



TODMORDEN TOWN COUNCIL

Item 9 – Resources Committee 1st
November 2023

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Private & Confidential Report to Full Council

Report Author	Naomi Crewe, Town Clerk & Responsible Financial Officer
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Date	1 st November 2023
Subject	Mayor making

PURPOSE OF REPORT

1. To consider the format of the Mayor Making Meeting and celebrations for 2024 onwards.

CONSIDERATIONS

2. Todmorden Town Council have an annual Mayor Making meeting which has changed formats every year for the last 4+ years and a standardised format needs to be agreed.
3. The Resources Committee agreed on the 6th September that the formal meeting and Mayor Making should return to a Saturday meeting and the available date for Todmorden Town Hall in 2024 is the 25th May and the Town Hall has been booked.
4. Part of the Mayor Making meeting is also presenting various Council awards and last year was followed by drinks and nibbles for invited guests (60 people were invited) and was invite only.
5. The celebrations after Mayor Making have always been invite only.
6. Some of the Mayor Making meeting has a legal requirement and can not be changed and some is procedural and is required.
7. The purpose of Mayor Making is to formally appoint a Mayor and Deputy Mayor, thank the previous Mayor and deputy Mayor, award Council awards and appoint Councillors to committees/trust etc.

FINANCIAL CONSIDERATIONS

8. Todmorden Town Council is currently working with numerous outside agencies promoting cost of living support during this challenging time and the Council is considering what should be spend on this event.

9. Options 1 and 2 for 65 people can be done within the current recommended provisional budget.
10. Option 3 and all options for 100 people would require a budget review before the recommendation goes to Full Council with an addition circa 1 or 2% increase.

RECOMMENDATION

11. That the Committee select an option for the Mayor Making Meeting for 2024 onwards to allow Officers to continue with organising the event and program it into future years workloads.

REASONS FOR RECOMMENDATION

12. That the recommendation is required to go to Full Council and for a large scale event planning and organising would need to be underway, ideally in September so it can be programmed into the planned work of the team.

POLICY IMPLICATIONS:

23. None directly arising from this report.

DETAILS OF CONSULTATION:

24. External caterer

CLIMATE CHANGE:

25. None.

IMPACT EQUALITY ASSESSMENT

26. None arising from this report.

SUPPORTING PAPERS:

21. Appendix 1 – Costings for options 1 to 3
Appendix 2 – Proposed Agenda for Mayor Making Meeting

FURTHER INFORMATION, PLEASE CONTACT: Naomi Crewe