

## TODMORDEN TOWN COUNCIL

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### MINUTES OF A MEETING OF TODMORDEN TOWN COUNCIL

Held remotely on

Wednesday 14<sup>th</sup> October 2020 at 7:30pm

- Councillors present: -** R Coleman – Taylor (Mayor), The Revd. G Kent (Deputy Mayor), S Martin, A Hollis, L Needham, J Williams, C Potter, L Levick, P Taylor, M Holmstedt, M Carrigan, M Taylor, D Skelton
- Councillors absent: -** Cllrs A Greenwood, M Doyle, K White, P Ripley, T Roberts
- Officers:** Colin Hill – Town Clerk (Minute Taker)
- Members of the Public:** Derek Davies – Todmorden Rotary, Tracy Wilson Health Centre, Catherine Bann/Richard Outram CND, Douglas Wilson, Nikki Stocks

2020(TC)001	<p><b><u>ITEM 1 Apologies for Absence</u></b>          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</p> <p><i>Apologies were received from Cllrs M Doyle, K White, T Roberts A Greenwood and P Ripley</i></p> <p><i>Proposed by Cllr C Potter Secoded by Cllr The Revd. G Kent Unanimous</i></p> <p><b>RESOLVED:</b>  <i>That apologies and the reason for absence be accepted from Cllrs, M Doyle, K White and T Roberts(illness), A Greenwood (vacation), and P Ripley (technology access)</i></p>
2020(TC)002	<p><b><u>ITEM 2. Declarations of Interest</u></b>          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(TC)003	<p><b><u>ITEM 3. Public Participation</u></b>          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>Three representatives speaking to items later on the Agenda were present and agreed for them to speak to the items as per Agenda.</i></p> <p><i>No other representations were made</i></p>
2020(TC)004	<p><b><u>ITEM 4. Minutes</u></b>          To approve the draft minutes of the Emergency Committee meeting held on the 29<sup>th</sup> July 2020.</p> <p><i>Proposed by Cllr C Potter Secoded by Cllr L Levick Unanimous</i></p>

	<p><b>RESOLVED:</b>  <i>That the minutes of the Emergency Committee meeting held on the 29th July 2020 are a true record.</i></p>
2020(TC)005	<p><b><u>ITEM 5. Exclusion of Press and Public – Public Bodies (Admission to Meetings Act) 1960</u></b>          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>Any public or press present were welcome to stay until Items 20-22</i></p> <p><i>Proposed by Cllr M Taylor and Seconded by Cllr J Williams Unanimous</i></p> <p><b>RESOLVED:</b>  <i>That Members of the Public and any press present be welcomed to stay for all items except Item 20-22 which are of a private nature.</i></p>
2020(TC)006	<p><b><u>ITEM 6. Todmorden Health Centre</u></b>          To receive an update from the Practice Manager – Document “A view from the practice” previously circulated.</p> <p><i>Tracy Wilson-Practice Manager of Todmorden Health Centre referred to the “A view from the practice” document previously submitted and advised the council that they had over a 6-month period almost gone from Hero to Zero. Several patients had made horrible comments about not being open, on long holiday or accessible as they wished and very rude to staff. Tracy had responded by articles on social media and the press.</i></p> <p><i>Cllr R Coleman-Taylor expressed the concern and support of the Town Council, whilst several other Members also expressed their support.</i></p> <p><i>The opportunity was taken by several Members to express differing experiences regarding delays on the phone in contacting the Health Centre during this challenging period ranging from quick response to long delays. Tracy advised that they were investing in some technology that would be able to accurately record caller waiting time.</i></p> <p><i>Further suggestions regarding building accessibility would be considered by Tracy who thanked the Town Council for their support.</i></p> <p><i>Agreement was given for the Town Council notice board outside the Town Hall to be used for important information notices from the Health Centre.</i></p> <p><i>Proposed by Cllr M Carrigan and Seconded by Cllr D Skelton Unanimous</i></p> <p><b>RESOLVED.</b>  <i>That a letter of support and thanks be sent to the practice emphasising that all people deserve to be treated with dignity and that acknowledgement of the good work of the practice is recognised on the Town Council Web Site.</i></p>
2020(TC)113	<p><b><u>ITEM 7. Campaign for Nuclear Disarmament</u></b>          To receive a presentation from CND calling on the Town Council to pass a resolution calling upon the UK Government to sign and ratify the UN Treaty on the Prohibition of Nuclear Weapons- briefing paper including proposed wording of a resolution previously circulated.</p> <p><i>Catherine Bann on behalf of CND addressed the meeting and presented a brief outline supporting the paper previously submitted. As of 13<sup>th</sup> October 47 nations had ratified the treaty but to date none of the nuclear weapon holding counties, including the United Kingdom.</i></p>

