

# TODMORDEN TOWN COUNCIL

Item 5 – November  
Full Council 2023

Todmorden Town Hall,  
Bridge Street, Todmorden,  
OL14 5AQ  
townclerk@todmorden-tc.gov.uk  
www.todmorden-tc.gov.uk



## MINUTES OF A MEETING OF TODMORDEN TOWN COUNCIL Held at Todmorden Town Hall, Wednesday 18<sup>th</sup> October 2023 at 7.30pm

**Councillors present:** - Cllrs B Jancovich, S Martin, S Press, P Taylor, A Hollis, T Hanley, P Ripley, J Williams, M Carrigan, A H Greenwood, G Kent, M Molteno (arrived at 7.35pm) and D Skelton.

**Officers:** Ms N Crewe (Town Clerk/Minute Taker) and Mr C Hill

**Members of the Public:**

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A minutes silence was kept for Mr P Cockcroft was a proud Todmordian and the First Mayor of Todmorden.

2023(FC)086	<p><b>1. Apologies for Absence - Decision required</b></p> <p>To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.</p> <p><i>Apologies were received from Cllrs K White, S Cheraghi-Sohi, R Rea, J Turner and L Thorpe</i></p> <p><b>Proposed</b> by Cllr P Taylor                      <b>Seconded</b> by Cllr A Hollis                      <i>Unanimously Approved</i></p> <p><b>RESOLVED:</b> That the apologies of K White (Health Reasons), S Cheraghi-Sohi (Prior Commitment), R Rea (Work Commitment), J Turner (Health reasons) and L Thorpe (Prior Commitment) and their reasons for absence are accepted.</p>
2023(FC)087	<p><b>2. Declarations of Interests</b></p> <p>To receive disclosures of personal and prejudicial interests from members on matters to be considered at the meeting. Officers are required to make a formal declaration about council contracts where the employee has a financial interest.</p> <p><i>Note: Members must generally declare a disclosable pecuniary interest which he or she has in any item on the agenda. A Member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.</i></p> <p><i>None received.</i></p>
2023(FC)088	<p><b>3. Public Participation – Information only</b></p> <p>To adjourn the meeting to allow members of the public to make representation on the business of the agenda for the meeting.</p> <p><i>Note: No resolutions can be under public participation</i></p> <p><i>No public requested to speak.</i></p>

2023(FC)089	<p><b>4. Exclusion of Press and Public - Public Bodies (admission to meetings act) 1960 - Decision required</b> To consider and confirm any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.</p> <p><b>Proposed by Cllr A H Greenwood    Secoded by Cllr J Williams    Unanimously Approved</b></p> <p><b>RESOLVED:</b> That Items 15 through to Item 18 be taken as private items in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.</p>						
2023(FC)090	<p><b>5. Minutes – Decision required</b> To approve the minutes of the Town Council meetings held on 20<sup>th</sup> September 2023.</p> <p><b>Proposed by Cllr J Williams    Secoded by Cllr P Ripley    Unanimously Approved</b></p> <p><b>RESOLVED:</b> That the minutes of the Town Council meetings held on 20<sup>th</sup> September 2023 be accepted as a true record and signed by the Chairman as such.</p>						
2023(FC)091	<p><b>6. Committee Minutes – Information only</b> To confirm the receipt of approved/draft committee minutes previously circulated and to receive them.</p> <table data-bbox="319 1030 1276 1120"> <tr> <td>6a</td> <td>Staffing Committee 4<sup>th</sup> October 2023</td> <td>Draft</td> </tr> <tr> <td>6b</td> <td>Development Committee 11<sup>th</sup> October 2023</td> <td>Draft</td> </tr> </table> <p><b>Proposed by Cllr S Martin    Secoded by Cllr P Taylor    Unanimously Approved</b></p> <p><b>RESOLVED:</b> That minutes of the Committee meetings as specified above be received en bloc.</p>	6a	Staffing Committee 4 <sup>th</sup> October 2023	Draft	6b	Development Committee 11 <sup>th</sup> October 2023	Draft
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6b	Development Committee 11 <sup>th</sup> October 2023	Draft					
2023(FC)092	<p><b>7. Financial Position – Information only</b> To receive a financial statement as of 9<sup>th</sup> October 2023.</p> <table data-bbox="319 1456 1468 1500"> <tr> <td>7a Financial Summary</td> <td>7b Balance Sheet</td> <td>7c Detailed income and Expenditure</td> </tr> </table> <p><b>Proposed by Cllr D Skelton    Secoded by Cllr J Williams    Unanimously Approved</b></p> <p><b>RESOLVED:</b> That Members note the Councils financial position at this time and thanked the Town Clerk for her work preparing these documents.</p>	7a Financial Summary	7b Balance Sheet	7c Detailed income and Expenditure			
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2023(FC)093	<p><b>8. Schedule of Payments – For decision</b> To receive and approve a schedule of 18 payments made between 11<sup>th</sup> September and 8<sup>th</sup> October 2023 totaling £25,456.23</p> <p><b>Proposed by Cllr D Skelton    Secoded by Cllr J Williams    Unanimously Approved</b></p> <p><b>RESOLVED:</b> That the schedule of payments consisting of 18 items totalling £25,456.23 is approved and signed by the Chair and one other Town Councillor.</p>						

