

GENERAL PURPOSES COMMITTEE
Minutes of the meeting held 6th February 2019

583 PRESENT: Cllr A Hollis, Town Mayor
Cllrs J Battye, A H Greenwood, M Holmstedt, G Kent, D Skelton, L Thorpe and D Tremayne.

Apologies were submitted from Cllrs M Carrigan, L Stephenson, D Tattersall and D Wardell.

Consideration was given to the appointment of Chair for the meeting.

RESOLVED: i) that Cllr A Hollis chair the meeting.
ii) that the reasons given for absence be approved.

584 RESOLVED: That the minutes of the meeting held on 21st November 2018 and the inquorate meeting on 9th January 2019 be approved as a correct record and signed by the Chair.

585 Consideration was given to the motion to exclude the public and press for any agenda items.

RESOLVED: that the public and press be allowed to stay in the meeting for all agenda items.

CORRESPONDENCE

Calderdale MBC:

586 None received.

Additional correspondence:

587 **MP:**
PENSIONERS FAIR 22.02.19

RESOLVED: i) that the correspondence be received.
ii) Cllr Holmstedt to notify local organisations that might benefit from attendance.

588 **Zurich Insurance:**
RESPONSE TO QUERY RE 3 YEARLY POLICY AND CHANGES IN ASSET VALUES

RESOLVED: that the correspondence be received.

589 **Headteacher:**
COMMUNITY MEETING RE YOUNG PEOPLE 13.02.19

RESOLVED: i) that the correspondence be received.
ii) to note that the Mayor will attend.
iii) the Town Clerk to confirm the date with the organisers and email details to all Members.

Conclusion of Correspondence

To consider matters relating to:

590

BUDGET REVIEW AND BANK RECONCILIATION

RESOLVED:

- i) that the budget review be presented at the next Committee meeting following RBS Rialtas training.
- ii) that the bank reconciliations be received.

591

Motion moved on notice by a Member: -

“To consider affixing 3 additional blue plaques to the homes of accomplished residents of Todmorden. To request the Town Clerk to obtain cost estimates for future consideration.”

Cllr A H Greenwood declared an other interest in the item by virtue of living in a house formerly occupied by Ald Robert Jackson.

RESOLVED:

- i) that the Town Clerk makes enquiries into the cost of a new plaque to commemorate Ald Robert Jackson.
- ii) that Norah Caveney and Robert Hewitt Barker be commemorated by suitable memorials to be erected in the Town Hall Council Chamber.
- iii) that the British Legion be invited to make a financial contribution to the cost of the memorial for Major Barker.
- iv) subject to ratification at Town Council on 6th March 2019.

592

UPDATE ON RE-PAINTING OF THE GEOFFREY WILKINSON PLAQUE

RESOLVED:

- i) that the Town Clerk makes enquiries with a suitable supplier to obtain a cost for new plaques to compare with the cost of renovation.
- ii) subject to ratification at Town Council on 6th March 2019.

593

2019-20 NATIONAL SALARY AWARD

RESOLVED:

- i) to note the introduction of a new pay scale on 1 April 2019.
- ii) to note that the award had been taken account of in preparation of committee expenditure forecasts for 2019/20.

594

TO APPROVE THE ADOPTION OF NALC FINANCIAL REGULATIONS 2016

RESOLVED:

- i) the Town Clerk to complete population of the model Financial Regulations with previously agreed expenditure limits.
- ii) adoption of the revised Financial Regulations to be ratified at Town Council on 6th March 2019.

595

TO AGREE AND APPROVE THE ADOPTION OF NALC'S REVISED MODEL STANDING ORDERS

Members discussed the model document and reviewed printed comments prepared in advance by Cllr Holmstedt.

RESOLVED:

- i) the Town Clerk to make edits proposed and agreed at the meeting.
- ii) the Town Clerk to provide a briefing note on further edits and outstanding matters still to be considered.

- iii) the Chair to summons Members to an Extraordinary meeting of the committee to be held on 27th February 2019, to complete consideration and approval of the revised Standing Orders.
- ii) adoption of the revised Standing Orders to be ratified at Town Council on 6th March 2019.

596 REVIEW AND ADOPTION OF MODEL PUBLICATIONS SCHEME

- RESOLVED:**
- i) the Town Clerk to make further edits to the model publication scheme to reflect that the documents listed will, in due course, be available on the Website in addition to by hard copy.
 - ii) subject to ratification at Town Council on 6th March 2019

597 TO NOTE THE INTERNAL AUDIT

- RESOLVED:**
- i) to receive a report from Yorkshire Internal Audit Services following the first internal audit visit.
 - ii) to note that no significant issues were identified.
 - iii) to note that the next audit visit will review the level of balances and provide advice on reserves and their adequacy to meet future projects.

598 PUBLIC ACCESS IN RELATION TO GRANT REPORT BACK FORMS

RESOLVED: that the item be deferred to the next meeting.

599 Motion moved on notice by a Member: -

“That the Town Council requests the YLCA to supply material from a recent training course (on chairing meetings) attended by a member, followed by a facilitated discussion organised for all Councillors on the roles of Chairperson, Deputy chairperson, the Clerk and Deputy Clerk, the full Town Council, and the relationship between all the people involved.”

RESOLVED: the Town Clerk to make enquiries with YLCA with regard to circulating training materials.

600 INDUCTION PROGRAMME FOR ALL TOWN COUNCILLORS ELECTED IN MAY 2019

Members discussed training requirements and acknowledged the value of providing training to new and existing members.

- RESOLVED:**
- i) that Cllr Battye and the Town Clerk prepare proposals for further consideration.
 - ii) subject to ratification at Town Council on 6th March 2019

601 UPDATE ON GENERAL SUPPORT FROM BESTHOST

- RESOLVED:**
- i) to approve expenditure of up to £100 for training for officers on populating the Town Council website with content.
 - ii) to approve expenditure of £200 to create an online form for grant applications to enhance the application process.

603 **APPOINT AUDITORS FOR 2019/10**

RESOLVED: that the item be deferred to the next meeting.

604 **CHEQUES FOR SIGNATURE**

There were 3 cheques presented for signature to the value of £377.60

RESOLVED: that the cheques be signed in accordance with Council procedures.
