

Item 5 – April Full Council,

TODMORDEN TOWN COUNCIL

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 15th March 2023 at 7.30pm

Councillors present: - Cllrs P Taylor, A Hollis, J Turner, L Levick, J Williams, L Thorpe, N Stocks, L Needham, G Kent, D Skelton, N Stocks, S Press, M Carrigan and K White.

Officers: Ms N Crewe (Town Clerk/Minute Taker)

Members of the Public: 2

FC(2022)162	<p>1. Apologies for Absence - Decision required</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 M Taylor, A H Greenwood, P Ripley, S Martin, and M Holmstedt.</i></p> <p>Proposed by Cllr N Stocks Seconded by Cllr D Skelton <i>Unanimously Approved</i></p> <p>RESOLVED: <i>That the apologies of M Taylor (Prior Commitment), A H Greenwood (Prior Commitment, P Ripley (Prior Commitment), S Martin (health reasons) and M Holmstedt (Health Reasons) and their reasons for absence are accepted.</i></p>
FC(2022)163	<p>2. Declarations of Interests</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>No declarations were received.</i></p>
FC(2022)164	<p>3. Public Participation – Information only</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 address the Council.</i></p>

FC(2022)165	<p>4. Exclusion of Press and Public - Public Bodies (admission to meetings act) 1960 - Decision required</p> <p>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><i>Proposed by Cllr D Skelton Secoded by Cllr J Williams Unanimously Approved</i></p> <p>RESOLVED: <i>That any Members of the public and or press attending during the meeting be welcomed to stay for all items on the agenda. However, an emergency resolution has been added by the Mayor as item 20 and this item will be taken as a private item.</i></p>
FC(2022)166	<p>5. Minutes – Decision required</p> <p>To approve the minutes of the Town Council meeting held on 22nd February 2023.</p> <p><i>Proposed by Cllr G Kent Secoded by Cllr L Levick Unanimously Approved</i></p> <p>RESOLVED: <i>That the minutes of the Town Council meetings held on the 22nd February 2023 be accepted as a true record and signed by the Chairman as such</i></p>
FC(2022)167	<p>6. Committee Minutes – Information only</p> <p>To confirm the receipt of approved/draft committee minutes previously circulated and to receive them.</p> <p style="padding-left: 40px;">6a Neighbourhood Plan Advisory Committee – 16th February 2023 6b Neighbourhood Plan Advisory Committee – 23rd February 2023 6c Development Committee 1st March 2023 – Draft 6d Neighbourhood Plan Advisory Committee – 2nd March 2023 – Draft</p> <p><i>Proposed by Cllr L Levick Secoded by Cllr A Hollis Unanimously Approved</i></p> <p>RESOLVED: <i>That minutes of the Committee meetings as specified above be received en bloc.</i></p>
FC(2022)168	<p>7. Schedule of Payments – Decision required.</p> <p>To receive and approve a schedule of 18 payments made between 15th February 2023 and the 7th March 2023 totaling £34,138.01</p> <p><i>Proposed by Cllr A Hollis Secoded by Cllr L Needham Unanimously Approved</i></p> <p>RESOLVED: <i>That the schedule of payments consisting of 18 items totalling £28,261.28 is approved and signed by the Chair and one other Town Councillor.</i></p>
FC(2022)169	<p>8. PCSO Grant Request – Decision Required</p> <p>To receive a presentation from and grant request for £39,732 from West Yorkshire Police towards 2 PCSO’s in Todmorden.</p> <p><i>Proposed by Cllr D Skelton Secoded by Cllr S Press Unanimously Approved</i></p> <p>RESOLVED: <i>That in principle that the grant is agreed, subject to the Council receiving a report and/or presentation by the Police in relation to this grant at the next Full Council</i></p>

