



**TODMORDEN TOWN COUNCIL**  
**Minutes of the Annual Meeting held in Todmorden Town Hall on 18<sup>th</sup> May 2019**

**Present:** Cllr A Hollis, Town Mayor at commencement of the meeting.  
Cllrs M Carrigan, R Coleman-Taylor, A H Greenwood, M Holmstedt, G Kent,  
L Levick, L Needham, S Martin, C Potter, T Roberts, D Skelton,  
M Taylor, P Taylor and K White.

**In attendance:** K Eastwood, Locum Town Clerk (minutes) and C Taylor, Admin Assistant.

**Absence:** Cllrs C Baker, P Ripley and J Williams.

**1 Resolved:** that the reasons given for absence be approved.

**2 Resolved:** unanimously that Cllr K White be elected Town Mayor for the Municipal Year 2019/2020.

**Cllr A Hollis vacated the chair in favour of Cllr K White who made the declaration of acceptance of office.**

**3 Resolved:** that Cllr R Coleman-Taylor be elected Deputy Town Mayor for the Municipal Year 2019/2020.

**Cllr R Coleman-Taylor made the declaration of acceptance of office.**

**4 Resolved:** that the following be appointed to represent the Council on the under-mentioned bodies to hold office until the next annual meeting: -

Age Concern Todmorden (up to 6) - (2) Cllrs J Williams and P Taylor.

Mid-Pennine Arts Association (1) Chair of Amenities Committee or nomination by the Chair.

Yorkshire Local Councils Association (2) Chair and Vice Chair of General Purposes Committee or nomination by the Chair.

Todmorden Town Twinning Association Management Committee (2) Cllrs A Hollis and M Taylor.

Todmorden Pride Partnership Board (3) Cllrs L Needham, C Potter and M Taylor.

Todmorden Development Board (3) – Cllrs A Hollis, C Potter and D Skelton.

Todmorden Town Council Representatives to act as co-ordinators for emergency purposes to act both in an emergency and in the aftermath (up to 6) Cllrs A Hollis, M Holmstedt, G Kent, L Levick and K White.

Town and Parish Council Liaison Group (1 and substitute) Cllr M Holmstedt and substitute Cllr R Coleman-Taylor.

Incredible Edible Todmorden Steering Group or Board (2) Cllrs L Needham and P Ripley.

Todmorden Flood Group (up to 2) Cllrs G Kent and A Hollis.

Upper Valley Flood Resilience Community Sub-Group (2) and consideration of appointment to the newly formed Calderdale MBC Flood Resilience Community Board Cllrs G Kent and R Coleman-Taylor.

and Todmorden Accident Prevention Council (possible 1 or 2) Cllrs C Potter and P Taylor.

Friends of Centre Vale Park (1) Cllr L Needham.

Crook Hill Community Benefit Fund (2) Cllrs A H Greenwood and C Potter.

Potter. Reaps Moss Community Benefit Fund (2) Cllrs A H Greenwood and C Potter.

**5 Resolved:** that the following be appointed as trustees on the under-mentioned bodies to hold office until the next annual meeting or as otherwise stated: -

Todmorden Information Centre Trust (4) – Cllrs A Hollis, M Holmstedt, T Roberts and P Taylor.

Todmorden Emergency Support (War Memorial Trust & Abraham Ormerod Trust) (3 x 3 years) Cllrs M Carrigan, R Gunton and G Kent.

Heptonstall Exhibition & Richard Naylor Charities (up to 4) Cllrs L Levick, P Ripley, D Skelton and K White.

Fielden Centre Association (1) Cllr L Levick.

John Eastwood Homes (2) Cllrs M Carrigan and M Taylor.

Cloughfoot School Trust (2) Cllrs P Ripley and K White.

**6 Resolved:** that Standing Committees be appointed as under for the ensuing year: -

Listed Councillors plus Town Mayor if not a member of the committees set down.

<b>Amenities</b>	<b>Development</b>
<b>Cllrs</b>	<b>Cllrs</b>
C Baker	R Coleman-Taylor
M Carrigan	A H Greenwood

A H Greenwood	A Hollis
A Hollis	G Kent
M Holmstedt	L Levick
L Needham	L Needham
C Potter	S Martin
P Ripley	C Potter
D Skelton	T Roberts
M Taylor	P Taylor
P Taylor	K White
K White (ex-officio)	J Williams
J Williams	

<u>General Purposes</u>	<u>Staffing</u>
<b>Cllrs</b>	<b>Cllrs</b>
C Baker	M Carrigan
M Carrigan	R Coleman-Taylor
R Coleman-Taylor	A H Greenwood
A Hollis	A Hollis
M Holmstedt	L Levick
L Levick	D Skelton
G Kent	K White (ex-officio)
S Martin	
P Ripley	
T Roberts	
D Skelton	
M Taylor	
K White (ex-officio)	

**7 Resolved:** that the duties of each standing committee for the ensuing year be as listed in the current Guide to Chairmanship and Procedures for Todmorden Town Council.

**8 Resolved:** that delegation of powers to be given to the Development Committee for planning applications for the ensuing year be as listed in the current Guide to Chairmanship and Procedures for Todmorden Town Council.

**9 Resolved:** to approve the delegation of power to be given to each standing Committee, subject to conditions below in i) and ii), to authorise the Town Clerk to despatch immediate letters/emails or take such action as deemed necessary within the duties of that Committee, without awaiting full Town Council ratification.

