

Item 12b Full Council October 2023 - Completed Project Work

Item no	Meeting	Date Raised	Min ref	Description	Actions	Outcomes
1	General Purposes	01/04/2019		Putting up various Blue Plaques	Town Hall put up and one Wellington Terrace ordered and then to install	Waiting on installation of last plaque
2	General Purposes	01/11/2019		Repaint Gateway Entrance Signage	signage taken down in Nov 2019 as part of Xmas lights work to be painted - KW. 3 signs in college	Completed Mar 2021
3	General Purposes	01/04/2020		Bowls Club	Discussion re costs and lobbying- discussions taken place at officer level	Meeting held 7th September and update for next Resources- part now of future discussions re TownDwal
4	Emergency Committee	08/04/2020	2020(EC)010	Financial Register	Reviewed and adopted	Loaded on to web site
5	Emergency Committee	08/04/2020	2020(EC)011	Grant Request Todmorden Information Centre	Grant awarded £19,000	Grant letter and payments made - web site updated
6	Emergency Committee	08/04/2020	2020(EC)011	Grant request Walsden Cricket Club	Grant award £3k	Grant letter. Payments made 12/5/21- website updated
7	Emergency Committee	08/04/2020	2020(EC)011	Grant request Handmade Parade	Grant award £3k (subsequently into 2021/22)	Grant letter
8		01/04/2021		Lease request Walsden CC	New lease terms agreed, market valuation obtained, advert to be placed and letter to Charities Commission	Advert and letter to Charities Commission by 20th September then on approval lease to be prepared for execution - lease executed
9	Emergency Committee	09/04/2020	2020(EC)012	Three planning applications considered	Considered	Planning portal consultee comments
10	Emergency Committee	06/05/2020	2020(EC) 25-28	Annual Governance and Accounting Return	Approved and signed	Sent to external auditor and public rights exercised
11	Emergency Committee	06/05/2020	2020(EC) 33	Earmarked Reserves Proposals	Agreed	Financial system adjustment made
12	Emergency Committee	06/05/2020	2020(EC) 34	Established Covid Fund from cotton growers fund	Protocols agreed and delegated powers towards urgent decision making	6 grant awards made
14	Emergency Committee	06/05/2020	2020(EC) 36	Agree new web site to be developed	Working group established developer appointed	Web site operation July 2020 and continuing to be developed but functional and transparent
15	Emergency Committee	06/05/2020	2020(EC) 37	Waste skips provided in local ward areas during Waste/recycling centre being closed	Introduced scheme	21 skips provided for community use
16	Emergency Committee	06/05/2020	2020(EC) 38	Grant request Empowered People	Grant award £1.5k	Grant letter and payments made- website updated
17	Emergency Committee	06/05/2020	2020(EC) 40	Five planning applications considered	Considered	Planning portal consultee comments
18	Emergency Committee	06/05/2020	2020(EC) 42	Bike Racks	To investigate possibility of more bike racks in todmorden	Fundings identified per CMBC and proposal in course of being implemented - under Climate Emergency Committee
19	Emergency Committee	06/05/2020	2020(EC) 44	Information leaflet advising of important contacts during pandemic	Leaflet produced	Distributed to circa 8,000 households
20	Emergency Committee	06/05/2020	2020(EC) 44	Tree planting	Subscribed to CMBC buy a tree scheme	Two in lobb mill picnic area and three in Centre Vale Park
21	Emergency Committee	03/06/2020	2020(EC)059	Policies adopted	Complaints Policy and Procedure, Freedom of Information, Freedom of Information-Vexatious Requests, Media, Recording of Meetings, Rules for Public meeting (face to face), Rules for Public meeting (remote/virtual) Social Media /Web Site	Web site uploaded
22	Emergency Committee	03/06/2020	2020(EC)059	Health and Safety Policy	Policy adopted	Web site uploaded
23	Emergency Committee	03/06/2020	2020(EC)062	Grant Request Community Right Of Ways - £1k	Grant awarded £1k	Grant letter and payments made - web site updated
24	Emergency Committee	03/06/2020	2020(EC)063	Grant Request Todmorden Book festival - £3k	Grant awarded £3k	Grant letter and payments made - web site updated
25	Emergency Committee	03/06/2020	2020(EC)069	Eight planning applications considered	Considered	Planning portal consultee comments

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26	Emergency Committee	03/06/2020	2020(EC)71	Gaddings Dam	Group formed to take forward issues	Some achievements within resources
28	Emergency Committee	01/07/2020	2020(EC)87	Grant request Friends of Centre Vale Park £678.50	Grant awarded £678.50	Grant letter and payments made - web site updated
29	Emergency Committee	01/07/2020	2020(EC)88	Grant request Richard Naylor Charity £1k	Grant awarded £1k	Grant letter and payments made - web site updated
30	Emergency Committee	01/07/2020	2020(EC)88	Grant request Heptonstall Exhibitions £1k	Grant awarded £1k	Grant letter and payments made - web site updated
31	Emergency Committee	01/07/2020	2020(EC)89	Grant Request Handmade Parade £3k - replacement award for previous cancelled	Grant awarded £3k	Grant letter and payments made - web site updated
32	Emergency Committee	01/07/2020	2020(EC)89	Grant Request In the Park Production £981 - event not held	Grant awarded £981	Grant letter conditional award
33	Emergency Committee	01/07/2020	2020(EC)93	Mayors achievement Certificates launched	Scheme implemented	15 Certificates issued
34	Emergency Committee	01/07/2020	2020(EC)95	Seven planning applications considered	Considered	Planning portal consultee comments
35	Emergency Committee	01/07/2020	2020(EC)99	Town Deal Board Established	Town Council representation agreed	Ongoing involvement
36	Emergency Committee	01/07/2020	2020(EC)101	Festive lights funding opportunity	Tender agreed issued and contracted	Newschmes in Todmorden Cornholme,Portsmouth,Walsden and Eastwood delivered.
