

**Item 13b Full Council Nov 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  |

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| 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   |
| 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 provision                   | 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   |

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| 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   |
| 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  | Cllr M Carrigan | Waggon 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   |

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| 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  | Cllr 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                            |
| 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 of 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   |

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| 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                                       |
| 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 facilites                      | 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   | Notice of vacancy to issue, web site, CMBC 11th January closing date                     | In course                                       |
| 144     | Full Council | 15/12/2021  | 2021(TC)087 | Agreed 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             |

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| 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 additional 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 Festival Grant   | Payment and Grant award letter and database update.  | Completed    |
| 177     | Resources    | 16/02/2022  | 2021(RC)128 | Additional lighting patmos  | Order placed   | Completed    |
| 178     | Resources    | 16/02/2022  | 2021(RC)131 | Add £1500 CROWS budget into Earmarked Reserves year end commitments | 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 commit 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     |

**Item 13b Full Council Nov 2023 - Completed Project Work**

| Item no | Meeting            | Date Raised | Min ref        | Description                           | Actions  | Outcomes                                      |
|---------|--------------------|-------------|----------------|---------------------------------------|--|---|
| 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)017-01 | 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                                      |
| 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                                     |
| 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                                     |

**Item 13b Full Council Nov 2023 - Completed Project Work**

| Item no | Meeting      | Date Raised | Min ref      | Description  | Actions   | Outcomes                                       |
|---------|--------------|-------------|--------------|--|---|--|
| 237     | Climate      | 31/08/2022  | 2022(CEC)023 | My Tree Promise  | Run My tree Pormise 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 finacial 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 - Bull 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                                      |
| 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                                      |



**Item 13b Full Council Nov 2023 - Completed Project Work**

| Item no | Meeting            | Date Raised | Min ref      | Description                         | Actions   | Outcomes  |
|---------|--------------------|-------------|--------------|-------------------------------------|---|-----------|
| 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 |
| 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 atend 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 usefull 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 |
| 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 Exhibition                                     | 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 |
| 327     | Resources          | 06/09/2023  | 2023(FC)025  | Mayor making report                 | write a report on the Mayor making options  | Completed |
| 328     | Full Council       | 20/09/2023  | 2023(FC)078  | Grant Application Outcome           | Todmorden Food Drop in  | Completed |

**Item 13b Full Council Nov 2023 - Completed Project Work**

| <b>Item no</b> | <b>Meeting</b> | <b>Date Raised</b> | <b>Min ref</b> | <b>Description</b> | <b>Actions</b>  | <b>Outcomes</b> |
|----------------|----------------|--------------------|----------------|--------------------|---|-----------------|
| 329            | Full Council   | 20/09/2023         | 2023(FC)077    | Letter of support  | to Upper Calder Valley Sustainable Transport Group  | 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       |