- i) A separate majority vote must be taken on every item to authorise the use of this delegated power and the resolution must contain the reason for the action being taken before the next Town Council meeting.
- ii) Such action must not involve expenditure that has not previously been authorised.

**10 Resolved:** that the minutes of the Town Council meeting held 10<sup>th</sup> April 2019 be approved as a correct record and signed by the Chair.

- 11 Resolved:** to authorise the Mayor to sign a West Yorkshire Police contract relating to the funding and support of two designated Police Community Support Officers (funding arrangements previously approved).
- 12 Resolved:** that the minutes of the Development Committee meeting held 3<sup>rd</sup> April 2019 be approved and adopted.
- 13 Resolved:** that the minutes of the Development Committee meeting held 24<sup>th</sup> April 2019 be approved and adopted.
- 14 Resolved:** that receipts totalling £222,287.12 be received and payment of accounts since 1<sup>st</sup> April in accordance with the list submitted (schedule 1 to 44), totalling £52,992.08, be approved.
- 15 Resolved:** to note details of cheques signed outside of usual arrangements (schedule 36 to 44).
- 16 Resolved:** that a vote of thanks be given to the retiring Mayor.

**The Mayor then presented the past Mayor's badge to Cllr Andy Hollis and past Mayoress' badge to Mrs Julie Hollis.**

**The Mayor subsequently presented a Citizenship Award for Todmorden 2019 to David Winslow. The Mayor read out a citation for a Citizenship Award for Todmorden 2019 to Roberta Crossley, which was due to presented during the luncheon following the meeting.**

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**AMENITIES COMMITTEE**  
**Minutes of the meeting held in Todmorden Town Hall on 18<sup>th</sup> May 2019**

- Present:** Cllr K White, Town Mayor (ex-officio).  
 Cllrs C Baker, M Carrigan, A H Greenwood, M Holmstedt, L Needham, C Potter, D Skelton, M Taylor, P Taylor and J Williams.
- In attendance:** K Eastwood, Locum Town Clerk (minutes) and C Taylor, Admin Assistant.
- Absence:** Cllrs C Baker, P Ripley and J Williams.
- 17 Resolved:** that the reasons given for absence be approved.
- 18** Consideration was given to the appointment of Chair for this Committee.
- Resolved:** that Cllr D Skelton be appointed Chair of this Committee for the ensuing year.
- 19** Consideration was given to the appointment of a Vice-Chair for this Committee.
- Resolved:** that Cllr J Williams be appointed Vice-Chair of this Committee for the ensuing year.

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**DEVELOPMENT COMMITTEE**  
**Minutes of the meeting held in Todmorden Town Hall on 18<sup>th</sup> May 2019**

- Present:** Cllr K White, Town Mayor.  
Cllrs R Coleman-Taylor, A H Greenwood, A Hollis, G Kent, L Levick,  
L Needham, S Martin, C Potter, T Roberts, P Taylor and J Williams.
- In attendance:** K Eastwood, Locum Town Clerk (minutes) and C Taylor, Admin Assistant.
- Absence:** Cllr J Williams.
- 20 Resolved:** that the reasons given for absence be approved.
- 21 Resolved:** Consideration was given to the appointment of Chair for this Committee.  
that Cllr C Potter be appointed Chair of this Committee for the ensuing year.
- 22** Consideration was given to the appointment of a Vice-Chair for this Committee.
- Resolved:** that Cllr G Kent be appointed Vice-Chair of this Committee for the ensuing year.

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**GENERAL PURPOSES COMMITTEE**  
**Minutes of the meeting held in Todmorden Town Hall on 18<sup>th</sup> May 2019**

- Present:** Cllr K White, Town Mayor (ex-officio).  
Cllrs C Baker, M Carrigan, R Coleman-Taylor, A Hollis, M Holmstedt, L  
Levick, G Kent, S Martin, T Roberts, D Skelton and M Taylor.
- In attendance:** K Eastwood, Locum Town Clerk (minutes) and C Taylor, Admin Assistant.
- Absence:** Cllr C Baker and P Ripley.
- 23 Resolved:** that the reasons given for absence be approved.
- 24 Resolved:** Consideration was given to the appointment of Chair for this Committee.  
that Cllr M Carrigan be appointed Chair of this Committee for the ensuing year.
- 25** Consideration was given to the appointment of a Vice-Chair for this Committee.
- Resolved:** that Cllr S Martin be appointed Vice-Chair of this Committee for the ensuing year.

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**STAFFING COMMITTEE**  
**Minutes of the meeting held in Todmorden Town Hall on 18<sup>th</sup> May 2019**

**Present:** Cllr K White, Town Mayor (ex-officio).  
Cllrs M Carrigan, R Coleman-Taylor, A H Greenwood, A Hollis, L Levick,  
and D Skelton.

**In attendance:** K Eastwood, Locum Town Clerk (minutes) and C Taylor, Admin Assistant.

**Absence:** None.

**26** Consideration was given to the appointment of Chair for this Committee.

**Resolved:** that Cllr M Carrigan be appointed Chair of this Committee for the ensuing year.

**27** Consideration was given to the appointment of a Vice-Chair for this Committee.

**Resolved:** that Cllr D Skelton be appointed Vice-Chair of this Committee for the ensuing year.

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