

# TODMORDEN TOWN COUNCIL

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18<sup>th</sup> February 2021

**YOU ARE HEREBY SUMMONED to attend a meeting of the Resources Committee which will be held via virtual link owing to the Covid19 restrictions on public meetings on Wednesday 24th February 2021 at 7.30pm**

*CR Hill*

C R Hill  
Town Clerk

In view of Covid 19 restrictions on public gatherings public are invited to this meeting through use of zoom remote meeting technology.

To facilitate this, any member of the public wishing to attend and or ask a question on an Agenda item, receive copies of reports from the Agenda or wish raise any other matter, should contact the Town Clerk by email to [townclerk@todmorden-tc.gov.uk](mailto:townclerk@todmorden-tc.gov.uk) to make the necessary arrangement to be admitted into the meeting.

All Agenda, minutes and meeting papers will be found on [www.todmorden-tc.gov.uk](http://www.todmorden-tc.gov.uk) which should be checked for any updated Agenda related items.

All email enquiries should be received by the Town Clerk no later than Monday 22nd February 2021

Meeting Joining Instructions

- 1) Download and sign up to the Zoom app on your PC <https://zoom.us/signup>
- 2) Click on the direct link.  
<https://zoom.us/j/92448694323?pwd=MmlsZnRZa2dlZEp6ZlVHT0pVV3Y2Zz09>
- 3) Alternatively Enter the Meeting ID: 924 4869 4323 and then enter the Passcode: 633381

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## COMMITTEE MEMBERSHIP

D Skelton (Chair)  
M Carrigan  
M Doyle  
A H Greenwood

S Martin (Vice-Chair)  
K White  
M Holmstedt  
A Hollis

T Roberts  
P Ripley  
M Taylor  
P Taylor

12 Committee members plus Mayor Cllr R Coleman- Taylor – ex officio

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## **AGENDA**

### **1. Apologies for Absence**

To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.

### **2. Declarations of Interests**

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.

Note: Members must generally declare a disclosable pecuniary interest which he or she has in any item on the Agenda. A Member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.

### **3. Public Participation**

To adjourn the meeting to allow members of the public to make representation on the business of the agenda for the meeting.

Note: No resolutions can be under public participation

### **4. Minutes**

To approve the draft minutes of the Resources Committee meetings held on:-

4a) 2<sup>nd</sup> December 2020

4b) 14<sup>th</sup> December 2020.

### **5. Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960**

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.

## **BUSINESS OF THE MEETING**

### **6. Todmorden PCSO's Update – Decision Required**

To receive an update from the Partnership Officer Lisa Raynor and Inspector Ben Doughty and to consider their request for grant funding for 2021/22 (figure to be advised) and recommendation to be made to Town Council.

### **7. Todmorden Information Centre – Decision Required**

To receive an update from the Todmorden Information Centre and to consider their request for grant funding for 2021/22 of £23,535.93 and recommendation to be made to Town Council.

### **8. Remembrance Parade – Information and potential decision required**

To receive an update in respect of arrangements for the 2021 event.

### **9. Financial Summary – Information**

To receive a financial summary and detailed income and expenditure as of 16th February 2021

9a Financial Summary

9b Commitments

9c	Budgets by Detail
9d	Balance Sheet
9e(1-4)	Cash Reconciliation as at 3 <sup>rd</sup> February 2021

#### 10. Schedule of Payments- Decision Required

To receive a schedule of 8 payments made between 10<sup>th</sup> February 2021 and 15th February 2021, totalling £13,012.88.

#### 11. Estimated Year end Outturn and carry overs – Decision Required

To receive a report estimating the year -end outturn and recommended carry overs of unspent but committed budgets, and in year underspend adjustments and to recommend a Movement of £5000 into the Elections Earmarked Reserve.

#### 12. Grant Awards feedback – Information and Decision re Item 12d

To receive any feedback on the current policy and process.

