

Item 5 – Full Council,
15th March 2023

TODMORDEN TOWN COUNCIL

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MINUTES OF A MEETING OF TODMORDEN TOWN COUNCIL Held at Todmorden Town Hall, Wednesday 22nd February 2023 at 7.30pm

Councillors present: - Cllrs P Taylor, A Hollis, J Turner, L Levick, J Williams, L Thorpe, N Stocks, L Needham, S Martin, G Kent, A H Greenwood, D Skelton, M Holmstedt, N Stocks and P Ripley.

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

Members of the Public: 7

FC(2022)141	<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, S Press, M Carrigan and K White.</i></p> <p>Proposed by Cllr A H Greenwood Seconded by Cllr P Ripley <i>Unanimously Approved</i></p> <p>RESOLVED: That the apologies of Cllrs S Press (Prior Commitment), M Taylor (Prior Commitment), M Carrigan, (Health Reasons) and K White (Health Reasons) and their reasons for absence are accepted.</p>
FC(2022)142	<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)143	<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)144	<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</p>

	<p>Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.</p> <p>Proposed by Cllr A H Greenwood Seconded by Cllr D Skelton <i>Unanimously Approved</i></p> <p>RESOLVED: That Item 21 is to be taken as a private item under the Admissions to Meetings Act 1960.</p>
FC(2022)145	<p>5. Minutes – Decision required To approve the minutes of the Town Council meeting held on 18th January 2023.</p> <p>Proposed by Cllr J Williams Seconded by Cllr M Holmstedt <i>Unanimously Approved</i></p> <p>RESOLVED: That the minutes of the Town Council meetings held on the 18th January 2023 be accepted as a true record and signed by the Chairman as such</p>
FC(2022)146	<p>6. Committee Minutes – Information only To confirm the receipt of approved/draft committee minutes previously circulated and to receive them.</p> <p>6a Staffing Committee – 25th January 2023 - Draft 6b Development Committee 1st February 2023 – Draft 6c Resources Committee 15th February 2023 - Draft</p> <p>Proposed by Cllr S Martin Seconded by Cllr J Williams <i>Unanimously Approved</i></p> <p>RESOLVED: That minutes of the Committee meetings as specified above be received en bloc.</p>
FC(2022)147	<p>7. Financial Position – Information only To receive a financial statement as of 14th February 2023.</p> <p>7a Financial Summary 7b Commitments and Budgets by Detail 7c Balance Sheet</p> <p>Proposed by Cllr D Skelton Seconded by Cllr A H Greenwood <i>Unanimously Approved</i></p> <p>RESOLVED: That Members received the above information en bloc and thank the Clerk in her work preparing them.</p>
FC(2022)148	<p>8. Schedule of Payments – Decision required To receive and approve a schedule of 28 payments made between 11th January 2023 and the 14th February 2023 totaling £28,861.28.</p> <p>Proposed by Cllr D Skelton Seconded by Cllr P Taylor <i>Unanimously Approved</i></p> <p>RESOLVED: That the schedule of payments consisting of 28 items totalling £28,261.28 is approved and signed by the Chair and one other Town Councillor.</p>
FC(2022)149	<p>9. Presentation of The Fallen Sons of Todmorden 1914-1920 compiled by Bryan Earnshaw and Steve Wright – Information only.</p>

	<p>For Mr B Earnshaw and Mr S Wright to present a signed copy of The Fallen sons of Todmorden 1914-1920 to Todmorden Town Council.</p> <p>Proposed by Cllr A H Greenwood Seconded by Cllr A Hollis <i>Unanimously Approved</i></p> <p>RESOLVED: That Todmorden Town Council's thanks to Mr B Earnshaw and Mr S Wright be noted for their work on this monumental historical piece of literature.</p>
FC(2022)150	<p>10. Mayoral Awards Presentation – Information only.</p> <p>To note the hard work done by Mr B Earnshaw and Mr S Wright for the hard work and dedication in producing and publishing The Fallen sons of Todmorden 1914-1920 and Award them the Mayors Recognition Award.</p> <p><i>This award is made in recognition of the important and painstaking work undertaken in the compilation of the Fallen Heroes of Todmorden. This scholarly work is a magnificent testimony to the sacrifice made by the men of Todmorden who gave their lives in World War One.</i></p> <p><i>This definitive record of the lives of Todmorden's Fallen Heroes will stand as a roll of honour for many years to come and on behalf of the whole Town of Todmorden you are most sincerely thanked and honored for your Magnum Opus.</i></p>
FC(2022)151	<p>11. Todmorden in Bloom Grant Request – Decision required.</p> <p>To receive a recommendation from the Resources Committee to approve a grant request for £10,196 towards Todmorden in Bloom to be paid in March 2023.</p> <p>Proposed by Cllr D Skelton Seconded by Cllr G Kent <i>Unanimously Approved</i></p> <p>RESOLVED: That Todmorden Town Council approve the grant of £10,196 be granted to Todmorden in Bloom and the Clerk have the delegated authority to arrange for this payment to be made in March 2023 and that they are thanked for their ongoing hard work.</p>
FC(2022)152	<p>12. Todmorden Information Centre Grant Request – Decision required.</p> <p>To receive a recommendation from the Resources Committee to approve a grant of £20,116 towards the Managers costs less the previous years underspends, (payment total for 23/24 would be £9032), made 4 installments on receipt of suitable feedback.</p> <p>Proposed by Cllr A H Greenwood Seconded by Cllr P Taylor <i>Unanimously Approved</i></p> <p>RESOLVED: That Todmorden Town Council approve the grant of £20,116 less the underspend towards the Managers costs, resulting in a payment of £9032 be granted to Todmorden Information Centre.</p> <p><i>That the Clerk have the delegated authority to arrange for the quarterly payments to be made on receipt of a suitable report.</i></p> <p><i>That the 22/23 accounts be submitted to the Town Clerk as soon as they have been confirmed in March/April 2023.</i></p>
FC(2022)153	<p>13. TTC Complaints Policy – decision required.</p> <p>To receive a recommendation from the Resources committee at adopt an updated</p>

