



Mr M Brook

Town Clerk & RFO

Meltham Town Council

Carlile Institute

Meltham

HD9 4AE

Minutes of the Ordinary Town Council meeting at the Carlile Institute, Edward Brook suite **held on Monday 20th November 2023 at 6.00pm.**

Present: Cllr Noon (Mayor), Councillor's Barrowclough, Buchanan, Crankshaw, Haigh, Jackson, Jurczynsyn, Naylor, Varley, White and Wrathall.

Also present: - Advisor to the Council via Teams

PUBLIC SESSION: NONE IN ATTENDANCE

1 – 23/158: 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 – 23/159: 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). – **ITEM 18 IS TO BE DISCUSSED IN PRIVATE**

3 – 23/160: APOLOGIES / REASONS FOR ABSENCE

3.1 To receive apologies of absence. – **CLLR KING**

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

[Handwritten signature] 18/12

4 – 23/161: DECLARATIONS OF INTEREST

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

**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 – 23/162: MINUTES

5.1 To confirm as a correct record the Minutes of the Ordinary Town Council Meeting held 16th October 2023 (enc). – **APPROVED**

5.2 To confirm as a correct record the Minutes of the Extraordinary Town Council Meeting held 13th November 2023 (enc). – **APPROVED**

6 – 23/163: 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). – **APPROVED**

7 – 23/164: TO RECEIVE REPORTS FROM KIRKLEES ELECTED MEMBERS

NONE IN ATTENDANCE

8 – 23/165: CORRESPONDENCE

8.1 To consider the Santander complaint letter resolution. – **RESOLVED THAT THE GIFT HAMPER WILL BE DONATED TO CROSSROADS**

8.2 To consider a request for support from Meltham C of E School - Eco Committee. – **RESOLVED THAT THE COUNCIL ARE IN SUPPORT OF THIS AND THE MAYOR WILL REPLY TO THE EMAIL CONFIRMING THIS**

9 – 23/166: 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 – APPROVED**

9.2 To approve the bank reconciliations: -

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

Santander 365 Account – to 4th November 2023 – **APPROVED**

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

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. – **APPROVED**

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

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

9.6 To agree the date for the Annual Town Meeting. – **RESOLVED TO BE 15TH APRIL 2024 BEFORE THE FULL COUNCIL MEETING**

9.7 To agree the date for the Annual Meeting. – **RESOLVED TO BE THE 20TH MAY 2024 WITH FULL COUNCIL MEETING TO FOLLOW ON**

10 – 23/167: FINANCE AND GOVERNANCE

10.1 To discuss the PAF Committee's 2024/25 budget and precept demand recommendation. – **CLLR HAIGH GAVE A DETAILED ACCOUNT OF THE REASONING BEHIND RECOMMENDING SCENARIO 3, COUNCIL UNANIMOUSLY AGREED WITH THIS**

10.2 To discuss the outcome of the first Strategy Working Group meeting. – **CLLR WHITE EXPLAINED HOW WE WILL USE THE ASK MELTHAM SURVEY TO SHAPE THE NEW PLACE STANDARD, THE ADVISOR TO COUNCIL STATED THAT THE ORIGINAL WORK ALREADY DONE WAS A GREAT STARTING POINT**

10.3 Advisor to the Council to present further quotes for internal audit services. – **MAJORITY OF COUNCIL AGREED TO PROCEED WITH QUOTE 2**

10.4 To agree the NALC Local Government Service Pay Agreement for the Clerk. – **UNANIMOUSLY AGREED**

10.5 To consider the Publication Scheme from the Information Commissioner's Office. – **ADVISOR TO THE COUNCIL EXPLAINED THAT THIS IS A DOCUMENT THE COUNCIL NEED TO ADOPT, IT WAS RESOLVED THAT WE DO SO**

11 – 23/168: PARK REDEVELOPMENT

11.1 To receive further updates as to the projects progress. – **MAYOR NOON ADVISED OF THE SLIGHT SPECIFICATION CHANGES BEING MADE IN LIGHT OF THE DRAINAGE, ALSO CONFIRMING THE TENNIS COURT FENCING STAYS UP AND THE NEW TENNIS COURT WILL BE TO THE LEFT SIDE WHEN VIEWING FROM HALL CLOSE – UNANIMOUSLY AGREED**

