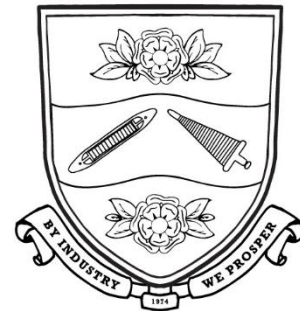


**TODMORDEN TOWN COUNCIL**

Town Clerk's Office,  
Todmorden Community College,  
Burnley Road, Todmorden OL14 7BX  
07923257879

townclerk@todmorden-tc.gov.uk  
www.todmorden-tc.gov.uk



**MINUTES OF A MEETING OF RESOURCES COMMITTEE OF TODMORDEN TOWN COUNCIL**

**Held at Todmorden Town Hall on Wednesday 8<sup>th</sup> September 2021 at 7:30pm**

**Councillors present:** - D Skelton (Chairman), M Carrigan , M Holmstedt, M Taylor, S Martin, L Thorpe, M Doyle, A Hollis, K White, P Ripley P Taylor (Mayor) ex officio, P Ripley

**Councillors absent:** - R Coleman – Taylor, A H Greenwood, L Thorpe

**Officers:** Colin Hill Town Clerk and RFO (minute taker)

**Members of the Public:** Christian Jackson, Douglas Wilson, Rachael Crane, Sheila Greenwood, Jean Butterworth, Hayley Pitfield and Rachael Taylor

*The Chairman sought agreement from Members to add an additional item under Item 13 as an item for decision already, relating to the need to enter into the Wheelspark Lease with Calderdale MBC and Deed of Covenant to the Environment Agency.*

2021(RC)053	<p><b><u>ITEM 1. Apologies for Absence</u></b></p> <p>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 R Coleman - Taylor (medical; recovery) AH Greenwood on vacation and L Thorpe illness</i></p> <p><i>Proposed by Cllr S Martin and Seconded by Cllr P Taylor</i> <span style="float: right;"><i>Unanimous</i></span></p> <p><b><i>RESOLVED:</i></b> <i>That the apologies of Cllrs R Coleman – Taylor be accepted on medical grounds, Cllr AH Greenwood as on vacation and L Thorpe illness.</i></p>
2021(RC)054	<p><b><u>ITEM 2. Declarations of Interest</u></b></p> <p>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>

2021(RC)055

**ITEM 3. Public Participation**

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.

*Christian Jackson as a member of the public – raised a concern that Councillors are on holiday and that the committee just seem to accept this and asked specifically if the Committee had accepted apologies again this evening for Councillors on holiday to which the Chairman responded yes.*

*Grant applicants Hayley Pitfield and Rachael Taylor re item 11a Grant Application addressed the Committee to outline the purpose of their grant application and to emphasise that the course itself led to wider implications about caring, sharing and fair values and through this specific course, encouraging them to think about these things.*

*Councillors took the opportunity to ask a number of questions.*

*Cllr M Taylor – enquired about any formal accreditation – response - in course  
Cllr P Taylor enquired re cost per child – response £16 for one week- course is over 17 weeks and aim to be all inclusive.*

*Cllr M Carrigan – as online how would they know it was a Todmorden based child participating and why online- response – online to encourage those normally socially excluded – particularly on the autism spectrum, identification/verification could be introduced and, in some cases, physical delivery of resources packs.*

*Cllr M Carrigan enquired re links with schools – response starting to develop links with schools particularly to range of children with autism and provide opportunities where not currently able to access.*

*Cllr S Martin enquire about history of previous courses. delivered – response had been carried out through limited company but was not commercially viable to run and therefore established CIC as route through to apply for grant funding and to separate these activities for other commercially viable opportunities.*

*Cllr S martin queried level of Public Liability / Employer Liability Cover - response offered to increase to meet our requirements.*

*Cllr S Martin queried the asset lock mechanism and also same Director on two CICs looking at same project – not good practice - response would be checked as to legality and addressed.*