37	Emergency Committee	01/07/2020	2020(EC)102	Remote working proposals for Members	Laptops and Printers procured	Issued to Member and remote working enabled for Members and Officers
38	Emergency Committee	29/07/2020	2020(EC)114	IT Policy	Policy adopted	Web site uploaded
39	Emergency Committee	29/07/2020	2020(EC)119	twelve planning applications considered	Considered	Planning portal consultee comments
40	Emergency Committee	29/07/2020	2020(EC)122	Wheelspark funding opportunity	subsequent tenders, funding agreement , legal agreements, permits and construction Plan	In course- all funding and permits ansd agreements secured and contracts issued.
41	Emergency Committee	29/07/2020	2020(EC)123	Funding agreed re Gaddings signage	signage info agreed	Installed
42	Resources	09/09/2020	2020(RC)010	Covid return to school concerns Education Laptop provison	Letter to CMB Education	Sent
43	Resources	09/09/2020	2020(RC)018	Festive lights tenders	Approved and signed	Contracted and delivered
44	Resources	01/11/2020		Childrens Competition	Displays selected and ordered	Schools presentations completed
45	Resources	01/11/2020		Childrens displays judging	Mock up to be judged	Members to judge when LITE return mock ups
46	Resources	01/11/2020		Install on Market Hall	To agree install method and date with Market	Site visit carried to work out practical installation for fittings before ordering displays to be made.Installed
47	Resources	01/11/2020		Additional fitigns cornholme	Agre ,coationand istall	Completed Mar 2021
48	Full Council	14/10/2020	2020(TC)21	Staff Appraisal Policy	Policy adopted	In policy suite of documents
49	Resources	04/11/2020	2020(RC)028	Grant application Tod Walkers £2,672	Grant awarded £2,672	Grant letter and payments made - web site updated
50	Resources	04/11/2020	2020(RC)029	Grant Application Pet shop immortal £500	Grant awarded £500	Grant letter and payments made - web site updated
51	Resources	04/11/2020	2020(RC)031	Request to grant new 25 year lease	Charity act requirements researched	RICs valuer instructed to determine value before lease preparation- response received
52	Full Council	18/11/2020	2020(TC)33	Investment in Calder Valley Community Land Trust £3k	Investment made	Reflected in Asset register
53	Resources	14/12/2020	2020(RC)062	Wheelspark contractor selected	Approved	Provisional commitment issued
54	Full Council	17/02/2021	2020(TC)67	Calder Valley Rail Partnership	Membership agreed	Partnership advised

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55	Full Council	17/02/2021	2020(TC)65	Climate and Ecological Emergency (CEE) Bill	That Todmorden Town Council support the Climate and Ecological Emergency Bill (ii) Informs the local media of this decision; (iii) Writes to local MPs, asking them to support the Bill; and (iv) Writes to the CEE Bill Alliance, the organisers of the campaign for the Bill, expressing its support and furthermore refers to this within the emerging Moorlands Policy	Actioned
56	Resources	24/02/2021	2020(RC)070	Grant Application CROWs £1k	Grant awarded £1k	Grant letter and payments made - web site updated
57	Resources	24/02/2021	2020(RC)085	Defibrillators	TC to work up scheme/policies	Complete
58	Resources	24/02/2021	2020(RC)085	Benches	TC to work up scheme/policies	complete
60	Resources	24/02/2021	2020(RC)085	Patmos Garden War Memorial and adjoining areas refurbishment	TC to work up scheme/policies- surveyor instructed to produce plans and specification	Scheme worked up and approved Resources 3rd nov 2021
61	Resources	24/02/2021	2020(RC)085	Lobb Mill - refurbishment/renewal	Site visit TC to work up scheme/policies	Site visit completed
62	Resources	24/02/2021	2020(RC)085	Grant application feedback - research and review of policy	TC to work up scheme/policies	complete
63	Resources	24/02/2021	2020(RC)084	Walsden Cricket Club letter of support	Letter to Lanc Cricket	Actioned including subsequent emails
64	Full Council	17/03/2021		Wheelspark Contracts placed and work commenced	On site progress to be regularly checked and variations etc agreed	Wheelspark project construction completed
65	Full Council	17/03/2021		Wheels park - Lease registration and EA Deed of Covenant	Lease and Deed of Covenant requiring execution	Completed
66	Full Council	17/03/2021	2020(TC)79	Treasury and Reserves Policy	Adopted	Loaded up to web site
67	Full Council	17/03/2021	2020(TC)81	Grant Application Todmorden in Bloom £4,655	Grant awarded £4,655	Grant letter and payments made - web site updated
68	Full Council	17/03/2021	2020(TC)81	2021/22 Grant Application Todmorden Information Centre £23,535.93	Grant awarded £23,535.93	Grant letter - payments to be made in 2021/22 - web site to be updated
69	Full Council	17/03/2021	2020(TC)81	2021/22 Grant Application PCSO's £35,808	Grant awarded £25,808	Grant letter - payments to be made in 2021/22 - web site to be updated
70	Full Council	17/03/2021	2020(TC)82	Asset Register	Adopted	Loaded on to web site
71	Full Council	17/03/2021	2020(TC)83	Corporate and Financial Risk Register	Adopted	Loaded on to web site
72	Full Council	17/03/2021	2020(TC)84	Internal Controls	Adopted	Loaded on to web site
73	Full Council	17/03/2021	2020(TC)85	Financial Regulations	Adopted	Loaded on to web site
74	Full Council	17/03/2021	2020(TC)86	Standing Orders	Adopted	Loaded on to web site
75	Full Council	17/03/2021	2020(TC)87	Publication Scheme	Adopted	Loaded on to web site
76	Full Council	17/03/2021	2020(TC)88	Equal Opportunities	Adopted	Loaded on to web site
77		21/04/2021	Clr M Carrigan	Waqgon and Horses- licencing	Late night licence application, semi permanet structures in car park oppsoit, disturbance to nearby residents, asb	Raised with police and licencing. Hearing pending. Enquiry re change of use/planning permission required?