Ref	Applicant	Amount awarded	Purpose
12a	Friends of Centre Vale Park	£678.50	Booklet
12b	Empowered People	£1500	Promotion of and building of bespoke adapted cycles for mobility use.
12c	CROWS	£1000	General countryside repairs on rights of way
12d	Todmorden In Bloom	£4660	Town Centre baskets and planting and misc other <b>and request to retain underspend £438.47 toward shade garden works.</b>
12e	Handmade Parade	£2,900	Windows on the World project

#### 13. Grant Applications – Decisions Required

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
13a	Todmorden in Bloom	£4,655	Town Centre baskets and planting and misc other activities
13b	CROWS	£1,000	General countryside repairs on rights of way.
13c	In the Park Productions	£2,000	Original piece of writing with a unique structure, developed through the community engagement workshops. Participants will explore the theme of 'Transformation' Total cost of project £14,784 - Arts Council Grant submitted. Letter of commitment needed
13d	Rotary	£3,000	August event promoting cycling. Project cost £6,200

#### 14. Defibrillators – Information

To consider provision and requirements for Defibrillators within Todmorden.

**15. Fielden Statute Plaque – Decision Required**

To receive a report regarding the placing of a Plaque at the John Fielden Statue

**16. Benches – Decision Required**

To consider a report and policy for future provision.

**17. Year- End Closing of Accounts Timetable – Information**

To receive a report detailing the schedule for Year - End Closing of Accounts

**18. Risk Registers – Decision Required**

To receive updated Corporate and Financial Risk Registers for comment and or recommendation for approval by Town Council.

**19. Asset Register – Decision Required**

To receive an updated Asset Register.

**20. Financial Regulations – Decision Required**

To receive a report on the Financial Regulations, and Scheme of Delegation for consideration and or recommendation for approval by Town Council

**21. Terms of Reference for Resources Committee – Decision Required**

To consider whether any changes need to be made to the Terms of Reference for Resources Committee.

**22. Internal Controls – Decision Required**

To receive a report regarding current Internal Controls for consideration and or recommendation for approval by Town Council.

**23. Reserves and Treasury Management – Decision Required**

To receive a report regarding the practical effectiveness of the Reserves and Treasury Management Policy consideration and or recommendation for approval by Town Council.

**24. Correspondence Received - Decision**

To receive and consider any items of correspondence.

- Email from Walsden Cricket Club regarding lease and Grant Application to Lancashire Cricket and agreement sought to a proposed letter of support to be sent.

**25. Any items for discussion for a future agenda - Information**

To notify the Clerk of any matters for inclusion on the agenda of the next meeting.

- Grant Application Feedback
- Marketing and Communications Plan
- Patmos Gardens

**26. Date of the next Committee meeting – Information**

To note the date of the next routine committee meeting scheduled for 19<sup>th</sup> May 2021 at 7.30pm by virtual meeting.

## Todmorden Town Council

### Remote Meeting by Zoom Protocols

- Please mute yourself when not speaking - this helps keep background noise to a minimum which will improve everyone's ability to hear the discussions.
- If everyone is able to join by video, then they could raise their hands when they wish to speak. The Clerk will assist the Chairman in identifying who may wish to speak. Participants may wish to use the "Reactions" button on your screen to use the thumbs up image to act as a raising of the hand.



- The chairman may ask everyone to state their name before they start speaking so that it is always clear who is speaking. It is helpful to have your correct name when logging in and group from if appropriate if at all possible.
- The Clerk for the meeting will try to keep an eye on who is present. If anyone drops out because of poor connection, the Clerk will make the Chairman aware and make a note of that person's absence.
- If anyone does lose the connection, please attempt to re-enter the meeting and the Clerk will try to admit at a suitable time in the proceedings.

### Rules and Expectations of the Public During the Formal Council Meeting

The Chair will state that 'In the formal Council meeting there is no right for members of the public to speak without invitation of the Council (not just the Chair)'.

The Chair will come to them if and when there is an appropriate point in the proceedings.

The Chair will seek a resolution from council to permit you to speak, please be patient while this necessary procedure is undertaken.

The Chair will state 'You will only be permitted to speak during the formal meeting if you have information for the council which may impact on its decision making in a specific issue.'

Complaints will not be accepted in the meeting; any complaints are to be referred to the clerk by way of the council's complaints procedure'.

Members of the public are welcome to stay for all of the proceeding except when there is need to exclude them for a "Private Item". At which stage the Clerk will remove members of the public and press from the meeting.

If a member of the public is disruptive in a meeting or does not adhere to these rules, the Chair will remind them of the meeting rules. If necessary, that member of the public will be removed from the virtual meeting.