



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 Local Government Act 1972 Para 10(2)(b) you are summoned to attend a meeting of the Town Council to be held remotely **commencing at 3pm on the 22 JUNE 2020***.

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

AGENDA

PUBLIC QUESTION TIME 3pm – 3.15pm*

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 as amended by the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

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) as amended by the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*

3. (a) APOLOGIES / REASONS FOR ABSENCE

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

(b) DECLARATIONS OF INTEREST

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

**Councillors must state whether the interest being declared is a Disclosable Pecuniary Interest under Appendix a of the code of conduct or an interest under Appendix B of the code of conduct.

4. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) – YEAR END 31 MARCH 2020.

- To note that the internal auditor carried out their inspection on 15 May 2020 – and a copy of that report is enclosed with the agenda (enc).

- To note that the AGAR documentation has to be with the External Auditor by 31 July 2020 (the regulations having been amended due to the Corona Virus)

- To consider each of the assertions listed on the Annual Governance Statement (Section 1) and determine whether the Council agree with each of the assertions (enc).

- To approve the Annual Governance Statement (Section 1) **by resolution.**

If Council approve the Annual Governance Statement (Section 1) the **original** will need signing by the Chair and the Clerk **at the meeting**. Arrangements will be put in place to allow the documentation to be signed during the meeting.

NB. Any resolution approving the Annual Governance Statement (Section 1) must be in advance of approving the Accounting Statements (Section 2).

- To receive the Year End Accounts for approval (enc).

- To consider and approve the Accounting Statements 2019/2020 (Section 2) (enc).

If Council approve the Accounting Statements 2019/20 (Section 2) the **original** will need signing by the **Chair** at the meeting (the Responsible Finance Officer having certified the statements in advance of the meeting). Arrangements will be put in place to allow the documentation to be signed during the meeting.

5. MINUTES

- To confirm as a correct record the Minutes of the Council Meeting held on the 11 May 2020 (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 11 May 2020 (enc).
- Planning Environmental and General Purposes Committee held on 1 June 2020 (enc).

7. INTERNAL CONTROLS

- To approve the schedule of receipts and payments for April and May (enc).

8. SHOP FRONT GRANT APPLICATION

-To consider an application received on the 22 May 2020 for a grant under the Council's Shop Front Grant Scheme (enc).

9. REQUEST TO PURCHASE LAND

-To consider a request to purchase land believed to be in the ownership of the Town Council (enc).

10. MARIE CURIE EMERGENCY APPEAL IN KIRKLEES

-To consider a request from Marie Curie to support their emergency appeal in Kirklees (enc).

11. JAPANESE KNOTWEED TREATMENT

-To consider treatment for Japanese Knotweed on Council owned land as per correspondence (enc) and to approve the necessary expenditure.

12. REQUEST FOR ASSISTANCE TO ESTABLISH OWNERSHIP OF TREES

-To consider a request for assistance to ascertain the ownership of some protected trees (enc).

13. COVID 19 WORKING GROUP

- To consider and approve the terms of reference of the Covid 19 working group (enc) and to agree its membership.

14. LOGGING OF ACTIVE TRAVEL ISSUES

-To consider the correspondence regarding logging of active travel issues (enc).

15. CONSULTATION MEMBER CODE OF CONDUCT

-To consider the consultation on the new member code of conduct and model code of conduct circulated with the agenda and to decide on any response if any (enc).

16. SPEEDING WORKING GROUP

-To receive an update from the speeding working group

17. REVIEW OF RISK REGISTER STANDING ITEM

-To review and approve the Councils Risk Register (this is a standing agenda item as agreed at Council on the 11 May 2020) (enc).

18. ROBERT ASHTON MEMORIAL PARK

-To receive an update from the Clerk on the master plan

-To receive an update from the Clerk on the Council's Grounds Maintenance Contractors annual prices for 20/21

-To consider and approve a risk assessment re: toilet facilities in the Robert Ashton park (enc) together with a note which sets out the proposals regarding the operation of the toilets and safe, agreed methods of working for Council staff and contractors (enc). To receive an update from the Clerk on additional expenditure incurred as a result of Covid 19.

19. PAINTINGS FORMERLY IN MELTHAM HALL

-To consider the current position with regard to the paintings.

Dated this 16th day of June 2020.



Michelle Chard

Town Clerk

***Details of how the press and public can attend the meeting are as follows:**

Town Clerk is inviting you to a scheduled Zoom meeting.

Topic: Council Meeting 3.00 pm 22 June 2020
Time: Jun 22, 2020 03:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/86132003192?pwd=WEVhM3hpZHVZQzZqdmlzcWZXOXNoUT09>

Meeting ID: 861 3200 3192

Password: 729414

One tap mobile

+441314601196,,86132003192#,,1#,729414# United Kingdom

+442030512874,,86132003192#,,1#,729414# United Kingdom

Dial by your location

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

Meeting ID: 861 3200 3192

Password: 729414

Find your local number: <https://us02web.zoom.us/j/86132003192?pwd=WEVhM3hpZHVZQzZqdmlzcWZXOXNoUT09>