78	Full Council	27/04/2021	2020(TC)108	Councillors Code of Conduct	Agreed	Loaded on to web site
79	Full Council	27/04/2021	2020(TC)109	Committee Terms of Reference and Scheme of Delegation	Adopted	Loaded on to web site
80	Full Council	27/04/2021	2020(TC)107	Covid Commemoration Plaque	TC to work up words , location costs and bring back to future meetings.	Completed
81	Full Council	27/04/2021	2020(TC)110	Carr Road/Coronation Terrace	Email to CMBC to open up discussions	CMBC to visit site
82	Full Council	27/04/2021	2020(TC)111	Lottery Bid re Climate related	Bid submitted	Not succesful in Bid
83	Full Council	27/04/2021	2020(TC)112	CEC staffing need to deliver action plan	TC to review all staffing need	Advert placed and interview set
84	Full Council	27/04/2021	2020(TC)114	Resolve remote meetings /return to public meetings	Agreed use of Town Hall for first 6 meetings - Covid protocols	In course
85	Full Council	27/04/2021	2020(TC)115	Mayor Making	Planning underway for event to be held 16th October	Event delivered
86	Full Council	27/04/2021	2020(TC)115	Citizenship Awards	Planning underway for event to be held 16th October	Completed
87	Full Council	27/04/2021	2020(TC)117	Denis Field - local plan development designation	Letter written to object to proposals	Decision of inspector awaited. 1st June Inspector does not require any more imformation.
88		01/05/2021	Clr K White/A Greenwood	Cockcroft/Wilkinson housing issues	Meeting to be arranged to discuss numerous issues on behalf of tenants	Meeting arranged for 10th June 2021. but delayed and group wished to delay

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89		10/05/2021	Cllr K White	970/972 Burnley Rd Portsmouth right of way, eyesore use of land for mobile homes use	letter to Townley estate as freeholder. Demolished building, put on site mobile homes- permissions being checked with CMBC re planning, use, building control - no resident consultation	Letter sent but waiting on townley estate agent to return to us.
90	Resources	12/05/2021		Fortnightly reporting to CMBC of progress	Update reopr of progress and payment made against agreed schedule and valuation certificates	Completed closing report ot CMBC
90	Resources	19/05/2021	2021(RC)008	Payment schedule	Signed and prepare for web site	Loaded on to web site
91	Resources	19/05/2021	2021(RC)009	Feedback forms	Noted and to be uploaded	Loaded on to web site
92	Resources	19/05/2021	2021(RC)011	Grant to Hepstonstall & R Naylor Charities	Grant letter and payment to be made	letter sent, payment made 25th May ,web site updated.
93	Resources	19/05/2021	2021(RC)010	Grant to Scouts	Grant letter and payment to be made	letter sent, payment made 25th May ,web site updated.
94	Resources	19/05/2021	2021(RC)012	Grant to Todmorden Makery	Grant letter and payment to be made	letter sent, payment made 25th May ,web site updated.
95	Resources	19/05/2021	2021(RC)013	Grant to Handmade Parade	Report to Full Council for award of £4k	report to be submitted to FC
96	Resources	19/05/2021	2021(RC)018	letter to HMRC re tax charge 2013/14	letter to be sent	letter sent, payment made 25th May ,web site updated.
97	Resources	04/11/2020	2020(RC)30	Seek update valuation re regaila	Reference CMBC, BBC, PBC for who they use	Agreed price for valuer to attend - date being finalised.and agreemt with CMBC re access to Town Hall
98	Resources	09/06/2021	2021(RC)026	Grant to Tod Book Festival	Grant letter and payment to be made	letter sent, payment made 10th June ,web site updated.
