

TODMORDEN TOWN COUNCIL

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MINUTES OF A MEETING OF TODMORDEN TOWN COUNCIL

**Held remotely on
 Tuesday 27th April 2021 at 7:30pm**

Councillors present: - R Coleman – Taylor (Mayor), A Hollis, L Needham, C Potter, P Taylor, M Taylor, D Skelton, A H Greenwood, P Ripley, M Carrigan. S Martin, L Levick, M Doyle

Councillors absent: - *Cllrs K White, Revd G Kent, J Williams, M Holmstedt (joined later)*

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

Members of the Public:

A one minute silence was held before commencement of business in respect of the recent death of His Royal Highness The Prince Philip Duke of Edinburgh

<p>2020(TC)094</p>	<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 Cllrs K White and J Williams on grounds of post op recovery and Revd G Kent – internet connection issues.</i></p> <p><i>Proposed by Cllr R Coleman- Taylor and Seconded by Cllr A Hollis</i></p> <p>RESOLVED: <i>That apologies and the reason for absence be accepted from Cllrs K White and J Williams on grounds of post op recovery and Revd G Kent – internet connection issues.</i></p>
<p>2020(TC)095</p>	<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>
<p>2020(TC)096</p>	<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>

2020(TC)097	<p>ITEM 4. Minutes To approve the minutes of the Town Council meetings held on the 17th March 2021</p> <p><i>Proposed by Cllr R Coleman- Taylor Seconded by Cllr A Hollis Unanimous</i></p> <p>RESOLVED: <i>That the minutes of the Town Council meetings held on the 17th of March 2021 be accepted as a true record and signed by the Chairman as such.</i></p>
2020(TC)098	<p>ITEM 5. Exclusion of Press and Public – Public Bodies (Admission to Meetings Act) 1960 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>Proposed by Cllr R Coleman- Taylor and Seconded by Cllr Pat Taylor Unanimous</i></p> <p>RESOLVED: <i>That any Members of the public and or press attending during the meeting be welcomed to stay for all items on the Agenda.</i></p>
2020(TC)099	<p>ITEM 6 Committee Minutes To confirm the receipt of approved/draft committee minutes previously circulated and to receive them En-Bloc</p> <p>6a Development Committee 31st March 2021</p> <p><i>Proposed by Cllr C Potter and Seconded by Cllr L Levick Unanimous</i></p> <p>RESOLVED: <i>That minutes of the 31st March 2021 Development Committee be received.</i></p>
2020(TC)100	<p>ITEM 7. Schedule of Payments- Decision Required To receive and approve a schedule of 25 payments made between 9th March 2021 and 31st March 2021, totalling £15,685.97.</p> <p><i>Proposed by Cllr Cllr R Coleman-Taylor and Seconded by Cllr P Ripley Unanimous</i></p> <p>RESOLVED: <i>That the schedule of 25 payments made between 9th March and 31st March 2021, totalling £15,685,97 be authorised and the schedule duly signed.</i></p>
2020(TC)101	<p>ITEM 8. Year- End outturn – For Information To receive a report on the outturn for 2020/21 subject to Internal and External Audit and comparison of outturn for 2020/21 against that of 2019/20</p> <p><i>Proposed by Cllr R Coleman- Taylor and Seconded by Cllr M Taylor Unanimous</i></p> <p>RESOLVED: <i>That Members note the satisfactory outturn for 2020/21 and that Member approve a transfer of £20,000 from the Earmarked Community Development Reserve to the Earmarked Wheelspark Reserve.</i></p>
2020(TC)102	<p>ITEM 9. Internal Auditors Report To receive the Internal Auditors report for 2020/21</p> <p><i>Officers were congratulated on the outcome of the internal report indicating no issues of any concern raised.</i></p> <p><i>Proposed by Cllr R Coleman- Taylor and Seconded by Cllr P Ripley Unanimous</i></p> <p>RESOLVED: <i>That Members receive the Internal Auditors Report.</i></p>

