i>Web site activity plan update</i> • <i>Internal controls update</i> • <i>First cut draft standstill budget 2021-22 prior to Committee/Group Discussions</i> <p><i>At this item Cllr Holmsted wished to include as another item provision of Zoom remote access for use of Todmorden Communities.</i></p> <p><i>The clerk was able to advise that following discussions with Cllr M Taylor and Cllr D Skelton he was already in the process of sorting this out.</i></p> <p><i>To confirm the Clerks actions</i></p> <p><i>Proposed by Cllr M Holmstedt and Seconded by Cllr M Taylor Unanimous</i></p> <p>RESOLVED; <i>That the Clerk be authorised to establish a Todmorden Community Zoom facility and that once protocols are established for use, this be communicated to all Town Councillors and to those Voluntary Groups/Organisations as a facility they can use without payment.</i></p>
2020(RC)018	<p>ITEM 16. Christmas Lights Tender – selection of approved contractor</p> <p><i>To receive a report outlining the options submitted, scoring matrices and financial considerations.</i></p> <p><i>The Town Clerk took Members through the report, options to be considered and an outline of the scoring process used.</i></p> <p><i>Members had been provided with copies of every Tender submission, the tender document itself, any mp4 files send with submissions and an assessment of the submission using the scoring model included within the tender and an evaluation document for reference and guidance as how the submissions stood in terms of overall quality and compliance with the Tender document.</i></p> <p><i>Cllr M Taylor had raised with the Clerk prior to the meeting some queries on the selection process which had been responded to, copying all Resources Committee Councillors in prior to the meeting.</i></p> <p><i>After discussiondiscussion, all Members were in agreement to appoint LITE as the preferred supplier for the Gold and Silver bauble option.</i></p> <p><i>Proposed by Cllr M Taylor and Seconded by Cllr C Potter Unanimous</i></p>

RESOLVED:

1. *That Members of the Resources Committee considered the Tender submissions before them and selected LITE as the preferred Tenderer to contract with at tendered costs of:-*

Outright Purchase			
Tender prices			
Name	Capital	Revenue	Total
Lite gold and silver	£46,725.00	£13,500.00	£60,225.00
All inclusive			
Tender prices			
Name	All inclusive		
Lite gold and silver	£74,100.00		

2. *That the additional option outlined in the LITE tender to provide a programmable option to change displays for Cornholme, Walsden, Eastwood, Portsmouth and St Marys display to be taken forward at an approximate additional cost of circa £8k be agreed*
3. *That estimated infrastructure costs of up to £5k to enable lighting columns to be fitted with power connections be committed.*
4. *That the Clerk continue to press for Accelerator Funding to enable the outright capital purchase option and inclusion of infrastructure costs to take place given the financial advantage to precept payers.*
5. *That should Accelerator Funding not be available the All- Inclusive option is taken, and the cost of infrastructure need met from within the existing budget provision.*
6. *That a working group of six members (politically balanced) is established to agree the final motif designs to be placed in Todmorden Centre and Cornholme, Walsden, Portsmouth and Eastwood. The working group to consist of Cllrs D Skelton, C Potter, A Hollis, S Martin, M Holmstedt and P Taylor.*
7. *That the Town Clerk, in consultation with the Chair of Resources, be authorised to enter into either an Outright Purchase option if Calderdale MBC Accelerator Funding is confirmed, or an All- Inclusive option if Accelerator Funding is not approved.*
8. *That expenditure for this scheme, given the amount involved, is made under the powers conferred under the Local Government Act 1972 Section 144(1) – “to encourage persons to visit the area for recreation”.*

2020(RC)019

ITEM 17 Date of the next Committee meeting

To note the date of the next committee meeting scheduled for Wednesday 4th November 2020 at 7.30pm by virtual meeting.

A single item Agenda meeting to evaluate Wheelspark Tender return(s) is to be scheduled for Tuesday 10th November at 7.30pm to make recommendation to Full Council

