

MELTHAM TOWN COUNCIL

**MINUTES OF EXTRA ORDINARY COUNCIL MEETING HELD ON MONDAY 14
SEPTEMBER 2020**

Present via video conference or phone:	Councillor Buchanan (Chair), Councillor Bampton, Councillor Haigh, Councillor Spencer King, Councillor Lyons, Councillor Noon, Councillor Storey, Councillor White and Councillor Wrathall
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PUBLIC SESSION: There were no members of the public or press present

20/111 NOTICE OF THE MEETING

Taken as read.

20/112 ADMISSION TO THE PUBLIC

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 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 (as amended)

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 3 Councillors' reasons for absence – to consider this item in private as it would divulge personal confidential information
- Item 17 Proposed works to Town Hall to consider this item in private as it may divulge confidential information

20/113 APOLOGIES / REASONS FOR ABSENCE

Apologies for absence were received from Councillor Keighley and Councillor Sonia King.

20/114 DECLARATIONS OF INTEREST

Councillor Lyons declared an interest in Item 9 Over 70s Gift Giving Event

20/115 MINUTES

It was proposed by Councillor White and seconded by Councillor Lyons and

RESOLVED: That the Minutes of the Extra Ordinary Council Meeting held on the 13 July 2020 be approved.

20/116 MINUTES OF COMMITTEES

It was proposed by Councillor Noon and seconded by Councillor Spencer King and

RESOLVED: That the Minutes of the Planning Environmental and General Purposes Committee held on the 13 July 2020 be approved.

It was proposed by Councillor Bampton and seconded by Councillor Noon and

RESOLVED: That the Minutes of the Planning Environmental and General Purposes Committee held on the 3 August 2020 be approved.

20/117 INTERNAL CONTROLS

Councillors considered the Schedule of receipts and payments for July and August 2020 circulated with the agenda and

RESOLVED: That the Schedule of Payments for July 2020 in the sum of £12090.44 (net) be approved.

RESOLVED: That the Schedule of Payments for August 2020 in the sum of £10706.37 (net) be approved.

Councillors noted that in the absence of face to face meetings the schedules of payments, monthly bank reconciliations and the corresponding current account bank statements are being scanned and sent to the Mayor and Chair of Finance for checking.

20/118 REVIEW OF RISK REGISTER STANDING ITEM

Councillors reviewed the risk register circulated with the agenda. Councillors approved the risk register.

RESOLVED: That the risk register circulated with the agenda be approved following review.

20/119 OVER 70s GIFT GIVING EVENT

At the previous meeting it was agreed that the Town Mayor and the Clerk would draw up proposals for alternatives and report back to Council in due course. The Chair outlined the options from doing nothing, holding a virtual event or establishing a voucher scheme to be spent with local businesses. The Clerk outlined how such a voucher scheme might work.

Councillors considered that the administrative burden of operating a voucher scheme was disproportionate to the benefits but supported holding a virtual event. It was suggested that if the Covid restrictions permitted an event in the spring could be held.

20/120 PLANTERS AND HANGING BASKETS IN TOWN CENTRE

Councillors received an update on planters and hanging baskets in the Town Centre.

20/121 DIGITAL ARCHIVE EXTENSION

Councillors considered a proposed extension to the digital archive project namely the scanning of the historical scrap books and requested that quotes be brought to a later Council meeting for consideration.

20/122 CREATION OF MELTHAM PROFILE

The Chair updated Councillors on the progress of the creation of a Meltham profile and it was noted that the information would go out of date quickly and would need to be kept up to date. It was suggested that the project be called Meltham Matters.

20/123 ROBERT ASHTON MEMORIAL PARK

Councillors considered the recommendation of the Master Plan Working Group that its draft terms of reference be approved by Council and approved the terms of reference of the working group

RESOLVED: That the terms of reference of the Park Master Plan Working Group circulated with the agenda be approved

Councillors noted that the first consultation exercise with key holders was 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.

Councillors noted the Wicksteed play inspection report circulated with the agenda and further noted that the majority actions identified had been implemented, that the Clerk had authorised the purchase of bark chippings for the children's play area (required to ensure a safe surface) and the purchase of replacement chains for the swings.

20/124 NEW BENCHES

Councillors considered the purchase of recycled no maintenance replacement benches for benches that are no longer sustainable at Royd Road and the Centre of Helme Village near the telephone box. It was suggested that a further replacement bench be acquired for the village centre. Councillors noted that it was difficult to compare the quotes as they differed in terms of VAT and free delivery. It was suggested that there may be a local firm who produced similar benches. It was agreed to delegate to the Clerk the purchase of three benches from Kedel and fitting packs unless the Clerk was able to source comparable benches from a local company.

RESOLVED: That the Clerk be authorised to purchase three Kedel recycled benches and fitting packs (unless the Clerk was able to source comparable benches locally) in accordance with the quote circulated with the agenda and that the necessary expenditure be approved.

20/125 TREE POLICIES AND RISK ASSESSMENT

Councillors considered and approved the following draft policies in principle which were circulated with the agenda. It was noted some further work was required to finalise the detail.

- Tree Works Guidance
- Council Owned Tree Management Policy
- Tree Risk Management Framework

The Chair requested that the Council's thanks to the Clerk for producing these policies be noted.

RESOLVED: That the following policies be approved in principle with a delegation to the clerk to complete any missing information:

- Tree Works Guidance
- Council Owned Tree Management Policy
- Tree Risk Management Framework

20/126 REVIEW SCHEDULE OF MEETINGS

Councillors considered moving the Council meetings (currently agreed by Council to take place at 3.00pm) to 4.00pm to allow more Councillors to attend and agreed that 4.00pm should be adopted for future meetings.

20/127 PROPOSED WORKS TO THE TOWN HALL

Councillors considered a written request from the lessee for works to be undertaken to the Town Hall in accordance with a quote supplied. Both the written request and the quotation were circulated with the agenda.

It was noted 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. It was noted that if consent is to be given there is a requirement under the lease for a deed in these circumstances unless the Council decides to waive that requirement and provide consent in writing instead which must be signed by the lessor or a person duly authorised to sign on the Councils behalf

RESOLVED: That the Council consents to the works to the Town Hall set out in the quote from Bray Building Services dated 4 May 2020 reference 000376, agrees to waive the requirement under the lease for a deed in these circumstances and agrees to provide consent in writing instead duly signed by a person authorised on the Councils behalf. That the Council further duly authorises the Clerk to sign that written consent on the Council’s behalf.

20/128 PAY AWARD

Councillors noted that in accordance with the Council resolution at the meeting on the 19 November 2018 (minute 18/208) that the Clerks 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.

20/129 EMAIL ADDRESSES COUNCILLORS

Councillors considered whether Councillors should be provided with gov.uk email addresses and concluded they should. The Clerk highlighted that there are rules that are applied if gov.uk addresses are used, and Councillors would need to ensure that they complied. The Clerk reported that the cost of the licences for all the Councillors would amount to £432.00 per year and reminded Councillors that data protection and freedom of information legislation applied to Councillors when using their personal emails for Town Council business. The Clerk also offered to arrange training on these areas for any Councillors who expressed an interest and Councillors were asked to contact the Clerk accordingly.

RESOLVED: That the Clerk should proceed to get a gov.uk email address for each Councillor and the expenditure in the sum of £432.00 per annum be approved

20/130 UPDATE COMMUNICATIONS

The Chair of the Communications Committee updated Councillors on Mercury and Facebook.

20/131 GRANT APPLICATION

Councillors considered a grant application from Meltham.org in the sum of £1800.00 received on the 3 September 2020 for design and production costs for the 'Lockdown in Meltham' photography project which was circulated with the agenda. The Chair highlighted that the applicant organisation did not have a written constitution or other recognised legal governing document as required by the Grants Criteria and if the Council were minded to support this initiative, they would need to waive this criteria. The applicant confirmed that they now had the quotes for the design costs that were missing from the original application and would provide these to the Clerk.

RESOLVED: That the grant application from Meltham.org in the sum of £1800.00 received on the 3 September 2020 for design and production costs for the 'Lockdown in Meltham' photography project be approved, and the necessary expenditure authorised.

20/132 PRIDE OF MELTHAM

Councillors received an update regarding making a Pride of Meltham award to volunteers who assisted the local community during the Covid 19 crisis and beyond and noted that Meltham.org would take responsibility for identifying the nominees and distributing the pin badges, with the Town Mayor hosting a virtual award ceremony.

Councillors considered two quotations to produce pin badges to be provided to the Pride of Meltham award winners which were shared at the meeting. Namely £1.63 per badge for a 30mm badge and £1.44 per badge for a 25mm badge. The estimated quantity of badges was 350. Councillors decided to accept the quote for the 25mm badge and approved the necessary expenditure of £504.00. It was noted that with the Covid situation deteriorating the volunteers may be called on again and therefore it would be a well-timed event to thank them.

RESOLVED: That the quote for the 25mm badge be accepted and the necessary expenditure of £504.00 be approved.