

TODMORDEN TOWN COUNCIL

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MINUTES OF A MEETING OF RESOURCES COMMITTEE OF TODMORDEN TOWN COUNCIL Held at Todmorden Town Hall on Wednesday 3rd August 2022 at 7.30pm

Councillors present: - D Skelton (Chair), P Ripley, S Martin, S Press, M Holmstedt, P Taylor, J Turner, M Carrigan (Substitute for A H Greenwood), L Needham (Substitute for M Taylor) and L Thorpe (Mayor)

Officers: Ms N Crewe (Town Clerk & RFO) and Mr C Hill (Project Manager).

Members of the Public: 5 Members of the Public

	<p>A minute's silence was held at the beginning of this meeting to acknowledge the passing of Ruth Coleman- Taylor, previous Councillor for Stoodley Ward and Mayor (2020-2021).</p> <p>Missed by many friends and organisations within the Town.</p>
2022(RC)043	<p><u>Item 1. Apologies for Absence</u> To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting noting substitutions at late notice will be allowed</p> <p>Apologies were received from Cllrs M Taylor, A Hollis, A H Greenwood and K White.</p> <p>Proposed by Cllr P Ripley Seconded by Cllr L Needham Unanimously Approved</p> <p>RESOLVED: That the apologies of M Taylor (Family commitment), A Hollis (Prior commitment), K White (Health reasons) and A H Greenwood (Prior commitment) and their reasons for absence are accepted.</p>
2022(RC)044	<p><u>Item 2. Declarations of Interest</u> 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>Cllr M Holmstedt declared a non- pecuniary interest in Item 7a as she is a patron of Todmorden Orchestra.</p>

2022(RC)045	<p><u>Item 3. Public Participation</u> To adjourn the meeting to allow members of the public to make representation on the business of the agenda for the meeting. No resolutions can be under public participation.</p> <p><i>Representation was made by John Moorhouse in regards to the Todmorden Orchestra grant application.</i></p>								
2022(RC)046	<p><u>Item 4. Minutes – For decision</u> To approve the minutes of the Resources Committee meeting held on 8th June 2022.</p> <p><i>Proposed by Cllr M Holmstedt Secoded by Cllr J Turner Unanimously Approved</i></p> <p><i>RESOLVED: That the minutes of the Resources Committee meeting held on 8th June2022 be accepted as a true record and the Chair be authorised to sign as such.</i></p>								
2022(RC)047	<p><u>Item 5. Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960</u> 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 M Holmstedt Secoded by Cllr L Needham Unanimously Approved</i></p> <p><i>RESOLVED: That any public or press who may attend be allowed to stay for the whole of the meeting</i></p>								
2022(RC)048	<p><u>Item 6. Financial Summary – information only</u> To receive a financial summary and detailed income and expenditure as of 30th April 2022.</p> <p>6a Financial Summary 6b Budgets by Detail and Commitments 6c Balance Sheet</p> <p><i>Proposed by Cllr S Martin Secoded by Cllr P Taylor Unanimously Approved</i></p> <p><i>RESOLVED: That Members received the above information en bloc.</i></p>								
2022(RC)049	<p><u>Item 7. Grant Applications – for decision</u> To note the current budget before considering whether to approve any grant applications enclosed:</p> <p><i>Note: The Committee has the power to approve grant applications up to a maximum amount of £3,000 for any one individual application but subject to being within the overall budget set by Full Council. Any grants exceeding this threshold must be recommended to Full Council for approval.</i></p> <table border="1" data-bbox="316 1883 1452 2045"> <thead> <tr> <th>Ref</th> <th>Applicant</th> <th>Amount Requested</th> <th>Purpose</th> </tr> </thead> <tbody> <tr> <td>7a</td> <td>Todmorden Orchestra</td> <td>£2904.84</td> <td>Town Hall room hire for 4 concerts.</td> </tr> </tbody> </table>	Ref	Applicant	Amount Requested	Purpose	7a	Todmorden Orchestra	£2904.84	Town Hall room hire for 4 concerts.
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	<p>To receive the quarterly report on activities from the Todmorden Information Centre, in line with their grant requirements.</p> <p>Proposed by Cllr D Skelton Seconded by Cllr P Taylor Unanimously Approved</p> <p>RESOLVED That Members note the report and welcome the work the TIC do but requested that the report have more detail included in future e.g. actual visitors to premises, number of hours open, number of volunteers, sales etc. and to ask how it is best to go about best way of obtaining more quantitative & qualitative info.</p>
2022(RC)053	<p>11. <u>Managing Absence Policy - Decision required</u></p> <p>To receive a draft Policy for Managing absence for recommendation to Full Council for adoption.</p> <p>Proposed by Cllr M Carrigan Seconded by Cllr P Taylor Unanimously Approved</p> <p>RESOLVED: That the Resources Committee recommend this policy for adoption to Full Council.</p>
2022(RC)054	<p>12. <u>Appraisal Process Review - Decision required</u></p> <p>To review the amended appraisal Policy and supporting documents for recommendation to Full Council for adoption.</p> <p>Proposed by Cllr M Carrigan Seconded by Cllr S Martin Unanimously Approved</p> <p>RESOLVED: That the Resources Committee recommend this updated policy for adoption to Full Council.</p>
2022(RC)055	<p>13. <u>First Draft of Budget for 2023/2024 - Decision required</u></p> <p>To receive options for consideration in respect of the budget for 2023/24, 2024/25 and 2025/26.</p> <p>Proposed by Cllr D Skelton Seconded by Cllr P Taylor Unanimously Approved</p> <p>RESOLVED: That Members considered the budget options presented and implications as set out before them and asked that this come back to the September Resources Committee with a reduction of the money budgeted for elections (50% in budget and 50% out of the EMR) and that the Centre Vale Park Project be reviewed by the Town Clerk and Project Manager about phasing the budget requirements for this project over a couple of years.</p>
2022(RC)056	<p>14. <u>Town Deal Fund - Centre Vale Park Projects – Information only</u></p> <p>To receive a verbal update.</p> <p><i>Cllr M Carrigan advised the committee that the Town Deal board had approved the business case for Centre Vale Park and commented favourably on the Town Councils involvement as Sponsor.</i></p>

