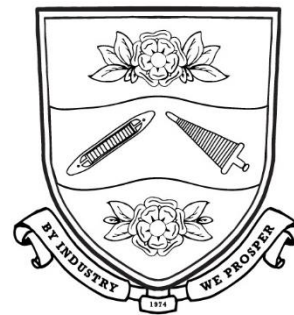


TODMORDEN TOWN COUNCIL

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MINUTES OF A MEETING OF THE ANNUAL MEETING OF TODMORDEN TOWN COUNCIL Held at Todmorden Town Hall Wednesday 13th April 2022 at 7.30pm

Councillors present: - Cllrs S Martin, P Ripley, J Williams, L Levick, M Holmstedt, M Carrigan, L Thorpe, J Turner, S Press, A Hollis, A H Greenwood, P Taylor (Mayor), and K White and L Needham

Officers: Ms N Crewe (Town Clerk/Minute Taker) and Mrs S Miles

Members of the Public: Mr C Jackson, Ms N Stock, Mr D Wilson and Mr P Thorpe

2022(FC)001	<p>1. The Election of Town Mayor – Decision required To receive a nomination for Cllr Elizabeth Thorpe to preside as Mayor of Todmorden for the Municipal year 2022/23</p> <p>Proposed by Cllr A H Greenwood Seconded by Cllr P Ripley <i>Unanimously Approved</i></p> <p>RESOLVED: That Cllr Elizabeth Thorpe to preside as Mayor of Todmorden for the Municipal year 2022/23</p>
2022(FC)002	<p>2. The Town Mayor to make Declaration of Acceptance of Office - Decision required</p> <p><i>Cllr Elizabeth Thorpe signed her Declaration of Office in the presence of all in attendance and took on the position of Chair of the meeting.</i></p> <p>Proposed by Cllr L Thorpe Seconded by Cllr A H Greenwood <i>Unanimously Approved</i></p> <p>RESOLVED: That as a mark of recognition that Cllr P Taylor Chair the Annual Meeting of Todmorden Town Council.</p>
	<p>3. The Election of Deputy Town Mayor - Decision required To receive a nomination for Cllr Anthony Greenwood to preside as Deputy Mayor of Todmorden for the Municipal year 2022/23</p> <p>Proposed by Cllr G Kent Seconded by Cllr S Martin <i>Unanimously Approved</i></p> <p>RESOLVED: That Cllr Anthony Greenwood to preside as Deputy Mayor of Todmorden for the Municipal year 2022/23</p>
2022(FC)004	<p>4. The Deputy Town Mayor to make Declaration of Acceptance of Office - Decision required</p>

	<i>Cllr A H Greenwood signed his Declaration of Office in the presence of all in attendance.</i>
2022(FC)005	<p>5. Apologies for Absence - Decision required To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.</p> <p><i>Apologies were received from Cllrs M Taylor, R Coleman – Taylor, J Williams and D Skelton.</i></p> <p>Proposed by Cllr K White Seconded by Cllr A Hollis Unanimously Approved</p> <p>RESOLVED: <i>That the apologies of Cllrs M Taylor (family commitment), R Coleman – Taylor (health reasons), J Williams (family commitment) and D Skelton (prior commitment) and their reasons for absence are accepted.</i></p>
2022(FC)006	<p>6. Declarations of Interests 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>Note: Members must generally declare a disclosable pecuniary interest which he or she has in any item on the Agenda. A Member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.</i></p> <p><i>No declarations were made.</i></p>
2022(FC)007	<p>7. Public Participation – Information only To adjourn the meeting to allow members of the public to make representation on the business of the agenda for the meeting.</p> <p><i>Note: No resolutions can be under public participation</i></p> <p><i>No representations were made.</i></p>
2022(FC)008	<p>8. Exclusion of Press and Public - Public Bodies (admission to meetings act) 1960 - Decision required 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>Proposed by Cllr M Carrigan Seconded by Cllr J Turner Unanimously Approved</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>
2022(FC)009	<p>9. Appointment of Standing Committee Chairs and Vice Chairs - Decision required To receive nominations for Standing Committee Chairs and Vice Chairs as detailed below.</p> <p>Proposed by Cllr A H Greenwood Seconded by Cllr M Carrigan Unanimously Approved</p>

RESOLVED: That the Councillors listed below will take the positions of Chair and Vice Chair on the related committees for 2022/23 and that these are moved en bloc.

