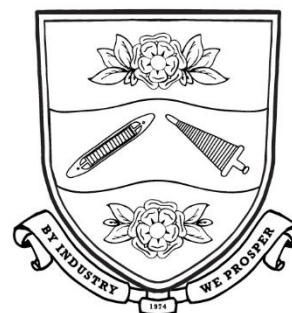


TODMORDEN TOWN COUNCIL

Town Clerk's Office,
Todmorden Community College,
Burnley Road, Todmorden OL14 7BX
01706 548135

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



MINUTES OF A MEETING OF RESOURCES COMMITTEE OF TODMORDEN TOWN COUNCIL

Held remotely on
Wednesday 4th November 2020 at 7:30pm

Councillors present: - Cllrs D Skelton (Chair) S Martin (Vice-Chair) Mayor (ex officio) R Coleman- Taylor, K White , M Carrigan, P Ripley, M Doyle, M Holmstedt, M Taylor, A H Greenwood, A Hollis P Taylor,

Councillors absent: - T Roberts,

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

Members of the Public:

| | |
|-------------|---|
| 2020(RC)020 | <p><u>ITEM 1b. Apologies for Absence</u> 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>No Apologies received</i></p> |
| 2020(RC)021 | <p><u>ITEM 2. Declarations of Interest</u> 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> |
| 2020(RC)022 | <p><u>ITEM 3. Public Participation</u> 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.</p> <p><i>No public present</i></p> |
| 2020(RC)023 | <p><u>ITEM 4. Minutes</u> To approve the minutes of the Resources Committee held on the 9th September 2020 <i>Item 16 Item heading to be changed to Festive Lights</i></p> <p><i>Proposed by Cllr. A Hollis and Seconded by Cllr. M Carrigan Unanimous</i></p> |

| | | | | | | | | | | | |
|-------------|---|----|-------------------|----|-------------|----|-------------------|----|---------------|----|---------------------|
| | <p>RESOLVED: - <i>That subject to the amendment above the minutes of the Resources Committee held on 9th September 2020 be accepted as a true record.</i></p> | | | | | | | | | | |
| 2020(RC)024 | <p><u>ITEM 5. Exclusion of Press and Public – Public Bodies (Admission to Meetings Act) 1960</u> 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>No public present</i></p> | | | | | | | | | | |
| 2020(RC)025 | <p><u>ITEM 6. Schedule of Payments</u> To receive a schedule of twelve payments made totalling £12127.28 as of 28th October 2020</p> <p><i>Proposed by Cllr. M Holmstedt and Seconded by Cllr. M Taylor Unanimous</i></p> <p>RESOLVED: - <i>That the schedule of twelve payments totalling £12,127.28 as of 28th October be accepted and duly signed</i></p> | | | | | | | | | | |
| 2020(RC)026 | <p><u>ITEM 7. Financial Summary</u> To receive a financial summary and detailed income and expenditure as of 28th October 2020</p> <table border="0"> <tr> <td>7a</td> <td>Financial Summary</td> </tr> <tr> <td>7b</td> <td>Commitments</td> </tr> <tr> <td>7c</td> <td>Budgets by Detail</td> </tr> <tr> <td>7d</td> <td>Balance sheet</td> </tr> <tr> <td>7e</td> <td>Bank reconciliation</td> </tr> </table> <p><i>The Chair advised that Item 13 later on the Agenda, will deal with a projected underspend and realignment of Budgets and Reserves.No queries were raised on items a-e above</i></p> <p><i>Proposed by Cllr S Martin and Seconded by Cllr A H Greenwood Unanimous</i></p> <p>RESOLVED: <i>That the Resources Committee receive the financial update item a-e en-bloc</i></p> | 7a | Financial Summary | 7b | Commitments | 7c | Budgets by Detail | 7d | Balance sheet | 7e | Bank reconciliation |
| 7a | Financial Summary | | | | | | | | | | |
| 7b | Commitments | | | | | | | | | | |
| 7c | Budgets by Detail | | | | | | | | | | |
| 7d | Balance sheet | | | | | | | | | | |
| 7e | Bank reconciliation | | | | | | | | | | |
| 2020(RC)027 | <p><u>ITEM 8. Internal Controls</u> To receive confirmation from Cllr M Taylor of review of Banking and Cash Reconciliation as at 30th September 2020, and an update on Compliance of Internal Control Requirements.</p> <p><i>Cllr M Taylor presented the report and advised that he felt to the best of his knowledge that The records maintained and processes followed were in accordance with our Internal Controls.</i></p> <p><i>but drew the attention of the Committee to the inability to confirm the level of petty cash held given its location in the safe in the office</i></p> <p><i>Members thanked Cllr M Taylor for his work on this</i></p> <p><i>Proposed by Cllr A H Greenwood and Seconded by Cllr M Carrigan Unanimous</i></p> <p>RESOLVED: <i>That Members of the Resources Committee receive the report of Cllr M Taylor and thank him for his attention to this.</i></p> | | | | | | | | | | |

