

MELTHAM TOWN COUNCIL

MINUTES OF THE EXTRA ORDINARY COUNCIL MEETING HELD ON MONDAY 20 JANUARY 2020

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

PUBLIC SESSION: Two members of the public were in attendance. One member of the public had attended in connection with Item 22 Holme Valley Mountain Rescue and one member of the public had attended in connection with Item 17 grant application (3). The Chair agreed that the attendees be permitted to speak when that item was discussed as part of the meeting rather than as part of public question time.

20/01 NOTICE OF THE MEETING

Taken as read.

20/02 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 15 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
- Item 23 Update Land at Meltham Hall – to consider this item in private because it may prejudice the legal position of the Council

20/03 APOLOGIES FOR ABSENCE

No apologies for absence were received as all Councillors were in attendance

20/04 DECLARATIONS OF INTEREST

There were no declarations of interest

RESOLVED: To amend the order of business so that Item 22 Holme Valley Mountain Rescue and Item 17 grant application (3) from Meltham Subscription Bowling Club are dealt with first. Thereafter the order of the original Agenda to resume.

20/05 GRANT APPLICATION (3)

Councillors considered the Community Projects grant application circulated with the agenda, from Meltham Subscription Bowling Club in the sum of £4549.00 received on the 14 January 2020 for improvements to two greens. The member of the public in attendance addressed the Council explaining what the grant was for. It was noted that only one quotation had been provided and the grant scheme required 2 quotations. It was agreed to approve the

community grants application (subject to receiving second quotations for the work) in the sum of the lower of each of the quotations.

RESOLVED: That the Council approved the Community Projects grant application from Meltham Subscription Bowling Club in the sum of the lower of the quotations to be provided to undertake improvements to two greens.

20/05 HOLME VALLEY MOUNTAIN RESCUE

The chair of Holme Valley Mountain Rescue (HVMR) explained that the service relied totally on donations and volunteers. The roof of the headquarters in Marsden is in need of a replacement covering at a cost of £20k and although a grant of £8k had been secure it was necessary for the organisation to raise the remaining money via extra donations and grants. Councillors considered whether the Town Council in conjunction with neighbouring Parish Councils could provide some funding to Holme Valley Mountain Rescue. It was noted that HVMR had strong links with Meltham having had its headquarters here for many years and the Councillors universally applauded the work of the organisation. It was suggested that the Town Council should join with other Parish councils in the Kirklees area to see if they could come together to contribute. A discussion then took place about whether the Town Council should initiate contact with other parish / town councils or whether the HVMR should make contact. Some Councillors thought that the Town Council should support HVMR notwithstanding the views of the other Town / Parish Councils although it was noted that the proposal on the agenda had been to explore the possibility of joint funding arrangements. Ultimately it was suggested that HVMR should write to the Clerk with a proposal in terms of what they were seeking from the Town Council and that the matter would be considered at a later Council meeting.

20/06 MINUTES

A typographical error was identified on page 1 of the minutes and it was agreed the word 'Loan' should be corrected to read 'Lone'

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

RESOLVED: That the Minutes of the Council Meeting held on the 18 November 2019 be approved subject to the correction identified

20/07 MINUTES OF COMMITTEES

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 the 18 November 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 the 6 January 2020 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 the 6 January 2020 be approved.

20/08 ASK MELTHAM

Councillors received an update on the Ask Meltham project and noted a full report will be brought to the next Council setting out the suggested priorities and potential actions identified by the working group following the Ask Meltham exercise for consideration and adoption by Council. The point was made that the Town Council was not expected to fund all of the outcomes as this had been a joint exercise with Kirklees Council and it was hoped that monies would be available from Kirklees for a significant proportion of the outcomes. It was noted that there was an event on the 7 March for volunteer groups in Meltham where the Results of Ask Meltham could be publicised. The Chair also expressed her thanks on behalf of the Council for the work that Councillor Keighley had done with the Ask Meltham data.

Councillors considered a recommendation from the Properties Administration and Finance Committee on the 6 January 2020 that Council approve the initial scoping document and quote for the production of a park master plan and accompanying consultancy services drawn up by Kirklees Council and that Council approve the necessary expenditure (circulated with the agenda). It was suggested that this was an integral part of determining the priorities and potential actions arising from Ask Meltham as improvements to the park had been raised numerous times.

RESOLVED: That the initial scoping document and quote to produce a park master plan and accompanying consultancy services drawn up by Kirklees Council circulated with the agenda be approved and that the necessary expenditure also be approved.

