



MELTHAM TOWN COUNCIL

Minutes of the Ordinary Town Council meeting held at the Carlile Institute, Edward Brook suite, 6.00pm on Monday 16th October 2023.

Present: - Cllr Noon **Mayor**, Councillor's Barrowclough, Jurczynszyn, Buchanan, Crankshaw, Haigh, Jackson, Naylor, King, Varley, White and Wrathall.

Also present: - Advisor to the Council

PUBLIC SESSION: There were two members of the public present.

Cllr Greaves K.M.B.C joined via teams at 18.50.

Two representatives from Nature's Holme gave a verbal presentation in aid of their request for support for the project, and to raise awareness of the aims. The project officers had submitted a business case prior to the meeting for the council to consider the position of acting as the responsible body for the project.

The Councillors asked a number of questions in this matter, and this is to be added as an agenda item for the next full council meeting. Cllr Noon is to arrange a meeting to discuss with HVPC.

1 – 23/131: NOTICE OF MEETING

Public Notice of the meeting had been given in accordance with Schedule 12 Paragraph 10(2) of the Local Government Act 1972 and was taken as being read.

2 – 23/132: ADMISSION TO THE PUBLIC

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

It was **RESOLVED** that due to the confidential/ personal/ commercially sensitive or legally prejudicial nature of the business to be transacted, the public and the press are to leave the meeting during consideration of agenda item 21.

3 – 23/133: APOLOGIES / REASONS FOR ABSENCE

3.1 Apologies and reason for absence were duly received from the Town Clerk.

4 – 23/134: DECLARATIONS OF INTEREST

There were no declarations of interest made.

5 – 23/135: MINUTES

To confirm as a correct record the Minutes of the Ordinary Town Council Meeting held 18th September 2023.

Moved by White, Seconded by Cllr Buchanan and it was **RESOLVED** that the minutes were a true record.

6 – 23/136: MINUTES OF COMMITTEES

To confirm for approval and adoption the Minutes of the under mentioned Committees:

6.1 Planning Environmental & General purposes Committee held on 2nd of October 2023.

Moved by Cllr White, Seconded by Cllr Varley and it was **RESOLVED** that the minutes were a true record.

6.2 Properties & Finance Committee held on the 25th of September 2023 (enc).

Moved by Cllr Haigh, Seconded by Cllr Naylor and it was **RESOLVED** that the minutes were a true record.

7 – 23/137: TO RECEIVE REPORTS FROM KIRKLEES ELECTED MEMBERS

Cllr Greaves attended via teams at 18.50. No report was given.

8 – 23/138: CORRESPONDENCE

The below items of correspondence were noted and received -:

8.1 Y.A.A. letter of support, update from Cllr Jackson requesting assistance from Fire Service.

The Council **NOTED** that Meltham Fire Service had been approached for their feedback in the matter.

8.2 To consider small grants application from Meltham Churches Together for Carols in the Park.

Moved by Cllr Haigh, Seconded by Cllr Buchann and it was **RESOLVED** that the application for financial assistance from Meltham Churches Together for Carols in the Park be **APPROVED** in the sum of £350 – LGA 1976 s19.

9 – 23/139: INTERNAL CONTROLS

9.1 To approve the receipts and payments schedule September 2023: -

Receipts September 2023 - **£786.86**

Payments September 2023 - **£16,646.08**

Several councillors asked for further detailed information on the payments made as part of financial governance and were satisfied with the information given.

Cllr Haigh (Chair of Finance) reported that the Mayor and himself had been provided with the financial information inline with the financial regulations and that the financial records appeared to be in order.

It was **RESOLVED** that the above accounts be **APPROVED**.

9.2 To approve the bank reconciliations: -

Co-Op Business Bank – September 2023

Santander 365 Day Account – September 2023 and October 2023

It was **RESOLVED** that the bank reconciliations be **APPROVED**.

9.3 To approve the management accounts September 2023.

It was **RESOLVED** that the management accounts for September 23 be **APPROVED**.

9.4 To approve payments made in excess of £1,250.00 in between meetings (financial regulation 4.8):

There were no payments to be approved in this matter.

9.5 Approval of cost to instruct the solicitors to renew the Scout Hut lease and discuss increasing the length of the lease.

No discussions were made on the extension of the lease.

Moved by Cllr White, Seconded by Cllr King and it was **RESOLVED** that the £750 fee plus land registry charges be **APPROVED**.

10 – 23/140: FINANCE AND GOVERNANCE

10.1 To confirm review of financial regulations, specifically sections 4.1, 4.5, 10.2 and 11H.

It was **RESOLVED** that the revisions to the financial regulations as discussed at the Properties and Finance Committee be **APPROVED**.

10.2 To review internal audit services.

The Advisor to the Council reported that the fees for internal audit services had increased drastically over the last 3 years and had been given a quotation of £1,300 plus VAT for 23/24. This was an increase of £500 from 22/23, and she advised that as part of good governance and value for money that further quotes are received for the 23/24 internal audit before committing to the existing providers.

It was **AGREED** that further quotes are to be obtained before agreeing the current years internal auditors.

10.3 To consider the Town Council's objectives and to consider a working group.

The Advisor to the Council reported that the Council's objectives had not been reviewed since 2018. As part of the Local Council Award Scheme, she reported that an action plan is required for the Council's annual activities and the objectives should also be reviewed.

