



Mr M Brook
Town Clerk & RFO
Meltham Town Council
Carlile Institute
Meltham
HD9 4AE

Minutes of the Full Town Council meeting held at the Carlile Institute, Edward Brook suite **at 6.00pm on Monday 18th December 2023.**

Present: Cllr Noon (Mayor), Councillor's Barrowclough, Crankshaw, Haigh, Jackson, Jurczynszyn, Naylor, Varley and Wrathall

Also present: Advisor to the Council via Teams

1 – 23/179: 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. – **TAKEN AS READ**

2 – 23/180: 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). – **AGENDA ITEM 16**

3 – 23/181: APOLOGIES / REASONS FOR ABSENCE

3.1 To receive apologies of absence. – **CLLR'S WHITE, KING AND BUCHANAN**

3.2 To consider Councillors reasons for absence. – **NOTED**

4 – 23/182: DECLARATIONS OF INTEREST

To receive any declarations of interest on items on the agenda. ** - **NONE**

**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 – 23/183: MINUTES

5.1 To confirm as a correct record the Minutes of the Ordinary Town Council Meeting held 20th November 2023 (enc). – **APPROVED**

6 – 23/184: MINUTES OF COMMITTEES

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

6.1 Properties & Finance Committee held on the 27th of November 2023 (enc). – **APPROVED**

6.2 Planning, Environmental & General Purposes Committee held on the 27th of November 2023 (enc). – **APPROVED**

7 – 23/185: TO RECEIVE REPORTS FROM KIRKLEES ELECTED MEMBERS

NONE PRESENT

8 – 23/186: CORRESPONDENCE

8.1 To note the BHF letter regarding defibrillator funding. – **NOTED AND RESOLVED THAT THE ADVISOR WILL AIM TO RE-VISIT IN THE NEW YEAR**

9 – 23/187: INTERNAL CONTROLS

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

Receipts November 2023 - **£874.58** Payments November 2023 - **£29,230.25** – **BOTH APPROVED**

9.2 To approve the bank reconciliations: -

Co-Op Business Bank – November 2023 – **APPROVED**

9.3 To approve the management accounts November 2023. – **APPROVED**

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

£3,970.00 to Design Powered for Robert Ashton Park upkeep. – **APPROVED**

£4,500.00 to Wilshaw Village Hall grant. – **APPROVED**

£8,264.00 to Kirklees Youth Alliance for youth development. – **RESOLVED 50% THIS FINANCIAL, BALANCE NEXT FINANCIAL YEAR IN TWO FURTHER INSTALLMENTS**

9.5 To approve the first instalment invoice from Kirklees for the Park Re-development, cost £140794.43 + vat. – **APPROVED, RESOLVED FOR THE CLERK TO PAY QUICKLY**

9.6 To agree that the PAF Committee resolved that financial regulations point 4.5 authorisation of capital expenditure to be amended to sit in line with point 4.1 revenue. (enc) – **RESOLVED THAT REG 4.1 IS TO BE AMENDED TO SIT IN LINE WITH REG 4.5**

9.7 To consider the draft organisational chart. (enc) – **RESOLVED THAT WE ARE HAPPY TO PROCEED AS SUBMITTED**

9.8 To approve staff absence. – **RESOLVED THAT STAFF CAN TAKE 6 PAID DAYS IN TOTAL FOR BEREAVEMENT LEAVE WHEN A CLOSE FAMILY MEMBER PASSES AWAY**

10 – 23/188: FINANCE AND GOVERNANCE

10.1 To consider the draft staff and elected members training policy. (enc) – **DEFERRED TO PERSONNEL COMMITTEE**

10.2 To agree to adopt the Biodiversity Policy introduced by the Environment Act 2021. (enc) – **RESOLVED TO PROCEED WITH THE GENERIC POLICY WITH A VIEW TO DEVELOPING IT IN FUTURE**

10.3 To agree the Internal Audit letter of engagement and note the date and objectives. (enc) – **UNANIMLOUSLY AGREED**

10.4 To consider the 2024/2025 budget revisions version 3 and 3.1. (enc) – **NOTED, MAYOR NOON EXPLAINED THE TWO BUDGET OPTIONS AND EXPLAINED IN MORE DETAIL HOW OTHER PARISHES ARE LOADING THEIR PRECEPT DEMANDS AND ALSO NOTING THE REASONS FOR OUR PRECEPT DEMAND**

11 – 23/189: PARK REDEVELOPMENT

11.1 To receive further updates as to the projects progress. – **MAYOR NOON SUGGESTS A FURTHER COUNCILLOR SITE VISIT TO CONSIDER THE FENCING / NEW PLANTING, EXPLAINED HOW THE s106 MONIES WORK IN MORE DETAIL. COUNCIL AGREED IN PRINCIPLE THERE WILL BE A RE-CITING COST FOR THE MERCURY MAN**

11.2 To consider creating a tender for full park and potentially town management. – **MAYOR NOON ADVISED THAT ONCE WE KNOW HOW PHASE TWO OF THE PARK IS GOING LOOK, WE CAN SHAPE HOW WE WANT THIS PROCESS TO WORK MOVING FORWARD**

12 – 23/190: YOUTH PROVISION

12.1 Cllr Naylor to provide update on the Youth Funding Proposal. – **CLLR NAYLOR HAD A FURTHER MEETING ON 19.12.23, WHERE MORE INFORAMTION WILL BE CIRCULATED AFTERWARDS**

13 – 23/191: COMMUNICATIONS WORKING GROUP

13.1 To discuss Mercury update / new distributor. – **IT WAS RESOLVED THAT WE MOVE BACK TO ROYAL MAIL FOR THE NEXT EDITION OF THE MERCURY**

13.2 To give an update on where we are with social media & planner (enc). – **CLLR NAYLOR ADVISED THAT ALL SOCIAL MEDIA ACCOUNTS NOW HAVE AN AUTO RESPONSE WITH THE COUNCIL EMAIL ADDRESS FOR RESIDENTS QUERIES AND QUESTIONS**

14 – 23/192: CHRISTMAS WORKING HOURS

14.1 To maintain office closure in the week between Christmas and the New Year. – **IT WAS RESOLVED THAT THE COUNCIL STICK TO THIS POLICY**

15 – 23/193: CCTV

15.1 To consider the removal costs of our CCTV from Kirklees furniture. – ***IT WAS RESOLVED TO MOVE FORWARD WITH QUOTE 1, SUBJECT TO SUPPLIER APPROVAL FROM KIRKLEES***

15.2 To consider the town's CCTV provision moving forward. – ***IT WAS RESOLVED THAT THIS WOULD BE LOOKED AT IN THE NEW YEAR***

16 – 23/194: 142 HUDDERSFIELD ROAD

16.1 Town Mayor to give an update as to the latest situation. – ***IT WAS RESOLVED THAT THIS DISCUSSION BE MOVED BACK TO JANUARY 2024***

The meeting concluded at 7.15pm

M.A.Brook

Mark Brook

Town Clerk to the Council