



**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 22 MARCH 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. WARD COUNCILLORS UPDATE**

-To receive an update from the Ward councillors on Ask Meltham related proposals in Meltham and highways proposals.

## **6. MINUTES**

- To confirm as a correct record the Minutes of the Council Meeting held on the 8 February 2021 (enc).

## **7. 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 22 February 2021 (enc)

## **8. INTERNAL CONTROLS**

-To approve the schedule of receipts and payments for February 2021 (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 Mayor and Chair of Finance for checking.

## **9. REVIEW AND STATEMENT OF INTERNAL CONTROLS 2021**

-To consider the review and the statement of internal controls for 2021 and to further consider whether to adopt the recommendations of the Clerk and approve the statement of internal controls for 2021 (enc).

## **10. INSURANCE**

-To consider the approval of the insurance policy (enc) and to note there has been a very small increase in the premium.

-To authorise the Clerk to renew the policy, to make any amendments to the policy as required and approve the necessary expenditure in the sum of £2123.64

## **11. REQUEST TO CONTINUE LIBRARY CONTRIBUTION**

-To consider a request from Meltham CIC to continue with the previous annual contribution towards library services in Meltham in the sum of £5000.00 per annum for 21/22 and 22/23.

## **12. PRIDE OF MELTHAM NOMINATION**

-To consider a Pride of Meltham nomination received and whether the criteria to approve the award are met (enc)

## **13. MEMBERSHIP RURAL SERVICES NETWORK**

-To consider if the Town Council wish to join this organisation (enc)

## **14. TREE WORKS**

-To receive an update from the Clerk

-To consider the future of a tree on the Hepzibah Allotment site (T1) on the attached plan (enc) which has been the subject of neighbour complaints and surveyed for safety

## **15. REMEMBRANCE DAY PARADE**

-To consider a request for the Town Council to reimburse the local Royal British Legion (RBL) the costs of insurance to cover the remembrance parade each year. The cost for the insurance is likely to be between £50.00 and £100.00.

-To decide whether the local RBL will be required to make an application annually (through the grant scheme or otherwise) or whether approval should be granted for a longer period.

-To note that all organisation and liabilities will sit with the local RBL not the Council

## **16. ASK MELTHAM ACTIONS**

-To consider specific recommendations from the Ask Meltham working Group namely:

- That the Town Council request an additional SID device for Meltham (to supplement any existing provision) funding to be sought from the Kirklees Place Standard fund in the first instance as speeding was one of the most common problems identified by residents as part of the Place Standard exercise.
- That the Town Council adopt the following resolution in relation to single use plastics and seek to gain Plastic Free Community status for Meltham
  - That the Council will:
    - lead by example and remove single-use plastic items from its premises and operations.
    - encourage plastic-free initiatives in the area, promoting the campaign and supporting events.
    - name a representative of the council to sit on the Plastic Free Community Steering Group.
  - If supported to note that a more detailed project plan together with a proposed budget for the project be brought to the next Council meeting.

## **17. CHANGE TO GRANT CRITERIA**

-To reaffirm the Council's understanding of the prohibition in law to providing financial assistance to the church

-To consider inserting an explicit prohibition in the grant criteria to make it clear that the Town Council is prohibited from providing financial assistance to the Church.

## **18. STANDING AGENDA ITEM - 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.

## **19. STANDING AGENDA ITEM - WILSHAW VILLAGE HALL**

-To consider an update on progress and any issues

## **20. PARK RISK ASSESSMENT**

-To consider and approve if appropriate an overarching risk assessment in respect of the Robert Ashton Memorial Park (enc) and to note this has been shared with our contractors, employees and the Friends of Group.

## **21. PURCHASE OF LAND**

-To form a working group to assist the Clerk with this work and to make recommendations to Council on the disposal

-To approve the use of Bonallack and Bishop solicitors, to note their estimate of costs and to authorise the requested payment on account

-To authorise the Clerk to complete and sign the duplicate client care letter, the sale questionnaire, the terms and conditions and any other necessary paperwork (enc) on behalf of the Council following approval of the completed paperwork by the working group.

## **22. REFURBISHMENT RED TELEPHONE BOXES AND USE**

-To receive an update from the Clerk

**23. ROBERT ASHTON MEMORIAL PARK MASTER PLAN**

-To note that the Working Group worked with Kirklees Officers to scope out the more detailed plans required as a result of Council approving the quick wins / priority areas to be progressed at the last Council meeting.

-To consider the quotes from Kirklees Council to draw up more detailed plans / sketch level designs (as appropriate) for the quick wins / priority areas previously approved by Council, such plans to include indicative costings for the works suggested and an outline brief /specification for specialist works so the Council can obtain further quotes.

-If appropriate, to approve the necessary expenditure on commissioning this work

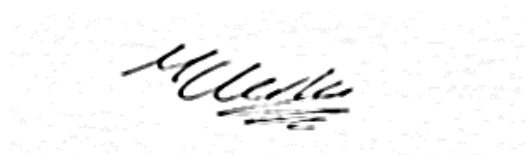
**24. UPDATE FROM SPRING EDITION MELTHAM MERCURY**

-To receive an update

**25. USE OF SOCIAL MEDIA**

-To discuss the use of social media

Dated this 16<sup>th</sup> day of March 2021



Michelle Chard

Town Clerk

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

Topic: Council meeting

Time: Mar 22, 2021 04:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/83279131717?pwd=MnlQQWdxZDdOS2lPYzdQWDB3Z3F5UT09>

Meeting ID: 832 7913 1717

Passcode: 089011

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