2021(RC)056

**ITEM 4. To approve the draft minutes of the Resources Committee meeting held on 28th July 2021 – for decision.**

*Proposed by Cllr P Taylor and seconded by Cllr M Holmstedt Unanimous*

*That the minutes of the Resources Committee meeting held on 28<sup>th</sup> July 2021 be accepted as a true record and the Chair be authorised to sign as such.*

2021(RC)057	<p><b>ITEM 5 - Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960</b></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><i>Proposed by Cllr M Taylor and seconded by Cllr M Carrigan Unanimous</i></p> <p><b>RESOLVED:</b> <i>That any public or press who may attend be allowed to stay for the whole of the meeting</i></p>
2021(RC)058	<p><b>ITEM 6 - Financial Summary - for information</b></p> <p>To receive a financial summary and detailed income and expenditure as of 31<sup>st</sup> August 2021.</p> <p>6a Financial Summary 6b Commitments 6c Budgets by Detail 6d Balance Sheet</p> <p><i>Proposed by Cllr A Hollis and seconded by Cllr P Taylor Unanimous</i></p> <p><b>RESOLVED:</b> <i>That the Clerk be thanked for the information and that members receive the above information en bloc.</i></p>
2021(RC)059	<p><b>ITEM 7 – Schedule of Payments - for decision</b></p> <p>To receive a schedule of 59 payments made between 22<sup>nd</sup> July to 31<sup>st</sup> August 2021 totalling £111,978.97</p> <p><i>Proposed by Cllr M Carrigan and seconded by Cllr S Martin Unanimous</i></p> <p><b>RESOLVED:</b> <i>That the schedule of 59 payments totalling £111,978.97 made between 22<sup>nd</sup> July 2021 and 31<sup>st</sup> August 2021 be accepted and duly signed by the Chairman and one other Member.</i></p>
2021(RC)060	<p><b>ITEM 8 - External Auditor Report and Conclusion of Audit</b></p> <p>To receive a report confirming completion of the External Audit and Conclusion of Audit</p> <p><i>Proposed by Cllr M Taylor and seconded by Cllr P Taylor Unanimous</i></p> <p><b>RESOLVED:</b> <i>To receive the External Auditors report and to confirm to Full Council that such report has been received and no issues of concern raised.</i></p>
2021(RC)061	<p><b>ITEM 9 Cash and Wheelspark reconciliation – for information</b></p> <p>To receive a report confirming that a Cash, Wheelspark, and VAT reconciliation has been undertaken by Cllr M Taylor in accordance with financial regulations and internal controls.</p> <p><i>Cllr M Taylor reported that record keeping was good, payments had been made in accordance with delegated powers, financial controls remained strong and all aspects of his report complied with.</i></p> <p><i>Proposed by Cllr D Skelton and seconded by Cllr s Martin Unanimous</i></p> <p><b>RESOLVED:</b> <i>That thanks be extended Cllr M Taylor for his diligence in carrying out this internal exercise and that Members received the report.</i></p>

2021(RC)062

**ITEM 10 Grant Awards feedback – for information**

To receive any feedback on the current policy and process.

Ref	Applicant	Amount awarded	Purpose
10a	Todmorden Rotary – 2 wheel tod	£3,000	Cycling event promoting health lifestyle and including mobility impaired

*Member noted that accounts had not yet been submitted and wished to defer this item until they have been provided.*

2021(RC)063

**ITEM 11 Grant Applications – for decision**

To note the current budget before considering whether to approve any grant applications enclosed:

Note: The Committee has the power to approve grant applications up to a maximum amount of £3,000 for any one individual application **but subject to being within the overall budget set by Full Council**. Any grants exceeding this threshold must be recommended to Full Council for approval.

Ref	Applicant	Amount Requested	Purpose
11a	Plumb Learning CIC	£2,944	To offer subsidised / free permaculture on-line courses to Todmorden based students over 1 weeks.