2020(RC)028

ITEM 9 Grant Applications

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 |
|-----|-------------------|--|--|
| 9a | Todmorden Walkers | £2672.00 (1000copies) or £1883.50(500 copies) | Revision and update of the Todmorden Centenary Way walking guide |

Members welcomed this application and asked that sale of these guides be promoted through the Todmorden Information Centre Information Centre

Proposed by Cllr A Hollis and Seconded by Cllr P Taylor

Unanimous

RESOLVED: *That a grant of £2,672 be awarded to Todmorden Walkers and that thanks be expressed to all of the researchers who have helped in compiling this guide and that members would welcome sale of these items from the TIC and that a digital copy be provided for use on our web site*

| | | | |
|----|-----------------------------------|------|---|
| 9b | Pet shop – Project Immortal Bloom | £500 | Provision of online workshops re use of recyclable materials as arts project. |
|----|-----------------------------------|------|---|

The Chair reminded Members that this was a start-up grant.

Cllr K White spoke in support of the grant application and following queries by Members confirmed that the intention was to hold a series of workshops with approximately 20 participants per workshop.

Member wished to clarify the status of the beneficiary. The Town Clerk advised that this was start up grant application and not unreasonable that the status was not yet fully agreed but would ensure that Leeds Disabled Peoples Organisation were happy to accept this grant and distribute it for the purpose outlined

Members also questioned about ensuring the benefit of this grant went to Todmorden Residents. The Town Clerk advised that he had exchanged emails on this subject and that he had been advised that it will be promoted through local groups for those specifically in the Todmorden area, that they can sign up for immortal bloom mail chimp and it will be emailed directly to them. They would need to establish a few groups in the area, including being in touch with the Calderdale disabled People Organisation.

They can set up a booking on our website specially for this and If there are any community groups TTC would like to recommend they will be happy to contact them, There is the People of Tod group on social networks as well as a plan to reach out to The Tod Squad to get people engaged. Alternatively- Eventbrite can facilitate a postcode priority service for those from the Todmorden area.

Cllr White further advised that he was working with the group to ensure local groups were being offered the opportunity to participate including the local mosque and healthy minds.

| | |
|-------------|--|
| | <p><i>Proposed by Cllr K White and Seconded by Cllr M Carrigan Unanimous</i></p> <p>RESOLVED: <i>That a grant of £500 be awarded to Pet shop – Project Immortal Bloom - conditioned as above</i></p> |
| 2020(RC)029 | <p>ITEM 10 Grant Feedback Forms To receive the grant feedback forms inclusive of any audit expenditure receipts. The Committee may request to recover any underspent grant funds previously authorised or may approve use of underspends to be allocated to another project.</p> <p>10a Todmorden Information Centre 10b Age Concern 10c Heptonstall Exhibitions 10d Richard Naylor Charity</p> <p><i>Proposed by Cllr P Taylor and Seconded by Cllr M Holmstedt Unanimous</i></p> <p>RESOLVED: <i>That feedback forms from Todmorden Information Centre, Age Concern, Heptonstall Exhibitions, Richard Naylor Charity be duly noted and accepted and that the feedback section on the web site is updated.</i></p> |
| 2020(RC)030 | <p>ITEM 11 Insurance Renewal To receive a quotation from Zurich for renewal of Insurance Policy</p> <p><i>Members noted the options of a one, three- and five-year deals which remained competitive to current pricing</i></p> <p><i>The Town Clerk advised that he make some general enquiries with other providers of Local Authority Insurance with the priority to ensure current levels of cover are maintained.</i></p> <p><i>Proposed by Cllr M Taylor and Seconded by Cllr M Carrigan Unanimous</i></p> <p>RESOLVED: <i>That the decision to appoint Insurers be delegated to the Town Clerk in consultation with the Chair of Resources</i></p> |
| 2020(RC)031 | <p>ITEM 12 Walsden Cricket Club To receive a request to extend a new lease for a term of 25 years of Walsden Cricket Ground to Walsden Cricket Club – verbal update</p> <p><i>The existing lease has expired. The Town Clerk advised Members of the Clubs request for TTC to grant a new 25 year lease.</i></p> <p><i>The Town Clerk advised that as TTC were trustees it is incumbent upon us when disposing of a property to ensure value was being obtained and advised that</i></p> <p><i>The trustees of non-exempt charities are generally allowed to dispose of the charity's land without an order of the court provided that they follow the correct procedures set out in the Charities Act 2011 as follows.</i></p> <p><i>Section 119 Charities Act 2011 requires the Charity to obtain advice from a qualified surveyor.</i></p> |

