



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 17th June 2024.**

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

Also present: - Advisor to the Council and one member of public

A GP from Meltham Group Practice would like to get involved with local initiatives, gave a great insight as to how the practice wants to do this utilising their community room and also link with schools on general health and healthy eating.

1 – 24/55: 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 – 24/56: 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 – 24/57: APOLOGIES / REASONS FOR ABSENCE

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

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

4 – 24/58: 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 – 24/59: MINUTES

5.1 To confirm as a correct record the Minutes of the Annual Town Council Meeting held 20th of May 2024 (enc). – **It was resolved that the minutes were approved.**

5.2 To confirm as a correct record the Minutes of the Full Town Council Meeting held 20th of May 2024 (enc). – **It was resolved that the minutes were approved.**

6 – 24/60: 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) – **It was resolved that the minutes were approved.**

6.2 Planning, Environment & Amenities Committee held on the 10th of June 2024. (enc) – **It was resolved that the minutes were approved.**

7 – 24/61: TO RECEIVE REPORTS FROM KIRKLEES ELECTED MEMBERS – *None present*

8 – 24/62: 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) – **Noted.**

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) – **This was noted to keep abreast of the situation once Kirklees come back with further information, this will then be considered in more detail.**

8.3 Email regarding issues raised by resident’s motorbike riding on Broadlands / Helme Lane. – **Mayor Haigh gave an overview confirming the police now have much more useful information to work with to tackle the issue, The Advisor mentioned the possibility of paying for a police presence and would look into this, also Cllr Varley was to circulate an email he received regarding bikes from the police.**

9 – 24/63: 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**

CM Minutes 17th June 2024 Initialed.....Date.....

– It was resolved that the receipts and payments for May 2024 were approved.

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

– It was resolved that the four bank reconciliations above were approved.

9.3 To approve the management accounts May 2024. ***– It was resolved that the management accounts were approved.***

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

None.

10 – 24/64: FINANCE AND GOVERNANCE

10.1 To approve the bank reconciliations for all accounts year ending 31st March 2024. ***– It was resolved that the bank reconciliations were approved.***

10.2 To approve the balance sheet as at 31st March 2024. ***– It was resolved that the balance sheet was approved.***

10.3 To approve the Annual Internal Auditors report for 2023-24 including Form 3 as part of the AGAR approval process. ***– It was resolved that this was approved.***

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) ***– It was resolved that the Annual Governance Statement was approved for the year ending 31st March 2024. The Town Mayor and The Responsible Finance Officer also duly signed said statement (Section 1).***
- To approve the Annual Accounting Statement (Section 2) for the year ending 31st March 2024. ***– It was resolved that the Annual Accounting Statement was approved for the year ending 31st March 2024. The Town Mayor duly signed said statement (Section 2), The Responsible Finance Officer signed said statement on the 10th June 2024.***
- To approve the explanation of variances for 2023-24. ***– It was resolved that the variances were approved.***

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. ***– Noted.***

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. ***– It was resolved that The Clerk transfers the balance of £3.35 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) – ***It was resolved that the Clerk opens and transfers £50,000 to the recommended account.***

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. – ***It was resolved that this has been approved.***

10.9 To consider the recommendation from the Finance Committee that the insurance premium contribution for the Town Hall be reviewed. (enc) – ***It was resolved that this has been approved for the Clerk to contact the tenant to advise of the new cost.***

11 – 24/65: PARK REDEVELOPMENT

11.1 To receive further updates as to the projects progress. – ***Cllr Noon confirmed the remedial works are to begin on the 18th June, Cllr Jackson asked if a detailed specification sheet/plan was available and the Clerk is requesting one.***

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) – ***It was resolved that the Council approved for the Clerk to transfer £20,000 of funds from capital reserves to capital expenses park to cover these costs.***

12 – 24/66: COMMUNICATIONS WORKING GROUP

12.1 To discuss Mercury update. – ***Cllr Jurczynyn gave an update and will circulate a list as to what articles are being published, Cllr Barrowclough asked for the excellent work done on the black railings to also feature, the Clerk advised the working group were meeting straight after Council to work on a critical path for the next edition.***

12.2 To give an update on where we are with social media & planner (enc). – ***Cllr Naylor advised that the park closure has been added to socials and the railings team efforts will also be posted.***

13 – 24/67: 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) – ***The Clerk advised that Kirklees Youth Provision were running programs over the summer holidays, therefore funds would be required by July, it was resolved that the payment of funds is approved. (s137 payment)***

13.2 To receive any further information Cllr Naylor may have. – ***Cllr Naylor clarified after a slightly slow start the attendances are becoming quite buoyant, cementing the decision of Council to continue the funding.***

14 – 24/68: MELTHAM – SUSTAINABLE GROWTH AND DEVELOPMENT STRATEGY

14.1 Update on the transfer of Broadlands Rec. – *Cllr Noon gave an update confirming the Corporate Trustees were looking at this, conversely the Advisor and Cllr King noted any decisions would be extended due to purdah.*

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. – *It was resolved that the Council will not take on the transfer of Meltham Mills Pleasure Grounds.*

14.2 Update on 142 Huddersfield Road. – *Cllr Noon confirmed that further updates will be available in the near future.*

The meeting concluded at 7.15pm

M.A.Brook

Mark Brook

Clerk to the Council