	<p>meeting.</p>
FC(2022)170	<p>9. End of Year Estimated outturn Report - Decision required. To receive a report with the estimated financial out turn for 2022-23.</p> <p>Proposed by Cllr D Skelton Seconded by Cllr J Williams <i>Unanimously Approved</i></p> <p>RESOLVED: <i>That Members noted the estimated year end outturn and agree to the proposed virements totaling £29,028 as detailed in Appendix 2.</i></p> <p><i>That Members approve the proposed transfer to Earmarked Reserves of £13,730 arising out of these budget savings as detailed in Appendix 3 and that £3390 be removed from the EMRs.</i></p> <p><i>That a EMR be created for the remaining restricted funds for the Town Deal project and the remaining £8,060 be moved into it.</i></p> <p><i>That the EMR for COVID-19 assistance be closed and the funds be transferred into a Staffing EMR.</i></p> <p><i>That the Town Clerk have delegated authority at year end to move any unspent budget (circa £20,000) into the general reserve.</i></p> <p><i>That the Town Clerk transfer the EMR Town Deal Contribution into the Town Deal project salary costs for 2022/23 which currently has an overspend of £2000</i></p>
FC(2022)171	<p>10. Financial Position – Information only To receive a financial statement as of 7th March 2023 based on the estimated out turn report.</p> <p>10a Financial Summary 10b Commitments and Budgets by Detail 10c Balance Sheet</p> <p>Proposed by Cllr P Taylor Seconded by Cllr N Stocks <i>Unanimously Approved</i></p> <p>RESOLVED: <i>That Members received the above information en bloc and thank the Clerk in her work preparing them.</i></p>
FC(2022)172	<p>11. Reserves and Treasury Management Policy – Decision required To review Todmorden Town Council’s Reserves and Treasury Management Policy</p> <p>Proposed by Cllr D Skelton Seconded by Cllr A Hollis <i>Unanimously Approved</i></p> <p>RESOLVED: <i>That the Council adopted the Reserves and Treasury Management Policy as presented to them</i></p>
FC(2022)173	<p>12. Mayor Making Plan – for information To receive the operational plan for the Mayor Making meeting in May 2023.</p> <p>Proposed by Cllr J Williams Seconded by Cllr N Stocks <i>Unanimously Approved</i></p>

	<p>RESOLVED: That Members noted the information provided to them.</p>
FC(2022)174	<p>13. Internal Controls – Decision Required To review the effectiveness of Internal Controls & recommending adoption of the Internal Controls Document.</p> <p><i>Proposed by Cllr D Skelton Secoded by Cllr P Taylor Unanimously Approved</i></p> <p>RESOLVED: That the Council adopted the Internal controls Document as presented to them</p>
FC(2022)175	<p>14. Financial Regulations – Decision Required To review the Financial Regulations and consider readoption for 2023-2024.</p> <p><i>Proposed by Cllr D Skelton Secoded by Cllr P Taylor Unanimously Approved</i></p> <p>RESOLVED: That the Council re - adopted the Financial Regulations as presented to them</p>
FC(2022)176	<p>15. Standing Orders – Decision Required To review the Standing Orders and consider readoption for 2023-2024.</p> <p><i>Proposed by Cllr P Taylor Secoded by Cllr N Stocks Unanimously Approved</i></p> <p>RESOLVED: That the Council re - adopted the Standing Orders as presented to them</p>
FC(2022)177	<p>16. Correspondence received – Information only To receive and consider any items of correspondence.</p> <p><i>No correspondence received.</i></p>
FC(2022)178	<p>17. Abraham Ormerod Healthcare Charity – Decision required To consider how Todmorden Town Council can help facilitate community groups being able to gain access to funds available to them from the Abraham Ormerod Healthcare Charity.</p> <p><i>Proposed by Cllr J Turner Secoded by Cllr P Taylor Unanimously Approved</i></p> <p>RESOLVED: That the Town Clerk is instructed to write to the Calderdale and Huddersfield NHS Charity on behalf of Todmorden Town Council in respect of the Abraham Ormerod Healthcare Charity in order to:</p> <ul style="list-style-type: none"> • <i>Highlight that the funding in the Abraham Ormerod Healthcare Charity is intended for the benefit of the Todmorden community. The Town Council respectfully requests that a clear process is set up to enable organisations in Todmorden to apply for funding, including criteria, application form, timescales, and evaluation.</i> • <i>Invite the Calderdale and Huddersfield NHS Charities Manger to meet Todmorden organisations at a Cost of Living event to be held in July on the theme of grant funding.</i>
FC(2022)179	<p>18. Update Completed and Outstanding Work progress – Information only.</p>

	<p>To receive an update of project work outstanding and completed.</p> <p>18a Outstanding projects/work relating to the Clerk. 18b Completed projects/work competed relating to the Clerk.</p> <p>Proposed by Cllr G Kent Seconded by Cllr L Needham <i>Unanimously Approved</i></p> <p>RESOLVED: <i>Members received and noted the above information en bloc and thanks the Town Clerk for her hard work and professionalism.</i></p>
FC(2022)180	<p>19. Date of the next Town Council meeting To note the date of the next Meeting of the Town Council will be the 12th April 2023 commencing at 7.30pm.</p>
Private Item	
FC(2022)181	<p>20. Emergency Resolution To receive an emergency resolution for decision.</p> <p>Proposed by Cllr P Taylor Seconded by Cllr N Stocks <i>Unanimously Approved</i></p> <p>RESOLVED: <i>That the Town Clerk respond to the email Members had received from Mr Boardman on behalf of the Town Council.</i></p>
Meeting closed:8.10pm	