*Members entered into extensive discussion on this item expressing reservations regarding*

- *Legality of purpose given educational bias – not meeting underlying principles of Sect 137*
- *Not yet accredited*
- *Organisational change simply to move into a CIC to enable grant funding to be applied for having not been commercial success*
- *Not in the spirit of our grants policy re a voluntary organisation with volunteer membership – effectively a vehicle to be employed using grant funds to achieve*

*Proposed by Cllr M Carrigan and seconded by Cllr P Taylor Unanimous*

**RESOLVED:** *That this grant application is not supported and that the Town Clerk write to the applicants to outline the reasons behind this decision not to assist.*

2021(RC)064

**ITEM 12– Wheelspark – for information**

To receive an end of capital spend project report including financial outcome and to consider provision for further drainage improvements.

*Member noted the satisfactory conclusion of the Wheelspark Project on time and on budget.*

*Members noted that there may be some remedial works in relation to drainage and requested the Town Clerk to monitor/ investigate this further and liaise with CMBC re the potential of additional funds being accessed from the Town Deals Accelerator Fund.*

*Proposed by Cllr M Taylor and seconded by Cllr M Carrigan Unanimous*

**RESOLVED:** *That Members noted the report and that the Town Clerk be authorised to investigate drainage modifications and report to the next Resources Committee*

2021(RC)065

**ITEM 13 Wheelspark - for decision**

*To consider a budget allocation of £1,000 towards coaching youngsters and £500 towards a professional Graffiti artist to influence more tasteful graffiti on the Wheelspark.*

*Members also agreed to take under this Item formal approval to enter into the Lease and Deed of Covenant in view of our obligation to do so and to seek retrospective approval at the next Full Council meeting.*

**Graffiti and Coaching**

*Members recognised the unique nature of the Wheelspark culture in this respect and supported the concept of seeking to improve the quality and content of Graffiti and supported the initiative to coach youngsters in more appropriate use.*

*Members were encouraged by the delivery of some coaching to youngsters to use the Wheelspark safely and welcomed the initiative to introduce some additional coaching*

*Cllr Martin extended thank to the Officers for organising the official opening event which all recognised as resounding success and looked forward to the video production in due course and event photographs being loaded up on to the web site and shared on social media.*

*Proposed by Cllr M Carrigan and seconded by Cllr P Ripley Unanimous*

**RESOLVED:** *That the Town Clerk be authorised to take forward both the graffiti and coaching initiatives. Within budgets of £500 and £1,000 respectively.*

**Lease and Deed of Covenant**

*Members also agreed to take under this Item formal approval to enter into the Lease and Deed of Covenant in view of our obligation to do so and to seek retrospective approval at the next Full Council meeting.*

*Proposed by Cllr M Carrigan and seconded by Cllr A Hollis Unanimous*

**RESOLVED:** *That The Mayor, Cllr Pat Taylor and Cllr Denis Skelton, Chair of Resources, be authorised to sign the Lease and Deed of Covenant in respect of the Wheelspark and that the seal of Todmorden Town Council be applied accordingly to said documents.*

2021(RC)066	<p><b>ITEM 14 Patmos Gardens- for decision</b> To receive a report outlining work needed and proposals to take forward.</p> <p><i>Members received a report indicating the extent of work necessary to be carried out in respect of improvements to Patmos Gardens, including the award of grant funding to Todmorden In Bloom from the Reaps Moss Community Benefit fund to help with repaving the areas of the War Memorial.</i></p> <p><i>Proposed by Cllr S Martin and seconded by Cllr P Ripley                      Unanimous</i></p> <p><b>RESOLVED:</b> <i>That Members confirm the actions of the Town Clerk to commission a survey to provide a measured plan on which to base a specification and bill of quantities prior to preparation of tender document.</i></p> <p><i>That the Town Clerk To bring to the next Resources Committee a tender proposal for approval</i></p>
2021(RC)067	<p><b>ITEM 15 – Lobb Mill Picnic Area – for decision</b> To receive an update and to consider future works.</p> <p><i>Members received a report indicating the extent of work necessary to be carried out in respect of improvements to Lobb Mill Picnic area</i></p> <p><i>Proposed by Cllr M Taylor and seconded by Cllr A Hollis Unanimous</i></p> <p><b>RESOLVED:</b> <i>That the Town Clerk be authorised to progress works within an agreed budget of £5,000.</i></p>
2021(RC)068	<p><b>ITEM 16 – Todmorden in Bloom- for information</b> To receive an update regarding potential future financial implications arising out of proposals by Calderdale MBC to recharge costs previously met by them.</p> <p><i>Sheila Greenwood from Todmorden in Bloom addressed the Committee to outline the issues as detailed in the report and acknowledged the intervention of the Town Clerk to avoid non implementation this year, and to emphasise that the baskets in question had been funded by Todmorden Town Council.</i></p> <p><i>Member received a report concerning potential funding issue for next year's display following the decision of CMBC to recharge for their services.</i></p> <p><i>Further details are awaited from CMBC, but members discussed in broad terms their willingness to support at increase financial levels.</i></p> <p><i>Cllr M Holmstedt reminded Members that whilst we grant aid those wishing to do something for themselves to benefit the community, in this instance TIB act as the conduit for the Town Council, which wishes to see the town in floral display.</i></p> <p><i>In principle Members agreed that if there is no other option, they would consider a specific request to meet this funding need, once a definitive amount is known that is required.</i></p>

