

MELTHAM TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING HELD ON MONDAY 1 OCTOBER 2018

Present: Councillor Haigh (Chair), Councillor Bampton, Councillor Buchanan, Councillor Keighley, Councillor Lyons, Councillor Maxfield, Councillor Noon, Councillor White and Councillor Wrathall.

PUBLIC SESSION: There were no members of the public present.

18/174 NOTICE OF THE MEETING

Taken as read.

18/175 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Brook, Councillor Butterfield and Councillor Holroyd-Doveton.

18/176 DECLARATIONS OF INTEREST

There were no declarations of interest.

18/177 ADMISSION TO THE PUBLIC

RESOLVED: That item 7 Update Land at Meltham Hall park be held in private as publicity may prejudice the legal position of the Council

RESOLVED: That item 11 Pride of Meltham Nomination be held in private as it may divulge personal information.

RESOLVED: That item 14 Proposals for the future of the Town Hall be held in private as it would divulge commercially sensitive / confidential information.

RESOLVED: That items 7, 11 and 14 be moved to the end of the agenda but otherwise the order of business would be as per the agenda.

18/178 MINUTES

It was proposed by Councillor Lyons and seconded by Councillor Maxfield and

RESOLVED: That the Minutes of the Council Meeting held on the 20 August 2018 be approved.

18/179 MINUTES OF COMMITTEES

It was proposed by Councillor White and seconded by Councillor Maxfield and

RESOLVED: That the Minutes of the Planning Environmental and General Purposes Committee held on the 20 August 2018 be approved.

18/180 FEEDBACK MEETING WITH LEADER KIRKLEES COUNCIL

Councillors received feedback from the Town Mayor on the meeting on Wednesday 19 September 2018 with the Leader of Kirklees Council.

18/181 FEEDBACK FROM FIRST AID/ CPR TRAINING

A discussion took place about the recent CPR training sessions. The sessions had been well received and in all about 22 people attended. It was agreed to put the matter of defibrillator

access and coverage on the next Council agenda and the Clerk would make enquiries. It was also agreed to lay on further CPR training sessions in the new year and meet any costs involved.

RESOLVED: That the Council would arrange further CPR sessions in the next year and meet the necessary costs.

18/182 CCTV UPDATE AND LETTER FROM SURVEILLANCE CAMERA COMMISSIONER

The Clerk updated Councillors on the current position regarding the new contract with the contractor required under the provisions of the new Data Protection Legislation and reported that the Clerk and the Town Mayor had a meeting with the contractor scheduled for the following week. The Clerk also drew Councillors attention to the letter received from the Surveillance Camera Commissioner which had been circulated with the agenda and the implications for the Council and highlighted the work that was required. The Clerk also reported back on the latest statistical information provided by the CCTV contractor on system usage.

18/183 LOCAL DEMOCRACY WEEK

Councillors noted the correspondence received from Kirklees council inviting the Town Council to participate in local Democracy week circulated with the agenda but decided on this occasion not to participate.

18/184 ACCOUNTS 2017/18 AND ANNUAL EXTERNAL AUDIT

The Clerk reported that there were no issues arising from the external audit. Councillors considered the annual return detailing any external auditor's comments circulated with the agenda and noted that the Notice of Conclusion of Audit has been posted on the Notice Boards and on the Council's website in accordance with the legal requirements. Councillors further noted that the audit process has now been completed for the year 2017/2018 and thanked the Clerk.

18/185 RECIPROCAL ARRANGEMENT FOR PAYMENT OF CIVIC DINNER TICKETS

Councillors noted the correspondence received from Ripponden Parish Council circulated with the agenda about this matter.

18/186 REFURBISHMENT OF THE CHILDREN'S PLAY AREA

Councillor Noon reported that the consultation exercise he had undertaken in respect of the play area was still in progress and there was no update at this time. It was agreed to put this matter on the agenda of the next Council meeting.

18/187 COUNCILLOR TRAINING

Councillors considered a request from a Councillor to attend a training session at a cost of £45.00 and to approve the necessary expenditure. It was noted the October training session was fully booked but if Council approved the expenditure now the Clerk could book an appropriate session as soon as one became available.

RESOLVED: That the Council approve the costs of a Councillor attending one of the YALC training sessions at a cost of £45.00 whenever the next suitable session became available.

18/188 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 nature of the business to be transacted, the public and the press leave the meeting during consideration of the items as determined under Agenda Item 4.

