

## MELTHAM TOWN COUNCIL

### MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON MONDAY 26<sup>TH</sup> JUNE 2023

**Present:** Councillor Noon (Chair), Councillor's Barrowclough, Buchannan, Crankshaw, Haigh, Jackson, Jurczynszyn, King, Varley, White and Wrathall.

**PUBLIC SESSION:** There were three members of the public present.

A representative from Willshaw Village Hall Trust gave a verbal presentation to support their application for financial assistance under the Community Projects Fund – Larger Grants Scheme. The representative advised that there is a programme of works to renovate the Village Hall and have currently spent in excess of £40,000. The improvements are to attract new and existing service users which will increase income generation to pay off existing loans. The total cost of the current project is approximately £60,000 and they have confirmed funding of £40,000, with a shortfall of £10,000.

A number of Councillors asked questions relating to the application and it was **NOTED** that the organisation had received funding of £700 in March 2022 and £10,000 under the Community Projects Fund in January 2021.

#### 23/84 1. NOTICE OF THE MEETING

Taken as read.

#### 23/85 2. 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 11.2.

It was **AGREED** that item 11.1 be brought before the rest of the agenda and to be discussed before agenda item 5 in order that the representative from Kirklees Council may give her presentation.

#### 23/86 3. APOLOGIES / REASONS FOR ABSENCE

3.1 Apologies for absence were received from Cllr Naylor.

3.2 Apologies and reasons for absence were duly **APPROVED**.

#### 23/87 4. DECLARATIONS OF INTEREST

No declarations of interest were made.

#### 23/94 11.PARK REDEVELOPMENT

11.1 To receive an update on the current position.

Helen Proudfoot from Kirklees Council gave a verbal overview of the current position in relation to the tender process for Phase 1 and 2 of the development. She noted that s106 funds at the time of reporting had not been received and will research when this is to be likely paid. She noted that the tenders had come in higher than expected, to which there are a number of changes that could; possibly be made to the stages of the phases until the s106 funds are received.

Cllr White noted that the Kirklees management fees had not been included in the overview which are capped at £30,450 some of which had already been paid.

The Kirklees Officer reported that once a decision had been made, the works would start approximately eight to ten weeks after the tender has been accepted.

Cllr Buchanan asked why there was disparity between the costs to which the response was a number of external variables can could possibly affect this.

## **23/88 5. MINUTES**

Councillors considered the Minutes of the Annual Town Meeting held on the 12<sup>th</sup> June 2023 that had been duly circulated with the agenda.

Moved by Cllr Haigh, Seconded by Cllr White and **RESOLVED** that the Minutes of the Ordinary Town Council Meeting held on the 12<sup>th</sup> June 2023 be approved with a minor amendment for the attendance of Cllr King to Cllr White.

## **23/89 6. MINUTES OF COMMITTEES**

Councillors confirmed for approval and adoption the Minutes of the under-mentioned Committees:

Moved by Cllr Noon, Seconded by Cllr Haigh and **RESOLVED** that the Properties and Finance Committee held on the 5<sup>th</sup> June 2023 be approved.

## **23/90 7. TO RECEIVE REPORTS FROM KIRKLEES ELECTED MEMBERS.**

The were no elected members in attendance

## **23/91 8. INTERNAL CONTROLS**

**8.1** To approve the receipts and payments schedule April to May 2023.

The receipts and payments report for the period April to May 2023 had been circulated before the meeting.

Moved by Cllr Buchannan, Seconded by Cllr Haigh and **RESOLVED** that the accounts be **APPROVED**.

Cllr Haigh duly signed the report as Chair of Finance.

**8.2** To approve the bank reconciliations -:

Co – Op Business Bank 31st May 2023.  
Santander 365 Account – 5th June 2023.

Moved by Cllr Noon, Seconded by Cllr White and **RESOLVED** that the bank reconciliations be **APPROVED**.

Cllr Noon reported that the Locum Clerk had sent these for review and feedback to the Mayor and Chair of Finance as part of internal controls and found no irregularities. Cllr Haigh duly signed the report as Chair of Finance.

**8.3** To approve the management accounts April to May 2023.

The management accounts for the period April to May 2023 had been circulated prior to the meeting. The locum clerk asked if there were any questions in relation to the reports, to which there were none.

Moved by Cllr Wrathall, Seconded by Cllr Buchannan and **RESOLVED** that the management accounts for the period April to May 2023 be **APPROVED**.

**23/92 9. CORRESPONDENCE**

The below items of correspondence were noted and received -:

**9.1** Peaks and Dales Line - Bakewell Public Meeting – Emailed 01.06.23.

**9.2** PROW Forum 19th June – postponed – Emailed 13.6.23.

**9.3** YHCC presentation to South Pennine Branch – Emailed 13.6.23.

**9.4** Holme Valley Youth Offer – Emailed 13.6.23.

**9.5** D-DAY 80 - 6TH JUNE 2024 Anniversary Guide – YLCA – 14.6.23.

**9.6** Step Out Club – request to run bootcamp sessions – RAMP – Emailed 19.6.23.

**9.4** Cllr Naylor had sent in a request to the locum clerk to register an interest to act as a representative on the steering group at Holme Valley Youth Steering Group.

It was **AGREED** that Cllr Naylor is to act as the representative from Meltham Town Council on the steering group.