	<p>Complaints Policy for TTC.</p> <p>Proposed by Cllr J Williams Seconded by Cllr A H Greenwood <i>Unanimously Approved</i></p> <p>RESOLVED: That the Council adopted the Complaints Policy as presented to them.</p>
FC(2022)154	<p>14. TTC Grievance Policy and Procedure – decision required. To receive a recommendation from the Staffing Committee at adopt an updated Grievance Policy and Procedure Complaints Policy for TTC.</p> <p>Proposed by Cllr A Hollis Seconded by Cllr L Levick <i>Unanimously Approved</i></p> <p>RESOLVED: That the Council adopted the Grievance Policy and Procedure as presented to them.</p>
FC(2022)155	<p>15. TTC Disciplinary Policy and Procedure – decision required. To receive a recommendation from the Staffing Committee at adopt an updated Disciplinary Policy and Procedure Complaints Policy for TTC.</p> <p>Proposed by Cllr A Hollis Seconded by Cllr P Taylor <i>Unanimously Approved</i></p> <p>RESOLVED: That the Council adopted the Disciplinary Policy and Procedure as presented to them.</p>
FC(2022)156	<p>16. Employee Assistance Programme To receive a recommendation from the Staffing Committee to provide a provision of an Employee Assistance Programme from 1st April 2023 on a 5-year contract.</p> <p>Proposed by Cllr D Skelton Seconded by Cllr P Taylor <i>Unanimously Approved</i></p> <p>RESOLVED: That the Council approved the Employee Assistance Programme recommended by the staffing committee and delegate Authority to the Town Clerk to enter into a 5 year contract on behalf of Todmorden Town Council.</p>
FC(2022)157	<p>17. Correspondence received – Information only To receive and consider any items of correspondence.</p> <p><i>No correspondence received.</i></p>
FC(2022)158	<p>18. Update Completed and Outstanding Work progress – Information only To receive an update of project work outstanding and proposals for the handover of outstanding projects.</p> <p>18a Outstanding projects/work relating to the Clerk 18b Completed projects/work competed relating to the Clerk</p> <p>Proposed by Cllr A H Greenwood Seconded by Cllr J Williams <i>Unanimously Approved</i></p> <p>RESOLVED: Members received and noted the above information en bloc</p>
FC(2022)159	<p>19. Items for a Future Agenda</p>

	<ul style="list-style-type: none"> • <i>Items for a future agenda -agenda item</i> • <i>Legitimate use of Council Emails for Council Business</i>
FC(2022)160	<p>20. Date of the next Town Council meeting To note the date of the next Meeting of the Town Council will be the 15th March 2023 commencing at 7.30pm.</p>
FC(2022)161	<p>21. Private Item: Service to Todmorden Awards To consider applications received for the Service to Todmorden awards.</p> <p><i>Proposed</i> by Cllr A H Greenwood <i>Seconded</i> by Cllr J Williams <i>Unanimously Approved</i></p> <p><i>RESOLVED:</i> <i>That the vote process for this will be done by elimination where the one with the lowest number of votes will be eliminated and another round of votes takes place until the overall winner can be confirmed.</i></p> <p><i>Proposed</i> by Cllr J Williams <i>Seconded</i> by Cllr P Taylor <i>Unanimously Approved</i></p> <p><i>RESOLVED:</i> <i>That those who have been selected to receive Service to Todmorden awards be notified and invited to the Mayor Making meeting in May 2023.</i></p>
Meeting closed at 8.30pm	