2020(TC)103	<p>ITEM 10. Annual Governance and Accounting Return Part 3 – Decision Required To receive a report providing assurances, the Internal Auditors Certificate AGAR for formal approval and date of the Public’s Right to Inspect</p> <p><i>Proposed by Cllr D Skelton and Seconded by Cllr A Hollis Unanimous</i></p> <p>RESOLVED: <i>That the Council receives this report and assurance and notes that the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return for the year ended 31st March 2021 will be issued on 31st May 2021 for the public right to inspect all accounting records between the 14th June 2021 and the 23rd July 2021.</i></p>
2020(TC)104	<p>ITEM 11. Annual Governance Return – Decision Required To Resolve for the Mayor and Town Clerk to sign Section 1 of the return - The Annual Governance Statement 2020/21</p> <p><i>Proposed by Cllr M Taylor and Seconded by Cllr C Potter Unanimous</i></p> <p>RESOLVED: <i>That the Mayor and Town Clerk sign Section 1 of the Annual Governance Statement 2020/21.</i></p>
2020(TC)105	<p>ITEM 12. Annual Governance Return – Decision Required To Resolve for the Mayor to sign Section 2 of the return - The Accounting Statements 2020/21</p> <p><i>Proposed by Cllr M Doyle and Seconded by Cllr L Needham Unanimous</i></p> <p>RESOLVED: <i>That the Mayor signs Section 2 of the AGAR return The Accounting Statements for 2020/21</i></p>
2020(TC)106	<p>ITEM 13. Budgets 2021/22 - Decision Required To receive a report presenting start of year budgets for 2021/22, to authorise movement from Earmarked Reserves and the forecast impact on General Reserves.</p> <p><i>Members were presented with a balanced start of year budget totalling £303,297 after use of £5,586 of the phased budget Earmarked Reserve ahead of adjustments to be made bringing back figures back from year-end adjustments to Reserves.</i></p> <p><i>Proposed by Cllr R Coleman - Taylor and Seconded by Cllr S Martin Unanimous</i></p> <p>RESOLVED: <i>That Members note the start of year budget position.</i></p> <p><i>That £5,586 is drawn down from the Earmarked Budget Phasing Reserve to balance the start of year budget for 2021/22.</i></p> <p><i>That £19,750 is moved from the revenue budget to Community Development Earmarked Reserve.</i></p> <p><i>That £7,500 is moved from the revenue budget to Festive Lights Earmarked Reserve.</i></p> <p><i>That £9,000 is moved from the Year End Commitment Earmarked Reserve to the Revenue budget.</i></p>

	<p><i>That £6, 000 is moved from the Children’s Festive Lights Displays Earmarked Reserve to the Revenue budget.</i></p> <p><i>That Wheelspark revenue expenditure budgets of approximately £239,000 are established on receipt of Grant Funds from Calderdale MBC and contracts executed for construction to begin.</i></p>
020(TC)107	<p>ITEM 14. Commemoration Plaque – For Discussion To consider installing a Commemorative Plaque at Todmorden Market Hall in respect of Covid 19 impact on Todmorden.</p> <p><i>The Mayor expressed a wish to recognise the extraordinary community spirit of Todmorden in helping each other in this most difficult year and felt the Town Council were best placed to do this by the placing of a Commemoration Plaque.</i></p> <p><i>Cllr M Carrigan expressed support for the idea but felt that in doing so now it may send the wrong message out, that we felt the pandemic was over, when it clearly is not.</i></p> <p><i>Members agreed that the proposal should be taken forward at an appropriate time and asked that the Town Clerk table this for a future meeting and investigate location, wording, and costs.</i></p> <p><i>Proposed by Cllr R Coleman - Taylor and Seconded by Cllr A Hollis Unanimous</i></p> <p>RESOLVED: <i>That that the Town Clerk table this for a future meeting and investigate location, wording, and costs and return to Council for approval before commitment.</i></p>
020(TC)108	<p>ITEM 15. Code of Conduct and Register of Interests – Decision Required To remind Members of the Code of Conduct and the need to register interests.</p> <p><i>The Town Clerk advised members that this was new code to replace the previous one and as before this is a voluntary code for individual Members to subscribe to. He advised that this was now the expected standard for Members to follow in order to ensure continuity of approach amongst all Town Councillors.</i></p> <p><i>Proposed by Cllr R Coleman - Taylor and Seconded by Cllr D Skelton Unanimous</i></p> <p>RESOLVED: <i>That Members receive the New Code of Conduct and subscribe to it in a voluntary capacity with the Clerk to seek such confirmation .</i></p>
020(TC)109	<p>ITEM 16 Committee Terms of Reference and Schemes of Delegation Decision - Required To receive a report from the Clerk recommending adoption of an updated Committee Terms of Reference and Scheme of Delegation.</p> <p><i>Proposed by Cllr D Skelton and Seconded by Cllr A Hollis Unanimous</i></p> <p>RESOLVED: <i>That Members adopt the Scheme of Delegation to Council Committees and Officers.</i></p> <p><i>That Members delegate authority to the Town Clerk in consultation with the Chair of Resources Committee to move funds between bank accounts and make payments up to £25,000 plus vat in connection with the Wheelspark project.</i></p>

