



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 30 September 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. 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).

3. APOLOGIES / REASONS FOR ABSENCE

- To receive apologies for absence.
 - To consider Councillors reasons for absence

4. DECLARATIONS OF INTEREST

- To receive any declarations of interest on items on the agenda.

5. MINUTES

- To confirm as a correct record the Minutes of the Council Meeting held on the 19 August 2019 (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 19 August 2019 (enc)
- Planning Environmental and General Purposes Committee held on 2 September 2019 (enc)
- Planning Environmental and General Purposes Committee held on 23 September 2019 (enc)
- Communications Committee held on 16 September 2019 (enc).

7. ASK MELTHAM

- To receive an update on the Ask Meltham project.

8. OVER 70s GIFT GIVING

- To consider whether to go ahead with the event on the first Tuesday in December (3 December) and to confirm the value of the gift.

9. QUOTES FOR PRIDE OF MELTHAM PLAQUES

- To consider two quotes for the purchase of 20 Pride of Meltham plaques (enc), to approve a quote and authorise the necessary expenditure.

10. FURTHER REQUEST TO CONSIDER HIMALAYAN BALSAM TREATMENT

- To consider a further request from River Holme Connections regarding the treatment of Himalayan Balsam (enc)

11. NALC POLICY CONSULTATION – INDEPENDENT REVIEW INTO LOCAL GOVERNMENT AUDIT

- To consider the briefing provided by NALC and determine whether to respond (enc)

12. MEDIA PROTOCOL

- To consider the recommendation of the Communications Committee on the 16 September 2019 that the Council should adopt the media protocol drafted by the Clerk (enc) and to note that a protocol on social media would need to be developed.

13. ACCOUNTS 2018/19 AND ANNUAL EXTERNAL AUDIT

- To consider the annual return detailing any external auditor's comments (enc) and to note that the Notice of Conclusion of Audit has 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) and to further note that the audit process has now been completed for the year 2018/2019.
- To consider any matters arising from the review which are detailed in the external auditor report and certificate and decide what if any action is required.

14. VE DAY 75th ANNIVERSARY

- To receive any further updates from Councillors regarding planning and events in the Town.

15. PICNIC IN THE PARK EVENT

- To consider an update on the event 'Picnic in the Park' 2020 and whether a suitable date would be the 8th May 2020 to coincide with the VE day celebrations.
- To note that it was decided at the last Council meeting that the Communications Committee would take the lead in organising this event.

16. PROGRESSION SHOP FRONTAGE GRANT SCHEME

- To consider how to progress the grant scheme for shop frontages in Meltham.

17. REPLACEMENT / ADAPTATION OF VICE CHAIRMAN'S CHAIN

- To consider whether to obtain quotes for the replacement or adaption if possible, of the Vice Chairman's Chain given the description on the regalia.

18. HOLMFIRTH ART WEEK

- To consider Meltham's future participation in this event

19. SPEEDING

-To review progress on previous matters discussed regarding speeding in the Town

20. UPDATE TOWN HALL

- To receive an update regarding progress on the Town Hall and to note the official opening of the Crossroads Centre at 1.00pm on the 12 October 2019.

21. LIVING WAGE

- To receive an update from the Clerk

22. RESULTS OF LONE WORKING RISK ASSESSMENT

- To consider the recommendations arising from a lone working assessment carried out by Equilibrium Risk (enc) and to consider 2 quotes for the CCTV camera recommended. To approve the necessary expenditure to sign up to the recommended lone working app and to purchase and install a CCTV camera in the office. To note that enquiries are still being made regarding the costs for the installation of a stable door.

23. COUNCIL NOTICE BOARDS

-To consider what should be displayed on the Councils two notice boards.

24. CCTV UPDATE

- To receive an update on the provision of CCTV and to note that the insurance claim regarding the CCTV equipment damaged when the lighting column was knocked down last year has been settled.

Dated this 24th day of September 2019.

Michelle Chard

Town Clerk