

TODMORDEN TOWN COUNCIL

Town Clerk's Office,
Todmorden Community College,
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www.todmorden-tc.gov.uk



7th October 2020

YOU ARE HEREBY SUMMONED to attend a meeting of the Town Council which will be held via virtual link owing to the Covid19 restrictions on public meetings on Wednesday 14th October 2020 at 7.30pm

**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 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 which should be checked for any updated Agenda related items.

All email enquiries should be received by the Town Clerk no later than Monday 12th October 2020

C R Hill
Colin Hill
Town Clerk

Meeting Joining Instructions

- 1) Download and sign up to the Zoom app on your PC <https://zoom.us/signup>
- 2) <https://zoom.us/j/92847638595?pwd=bk85WHRqaEJRSUFpT214dENMTnJvZz09>
- 3) Alternatively Enter the Meeting ID: 928 4763 8595 and then enter the Passcode: 885272

Please note Zoom meeting protocols at end of this summons.

COUNCIL MEMBERS

R Coleman – Taylor (Mayor)
D Skelton
P Ripley
L Needham
L Levick
M Carrigan

The Revd. G Kent (Deputy Mayor)
S Martin
A Hollis
J Williams
P Taylor
M Taylor

K White
A Greenwood
T Roberts
C Potter
M Holmstedt
M Doyle

Full Council 17 Members and Town Mayor

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 minutes of the Emergency Committee meeting held on the 29th July 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.

6. Todmorden Health Centre

To receive an update from the Practice Manager – Document “A view from the practice” previously circulated.

7. Campaign for Nuclear Disarmament

To receive a presentation from CND calling on the Town Council to pass a resolution calling upon the UK Government to sign and ratify the UN Treaty on the Prohibition of Nuclear Weapons- briefing paper including proposed wording of a resolution previously circulated.

8. Community College

To receive a request from **Todmorden Learning Centre and Community Hub** seeking Town Council support to a Community Asset Transfer to the Hub by Calderdale MBC – request previously circulated.

9. Pavement Parking Consultation

To consider whether the Town Council wishes to respond to DFT consultation on ending anti-social parking on footways will help the disabled, families and support social distancing – outline paper previously circulated.

10. Todmorden Rotary Club – “Purple for Polio”

To receive a request to ask that the Town Hall be lit up Purple in support of World Polio Day – request previously circulated.

11. Todmorden Bandstand Group

To consider a request for a general letter of support to the group from Todmorden Town Council regarding willingness to consider future revenue support through use of the Discretionary Grants Policy.

12. Fernley Lee Residential Home

To consider whether any further action is required of the Town Council at this stage following publication of a Public Notice by CMBC in the Todmorden News of the intention to dispose of this property.

13. Ratification of Emergency Committee Actions

To receive the minutes of the Emergency Committee meetings held and to pass a Resolution ratifying the actions taken by the Emergency Committee during the period of no Town Council meetings being held owing to Covid 19 restrictions.

- 13a 8th April 2020
- 13b 6th May 2020
- 13c 3rd June 2020
- 13d 1st July 2020
- 13e 29th July 2020

14. Committee Minutes

To confirm the receipt of approved committee minutes previously circulated and to receive them En-Bloc

- | | | |
|-----|-----------------------------|---------------------------------|
| 14a | Development | 2 nd September 2020 |
| 14b | Development | 30 th September 2020 |
| 14c | Amenities | 22 nd January 2020 |
| 14d | General Purposes | 12 th February 2020 |
| 14e | Climate Emergency Committee | 15 th January 2020 |
| 14f | Climate Emergency Committee | 23 rd September 2020 |
| 14g | Staffing Committee | 12 th February 2020 |
| 14h | Staffing Committee | 5 th October 2020 |

Note: All council minutes are available on the Town Council website. Members are required to confirm the receipt of committee minutes. Any amendments to the draft committee minutes can only be made at the next relevant committee meeting where the meeting will be required to confirm the accuracy of the minutes and approve as a true record of proceedings

15. Schedule of payments

To receive a schedule of 25 payments made totalling £13,176.39 as of 30th September 2020.

16. Financial Summary as 30th September 2020

To receive a financial summary as of 30th September 2020

- a) Summary
- b) Commitments
- c) Balance Sheet

17. Festive Lights Update

To receive a report updating Members of progress in this scheme and to consider proposed funding.

18. Wheelspark Update

To receive a report updating Members of progress in this scheme and to consider proposed funding.

19. Correspondence Received

To consider any correspondence received not already tabled for discussion on the Agenda

Items 19,20 and 21 PRIVATE ITEMS

Confidential on the grounds that, in view of the nature of the business to be transacted, if the public were present, there would be a disclosure to them of exempt information within the meaning of Schedule 12A to the Local Government Act 1972

20. Staff Appraisal Policy

To consider a report from Staffing Committee recommending the introduction of a Staff Appraisal Policy, including a performance related element.

21. Annual Pay Award

To receive a report from Staffing Committee advising that the National Pay Award has been confirmed for Todmorden Town Council Officers.

22. Staffing Proposals

To receive a report and background paper from Staffing Committee recommending an additional 5 hours per week increase in staffing establishment, and additional responsibilities to be added to the Assistant Town Clerk and Administrative Officer roles

23. Date of the next Committee meeting

To note the date of the next Meeting of the Town Council be scheduled for 18th November 2020.



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.
- The chairman may ask everyone to state their name before they start speaking so that it is always clear who is speaking.
- 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.