| | |
|-------------|---|
| | <p><i>There will be a cost (estimated minimum £500) to this plus legal fee (estimated £500) if we instruct solicitors in this regard.</i></p> <p><i>Whilst we can simply restate the existing lease and register it with Land Registry, we should take the opportunity to bring the lease up to date and the Town Clerk is able to draw this up to save costs, give recent experience with a similar lease disposal.</i></p> <p><i>Cllr M Taylor raised a query regarding an adjoining strip of land.</i></p> <p><i>Members agreed in Principle subject to valuation to consider a peppercorn rent of £1 per annum.</i></p> <p><i>Proposed by Cllr A H Greenwood and Seconded by Cllr M Carrigan Unanimous</i></p> <p>RESOLVED: <i>That the Town Clerk be authorised to appoint a valuer to provide a valuation of the land with its present encumbrances and to bring back a further report to Resources Committee.</i></p> |
| 2020(RC)032 | <p><u>ITEM 13. Draft budget for 2021/22</u> <i>To receive a first draft standstill budget taking into account likely inflationary rises and contractual commitments.</i></p> <p><i>Members were presented with a report and accompanying papers dealing with an estimated outturn for 2020/21 indicating net savings of £61,912 , a proposal to utilise these savings to bolster Reserves, virements to put into place these savings and a revised budget reflecting these and major new items of Wheelspark and Festive Lights expenditure and related matching income from Accelerator Funds.</i></p> <p><i>The Chairm felt that in view of the hardship experienced by many in Todmorden it was appropriate to deliver a zero increase in Precept.</i></p> <p><i>Cllr M Taylor advised that was happy to take to the Lib Dem group to consider and work with Labour to agree a budget but was also not averse to supporting an increase in Precept whilst the opportunity remained for Town councils not to be capped and reserves to be built up for future need.</i></p> <p><i>Members raised concerns about the potential lack of laptop provision disadvantaging some students, Cllr S Martin advised that then Govt had provided funding and that following an initial call into schools all provision had been satisfied and there is still excess equipment available for further distribution.</i></p> <p><i>Cllr A H greenwood did not support the Town Council in bail out Government in this way and that if youngsters needed help in this way, they can approach Hepstontall Exhibitions Charity</i></p> <p><i>The Town Clerk advised the Committee that in light of the Internal Auditors report last year regarding the treatment of Educational type grants he felt direct support to schools was not a function of the Town Council and that legislation did not enable us to pass funds directly over to the Educational Authority/Schools for this purpose.</i></p> <p><i>The Town Clerk further advised Members that should they be minded to encourage the recycling of laptops/desktops/tablets to be provided to those children in need to continue their access to learning from home, then applications from such concerns able to deal with repair refurbishment/ recycling of such items could be considered under the existing Discretionary Grants Policy providing they meet the criteria.</i></p> <p><i>Members thanked the Town Clerk for the information provided noting how transparent and comprehensive it was.</i></p> |

