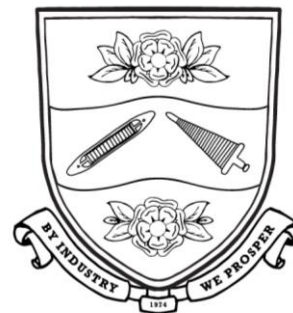


TODMORDEN TOWN COUNCIL

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

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



10th March 2021

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 17th March 2021 at 7.30pm

C R 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 to 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 15th March 2021

Meeting Joining Instructions

- 1) Download and sign up to the Zoom app on your PC <https://zoom.us/signup>
- 2) Join Zoom Meeting
<https://zoom.us/j/92335146647?pwd=bjZEZ1VQYUxMRUhEYmpCdGITTkRIQT09>
- 3) Alternatively Enter the Meeting ID: 923 3514 6647 Passcode 856472

Please note Zoom meeting protocols at end of this summons.

COUNCIL MEMBERS

R Coleman – Taylor (Mayor)
D Skelton
P Ripley
J Williams
P Taylor
M Taylor

The Revd. G Kent (Deputy Mayor)
S Martin
A Hollis
C Potter
M Holmstedt
M Doyle

K White
A Greenwood
L Needham
L Levick
M Carrigan

Full Council 16 Members 1 Vacant Seat 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 Town Council meetings held on:-

- a) 17th February 2021
- b) 2nd March 2021.

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. **Committee Minutes - Information**

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

- | | | |
|----|-----------------------|--------------------------------|
| 6a | Resources Committee | 24 th February 2021 |
| 6b | Development Committee | 3 rd March 2021 |

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.

7. **Financial Summary – For Information**

To receive a report and financial summary as of 8th March 2021 and balance sheet indicating the creation of new Earmarked Reserves.

- 7a) Financial Summary as of 8th March 2021
- 7b) Balance Sheet and Earmarked Reserves

8. Reserves and Treasury Management – Decision Required

To receive a report from the Resources Committee updating Members on new levels of Earmarked Reserves and recommending re-adoption of an updated Reserves and Treasury Management Policy.

9. Schedule of Payments- Decision Required

To receive and approve a schedule of nineteen payments made between 10th February 2021 and 8th March 2021, totalling £18,637.21

10. Funding Recommendations – Decision Required

To receive a report from the Resources Committee recommending the awarding of funding of £35,808 in respect of PCSO's contributions, £23,535.93 to Todmorden Information Centre and £4,655 Grant funding to Todmorden in Bloom.

11. Asset Register – Decision Required

To receive and approve the Asset Register and agree the total of Assets to be included in the Annual Governance and Accountability Return 2021.

12. Risk Registers – Decision Required

To receive a report from the Resources Committee recommending re-adoption of updated Corporate and Financial Risk Registers

13. Internal Controls – Decision Required

To receive a report from the Resources Committee confirming the effectiveness of Internal Controls and recommending adoption of the Internal Controls Document.

14. Financial Regulations – Decision Required

To receive a report from the Resources Committee recommending re-adoption of financial Regulations

15. Standing Orders – Decision Required

To receive a report from the clerk recommending minor amendments and for subsequent re-adoption.

16. Publication Scheme – Decision Required

To receive a report from the clerk recommending adoption of a Publication Scheme.

17. Equal Opportunities Policy – Decision Required

To receive a report from the clerk recommending re-adoption of an Equal Opportunities Policy.

18. Wheelspark – For Information

To receive an update from the Clerk as to the status of this project.

19. Correspondence Received

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

20. Climate Emergency

To receive a verbal update from Cllr. The Revd. G Kent

21. Annual Meeting/Mayor Making

In light of Government advice regarding moving out of lockdown to consider the Annual Meeting, Mayor Making and Citizenship Awards.

22. Date of the next Town Council meeting

To note the date of the next Meeting of the Town Council be scheduled for 14th April 2021 at 7.30 p.m.



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.