2023(FC)094	<p><b>9. Internal Auditor – Decision required</b> To receive an update that due to the partners retiring a name change has been required but the same Auditor is currently completing the Councils Audit – the new name Northern Internal Audit Services.</p> <p><i>Proposed by Cllr A Hollis      Secoded by Cllr P Taylor      Unanimously Approved</i></p> <p><b>RESOLVED:</b> That Members agreed to remaining with the current Auditor and note the name change to Northern Internal Audit Services.</p>		
2023(FC)095	<p><b>10. Interim Audit - Decision required</b> To receive a copy of the interim Audit Report.</p> <p><i>Proposed by Cllr P Taylor      Secoded by Cllr J Williams      Unanimously Approved</i></p> <p><b>RESOLVED:</b> That Members noted the clear Interim Audit Report.</p>		
2023(FC)096	<p><b>11. External Grant Support letters Todmorden Hippodrome – Decision required.</b> To ratify the Town Clerks decision after reference to the Chair of Resources Committee, to issue a letter of support to enable external grant applications to be progressed on an urgent basis.</p> <p><i>Proposed by Cllr S Martin      Secoded by Cllr P Ripley      Unanimously Approved</i></p> <p><b>RESOLVED:</b> That Full Council received the External letter of support and ratifies the Town Clerks decision after reference to the Chair of Resources Committee, to issue letters of support.</p>		
2023(FC)097	<p><b>12. Update on Projects/Outstanding Work progress – Information only</b> To receive an update of project work completed and outstanding for the Town Clerk.</p> <table data-bbox="399 1299 1356 1355" style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">12a    Outstanding work</td> <td style="width: 50%; text-align: center;">12b    Completed work</td> </tr> </table> <p><i>Proposed by Cllr P Taylor      Secoded by Cllr P Ripley      Unanimously Approved</i></p> <p><b>RESOLVED:</b> Members received and noted the above information en bloc.</p>	12a    Outstanding work	12b    Completed work
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2023(FC)098	<p><b>13. Town Deal – Centre Vale Park – Bowling Pavilion Tender Architectural Services- Decision required.</b> To receive a report recommending that the Town Council issue a tender for architectural service to take forward the Bowling Pavilion project in Centre Vale Park.</p> <p><i>Proposed by Cllr P Taylor      Secoded by Cllr G Kent      Unanimously Approved</i></p> <p><b>RESOLVED:</b> That Full Council approved the issuing of a Tender for Architectural Services in respect of the Bowling Pavilion for the 23rd October 2023.</p> <p><i>That Full Council approved delegated authority be given to the Town Clerk in consultation with the Chair of the Resources Committee to approve any amendments as may be proposed by Calderdale MBC ahead of the formal issuing of this tender.</i></p>		

2023(FC)099	<p><b>14. Date of the next Town Council meeting</b> To note the date of the next Meeting of the Town Council will be the 18<sup>th</sup> October 2023 commencing at 7.30pm.</p>
<p style="text-align: center;"><b><i>Private and Confidential</i></b></p> <p><i>Confidential on the grounds that, in view of the nature of the business to be transacted, if the public were present, there would be a disclosure to them of exempt information within the meaning of schedule 12A to the Local Government Act 1972.</i></p>	
2023(FC)100	<p><b>15. Dispensation Report – Decision required.</b> To receive a dispensation report in relation to a Councillor on health grounds.</p> <p><b><i>Proposed by Cllr A H Greenwood      Seconded by Cllr D Skelton      Unanimously Approved</i></b></p> <p><b><i>RESOLVED:</i></b> That a dispensation be granted for Councillor White from attending meetings of the Council for a twelve-month period by reason of illness starting on the 19<sup>th</sup> October 2023.</p>
2023(FC)101	<p><b>16. Staffing - Decision required.</b> To receive a recommendation from the Staffing Committee for the appraisals outcome and pay agreements.</p> <p><b><i>Proposed by Cllr M Carrigan      Seconded by Cllr P Taylor      Unanimously Approved</i></b></p> <p><b><i>RESOLVED:</i></b> That Members agreed that in line with the employment terms, due to the staffs successful appraisal that the Administration Officer go up 1 point from the 1<sup>st</sup> April 2024.</p> <p><i>That Members agreed that in line with the employment terms, due to the staffs successful appraisal that the Assistant Clerk go up 1 point from the 1<sup>st</sup> April 2024.</i></p> <p><i>That Members agreed that in line with the employment terms, due to the staffs successful appraisal that the Town Clerk go up 2 point from the 1<sup>st</sup> April 2024.</i></p> <p><i>That subject to no changes in the NJC pay offer of a flat rate of £1925 (Pro rata) for 2023/24 is approved and that the Town Clerk be authorised to make these changes to payroll when the unions and government agree.</i></p> <p><i>Members also thanked Cllr Carrigan for her work with the staff, the staffing committee and all those who supported the appraisal process.</i></p>
2023(FC)102	<p><b>17. Town Deal – Centre Vale Park – Bandstand Grant Award - Decision required.</b> To consider acceptance of an external grant towards the refurbishment of the bandstand.</p> <p><b><i>Proposed by Cllr A Hollis      Seconded by Cllr D Skelton      Unanimously Approved</i></b></p> <p><b><i>RESOLVED:</i></b> That Full Council agrees to formally accept the award and enter into the legal agreement subject to Calderdale MBC signing the side letter as evidenced in Appendix 1. Members also thanked the Project Manager, Mr Hill and the Town Clerk, Ms Crewe for their work on this project.</p>

2023(FC)103	<p><b>18. Town Council Insurance</b> To consider the quotes provided for the Town Council insurance.</p> <p><i><b>Proposed</b> by Cllr J Williams    <b>Seconded</b> by Cllr A Hollis    <i>Unanimously Approved</i></i></p> <p><i><b>RESOLVED:</b> That the Council waive Standing Order 18d.</i></p> <p>That's Todmorden Town Council enter into a 3 year fixed term agreement with Zurich for the Councils insurance.</p>
<p><b>Meeting closed at 8.10pm</b></p>	