| | |
|-------------|---|
| | <p><i>Proposed by Cllr S Martin and Seconded by Cllr A H Greenwood</i></p> <p><i>A motion to deliver a zero increase Precept budget and named vote was called for.</i></p> <p><i>In favour:</i> Cllrs D Skelton, S Martin, K White , M Carrigan, P Ripley, A H Greenwood, A Hollis</p> <p><i>Against – none</i></p> <p><i>Abstentions Cllrs R Coleman-Taylor, M Doyle, M Holmstedt, M Taylor, P Taylor</i></p> <p><i>The motion was carried</i></p> <p>RESOLVED: <i>That Members agreed that zero increase budget would be presented to the next meeting of the Resources committee for approval</i></p> <p><i>Proposed by Cllr S Martin and Seconded by Cllr A H Greenwood - Unanimous</i></p> <p>RESOLVED: <i>that the proposed set of Virements totalling a net movement of £61,912 savings and Reserves Movement be agreed pending a final budget version being brought to the next meeting of Resources Committee, to then make recommendations to Full Council.</i></p> |
| 2020(RC)033 | <p>ITEM 14. Correspondence Received</p> <p>To receive and consider any items of correspondence.</p> <p>None received</p> |
| 2020(RC)034 | <p>ITEM 15 Covid Walk in Test Facilities</p> <p>To consider the issue of the lack of Covid19 walk-in testing services in Todmorden and the difficulty for people without their own transport to get a test at all.</p> <p><i>Members collectively raised concerns about the availability of Covid 19 testing, especially for those without transport. Various examples of levels of experiences were provided.</i></p> <p><i>Members shared a view that information was not clear as to the options to use and especially for those without access to the Internet to be able to check up.</i></p> <p><i>The Town Clerk was asked to research this and provide single side A4 poster that could be placed on our web site, in the notice board and available to Members to distribute to key outlets they felt would display such a poster. Any such poster would be a need to be clearly marked with date given this information could easily go out of date</i></p> <p><i>Proposed by Cllr D Skelton and Seconded by Cllr A Hollis Unanimous</i></p> <p>RESOLVED: <i>That the Town Clerk produce a poster provide key information as to how to access Covid 19 Tests, and display on the web site, notice board and issue to Members to place in key outlets.</i></p> |
| 2020(RC)035 | <p>ITEM 16. Remembrance Sunday Arrangements</p> <p>To advise Members of latest arrangements.</p> <p><i>The Town Clerk advised that informal arrangements had been made for Cllr A H Greenwood to lay a wreath on behalf of the Town Council.</i></p> |

| | |
|-------------|--|
| | <p><i>The Town Clerk advised that new guidance surrounding any organised Remembrance Day Events had been issued on 3rd November 2020 and would be circulated to all Members. This included Local councillors attending any such events</i></p> |
| 2020(RC)036 | <p>ITEM 17 . Covid Discretionary Fund To advise Members of an award of £300 to Incredible Edible for dried/tinned goods distribution.</p> <p><i>The Town Clerk advised of an award of £300 to Incredible Edible for dried/tinned goods distribution and an award of £300 to Age Concern Todmorden to assist with Christmas Parcels for 60 vulnerable elderly residents of Todmorden.</i></p> <p><i>Members noted the award made under delegated powers</i></p> |
| 2020(RC)037 | <p>ITEM 18 any items for future Agenda discussion To notify the Clerk of any matters for inclusion on the agenda of the next meeting.</p> <ul style="list-style-type: none"> ➤ <i>Second draft budget incorporating Committee requirements</i> ➤ <i>Outstanding issues</i> ➤ <i>Grant Clawback and outstanding Awards</i> ➤ <i>Fielden Statute Plaque</i> ➤ <i>Internal Auditor Report</i> ➤ <i>Marketing Plan for communications /web site</i> |
| 2020(RC)038 | <p>ITEM 19 Date of the next Committee meeting</p> <p>To note the date of the next committee meeting scheduled for Wednesday 2nd December 2020 at 7.30pm by virtual meeting.</p> <p>An evaluation meeting to evaluate Wheelspark Tender return(s) is to be scheduled for Wednesday 9th December at 7.30pm</p> <p>A single Item Resources committee to select the Wheelspark preferred contractor is to be scheduled for Monday 14th December to enable it to make recommendation to Town Council on 16th December 2020 .</p> |