



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 17th June 2024.**

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

AGENDA

PUBLIC QUESTION TIME 6.00pm – 6.15pm

One member of the public has requested to be in attendance, a GP from Meltham Group Practice who would like to get involved with local initiatives.

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 Annual Town Council Meeting held 20th of May 2024 (enc).

5.2 To confirm as a correct record the Minutes of the Full Town Council Meeting held 20th of May 2024 (enc).

6 – MINUTES OF COMMITTEES

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

6.1 Properties Administration & Finance Committee held on the 10th of June 2024. (enc)

6.2 Planning, Environment & Amenities Committee held on the 10th of June 2024. (enc)

7 – TO RECEIVE REPORTS FROM KIRKLEES ELECTED MEMBERS

8 – CORRESPONDENCE

8.1. To note the email circulated by the Clerk on the 23/5/24 from Community managed Kirklees regarding the Library Model. (enc)

8.2 To consider the email from Mirfield Town Council proposing a liaison group, together with emailed communication from Kirklees and Holme Valley Parish Council. (enc)

8.3 Email regarding issues raised by resident's motorbike riding on Broadlands / Helme Lane.

9 – INTERNAL CONTROLS

9.1 To approve the receipts and payments schedule May 2024: -

Receipts May 2024 – **£193,526.01**

Payments May 2024 - **£8,160.04**

9.2 To approve the bank reconciliations: -

Santander Instant Access Account – March 2024

Co-operative Instant Access Account – March 2024

Co-operative Instant Access Account – April 2024

Co-operative Current Account – May 2024

9.3 To approve the management accounts May 2024.

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

None.

10 – FINANCE AND GOVERNANCE

10.1 To approve the bank reconciliations for all accounts year ending 31st March 2024.

10.2 To approve the balance sheet as at 31st March 2024.

10.3 To approve the Annual Internal Auditors report for 2023-24 including Form 3 as part of the AGAR approval process.

10.4 To approve the AGAR for 2023-24.

- To approve the Annual Governance Statement (Section 1) for the year ending 31st March 2024. (enc)
- To approve the Annual Accounting Statement (Section 2) for the year ending 31st March 2024.
- To approve the explanation of variances for 2023-24.

10.5 To note that subject to approval of the AGAR above, the Clerk will announce the notice of public rights and the publication of unaudited accounts on the 18th June 2024, with the inspection period to commence on the 19th June until the 30th July 2024.

10.6 To consider the recommendation from the Finance Committee that the Clerk transfers the small balance of money in the Co-operative Instant Access Account to the Co-operative Current Account.

10.7 To consider the recommendation from the Finance Committee that the Clerk transfers surplus funds into a good interest bearing, accessible account. (enc)

10.8 To approve the transfer of funds from the Santander Account back to the Co-operative Current Account in preparation for the Clerk moving funds as per item 10.7.

10.9 To consider the recommendation from the Finance Committee that the insurance premium contribution for the Town Hall be reviewed. (enc)

11 – PARK REDEVELOPMENT

11.1 To receive further updates as to the projects progress.

11.2 To consider the recommendation from the Finance Committee that funds are transferred from capital reserves to cover the extra approved Robert Ashton Park costs. (enc)

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 consider the recommendation from the Finance Committee for the existing funding of this project to run till October. (current SLA & latest report enc)

13.2 To receive any further information Cllr Naylor may have.

14 – MELTHAM – SUSTAINABLE GROWTH AND DEVELOPMENT STRATEGY

14.1 Update on the transfer of Broadlands Rec.

14.2 To consider that Kirklees have asked if we are interested in the transfer of Meltham Mills Pleasure Grounds as part of the ongoing Broadlands Rec discussions.

14.2 Update on 142 Huddersfield Road.

Dated this 12th of June 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: June 17th at 6.00pm

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTk5MGI4MzktN2FkMi00NWlxLWJkZTEtMGQ3NTUzOTYzNWU2%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