



**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 19 November 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 Council Meeting held on the 1 October 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 8 October 2018 (enc).
- Planning Environmental and General Purposes Committee held on 29 October 2018 (enc).
- Properties, Administration and Finance Committee held on 8 October 2018 (enc).
- Personnel Committee held on the 29 October 2018 (enc)
- Communications Committee held on the 1 October 2018 (enc)

**7. GRANT APPLICATIONS**

-To consider a revenue (smaller grants) grant application 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 (enc).

- To consider a revenue (smaller grants) 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 (enc).
- To consider a revenue (smaller grants) grant application from Meltham Churches Together towards the cost of Carols in the Park 2018 (enc).
- To consider a Community Projects Funds (larger grants) application from the Meltham Business Association (MBA) in the sum of £677.23 for Christmas lights. 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. MBA have taken on responsibility for the Christmas lights in Meltham.

#### **8. PROVISION OF DEFIBRILLATORS / CPR TRAINING**

- To consider current defibrillator provision across Meltham and whether additional defibrillators are required and if so where. The Clerk has asked the current 'guardian' for additional information concerning these matters to report to the meeting.
- To note that additional dates for further CPR training sessions have been requested. The Clerk will be able to report verbally on the dates if the requested information has been received by the date of the meeting. To note the room, hire costs of £60.00 for each session and to approve the necessary expenditure. To discuss what can be done to further publicise these training events.

#### **9. CODE OF CONDUCT / REGISTRATION OF INTERESTS**

- To note the e-mail on registration and disclosure of interests previously circulated to all Councillors by the Clerk (including NALCs legal note on the matter together with the Councils adopted code of conduct) (enc) and to discuss whether Councillor training should be arranged.
- To note the new typed tabular registration of interests form and to date and sign the completed form and return it to the Clerk.

#### **10. CIVIC PROTOCOL**

- To consider and approve or amend as necessary the civic protocol prepared by the Clerk (enc) including a suggested invitee list to ensure consistency to be agreed at the annual meeting each year, a budget for each event, arrangements for charging for the civic reception, and the suggestion of a fixed date each year for the Civic Sunday event.

#### **11. CCTV UPDATE AND COMPLETED SURVEILLANCE CAMERA COMMISSIONER TOOLKIT**

- To consider the completed toolkit (enc) and the actions required arising from the completion of the toolkit.
- To receive a verbal update from the Clerk regarding various CCTV issues

#### **12. CONTRIBUTION LIBRARY SERVICES**

- The Council agreed in 2017 (minute 17/276 refers) to make a contribution to Library services in Meltham in the sum of £4000.00 for two years. The Council needs to consider whether to continue with funding.

#### **13. REFURBISHMENT OF THE CHILDREN'S PLAY AREA**

- To receive feedback on the consultation exercise in respect of the play area.

#### **14. TOWN HALL UPDATE**

- To receive an update on the proposed acquisition of the Town Hall / lease arrangements and consider arrangements for the necessary Council resolutions to be made.

#### **15. LAND AT MELTHAM HALL PARK**

- To receive a verbal update from the Clerk regarding this issue.

#### **16. REPORT AND RECOMMENDATIONS FROM PERSONNEL COMMITTEE**

- To consider 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 any personnel issues including:
  - the outcome of the Clerks appraisal undertaken by the Chair of the Personnel Committee and approved by Personnel Committee on the 29 October 2018
  - an analysis of the time the Clerk spends attending formal Council or Committee meetings
- To consider the following formal recommendations 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.
  - 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.

**17. 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 13th day of November 2018.

Ms M Chard  
Clerk to the Council