



**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 Edward Brook Meeting Room in the Carlile Institute Meltham **commencing at 7pm on the 25 March 2019.**

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 11 February 2019 (enc).  
- To note that the minutes of the Extra Ordinary Council Meeting held on the 18 March 2019 will be brought to next Council Meeting for approval.

#### **6. MINUTES OF COMMITTEES**

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

- Personnel Committee held on the 28 January 2019 (deferred from Council on the 11 February 2019) (enc).
- Planning Environmental and General Purposes Committee held on 25 February 2019 (enc).
- Properties, Administrative and Finance Committee held on 25 February 2019 (enc).
- Communications Committee held on the 4 March 2019 (enc).

#### **7. PLACE STANDARD**

- To receive a presentation from Kirklees Council officers about the Place Standard tool.

- To receive an update from the Clerk on the preparations that have taken place already should the Council be minded proceed and to approve the necessary communications and deadlines.
- To consider the establishment of a working group with a Councillor lead for communications and a Councillor lead for volunteer recruitment, training, co-ordination and management.
- To consider the provision of a small budget to support the volunteers.

#### **8. PRIDE OF MELTHAM**

- To consider two nominations for a Pride of Meltham Award (enc).

#### **9. CIVIC PROTOCOL/CIVIC SUNDAY**

- To approve the revised civic protocol prepared by the Clerk incorporating the amendments made at the Council meeting on the 11 February 2019 (enc).

#### **10. COUNCIL PLAN**

- To consider and approve the draft Council plan prepared by the Council Plan working Group (enc).

#### **11. REVIEW AND STATEMENT OF INTERNAL CONTROLS 2019**

- To consider the review and statement of internal controls (enc)
- To consider the recommendations of the Properties, Administration and Finance Committee on the 25 February 2019 that the Council notes the review, adopts the recommendations of the Clerk and approves the statement of Internal Controls for 2019.

#### **12. ALLOTMENTS**

- To consider the recommendations from the Properties, Administration and Finance Committee on the 25 February 2019 namely that:
  - there should be a one-off administration fee of £25.00 when someone takes on a new plot
  - there should be a minimum annual rental charge of £10.00
  - subject to consideration of the information on the fees charged by Kirklees Council and in order to bring the Councils charges in line with comparable councils there should be a 15% increase in the allotment fees in 19/20, a 15% increase in 20/21 and a 20% increase in 21/22. With a further review of fees in 22/23.
- To consider the further information provide by Kirklees Council regarding their allotment fees (enc).

#### **13. MELTHAM CLEAN UP GROUP**

- To consider correspondence regarding a Meltham litter clean up group (enc).

#### **14. CORRESPONDENCE REGARDING VANDALISM**

- To consider correspondence received regarding vandalism and a request for the Town Council to hold a meeting together with any responses from district councillors following consultation (enc).

#### **15. REQUEST TO PURCHASE COUNCIL OWNED LAND**

- To receive an update on the request to purchase a piece of land currently owned by the Council and consider the plans provided (enc).

#### **16. PARISH MEMBER APPOINTMENTS TO THE NATIONAL PARK AUTHORITY 2019**

- To consider correspondence received regarding parish member appointments to the National Park Authority 2019 (enc).

#### **17. JAPANESE KNOTWEED CONTROL AND HIMALAYAN BALSAM CONTROL**

- To consider correspondence received from River Holme Connections with regard to future Japanese Knotweed control on land owned by the Council and to receive further information from the Clerk on the quote obtained for control of Himalayan Balsam on the same land (enc).

**18. LAND AT MELTHAM HALL PARK**

- To receive a verbal update following a site visit with the Councils surveyor.

**19. PROVISION OF DEFIBRILLATORS / CPR TRAINING**

- To receive a verbal update on developments regarding defibrillator provision in Meltham and further CPR training sessions.

**20. TOWN HALL**

- To consider any further information received regarding the purchase and disposal of the Town Hall and to consider any further resolutions required.

**21. CIRCUS**

- To receive an update from the Clerk and consider how best to inform local residents of the event.

**22. RENEWAL OF INSURANCE POLICY**

- To review and approve the insurance policy, to authorise any amendments as necessary and authorise the Clerk to renew the insurance policy (enc).

**23. 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/ personal/ commercially sensitive or legally prejudicial 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 19th day of March 2019.

Michelle Chard  
Town Clerk