



Minutes of the Full Town Council meeting held at the Carlile Institute, Edward Brook suite **at 6.00pm on Monday 8<sup>th</sup> January 2024.**

Present: - Cllr Noon (Mayor), Councillor's Barrowclough, Buchanan, Crankshaw, Haigh, Jackson, Jurczynszyn, King, Naylor, Varley, Wrathall and White  
Also present: - Advisor to the Council

**PUBLIC SESSION:** There were no members of the public present.

#### **1 – 23/195: 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 was taken as having been read.

#### **2 – 23/196: 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).

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 should they arrive during consideration of agenda items 13,15 and 16.

#### **3 – 23/197: APOLOGIES / REASONS FOR ABSENCE**

3.1 To receive apologies of absence.

Apologies for absence were received and **NOTED** for the Town Clerk.

3.2 To consider Councillors reasons for absence.

There were none.

#### **4 – 23/198: 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.

There were no declarations of interest received or made.

## **5 – 23/199: APPOINTMENT OF NEW DEPUTY MAYOR**

5.1 To agree that David Haigh becomes Deputy Mayor.

This item was deferred until the next available full council meeting.

## **6 – 23/200: MINUTES**

6.1 To confirm as a correct record the Minutes of the Ordinary Town Council Meeting held 18<sup>th</sup> December 2023 (enc).

As the minutes had not been circulated prior to the meeting this item was deferred until the next full council meeting.

## **7 – 23/201: MINUTES OF COMMITTEES**

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

7.1 Planning, Environmental & General Purposes Committee held on the 27<sup>th</sup> of November 2023 (enc).

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

7.2 Planning, Environmental & General Purposes Committee held on the 18<sup>th</sup> of December 2023 (enc).

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

## **8 – 23/202: TO RECEIVE REPORTS FROM KIRKLEES ELECTED MEMBERS**

There were no reports received or elected members in attendance.

## **9 – 23/203: CORRESPONDENCE**

9.1 Email from YLCA regarding an amendment to the councillor log in and password (email circulated 03.01.23).

This was NOTED.

## **10 – 23/204: INTERNAL CONTROLS**

10.1 To approve the receipts and payments schedule December 2023: -

Receipts December 2023 - **£6,215.82**      Payments December 2023 - **£149,005.74**

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

10.2 To approve the bank reconciliations: -

Co-Op Business Bank – December 2023

Cllr Haigh reported that the bank reconciliations had been checked as part of the internal controls.

Moved by Cllr Haigh, Seconded by Cllr Noon and it was **RESOLVED** that the bank reconciliation be **APPROVED**.

10.3 To approve the management accounts December 2023.

It was **RESOLVED** that the management accounts for December 2023 be **APPROVED**.

10.4 To approve payments made in excess of £2,000.00 in between meetings (financial regulation 4.8): -

There were none.

## **11 – 23/205: FINANCE AND GOVERNANCE**

11.1 To consider signing up to the civility and respect. (enc)

The Advisor to the Council reported that as best practice and to sit in conjunction with the Local Council Award Scheme application, it would be beneficial to sign up to the civility and respect pledge. The Advisor stated that the eight statements as indicated in the pledge would need to be agreed to be adopted.

It was **RESOLVED** that Meltham Town Council agree to the eight statements as indicated in the civility and respect pledge from NALC and fully adopt and sign up to the pledge.

11.2 To approve the records management policy January 2024. (enc)

The Advisor reported that a records management policy was required for formal adoption to sit in line with current UK GDPR regulations. She advised that the policy is also applicable to councillors and staff.

Cllr Noon noted that there maybe a future requirement for a budget allocation for safe storage and retention of historical records.

Moved by Cllr Haigh, Seconded by Cllr White and it was **RESOLVED** that records management/documents retention policy be **APPROVED**.

11.3 To consider the 2024/2025 budget/precept, confirming which version 3 or 3.1. we are to proceed with. (enc).

The Council considered the budget versions 3 and 3.1, with the tax base impact reports that had been duly circulated prior to the meeting.

The Mayor noted that the increase in the proposed budgets overall was due to revenue expenditure required to support the ongoing park development and projects as stipulated by the Ask Meltham consultation.

Cllr King noted that the increased revenue expenditure was required to support the current park capital redevelopment with ongoing maintenance works.

The Advisor reported that due to the change and increase in numbers of the tax base, the financial impact has reduced on band D properties for the 2024/25 period.

Moved by Cllr King, Seconded by Cllr Barrowclough and it was **RESOLVED** unanimously, that the budget for **2024/25** be set as **£197,322** as set out in scenario 3 version 3.1 report duly circulated.

