



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 16<sup>th</sup> September 2024.**

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

#### **AGENDA**

#### **PUBLIC QUESTION TIME 6.00pm – 6.15pm**

Members from WOVEN will be here to discuss the community planning for WOVEN25.

#### **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 Full Town Council Meeting held 15<sup>th</sup> of July 2024 (enc).

### **6 – 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 22<sup>nd</sup> of July 2024 (enc).
- 6.2 To confirm as a correct record the Minutes of the Planning, Environment & Amenities Committee Meeting held 22<sup>nd</sup> of July 2024 (enc).
- 6.3 To confirm as a correct record the Minutes of the Properties, Finance, Administration & General Purposes Committee Meeting held 9<sup>th</sup> of September 2024 (enc).
- 6.4 To confirm as a correct record the Minutes of the Planning, Environment & Amenities Committee Meeting held 9<sup>th</sup> of September 2024 (enc).

### **7 – TO RECEIVE REPORTS FROM KIRKLEES ELECTED MEMBERS**

### **8 – CORRESPONDENCE**

- 8.1. Email circulated by the Clerk 22/08/2024 regarding the general appearance/upkeep and maintenance of public areas.
- 8.2 Information released from the ICO for members of the public to access public authority information.
- 8.3 To discuss the information received regarding the Hanging Baskets for 2025.
- 8.4 Kirklees email regarding the Library Consultation.

## 9 – 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**

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

9.3 To approve the management accounts for:-

- July 2024
- August 2024

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

£2,257.00 Design Powered

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

9.6 To note that a new bank account is being opened called the Mayor's Appeal Account for any donations to be deposited.

9.7 To consider the Shop Front Grant Application for The Crossroads Charity Shop.

## 10 – FINANCE AND GOVERNANCE

10.1 To agree that we are to instruct Internal Audit Yorkshire as our auditor for 2024-25.

10.2 To agree that the Clerk has passed the probationary period as recommended by the Personnel Committee.

10.3 To agree to extend the Advisors contract by a further 6 months as recommended by the Personnel Committee. (figures enclosed)

10.4 To agree the virement of £4,000.00 from General Reserves to cover the Advisors extended contract. (figures enclosed)

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

10.5 To approve the amended Scheme of Delegation on recommendation of the Finance Committee.

10.6 To approve the amended Financial Regulations on recommendation of the Finance Committee.

10.7 To approve the updated MTC organisational structure.

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.

## **11 – PARK REDEVELOPMENT AND ONGOING MAINTENANCE**

11.1 To agree the totality of the RAMP refurbishment costs from the recommendation of the Finance Committee.

11.2 The Clerk to give an update on this years tree inspections.

## **12 – COMMUNICATIONS WORKING GROUP**

12.1 To discuss Mercury update.

12.2 To give an update on where we are with social media & planner (enc).

## **13 – YOUTH PROVISION**

13.1 To receive any further information Cllr Naylor / other Councillors and Clerk may have.

## **14 – MELTHAM – SUSTAINABLE GROWTH AND DEVELOPMENT STRATEGY**

14.1 Update on the transfer of Broadlands Rec.

14.2 Update on Project 142.

14.3 To agree that under the solicitors and Advisors recommendation that we have a survey report done on Project 142.

14.4 To agree to obtaining a valuation for the Scout Hut Land to be used as match funding for Project 142.

14.5 Update on the Section 106 monies situation.

## **15 – STRATEGY WORKING GROUP**

15.1 To receive an update from the Strategy Working Group.

15.2 Delivery Plan 2023 to 2025 to approve.

15.3 Minutes of the Strategy Working Group 15<sup>th</sup> July 2024.

15.4 Minutes of the Strategy Working Group Ask Meltham Additional Content Meeting 16<sup>th</sup> August 2024.

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

16.1 YLCA training course with the Clerk

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

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

16.4 The Mayor is going to the Honley Male Voice Choir on 7<sup>th</sup> December 2024.

### **17 – OVER 70s EVENT**

17.1 To agree that the Council is doing the event and giving the £5.00 gift per person again.

17.2 To agree that the Clerk withdraws enough £5.00 notes to cover 350 people attending.

17.3 To agree that the Clerk requests the Poors Allotment Trust for reimbursement for the event.

### **18 – PAST MAYOR'S BADGES**

18.1 To confirm that we are happy with the current design. (enc)

18.2 To agree to the purchase of 4 new badges. (enc)

Dated this 11<sup>th</sup> of September 2024

*M.A.Brook*

Mark Brook

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: September 11<sup>th</sup> at 6.00pm

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_OWlxZjEwNzltNjBiMC00ODdjLTgxYTUtODZkZGJjNjFjNzll%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](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OWlxZjEwNzltNjBiMC00ODdjLTgxYTUtODZkZGJjNjFjNzll%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)