



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 an Extra Ordinary meeting of the Town Council to be held in the Edward Brook Meeting Room in the Carlile Institute Meltham **commencing at 7pm on the 20 January 2020.**

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 18 November 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 18 November 2019 (enc)
- Planning Environmental and General Purposes Committee held on 6 January 2020 (enc)
- Properties Administration and Finance Committee held on 6 January 2020 (enc)

7. ASK MELTHAM

- To receive an update on the Ask Meltham project generally and to note a full report will be brought to the next Council setting out the priorities and potential actions as identified by the working group following the Ask Meltham exercise for consideration and adoption by Council.

- To consider 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 (enc).

- To consider a 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. The necessary budget increase is highlighted in the budget report for 20/21. To receive further information regarding a proposed change in delivery methods and the resultant savings in expenditure.

8. THE BIG LUNCH - PICNIC IN THE PARK EVENT

-To consider an update on the event 'Picnic in the Park' 2020.

9. BUDGET AND PRECEPT PROPOSALS

-To receive an update at the meeting from the Clerk about the Grounds Maintenance Contractors annual costs for 20/21.

-To consider a report from the Clerk providing information for the 2020/21 budget and precept discussions (enc)

-To consider the following recommendations from the Properties Administration and Finance 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 attached report be adopted. Councillors are asked to note that the report includes the suggested amendments to the 20/21 budget suggested by the Committee, and these are referenced in the detailed commentary.
- that the precept demand for 20/21 as per Appendix A in the attached report be adopted.

- Councillors are requested to agree or amend the suggested budget for 20/21 and to consider what the precept demand for 20/21 should be. Councillors are asked to note that a formal resolution setting the budget for 20/21 and resolving what the precept demand will be is required at this meeting in order to meet the deadlines requested by Kirklees Council.

- Councillors also need to formally authorise the Clerk to make the formal precept demand to Kirklees Council in the sum agreed.

- To delegate to the Clerk (in consultation with the Chair) the drafting of a press release regarding the budget and precept and to authorise the Clerk to post this on the Council's website and provide to the media if requested.

10. GRANT APPLICATION (1)

-To note 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. To note that further information has been provided by the VE Day 75th Anniversary Committee (enc). To further note the draft budget provision in the 20/21 budget for this event.

11. GRANT APPLICATION (2)

-To consider a grant application from Honley Junior Football Club u15s in the sum of £300 received on the 12 December 2019 (enc).

12. PROGRESSION SHOP FRONT GRANT SCHEME

-To note at Properties Administration and Finance Committee on the 6 January 2020 Councillors received an update from the working group as to progress regarding this matter and considered a document produced by the working group. To consider the recommendation from Properties Administration and Finance Committee on the 6 January 2020 that this document form the basis of the shop front grant scheme (enc). To note that the Clerk will use this document 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.

13. CORRESPONDENCE FROM MELTHAM AND MELTHAM MILLS BAND

- To further consider correspondence from Meltham and Meltham Mills Band regarding potential provision of plaque or seat, discussed at the previous Council meeting and to decide on the location and form of any tribute (enc).

14. WILSHAW TELEPHONE KIOSK

- To note correspondence has been received about the state of disrepair of the kiosk, asking who is responsible for its maintenance and whether local residents could clean it and repaint it.

15. CCTV UPDATE

- To receive an update on the provision of CCTV and related matters.

16. TOWN HALL UPDATE

- To receive an update on the Town Hall.

17. GRANT APPLICATION (3)

-To consider a Community Projects grant application from Meltham Subscription Bowling Club in the sum of £4549.00 received on the 14 January 2020 (enc).

18. MELTHAM ARCHIVES

-To consider 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. To note that this funding could be provided from reserves.

19. INCREASE TO LIBRARY CONTRIBUTION

-To consider a request from Meltham Carlile 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.

20. SPEEDING

-To review where the Council have got to with the various issues and to note correspondence from Kirklees Council regarding Speed Indicator Devices (enc).

21. PAINTINGS FORMERLY IN MELTHAM HALL

-To consider and review the next steps.

22. HOLME VALLEY MOUNTAIN RESCUE

-To consider whether the Town Council in conjunction with neighbouring Parish Councils could provide some funding to Holme Valley Mountain Rescue.

23. UPDATE LAND AT MELTHAM HALL

- To receive a progress update about planning issues, surveys and approve settling the costs of the surveyor the quotation having previously been approved by Council.

24. REPLACEMENT LAPTOP

To note that the Councils laptop ceased to work before Christmas due to a hard drive failure. To further note that relevant data was recovered from the hard drive, but a replacement laptop is required. The Clerk has attached some indicative quotations for a new laptop and Councillors are asked to consider delegating the purchase of a new laptop to the Clerk up to a maximum spend and approve the necessary expenditure (enc).

25. SCRIBE ACCOUNTING PACKAGE

- To note that previously the Council resolved to move to the Scribe accounting package and approved the necessary expenditure. To note that the Clerk intends to start migrating to Scribe over the coming weeks and to approve the invoice for the Scribe accounting package (enc).

26. NEXT COUNCIL MEETING

-To note that the next Council meeting will be on Monday 10th February 2020 as per the schedule of meetings approved at the annual meeting.

Dated this 15th day of January 2020.

Councillor Kate Buchanan
Town Mayor



Michelle Chard

Town Clerk