

MELTHAM TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING HELD ON MONDAY 30 SEPTEMBER 2019

Present: Councillor Buchanan (Chair), Councillor Bampton, Councillor Keighley, Councillor Sonia King, Councillor Lyons, Councillor Millward, Councillor Noon, Councillor Storey, Councillor White and Councillor Wrathall

PUBLIC SESSION: There were no members of the public present

19/121 NOTICE OF THE MEETING

Taken as read.

19/122 ADMISSION TO THE PUBLIC

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: -

- Item 3 Councillors reasons for absence - to consider this item in private as it would divulge personal / confidential information.
- Item 21 Living Wage - to consider this item in private as it would divulge personal / confidential information.
- Item 24 CCTV Update – to consider this item in private due to the commercially sensitive nature of the business to be transacted and because it may prejudice the legal position of the Council

19/123 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Spencer King

As there were no press or public present it was not necessary to ask them to leave the meeting.

Councillors considered the reasons for absence provided by Councillor Spencer King

RESOLVED: That the reasons for Councillor Spencer King absence were accepted and the absence was therefore approved.

19/124 DECLARATIONS OF INTEREST

Councillor Lyons and Councillor Wrathall declared an interest in relation to Item 8 Over 70s gift giving and confirmed that whilst they may speak on the matter they would not participate in any vote.

19/125 MINUTES

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

RESOLVED: That the Minutes of the Council Meeting held on the 19 August 2019 be approved

19/126 MINUTES OF COMMITTEES

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

RESOLVED: That the Minutes of the Planning Environmental and General Purposes Committee held on 19 August 2019 be approved.

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

RESOLVED: That the Minutes of the Planning Environmental and General Purposes Committee held on 2 September 2019 be approved.

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

RESOLVED: That the Minutes of the Planning Environmental and General Purposes Committee held on 23 September 2019 be approved.

It was proposed by Councillor Storey and seconded by Councillor Millward and

RESOLVED: That the Minutes of the Communications Committee held on the 16 September 2019 be approved.

19/127 ASK MELTHAM

Councillors received an update on the Ask Meltham project and the arrangements for the drop-in event on the 9th October 2019 and were encouraged to invite people to drop in on the day.

19/128 OVER 70s GIFT GIVING

Councillors confirmed that the event should go ahead on the first Tuesday in December (3 December). A discussion took place regarding the value of the gift to be presented and an increase in the value of the gift to £5.00 was proposed and by a majority it was

RESOLVED: That the event should go ahead on the 3 December and that the value of the gift to be presented be increased to £5.00 and the expenditure in connection with the event be approved.

19/129 QUOTES FOR PRIDE OF MELTHAM PLAQUES

Councillors considered two quotes for the purchase of Pride of Meltham plaques circulated with the agenda.

RESOLVED: That the quote in the sum of £25.40 per plaque be approved and that the necessary expenditure be authorised.

19/130 FURTHER REQUEST TO CONSIDER HIMALAYAN BALSAM TREATMENT

Councillors considered a further request from River Holme Connections regarding the treatment of Himalayan Balsam circulated with the agenda. Councillors wanted more information about the method to be used and the costs involved. It was agreed that the Clerk would ask for this additional information and put this matter on the agenda of the next Council meeting.

19/131 NALC POLICY CONSULTATION – INDEPENDENT REVIEW INTO LOCAL GOVERNMENT AUDIT

Councillors considered the briefing provided by NALC circulated with the agenda and decided not to respond allowing NALC to represent local Councils.

19/132 MEDIA PROTOCOL

Councillors considered the recommendation of the Communications Committee on the 16 September 2019 and agreed to adopt the media protocol drafted by the Clerk and circulated with the agenda subject to the small amendment suggested.

RESOLVED: That the media protocol circulated with the agenda be adopted subject to the small amendment suggested.

Councillors noted that a protocol on social media would need to be developed.

