



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 15th July 2024.**

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

Also present: - The Advisor to the Council and a representative from Architects Unknown to discuss Project 142, item 14.2 which Cllr Noon requested to be brought forward on the agenda for discussion.

Councillor Buchanan had to leave the meeting at 6.45pm.

1 – 24/69: 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 – 24/70: 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). – ***None.***

3 – 24/71: APOLOGIES / REASONS FOR ABSENCE

3.1 To receive apologies of absence. – ***Cllr King.***

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

4 – 24/72: DECLARATIONS OF INTEREST

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

**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 – 24/73: MINUTES

5.1 To confirm as a correct record the Minutes of the Full Town Council Meeting held 17th of June 2024 (enc). – **It was resolved that the minutes are approved.**

6 – 24/74: MINUTES OF COMMITTEES

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

6.1 Planning, Environment & Amenities Committee held on the 1st of July 2024. (enc) – **It was resolved that the minutes are approved.**

7 – 24/75: TO RECEIVE REPORTS FROM KIRKLEES ELECTED MEMBERS

None.

8 – 24/76: CORRESPONDENCE

8.1. To consider the email circulated by the Clerk on the 4th July 2024 regarding the contact list for the Civic Service invitees. (enc) – **Noted.**

8.2 Email received 6th July 2024 regarding a memorial bench in the RAMP near the duck pond. – **It was resolved that a bench could be sited near the duck pond with a suitable risk assessment, composite recyclable benches have been recommended due to longevity and low maintenance.**

8.3 Defra Bees Needs Awards email from the advisor to Council circulated 3rd July 2024. (enc) – **Noted.**

8.4. To consider the email circulated by the Clerk on the 27th June 2024 regarding the next round of road markings being refreshed. – **Cllr Varley advised of the Give Way marking at the junction of Coach Road & Netherthong Road requires attention, all council agreed that the 20mph markings around the village also needed refreshing. Cllr Crankshaw and Ward Cllr Greaves emailed their suggestions prior to the meeting.**

8.5 Developing partnerships with local police update from email originally circulated by the Advisor. – **The Advisor gave an update on communications with the local police contact and is circulating a report confirming the discussion on 16.7.24. Cllr White asked if Cllr Greaves still gets a quarterly crime update, the Clerk will make contact and ask the question.**

9 – 24/77: INTERNAL CONTROLS

9.1 To approve the receipts and payments schedule June 2024: - ***It was resolved that they are approved.***

Receipts June 2024 – **£134.57**

Payments June 2024 - **£21,312.76**

9.2 To approve the bank reconciliations: - ***It was resolved that they are approved.***

Co-operative Instant Access Account – June 2024

Co-operative Current Account – June 2024

9.3 To approve the management accounts June 2024. - ***It was resolved that they are approved.***

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

£5,598.00 Design Powered

£2,066.00 Kirklees Youth Alliance

It was resolved that they are approved.

10 – 24/78: FINANCE AND GOVERNANCE

10.1 To consider a resolution to delegate any emergencies for the RAMP, or associated assets with a sum of money to a committee for the management of this whilst the Clerk and Advisor are on holiday in August. – ***It was RESOLVED that delegation to the Finance Committee under financial regulation number 5.18 is APPROVED for the period 1st – 13th August 2024 whilst the Town Clerk and Advisor to the Council are on annual leave. This temporary amendment to the financial regulations and scheme of delegation for the period will be as follows for 5.18 -:***

5.18. In cases of serious risk to the delivery of Council services or to public safety on Council premises, the finance committee may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Chair of Finance shall report such action to the Mayor as soon as possible and to the Council as soon as practicable thereafter.

10.2 To consider forming a working group to progress the Town Hall lease / option to buy situation. – ***Cllr's Naylor, Noon, White and Haigh (Mayor) have formed a working group, the Clerk is to chase up the solicitor for a lease valuation.***

10.3 To approve the Health & Safety Policy. (enc) – ***It was resolved that the policy is approved.***

11 – 24/79: PARK REDEVELOPMENT

11.1 To receive further updates as to the projects progress. – ***Cllr Noon advised that the park work will be completed in the next couple of days and has arranged for a meeting 16.7.24 down there for councillors to check the work to see if anything else requires attention/correcting. Council also approved the costs for the play inspection and two new timber bollards.***

12 – 24/80: COMMUNICATIONS WORKING GROUP

12.1 To discuss Mercury update. – *Cllr Jurczyn confirmed the Summer edition will be distributed w/c 12th August and the Winter one is scheduled for distribution w/c 18th November, she also requested more information of other activities happening.*

12.2 To give an update on where we are with social media & planner (enc). – *Cllr Naylor asked to keep ideas and news on events coming.*

13 – 24/81: YOUTH PROVISION

13.1 To receive any further information Cllr Naylor may have. – *Cllr Naylor advised she will have feedback after the next Youth meeting.*

14 – 24/82: MELTHAM – SUSTAINABLE GROWTH AND DEVELOPMENT STRATEGY

14.1 Update on the transfer of Broadlands Rec. – *The Advisor has chased this but received an email stating a new cabinet is in the process of being established and will advise once the trustees have been appointed.*

14.2 Update on Project 142. – *The architect gave an overview of the proposal supplied, council in general posed questions back and queried certain requests made on the report, i.e. safeguarding, storage and parking.*

The Advisor advised that a survey report is recommended (also by the solicitors) and voiced concerns over the designs and long-term usage of the building, The Mayor suggested a council meeting is arranged to focus solely on the report and Cllr Noon suggested a meeting of the band, scouts and council to discuss the report and forward planning.

15 – 24/83: STRATEGY WORKING GROUP

15.1 To receive an update from the Strategy Working Group. – *It was resolved that the council agreed to proceeding with the next Ask Meltham project.*

It was also resolved that we need to proceed with a park management strategy once we have established where we are with Broadlands and Project 142.

16 – 24/84: EVENTS THE MAYOR HAS BEEN TO AND IS INVITED TO

16.1 Attended the unveiling of the Community Quilt at the Carlile Institute 5th July 2024. – *Noted.*

16.2 Was part of the parade at The Meltham Memories event on 6th July 2024. – *Noted.*

16.3 Deputy Mayor Wrathall is opening the 24-hour chess marathon for the Meltham Chess Club on 20th July 2024. – *Noted.*

16.4 The Mayor will be attending the Mirfield Town Council Civic Service on 28th September 2024. – *Noted.*

16.5 The Mayor attended the Art Festival fringe event held at The Crossroads Centre and Carlile Institute on 8th July 2024. – **Noted.**

17 – 24/85: BIODIVERSITY

17.1 The advisor to the Council is to feedback information on a recent session attended. – ***The Advisor gave a brief overview of the session and suggested that the council nominate a committee/councillor to attend training, Cllr White advised that he would be able to attend online courses as required and the advisor will send the relevant information to him.***

The meeting concluded at 7.30pm

M.A.Brook

Mark Brook

Clerk to the Council