

**Mr M Brook
Town Clerk to the Council.
MELTHAM TOWN COUNCIL
The Carlile Institute
Meltham
HD9 4AE**



Dear Councillor,

In accordance with Schedule 12 of the LGA 1972 Para 10(2)(b) you are summoned to attend the Full Town Council meeting to be held in the Edward Brook room in the Carlile Institute in Meltham **commencing at 6.00pm on Monday 17th July 2023.***

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

AGENDA

PUBLIC QUESTION TIME 6.00 – 6.15pm

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.

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).

3. APOLOGIES / REASONS FOR ABSENCE

3.1 To receive apologies for absence.

3.2 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 Ordinary Town Council Meeting held 26th June 2023. (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 26 June 2023 (enc)

7. TO RECEIVE REPORTS FROM KIRKLEES ELECTED MEMBERS.

8. INTERNAL CONTROLS

8.1 To approve the receipts and payments schedule June 2023 -:

Receipts - £776.97 Payments - £2369.43.

8.2 To approve the bank reconciliations -:

Co – Op Business Bank 29th June 2023.

8.3 To approve the management accounts June 2023.

8.4 To approve payments made in excess of £1,250 between meetings -:

First Impressions - £2,504.40. (enc)

9. CORRESPONDENCE

To note items of correspondence received.

9.1 Durker Roods – Cllr Greaves - Emailed 26.06.23.

9.2 Light Up Blue- NHS75 – YLCA – Emailed 26.6.23.

9.3 Road Safety Issues Meltham – Member of the Public – Emailed 27.6.23.

9.4 Step Out Coffee to discuss the bootcamp, music, advertising board & tables – various emails.

10. FINANCE AND GOVERNANCE

10.1 To consider the quotations for the Office Printer/Photocopier Contract

10.2 To consider the quotations for the Office Phone & Broadband Contract

10.3 To consider purchasing an additional Laptop for the Town Clerk.

10.4 To approve the 12-month subscription to Microsoft for TC emails - 13 licenses.

10.5 To approve the Election Expenses for payment as detailed by the estimate of £10,201.64 received from Kirklees BC.

10.6 To consider a request for financial assistance – Wilshaw Village Hall Trust – LGA 76 misc s19.

10.7 To consider a grant for Picnic in the Park (enc)

11. PARK REDEVELOPMENT

11.1 To note the works required immediately in the children's play area.

11.2 To receive an update on the Town Councils financial position.

11.3 To consider the tender responses.

11.4 To consider the basis upon which to proceed with the refurbishment of RAMP.

12. MERCURY NEWSLETTER

12.1 To receive an update on the draft Summer 2023 publication.

13. TREE MANAGEMENT OF THE PARK

13.1 Consider quotes obtained by JCA (enc).

13.2 Discuss caretaker creating an area onsite for waste or take off site to the tip.

13.3 Bank Lodge Allotments tree work.

13.4 To consider required works to overgrown shrubs above 3 Mill Bank Road cottage

14. CO-ORDINATION OF TOWN CLEAN UP

14.1 To discuss replenishing the planters outside the Fire Station and Hairdressers.

14.2 Dog poo bags.

15. ROLE OF THE LOCUM CLERK

15.1 To consider cancelling the contract with SLCC as of 31st July 2023.

15.2 To consider appointing an advisor to the Council on a 6 month FTC.

Dated this 10th July 2023

Mark Brook Town Clerk

***Members of the public and officers can attend this meeting remotely and the details to join the meeting via zoom are reproduced below**

Topic: Extraordinary Town Council Meeting

Time: Jul 17, 2023 06:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/88539971381?pwd=TE1Cc2lPQVFYNHBiUWMzTk82a2U2UT09>

Meeting ID: 885 3997 1381

Passcode: 855666

One tap mobile

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+441314601196,,88539971381#,,,,*855666# United Kingdom

Dial by your location

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Meeting ID: 885 3997 1381

Passcode: 855666

Find your local number: <https://us02web.zoom.us/u/kGitTdD51>