020(TC)110	<p>ITEM 17. Community Asset Transfer Land between Carr Road and Coronation Terrace Decision Required</p> <p>To consider whether to support a community request to assist with the asset transfer and management of land between Carr Road and Coronation Terrace to become a community managed garden and locally managed asset.” Land currently owned by CMB.</p> <p><i>Cllr A H Greenwood bought to the Town Council a request for a local community group to make improvements on a piece of land between Carr Road and Coronation Terrace in order to improve the appearance of a “gateway” into the town. After discussion, Members were keen to support this type of local initiative but without the strict legal responsibility for such sites that would follow with formal asset transfer.</i></p> <p><i>Proposed by Cllr R Coleman- Taylor and Seconded by Cllr P Ripley Unanimous</i></p> <p>RESOLVED: <i>That the Town Clerk engage with Calderdale MBC to explore the possibility of establishing some form of licencing mechanism that would enable local groups to take on responsibility for maintaining the appearance, planting and general upkeep of specified areas but without the liability of land ownership.</i></p>
020(TC)111	<p>ITEM 18. Lottery Fund Bid- Decision Required.</p> <p>To ratify a bid submitted for external funding of £149,000 in respect of a Climate related project “Ready Steady Cook” involving home cooking.</p> <p><i>Cllr R Coleman- Taylor updated the Town Council about recent discussions with Calderdale MBC regarding a funding bid opportunity and about one of the ideas suggested by her at this meeting concerning home cooking and its benefit in terms of less waste production and enhanced life skills for potentially less well-off families.</i></p> <p><i>Cllr R Coleman – Taylor wished to formally thank the Assistant Town Clerk for her work in pulling together several local groups to formulate a Lottery Fund bid for £149,000 which had to be submitted by the 8th April 2021 as a first round expression of interest.</i></p> <p><i>If successful at this first stage a more detailed proposal would then need to be worked on.</i></p> <p><i>Cllr D Skelton supported the work of the CEC and this bid being made, that will also help other local agencies involved in this proposal if the Town Council is successful in its bid submission.</i></p> <p><i>Proposed by Cllr D Skelton and Seconded by Cllr L Needham Unanimous</i></p> <p>RESOLVED: <i>To formally thank the Assistant Town Clerk for her diligence in preparing this bid in such a short timescale and to ratify the actions of the Town Clerk in submitting this bid for external funding of £149,000.</i></p>
020(TC)112	<p>ITEM19. Climate Emergency Committee – Decision Required</p> <p>To receive a report presenting a future action plan subject to adequate resourcing being provided to enable delivery.</p> <p><i>The Clerk updated Members on the recent work of the Climate Emergency Committee and of the proposed Action Plan that had now been produced. As this committee now wishes to move into delivery phase for the proposed Action Plan the Clerk advised Members that the current extent of workload is not sustainable to deliver within reasonable timescales and that the current establishment could not support the requirement emerging from this Action Plan.</i></p>

	<p><i>Cllr D Skelton welcomed the Action Plan now emerging from this important Committee and recognised the resource implications associated with the delivery phase.</i></p> <p><i>Cllr M Carrigan in her role as Chair of Staffing advised Members of the Council's Duty of Care to its staff and in recognising the extent of additional work being carried out, was already in discussion with the Town Clerk about bringing a report forward to a meeting of the Staffing Committee, to be convened in the short term, to consider current outstanding workload issues, future projects already in the pipeline, future direction, increased resilience and succession planning.</i></p> <p><i>Cllr M Carrigan also took this opportunity to formally congratulate the Town Clerk on his recent achievement in obtaining the Certificate in Local Council Administration, that in doing so places less restrictions on what the Town Council may wish to do in the future.</i></p> <p><i>Proposed by Cllr D Skelton and Seconded by Cllr R Coleman- Taylor Unanimous</i></p> <p><i>That the Action Plan be accepted, that Members support additional resource to be provided, and that the Town Clerk be asked to prepare a paper for consideration by the Staffing Committee with regard to the potential future recruitment of a Climate and Community Officer as part of an overall review of staffing need given increasing volumes of activity generally across all areas of the council.</i></p>
020(TC)113	<p>ITEM 20. Pledge request to support Climate Emergency – Decision Required To receive a request from Calderdale New Green Deal asking Todmorden Town Council to support their wish to encourage Councillors standing in the Borough Elections to make the following pledge.</p> <p><i>'If elected I pledge to ensure our council works with local communities to rapidly implement a Climate Action Plan which drastically cuts emissions over the next 10 years, and that the climate & ecological emergency is the top priority in all council actions.'</i></p> <p><i>Cllr D Skelton supported this initiative and advised that the Labour Candidate for the imminent Borough Elections had already made this pledge.</i></p> <p><i>Proposed by Cllr D Skelton and Seconded by Cllr M Taylor Unanimous</i></p> <p>RESOLVED <i>That Todmorden Town Council support the Calderdale New Green Deal wish to encourage Councillors standing in the Borough Elections to make the following pledge.</i> <i>'If elected I pledge to ensure our council works with local communities to rapidly implement a Climate Action Plan which drastically cuts emissions over the next 10 years, and that the climate & ecological emergency is the top priority in all council actions.'</i></p>
020(TC)114	<p>ITEM 21. Office and Council meetings update. Information only To provide a verbal update on Officer return to office implications, the nature of future Council meetings and potential interim arrangements.</p> <p><i>The Town Clerk updated Member of remaining uncertainty concerning the legality of continuing to hold remote meetings past 6th May 2021 The next meeting scheduled is the Resources Committee 19th May 2021.</i></p> <p><i>Potential options are to return to Town Hall – if re-opened in time, or source other local meeting rooms.</i></p> <p><i>Issue likely for all will be operational risk and need to produce Covid secure operational processes and Risk Assessment for correct use – likely to involve staff to control access</i></p>