	<p><i>Proposed by Cllr D Skelton and seconded by Cllr P Taylor Unanimous</i></p> <p><b>RESOLVED:</b> <i>That The Town Council continues to ascertain what services would be provided by CMBC and at what cost, and if so to seek some phased introduction basis of increased costs and to receive assurances that parity is seen across the Borough</i></p>
2021(RC)069	<p><b>ITEM 17 Smaller Projects update – for information</b></p> <p>To receive an update regarding smaller projects outstanding</p> <ul style="list-style-type: none"> <li>• Blue/Brass Plaques</li> <li>• Town Charter</li> <li>• Fielden Statue</li> <li>• Mayoral Robes</li> <li>• Walsden and Portsmouth Community Garden.</li> <li>• Defibrillators</li> <li>• Children’s Festive light Displays</li> </ul> <p><i>Proposed by Cllr D Skelton and seconded by Cllr M Carrigan Unanimous</i></p> <p><b>RESOLVED:</b> <i>That Members received the updates en bloc and that the Town Clerk update Members at the next meeting of any further progress</i></p>
2021(RC)070	<p><b>ITEM 18 Outstanding Items – for information</b></p> <p>To receive a summary of outstanding projects/work relating to this Committee.</p> <p><i>Members noted this update</i></p> <p><i>Proposed by Cllr M Carrigan and seconded by Cllr M Doyle Unanimous</i></p> <p><b>RESOLVED:</b> <i>That the update be received and that future submission be split into two separate reports - works completed and those outstanding .</i></p>
2021(RC)071	<p><b>ITEM 19 - Rights of Way – Use of CROWS – for decision</b></p> <p>To consider making budget provision in 2022/23 for ongoing revenue assistance.</p> <p><i>Members recognised the valuable work carried out by CROWS and supported that formal revenue provision to be made in the budget for 2022/23</i></p> <p><i>Proposed by Cllr P Ripley and seconded by Cllr P Taylor Unanimous</i></p> <p><b>RESOLVED:</b> <i>That as budget provision of £1,500 be made in the 2022/23, budget and phased payment is made in three trenches and that CROW be advised of this decision subject to final budget approval.</i></p>
2021(RC)072	<p><b>ITEM 20 - Correspondence Received – for information</b></p> <ul style="list-style-type: none"> <li>• Community Ownership Fund</li> </ul> <p><i>Members noted the availability of this fund</i></p>

2021(RC)073	<p><b>ITEM 21 Any items for discussion for a future agenda</b> To notify the Clerk of any matters for inclusion on the agenda of the next meeting.</p> <ul style="list-style-type: none"><li>• Budget 2022/23 - first draft</li><li>• Benches</li><li>• Grant process and feedback</li><li>• Todmorden Bowls Club</li></ul>
2020(RC)074	<p><b>ITEM 20 Date of the next Committee meeting</b> To note the date of the next committee meeting scheduled for Wednesday 3rd November 2021 at 7.30pm</p> <p><i>The meeting closed at 8.40 pm</i></p>

draft