Position	Resources	Development	Climate Emergency	Staffing
Chair	Cllr D Skelton	Cllr S Martin	Cllr J Williams	Cllr M Carrigan
Vice Chair	Cllr A H Greenwood	Cllr L Thorpe	Cllr M Holmstedt	Cllr D Skelton

2022(FC)010

10. Appointment to Committees - Decision required

To receive nominations for Standing Committee Membership as detailed below.

Proposed by Cllr M Carrigan **Seconded by** Cllr K White **Approved**

RESOLVED: That the Councillors listed below will represent the Council on the related committees for 2022/23 and that these are moved en bloc.

Resources Committee	Development Committee
Name	Name
Denis Skelton (Chair)	Steve Martin (Chair)
A H Greenwood (Vice- Chair)	Liz Thorpe (Vice Chair)
Steve Martin	Jane Williams
Susan Press	Andy Hollis
Pat Ripley	Pat Taylor
Ken White	Revd Graham Kent
June Turner	Linda Levick
Andy Hollis	Louisa Needham
Margareta Holmstedt	June Turner
Michael Taylor	Ken White
Ruth Coleman - Taylor	Susan Press
Pat Taylor	Ruth Coleman-Taylor

Cllr K White would like it noting in the minutes that he feels that the Liberal Democrats have behaved was disrespectful and not helpful towards the Council.

Climate Emergency Committee	Staffing Committee
Name	Name
Jane Williams (Chair)	Mary Carrigan (Chair)
Margaretta Holmstedt (Vice- Chair)	Denis Skelton (Vice- Chair)
Revd G Kent	A H Greenwood
Mary Carrigan	Andy Hollis
Pat Ripley	Linda Levick
Pat Taylor	Louisa Needham

The Mayor of Todmorden is a Member of any Committee Meeting ex officio

2022(FC)011

11. Working groups - Decision required

To receive nominations for Working Group Participation as detailed below.

Proposed by Cllr T Greenwood

Seconded by Cllr S Martin

Unanimously Approved

RESOLVED: That the Councillors listed below will represent the Council on the related Working Groups for 2022/23 and that these are moved en bloc.

Neighbourhood Plan	Communications (formerly web site)
Name	Name
Steve Martin (Chair)	Mary Carrigan (Chair)
Revd G Kent	Revd G Kent
Andy Hollis	Jane Williams
Jane Williams	Pat Taylor
Linda Levick	
Intergreat representative(s) (Co-opted)	

The Mayor of Todmorden may attend any Working Groups ex officio

2022(FC)012

12. Outside Bodies - Decision required

To receive nominations for representation on Outside Bodies as detailed below.

Proposed by Cllr M Carrigan

Seconded by Cllr A H Greenwood

Unanimously Approved

RESOLVED That the Councillors listed below will represent the Council on the related outside bodies for 2022/23 and that these are moved en bloc with the exception of Number 6, which the Clerk is going to investigate further.

No	Outside Body	Representatives
1	Age Concern Todmorden.	Cllrs M Carrigan and P Taylor.
2	Mid-Pennine Arts Association.	Cllr D Skelton
3	Yorkshire Local Councils Association.	Cllr D Skelton and A H Greenwood
4	Todmorden Town Twinning Association Management Committee.	Cllrs A Hollis and M Taylor
5	Todmorden Pride Partnership Board.	Cllrs L Levick, S Martin and M Taylor.
6	Todmorden Development Board.	Cllrs A Hollis, S Martin and D Skelton.
7	Coordinators for emergency purposes to act both in an emergency and in the aftermath.	Cllrs A Hollis, M Holmstedt, G Kent, L Levick and K White.
8	Town and Parish Council Liaison Group.	Cllr M Holmstedt, substitute Cllr R Coleman-Taylor.
9	Incredible Edible Todmorden Steering Group or Board.	Cllrs M Taylor and P Ripley.
10	Todmorden Flood Group.	Cllrs G Kent and A Hollis.
11	Upper Valley Flood Resilience Community Sub	Cllrs G Kent and R Coleman- Taylor

12	Todmorden Accident Prevention Council.	Cllr P Taylor.
13	Friends of Centre Vale Park.	Cllrs G Kent and L Needham.
14	Crook Hill Community Benefit Fund.	Cllrs A H Greenwood and S Martin.
15	Reaps Moss Community Benefit Fund.	Cllrs A H Greenwood and M Carrigan.
16	Todmorden Town Deal Fund	Cllrs D Skelton, substitute Cllr M Carrigan
17	Calder Valley Community Rail Partnership	Cllr D Skelton
18	Todmorden Town Hall Working Group	Cllr J Turner
19	Community Resilience Operations Group (CROG)	Cllr L Thorpe substitute Cllr A H Greenwood

2022(FC)013

13. Appointment as Trustees - Decision required

To receive nominations to sit as Trustees on Outside Bodies as detailed below.