**9.6** It was **AGREED** that the Clerk and the Mayor are to arrange a meeting with the owner of the Step Out Coffee Van to ascertain the current position on whom is running the sessions in relation to liability.

**23/93 10. FINANCE AND GOVERNANCE**

**10.1** To approve the Annual Internal Auditors report 2022/23.

The locum clerk reported that the written report from Revill Ward Accountants had been approved at the meeting held on the 12<sup>th</sup> June 2023 supported by the annual internal auditors report form 3. She advised that as part of the approval process for the AGAR that the form 3 annual internal auditors report required formal approval.

Moved by Cllr Haigh, Seconded by Cllr White and **RESOLVED** that the AGAR form 3 Annual Internal Auditors report 2022/23 be **APPROVED**.

**10.2** To approve the AGAR 2022/2023.

**a.** To approve the Annual Governance Statement (Section 1) for the year ending 31st March 2023.

The Annual Governance Statement (Section 1) had been circulated prior to the meeting.

Moved by Cllr White, Seconded by Cllr Haigh and **RESOLVED** that the Annual Governance Statement (Section 1) be **APPROVED** for the year ending 31<sup>st</sup> March 2023.

The Town Mayor and the locum clerk duly signed the Annual Governance Statement (Section 1) for the year ending 31<sup>st</sup> March 2023.

**b.** To approve the Annual Accounting Statement (Section 2) for the year ending 31st March 2023.

The Annual Accounting Statement (Section 2) had been circulated to the Council on the date of signing by the Responsible Finance Officer, this being the 12<sup>th</sup> June 2023.

Moved by Cllr King, Seconded by Cllr Barrowclough and **RESOLVED** that the Annual Accounting Statement (Section 2) be **APPROVED** for the year ending 31<sup>st</sup> March 2023.

The Town Mayor duly signed the Annual Accounting Statement (Section 2) for the year ending 31<sup>st</sup> March 2023.

The locum clerk reported that the notice of public rights and the publication of unaudited annual governance and accountability return will be announced on Tuesday 27<sup>th</sup> June 2023. The inspection period will then commence on the 28<sup>th</sup> June until the 8<sup>th</sup> August 2023.

**c.** To approve the explanation of variances 2022 to 2023.

The locum clerk reported that no explanations were required by the external auditors pro-forma as they sat within the parameters of reporting, consequently a explanation of high level reserves was required.

Moved by Cllr White, Seconded by Cllr Haigh and **RESOLVED** that the explanation of variances and explanation of high reserves for 2022 to 2023 be **APPROVED**.

**10.3** To consider the recommendation from the Properties and Finance Committee to implement additional financial software to improve financial record keeping and controls, namely allotments.

Moved by Cllr Wrathall, Seconded by Cllr Jackson and **RESOLVED** that the recommendation from Properties and Finance Committee to purchase the additional allotment software be purchased at a cost of £348 annual subscription, and a one off onboarding fee of £189 be **APPROVED**.

It was **AGREED** that the locum clerk is to oversee and implement the system and project.

**10.4** To consider the drawdown of funds from the Santander 365 account.

Moved by Cllr Wrathall, Seconded by Cllr Barrowclough and **RESOLVED** that notice be given as soon as possible to draw down the full balance of the Santander 365 account and deposit into the co-operative business account.

**10.5** To consider the following amendments to the cooperative business banking mandate -

- Removal of former Councillor Terry Lyons.
- Addition of the new Town Clerk – Mark Brook.

Moved by Cllr King, Seconded by Cllr Haigh and **RESOLVED** that the former Councillor Terry Lyons be removed with the addition of the new Clerk. The mandate was duly signed, Cllr Lyons is to be contacted to sign the mandate for removal as an authorised signatory.

## **23/94 11.PARK REDEVELOPMENT**

**11.2** To consider any further resolutions that are required to progress matters.

Cllr Noon gave an overview of the project including the costs involved and the outstanding s106 funding.

The locum clerk advised that it is imperative that formal confirmation is received of when the s106 will be paid in relation to cash flow.

The locum clerk advised the costs involved at the current time for the project would impose a high financial risk to the Council and may possibly impair cash flow due to access to the 365 Santander being restricted to 365 days, and the non-receipt of s106 funding. She advised that careful consideration would need to be made to enter into the contracts.

The locum clerk is to create a financial cash flow statement of estimated costs, covering the current period and until the end of the financial year.

It was **AGREED** that the Council are to complete a site visit to ascertain which elements of the development is deemed essential, with an extra ordinary meeting to be called by the Mayor in this matter.

## **23/95 12. MERCURY NEWSLETTER**

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

Cllr Jurczynsyn reported that a delay had been requested for the publication and distribution due to extra content that was to be included.

It was **AGREED** that a communications committee meeting is to be arranged as soon as possible by the Clerk.

**12.2** To consider any actions required.

It was **AGREED** that a financial summary be included the Summer 2023 publication from the recent approved management accounts.

**23/96 13. COUNCILLORS ITEMS**

**13.1** To receive a report on the public meeting held on Monday 19<sup>th</sup> June 2023 – Cllr Noon.

Cllr Noon reported that there had been several Kirklees Officers, two police officers, several Meltham Town Councillors and a large number of members of the public in attendance at the meeting.

Kirklees Officers advised the members at the meeting of the process's that are currently being taken in relation to the Durker Roods Hotel site.

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The meeting closed at 19.45.

Signed \_\_\_\_\_ Date \_\_\_\_\_