

Dear Alex,

Thank you for your email.

I will take your reply to the Development Committee next week to get their steer about what they want to do and get back in touch with you afterwards.

Kind regards,
Susan

From: [REDACTED] >

Sent: 02 December 2021 12:34

To: assistanttownclerk@todmorden-tc.gov.uk

Cc: [REDACTED]
[REDACTED]

Subject: RE: Contact details for YW

Good Afternoon Susan,

I understand with the new variant so much is unknown at this stage.

Just in terms of attending in March or April next year. Is there any urgent questions the town Cllr's and flood group have in respective of the incident? I am just consensus that it will be 7-8 months since the incident when another face to face council meeting could take place.

Therefore I would suggest us sending you through a presentation early next year, then this could be passed on to relevant parties to cover this action from ourselves. Perhaps any questions could be collated by yourself and sent to me.

Thus mitigating our requirement to attend a face to face meeting.

Please let me know your thoughts.

Kind Regards,

[REDACTED]

[REDACTED] assistanttownclerk@todmorden-tc.gov.uk <assistanttownclerk@todmorden-tc.gov.uk>

Sent: 02 December 2021 11:54

To: [REDACTED] >

[REDACTED]
[REDACTED]
Subject: RE: Contact details for YW

Hi [REDACTED]

I have consulted with the Chair of the Development Committee and the Town Clerk and decided to reschedule until we can meet face to face next year. Unfortunately, the WIFI in the Town Hall is not strong and probably would not efficiently support a Zoom meeting.

If we avoid January and February 2021 (hopefully the new variant will have subsided in importance by then) the next meetings of the Development Committee are 30 March and 27 April 2022

Shall I contact you again in early March 2022 to see if it is possible for you to attend either the meeting in March or April?

All the best,
Susan

From: [REDACTED]
Sent: 02 December 2021 09:56
To: assistanttownclerk@todmorden-tc.gov.uk

[REDACTED]
[REDACTED]
Subject: RE: Contact details for YW

Hi Susan,

As you will be aware, there is a new variant Coronavirus that is a cause for concern. In light of the Omicron variant, we have changed our Covid 19 policy to reflect this and we are significantly scaling back external meeting for our colleagues. It is following this change in guidance that we will not be able to attend the meeting on Wednesday.

I understand that this will be disappointing news. However, we will still be willing to conduct the meeting virtually on Wednesday, or we can send you the PowerPoint slides we were going to present and we will be happy to answer any follow up questions from the meeting. Nonetheless, we will be happy to meet with the Council at a late date subject to a change in our Coronavirus policy.

Kind regards,

[REDACTED]
[REDACTED]

[REDACTED]

From: assistanttownclerk@todmorden-tc.gov.uk <assistanttownclerk@todmorden-tc.gov.uk>

Sent: 01 December 2021 10:07

[REDACTED]

Subject: RE: Contact details for YW

Hi [REDACTED]

Thank you very much for your email and sorry for my late response – I've been away and today is my first day back. I have answered your questions below.

I attach a copy of the agenda for the meeting for your information.

I was wondering if you will wish to use Powerpoint slides for the meeting? If so, I would be grateful if you could please let me have them the day before the meeting so I can ensure they are available to you during the meeting.

Please let me know if you have any further questions.

I look forward to meeting you on the 8th.

Kind regards,
Susan

From [REDACTED]

Sent: 25 November 2021 08:48

To: assistanttownclerk@todmorden-tc.gov.uk

Subject: RE: Contact details for YW

Good Morning Susan,

I have taken over from [REDACTED] in terms of arranging our attendance to your town council meeting on Wednesday 8th December at 7:30pm.

Our attendance will be; [REDACTED]

I have a few questions that I am hoping you will be able to answer:

- . In terms of the town council meeting, what is the layout of the meeting and can you confirm who will be attending?

I attach a copy of the agenda for the meeting which includes the membership of the Development Committee. Members of the Todmorden Flood Group are likely to attend .The meeting is also open to members of the public. I have scheduled your presentation near the start of the meeting (after the initial formalities) so that you can get away straightaway.

The meeting is scheduled for the Town Hall in Todmorden. You can gain access through the side door opposite the One Stop Shop. It would be great if you could please arrive around 7.10pm so I can take you to the Cockcroft Room and you can get settled in before the start of the meeting. Either I or the building manager (who has an office by this door) will meet you and take you to the Cockcroft Room.

We suggest the wearing of facemasks whilst walking around the Town Hall.

- . What would you find beneficial for us to talk about when we attend?

I should be grateful if you could please summarise the events of those days from your perspective and say what can be learnt from this. It would be helpful to know how Todmorden Town Council and organisations such as the Todmorden Flood Group could work with you in the future to plan improve the emergency response (including communications and the distribution of water) should a similar situation occur in the future.

Would it be possible for the presentation to take 10-15 minutes followed by questions and answers for 10-15 minutes so that it last for around 30 minutes in total.

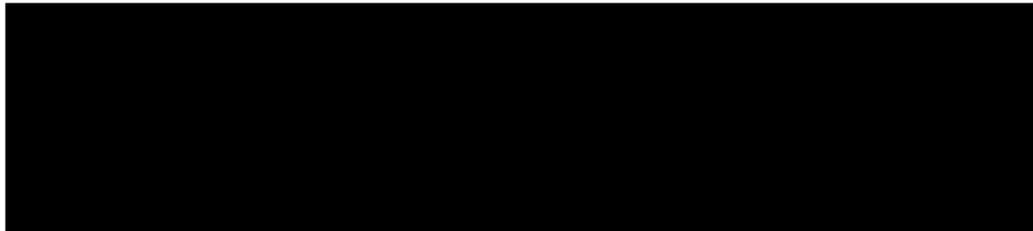
- . I am aware that Yorkshire Water colleagues will be travelling from across the county to join the meeting. As the meeting will be on Wednesday evening in December, is it possible to move the meeting to earlier in the day or to make this virtual?

Unfortunately, Council meetings cannot take place via Zoom. Although this was permitted, under legislation, during the lockdowns this has not been possible since May. Would it be possible for the presentation to be done by 1/2 people rather than 3?

We would like to make sure we make the most of our time with yourselves and make it a beneficial meeting.

Kind Regards,





From: assistanttownclerk@todmorden-tc.gov.uk <assistanttownclerk@todmorden-tc.gov.uk>

Sent: 02 November 2021 15:04

To: [REDACTED]

[REDACTED]

[REDACTED]

Subject: RE: Contact details for YW

EXTERNAL SOURCE - THINK BEFORE YOU CLICK

Hi [REDACTED]

Thank you very much for your email and call this morning. I look forward to confirming the details for the meeting of 8 December in due course.

I wish you every success with your new job. 😊

Kind regards,
Susan

My working hours are normally Tuesday – Thursday 9.00am – 5.30pm

From: [REDACTED] >

Sent: 02 November 2021 14:54

To: assistanttownclerk@todmorden-tc.gov.uk

[REDACTED]

[REDACTED]

Subject: Contact details for YW

Good afternoon Mrs Miles,

Thank you for your time this afternoon and once again, our apologies it has taken so long for you to get the correct contact to speak to.

My contact details are below but as I mentioned, I am leaving on the 12th Nov so have copied in my colleagues [REDACTED]

(07812 760638) so you have their details. [REDACTED]
[REDACTED]

As discussed, we will arrange attendance at your December meeting on the 8th at 7:30 and closer to the time we will be able to confirm the name of the colleagues who will join you.

[REDACTED], I will email you separately a summary of what is required for the meeting.

Kind regards,
[REDACTED]

[REDACTED]

[REDACTED]

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