It was **AGREED** that a working group is to be established to update/modify the existing objectives and to develop the Council's annual action plans.

STRATEGIC WORKING GROUP MEMBERSHIP

Cllr Barraclough

Cllr Buchanan

Cllr Naylor

Cllr Noon

Cllr White

11 – 23/141: PARK REDEVELOPMENT

11.1 To receive further updates as to the projects progress.

The Mayor reported that works were due to commence on the Park on the 23rd October 23 as there had been a two week delay, with the tree work applications now duly approved.

The Advisor to the Council reported that she had chased the s106 Officer and was waiting for a response as to when the funds will be released.

12 – 23/142: TREE MANAGEMENT OF PARK

12.1 Update of works completed by the contractor and tree inspection.

The Mayor reported that the contractors had now completed the tree surveys and the works are due to be completed by Christmas.

13 – 23/143: YOUTH PROVISION

13.1 To receive an update from PAF Committee on the allocation of funds.

The Chair of Finance reported that the matter had been discussed at the last PAF committee meeting, and there were sufficient funds allocated in the reprofiled budget to cover the application.

13.2 Cllr Naylor to provide update on the Youth Funding Proposal.

Cllr Naylor had circulated a report prior to the meeting from Kirklees Youth Alliance with associated costings required to support the youth work offer in the Meltham Town Council area.

Moved by Cllr White, Seconded by Cllr Naylor and it was **RESOLVED** that Meltham Town Council are to contribute £8,264 for a 12-month period to the Kirklees Youth Alliance, which is to be reviewed annually – LGA 1976 s19.

The Advisor to the Council is to draft a service level agreement for review by Cllrs Haigh, Naylor and Noon before submission.

14 – 23/144: COMMUNICATIONS

14.1 To discuss Mercury content update & schedule – critical path.

Cllr Jurczynsyn reported that there were still a few more items to be added before distribution.

14.2 To discuss the Communications planner of events (enc).

It was **AGREED** that Cllr Naylor is to be the point of contact for events, to work in conjunction with Town Council Office staff for distribution into the public domain.

14.3 To consider the status of the Communications Committee.

It was **AGREED** that the formal status of the committee is to be dissolved and to exist as a working group.

14.4 To consider the Social Media policy drawn up by the Advisor and suggested amendments from Cllr Naylor.

The Advisor to the Council had provided feedback to the Council on the suggested amendments. It was **AGREED** that the Advisors feedback be accepted with point 3 also to be added to include Instagram account.

15 – 23/145: CO-ORDINATION OF TOWN CLEAN UP

15.1 Bottom of pathway leading to Mill Bank Road.

This was duly **NOTED** as had now been completed.

15.2 Overgrown bushes on the corner of Tinker Lane.

This was duly **NOTED** as had been logged with K.M.B.C.

15.3 Overhanging bushes on Durker Roods path.

This was duly **NOTED** as had now been completed.

15.4 Cllr Noon to discuss an issue regarding the pathway on Green Lane with the metal barrier.

This was duly **NOTED** as had been raised with K.M.B.C.

16 – 23/146: ALLOTMENTS

16.1 To consider Allotments sub-committee first meeting date and allotment visits.

It was **AGREED** that a Cllr Jackson and Cllr White are to be on the working group. The Town Clerk is to arrange a meeting in this matter.

17 – 23/147: CCTV

17.1 To receive an update from the Clerk as to the latest situation.

It was **AGREED** that once quotations had been fully received by the clerk for installation of new equipment that the matter will be discussed further.

Cllr Buchanan reported that the overall safety and security around the area could also be included for future discussions.

18 – 23/148: ADOPTED RED PHONE BOXES

18.1 To discuss the cost of adding racking to the Wilshaw phone box to create the gallery.

It was **AGREED** that a sum of £100 be allocated to the cost of the racking for the gallery display in the phone box.

19 – 23/149: OVER 70'S EVENT

19.1 To approve the £5.00 gift again this year and consider the amount to withdraw.

It was **AGREED** that £1,750 be **APPROVED** for withdrawal from the Co-Op Business Account by the Clerk for the above event.

19.2 To consider the Clerk contacting the Poors Allotment to reimburse the Council for the event as in previous years.

It was **AGREED** that the Clerk is to contact the Poors Allotment in this matter.

20 – 23/150: COUNCIL NOTICE BOARDS

20.1 Cllr Buchanan would like council to consider new / refurbishment of our notice boards.

The Clerk is to ascertain the costs involved in the refurbishments of one of the notice boards and feedback to the Council.

The Advisor to the Council noted that the draft budget is to be discussed at the Finance Committee meeting on the 23rd October, which if costs are required to be included to this for the purchase of new boards this will need to be updated.

21 – 23/151: 142 HUDDERSFIELD ROAD

21.1 Cllr Noon to give an update as to the latest situation.

The Mayor provided an overview of his recent meeting and communications with an officer from Kirklees Council.

There was a discussion in this matter and it was **AGREED** that a working group is to be formed to form an appraisal with a view to a business case. The Mayor is to act as the liaison between the Kirklees Officer and the Council.

HUDDERSFIELD ROAD WORKING GROUP MEMBERSHIP

Cllr Crankshaw

Cllr Haigh

Cllr Jackson

Cllr Jurczynszyn

Cllr King

Cllr Naylor

Cllr Noon

Cllr White

Meeting closed at 19.46.