

## MELTHAM TOWN COUNCIL

### MINUTES OF THE COUNCIL MEETING HELD ON MONDAY 19 NOVEMBER 2018

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

**PUBLIC SESSION:** One member of the public had attended in respect of the grant application from Meltham Church Parish Hall and explained how the invitation process for the Christmas lunch which was taking place at 12.00 noon on Christmas day would work. The Mayor offered to attend the event.

#### 18/192 NOTICE OF THE MEETING

Taken as read.

#### 18/193 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Holroyd-Doveton and Councillor Wrathall and accepted

#### 18/194 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 18/195 ADMISSION TO THE PUBLIC

**RESOLVED:** That item 14 Town Hall update be held in private as it would divulge commercially sensitive / confidential information

**RESOLVED:** That item 15 Land at Meltham Hall park be held in private as publicity may prejudice the legal position of the Council

**RESOLVED:** That item 16 Report and Recommendations from Personnel Committee be held in private as it may divulge personal information.

#### 18/196 MINUTES

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

**RESOLVED:** That the Minutes of the Council Meeting held on the 1 October 2018 be approved.

#### 18/197 MINUTES OF COMMITTEES

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

**RESOLVED:** That the Minutes of the Planning Environmental and General Purposes Committee held on the 8 October 2018 be approved.

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 29 October 2018 be approved.

It was proposed by Councillor Haigh and seconded by Councillor Bampton and

**RESOLVED:** That the Minutes of the Properties, Administration and Finance Committee held on 8 October 2018 be approved.

It was proposed by Councillor Noon and seconded by Councillor Bampton and

**RESOLVED:** That the Minutes of the Personnel Committee held on the 29 October 2018 be approved.

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

**RESOLVED:** That the Minutes of the Communications Committee held on the 1 October 2018 be approved.

### **18/198 GRANT APPLICATIONS**

- a) Councillors considered a revenue grant application circulated with the agenda from Meltham Parish Church Hall in the sum of £500.00 to host a Christmas dinner in the Meltham Parish Church Hall for the homeless, needy and lonely on Christmas Day 2018.

**RESOLVED:** That the revenue grant application from Meltham Parish Church Hall in the sum of £500.00 to host a Christmas dinner in the Meltham Parish Church Hall be approved.

It was suggested that this might be something that the trustees of the Pools Allotment Fund might consider funding and the Clerk agreed to raise this.

- b) Councillors considered a revenue grant application circulated with the agenda from the Friends of Meltham Library in the sum of £500.00 to support children's activities in the library over a 12-month period.

**RESOLVED:** That the grant application from the Friends of Meltham Library in the sum of £500.00 to support children's activities in the library over a 12-month period be approved.

- c) Councillors considered a revenue grant application circulated with the agenda in the sum of £350.00 from Meltham Churches Together towards the cost of Carols in the Park 2018.

**RESOLVED:** That the grant application from Meltham Churches Together in the sum of £350.00 towards the cost of Carols in the Park 2018 be approved.

- d) It was noted that Meltham Christmas Lights Committee were awarded a grant in late 2017 in the sum of £6581.95. 3 sums of money were paid out for lights leaving a balance of £677.23 remaining of the grant. The Meltham Business Association (MBA) have now taken on responsibility for the Christmas lights in Meltham and want to access the balance of the funds. It was noted that the MBA are a separate entity to the Christmas Lights Committee and the Council grant scheme required grant applicants to complete an application form and provide bank details and their constitution etc. Councillor Noon asked if the Council would support approving a grant to the MBA in the sum of £677.23 for Christmas lights provided the appropriate documentation was provided to the Council.

**RESOLVED:** That a Community Projects Funds application from the Meltham Business Association (MBA) in the sum of £677.23 for Christmas lights be approved subject to the Council receiving the appropriate documentation.

**18/199 PROVISION OF DEFIBRILLATORS / CPR TRAINING**

The Chair reported that it had been hoped to consider the current defibrillator provision across Meltham and whether additional defibrillators are required and if so where. Unfortunately, the information requested by the Clerk regarding these matters had not been provided. The Chair reported that it had also been hoped to report back on the dates of future CPR training sessions but unfortunately the information requested by the Clerk had not been provided. A discussion took place regarding several defibrillators which organisations might be prepared to site outside of their buildings if they could be provided with cabinets and it was agreed to delegate the issue of defibrillators to the Properties Administration and Finance Committee including authorising any necessary expenditure. Although the dates were as yet unknown Council agreed to approve the room hire costs for two further CPR sessions.

**RESOLVED:** That the discussion and decisions surrounding defibrillator provision be delegated to the Properties Administration and Finance Committee including authorising any necessary expenditure and that the room hire costs of £60.00 per session for two further CPR training sessions be approved.

The Clerk thanked Councillor Maxfield for her assistance in publicising the previous training events by extensive leafleting and asked for Councillor’s support in publicising any future events.

**18/200 CODE OF CONDUCT / REGISTRATION OF INTERESTS**

Councillors noted that an e-mail on the registration and disclosure of interests had been previously circulated to all Councillors by the Clerk together with NALCs legal note on the matter and the Councils adopted code of conduct and that hard copies of these documents had been circulated with the agenda. Councillors discussed whether Councillor training should be arranged and concluded that the best way of dealing with training at this point was for the Clerk to offer a session with a small group of Councillors.

Councillors noted the new typed tabular register of interests which could be more easily updated, and it was agreed that the forms should be checked for accuracy and completeness and then be dated and signed and returned to the Clerk.