Councillors considered an immediate recommendation from the Ask Meltham Working Group to approve an increase in the number of Council newsletters from 2 to 3 per year and to alter their format to include third party advertising by community organisations. It was noted that the necessary budget increase is highlighted in the budget report for 20/21. Councillors noted that significant savings were hoped to be made by using an alternate delivery method rather than Royal Mail and that the Clerk had recently obtained two quotes to ensure the printing costs represented best value.

RESOLVED: That the Council approved an increase in the number of Council newsletters from 2 to 3 per year and agreed to alter their format to include third party advertising by community organisations

20/09 THE BIG LUNCH - PICNIC IN THE PARK EVENT

Councillors received an update on The Big Lunch Picnic in the Park event on the 6 June 2020. The Chair reported that she believed the first stage was to create a Friends of Robert Ashton Memorial Park (RAMP) Group and that she had already hosted one meeting attended by 14 members of the public 11 of whom had signed up to be friends of RAMP. The Chair reported that there was a second public meeting shortly. The Chair suggested that there was a need to map out the role of the volunteers but that she thought that they could assist the Council in delivering the Big lunch event. The Chair referred to an article which is going in the Holme Valley review publicising the event. The Chair confirmed that she and the Clerk were meeting Bewleys this week and the membership of the Big Lunch working group was again confirmed as Councillors Bampton, Buchanan, Sonia King and Millward with Councillor Spencer King agreeing to participate in the initial stages.

20/10 BUDGET AND PRECEPT PROPOSALS

The Clerk reported that she had not received the Grounds Maintenance Contractors annual costs for 20/21 in time to report these to the meeting. Councillors considered a report from the Clerk providing information for the 2020/21 budget and precept discussions circulated with the agenda.

Councillors considered the following recommendations from the Properties Administration and Finance (PAF) Committee on the 6 January 2020 namely:

- that the Town Hall rent be used to replenish capital reserves rather than to offset the precept.
- that funds in the sum of £10,000 should be raised via the precept for 20/21 to be spent on priorities identified as a result of the Ask Meltham exercise and events in the Town
- that the draft budget for 20/21 as per Appendix A in the report circulated with the agenda be adopted. Councillors noted that the report included the suggested amendments to the 20/21 budget suggested by the PAF Committee, and these were referenced in the detailed commentary.
- that the precept demand for 20/21 as per Appendix A in the report circulated with the agenda be adopted, and it was

RESOLVED:

- that the Town Hall rent be used to replenish capital reserves rather than to offset the precept
- that funds in the sum of £10,000 should be raised via the precept for 20/21 to be spent on priorities identified as a result of the Ask Meltham exercise and events in the Town
- that the draft budget for 20/21 as per Appendix A in the report circulated with the agenda be adopted namely a budget of £145,087.50.
- that the precept demand for 20/21 as per Appendix A in the report circulated with the agenda be adopted namely a precept demand of £137,981.92 which equates to a per annum increase for a Band D property of £4.29

RESOLVED: That the Clerk be authorised to make the formal precept demand to Kirklees Council in the sum of £137,981.92

RESOLVED: That the Clerk be given delegated authority (in consultation with the Chair) to draft a press release regarding the budget and precept and that the Clerk be authorised to post this on the Council's website and provide this to the media if requested.

20/11 GRANT APPLICATION (1)

Councillors noted that at the Council meeting on the 18 November a grant application from the VE Day 75th Anniversary Committee in the sum of £1500.00 was approved in principle subject to further information being received as to the proposed expenditure details. Councillors discussed the further information that was provided by the VE Day 75th Anniversary Committee circulated with the agenda and provided at the meeting. Councillors noted the draft budget provision in the 20/21 budget for this event. It was suggested that if funds above the grant application made in the sum of £1500 were required then a new grant application could be made.

RESOLVED: That the Council approved the application from the VE Day 75th Anniversary Committee in the sum of £1500.00 for funding towards a one-off event to mark the 75th anniversary of VE day in 2020.

20/12 GRANT APPLICATION (2)

Councillors considered the grant application circulated with the agenda, from Honley Junior Football Club u15s in the sum of £300 received on the 12 December 2019 for a trip to a Spanish football tournament in April 2020. Councillors thought that it would not be appropriate to provide funds for the stated purpose and there were also concerns that the football club is based in Honley (not Meltham) and Meltham has its own club.

RESOLVED: That the grant application from Honley Junior Football Club u15s in the sum of £300 for a trip to a Spanish football tournament in April 2020 be refused.