Proposed by Cllr M Carrigan Seconded by Cllr K White Unanimously Approved

RESOLVED: That the Councillors listed below will represent the Council as Trustees on the related outside bodies for 2022/23 and that these are moved en bloc.

	Outside Body	Trustee Appointment
20	Todmorden Information Centre Trust.	Cllrs A Hollis, P Ripley, M Holmstedt, and P Taylor
21	Todmorden Emergency Support (War Memorial Trust & Abraham Ormerod Trust).	Cllrs J Williams, M Carrigan, Ms J Wadsworth and Mr R Gunton
22	Trustees to Heptonstall Exhibition and Richard Naylor Charities.	Cllrs L Levick, P Ripley, D Skelton, and K White.
23	Trustee to Fielden Centre Association.	Cllrs J Williams and L Levick.
24	Trustee to Todmorden Carnival Group.	Cllr P Taylor.
25	Trustees to John Eastwood Homes.	Cllrs M Carrigan J Turner and M Taylor.
26	Trustees to Cloughfoot School Trust.	Cllrs P Ripley and K White.

2022(FC)014

14. Minutes – Decision required

To approve the minutes of the Town Council meeting held on 13th April 2022.

Proposed by Cllr A Hollis Seconded by Cllr J Turner Unanimously Approved

RESOLVED: That the minutes of the Town Council meetings held on the 13th April 2022 be accepted as a true record and signed by the Chairman as such.

2022(FC)015

15. Committee Minutes – Information only

To confirm the receipt of approved/draft committee minutes previously circulated and to receive them.

15a	Development Committee 27 th April 2022	Draft
15b	Resources Committee 4 th May 2022	Draft

	<p>Proposed by Cllr S Martin Seconded by Cllr A H Greenwood Unanimously Approved</p> <p>RESOLVED: That minutes of the Committee meetings as specified above be received en bloc.</p>
2022(FC)016	<p>16. Internal Auditors Report – Decision required To receive the Internal Auditors report for 2021/22</p> <p>Proposed by Cllr A H Greenwood Seconded by Cllr S Martin Unanimously Approved</p> <p>RESOLVED: That Members accept the internal Auditors Report for the financial year 2021/2022.</p>
2022(FC)017	<p>17. Annual Governance and Accounting Return Part 3 – Decision required To receive a report providing assurances, the Internal Auditors Certificate Annual Governance and Accounting Return (AGAR) for formal approval and date of the Public’s Right to Inspect</p> <p>Proposed by Cllr A H Greenwood Seconded by Cllr S Martin Unanimously Approved</p> <p>RESOLVED: 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 2022 for the public right to inspect all accounting records between the 6th June 2022 and the 15th July 2022.</p>
2022(FC)018	<p>18. Annual Governance Return – Decision required To resolve for the Mayor and Town Clerk to sign Section 1 of the return - The Annual Governance Statement 2021/22</p> <p>Proposed by Cllr P Taylor Seconded by Cllr M Carrigan Unanimously Approved</p> <p>RESOLVED: That Mayor and Town Clerk to sign Section 1 of the return - The Annual Governance Statement 2021/22</p>
2022(FC)019	<p>19. Annual Governance Return – Decision required To resolve for the Mayor to sign Section 2 of the return - The Accounting Statements 2021/22</p> <p>Proposed by Cllr S Martin Seconded by Cllr M Carrigan Unanimously Approved</p> <p>RESOLVED: That the Mayor signs Section 2 of the Annual Governance and Accountability Return (AGAR) 2021/2022 - The Accounting Statements 2021/22.</p>
2022(FC)020	<p>20. Start of year Budget for 2022/2023 – Decision required To receive a report from the Resources Committee, detailing the start of year budgets for 2022/2023.</p> <p>Proposed by Cllr A H Greenwood Seconded by Cllr S Martin Unanimously Approved</p> <p>RESOLVED: That Members note the start of year budget position as recommended by the Resources Committee.</p>

That £8,300 is moved from the revenue budget to Festive Lights Earmarked Reserve and £5000 to the Community Development Reserve as recommended by the Resources Committee.

