



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 20th November 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 16th October 2023 (enc).

5.2 To confirm as a correct record the Minutes of the Extraordinary Town Council Meeting held 13th 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 23rd of October 2023 (enc).

7 – TO RECEIVE REPORTS FROM KIRKLEES ELECTED MEMBERS

8 – CORRESPONDENCE

8.1 To consider the Santander complaint letter resolution.

8.2 To consider a request for support from Meltham C of E School - Eco Committee.

9 – INTERNAL CONTROLS

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

Receipts October 2023 - **£6,047.23**

Payments October 2023 - **£11,180.09**

9.2 To approve the bank reconciliations: -

Co-Op Business Bank – October 2023

Santander 365 Account – to 4th November 2023

9.3 To approve the management accounts October 2023.

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

£4,500.00 first payment of the Wilshaw Village Hall Grant.

£8,264.00 payment to Kirklees Youth Alliance, funding for Youth Offer Activities.

9.5 To approve the Clerks addition to the mandate for the Santander Instant Access account.

9.6 To agree the date for the Annual Town Meeting.

9.7 To agree the date for the Annual Meeting.

10 – FINANCE AND GOVERNANCE

10.1 To discuss the PAF Committee's 2024/25 budget and precept demand recommendation.

10.2 To discuss the outcome of the first Strategic Working Group meeting.

- 10.3 Advisor to the Council to present further quotes for internal audit services.
- 10.4 To agree the NALC Local Government Service Pay Agreement for the Clerk.
- 10.5 To consider the Publication Scheme from the Information Commissioner's Office.

11 – PARK REDEVELOPMENT

- 11.1 To receive further updates as to the projects progress.

12 – TREE MANAGEMENT OF PARK

13 – YOUTH PROVISION

- 13.1 Cllr Naylor to provide update on the Youth Funding Proposal.
- 13.2 Cllrs Haigh, Naylor and Noon to note and approve the service level agreement.

14 – COMMUNICATIONS WORKING GROUP

- 14.1 To discuss Mercury update.
- 14.2 To give an update on where we are with social media & planner (enc).

15 – ALLOTMENTS WORKING GROUP

- 15.1 To receive an update from the initial meeting.

16 – CCTV

- 16.1 To receive an update from the Clerk as to the latest situation with the current equipment.
- 16.2 To consider the town's CCTV provision moving forward.

17 – NATURE'S HOLME PROJECT

- 17.1 To discuss questions raised at the previous meeting for the Council acting as the responsible body for the project.

18 – 142 HUDDERSFIELD ROAD

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

19 – KIRKLEES COUNCIL PARKING CHARGES

- 19.1 Town Mayor to feedback information from the Kirklees Cabinet meeting.
- 19.2 To consider a response to the decision of Kirklees Cabinet

20 – POTENTIAL NEW BENCH IN THE VILLAGE

- 20.1 Several residents have been requesting one, Town Mayor to feedback possible options available.

21 – DIFIBRILLATOR MAINTENANCE

- 21.1 - To discuss the purchase of new components for the defibrillator at Meltham Sports Complex & Meltham Moor Primary School

Dated this 15th November 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: November 20th at 6.00pm

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MmMzOWU3MTYtMDBiZi00ODZhLWFhZmUtYzMyYWl2ZGY5YTQ0%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