	<p><i>into / egress from meeting (signing in checking temperatures, mask compliance) whilst also clerking (loss of other office time as support or paid overtime) plus need for all to then need to attend all meetings.</i></p> <p><i>If Town Hall, then use of Ballroom- restrictions for social distancing in Council Chamber may be too tight to include Public. Committee room too small.</i></p> <p><i>Decision re remote meeting expected by end of April. Advice by CMBC re Town Hall by 10th May</i></p> <p><i>Other venue options of Oddfellow Hall and Central Methodist church being explored.</i></p>
020(TC)115	<p>ITEM 22. Mayor Making – Citizenship Awards- For Discussion To consider whether latest government guidance enables a ceremonial only event to be planned and nominations sought for a Citizenship Award.</p> <p><i>Given the advice regarding Town Hall Ballroom restrictions in user numbers it was agreed to hold back any formal Ceremonial Mayor Making arrangements.</i></p> <p><i>Citizenship nominations may be launched but caveated with when and how they may be held.</i></p> <p><i>Proposed by Cllr R Coleman – Taylor and Seconded by Cllr M Taylor Unanimous</i></p> <p>RESOLVED: <i>That this item be included a standing Item on the Town Council Agenda for the time being.</i></p>
020(TC)116	<p>ITEM 23 Correspondence Received. To consider any correspondence received not already tabled for discussion on the Agenda.</p> <p><i>Letter received from the Private Secretary to HRH The Duke of Edinburgh expressing thanks for the Mayors letter of condolence following the death of HRH The Duke of Edinburgh</i></p>
020(TC)117	<p>ITEM 24 Objection to Calderdale Local Development Plan – Denis’ Field Site Allocation for Development- Decision Required To ratify the Actions of the Town Clerk in writing a letter of objection to the inclusion of this site in the Local Development Plan noting the consultation period ended before being able to convene a meeting to affirm this owing to the official period of mourning following the death of His Royal Highness, The Prince Philip Duke of Edinburgh.</p> <p><i>Cllr M Taylor welcome this letter having for many years constantly fought to preserve this as open green space not to be built on.</i></p> <p><i>Proposed by Cllr R Coleman-Taylor and Seconded by Cllr M Taylor Unanimous</i></p> <p>RESOLVED: <i>That Council ratifies the action of the Town Clerk in sending an objection to Calderdale MBC in respect of their inclusion of Denis Field as a site for development.</i></p>
020(TC)118	<p>ITEM 25 Wheelspark Project – Information only. To receive a verbal update on this project.</p> <p><i>The Town Clerk provided verbal confirmation that works start on site on the 5th May 2021 having obtained all necessary permissions to commence works.</i></p>

	<p><i>The Clerk advised that as the project now moves to construction phase there will be a need for time involvement now in terms of project reporting and on-site monitoring of progress and safety compliance.</i></p> <p><i>The clerk advised that given the capital cost of circa £250,000 “All Risks” insurance cover could be obtained at an annual premium of circa £1,000 which will be bought to Resources Committee for formal decision. Members were collectively supportive of this being taken out.</i></p> <p><i>Cllr D Skelton thanked the following for their support of this initiative - Calderdale MBC for their financial and officer support, the Town Deals Board for their willingness to prioritise the Wheelspark Scheme for delivery, Groundwork and Freestyle for their work to date and ongoing work to completion, the user group for their design input , Town Council officers for bringing the project to construction phase, the Town Council itself for committing £25,000 and finally its Members in continuing to believe in this longstanding project.</i></p>
020(TC)119	<p>ITEM 26 Date of the next Town Council meeting To note the date of the next Meeting of the Town Council be scheduled for Saturday 1st May 2021 at 10.30 a.m and will be the Annual Meeting.</p> <p>Before the meeting closed, the Mayor in presiding at this her last formal Council meeting as Mayor, wished to thank everyone for their support during this challenging year and for how they have worked together to work for the benefit of Todmorden and how the Town Council represents such very good people.</p> <p>The Mayor commented that in this most unusual of years her first event was attending a Virtual Iftar held by Integrate Todmorden and that her final event would also be the same.</p> <p>The meeting closed at 9.28pm.</p>