	<p><i>Cllrs M Taylor, M Carrigan, L Levick, A Hollis, M Holmstedt, J Williams and The Revd. G Kent all spoke in support.</i></p> <p><i>Permission was given for CND to use comments made by Members during this meeting.</i></p> <p><i>Proposed by Cllr A Hollis and Seconded by Cllr J Williams Unanimous</i></p> <p><b>RESOLVED:</b>  <i>That Todmorden Town Council resolves to write to The United Kingdom government urging it to sign and ratify the Treaty on the Prohibition of Nuclear Weapons, thereby joining the global majority of countries opposed to nuclear weapons. And to Local Members of Parliament urging them to press the UK Government to sign and ratify this Treaty to express that it is deeply concerned about the grave threat that nuclear weapons pose to communities throughout the world, including ours. That any use of nuclear weapons, whether deliberate or accidental, would have catastrophic, far-reaching and long-lasting consequences for people and the environment. That it Firmly believes that our residents have the right to live in a world free from this threat. That it recognises the necessity of creating a nuclear weapons free world and consequently, declares its unequivocal support for the United Nations Treaty on the Prohibition of Nuclear Weapons, a treaty adopted by 122 nations in July 2017. That this Treaty once ratified will result in a complete prohibition on developing, testing and using nuclear weapons and is disappointed that the United Kingdom government has refused to sign or ratify this landmark treaty.</i></p>
2020(TC)008	<p><b>ITEM 8. Community College</b>  To receive a request from <b>Todmorden Learning Centre and Community Hub</b> seeking Town Council support to a Community Asset Transfer to the Hub by Calderdale MBC – request previously circulated.</p> <p><i>Member discussed a request for support for a Community Asset Transfer of the Community College to the Todmorden Learning Centre and Community Hub</i></p> <p><i>There were several differing views expressed by Members including concerns about how decision making was made. Members were advised that the business plan is currently being considered by CMBC and that negotiations are at the legal stage.</i></p> <p><i>Members did not feel they have sufficient knowledge or understanding to draw a conclusion on this issue and would take no action and await developments</i></p> <p><i>Proposed by Cllr M Taylor and Seconded by Cllr P Taylor Unanimous</i></p> <p><b>RESOLVED:</b>  <i>That the Town Council was not in a position to comment on whether to support or not support this proposed Community Asset Transfer and that it needed to await developments arising out of current negotiations of the TLCCH with CMBC.</i></p>
2020(TC)009	<p><b>ITEM 9. Pavement Parking Consultation</b>  To consider whether the Town Council wishes to respond to DFT consultation on ending anti-social parking on footways will help the disabled, families and support social distancing – outline paper previously circulated.</p> <p><i>Member discussed a consultation paper for DFT and agreed to support the proposal for revisiting the Highway Code.</i></p> <p><i>With regard to restricting pavement parking, views were expressed about enabling local decision making given specific area characteristics, rather than a nationally imposed scheme. Members wished for this aspect to be considered at the next Development Committee, before bringing back to the next Town Council meeting to agree a position on this .</i></p>