**18/201 CIVIC PROTOCOL**

Councillors considered the draft civic protocol prepared by the Clerk circulated with the agenda and several amendments were proposed and accepted. The suggested invitee list was discussed and the budget for each event was agreed together with the arrangements for charging for the Civic Dinner. It was agreed that the Civic Service event would be fixed ordinarily for the second Sunday in September. A wider discussion about the nature of the Civic Service and whether it could be made more inclusive took place. It was agreed to put this on the agenda of the next Council meeting for a fuller discussion on the issue.

**18/202 CCTV UPDATE AND COMPLETED SURVEILLANCE CAMERA COMMISSIONER TOOLKIT**

Councillors considered the completed Surveillance Camera Commissioner Toolkit circulated with the agenda and the actions required arising from the completion of the toolkit detailed in the action plans therein. The Clerk summarised the main points highlighted by the exercise.

Councillors discussed Principle 1 of the code and

**RESOLVED:** That the use of the surveillance camera system was for a specified purpose (namely to secure public safety, prevent crime and disorder and protect the rights and freedoms of others) in pursuit of a legitimate aim and remains necessary to meet an identified pressing need, namely the following objectives:

- To reduce the fear of crime
- To deter crime
- To aid the detection of crime and the prosecution of offenders
- To reduce instances of nuisance and vandalism
- To promote a sense of safety for Town centre users
- To provide safety and security to vulnerable members of the community

Councillors noted that the Council must now regularly review (at least annually) and assess the CCTV system against the agreed objectives and it was agreed that this would be done via feedback on requests and outcomes provided by the contractor and feedback from the police and residents on the system via regular meetings with the police and our contractor and engagement with residents via the Councils newsletter.

Councillors noted the need for a new Privacy Impact Assessment (PIA) when the system is upgraded and that the completed PIA assessment needs to be adopted by Council and published on the Councils website (together with the annual review).

Councillors noted the requirement for consultation and engagement with the public to find out residents' concerns and it was agreed that this would be done through the Councils newsletter and other engagement activity. Once there is clear evidence of what stakeholders says are their concerns the Council should review whether the CCTV system is a proportionate response to those issues.

Councillors noted that the Councils current CCTV code is out of date and requires redrafting, that the Council should publish performance statistics / management information and that the complaints process needed upgrading

It was reported that no contract had yet been received from the CCTV contractor. The Clerk reported the latest performance information from the contractor.

**18/203 CONTRIBUTION LIBRARY SERVICES**

Councillors noted that the Council had agreed in 2017 to contribute to Library services in Meltham in the sum of £4000.00 for two years, the second payment being made in Spring 2018. Councillors were asked to consider whether the Council should make a further payment in Spring 2019, The Clerk confirmed this had been budgeted for in the 2018/19 budget. Councillor White suggested that the running costs of the Carlile Institute were higher than originally anticipated and that a request may be made for a higher payment in future years. The Chair asked Councillor White if information could be provided regarding this matter to inform the budget setting process for 2019/20 which is underway.

**RESOLVED:** That the Council should make a financial contribution to the library service in Meltham in the sum of £4000.00 in the spring of 2019 and that further payments would be considered as part of the budget setting process for 2019/20.

**18/204 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. A discussion took place about the drainage issues on the site and the fact that play grade bark chippings are an acceptable surface material used by many authority's, subject to the drainage issues being sorted. It was agreed that there was little point in progressing with any replacement of play equipment until the drainage issues had been resolved. The Clerk agreed to continue to try and obtain quotes and professional advice regarding drainage in this area.

**18/205 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.

**18/206 TOWN HALL UPDATE**

Councillor White updated Councillors on the current position regarding the Town Hall. Councillor White reported that the matters agreed at the last Council had been progressed but that there was frustration at the delay in getting access to the property to allow a survey to assess the re-build costs which was required before a definitive insurance quote could be obtained. Councillor White suggested that more work was needed to flesh out the description of tenant's works which had been provided. A further report would be brought to the next Council meeting.

**18/207 LAND AT MELTHAM HALL PARK**

The Clerk reported 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 had previously reported the amounts involved. 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 but had not received a reply. At the last Council meeting it was agreed the Clerk should try one last time to contact the developer. The Clerk reported she had subsequently spoken to the developer who had verbally confirmed that he was happy to jointly instruct the firm to carry out the survey and to meet half the costs involved. The Clerk had subsequently sent the developer a set of joint instructions for approval / amendment but had received no reply and had chased this up several times.

**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.

**18/208 REPORT AND RECOMMENDATIONS FROM PERSONNEL COMMITTEE**

Councillors considered a verbal report from the Chair of the Personnel Committee addressing the specific recommendations of the Committee set out below in more detail and reporting back to Council on the outcome of the Clerks appraisal undertaken by the Chair of the Personnel Committee and approved by Personnel Committee on the 29 October 2018 and an analysis of the time the Clerk spends attending formal council or committee meetings, together with the priorities that personnel committee had suggested.

Councillors considered the formal recommendation from the Personnel Committee that the Clerks salary be confirmed at substantive LC3 (SCP 43-47) backdated to the date of the Personnel Committee following a formal job evaluation exercise and that Council be asked to adopt the appropriate salary scale within the range.

**RESOLVED:** That the Clerks salary be confirmed at substantive LC3 (SCP 43-47) following a formal job evaluation exercise. That the Clerk be paid at SCP 43 backdated to the date of the Personnel Committee. That the Clerks salary rise annually by automatic increase on the 1 April each year by incremental steps, to the scale maximum in accordance with the NALC:SLCC Joint Agreement on Terms and Conditions.

Councillors considered the formal recommendation from the Personnel Committee that the Clerk be provided with a small delegated budget for attending training in the sum of £300.00 subject to the Clerk reporting back to Council on any training attended and agreed with it.

**RESOLVED:** That the Clerk be provided with a small delegated budget for attending training in the sum of £300.00 subject to the Clerk reporting back to Council on any training attended.