19/133 ACCOUNTS 2018/19 AND ANNUAL EXTERNAL AUDIT

Councillors considered the annual return detailing the external auditor's comments circulated with the agenda and noted that the Notice of Conclusion of Audit had been prepared and posted on the Notice Boards and on the Council's website in accordance with the legal requirements along with the certified AGAR (Sections 1, 2 & 3). Councillors further noted that the audit process has now been completed for the year 2018/2019.

Councillors considered the matters arising from the review which were detailed in the external auditor report and certificate. The Clerk explained that she had correctly not reclaimed the VAT in connection with an invoice which had been paid as part of a grant award but that the amount had been included in the overall debtor's figure. The Clerk said an adjustment would need to be made and the Councillors noted that this was not a real debt but would need to be removed from the overall debtor's figure. It was decided that no further action was required.

RESOLVED: That the matters arising from the review detailed in the external auditor report and certificate required no further action save for removing the appropriate amount from the overall debtor's figure.

19/134 VE DAY 75th ANNIVERSARY

Councillors received an update regarding planning and events in the Town. It was agreed to put this on the agenda of the next Council meeting for a further update.

19/135 PICNIC IN THE PARK EVENT

Councillors considered whether it would be suitable to have a 'Picnic in the Park' event on the 8th May 2020 to coincide with the VE day celebrations. It was agreed to keep this as an option but to review this in the light of what events emerge from the preceding agenda item.

Councillors noted that it was decided at the last Council meeting that the Communications Committee would take the lead in organising this event. Councillors agreed that significant resources would be required to organise such an event. The Clerk suggested that there were companies who did event management which may provide another option in order to deliver more events in Meltham. Councillors also suggested that setting up a Friends of the Robert Ashton Park Group would be helpful in delivering such events.

19/136 PROGRESSION SHOP FRONTAGE GRANT SCHEME

The Clerk updated Councillors on progress on the grant scheme and the questions that needed to be resolved. It was agreed to form a Councillor working group to work through the issues and to bring a proposed grant scheme to the next Council for amendment / approval. It was agreed that the working group would comprise Councillors White, Bampton and Millward. It was further noted that the scope of the grant scheme may need to be reviewed in order to deliver a unified look to shop frontages in Meltham.

19/137 REPLACEMENT / ADAPTATION OF VICE CHAIRMAN'S CHAIN

Councillors noted that the current regalia had the words Vice Chairman on it. Councillors decided that the Council should obtain quotes for adaption if possible, of the Vice Chairman's Chain given the description on the regalia and have it replaced with the words 'Deputy Town Mayor'.

19/138 HOLMFIRTH ART WEEK

Councillors considered Meltham's future participation in this event and it was agreed that the Town Mayor would make further enquiries about how Meltham might get involved in the fringe events in order to encourage people to visit the Town.

19/139 SPEEDING

Councillors reviewed progress on the matters previously raised.

19/140 UPDATE TOWN HALL

Councillors received an update regarding progress on the Town Hall and noted the official opening of the Crossroads Centre at 1.00pm on the 12 October 2019.

19/141 LIVING WAGE

Councillors received an update from the Clerk as to the new living wage rate of £8.21 per hour.

19/142 RESULTS OF LONE WORKING RISK ASSESSMENT

Councillors considered the recommendations arising from a lone working assessment carried out by Equilibrium Risk circulated with the agenda. Councillors considered two quotes for the purchase and installation of the recommended CCTV camera but thought both quotes were excessive and requested that the Clerk obtain further quotes and explore alternative CCTV solutions.

Councillors approved the necessary expenditure to sign up to the recommended lone working app.

RESOLVED: That the necessary expenditure to sign up to the recommended lone working app be approved.

The Clerk reported that quotes for the door were still being sourced.

19/143 COUNCIL NOTICE BOARDS

Councillors considered what should be displayed on the Councils notice boards and decided moving forward that only Council papers should be displayed.

19/144 CCTV UPDATE

Councillors received an update on the provision of CCTV, legal issues and noted that the insurance claim regarding the CCTV equipment damaged when the lighting column was knocked down last year had been settled. It was agreed to take the steps suggested by the Clerk following receipt of legal advice and to continue to progress the provision of CCTV services.