12 – 23/169: TREE MANAGEMENT OF PARK

NO FURTHER UPDATES AT PRESENT

13 – 23/170: YOUTH PROVISION

13.1 Cllr Naylor to provide update on the Youth Funding Proposal. – **CLLR NAYLOR ADVISED THAT WE WILL SOON BE SEEING YOUTH WORKERS ON THE STREETS ENGAGING WITH CHILDREN, PLUS CLLR NAYLOR WILL BE ATTENDING A FURTHER MEETING ON 21/11/23 TO GAIN FURTHER INFORMATION**

13.2 Cllrs Haigh, Naylor and Noon to note and approve the service level agreement. – **APPROVED**

14 – 23/171: COMMUNICATIONS WORKING GROUP

14.1 To discuss Mercury update. – **CLLR JURCZYSZYN AND THE CLERK CONFIRMED THE MERUCRY HAD BEEN PRINTED AND DISTRIBUTION WOULD COMMENCE 22.11.23, PLUS SOCIAL MEDIA TO HELP WITH ASSESSING ANY NON-DELIVERED AREAS**

14.2 To give an update on where we are with social media & planner (enc). – **CLLR NAYLOR CONFIRMED FACEBOOK AND INSTAGRAM ARE NOW ACTIVE, STATING WE WILL USE THE COMMUNICATIONS PLANNER TO SCHEDULE POSTS FOR THE CLERKS APPROVAL**

15 – 23/172: ALLOTMENTS WORKING GROUP

15.1 To receive an update from the initial meeting. – **CLLR JURCZYSZYN RAN THROUGH THE DISCUSSION, MAYOR NOON REQUESTED A FOCUSED APPROACH TO UNDERSTANDING EXISTING PROVISION, BENEFITS, COSTS AND FUTURE PROVISION**

16 – 23/173: CCTV

16.1 To receive an update from the Clerk as to the latest situation with the current equipment. – **THE CLERK ADVISED THAT TWO QUOTES FOR THE REMOVAL OF EXISTING EQUIPMENT HAVE BEEN RECEIVED, STILL AWAITING A THIRD ONE**

16.2 To consider the town's CCTV provision moving forward. – **MAYOR NOON ADVISED THE CLERK TO GET A SUMMARY OF THE REMOVAL COSTS FOR THE NEXT MEETING**

17 – 23/174: 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. – **WE RECEIVED NO RESPONSE FROM HVPC AS YET, ITEM LEFT AS ONGOING FOR THE NEXT MEETING**

18 – 23/175: 142 HUDDERSFIELD ROAD

18.1 Town Mayor to give an update as to the latest situation. – **KIRKLEES SUPPLIED 3 SURVEYOR QUOTES FOR COSTS TO BE SPLIT 50/50, PROCEEDED WITH THE LOWEST QUOTE**

19 – 23/176: KIRKLEES COUNCIL PARKING CHARGES

19.1 Town Mayor to feedback information from the Kirklees Cabinet meeting. – **MAYOR NOON HIGHLIGHTED WHAT KIRKLEES HAVEN'T INFORMED OR CONSULTED US ON TO THIS POINT**

19.2 To consider a response to the decision of Kirklees Cabinet – **IT AS RESOLVED THAT THE CLERK IS TO SEND A LETTER OF COMPLAINT ON THE MATTER**

20 – 23/177: POTENTIAL NEW BENCH IN THE VILLAGE

20.1 Several residents have been requesting one, Town Mayor to feedback possible options available. – **MAYOR NOON'S PROPOSAL WAS UNANIMOUSLY RESOLVED THAT WE ARE TO RE-APPROPRIATE BENCH MATERIALS FROM THE PARK AND HAVE A TRIAL BENCH OUTSIDE THE PINK ELEPHANT**

21 – 23/178: DIFIBRILLATOR MAINTENANCE

21.1 - To discuss the purchase of new components for the defibrillator at Meltham Sports Complex & Meltham Moor Primary School. – **IT WAS RESOLVED UNANIMOUSLY THAT THE COUNCIL PURCHASES DEFIB EQUIPMENT AS A DONATION TO BOTH THE COMPLEX AND THE SCHOOL**

The meeting concluded at 7.45pm

M.A. Brook

Mark Brook

Clerk to the Council