99	Resources	28/07/2021	2021(RC)042	Grant Award Tod Bowling Club	Award Letter sent	Completed
100	Respources	28-Jul	2021(RC)043	To hold Wheelspark opening event	TEN/Linencing, event plan, invites, activites	Successful event delivered
103	Resources	01-Sep		Light Town Hall -purple for polio	Email to CMBC to seek their agreement to do so	Completed
104	Resources	01/09/2021		Festive lights switch on	Date to be agreed with CMBC and event to be planned	Event delivered
105	Climate	09/02/2021		Climate workshop/speakers 1st Nov event	Invites etc event to be organised	Completed
105	Resources	08/09/2021	2021(RC)062	Tod Rotary - 2 wheels feedback	Obtain financial and then submit feedback to committee	Completed
106	Resources	08/09/2021	2021(RC)063	Plumb Learning grant decline	Send decline letter	Completed
107	Resources	08/09/2021	2021(RC)065	Budget for wheelspark coaching	Set up budget	Completed
108	Resources	08/09/2021	2021(RC)065	Set wheelspark coaching scheme up	Providers to be identified and timing to be agreed	Completed
109	Resources	08/09/2021	2021(RC)065	Budget for wheelspark graffiti	Set up budget	Completed
110	Resources	08/09/2021	2021(RC)065	Set wheelpark graffiti scheme up	Providers to be identified and timing to be agreed	Completed
111	Resources	08/09/2021	2021(RC)064	Investigate Wheelspark drainage modifications	to identify options with local metalworkers	complete
112	Resources	08/09/2021	2021(RC)066	Patmos gardens Refurbishment works	Identify options and prepare tender	Completed
114	Resources	08/09/2021	2021(RC)068	Tod in bloomSeek cost from CMBC for 2022/23 delivery	Emailed - for costs awaiting response and bring back to Resources	Completed
115	Resources	08/09/2021	2021(RC)071	CROWS revenue budget	Set up in2022/23 budget £1500 and confirm to CROWS	In course - informal; email to CROWS to advise)
116	Resources	08/09/2021	2021(RC)073	Budget 2022/23	prepare first draft	Completed
117	Full Council	22/09/2021	2021(FC)054	Prepare climate pledge	Briefed to Climate Officer	Completed
118	Full Council	22/09/2021	2021(FC)055	Natural flood mgt event	Briefed to Climate Officer	Completed
119	Full Council	22/09/2021	2021(FC)056	Town Crier	Meet with Mayor to progress	Complete
120	Full Council	22/09/2021	2021(FC)057	Stainglass windows - merchandise	Meet with Mayor to progress	CMBC refuse use
121	Full Council	22/09/2021	2021(FC)058	Mayors trading account budget	Set up on alpha	Completed
122	Full Council	22/09/2021	2021(FC)062	Local delivery initiative	Confirm in writing resolution	Completed
123	Full Council	22/09/2021	2021(FC)062	Local delivery initiative	Take forward actions as required	Completed
124	Resources	03/11/2021	2021(RC)081	Grant award £1,532 Calder Community Cares	Award letter, bank payt, databse update	Completed
125	Resources	03/11/2021	2021(RC)082	Grant decline £1, 355 Walsden st Peters	Decline of award letter	Completed
126	Resources	03/11/2021	2021(RC)083	Grant award to Full council - Disability Calderdale	Report to Full Council	Completed
127	Resources	03/11/2021	2021(RC)088	Patmos Gardens Tender document to be prepared with Chair of Resources.	Report to Full Council	Completed

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128	Resources	03/11/2021	2021(RC)089	Liaison with CMBC re charging for 2022/23	Chase CMBC Update Resources	Completed
129	Resources	03/11/2021	2021(RC)090	Explore lighting scheme for town hall	Contact LITE for options/presentation Feb/Mar 22	Completed
130	Resources	03/11/2021	2021(RC)092	Todmorden Bowls Club.	Liaise with other partners re potential larger scale project CV park	Completed
131	Resources	03/11/2021	2021(TC)071	Grant award letter Disability Calderdale	Award letter, payment and database	Completed
132	Resources	03/11/2021	2021(TC)074	Casual Vacancy Walsden	Await advice whether bye election or co-opt	Completed now to coption
133	Resources	03/11/2021	2021(TC)075	Deputy Mayor	Revisit process for determining Mayor/Deputy Mayor	Completed
134	Resources	03/11/2021	2021(TC)077	Lighting and Safety issues	Send letters to authors and post wheelspark comment	Included in safer greener agenda
135	Resources	03/11/2021	2021(TC)077	Forus Trees funding request	Invite to CEC	Completed
136	Resources	24/11/2021	2021(TC)103	Grant award letter Fielden Association	Award letter, payment and database	Completed
137	Resources	24/11/2021	2021(TC)104	Grant award letter Age Concern	Award letter, payment and database	Completed
138	Full Council	17/11/2021	2021(TC)073	Letters to doctors surgeries and MP	Write letter (prior agreement)	Completed
139	Full Council	17/11/2021	2021(TC)074	email to CMBC Cllr S Press re Town Hall facilities	concern re sound and screens	completed - responded to ongoing concerns .
