



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 Annual Town Council meeting to be held at the Carlile Institute, Edward Brook Suite **commencing at 6.00pm on Tuesday 26th May 2026.**

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

AGENDA

PUBLIC QUESTION TIME 6.00pm – 6.15pm

1 – ELECTION OF TOWN MAYOR

To elect a town Mayor / Chair of the Council for the ensuing Municipal year and to receive their Declaration of Office. Local Government Act 1972 Part 1-15 (2).

(At this point the retiring Town Mayor places the Chain of Office onto the shoulders of the incoming Town Mayor and any addresses can be made).

The Town Mayor / Chair signs the declaration of acceptance of office.

The Town Mayor is to thank retiring Town Mayor 2025/26 Councillor Ann Jurczynsyn (a past Town Mayor badge will be either awarded at the meeting or will follow on).

2 – 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.

3 – 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).

4 – APOLOGIES / REASONS FOR ABSENCE

4.1 To receive apologies of absence.

4.2 To consider Councillors reasons for absence.

5 – 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.

6 – ELECTION OF DEPUTY TOWN MAYOR

6.1 To elect a Deputy Town Mayor for the ensuing Municipal Year. Local Government Act 1972 Part 1-15 (6,7).

7 – COMMITTEES

7.1 To decide on nominations and approval of Councillors for:

- Finance, Assets & HR Committee.
- Planning, Environmental & Amenities Committee.

7.2 To decide if any further committees are required.

8 – CHAIRS EXPENSE ALLOWANCE

8.1 To confirm the details of the Chair's Allowance in pursuance of LGA 1972 – 15 (5) of the Local Government Act 1972 and in line with the budget 2026/27 – set at £1000.00. Please note that as and when Chair's expenses occur, the Clerk will pay these on an ad-hoc basis.

9 – CHAIR AND VICE CHAIR OF COMMITTEES

9.1 To note that the nominations for Chair and Vice Chair of these Committees are to be taken at the first meeting of each Committee – S.O. 4d (vii.)

10 – REPRESENTATIVES OUTSIDE BODIES / ORGANISATIONS / WORKING GROUPS

10.1 To determine the representatives to outside bodies and organisations and working groups – present representatives are listed on the document circulated with the agenda (enc).

11 – SUBSCRIPTIONS, DIRECT DEBITS, MONTHLY CARD PAYMENTS, CONTINUING CONTRACTS & OBLIGATIONS FOR 2026-27

11.1 To consider the regular payments and continuing contracts & obligations. (enc)

12 – INTERNAL CONTROLS

12.1 To approve the bank reconciliations for all accounts year ending 31st March 2026.

12.2 To approve the balance sheet 31st March 2026.

12.3 To approve the asset register 31st March 2026.

12.4 To approve the insurance schedule 31st March 2026.

13 – FINANCE AND GOVERNANCE

13.1 To approve the updated Scheme of Delegation & Terms of Reference of Committees reviewed by the Clerk. (enc)

13.2 To approve the updated Standing Orders reviewed by the Clerk. (enc)

13.3 To approve the Financial Regulations reviewed by the Clerk. (enc)

13.4 To approve the Investment Policy as recommended by the Finance Committee. (enc)

13.5 To approve the updated Review and Statement of Internal Control as recommended by the Finance Committee. (enc)

13.6 To approve the Risk Management Strategy reviewed by the Clerk. (enc)

13.7 To approve the Risk Register as recommended by the Finance Committee. (enc)

13.8 To approve the updated Civic Protocol reviewed by the Clerk. (enc)

13.9 To approve the Reserves Policy as recommended by the Finance Committee. (enc)

13.10 To approve the Section 137 payments for 2025-26. (enc)

13.11 To approve the continued use of BACS and CHAPS as bank payments.

Dated this 19th of May 2026

M.A.Brook

Mark Brook

Clerk to the Council

Members of the public and officers can attend this meeting remotely, please email the Town Clerk on townclerk@melthamtowncouncil.gov.uk with your name and address details and a link for the session will be emailed to you, we also ask that your camera be turned on so that you can be formally introduced to the Council at the start of the meeting.