

TODMORDEN TOWN COUNCIL

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MINUTES OF A MEETING OF TODMORDEN TOWN COUNCIL

Held remotely on
Wednesday 17th March 2021 at 7:30pm

Councillors present: - R Coleman – Taylor (Mayor), The Revd.G Kent (Deputy Mayor), A Hollis, L Needham, C Potter , P Taylor, M Holmstedt, M Taylor, D Skelton, A Greenwood, P Ripley, M Carrigan.

Councillors absent: - *Cllrs S Martin, J Williams, L Levick, M Doyle, K White*

Officers: *Colin Hill – Town Clerk (Minute Taker)*

Members of the Public: None present

A minutes silence was held in respect of Catherine Emberson, former Town Clerk of Todmorden Town Council who recently passed away.

2020(TC)072	<p><u>ITEM 1 Apologies for Absence</u> 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 Cllr S Martin, Cllr J Williams and Cllr K White on medical grounds, Cllr M Doyle family emergency and Cllr L Levick with remote connection issues</i></p> <p><i>Proposed by Cllr R Coleman- Taylor and Seconded by Cllr A H Greenwood Unanimous</i></p> <p>RESOLVED: <i>That apologies and the reason for absence be accepted from Cllrs S Martin, J Williams and K White on medical grounds and Cllr M Doyle family emergency and Cllr L Levick remote connection difficulties</i></p>
2020(TC)073	<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(TC)074	<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>None present.</p>

Proposed by Cllr D Skelton and Seconded by Cllr The Revd G Kent Unanimous

RESOLVED: *That Members note the increase in Fidelity Insurance Cover and that Members re-adopt the Reserves and Treasury Management, that they note the levels of Earmarked Reserves now in existence and that should Interest Rates improve for the investment of funds, consideration be given to use of fixed term deposits in line with the proposals contained within the Policy.*

2020(TC)080

ITEM 9. Schedule of Payments- Decision Required

To receive and approve a schedule of nineteen payments made between 10th February 2021 and 8th March 2021, totalling £18,637.21.

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

RESOLVED: *That the schedule of 19 payments made between 10th February and 8th March 2021, totalling £18,637.21 be authorised and the schedule duly signed.*

2020(TC)081

ITEM 10. Funding Recommendations – Decision Required

To receive a report from the Resources Committee recommending the awarding of funding of £35,808 in respect of PCSO's contributions, £23,535.93 to Todmorden Information Centre and £4,655 Grant funding to Todmorden in Bloom.

Members supported the recommendations made by the Resources Committee.

Proposed by Cllr D Skelton and Seconded by Cllr M Holmstedt Unanimous

RESOLVED: *That Full Council approves the following payments to made under the powers specified.*

Beneficiary	Amount	Budget year	Powers
<i>Police and Crime Commissioner</i>	<i>£35,808</i>	<i>2021/22</i>	<i>LG Rating Act 1997 s31</i>
<i>Todmorden Information Centre</i>	<i>£23,535.93</i>	<i>2021/22</i>	<i>LGA 1972 S144</i>
<i>Todmorden in Bloom</i>	<i>£4,655</i>	<i>2020/21</i>	<i>That the Council in accordance with its powers under Section 137 of the Local Government Act 1972 should incur such expenditure which the opinion of the Council is in the interest of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.</i>

That payments in respect of The Police and Crime Commissioner and Todmorden Information Centre be paid quarterly.

That an end of quarter review be undertaken with Todmorden Information Centre with the Chair of Resources and Town Clerk.

	<p><i>That as appropriate, the Earmarked Budget Phasing Reserve is drawn on to set a start of year 2021/22 balanced budget.</i></p> <p><i>That payment of the award of £4,655 to Todmorden in Bloom be made immediately.</i></p>
2020(TC)082	<p>ITEM 11. Asset Register – Decision Required To receive and approve the Asset Register and agree the total of Assets to be included in the Annual Governance and Accountability Return 2021.</p> <p><i>Members noted the increase in asset register values arising in the main from the new and replacement Festive lights displays.</i></p> <p><i>Proposed by Cllr D Skelton and Seconded by Cllr The Revd G Kent Unanimous</i></p> <p>RESOLVED: <i>That Full Council accept the Asset Register as at 31st March 2021 indicating a value of £336,077 and that Full Council agrees to a de-minimus value of £75 and of a revenue nature before items are included on the Asset Register. That the Clerk prepares a schedule of asset movements for the external auditor.</i></p>
2020(TC)083	<p>ITEM 12. Risk Registers – Decision Required To receive a report from the Resources Committee recommending readoption of updated Corporate and Financial Risk Registers</p> <p><i>Members supported the recommendations made by the Resources Committee.</i></p> <p><i>Proposed by Cllr R Coleman- Taylor and Seconded by Cllr A H Greenwood Unanimous</i></p> <p>RESOLVED: <i>That Full Council re-adopts these Risk Registers .</i></p>
2020(TC)084	<p>ITEM 13. Internal Controls – Decision Required To receive a report from the Resources Committee confirming the effectiveness of Internal Controls and recommending adoption of the Internal Controls Document.</p> <p><i>Members supported the recommendations made by the Resources Committee.</i></p> <p><i>Proposed by Cllr D Skelton and Seconded by Cllr M Taylor Unanimous</i></p> <p>RESOLVED: <i>That Members agree that the Internal Controls document is re-adopted.</i></p>
020(TC)085	<p>ITEM 14. Financial Regulations – Decision Required To receive a report from the Resources Committee recommending readoption of financial Regulations</p> <p><i>Members supported the recommendations made by the Resources Committee.</i></p> <p><i>Proposed by Cllr R Coleman - Taylor and Seconded by Cllr D Skelton Unanimous</i></p> <p>RESOLVED: <i>That Full Council readopts these Financial Regulations</i></p>
020(TC)086	<p>ITEM 15. Standing Orders – Decision Required To receive a report from the clerk recommending minor amendments and for subsequent readoption.</p> <p><i>The Clerk outlined minor changes to the standing orders and following the request of Members will circulate paper copies to all.</i></p>

