



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 16th September 2024.**

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

Also present: - The Advisor to the Council

Two members of the public from WOVEN discussed the community planning for WOVEN25.

Prior to the meeting Cllr Jurczynszyn requested that she be the liaison, and the Council resolved that this was agreed, the Clerk also confirmed that Cllr Naylor's details would also be shared with Woven as well.

1 – 24/86: 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. – ***Taked as read.***

2 – 24/87: 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 – 24/88: APOLOGIES / REASONS FOR ABSENCE

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

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

4 – 24/89: 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 – 24/90: MINUTES

5.1 To confirm as a correct record the Minutes of the Full Town Council Meeting held 15th of July 2024 (enc). – ***It was resolved that the minutes are approved.***

6 – 24/91: MINUTES OF COMMITTEES

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

6.1 To confirm as a correct record the Minutes of the Personnel & Councillor Development Committee Meeting held 22nd of July 2024 (enc). – ***It was resolved that the minutes are approved.***

6.2 To confirm as a correct record the Minutes of the Planning, Environment & Amenities Committee Meeting held 22nd of July 2024 (enc). – ***It was resolved that the minutes are approved.***

6.3 To confirm as a correct record the Minutes of the Properties, Finance, Administration & General Purposes Committee Meeting held 9th of September 2024 (enc). – ***It was resolved that the minutes are approved.***

6.4 To confirm as a correct record the Minutes of the Planning, Environment & Amenities Committee Meeting held 9th of September 2024 (enc). – ***It was resolved that the minutes are approved.***

7 – 24/92: TO RECEIVE REPORTS FROM KIRKLEES ELECTED MEMBERS

None attended.

8 – 24/93: CORRESPONDENCE

8.1. Email circulated by the Clerk 22/08/2024 regarding the general appearance/upkeep and maintenance of public areas. – ***A broad discussion was had exploring various options, these will be discussed in more detail at the next planning meeting. In the meantime, Cllr Crankshaw will advise the Clerk when the next volunteer groups are meeting so this can be publicised more widely through our social media channels.***

8.2 Information released from the ICO for members of the public to access public authority information. – ***It was resolved that the information can go on to the website.***

8.3 To discuss the information received regarding the Hanging Baskets for 2025. – ***It was resolved that this is moved to planning for further discussion.***

8.4 Kirklees email regarding the Library Consultation. – ***Noted.***

9 – 24/94: INTERNAL CONTROLS

9.1 To approve the receipts and payments schedules for July and August 2024: -

- Receipts July 2024 – **£3,402.30** Payments July 2024 - **£15,463.67**
- Receipts August 2024 - **£305.67** Payments August 2024 - **£7,713.63**

It was resolved that the above receipts and payments are approved.

9.2 To approve the bank reconciliations: -

- Co-operative Current Account – July 2024
- Co-operative Current Account – August 2024
- Santander Instant Access Account – April to August 2024

It was resolved that the above bank reconciliations are approved.

9.3 To approve the management accounts for:-

- July 2024
- August 2024

It was resolved that the above management accounts are approved.

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

£2,257.00 Design Powered – ***It was resolved that the payment is approved.***

9.5 To note that a new laptop has been purchased for the Advisor (cost comparisons attached). – ***Noted.***

9.6 To note that a new bank account is being opened called the Mayor's Appeal Account for any donations to be deposited. – ***Noted and that the Clerk, Advisor and current Mayor will be signatories.***

9.7 To consider the Shop Front Grant Application for The Crossroads Charity Shop. – ***It was resolved that the grant is approved by a majority vote and resolved that an exception has been made to the rule that Council do not usually fund costs to items or work that has already been carried out.***

10 – 24/95: FINANCE AND GOVERNANCE

10.1 To agree that we are to instruct Internal Audit Yorkshire as our auditor for 2024-25. – ***It was resolved that we are to carry on with Internal Audit Yorkshire.***

10.2 To agree that the Clerk has passed the probationary period as recommended by the Personnel Committee. – ***It was resolved that the Council agreed the Clerk has passed the probationary period.***

10.3 To agree to extend the Advisors contract by a further 6 months as recommended by the Personnel Committee. (figures enclosed) – ***It was resolved that the Advisors contract is extended for a further 6 months by majority vote.***

10.4 To agree the virement of £4,000.00 from General Reserves to cover the Advisors extended contract. (figures enclosed) – ***It was resolved that this is agreed.***

10.4 To note that the Council Offices will be closed over the Christmas period from the 23rd December and open again on 6th January to fall in line with the Carlile Institute. – ***Noted.***

