



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 5.30pm on Monday 18<sup>th</sup> September 2023.**

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

#### **AGENDA**

**PUBLIC QUESTION TIME 5.30pm – 5.45pm**

#### **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 26<sup>th</sup> June 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 17<sup>th</sup> July 2023 (enc).

6.2 Properties & Finance Committee held on the 24<sup>th</sup> July 2023 (enc).

## **7 – TO RECEIVE REPORTS FROM KIRKLEES ELECTED MEMBERS**

## **8 – CORRESPONDANCE**

8.1 Letter received from Wilshaw Village Hall Trust on 21.07.23

8.2 Email from Kirklees regarding EV provision

8.3 Letter of a request of support from Y.A.A

8.4 D-Day Anniversary Guide for next year

## **9 – INTERNAL CONTROLS**

9.1 To approve the receipts and payments schedule July – August 2023: -

Receipts July 2023 - **£4,575.71**                      Payments July 2023 - **£33,712.72**

Receipts August 2023 - **£1575.29**                      Payments August 2023 - **£8,808.36**

9.2 To approve the bank reconciliations: -

Co-Op Business Bank – July – August 2023

Santander 365 Day Account – July 2023

9.3 To approve the management accounts July – August 2023.

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

Stephenson's Tree's - £1,500.00 + vat – RAMP Tree Works

Stephenson's Tree's - £700.00 + vat – Bank Lodge Allotments Tree Works

9.5 To consider Scout Hut, request to engage the solicitors to renew the lease.

**Total - £2,200 + vat**

9.6 – To approve the general capital reserve transfer of £2,200 for tree work.

## **10 – FINANCE AND GOVERNANCE**

- 10.1 To approve the external auditors report and the notice of conclusion of audit 2022 to 2023.
- 10.2 To approve the amended budget 2023 to 2024 as recommended by the Properties & Finance Committee and to consider any additional amendments.
- 10.3 To consider registration of interest with NALC for the Local Council Award Scheme - £50.00.
- 10.4 To discuss the mayor's chains and confirmation on the name board updates in council chambers.

## **11 – PARK REDEVELOPMENT**

- 11.1 To receive further updates as to the projects progress.
- 11.2 To discuss and approve a budget regarding communications.
- 11.3 To discuss a gate on the entrance to the park from Hall Close.
- 11.4 To discuss benches, tennis court net and posts email from Helen Proudfoot (enc).
- 11.5 To consider the request from Kirklees for payment of phase 1 and phase 2.

## **12 – TREE MANAGEMENT OF PARK**

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

## **13 – YOUTH PROVISION**

- 13.1 To consider financial support of youth engagement activities within the Town.

## **14 – COMMUNICATIONS**

- 14.1 To discuss Mercury content update & schedule.
- 14.2 To discuss vehicles of communication / posting content.
- 14.3 Sharing Kirklees contacts / reporting information.

## **15 – CO-ORDINATION OF TOWN CLEAN UP**

- 15.1 Sefton Lane cut back of vegetation update.
- 15.2 Bin issues at Pleasure Grounds & Sports Complex update.

## **16 – ALLOTMENTS**

- 16.1 To discuss Scribe accounting update.
- 16.2 To discuss plan of the running of allotments going forward.
- 16.3 Asbestos issue to both Greenhouses at Mill Bank, discuss cost to replace shelving at £420.00.

## **17 – BROADLANDS RECREATION GROUND**

- 17.1 To discuss motor and quad bike access to Broadlands Rec.

## **18 – ADOPTED RED PHONE BOXES**

- 18.1 Update on the refurbishment project.

18.2 To discuss the next steps with the Wilshaw Box.

**19 – TOWN CHRISTMAS TREE**

19.1 To discuss email forwarded by Cllr Greaves regarding Christmas Tree provision.

Dated this 13<sup>th</sup> September 2023

Mark Brook Town Clerk & RFO

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

<https://us02web.zoom.us/j/81270407223?pwd=c2tIVzVjdnhuNDZjS0p3Y1NmdGpLQT09>

Topic: Full Council Meeting

Time: September 18<sup>th</sup> at 5.30pm