140	Full Council	17/11/2021	2021(TC)076	Work up mayor/deputy mayor selection alternative	Consider options	complete
141	Full Council	17/11/2021	2021(TC)075	letter of thanks to M Doyle re resignation	write letter	Completed
141	Full Council	15-Dec	2021(TC)088	Policy for approval	Policy agreed and correspondenc for application prepared and cooption vacancy advertised	Completed
142	Full Council	15/12/2021	2021(TC)088	Coption vacancy Walden	Advert placed now waitng for applications - copy all councillors in.	Vacancy filled
143	Full Council	15/12/2021	2021(TC)089	Vacancy Langfield Ward	Notlce of vacancy to issue, web site, CMBC 11th January closing date	In course
144	Full Council	15/12/2021	2021(TC)087	Aqreed precept level	Precept demand to be issued once PG and CTRG known - est 7th Jan 2022	Completed
145	Full Council	15/12/2021	2021(TC)087	Advise Resources any change re PG CTRG and use of EMR	Report to RC re any movements necessary	Completed
146	Full Council	15/12/2021	2021(TC)090	Station Lift Access EMR	Move into Gen Reserves	Completed
147	Full Council	15/12/2021	2021(TC)091	CEC end of year budgets	Create EMR for underspend	Completed
148	Full Council	15/12/2021	2021(TC)092	Patmos Gardens	Open Tenders under delegated powers CR VCR	Completed and contractor appointed
149	Full Council	15/12/2021	2021(TC)095	Walsden CC Lease	Arrange for CC to execute lease	Completed
149	Full Council	15/12/2021	2021(TC)092	Patmos Gardens	Contractor appointed	Contract signed and works scheduled
150	Full Council	15/12/2021	2021(TC)092	Patmos Gardens	Start on site 1st March 2022	Completed
151	Full Council	15/12/2021	2021(TC)092	Patmos Gardens	Quotes requested for electrical additonal works	Completed
152	Full Council	26/01/2022	2021(TC)104	Earmarked movements	Adjustments made	Completed
163	Full Council	26/01/2022	2021(TC)104	Earmarked movements	Adjustments made	Completed
164	Full Council	26/01/2022	2021(TC)107	Langfield Ward Vacancy	Advertise vacancy	Completed
165	Full Council	26/01/2022	2021(TC)108	Town Deal sponsor- prepare assurances letter from CMBC	Letter prepared in consultation with Chair of Resources	Completed
166	Full Council	26/01/2022	2021(TC)108	Engage as sponsor of 6 projects	Numerous as separate projects	In course
167	Full Council	26/01/2022	2021(TC)110	Town Hall relocation	Advise CMB of agreement to move and take forward	Completed
168	Full Council	26/01/2022	2021(TC)111	Invitation to Bramsche	Ackn to Bramsche and advise representative to be sent	Completed
168	Full Council	15/12/2021	2021(TC)095	Walsden CC - future structure charities commision	Provide further information to Charities commission	Completed
169	Full Council	26/01/2022	2021(TC)111	Consult re CMBC proposal to remove CTRG and PG	Respond to CMBC	Completed
170	Full Council	26/01/2022	2021(TC)112	Calendar of meetings	amend and update on web site	Completed
171	Resources	16/02/2022	2021(RC)122	PCSO report to full Council to recommend grant award	To be included in March 16th FC Agenda	Complete
172	Resources	16/02/2022	2021(RC)123	TIC report to full Council to recommend grant award	To be included in March 16th FC Agenda	Complete
173	Resources	16/02/2022	2021(RC)124	Tod Makery - agree variation.	Advised	Completed
174	Resources	16/02/2022	2021(RC)125	Cornholme Old Library Grant award £3k	Payment and Grant award letter and database update.	Completed
175	Resources	16/02/2022	2021(RC)126	Empowered people grant £650	Payment and Grant award letter and database update.	Completed
176	Resources	16/02/2022	2021(RC)127	Tod Folk Fesitival Grant	Payment and Grant award letter and database update.	Completed
177	Resources	16/02/2022	2021(RC)128	Addiona lighting patmos	Order placed	Completed

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178	Resources	16/02/2022	2021(RC)131	Add £1500 CROWS budget into Earmarked Reserves year end committments	To adjust Rialtas and budgets	Completed
179	Resources	16/02/2022	2021(RC)132	Report to RE 4th May start of year budgets	To adjust Rialtas and budgets	Completed
180	Resources	16/02/2022	2021(RC)136	Accept award of made	Resubmit grant application	Completed
181	Resources	16/02/2022	2021(RC)137	Risk Registers - report to FC	To be included in March 16th FC Agenda	Completed
182	Resources	16/02/2022	2021(RC)138	Asset Registers - report to FC	To be included in March 16th FC Agenda	Completed
183	Resources	16/02/2022	2021(RC)139	Financial Regulations - report to FC	To amend scheme of delegation and submit to FC	Completed
184	Resources	16/02/2022	2021(RC)142	Internal Controls - report to FC	To amend and submit to FC	Completed
185	Resources	16/02/2022	2021(RC)143	Reserves and Treasury Mgt - report to FC	To amend and submit to FC	Completed
186	Full Council	23/02/2022	2021(FC)121	Appointment to outside bodies	To advise bodies	Completed
187	Full Council	23/02/2022	2021(FC)126	Confirm role a sponsor town deal fund	To formally committ to CMBC	Completed
188	Full Council	23/02/2022	2021(FC)127	Introduce Platinum Jubilee Scheme	devise and publicise scheme	Completed
189	Full Council	23/02/2022	2021(FC)130	Mayors for peace	Write to confirm joining.	Completed
