



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 18th December 2023.**

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

AGENDA

PUBLIC QUESTION TIME 6.00pm – 6.15pm

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

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

6 – 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).

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

7 – TO RECEIVE REPORTS FROM KIRKLEES ELECTED MEMBERS

8 – CORRESPONDENCE

8.1 To note the BHF letter regarding defibrillator funding.

9 – INTERNAL CONTROLS

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

Receipts November 2023 - **£874.58**

Payments November 2023 - **£29,230.25**

9.2 To approve the bank reconciliations: -

Co-Op Business Bank – November 2023

9.3 To approve the management accounts November 2023.

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.

£4,500.00 to Wilshaw Village Hall grant.

£8,264.00 to Kirklees Youth Alliance for youth development.

9.5 To approve the first instalment invoice from Kirklees for the Park Re-development, cost £140794.43 + vat.

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)

9.7 To consider the draft organisational chart. (enc)

9.8 To approve staff absence.

10 – FINANCE AND GOVERNANCE

- 10.1 To consider the draft staff and elected members training policy. (enc)
- 10.2 To agree to adopt the Biodiversity Policy introduced by the Environment Act 2021. (enc)
- 10.3 To agree the Internal Audit letter of engagement and note the date and objectives. (enc)
- 10.4 To consider the 2024/2025 budget revisions version 3 and 3.1. (enc)

11 – PARK REDEVELOPMENT

- 11.1 To receive further updates as to the projects progress.
- 11.2 To consider creating a tender for full park and potentially town management.

12 – YOUTH PROVISION

- 12.1 Cllr Naylor to provide update on the Youth Funding Proposal.

13 – COMMUNICATIONS WORKING GROUP

- 13.1 To discuss Mercury update / new distributor.
- 13.2 To give an update on where we are with social media & planner (enc).

14 – CHRISTMAS WORKING HOURS

- 14.1 To maintain office closure in the week between Christmas and the New Year.

15 – CCTV

- 15.1 To consider the removal costs of our CCTV from Kirklees furniture.
- 15.2 To consider the town's CCTV provision moving forward.

16 – 142 HUDDERSFIELD ROAD

- 18.1 Town Mayor to give an update as to the latest situation.

Dated this 13th of December 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: December 18th at 6.00pm

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NmIOMDAwZTUtZWRhOS00NDMyLTkyMTctZjQ2ZDA1NjIwMTV%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