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**TODMORDEN TOWN COUNCIL**  
**Minutes of the meeting held in the Town Hall on 6<sup>th</sup> March 2019 at 7.30pm**

**Present:** Cllr A Hollis, Town Mayor.  
Cllrs M Carrigan, A H Greenwood, J Grieve, M Holmstedt,  
B Paramor Reeder, C Potter, D Skelton, D Tattersall, J Taylor,  
L Thorpe, D Tremayne and D Wardell.

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

**652**                    **Absence**  
To receive apologies and approve reasons for absence.

Apologies were submitted from Cllrs J Battye, M Hatfield, G Kent, P Marrington  
and L Stephenson.

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

**653**                    **Public Question Time**

A resident asked about an item discussed at a General Purposes Committee  
regarding blue plaques and queried why it was resolved to ask the British Legion  
to make a financial contribution.

**Members stated that an invitation to make a financial contribution towards a  
memorial to Major Barker was extended out of courtesy, given the  
association with the Legion.**

A resident asked about access to grant feedback forms.

**Members stated that an item on this matter would be included on the agenda  
for consideration at the next General Purposes committee.**

A resident asked about representation on the Todmorden Development Board.

**Members stated that the Board was organised by Calderdale Council and  
that terms of reference would be reviewed after the local elections. Members  
further stated that the Town Council should be well represented and also  
recognised the importance of engaging and involving local businesses and  
other interested parties.**

A resident asked the Town Council to call on the NHS to restore details of the  
Patient Participation Group previously displayed in the entrance hall of Todmorden  
Health Centre.

**Members stated they would support re-instatement of the information  
display and the Secretary of the Patient Participation Group, Cllr J Grieve,  
would raise the matter with the Chair of the group and report back to a future  
General Purposes committee meeting.**

**654 To approve the Minutes of the Town Council meeting held on 23<sup>rd</sup> January 2019**

**Resolved:** that the Minutes of the Town Council Meeting held on 23<sup>rd</sup> January 2019 be approved as a correct record and be signed by the Chair.

**655 To consider motion to exclude public and press for any agenda item(s)**

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

**656 Mayoral and Other Communications**

Letter from Customer First Operational Lead re Customer First meeting room at Todmorden Library.

**Resolved:**

- i) that the correspondence be received.
- ii) that the officer be invited to a future General Purposes committee meeting.

**657 Minutes of the Staffing Committee meeting held on 28<sup>th</sup> January 2019**

**Resolved:** that the Minutes of the Staffing Committee meeting held on 28<sup>th</sup> January 2019 be approved and adopted.

**658 Minutes of the Development Committee meeting held on 30<sup>th</sup> January 2019**

**Resolved:** that the Minutes of the Development Committee meeting held on 30<sup>th</sup> January 2019 be approved and adopted.

**659 Minutes of the General Purposes Committee meeting held on 6<sup>th</sup> February 2019**

**Resolved:**

- i) that a duplicate reference to approval of absence be removed from draft minute 583.
- ii) that the following wording be removed in its entirety from draft minute 590, "That the bank reconciliations be received."
- iii) that with the above corrections, the Minutes of the General Purposes Committee meeting held on 6<sup>th</sup> February 2019 be approved and adopted.

**660 Minutes of the Amenities Committee meeting held on 13<sup>th</sup> February 2019**

**Resolved:** that the Minutes of the Amenities Committee meeting held on 13<sup>th</sup> February 2019 be approved and adopted.

**661 Minutes of the Development Committee meeting held on 20<sup>th</sup> February 2019**

**Resolved:** that the Minutes of the Development Committee meeting held on 20<sup>th</sup> February 2019 be approved and adopted.

**662 Receipts and Payments**

**Resolved:** that receipts totalling £77.06 since the last meeting be received and payment of accounts in accordance with the list submitted (schedule 188 to 211) totalling £24,001.67 be approved.

**663 Financial Regulations**

**Resolved:** i) to approve and adopt revised Financial Regulations.

**664 Standing Orders**

A member described several minor additions based on inclusions in previous Standing Orders and proposed adoption of the draft subject to the Town Clerk ensuring these matters were incorporated. It was noted that there was now a conflict with the newly approved Financial Regulations and the proposed Standing Order 18(d)(v) with regard to the opening of tenders in the presence of one or two councillors.

**Resolved:** i) that the minor amendments proposed be incorporated by the Town Clerk.  
ii) that Standing Order 18(d)(v) be amended to read, "Tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed."  
iii) that with the above amendments, to approve and adopt revised Standing Orders.

**665 Publication Scheme**

It was noted that the Freedom of Information Act requires every public authority to have a Publication Scheme, detailing how key policy and other documents can be obtained. It was also noted that as the Town Council's website is under development, in the event of a document being unobtainable online the Town Clerk's office should be contacted directly. Wherever possible documents will be provided in digital form.

**Resolved:** i) to approve and adopt the Publication Scheme.

**666 Cheques for Signature**

There were no cheques presented for signature.

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