190	Full Council	16/03/2022	2021(TC)145	Letter to TIC RE: Grant	Write to TIC about grant offer	Completed
191	Full Council	16/03/2022	2021(TC)146	Letter RE: Grant for PCSO	Write about grant offer For PCSO	Completed
192	Full Council	16/03/2022	2021(TC)156	Letter to Craig Whittaker	write to craig whittaker about Ukraine	Completed
193	Full Council	16/03/2022	2021(TC)146	Town Deal Sponsor Grant Agreement	To get the agreement and take to full council to be agreed and signed	Completed
194	Full Council	16/03/2022	2021(TC)156	Ukraine Support	Contact Calderdale RE lighting up town hall and flag for supporting ukraine	unable to do
195	Full Council	16/03/2022	2021(TC)158	Ukraine Support	Investigate how many people have signed up to support Ukrainian Refugees in Todmorden	Completed
196	Resources	04/05/2022	2022(RC)017	grant confirmation	Write grant letter n for £840, from Age Concern Todmorden	Complete
197	Resources	04/05/2022	2022(RC)017	grant confirmation	Write grant letter for £1404, from UCVR be approved subject to them received the other funding they have applied for as match funding and proof of this be presented to the Town Clerk before payment is made.	Complete
198	Resources	04/05/2022	2022(RC)013	Benches	Request example plaque for bench plaques	complete and presented to Resources Committee
199	Resources	04/05/2022	2022(RC)014	Defibrilators	contact the building owners to gain consent or not into siting a Defibrillator and their agreement to cover the ongoing electricity costs.	Completed
200	Resources	04/05/2022	2022(RC)014	Defibrilators	apply for grants on behalf of Todmorden Town Council regarding being able to get multiple AED Defibrillators	In course/ HLF Appied to awaiting reply
201	Full Council	11/05/2022	2022(FC)012	Outside bodies	Inform outside bodies of Councillors on the groups	Completed
202	Full Council	11/05/2022	2022(FC)013	Trustees	Inform Trusts of the Councillors on the board	Complete
203	Full Council	11/05/2022	2022(FC)017-019	AGAR	Submitt AGAR forms to external Auditor	Completed
204	Resources	08/06/2022	2022(RC)031	grant confirmation	Write grant letter for Denis's Field Friends and Growers	Complete
205	Resources	08/06/2022	2022(RC)031	grant confirmation	Write grant letter to Friends of Centre Vale park	Complete
206	Resources	08/06/2022	2022(RC)031	Grant reply	Write to Music Makes you	Complete
207	Resources	08/06/2022	2022(RC)037	Prepare Award Policy for Full Council	Prepare Award Policy for Full Council	Complete
208	Resources	08/06/2022	2022(RC)036	Prepare IT upgrade report	Prepare report for full Council	Complete
209	Full Council	15/06/2022	2022(RC)033	Poverty in Todmorden	Set up on website an information page where people can easily find out who can help them	Completed
210	Full Council	15/06/2022	2022(FC)046	Poverty in Todmorden	Request that Todmorden Town Council should have a representative on the Calderdale Anti - Poverty Strategy group.	Complete
211	Staffing Committee	15/06/2022		Staffing	Review staff appraisal policy and procedure	complete
212	Full Council	15/06/2022	2022(FC)042	John Fielding Statue	That the Plaque is not taken forward and that Officers Contact Calderdale to request cleaning & restoration of the Statue and the current text be made more legible.	Completed
212	Full Council	15/06/2022	2022(FC)047	Modern Slavery Training	That Members wish to attend this training and request Officers arrange a couple of dates for Members to attend. Members also asked if this could be opened up to other organisations within Todmorden.	Unable to complete
213	Full Council	15/06/2022	2022(FC)048	Items for a future agenda	An invite to Patients Participation Group for a report by Cllr M Holmstead for a future Resources Committee	Completed
214	Full Council	15/06/2022	2022(FC)048	Standing Orders	Review the Councils standing orders	Completed
215	Climate	29/06/2022	2022(CEC)008	Climate Pledge and action Plan	Redesign climate pledge and action plan flyer	Complete

Item 12b Full Council October 2023 - Completed Project Work

Item no	Meeting	Date Raised	Min ref	Description	Actions	Outcomes
216	Climate	29/06/2022	2022(CEC)008	Review website	Review climate website information and ammend	Complete
217	Climate	29/06/2022	2022(CEC)012	Task 1 - My tree promise	get quotes for my tree promise trees and delivery	Complete
218	Climate	29/06/2022	2022(CEC)012	Task 1 - My tree promise	Write terms and conditions for my tree promise	Complete
219	Climate	29/06/2022	2022(CEC)012	Task 1 - My tree promise	Design and print flyer for my tree promise	Complete
220	Climate	29/06/2022	2022(CEC)010	Climate advertising event	Ensure Market stall covered for Climate pledge/action plan promotion	Complete
221	Climate	29/06/2022	2022(CEC)011	Action plan and Pledge	rewrite Climate Action plan and pledge to be more accessible for young people	Completed
223	Full Council			IT system upgrade	To work through the IT system upgrade	Completed
224	Full Council	13/07/2022	2022(FC)061	External trustee	To inform Todmorden Emergency Trust of the new Trustee who was appointed	Completed
225	Resources	03/08/2022	2022(RC)049	grant confirmation	Write grant letter for Todmorden Orchestra	Completed