That Full Council ratify the use of the Year End Commitments Reserve of £16,000 and to bring back into the revenue budget Earmarked Reserves relating to Benches of £10,000, Defibrillators £7,000 and £7,720 Town Deal Contribution for these projects to progress.

2022(FC)021

21. Financial Position – Information only
 To receive a financial statement as of 5th May 2022.

21a Financial Summary
 21b Balance Sheet

Proposed by Cllr A H Greenwood Secoded by Cllr J Turner Unanimously Approved

RESOLVED: *That the information be received with thanks.*

2022(FC)022

22. Schedule of Payments – For decision
 To receive and approve a schedule of 38 payments made between 1st April and 5th May 2022 totalling £27,883.43.

Proposed by Cllr A H Greenwood Secoded by Cllr L Needham Unanimously Approved

RESOLVED: *That the schedule of payments consisting of 38 items totalling £27, 883.43 is approved and signed by the Chair and one other Town Councillor.*

2022(FC)023

23. Code of Conduct and Register of Interests – Information only
 To remind Members of the Code of Conduct and the need to register interests.

Proposed by Cllr M Carrigan Secoded by Cllr A Hollis Unanimously Approved

RESOLVED: *That Members noted the Code of Conduct and consider requirements for updating their Registers of Interest.*

2022(FC)024

24. Grant Applications – Decision required
 To note the current budget before considering the recommendation from the Resources Committee, whether to approve any grant application enclosed:

Ref	Applicant	Amount Requested	Purpose
24a	Todmorden in Bloom	£5,528.00	Summer Planting, Watering and Garden competition prize giving.

Proposed by Cllr G Kent Secoded by Cllr A H Greenwood Unanimously Approved

RESOLVED: *That Todmorden Town Council approve the grant of £5,528.*

2022(FC)025

25. Grant Application Policy Review – Decision required
 To receive a review of the grants policy following feedback and to consider the proposed changes to the process.

Proposed by Cllr A H Greenwood Secoded by Cllr M Carrigan Unanimously Approved

	<p>RESOLVED: That members agreed to adopt the updated policy and forms and they are rolled out on the website as soon as possible.</p>
2022(FC)026	<p>26. Benches Policy – Decision required To receive a report from the Resources Committee and a draft policy relating to the Todmorden Town Council owned benches and consider it for adoption.</p> <p>Proposed by Cllr A H Greenwood Seconded by Cllr J Turner <i>Unanimously Approved</i></p> <p>RESOLVED: That Full Council as per the presented policy, adopt a delegated refurbishment procedure of 20 benches per annum to be managed by Officers.</p> <p><i>That Full Council confirms the type of bench as an Ilkley Sloper or similar as the Council standard having taking into consideration the costings in the Policy are based on recycled plastic Benches in line with the Councils stance on the Climate Emergency.</i></p> <p><i>That Full Council have reviewed the policy provided and adopt the Policy.</i></p> <p><i>That Full Council delegate authority to the Town Clerk to fulfil any applications for Memorial Benches or Plaques within the policy provided.</i></p>
2022(FC)027	<p>27. Vale Land – Decision required To receive a report from the Resources Committee outlining options for consideration. 27a Vale Land – Rear Parcel of Land Disposal Report</p> <p>Proposed by Cllr Greenwood Seconded by Cllr S Martin <i>Unanimously Approved</i></p> <p>RESOLVED: That Full Council agrees to the recommendation from Resources Committee to dispose of this rear parcel of land to the Baptist Church by way of gift subject to an onward sale clause effective for 10 years from transfer in an amount of £500 to be paid back to the Town Council.</p> <p><i>That the Town Clerk be authorised to enter into such agreement with Vale Baptist Church and to appoint solicitors to progress this matter.</i></p> <p><i>That a budget of £500 be established to meet legal costs</i></p>
2022(FC)028	<p>28. Mayors Day – Information only To receive an update on the plans for Mayors Day on Saturday 14th May 2022.</p> <p>Proposed by Cllr M Carrigan Seconded by Cllr P Ripley <i>Unanimously Approved</i></p> <p>RESOLVED: That the information be received with thanks.</p>
2022(FC)029	<p>29. Date of the next Town Council meeting To note the date of the next Meeting of the Town Council will be the 15th June 2022 commencing at 7.30pm.</p>
	Meeting closed at 8.10pm