



MELTHAM TOWN COUNCIL
The Carlile Institute
Meltham
HD9 4AE

Ms M Chard
Clerk to the Council.

Dear Councillor

In accordance with Schedule 12 of the LGA 1972 Para 10(2)(b) you are summoned to attend a meeting of the Town Council to be held in the Meeting Room in the Carlile Institute Meltham **commencing at 7pm on the 9 July 2018.**

The business to be transacted is as detailed on the Agenda hereunder: -

AGENDA

PUBLIC QUESTION TIME 7pm – 7.15pm

1. NOTICE OF MEETING

Public Notice of the meeting has been given in accordance with Schedule 12 Paragraph 10(2) of the Local Government Act 1972.

2. APOLOGIES FOR ABSENCE

- To accept apologies for absence.

3. DECLARATION OF INTEREST

- To receive any declarations of interest on items on the agenda.

4. ADMISSION TO THE PUBLIC

- To determine any items on the agenda considered to be of a private nature that should be discussed at the exclusion of the Public and Press, under the Public Bodies (Admission to Meetings) Act 1960 1(2).

5. MINUTES

- To confirm as a correct record the Minutes of the Annual Council Meeting held on the 14 May 2018 (enc).

- To confirm as a correct record the Minutes of the Extra Ordinary Council Meeting held on the 4 June 2018 (enc).

6. MINUTES OF COMMITTEES

- To confirm for approval and adoption the Minutes of the under-mentioned Committees:

- Planning Environmental and General Purposes Committee held on 14 May 2018 (enc)
- Planning Environmental and General Purposes Committee held on 4 June 2018 (enc)
- Planning Environmental and General Purposes Committee held on 25 June 2018 (enc)
- Properties, Administration and Finance Committee held on 11 June 2018 (enc)
- Personnel Committee held on 3 July 2018 (enc)

7. COMMITTEES

- To consider nominations and approval of an additional Councillor for the Properties Administration and Finance Committee to bring the membership to 6.

8. POORS ALLOTMENT LEASE

- To consider a request from the current tenant to give 6 weeks' notice (redacted enc). To note that technically as per the tenancy agreement the tenant is renting the land for 3 years until 2020. There is provision for the Council to give to the tenant 6 weeks' notice but not the other way around. It is therefore at the discretion of the Council as to whether the Council is prepared to accept notice at this point. To consider advice received from the Council's valuers in this matter regarding options and risks and determine a course of action.

9. GENERAL POWER OF COMPETENCE

- To be eligible to use the general power of competence the Council must meet the conditions for eligibility are set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2014. Meltham Town Council meets these conditions as at the 9 July 2018 as at least two thirds of the members of the council hold office as a result of being declared elected and the clerk holds an eligible qualification (the Certificate in local Council Administration (CiLCA)). In order to exercise the power, the Council must resolve that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk. A further resolution must then be passed at every subsequent "relevant annual meeting" for the council to be able to continue to lawfully exercise the power.

10. TRAINING FOR COUNCILLORS

- To consider any requests to attend any of the training sessions provided by YALC (enc).

11. EQUALITY POLICY

- To consider the Equality Policy drafted by the Clerk and the adoption of the policy (enc)

12. TRAINING AND GOVERNANCE FOR DEFIBRILLATOR

- To receive an update on the training sessions for the defibrillator. To consider whether the Council has appropriate and sufficient training and governance arrangements in place regarding the defibrillator unit (enc)

13. DOG FOULING FEEDBACK FROM MEETING WITH KIRKLEES COUNCIL

- Planning Committee considered this at its meeting on the 30 April 2018 and recommended that the feedback should be provided to Council for a discussion on possible courses of action.

14. COPING STONES GREEN END PARK

- To note that the Councils contractor has undertaken some maintenance work in Greens End Park authorised by the Councils Planning Committee. To consider a request by the Contractor to approve expenditure to replace the stolen coping stones on the boundary wall. The contractor has suggested that about 5 yards of coping stones need replacement at a cost of approximately £60.00 plus labour. It is proposed that the stones would not be replaced with York stone to reduce the risk of further theft.

15. PROPOSED CAR PARKING CHARGES IN MELTHAM AND RELATED MATTERS

- To note that Council considered this matter at its meeting on the 26 March 2018 but at that time no further information was available. To consider the impact of the proposed charges on Meltham and possible steps that the Town Council could take.

16. USE OF THE TOWN ENHANCEMENT FUND FOR HANGING BASKETS

- To consider the request to use of the Town Enhancement Fund to purchase hanging baskets (enc).

17. MELTHAM MEMORIES GRANT APPLICATION

- To consider a Community Projects fund grant application in the sum of £3450 from Meltham Memories towards the rental of two marquees in 2019, insurance for additional areas, sandbags, flag holders and increased signage (enc).

18. CIVIC BUDGET

- To consider an increase to the Civic budget currently £1250.00 to reflect the rising costs of catering.

19. TOWN HALL UPDATE

- To receive an update on the proposed acquisition of the Town Hall and the possible lease arrangements. To finalise any further information the Council will need to have regard to in advance of passing any resolutions, and to consider the timing and wording of any resolutions that may be needed to progress matters at this point.

20. EVENT IN THE PARK / REFURBISHMENT OF CHILDREN'S PLAY AREA

- To consider whether the state of the children's play area requires more immediate works which should not be deferred until the event in the park next summer. To receive any feedback from users of the park on the children's play area.
- To consider a request from the Councils contractor to brighten up the wooden fenced park play area with brightly coloured dinosaur shapes. The Clerk will report on the costs involved.
- To consider approving the costs of painting the metal upright supports surrounding the tennis courts. The Clerk will report on the costs involved.

21. USE OF COMMON SEAL

- To note that it appears that the Council may have a common seal and to consider the implications of this regarding the execution of deeds. To determine whether the Council should use the seal (therefore meeting the cost for cutting equipment or replacing the seal) or whether the council considers it is not necessary to use the common seal; resolving instead to execute documents by signing and sealing by two members of the council and witnessed by the proper officer of the council. Standing Orders will require appropriate amendment.

22. DATA PROTECTION LEGISLATION / GDPR

- To consider the adoption of the records management policy drafted by the Clerk (enc)
- To consider the quote received for the GDPR compliant removal and destruction of personal / confidential waste produced by the Council and to approve the necessary expenditure (enc). To note the works already carried out in respect of the paper legacy records.
- To receive a verbal report on the situation with the Councils CCTV contractor and the renegotiation of the CCTV contract required by the legislation

23. REPORT AND RECOMMENDATIONS FROM PERSONNEL COMMITTEE

- To consider the following formal recommendations from the Personnel Committee:
 - That the National Joint Council for Local Government Service (NJC) National Salary Award be implemented and backdated to 1 April 2018 (enc)
 - That the Committee recommend to Council the agreement of a new hourly rate for one of the Council's contractors (based on the Clerks calculations and discussions with the contractor) with effect from the 1 July 2018.
 - That following a review as required under the Committees terms of reference to recommend to Council that the Clerk's salary be set at SCP 38 on the National Joint Council for Local Government Service (NJC) pay scale.
- To consider a verbal report from the Chair of the personnel Committee addressing these specific recommendations in more detail and reporting back to Council on any personnel issues

24. EXCLUSION OF PUBLIC AND PRESS:

Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the following: -
As determined under Agenda Item 4.

Dated this 4th day of July 2018.

Ms M Chard
Clerk to the Council