



**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 an Extra Ordinary meeting of the Town Council to be held remotely **commencing at 4pm on the 14 September 2020\***.

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

## **AGENDA**

### **PUBLIC QUESTION TIME 4pm – 4.15pm\***

#### **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. 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\*\*

\*\*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.

#### **5. MINUTES**

- To confirm as a correct record the Minutes of the Extra Ordinary Council Meeting held on the 13 July 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 the 13 July 2020 (enc).
- Planning Environmental and General Purposes Committee held on the 3 August 2020 (enc).

## **7. INTERNAL CONTROLS / BANKING ARRANGEMENTS**

- To approve the schedule of receipts and payments for July and August (enc).

-To note that in the absence of face to face meetings the monthly bank reconciliations and the corresponding current account bank statements are being scanned and sent to the Town Mayor and Chair of Finance for checking.

## **8. REVIEW OF RISK REGISTER STANDING ITEM**

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

## **9. OVER 70s GIFT GIVING EVENT**

-To consider initial proposals for alternative arrangements and to consider the financial implications of any alternative arrangements.  
-To approve the proposals if appropriate and approve the necessary expenditure.

## **10. PLANTERS AND HANGING BASKETS IN TOWN CENTRE**

-To receive an update on planters and hanging baskets in the Town Centre.

## **11. DIGITAL ARCHIVE EXTENSION**

-To consider an extension to the digital archive project in principle and if appropriate request that quotes be brought to a later Council meeting for consideration.

## **12. CREATION OF MELTHAM PROFILE**

-To consider progress on the creation of a Meltham profile.

## **13. ROBERT ASHTON MEMORIAL PARK**

-To consider and approve the recommendation of the Master Plan Working Group that its draft terms of reference (enc) be approved by Council.  
- To note that the first consultation exercise with key holders is to take place on the 15 September 2020 on the draft plan and that the results of that consultation together with the detailed recommendations of the working group will be reported to Council.  
-To note the annual Wicksteed play inspection report (enc) and to further note that the majority of actions identified have been implemented and in particular to note that the Clerk has authorised the purchase of bark chippings for the children's play area (required to ensure a safe surface) and replacement chains for the swings.

## **14. NEW BENCHES**

-To consider the purchase of recycled no maintenance replacement benches for two benches that are no longer sustainable at Royd Road and the Centre of Helme Village.  
-To consider the quotes provided and if appropriate approve the necessary expenditure (enc)

## **15. TREE POLICIES AND RISK ASSESSMENT**

-To consider and approve in principle the following draft policies and a risk management framework regarding trees.

- Tree Works Guidance (enc)

- Council Owned Tree Management Policy (enc)
- Tree Risk Management Framework (enc)

#### **16. REVIEW SCHEDULE OF MEETINGS**

-To consider moving the Council meetings (currently agreed by Council to take place at 3.00pm) to 4.00pm to allow more Councillors to attend.

#### **17. PROPOSED WORKS TO THE TOWN HALL**

-To consider a request for works to be undertaken to the Town Hall. To note that under the terms of the lease the Town Council's consent is required for works to the building, but such approval is not to be unreasonably withheld (enc).

-If consent is to be given, to consider whether the requirement under the lease for a deed in these circumstances should be waived and determine that the consent can instead be given in writing and if so to authorise the Clerk to sign that written consent as a person duly authorised on the Council's behalf.

#### **18. PAY AWARD**

-To note that in accordance with the Council resolution at the meeting on the 19 November 2018 (minute 18/208) that the Clerk's salary has increased by one SCP on the 1 April 2020 and that the National Joint Council for Local Government Services has recently agreed to the new pay scales for 2020-21 to be implemented from 1 April 2020.

#### **19. EMAIL ADDRESSES COUNCILLORS**

-To consider whether Councillors should be provided with gov.uk email addresses and to note the rules that are applied if these email addresses are used and to consider any practicable implications.

- To consider the cost of the licences for this and if appropriate approve the necessary annual expenditure

#### **20. UPDATE COMMUNICATIONS**

-To receive an update from the Chair of the Communications Committee regarding Mercury and Facebook

#### **21. GRANT APPLICATION**

-To consider a grant application from Meltham.org in the sum of £1800.00 for design and production costs for the 'lockdown in Meltham' photography project received on the 3 September 2020 (enc).

#### **22. PRIDE OF MELTHAM**

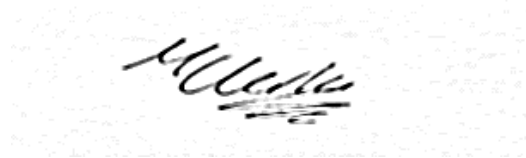
-To discuss progress regarding making a Pride of Meltham award to Meltham.org volunteers who assisted the local community during the Covid 19 crisis and beyond.

-To consider two quotations for the production of 350 pin badges to be provided to the Pride of Meltham award winners and to approve the necessary expenditure (enc)

Dated this 8th day of September 2020.

*Kate Buchanan*

Kate Buchanan  
Town Mayor



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: Extra ordinary Council meeting  
Time: Sep 14, 2020 04:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/89874085972?pwd=S2JGSkRGTDY2MnpuenIKUGoxZzlxQT09>

Meeting ID: 898 7408 5972

Passcode: 045142

One tap mobile

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Dial by your location

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Meeting ID: 898 7408 5972

Passcode: 045142

Find your local number: <https://us02web.zoom.us/j/89874085972?pwd=S2JGSkRGTDY2MnpuenIKUGoxZzlxQT09>