	<p><i>Proposed by Cllr R Coleman- Taylor and Seconded by Cllr J Williams Unanimous</i></p> <p><b>RESOLVED:</b>  <i>That the Town Clerk write to DFT confirming support for a revision of the Highway Code as suggested and to bring the issue of Pavement Parking to the next meeting of the Development Committee on 28<sup>th</sup> October to discuss further.</i></p>
2020(TC)010	<p><b>ITEM 10. Todmorden Rotary Club – “Purple for Polio”</b>  <i>To receive a request to ask that the Town Hall be lit up Purple in support of World Polio Day – request previously circulated.</i></p> <p><i>Since 1984, Rotary's key humanitarian priority has been to rid the world of polio under the slogan "Purple for Polio". Derek Davies from Todmorden Rotary Club addressed the meeting regarding a request to light up the Town Hall purple in support of World Polio Day on the 24<sup>th</sup> October 2020. He outlined progress made in connection with the eradication of Polio with only small areas North Pakistan and Afghanistan with Polio still in existence.</i></p> <p><i>Members were concerned at the cost of £500 quoted by CMBC to change filters (high level access required) and what proposals there were from Rotary regarding getting the message out.</i></p> <p><i>The Town Clerk advised that he had negotiated a contribution of £250 from the Town Council with CMBC meeting the other £250. Cllr D Skelton as Chairman of Resources Committee confirmed agreement to meet this cost.</i></p> <p><i>Derek advised that messaging will be through social media and requested permission to place a banner on the Town Hall railings.</i></p> <p><i>Derek also advised that he had approached the Unitarian Church to light the steeple up purple.</i></p> <p><i>Several Members congratulated Rotary on the outstanding progress being made in eradicating Polio and for their support in doing so.</i></p> <p><i>Proposed by Cllr L Needham Seconded by Cllr C Potter Unanimous</i></p> <p><b>RESOLVED:</b>  <i>That the Town Council support the initiative of lighting up the Town Hall purple in support of World Polio Day and request CMBC to make the necessary arrangements to light up from 24<sup>th</sup> October 2020 to 29<sup>th</sup> October 2020 inclusive, to agree a budget of £250 for this and to request that the Todmorden Rotary Club be allowed to place a banner on the railings promoting this.</i></p>
2020(TC)011	<p><b>ITEM 11. Todmorden Bandstand Group</b>  <i>To consider a request for a general letter of support to the group from Todmorden Town Council regarding willingness to consider future revenue support through use of the Discretionary Grants Policy.</i></p> <p><i>Members discussed a request to support the group by way of a general letter of support. Cllr D Skelton advised that he felt the capital element of refurbishing the bandstand was going to be met from the Town Fund. Cllr M Taylor advised that he thought the business plan was well on its way to completion. Several members recognised the need for the business plan to provide assurance regarding revenue funding and commented that whilst the Town Council is happy to consider one off approaches for funding under its existing Discretionary Grants Policy, it did not regard this as an indication that any longer term commitment would be given, as is the case with a much wider benefit provided by financing PCSO's.</i></p>



	<p><i>Proposed by Cllr R Coleman- Taylor and Seconded by Cllr M Carrigan Unanimous</i></p> <p><b>RESOLVED:</b> <i>That the minutes as detailed above be received and agreed en-bloc</i></p>
2020(TC)015	<p><b>ITEM 15 Schedule of payments</b> To receive a schedule of 25 payments made totalling £13,176.39 as of 30<sup>th</sup> September 2020</p> <p><i>Members noted the schedule presented. No queries were raised</i></p> <p><i>Proposed by Cllr M Taylor and Seconded by Cllr S Martin Unanimous</i></p> <p><b>RESOLVED:</b> <i>That the schedule of 25 payments be accepted totalling £13,176.39 be approved.</i></p>
2020(TC)016	<p><b>ITEM 16. Financial Summary as 30th September 2020</b> To receive a financial summary as of 30<sup>th</sup> September 2020</p> <ul style="list-style-type: none"> <li>a) Summary</li> <li>b) Commitments</li> <li>c) Balance Sheet</li> </ul> <p><i>Members noted the information and forecast end of year General Reserve at £91,984 No other comments were raised.</i></p> <p><i>Proposed by Cllr S Martin Seconded by Cllr M Taylor Unanimous</i></p> <p><b>RESOLVED:</b> <i>That the financial summary, list of commitments and balance sheet be received.</i></p>
2020(TC)017	<p><b>ITEM 17. Festive Lights Update</b> To receive a report updating Members of progress in this scheme and to consider proposed funding.</p> <p><i>Members noted the report and were pleased at the extent of progress made</i></p> <p><i>Proposed by Cllr M Taylor Seconded by Cllr M Carrigan Unanimous</i></p> <p><b>RESOLVED:</b> <i>That the Town Clerk be thanked for the actions taken in furtherance of this project</i></p> <p><i>That the Town Clerk be authorised to issue Purchase Orders and make payments as required under the terms of the contact agreed, whether by way of All- Inclusive Option or Outright Purchase</i></p> <p><i>That Members ratify the actions of the Town Clerk to commit expenditure in relation to the installation of new power infrastructure for Portsmouth and Eastwood.</i></p> <p><i>That the Town Clerk, in consultation with the Chairman of Resources be delegated to agree and accept the terms of receipt of Accelerator Funding and when received the Town Clerk to Earmark such fund pending calls for payment.</i></p> <p><i>That Members note this expenditure is lawfully authorised under the local Government Act 1972 Section 111 and 144.</i></p> <p><i>That the Town Clerk issue a press release in due course once it is clear whether accelerator funding is being used.</i></p>
2020(TC)018	<p><b>ITEM 18. Wheelspark Update</b> To receive a report updating Members of progress in this scheme and to consider proposed funding.</p>