10.5 To approve the amended Scheme of Delegation on recommendation of the Finance Committee. – ***It was resolved that this is approved.***

10.6 To approve the amended Financial Regulations on recommendation of the Finance Committee. – ***It was resolved that this is approved.***

10.7 To approve the updated MTC organisational structure. – ***It was resolved that this is approved.***

10.8 To approve the recommendation from the Finance Committee the alternative bank savings account to open and agree that the Clerk transfers £50,000 into it. – ***It was resolved that this is approved to proceed with the Hampshire Trust Bank.***

11 – 24/96: PARK REDEVELOPMENT AND ONGOING MAINTENANCE

11.1 To agree the totality of the RAMP refurbishment costs from the recommendation of the Finance Committee. – ***It was resolved that the final costs have been approved, the Council also conveyed their thanks to Cllr Noon for leading the project.***

11.2 The Clerk to give an update on this year’s tree inspections. – ***The Clerk advised that the tree inspections will take place 30th September – 1st October and that the tree surgeon will then carry out the work in priority order.***

12 – 24/97: COMMUNICATIONS WORKING GROUP

12.1 To discuss Mercury update. – ***The Clerk advised that distribution will be w/c 18th November and final copy / ideas for content to be submitted w/c 30th September.***

12.2 To give an update on where we are with social media & planner (enc). – ***No further updates.***

13 – 24/98: YOUTH PROVISION

13.1 To receive any further information Cllr Naylor / other Councillors and Clerk may have. – ***The Clerk advised that a report will be available prior to the next Finance meeting, which will inform Council what the future plans are looking like.***

14 – 24/99: MELTHAM – SUSTAINABLE GROWTH AND DEVELOPMENT STRATEGY

14.1 Update on the transfer of Broadlands Rec. – ***The Advisor is still chasing formal figures for consideration.***

14.2 Update on Project 142. – ***The Advisor said the Council will need to decide what their priorities are on the various projects, as proceeding with these capital projects without the s106 funds could effect liquidity and cashflow. Cllr Noon confirmed that further meetings are to be had with the***

Architects and all other parties involved. Cllr Noon gave further updates as to the proposed schedule of the next payments on s106 monies, stating we have currently received £15,904.00 – sending a letter of complaint was also discussed in relation to the delays in this.

14.3 To agree that under the solicitors and Advisors recommendation that we have a survey report done on Project 142. – **Cllr Noon advised that this falls under the architects remit to arrange.**

14.4 To agree to obtaining a valuation for the Scout Hut Land to be used as match funding for Project 142. – **It was resolved that the Council agreed to the Advisor/Clerk obtaining three quotes to follow our Financial Regulations item 5.9.**

14.5 Update on the Section 106 monies situation. – **This was covered during item 14.2.**

15 – STRATEGY WORKING GROUP

15.1 To receive an update from the Strategy Working Group. – **Cllr Buchanan advised where we are with Ask Meltham and requested that more volunteers attend the training sessions.**

15.2 Delivery Plan 2023 to 2025 to approve. – **It was resolved that the delivery plan is approved.**

15.3 Minutes of the Strategy Working Group 15th July 2024. – **It was resolved that the minutes are approved.**

15.4 Minutes of the Strategy Working Group Ask Meltham Additional Content Meeting 16th August 2024. – **It was resolved that the minutes are approved.**

16 – EVENTS THE MAYOR HAS BEEN TO AND IS INVITED TO

16.1 YLCA training course with the Clerk. – **Noted.**

16.2 The Deputy Mayor Jean Wrathall attended the Greenacres Summer Fair. – **Noted.**

16.3 The Mayor and various Councillors attended and were involved in organising Picnic in the Park. – **Noted.**

16.4 The Mayor is going to the Honley Male Voice Choir on 7th December 2024. – **Noted.**

17 – OVER 70s EVENT

17.1 To agree that the Council is doing the event and giving the £5.00 gift per person again. – **It was resolved that the Council is putting on the event again and issuing the £5.00 gift per person.**

17.2 To agree that the Clerk withdraws enough £5.00 notes to cover 350 people attending. – **It was resolved that the Clerk can withdraw the money.**

17.3 To agree that the Clerk requests the Poors Allotment Trust for reimbursement for the event. – **It was resolved that the Clerk asks for reimbursement.**

18 – PAST MAYOR’S BADGES

18.1 To confirm that we are happy with the current design. (enc) – ***It was resolved that Council are happy with the current design.***

18.2 To agree to the purchase of 4 new badges. (enc) – ***It was resolved that the Clerk can proceed with this.***

The meeting concluded at 8.00pm

M.A.Brook

Mark Brook

Clerk to the Council