	<p><i>Members also wished it minuting their thanks to the Project Manager for his hard work on this project in getting it to this stage.</i></p> <p><i>This will now be submitted to government for approval.</i></p> <p><i>The Project Manager updated Members that pending approval from government there were several key areas to progress in August to maintain momentum, within reduced hours in order to seek to keep costs low pending approval at which stage further funds would be released.</i></p> <p><i>Areas of activity will be</i></p> <ul style="list-style-type: none"> <i>○ Submitting “Expressions of Interest” for Grant funding c£250k From Heritage Lottery and £100k Communities Foundation. Both substantive pieces of work to complete and working with our appointed grant finder consultant to submit these by end of August if all of the information required can be provided in time.</i> <i>○ Submitting a paper to Environment Agency to gauge their initial views whether any of the projects have flooding implications and potentially need to seek Environmental permits.</i> <i>○ Similar paper to Field in Trust to seek their views re proposals.</i> <i>○ Preparing lease terms for consideration by CMBC and opening up process of community asset transfer.</i> <i>○ Potentially start to look at Fielden Hall grant opportunities to submit “Expressions of Interest” /grant applications.</i> <i>○ Communications – to agree an approach with Calderdale MBC/Town Deal Board to inform the public but without overpromising given the very real funding shortfall challenges still facing the projects</i>
2022(RC)057	<p>15. <u>Budget request for Networking Event – Decision required</u></p> <p>To receive a report requesting a budget provision for the network event relating to supporting Todmorden with the cost-of-living crisis.</p> <p><i>Proposed by Cllr J Turner Seconded by Cllr P Ripley Approved</i></p> <p><i>RESOLVED:</i> <i>That the budget request for £250 is approved and delegated to the Town Clerk to action the budget change and the accounts.</i></p>
2022(RC)058	<p>16. <u>Relocation of Town Council Office – Information only</u></p> <p>To receive a verbal update on the progress of the Town Council office being relocated to the Town Hall.</p> <p><i>That Members noted the update and the plan for the move to take place in October 2022 and thanked the staff for their work in preparing to move offices.</i></p>
2022(RC)059	<p>17. <u>Lighting up the Town Hall to show support for Ukraine – Information only</u></p> <p>To receive a verbal update on the progress of lighting up Todmorden Town Hall to show support for the people of Ukraine.</p> <p><i>That Members noted the update and asked the Clerk to continue on with this project with Calderdale if possible.</i></p>

2022(RC)060	<p>18. <u>External Audit – Information only</u> To receive the external Audit report.</p> <p>18a External Audit Report 18b Notice of Conclusion of Audit</p> <p>Proposed by Cllr S Martin Seconded by Cllr P Taylor Unanimously Approved</p> <p>RESOLVED: <i>That Members noted the clean External Audit.</i></p>
2022(RC)061	<p>19. <u>Update and handover of Projects/Outstanding Work progress – Information only</u> To receive an update of project work outstanding and completed by the Town Clerk.</p> <p>19a Outstanding projects/work relating to this Committee. 19b Completed projects/work completed relating to this Committee</p> <p>Proposed by Cllr D Skelton Seconded by Cllr M Holmstedt Unanimously Approved</p> <p>RESOLVED: <i>Members received and noted the above information en bloc</i></p>
2022(RC)062	<p>20. <u>Correspondence received – Information only</u> To receive any correspondence.</p> <p><i>Members were made aware that a correspondence from the Councils bank had been received and that there were now charges being implemented on the Accounts for all transactions, Members wished the Clerk to investigate banking options going forwards including Ethical banking.</i></p>
2022(RC)063	<p>21. <u>Any items for discussion for a future agenda – For information</u></p> <ul style="list-style-type: none"> • <i>Staffing Committee – Terms and Conditions of Employment to be reviewed</i> • <i>Resources Committee – Banking options</i> • <i>Resources Committee – Healthy Minds</i>
2022(RC)064	<p>22. <u>Date of the next Resources Committee meeting</u> To note the date of the next Meeting of the Resource Committee will be the 7th September 2022 commencing at 7.30pm.</p>
	<p>Meeting closed at 8.57pm.</p>