	<p>Members received the report and noted the progress being made</p> <p>Proposed by Cllr D Skelton    Seconded by Cllr M Holmstedt    Unanimous</p> <p><b>RESOLVED:</b>  That the Town Clerk be thanked for the actions taken in furtherance of this project</p> <p>That Members ratify the actions of the Town Clerk to date in moving this project forward.</p> <p>That Member approve payments due in accordance with the Groundwork fee proposal.</p> <p>That Members authorise the Town Clerk to approve the Tender Pack.</p> <p>That Members delegate approval of the Lease Terms and Management Agreement to the Development Committee Meeting to be held on 28<sup>th</sup> October 2020.</p> <p>That Members delegate acceptance of the Accelerator Funding and underlying Term and Conditions to the Town Clerk in consultation with the Chairman of Resources Committee</p> <p>That subject to Accelerator Funding having been received, an Earmarked Reserve of £141,000 and an initial Revenue Budget of £14,000 be created and further revenue budgets be created up to £141,000 with matching reductions in Earmarked Reserves released.</p> <p>That of the current Earmarked Reserve of £10,000, £5, 000 be released into the project by way of Town Council contribution.</p> <p>That subject to Accelerator Funding having been received and EA Permit approval given, the Resources Committee be delegated to select the contractor.</p> <p>That the Town Clerk be authorised to sign the construction contract of £141,000 in consultation with the Chairman of Resources Committee.</p> <p>That authorisation of stage payments relating to the construction contract be delegated to the Town Clerk in in consultation with the Chairman of Resources Committee.</p> <p>That the Town Clerk bring to Development Committee, the lease Terms and Management Agreement for consideration and approval at the 28<sup>th</sup> October 2020 meeting.</p> <p>That Members note this expenditure is lawfully authorised under the local Government Act 1972 Section 111 and 144.</p>
2020(TC)019	<p><b>ITEM 19 Correspondence Received</b>  To consider any correspondence received not already tabled for discussion on the Agenda  None received other than already tabled on the Agenda</p>
2020(TC)020	<p><b>Items 20,21 and 22 PRIVATE ITEMS</b>  <b>Confidential on the grounds that, in view of the nature of the business to be transacted, if the public were present, there would be a disclosure to them of exempt information within the meaning of Schedule 12A to the Local Government Act 1972</b></p> <p>Proposed by Cllr R Coleman- Taylor    Seconded by Cllr M Carrigan    Unanimous</p> <p><b>RESOLVED:</b>  That all member of the public and press be removed from the meeting to enable these Private Items to be discussed</p>
2020(TC)021	<p><b>ITEM 20. Staff Appraisal Policy</b></p>

	<p>To consider a report from Staffing Committee recommending the introduction of a Staff Appraisal Policy, including a performance related element.</p> <p><i>Members considered the Staff Appraisal Policy and agreed to adopt this Policy</i></p> <p><i>Proposed by Cllr M Carrigan    Seconded by Cllr M Taylor                      Unanimous</i></p> <p><b>RESOLVED:</b>  <i>That the Town Council adopts the Staff Appraisal Policy as detailed in Appendix 1 to the report.</i></p>
2020(TC)022	<p><b>ITEM 21 Annual Pay Award</b>  To receive a report from Staffing Committee advising that the National Pay Award has been confirmed for Todmorden Town Council Officers.</p> <p><i>Members received the report and noted the agreement by Staffing Committee to implement the nationally agreed pay award of 2.75% and one extra day's holiday retrospective to 1<sup>st</sup> April 2020.</i></p>
2020(TC)023	<p><b>ITEM 22 Staffing Proposals</b>  To receive a report and background paper from Staffing Committee recommending an additional 5 hours per week increase in staffing establishment, and additional responsibilities to be added to the Assistant Town Clerk and Administrative Officer roles</p> <p><i>Members received the report and noted the recommendations of the Staffing Committee to approve the requested changes</i></p> <p><i>Proposed by Cllr M Carrigan    Seconded by Cllr D Skelton                                      Unanimous</i></p> <p><b>RESOLVED</b>  <i>That Town Council agree that these staffing restructure proposals be implemented effective from November 1<sup>st</sup>, 2020.</i></p> <p><i>That the Town Council agrees to these proposals as submitted by the staffing Committee and that budget adjustments as requested are agreed.</i></p> <p><i>That a vote of thanks is given to all staff for their good performance and support.</i></p> <p><i>That a vote of thanks is given to Cllr M Carrigan for her active help in supporting staff</i></p>
2020(TC)024	<p><b>ITEM 23 Date of next meeting</b>  To note the date of the next Meeting of the Town Council be scheduled for 18<sup>th</sup> November 2020.</p> <p><i>The meeting ended at 9.32 pm</i></p>