18/189 UPDATE LAND AT MELTHAM HALL PARK

At a site visit earlier this year it was agreed that the Council and the property developer involved in this matter would jointly instruct local surveyors to determine the exact boundary between the developer's land and the Town Councils. The Clerk had obtained a quote and reported the amounts involved at the last Council meeting. The Clerk had written to the developer for his confirmation that he was happy to jointly instruct the firm to carry out the survey and meet half the costs involved. At the date of the last Council meeting no reply had been received from the developer and the Clerk confirmed she would contact the developer again. At the last Council meeting it was agreed to authorise the survey and the associated costs provided the developer came back to confirm in writing he would meet half the costs of the joint survey. If not, the Clerk was asked to put the matter back on a future Council agenda for consideration. The Clerk reported that she has subsequently contacted the developer again but that no response had been received. It was agreed that the Clerk would make one final attempt to contact the developer by e-mail and by post if possible. If no contact is made the Clerk be authorised to order the survey in order to move matters forward and the Council would seek to recover half the costs from the developer retrospectively.

RESOLVED: That the Clerk make the necessary arrangements for the survey and that the costs involved are approved and that the Council would seek to recover half of these costs retrospectively from the developer.

18/190 PRIDE OF MELTHAM NOMINATION

Councillors considered the nomination received for the Council's Pride of Meltham Award circulated with the agenda.

RESOLVED: That the Council agreed to award the person nominated with a Pride of Meltham award for her work in community and fundraising and that the Clerk be asked to write to the nominee to confirm the award.

18/191 TOWN HALL UPDATE

Councillor White updated Councillors on the current position regarding the Town Hall. Councillor White said that the Clerk had pulled together a draft report which still had several gaps in the information, but which started to detail the possible resolutions the Council would need to pass, the various risks and a number of matters which the Council needed to make some decisions on as soon as possible.

At the Council meeting on the 26 March 2018 the Council agreed that a due diligence exercise on anyone the Council were considering entering into an agreement with should be completed. Councillor White asked if the Council were happy to instruct the valuers to undertake this exercise and approve the costs involved.

RESOLVED: That the Clerk be authorised to instruct the valuers to undertake a due diligence exercise on the person the Council were considering entering into an agreement for lease/ lease and approve the costs involved in such an exercise.

Councillor White said councillors should note that the drainage, coal and local authority searches were supplied by Kirklees Council. The searches supplied are technically out of date and there is no landmark environmental search. The cost to renew / undertake the searches would be

Local authority Search	£102.00
Coal Search	£104.40
Drainage and water	£132.00
Landmark Environmental	£213.00

It was noted that the Council needed to decide whether the risk in not having the searches renewed is one the Council is prepared to take. After some discussion it was agreed not to renew the searches as the risk of anything having changed was very small.

The Council will need to have buildings insurance in place at exchange of contracts. It was reported that the Clerk had been in touch with the Councils existing insurers who confirmed they would need the rebuild cost to provide a quote. The insurance firm advised to get an accurate rebuild cost, the Council should seek the services of a surveyor or property management firm and stressed the importance of ensuring the figure is as accurate as possible due to the averaging clause on the policy. The existing valuers instructed by the Council have been asked to give an indication of the rebuild cost for the property. They have provided an estimate which includes architects and quantity surveyors' fees and an allowance for debris clearance, but the assessment is exclusive of VAT. The reinstatement estimate is £800,000. However, it was highlighted that this figure is provided without liability and is for guidance only. The valuers state if a more formal estimate is needed 'this should be sought from either a quantity surveyor or architect'. It was therefore noted that the Council needs to take a decision to rely on this estimate from the valuers or obtain a formal rebuild estimate, particularly in the light of the comments from the insurance company regarding the importance of the figure. It was decided that the Council should go ahead and instruct a quantity surveyor to obtain an accurate rebuild cost for the property. It was noted that no quotes had been obtained for this work but due to the need to obtain this information quickly, so an insurance quote can be obtained, it was decided to delegate this matter to the Clerk and authorise the reasonable costs of instructing a quantity surveyor in this matter.

RESOLVED: That the Council instruct a quantity surveyor to obtain an accurate rebuild cost for the property and to delegate this to the Clerk to action and to approve the reasonable costs of instructing a quantity surveyor in this matter.

It was noted that there was a significant risk of proceeding without knowing the state of the building and without understanding the nature and degree of work involved to bring the building up to an adequate standard. The Clerk also suggested that the solicitor had mentioned having a schedule of works as part of the lease agreement and questioned whether a professional survey was necessary for the council to be able to collate such a schedule. It was suggested than any detailed survey was likely to be in excess of £1000.00. It was decided at this present time to not have a full survey undertaken but this could be revisited if necessary.

RESOLVED: That the Council would not incur costs at the present time having a survey done as regards the condition of the building.

It was also noted there were several questions for the Councils solicitor and that the working group would meet with the solicitor later in the week to resolve some of the outstanding matters.