



Mr M Brook
Town Clerk & RFO
Meltham Town Council
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 at the Carlile Institute, Edward Brook suite **commencing at 6.00pm on Monday 16th October 2023.**

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

AGENDA

PUBLIC QUESTION TIME 6.00pm – 6.15pm

Representatives from Natures Holme attending to discuss a proposal (enc.)

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 of 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 18th September 2023 (enc).

6 – 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 (enc).

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

7 – TO RECEIVE REPORTS FROM KIRKLEES ELECTED MEMBERS

8 – CORRESPONDENCE

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

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

9 – INTERNAL CONTROLS

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

Receipts September 2023 - **£786.86**

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

9.2 To approve the bank reconciliations: -

Co-Op Business Bank – September 2023

Santander 365 Day Account – September 2023 and October 2023

9.3 To approve the management accounts September 2023.

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

None

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

10 – FINANCE AND GOVERNANCE

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

10.2 To review internal audit services.

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

11 – PARK REDEVELOPMENT

11.1 To receive further updates as to the projects progress.

12 – TREE MANAGEMENT OF PARK

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

13 – YOUTH PROVISION

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

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

14 – COMMUNICATIONS

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

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

14.3 To consider the status of the Communications Committee.

14.4 To consider the Social Media policy and suggested amendments from Cllr Naylor (enc).

15 – CO-ORDINATION OF TOWN CLEAN UP

15.1 Bottom of pathway leading to Mill Bank Road.

15.2 Overgrown bushes on the corner of Tinker Lane.

15.3 Overhanging bushes on Durker Roods.

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

16 – ALLOTMENTS

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

17 – CCTV

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

18 – ADOPTED RED PHONE BOXES

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

19 – OVER 70'S EVENT

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

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

20 – COUNCIL NOTICE BOARDS

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

21 – 142 HUDDERSFIELD ROAD

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

Dated this 11th October 2023

M.A.Brook

Mark Brook

Town Clerk to the Council

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

Topic: Full Council Meeting

Time: October 16th at 6.00pm

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YWJmM2MxNDItM2NiZi00N2NiLTg2NzgtMDhhODRIZjJkM2Jh%40thread.v2/0?context=%7b%22Tid%22%3a%226ea81637-0f87-4197-910b-4e9855b4d860%22%2c%22Oid%22%3a%227b3b8358-5b26-4d4a-ab9c-b4347851ad99%22%7d