Moved by Cllr King, Seconded by Cllr Barrowclough and it was **RESOLVED** unanimously, that the precept levy for **2024/25** be set as in scenario 3 version 3.1, at **£192,360.00** with an increase from £48.26 to £62.63 on band D.

The clerk is to send in the formal demand to Kirklees within the reporting time frames.

## **12 – 23/206: PARK REDEVELOPMENT**

12.1 To receive further updates as to the projects progress.

The Town mayor reported that the contractors are wanting to complete and be off site by the end of the week – 12<sup>th</sup> January 2024. He stated that this is not the practical completion date but an invoice is to be expected for the contracted works to date at Kirklees. He advised that the local schools had been contacted in relation to an official opening date and this will be feedback in due course.

12.2 To agree a proposal for a fence and wildflower area.

The Mayor reported that there were items in the final works required to complete the park redevelopment. A schedule of costs were duly received and reported to the council as indicated below. The current contractor costs for phase 1/2 was stated as being £222,354.50 from Kirklees Council (without the contingency added) therefore giving a new figure of £231,981.50 (without contingency added) with the below final works added -:

Wildflower Seeding	£180.00
Gullies	£198.00
Fence	£3,070.00
Turf Dark Green Area	£775.00
Turf Dark green and Orange areas	£2,200.00
Tree trunk (completed item)	£650.00
Hedge (completed items)	£250.00
Concrete Flags	£864.00
Stone	£1,440.00
	<u>£9,627.00</u>

Cllr Jurczynsyn suggested the possible addition of roses next to the rose memorial plaque.

Moved by Cllr Haigh, Seconded by Cllr Wrathall and it was **RESOLVED** that the costings for the fencing, wildflower area, and additional works to complete the project of £9,627.00 (net) with the revised budget of £231,981.50 (net) for contractor costs be **APPROVED**.

## **13 – 23/207: PRIDE OF MELTHAM AWARDS**

13.1 To discuss the awards to be given out at the Civic Dinner.

The Mayor advised that the Advisor to the Council had received a nomination for an award into the Town Offices.

The Council considered the nomination and this was **AGREED** that this met the criteria of a community group nomination.

The Town Clerk is to contact the organisation to advise them they have been nominated as part of the Pride of Meltham Award process.

It was **AGREED** that the clerk is to review and update the award scheme policy.

#### **14 – 23/208: COMMUNICATIONS WORKING GROUP**

##### **14.1 To discuss Mercury update.**

Cllr Jurczynyn gave an update on the current position and advised that article items need to be submitted to her by the middle of February.

Cllr Noon noted that a future consideration maybe required to increase the budget to cover the additional costs of photography and publication.

##### **14.2 To give an update on where we are with social media & planner (enc).**

Cllr Naylor provided an update to the circulated planner and advised that updates are currently being sent to the clerk for addition to the website.

There was a discussion in relation to the website to which it was noted, there were a number of areas on the website that were out of date and required updating. Cllr Jurczynyn is to send in her feedback for the areas she has determined requires revisions to the clerk.

The Advisor suggested that the Councillor/Council area has a more in-depth script to enable better understanding of how the Council operates for the public.

It was **AGREED** that the clerk is to review and update the website as a priority.

#### **15 – 23/209: LAND SALE AT ROBERT ASHTON MEMORIAL PARK (ADJ. TO 18 MELTHAM MILLS ROAD)**

##### **15.1 To inform councillors as to the progress and to invite comments / objections.**

Cllr White provided gave a report on the historical process' that were undertaken by the former council and clerk.

The Advisor noted that it would be prudent to obtain 3 quotes as there was the possibility of the liability falling on the council for the solicitors acting on the council's behalf of the sale.

It was **AGREED** that Cllrs Haigh and White are to review the red line plan, with 3 quotations obtained by the clerk for the legal fees as a possible liability before further proceedings are made.

#### **16 – 23/210: 142 HUDDERSFIELD ROAD**

##### **16.1 Town Mayor to give an update as to the latest situation.**

The Mayor reported that the valuation report had now been received into the Town Council offices. He advised that due to the Christmas office closure there had not been the opportunity for a meeting to review the report.

16.2 To consider the valuation of the property.

It was **AGREED** that the working group are to arrange a meeting to create a business case, with liaison by the Advisor and the Mayor with the Kirklees Officer.

The meeting concluded at 19:15

DRAFT

Signed \_\_\_\_\_ Town Mayor \_\_\_\_\_ Date.