	<p><i>Proposed by Cllr The Revd G Kent and Seconded by Cllr R Coleman- Taylor Unanimous</i></p> <p>RESOLVED: <i>That Full Council accept the minor amendments and re-adopts these Standing Orders.</i></p>
020(TC)087	<p>ITEM 16 Publication Scheme – Decision Required</p> <p>To receive a report from the Clerk recommending adoption of a Publication Scheme.</p> <p><i>The clerk outlined the background to this scheme.</i></p> <p><i>Proposed by Cllr A Hollis and Seconded by Cllr A H Greenwood Unanimous</i></p> <p>RESOLVED: <i>That Full Council adopt this Publication Scheme.</i></p>
020(TC)088	<p>ITEM 17. Equal Opportunities Policy – Decision Required</p> <p>To receive a report from the clerk recommending readoption of an Equal Opportunities Policy</p> <p><i>The clerk outlined the background to this policy and the need for staff and member training. Members would like to revisit this policy in the next six months seeking to implement combined Equality Diversity and Inclusion policy.</i></p> <p><i>Proposed by Cllr D Skelton and Seconded by Cllr A H Greenwood Unanimous</i></p> <p>RESOLVED: <i>That Full Council adopt this Equal Opportunities Policy</i></p> <p><i>That the Clerk investigate Equality and Diversity training options for Staff and Members to attend formal training in 2021/22 Training in the 2021/22 municipal year.</i></p>
020(TC)089	<p>ITEM 18. Wheelspark – For Information</p> <p>To receive an update from the Clerk as to the status of this project.</p> <p><i>The Clerk advised that site investigation works are scheduled for next week and that EA permission is still awaited.</i></p>
020(TC)090	<p>ITEM19. Correspondence Received</p> <p>To consider any correspondence received not already tabled for discussion on the Agenda.</p> <p><i>None received.</i></p>
020(TC)091	<p>ITEM 20. Climate Emergency</p> <p>To receive a verbal update from Cllr. The Revd G Kent</p> <p><i>Cllr The Revd G Kent updated Members on the extensive amount of listening to accumulate knowledge and understanding to enable an action plan to be produced and advised Members that they will be bringing an update report to the next Town Council meeting.</i></p>
020(TC)092	<p>ITEM 21. Meeting/Mayor Making</p> <p>In light of Government advice regarding moving out of lockdown, to consider the Annual Meeting, Mayor Making and Citizenship Awards.</p> <p><i>The Clerk advised Members that there were still a number of unknowns that need to be resolved before an effective decision can be made: -</i></p> <ul style="list-style-type: none"> ➤ <i>Town Hall availability – enquires made</i>

	<ul style="list-style-type: none"> ○ <i>Is the community college an alternative - zoom meeting arranged next week</i> ➤ <i>Continuance of remote meeting or not – legal challenges in court under way to continue/hybrid format.</i> ➤ <i>Indoor gathering social distancing post lockdown – back to unlimited attendance or not.</i> <p><i>The consensus view of Members was that it was highly unlikely for May and therefore we look to split the functional legal element of annual election of Chairman (For TTC a Mayor) from the ceremonial element.</i></p> <p><i>In recognising the disruption Covid has had on the end of Cllr K Whites mayoral year, Cllr R Coleman- Taylors current mayoral year, and likely Mayor elect Cllr P Taylor impending year, it was agreed by the Mayor elect and other members, that if we hold either a physical or remote event ,all three will be involved in inviting guests and delivery of speeches.</i></p> <p><i>All Members unanimously supported the idea that the function of the annual meeting and mayor making should in the future be separated to enable more focus and time to be available for the Mayor making ceremonial aspect as</i></p> <p><i>It was agreed that to progress matters past Mayors would meet to discuss options following which a paper will be circulated by the Clerk with a view to bringing this to the next meeting for decision making.</i></p> <p><i>Whilst not a decision item but a discussion item it was proposed by Cllr D Skelton and seconded by Cllr A H Greenwood and unanimously supported that for future years, the Annual Meeting will take place on the Wednesday prior to the Mayor Making Ceremony on the following Saturday and this will be formalised at the next Town Council meeting</i></p>
020(TC)71	<p>ITEM 22 Date of the next Town Council meeting</p> <p>To note the date of the next Meeting of the Town Council be scheduled for 14th April 2021 at 7.30 p.m and the Town Meeting for the public to ask questions take place on the same day commencing at 6.30 pm to 7.15pm</p> <p><i>The meeting closed at 20:39</i></p>