226	Resources	03/08/2022	2022(RC)049	grant confirmation	Write grant letter for Todmorden Photography Society	Completed
227	Resources	03/08/2022	2022(RC)049	grant confirmation	Write grant letter for Golden Lion CIC	Completed
229	Resources	03/08/2022	2022(RC)051	Grant	Write to Empowered people about returning the outstanding balance	Completed
230	Resources	03/08/2022	2022(RC)052	Grant	Write to TIC re report content	Completed
231	Resources	03/08/2022	2022(RC)061	Grant	investigate the grant for in the park productions and the outcomes as the event didn't take place	Completed
232	Resources	03/08/2022	2022(RC)063	Employment Conditions	take to staffing committee a review of the standard terms of employment for TTC staff	Completed
234	Resources	07/09/2022	2022(RC)71	Grant	Write to Todmorden Food drop in	complete
235	Resources	07/09/2022	2022(RC)72	Grant	Confirm second half of Crows Grants and pay	Completed
236	Resources	07/09/2022	2022(RC)73	Budget	Budget Report for Full Council - December	Completed
237	Climate	31/08/2022	2022(CEC)023	My Tree Promise	Run My tree Promise project and then feed back to Council	Completed
238	Climate	31/08/2022	2022(CEC)025	Pledge	Update Pledge records	Completed
239	Climate	31/08/2022	2022(CEC)026	Pledge and Action Plan	make corrections indicated in the new pledge/action plan doc and send to print (250)	Completed
240	TES	15/09/2022		Support Todmorden Emergency Support	Update Safeguarding Policy to add financial abuse	Completed
243	TES	15/09/2022		Support Todmorden Emergency Support	DBS Policy	Completed
244	TES	15/09/2022		Support Todmorden Emergency Support	Document Retention Policy	Completed
251	TES	07/10/2022		Support Todmorden Emergency Support	Governance Process for TES	Completed
252	Resources	23/11/2022	2022(RC)086	grant confirmation	Confirm Friends of Centre Vale Park Grant	Completed
253	Resources	23/11/2022	2022(RC)086	grant confirmation	Confirm Heptonstall Exhibition Grant	Completed
254	Resources	23/11/2022	2022(RC)086	grant confirmation	Confirm Richard Naylor Charity Grant	Completed
255	Resources	23/11/2022	2022(RC)086	grant confirmation	Confirm Fielden Centre association Grant	Completed
256	Resources	23/11/2022	2022(RC)086	grant confirmation	Confirm St Annes Community Service Grant with conditions	Completed
257	Resources	23/11/2022	2022(RC)086	Grant Update	Update DSC of the recommendation going to Full Council	Completed
258	Resources	23/11/2022	2022(RC)086	grant confirmation	Confirm Tod Choral Society Grant	Completed
259	Resources	23/11/2022	2022(RC)086	grant confirmation	Confirm the Empowered people Grant with conditions	Completed
260	Resources	23/11/2022	2022(RC)086	grant confirmation	Confirm Folklore, Myth and Magic grant	Completed
261	Climate	30/11/2022	2022(CEC)040	Climate Emergency School Pledge	continue to work on a school pledge for students	In Course
262	Climate	30/11/2022	2022(CEC)037	Climate Emergency - My Tree Promise	press release for my tree promise project	Completed
263	Climate	30/11/2022	2022(CEC)041	Climate Emergency Committee	Arrange a staffing committee meeting to review staffing support for CEC	Completed
264	Climate	30/11/2022	2022(CEC)044	Climate Emergency Committee - additional Agenda items	Research and add to Climate agenda - Full Council – Regular Meet the Council Stalls through the summer months	Completed
268	Climate	30/11/2022	2022(CEC)044	Climate Emergency Committee - additional Agenda items	Research and add to Climate agenda - participate in the country fair/ agricultural Show for Pledge promotion	Completed
271	Resources	23/11/2022	2022(RC)098	Resources Committee - Additional agenda items & report	Chase Healthy Minds – awaiting report from Councillor.	
273	Resources	23/11/2022	2022(RC)098	Resources Committee - Additional agenda items & report	Mankinholes Methodist Graveyard Committee Grant	Completed
274	Resources	23/11/2022	2022(RC)098	Resources Committee - Additional agenda items & report	Blue Plaque – Fielden Hospital Site	Completed

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Item no	Meeting	Date Raised	Min ref	Description	Actions	Outcomes
275	Resources	23/11/2022	2022(RC)098	Resources Committee - Additional agenda items & report	Grant application Policy	Completed
276	Full Council	16/11/2022	FC(2022)106	Full Council - Additional agenda items & report	Mayors Allowance Policy	Requested be removed from a future agenda item
278	Full Council	16/11/2022	FC(2022)106	Full Council - Additional agenda items & report	Cost of living event update report	completed
279	Full Council	16/11/2022	FC(2022)106	Full Council - Additional agenda items & report	Cost of living discussion – warm spaces	completed
280	Full Council	16/11/2022	FC(2022)106	Full Council - Additional agenda items & report	Receive a report from Cllr N Stocks & Cllr M Holmstedt from the Patients Participation Group	Completed
281	Full Council	16/11/2022	FC(2022)106	Full Council - Additional agenda items & report	Climate Emergency Committee - Future plans	Completed
282	Full Council	16/11/2022	FC(2022)106	Full Council - Additional agenda items & report	To consider the regularity of Gully cleaning & how many vehicles CMBC have doing this job.	Completed
