

GENERAL PURPOSES COMMITTEE
Minutes of the meeting held in the Town Hall on 20th March 2019 at 7.30pm

Present: Cllr A Hollis, Town Mayor
Cllrs J Batty, A H Greenwood, M Holmstedt, G Kent,
L Thorpe, D Tremayne and D Wardell.

In attendance: K Eastwood, Locum Town Clerk (minutes) and D Pearce,
Deputy Town Clerk.
2 members of the public.

695 Absence
To receive apologies and approve reasons for absence.
Apologies were submitted from Cllrs L Stephenson and D Skelton.
No apologies were received from Cllr M Carrigan.

Resolved: that the reasons given for absence be approved.

696 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 with the exception of agenda item 10, Citizenship Awards 2019, due to the confidential nature of the business at this stage in the proceedings.

697 Minutes of the General Purposes committee meeting held on 6th February 2019

Resolved: that, following ratification at the Town Council meeting 6th March 2019, the minutes of the General Purposes Committee meeting held on 6th February 2019 be approved as a correct record and signed by the Chair.

Correspondence

Calderdale MBC:

698 Correspondence from Electoral Services regarding a statutory review of polling districts, places and stations was considered. A Member asked about arrangements for the polling station previously located at Ferney Lee Primary School.

Resolved: i) that the correspondence be received.
 ii) that the Town Clerk makes enquiries with regard to Ferney Lee Primary School.

Additional correspondence:

699 Correspondence from members of the public regarding Todmorden Town Council precept increase and podiatry services was considered.

Resolved: i) that the correspondence be received.
 ii) that the response from the Town Clerk to the precept enquiry be noted.

- iii) that the Town Clerk should write to the Clinical Commissioning Group requesting that all healthcare appointments can be booked directly at Todmorden Health Centre.
- iv) subject to ratification at Town Council on 10th April 2019.

To consider matters relating to:

700 Member training programme

A Member outlined a proposed training programme for the new municipal year. It was proposed that the Town Clerk would deliver induction and refresher workshops in conjunction with an experienced Member. In addition, bespoke training could be arranged through YLCA and/or other subject experts as required. Training proposed by Calderdale Council previously announced at the Town and Parish Councils Liaison Group was also mentioned.

- Resolved:**
- i) to include an item on training on the first General Purposes Committee agenda in the new municipal year.
 - ii) that the Town Clerk should progress preparations for delivery of induction and refresher workshops.

701 Committee budget review and bank reconciliation

A budget review was submitted showing total expenditure to the end of February of £185,300 leaving a balance on annual estimates of £87,471. Allowing for reported committed expenditure, funds available were £60,615 equating to a 78% overall spend. A member queried expenditure shown against the staff recruitment budget heading.

- Resolved:**
- i) that the budget review and bank reconciliation be received.
 - ii) that the Town Clerk investigates and remedies allocation of staff recruitment expenditure items as required.
 - iii) that unspent monies from the employees cost centre and the members' training budgetary headings be rolled over at year end.
 - iv) that the Town Clerk be thanked for his work on the budget review.

702 Update on Town Council signage on public open spaces

Proposals for signage at Walsden Cricket Club, Lobb Mill picnic site, Patmos Gardens, Vale Land, Cornholme and the Tourist Information Centre were received.

- Resolved:**
- i) that the proposals and estimates be accepted.
 - ii) that the supplier be instructed to proceed with design work, manufacture and installation of the signs.
 - iii) subject to ratification at Town Council on 10th April 2019.

703 Appointment of auditors for 2019/20

- Resolved:**
- i) that West Yorkshire Internal Audit Services be appointed for the financial year 2019/20.
 - ii) subject to ratification at Town Council on 10th April 2019.

704 The process to elect the Town Mayor and Deputy Town Mayor for 2019/20

- Resolved:** i) that the Town Clerk and Cllr Greenwood document arrangements based on the drawing of lots and present proposals to Town Council on 10th April 2019.

705 Town Council and standing committee meeting dates

- Resolved:** i) that the meeting dates for the municipal year 2019/20 be received and noted.
ii) subject to ratification at Town Council on 10th April 2019.

706 PCSO contract for financial year 2019/20

- Resolved:** i) that the contract totalling £33,936 be renewed for 2019/20.
ii) that the Town Clerk enquires about Town Council participation in the West Yorkshire Police Consultation Network.
iii) that the Police Partnership Funding Officer be asked to submit a summary report, including statistics, in advance of attendance at future Town Council or committee meetings.
iv) subject to ratification at Town Council on 10th April 2019.

707 Public access to grant feedback forms

- Resolved:** i) that the public be granted access to grant feedback forms on request, subject to compliance with data protection requirements.

708 Todmorden Town Hall

- Resolved:** i) that the Town Clerk writes to the Assistant Director of Customer Services at Calderdale Council sharing details of comments submitted by the Town Council in response to the recent planning application and requesting feedback and comment.
ii) subject to ratification at Town Council on 10th April 2019.

709 Purchase of two reference books for the Town Clerk's office

- Resolved:** i) that the purchase of Arnold Baker on Local Council Administration and NALC's Local Councils Explained be authorised.

710 Rialtas – Quotation for year-end accounts and new year system preparation

- Resolved:** i) to accept the quotation received and instruct Rialtas to undertake the work proposed.
ii) subject to ratification at Town Council on 10th April 2019.

711 Todmorden market defibrillator

- Resolved:** i) to refer the item to the Amenities Committee for consideration.

712 Bank mandate updates

- Resolved:** i) that the mandate forms be signed in accordance with Council

procedures.

713 Cheques for signature

There were 2 cheques presented for signature to the value of £115.54.

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

714 Citizenship awards

Members discussed five nominations received. There was debate over whether the awards should go to individuals exclusively rather than to organisations. Voting for the listed nominations took place and two of the nominees were selected.

Resolved:

- i) that the names of the two selected nominees be put forward as the Committee recommendation to full Town Council on 10th April 2019.
- ii) That the names of the selected nominees be released to Members.
- iii) That letters of commendation be sent to the three nominees not selected.
- iv) that the future Council gives consideration to the introduction of a separate system for organisational awards.
- v) subject to ratification at Town Council on 10th April 2019.