20/13 PROGRESSION SHOP FRONT GRANT SCHEME

Councillors noted that the Properties Administration and Finance Committee on the 6 January 2020 Councillors had received an update from the working group as to progress regarding this matter and had also considered a document produced by the working group. Councillors further noted the recommendation from Properties Administration and Finance Committee that this document which had been circulated with the agenda form the basis of the shop front grant scheme Councillors noted that the Clerk will use this document as the base to draw up a full set of grant documentation including a plain English guide, detailed terms and conditions and an application form for consideration and adoption at the next Council meeting, subject to resolving any outstanding legal issues.

20/14 CORRESPONDENCE FROM MELTHAM AND MELTHAM MILLS BAND

Councillors further considered correspondence from Meltham and Meltham Mills Band regarding the potential provision of plaque or seat which was discussed at the previous Council meeting. Councillors thought that the Robert Ashton Memorial Park (RAMP) would be an excellent location for both a bench or plaque. Councillors decided that as the Council were commissioning a master plan for the redevelopment of the RAMP the matter of identifying a place for a bench or plaque should be picked up as part of that exercise. The Clerk was asked to communicate that to the Band.

20/15 WILSHAW TELEPHONE KIOSK

Councillors noted that correspondence has been received about the state of disrepair of the telephone kiosk in Wilshaw, asking who is responsible for its maintenance and whether local residents could clean it and repaint it. The Clerk was asked to respond to say that local residents could clean it and repaint it if they so wished.

20/16 CCTV UPDATE

Councillors received an update on the provision of CCTV and related matters and ward Councillors agreed to chase progress.

20/17 TOWN HALL UPDATE

Councillors received an update on the Town Hall, and it was noted that the lease should have been completed. It was further noted that the Clerk had settled some utility bills for the Town Hall and would seek to recover these amounts.

20/18 MELTHAM ARCHIVES

Councillors considered providing funding for Phase 1 of an archive project to digitise the archive of photographs and documentation currently in the Edward Brook room enabling the information to be more widely accessible to Meltham residents and beyond. Councillors were supportive in principle and it was agreed to bring this matter back to the next Council meeting once two quotes had been received. If the decision is to go ahead it was agreed that funding could be provided from reserves.

20/19 INCREASE TO LIBRARY CONTRIBUTION

Councillors considered a request from the Meltham Carlile Institute to increase the contribution the Town Council make towards hosting the library service in the Carlile Institute from £4k pa to £5k pa for 19/20 and 20/21. To note budgetary provision was made in 19/20 for potential future requests for an increase to a maximum of £5k and the same budgetary provision has been made for 20/21.

RESOLVED: That the contribution the Town Council make towards hosting the library service in the Carlile Institute be increased from £4k pa to £5k pa for 19/20 and 20/21.

20/20 SPEEDING

Councillors reviewed the various issues and noted correspondence from Kirklees Council regarding Speed Indicator Devices circulated with the agenda. It was agreed that the Council needed to keep campaigning to reduce the speeding in Meltham. It was agreed to establish a working group to plan this.

20/21 PAINTINGS FORMERLY IN MELTHAM HALL

Councillors reviewed the current position and decided on the next steps.

20/22 UPDATE LAND AT MELTHAM HALL

Councillors received a progress update about planning issues and surveys. Councillors instructed the Clerk regarding the costs of the surveyor the quotation having previously been approved by Council.

20/23 REPLACEMENT LAPTOP

Councillors noted that the Councils laptop had ceased to work before Christmas due to a hard drive failure and further noted that relevant data had been recovered from the hard drive, but that a replacement laptop is required. Councillors considered some indicative quotations for a new laptop circulated with the agenda and agreed to delegate the purchase of a new laptop to the Clerk up to a maximum spend commensurate with the quotations and approved the necessary expenditure.

RESOLVED: That the Council delegate the purchase of a new laptop to the Clerk up to a maximum spend commensurate with the quotations circulated with the agenda at the council meeting on the 20 January 2020 and further approved the necessary expenditure.

20/24 SCRIBE ACCOUNTING PACKAGE

Councillors noted that previously the Council had resolved to move to the Scribe accounting package and approved the necessary expenditure. To further note that the Clerk intends to start migrating to Scribe over the coming weeks. Councillors approved the invoice for the Scribe accounting package circulated with the agenda.

RESOLVED: That the invoice for the Scribe accounting package circulated with the agenda be approved for payment.

20/25 NEXT COUNCIL MEETING

Councillors noted that the next Council meeting would be on Monday 10 February 2020 as per the schedule of meetings approved at the annual meeting.