283	Full Council	16/11/2022	FC(2022)106	Full Council - Additional agenda items & report	To contact the mosque about interfaith events.	Completed
284	Full Council	14/12/2022	FC(2022)116	grant confirmation	Confirm Disability Calderdale grant	Completed
285	Staffing Committee	25/01/2023	SC(2022)22	Update Staff paperwork	To update the staffs paper work	Complete
286	Staffing Committee	25/01/2023	SC(2022)16	Policy work	Take disciplinary policy/process to Full Council	Completed
287	Staffing Committee	25/01/2023	SC(2022)16	Policy work	Take grievance policy/process to Full Council	Completed
288	Resources	15/02/2023	2022(RC)108	grant confirmation	Confirm Tod Makery Grant	Completed
289	Resources	15/02/2023	2022(RC)108	grant confirmation	Confirm Todmorden Folk Festival Grant	Completed
290	Resources	15/02/2023	2022(RC)108	grant confirmation	Confirm Calder Community Cares Grant	Completed
291	Resources	15/02/2023	2022(RC)108	grant confirmation	Confirm Tod Carnival Grant	Completed
292	Resources			Produce a info sheet for Councillor	Produce a info sheet for Councillors in relation to Grants - dos and donts	Completed
293	Full Council	11/01/2023	FC(2022)136	Order Commemorative plaque	Order the commeorative plaque for Cllr R Coleman Taylor	Completed
294	Climate committee	22/03/2023	2022(CEC)052	Youth Pledge	Take draft youth pledge to community college climate session for young people	Completed
295	Climate committee	22/03/2023	2022(CEC)053	Summer Climate Campaign	Take proposed dates to full council for further cllr support	Completed
296	Climate committee	22/03/2023	2022(CEC)054	My Tree Promise	go out for quotes for trees for 2023	Completed
297	Climate committee	22/03/2023	2022(CEC)054	My Tree Promise	create application forms for my tree promise	Completed
298	Climate committee	22/03/2023	2022(CEC)054	My Tree Promise	send out request for pictures from my tree promise 2022	Completed
299	Climate committee	22/03/2023	2022(CEC)054	My Tree Promise	Design flyers and get printed	Completed
300	Climate committee	22/03/2023	2022(CEC)056	Invite to Climate committee	Invite Tod Climate college to the climate committee meeting on the 30th August 2023	Completed
301	Full Council	15/03/2023	FC(2022)181	correspondance received	Write to member of public	completed
302	Full Council	15/03/2023	FC(2022)169	PCSO	Arrange for PCSO to aatend full council	Completed
303	Full Council	15/03/2023	FC(2022)170	End of Year Budget Adjustments	End of Year Budget Adjustments	Completed
304	Full Council	15/03/2023	FC(2022)173	Mayor Making	Arrange Mayor making refreshments	Completed
305	Full Council	15/03/2023	FC(2022)178	letter on behalf of TTC	Write to Abraham Ormerod Healthcare Charity	Completed
306	Full Council	29/03/2023		Create New councillor starter pack	Create a pack of unseful information for new Councillors and produce 18 copies	Completed
307	Resources	07/06/2023	2023(RC)008	Grant Application Outcome	Todmorden Carnival	Completed
308	Resources	07/06/2023	2023(RC)008	Grant Application Outcome	Todmorden Orchestra	Completed
309	Resources	07/06/2023	2023(RC)008	Grant Application Outcome	Todmorden Choral Society	Completed
310	Resources	07/06/2023	2023(RC)008	Grant Application Outcome	Todmorden Book festival	Completed
311	Resources	07/06/2023	2023(RC)008	Grant Application Outcome	Golden Lion Sounds CIC	Completed
312	Resources	07/06/2023	2023(RC)008	Grant Application Outcome	Denis Field Friends & Growers	Completed
313	Resources	07/06/2023	2023(RC)008	Grant Application Outcome	TAODS	Completed
314	Climate committee	08/06/2023		Grant Application	Apply for grant towards My Tree Promise Project - CMBC	Completed
315	Climate committee	31/05/2023	2023(CEC)008	Design Climate Youth Pledge Flyer	Design a flyer with the current youth Pledge on	Completed
316	Climate committee	31/05/2023	2023(CEC)008	Climate Youth Pledge	send to print climate youth pledge 100 copies	Completed

Item 12b Full Council October 2023 - Completed Project Work

Item no	Meeting	Date Raised	Min ref	Description	Actions	Outcomes
317	Full Council	14/06/2023	2023(FC)041	Letter to Halifax	write letter to Halifax about branch closure	Completed
318	Full Council	14/06/2023	2023(FC)041	Press release re halifax	write press release	Completed
319	Full Council	14/06/2023	2023(FC)043	letter of Support	Steve Wright	Completed
320	Full Council	14/06/2023	2023(FC)039	Letter to TES	Regarding new trustee	Completed
322	Resources	06/09/2023	2023(RC)021	Grant Application Outcome	Todmorden Photographic Sociaety	Completed
323	Resources	06/09/2023	2023(RC)021	Grant Application Outcome	Richard Naylor Chairty & Heptonstall Exhitibition	Completed
324	Resources	06/09/2023	2023(RC)021	Grant Application Outcome	Tod Support	Completed
325	Resources	06/09/2023	2023(RC)021	Grant Application Outcome	Age Concern	Completed
328	Full Council	20/09/2023	2023(FC)078	Grant Application Outcome	Todmorden Food Drop in	Completed
331	Full Council	20/09/2023	2023(FC)071	Tod Support	Inform Tod Support of new nomination for Trustee and chase signed documents from other trustees	Completed