

	<p>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.</p> <p>Cllr. K White declared an interest under item 6 Mayors Allowance</p>
2019(GP) 32	<p><u>ITEM 3 . PUBLIC PARTICIPATION</u></p> <p>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>No members of the public took part in public participation.</p>
2019(GP) 33	<p><u>ITEM 4 .MINUTES</u></p> <p>To approve the draft minutes of the General Purposes committee meeting held on 16th July 2019 (previously circulated)</p> <p>Cllr L Levick advised that Minute refence 2019(GP)025 Richard McVarlen should be Richard Macfarlane.</p> <p>Proposed by Cllr. S Martin and Seconded by Cllr. L Levick. Unanimous</p> <p>RESOLVED: That subject to the amendment above the minutes of the General Purposes committee meeting held on 16th July 2019 be confirmed as a true record and signed by the Chair.</p>
2019(GP) 34	<p><u>ITEM 5. EXCLUSION OF PRESS AND PUBLIC - PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960</u></p> <p>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. K White and Seconded by Cllr. M Taylor Unanimous</p> <p>RESOLVED:-</p> <p>That the agenda items for the meeting do not require the exclusion of the press and public and that they be allowed to remain for the duration of the meeting.</p>
	<p><u>ITEM 6. FINANCIAL UPDATE</u></p> <p>To receive an updated summary of the Council's financial position and detail by budget heading and cash reconciliation</p> <p>6a) Mayors Allowance</p> <p>The Mayor Cllr. K White left the room whilst this item was discussed</p> <p>Item bought to clarify the payment of Mayors Allowance.</p> <p>Historically the Mayors Allowance has been paid on request up the approved budget figure and any unspent allowance at the discretion of the Mayor to use toward the Mayors Charity.</p>

Signed Chair:

Dated:

	<ol style="list-style-type: none"> 1. Clarify for Amenities Committee the position re Skate Park and Station Access Earmarked Reserves and include on future Amenities Committee Agenda 2. Clarify PCSCO's contribution and seek update from Police on effectiveness for Todmorden. 3. Clarify Grounds Maintenance Contract with Calderdale Council.
2019 (GP)37	<p><u>ITEM 7 - INTERNAL AUDIT</u></p> <p>To advise members of the need to appoint new internal auditors and to consider the frequency and cash reconciliation</p> <p>The Town Clerk brought to Members attention that the current Internal auditors will not be continuing and that an approach will be made to Yorkshire Association of Local Councils to provide details of alternative Internal Auditors used.</p> <p>The Town Clerk also brought the attention of the Committee that a quarterly cash reconciliation should be carried out by a Member of the Committee.</p> <p>Proposed by Cllr. M Carrigan and Seconded by Cllr.A Hollis</p> <p>RESOLVED: That the Town clerk contact YALC to identify alternative Internal Auditors, prepare specification of requirements, seek quotations and make recommendations to General Purposes Committee and subsequently to Full council to appoint new Internal Auditors on the basis of an annual visit pending consideration to increase the frequency of visit depending upon the turnover level of the Town Council</p> <p>That Cllr M Taylor undertake a quarterly cash reconciliation.</p>
2019 (GP)38	<p><u>ITEM 8 - EXTERNAL AUDIT – FINANCIAL RISK ASSESSMENT</u></p> <p>To receive and update of queries raised by the external Auditor and the need to now carry out a financial risk assessment.</p> <p>The Town clerk updated Members on queries raised by the External Auditor and responses made.</p> <p>The Town Clerk also advised of the Bank Account held with £3645.91 and that this will be brought to Full Council in due course to seek advice of how this should be treated noting it has not been included in the formal funds that the Council uses for operational purposes.</p> <p>Town Clerk Action:</p> <ol style="list-style-type: none"> 1. To bring to Full Council outcome of External Auditor Report – expected end of September 2019. 2. To table on future Full Council Agenda treatment of miscellaneous Bank Account 3. To bring to General Purposes Committee in due course a Financial Risk Assessment for consideration.
2019 (GP)39	<p><u>ITEM 9 - BANKING ARRANGEMENTS</u></p> <p>To receive an update of changes to services required from existing bankers</p> <p>The Town Clerk advised Members that matters were now progressing but that it is likely:-</p> <ol style="list-style-type: none"> I. Debit Card will have to be issued in personal name of Town Clerk albeit attached to Town Council Bank Account. II. Internet banking can only be carried out on single authorisation – that of Town Clerk.

