

**Item 12b Full Council Jan 2024 - Outstanding Project Work**

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

Item no	Meeting	Date Raised	Min ref	Description	Actions	Outcomes
13	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 policy work	focus in 2021/22 moving towards HR policies
27	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 be used. £1k of sponsorship obtained.	Seeking CMBC agreement to meet on site
59	Resources	24/02/2021	2020(RC)085	Marketing and Communications Plan	TC to work up scheme/policies	In course
101	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	Resources	01/05/2021		Portsmouth Community Garden	Site identified to use as community garden	Seeking CMBC agreement to meet on site
113	Resources	08/09/2021	2021(RC)067	Lobb Mill Refurbishment works and signage	Identify options and seek quotes	In course
223	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
228	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
232	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	Resources	03/08/2022	2022(RC)063	Banking	Investigate banking options for the Council	In course
241	TES	15/09/2022		Support Todmorden Emergency Support	Volunteer Management Policy	In Course
242	TES	15/09/2022		Support Todmorden Emergency Support	Communications/IT/Social Media Policy	In Course
245	TES	15/09/2022		Support Todmorden Emergency Support	Application/Client Privacy Policy	In Course
246	TES	15/09/2022		Support Todmorden Emergency Support	Whistle Blowing Policy	In Course
247	TES	15/09/2022		Support Todmorden Emergency Support	Equality and Diversity Policy	In Course
248	TES	15/09/2022		Support Todmorden Emergency Support	Grievance Policy	In Course
249	TES	15/09/2022		Support Todmorden Emergency Support	Risk Management Policy	In Course
250	TES	15/09/2022		Support Todmorden Emergency Support	Risk Assessment	In Course
265	Climate	30/11/2022	2022(CEC)044	Climate Emergency Committee - Agenda items	Research and add to Climate agenda - Green Consumption Plan – uses of gas appliances	In Course
266	Climate	30/11/2022	2022(CEC)044	Climate Emergency Committee - Agenda items	Research and add to Climate agenda - Would the Makers work with Schools	In Course
267	Climate	30/11/2022	2022(CEC)044	Climate Emergency Committee - Agenda items	Research and add to Climate agenda - How is Climate college working?	In Course
269	Climate	30/11/2022	2022(CEC)044	Climate Emergency Committee - Agenda items	Research and add to Climate agenda - Environmental Map for Todmorden?	In Course
270	Climate	30/11/2022	2022(CEC)044	Climate Emergency Committee - Agenda items	Research and add to Climate agenda - Calderdale Waste collection – what waste they won't take – Light bulbs	In Course
272	Resources	23/11/2022	2022(RC)098	Resources Committee - Additional agenda items & report	What media the council use?	In Course
277	Full Council	16/11/2022	FC(2022)106	Full Council - Additional agenda items & report	Report about the quarterly meetings with CMBC	In Course
298	Climate committee	22/03/2023	2022(CEC)054	My Tree Promise	send out request for pictures from my tree promise 2022	In Course
330	Full Council	20/09/2023	2023(FC)070	Tod Support	Source and contract external advice of Tod Support Governing docs etc	In Course - sent off brief for quotes
332	Full Council	18/10/2023	2023(FC)101	Staffing	write to all staff about appraisal/pay outcomes	In course
333	Resources	01/11/2023	2023(RC)037	TIC	Let TIC know about where they maybe able to get advice	in course
334	Resources	01/11/2023	2023(RC)040	CROWS	Ask crows about their recruitment process	In course