



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 Jubilee Meeting Room in the Carlile Institute Meltham commencing at 7pm on the 23 March 2020.

The business to be transacted is as detailed on the Agenda hereunder: -

AGENDA

PLEASE NOTE THAT ALL ATTENDEES SHOULD FOLLOW THE SOCIAL DISTANCING RULES ADVISED BY GOVERNMENT DURING THIS SHORT MEETING

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. RECOMMENDATIONS FROM PROPERTIES ADMINISTRATION AND FINANCE COMMITTEE (PAF) 24 FEBRUARY 2020 AND THE ALLOTMENT WORKING GROUP ESTABLISHED BY THE PAF COMMITTEE

REVIEW AND STATEMENT OF INTERNAL CONTROLS 2020 (enc)

At its meeting on the 24 February the Committee considered the review and the statement of internal controls for 2020 circulated with the agenda and there was a full discussion about the internal and external auditors' recommendations, and it was:

RESOLVED: That the Committee recommend to Council that Council note the review, adopt the recommendations of the Clerk and approve the statement of internal controls for 2020.

ALLOTMENTS

At its meeting on the 24 February it was:

RESOLVED: That the Committee recommend to Council:

- that the Council adopt a revised tenancy agreement to replace the existing tenancy agreement
- that the existing tenancy agreements be terminated by serving 12 months' notice on the allotment holders and providing them with copies of the new tenancy agreement which would come into effect on the 1 May 2021.
- that due to this the rental increases previously agreed for this year be put on hold and that rents be reviewed again after the new tenancy agreements have taken effect.

The Committee also decided to form a working group to look at the terms of a new tenancy agreement and to make recommendations to Council as to its adoption. The working group recommends to Council that the new tenancy agreement (enc) be adopted.

To consider a suggestion from the Clerk in the light of recent government advice regarding the Corona Virus to consider an allotment rental holiday for this year.

INSURANCE

At its meeting on the 24 February it was:

RESOLVED: That following a review the Committee to recommend to Council that Council:

- approve the insurance policy
- authorise the Clerk to renew the insurance policy
- authorise the Clerk to make any amendments to the policy as required and
- approve the necessary expenditure in the sum of £2076.60

6. CORONAVIRUS

To consider interim arrangements for the operation of the Council in the light of Coronavirus (enc)

To consider the Council's wider response in supporting the local community and community organisations who may need assistance during this period.

To consider whether the Big Lunch event in June should be postponed or cancelled in the light of the expected advice from government that large gatherings should not take place

To note the Civic Reception on the 17 April has been cancelled in the light of current events

Dated this 18th day of March 2020.



Michelle Chard

Town Clerk