

**Item 21a Full Council -19th October 2022 - Outstanding Items register**

**Town Clerk actions required (excluding financial internal reporting) and Member routine direct requests for action**

Item no	Activity	Meeting	Date Raised	Min ref	Description	Actions	Outcomes
<b>WORK / PROJECTS OUTSTANDING</b>							
13	Policy	Emergency Committee	06/05/2020	2020(EC) 35	Identified several policy shortfalls	Town Clerk prioritises audit related work ( focus on finances and governance ) ahead of HR type	focus in 2021/22 moving towards HR policies
27	Community	Emergency Committee	03/06/2020	2020(EC)73	Walden library land - community garden use	Liaison with group, and CMBC re use of library land and agreement reached. Site identified to	Seeking CMBC agreement to meet on site
59	Community	Resources	24/02/2021	2020(RC)085	Marketing and Communications Plan	TC to work up scheme/policies	In course
65	Works	Full Council	17/03/2021		Wheels park - Lease registration and EA	Lease and Deed of Covenant requiring execution	taken to Resources Committee 8th Sept 2021 ,to solicitors for
80	Community	Full Council	27/04/2021	2020(TC)107	Covid Commemoration Plaque	TC to work up words , location costs and bring back to future meetings.	Revisited FC 17th Nov still to early, revisited April 2022 - clerk instructed to work on this but to bring back to future meeting
81	Community	Full Council	27/04/2021	2020(TC)110	Carr Road/Coronation Terrace	Email to CMBC to open up discussions	CMBC to visit site
101	Community	Resources	28/07/2021	2021(RC)047	Scouts support for Community Right to Bid	Need to arrange meeting with Scouts	meeting held In course
102	Community	Resources	01/05/2021		Portsmouth Community Garden	Site identified to use as community garden	Seeking CMBC agreement to meet on site
108	Community	Resources	08/09/2021	2021(RC)065	Set wheelspark coaching scheme up	Providers to be identified and timing to be agreed	In course
110	Community	Resources	08/09/2021	2021(RC)065	Set wheelpark graffiti scheme up	Providers to be identified and timing to be agreed	In course
113	Community	Resources	08/09/2021	2021(RC)067	signage	Identify options and seek quotes	In course
114	Community	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	In course
123	Climate	Full Council	22/09/2021	2021(FC)062	Local delivery initiative	Take forward actions as required	In course
129	Community	Resources	03/11/2021	2021(RC)090	Explore lighting scheme for town hall	Contact LITE for options/presentation Feb/Mar 22	In course
130	Community	Resources	03/11/2021	2021(RC)092	Todmorden Bowls Club.	Liaise with other partners re potential larger scale project CV park	In course
135	Climate	Resources	03/11/2021	2021(TC)077	Forus Trees funding request	Invite to CEC	In course
145	Finance	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	In course
166	Governance	Full Council	26/01/2022	2021(TC)108	Engage as sponsor of 6 projects	Numerous as separate projects	In course
167	Property	Full Council	26/01/2022	2021(TC)110	Town Hall relocation	Advise CMB of agreement to move and take forward	In course
168	Property	Full Council	15/12/2021	2021(TC)095	Walsden CC - future structure charities commisison	Provide further information to Charities commission	In course
186	Administration	Full Council	23/02/2022	2021(FC)121	Appointment to outside bodies	To advise bodies	In course
193	Governance	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	In course
194	Community	Full Council	16/03/2022	2021(TC)156	Ukraine Support	Contact Calderdale RE lighting up town hall and flag for supporting ukraine	In course
195	Community	Full Council	16/03/2022	2021(TC)158	Ukraine Support	Investigate how many people have signed up to support Ukrainian Refugees in Todmorden	In course

**Item 21a Full Council -19th October 2022 - Outstanding Items register**

**Town Clerk actions required (excluding financial internal reporting) and Member routine direct requests for action**

Item no	Activity	Meeting	Date Raised	Min ref	Description	Actions	Outcomes
199	Community	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.	In course - written to - 2 replies received out of 6 to date
200	Community	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
201	Administration	Full Council	11/05/2022	2022(FC)012	Outside bodies	Inform outside bodies of Councillors on the groups	In course
209	Community	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	In course
212	Community	Full Council	15/06/2022	2022(FC)042	John Fielding Statue	Officers Contact Calderdale to request cleaning & restoration of the Statue and the current text	In course
212	Community	Full Council	15/06/2022	2022(FC)047	Modern Slavery Training	request Officers arrange a couple of dates for Members to attend. Members also asked if this	In course
213	Community	Full Council	15/06/2022	2022(FC)048	Items for a future agenda	report by Cllr M Holmstead for a future Resources Committee	In course
214	Governance	Full Council	15/06/2022	2022(FC)048	Standing Orders	Review the Councils standing orders	In course
221	Climate	Climate	29/06/2022	2022(CEC)011	Action plan and Pledge	rewrite Climate Action plan and pledge to be more accessible for young people	In course
223	Community	Resources	08/06/2022	2022(RC)035	John Fielden Statue	Request to calderdale for the statue to be cleaned, restored and make the text more legible	In course
223	Administration	Full Council			IT system upgrade	To work through the IT system upgrade	In course
224	Administration	Full Council	13/07/2022	2022(FC)061	External trustee	To inform Todmorden Emergency Trust of the new Trustee who was appointed	In course
228	Grants	Resources	03/08/2022	2022(RC)050	Grant update	Ask that the Scouts update the Clerk about when the shipping container is being placed	In course
231	Grants	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	In course
232	Staffing	Resources	03/08/2022	2022(RC)063	Employment Conditions	take to staffing committee a review of the standard terms of employment for TTC staff	In course
233	Administration	Resources	03/08/2022	2022(RC)063	Banking	Investigate banking options for the Council	In course
235	Grants	Resources	07/09/2022	2022(RC)72	Grant	Confirm second half of Crows Grants and pay	In course
236	Governance	Resources	07/09/2022	2022(RC)73	Budget	Budget Report for Full Council - December	In Course
237	Climate	Climate	31/08/2022	2022(CEC)023	My Tree Promise	to Council	In Course
238	Climate	Climate	31/08/2022	2022(CEC)025	Pledge	Update Pledge records	In Course
239	Climate	Climate	31/08/2022	2022(CEC)026	Pledge and Action Plan	pledge/action plan doc and send to print (250)	In Course
241	TES	TES	15/09/2022		Support Todmorden Emergency Support	Volunteer Management Policy	In Course

**Item 21a Full Council -19th October 2022 - Outstanding Items register**

**Town Clerk actions required (excluding financial internal reporting) and Member routine direct requests for action**

Item no	Activity	Meeting	Date Raised	Min ref	Description	Actions	Outcomes
242	TES	TES	15/09/2022		Support Todmorden Emergency Support	Communications/IT/Social Meida Policy	In Course
245	TES	TES	15/09/2022		Support Todmorden Emergency Support	Application/Client Privacy Policy	In Course
246	TES	TES	15/09/2022		Support Todmorden Emergency Support	Whistle Blowing Policy	In Course
247	TES	TES	15/09/2022		Support Todmorden Emergency Support	Equality and Diversity Policy	In Course
248	TES	TES	15/09/2022		Support Todmorden Emergency Support	Greivence Policy	In Course
249	TES	TES	15/09/2022		Support Todmorden Emergency Support	Risk Management Policy	In Course
250	TES	TES	15/09/2022		Support Todmorden Emergency Support	Risk Assessment	In Course