Signed Chair:

Dated:

	<p>Both of these conditions mean that the Town Clerk will have full access to the Bank Accounts of the Council in the role, of Responsible Financial Officer (RFO)</p> <p>Members noted the extent of control that would be exercised by the RFO recognising that Fidelity Guarantee Insurance in an amount of £500,000 is in place in the case of any malfeasance arising, and were happy therefore to accept the operational restrictions of internet Banking and the use of a Debit Card.</p> <p>Town Clerk Action:</p> <ol style="list-style-type: none"> I. To meet with Bankers to take forward the necessary arrangements
2019(GP)40	<p><u>ITEM 10 – BLUE PLAQUES</u></p> <p>To receive an update on the Blues Plaque project</p> <p>Members noted that progress is now being taken forward to identify property owners and seek permissions</p>
2019 (GP)40	<p><u>ITEM 11 - PRODUCTION OF A PROFESSIONAL ANNUAL REPORT AND NEWSLETTER</u></p> <p>To consider and develop requirements for taking this forward including budget provision</p> <p>Members discussed the need to produce a professional annual report and to consider regular production of a newsletter.</p> <p>Town Clerk Action:</p> <ol style="list-style-type: none"> 1. To bring forward a proposal in January 2020
2019 (GP)	<p><u>CERTIFICATE OF RECOGNITION DURING THE MAYORAL YEAR</u></p> <p>To consider and develop requirements for taking this initiative forward.</p> <p>Members supported this initiative to have some formal recognition outside of Mayors Day for outstanding community contribution.</p> <p>Town Clerk Action:-</p> <ol style="list-style-type: none"> 1. To develop a certificate and award letter and develop criteria in conjunction with the Mayor to bring back to Full Council for formal approval in due course.
2019(GP) 34	<p><u>CORRESPONDENCE</u></p> <p>00.1 - To receive and consider any items of correspondence for consideration:</p> <ul style="list-style-type: none"> • Letter from Douglas Wilson re Blue Plaque Scheme <p>Member noted the letter and assistance with contacting one of the proposed recipients</p>

2019(GP) 34	<p><u>TOWN CHARTER</u></p> <p>To provide an update on this project</p> <p>Members were advised that contact has been made with Richard Macfarlane to review the document and make recommendations for its preservation.</p> <p>Town Clerk Action:-</p> <ol style="list-style-type: none"> 1. Invite Cllr. L Levick to meeting
2019(GP) 34	<p><u>SCHEME OF DELEGATION</u></p> <p>To provide an update to Members</p> <p>The Town Clerk advised that recent changes/additions relating to :-</p> <ul style="list-style-type: none"> ➤ Climate Emergency Committee ➤ Officer Scheme of Delegation ➤ Banking Arrangements <p>Will all need to be incorporated into an overall scheme of delegation to be brought to General Purposes in due course.</p>
2019(GP) 35	<p><u>Cheques for signature</u></p> <p>There were 11 cheques totalling £15,171.56 presented for signature.</p> <p>Members noted these cheques and all confirmed agreement for Cllr. M Carrigan and Cllr R Coleman-Taylor to sign the presented schedule authorising payment and accompanying cheques.</p>
2019(GP) 36	<p><u>Any Items for Discussion for a future agenda</u></p> <p>None</p>
2019(GP) 37	<p><u>DATE OF THE NEXT COMMITTEE MEETING</u></p> <p>The date of the next committee meeting was noted – Wednesday 9th October at 7.30pm, Todmorden Town Hall.</p> <p>There being no further business, the Chair closed the meeting at 9.10pm.</p>

Signed Chair:

Dated: