



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 4pm on the 4 JANUARY 2021***.

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 Council Meeting held on the 12 October 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 12 October 2020 (enc)
- Planning Environmental and General Purposes Committee held on the 26 October 2020 (enc)
- Planning Environmental and General Purposes Committee held on the 16 November 2020 (enc)
- Planning Environmental and General Purposes Committee held on the 7 December 2020 (enc)
- Properties Administration and Finance Committee held on the 12 October 2020 (enc)
- Properties Administration and Finance Committee held on the 7 December 2020 (enc)

7. BUDGET MONITORING

-To consider the budget monitoring report for the third quarter of the financial year (enc)

-To consider the following recommendations from the Properties Administration and Finance Committee from its meeting on the 7 December 2020 which require a resolution of full Council

- A virement of £200.00 from the 'Postage and Petty Cash' budget head into 'IT costs' to cover the costs of Zoom
- A virement of £5,000 from the 'Ask Meltham' budget head into 'Park Reserves'

8. BUDGET AND PRECEPT 2021/22

-To consider the Grounds Maintenance Contractors annual costs for 21/22 which remain the same as in previous years (enc) and to consider notification of a fee increase for 21/22 from another of the Council's main contractors (enc). To note that the proposed budget is likely to accommodate the increase in fees but is dependent on quantity of work commissioned.

-To consider a recommendation from the Properties Administration and Finance Committee from its meeting on the 7 December 2020 that the Council approve the budget and precept for 21/22 as set out in the report prepared by the Clerk (which includes the suggested revisions to the 21/22 budget suggested by the Committee at its October and December meetings) (enc)

-In particular the committee recommend to Council:

- The establishment of a new budget head for events /activities in the park
- Where applicable a 2% inflation increase should be applied
- The budget for audit and accounting fees should be increased to cover the cost of the scribe accounting package
- The budget for IT costs should be increased to cover Zoom and Councillor emails
- The budget for postage and petty cash should be reduced to reflect reduced postal costs

- The budget for professional fees should be increased to reflect the increased number of tree surveys required
- The budget for salaries should be increased to cover any increases in employer pension contributions and increments
- The budget for devolved services should be reduced by £500 based on spend in previous years

-It is also recommended that the capital grants scheme for 2021/22 should be reduced from £25k to £15K (£10k for general applications and £5k for shop front grant applications).

- Councillors are requested to agree or amend the suggested budget for 21/22 and to consider what the precept demand for 21/22 should be.

- Councillors are asked to note that a formal resolution setting the budget for 21/22 and resolving what the precept demand will be is required either at this meeting or the meeting on the 8 February 2021 to meet the deadlines requested by Kirklees Council.

- If applicable 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.

9. GRANT APPLICATION (1)

-To consider a smaller grants application from the Friends of Robert Ashton Memorial Park in the sum of £500.00 to establish a bank account, purchase equipment and put on events in the park in the future (enc)

10. PURCHASE OF LAND

-To consider further correspondence in connection with a previous request (enc)

11. ACCOUNTS 2019/20 AND ANNUAL EXTERNAL AUDIT

- To consider the annual return detailing any external auditor's comments (enc) and to note that the Notice of Conclusion of Audit has been prepared and posted on the Notice Board and on the Council's website in accordance with the legal requirements along with the certified AGAR (Sections 1, 2 & 3) and to further note that the audit process has now been completed for the year 2019/2020.

- To consider any matters arising from the review which are detailed in the external auditor report and certificate and decide what if any action is required.

12. INFLUENCING TOWN DEVELOPMENT

-To discuss what influence the Town Council has or could have in relation to development in the town, particularly the Town Centre.

13. TREE SURVEYS

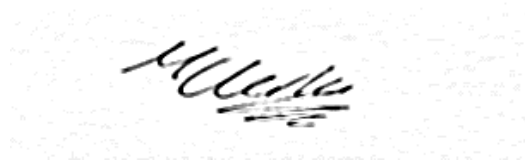
-To receive an update from the Clerk as to the results of the tree surveys at various sites.

-To delegate to the Clerk the authorisation to proceed with the recommended works provided the quotation received from the chosen contractor is commensurate with previous recent quotations and approve the necessary expenditure for the recommended works.

14. GRANT APPLICATION (2)

-To consider a community projects fund larger grants application from the Trustees of the Wilshaw Village Hall in the sum of £10,000.00 for works to Wilshaw Village Hall (enc)

Dated this 30th day of December 2020



Michelle Chard

Town Clerk

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

Topic: Council meeting

Time: Jan 4, 2021 04:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/82051221168?pwd=b0N0ZWNaVTZ2Z3BrVU55YIA4U2ZaUT09>

Meeting ID: 820 5122 1168

Passcode: 383106

One tap mobile

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Meeting ID: 820 5122 1168

Passcode: 383106

Find your local number: <https://us02web.zoom.us/j/8441111111>