



Mr M Brook  
Town Clerk & RFO  
Meltham Town Council  
Carlile Institute  
Meltham  
HD9 4AE

Minutes of the Annual Town Council meeting to be held at the Carlile Institute, Edward Brook Suite  
**at 6.00pm on Tuesday 26<sup>th</sup> May 2026.**

Present: Cllr Jurczyszyn (current Mayor), Cllr's Barrowclough, Batty, Coates, Crankshaw, Jackson, King,  
Noon, Varley and Wrathall.

### **1 – 26/24: 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). – ***Cllr Jurczyszyn nominated and Cllr  
Noon seconded for Cllr Coates to become the new Mayor, this was unanimously agreed by Council.***

(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 Jurczyszyn (a past Town  
Mayor badge will be either awarded at the meeting or will follow on). – ***Past and present Town  
Mayor badges were awarded to each respective Councillor.***

### **2 – 26/25: 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.***

### **3 – 26/26: 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 determined.**

#### **4 – 26/27: APOLOGIES / REASONS FOR ABSENCE**

4.1 To receive apologies of absence. – **Cllr’s Haigh and White.**

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

#### **5 – 26/28: 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.

#### **6 – 26/29: 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). – **Cllr Barrowclough nominated and Cllr Wrathall seconded for Cllr Crankshaw to become Deputy Mayor, this was unanimously agreed by Council.**

#### **7 – 26/30: COMMITTEES**

7.1 To decide on nominations and approval of Councillors for:

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

**Committee membership is to stay the same as the previous year for 2026-27.**

7.2 To decide if any further committees are required. – **No further committees are required.**

#### **8 – 26/31: 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. – **It was resolved that this has been agreed.**

#### **9 – 26/32: 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.) – **Noted.**

## 10 – 26/33: 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). – *The following list was resolved for 2026-27:-*

### REPRESENTATIVES OUTSIDE BODIES / ORGANISATIONS FOR 2026/27:

<b>POORS ALLOTMENT TRUST:</b> Cllr P White has been appointed for a 4-year term, which concludes in May 2028.
<b>JOSEPH HIRST EDUCATIONAL FOUNDATION TRUST:</b> Cllr P White.
<b>CARLILE INSTITUTE:</b> Cllrs A Jurczyszyn and J Wrathall.
<b>JOINT PARISHES MEETINGS:</b> Cllrs D Haigh.
<b>YORKSHIRE LOCAL COUNCIL ASSOCIATION:</b> Cllrs Noon and Coates.
<b>HIGH PEAK &amp; METROPOLITAN AREA PARISH:</b> Cllr Crankshaw
<b>PUBLIC RIGHTS OF WAY, KIRKLEES FORUM:</b> Cllr A Jurczyszyn
<b>CHARLES BROOK CONVELESCENT:</b> Cllrs A Jurczyszyn and P White

### WORKING GROUPS 2026-2027 MEMBERS ELECTED ON TO THE WORKING GROUPS:

Allotments Working Group	Cllrs Jackson, Jurczyszyn, Varley and White
Communications Working Group	Cllrs Varley, Jurczyszyn and Coates
Ask Meltham Working Group	Not required for 2026-27
142 Huddersfield Road Working Group	Not required for 2026-27
Park Working Group	Not required for 2026-27
Strategy Working Group	Cllrs Barrowclough, Batty, Coates, Crankshaw, Jurczyszyn, Noon & White

**REPRESENTATIVES NOMINATED TO ORGANISATIONS FOR 2026/27:**

Friend to Friend	Cllr Crankshaw
Meltham Walkers are Welcome/Meltham Greenway	Cllr A Jurczynsyn
Scouts and Guides	Cllr Coates
Fire Service	Cllr Jackson
Meltham & Meltham Mills Band	Cllr Noon & Cllr Batty
Royal British Legion Meltham & Meltham Mills Branch	Cllr Crankshaw & Cllr King
Meltham Over 60s Group	Cllr Crankshaw
Probus Club of Meltham	Cllr Crankshaw
Meltham Women's Fellowship	Cllr Wrathall
Deacon Close Residents Group	Cllr Haigh
Crossroads Project	Cllr White & Cllr Noon
Meltham Memories	Cllr King & Cllr Noon
Friends of Meltham Library	Cllr Crankshaw
Enabling Youth Steering Group	Cllr Coates
Wilshaw Village Hall Trust	Cllr Noon
Meltham Liberal Club	Cllr Wrathall
Meltham Sports and Community Centre	Cllr White & Cllr Coates
Helme C of E Academy	Cllr Jurczynsyn
Meltham Moor Primary School	Cllr Crankshaw
Meltham CE Primary School	Cllr Noon
St Barts, St James, St Mary's and Christchurch Helme	Cllr Noon
Methodist Chapel	Cllr Noon
Baptist Church	Cllr Crankshaw
David Brown Tractor Club	Cllr Varley

**11 – 26/34: SUBSCRIPTIONS, DIRECT DEBITS, MONTHLY CARD PAYMENTS, CONTINUING CONTRACTS & OBLIGATIONS FOR 2026-27**

11.1 To consider the regular payments and continuing contracts & obligations. (enc) – *The following list was resolved for 2026-27:-*

**Subscriptions, Direct Debits, Monthly Card Payments, Continuing Contracts & Obligations 2026-27**

Type	Supplier	Contract Ref:	Description of Service	Current Cost	Frequency of Payment	Contract Start Date	Contract End Date / Renewal
Subscription	Yorkshire Local Council Association	N/A	Membership fee	£1464.00	Annual	April 2026	April 2027
Subscription	Rural Market Towns	N/A	Membership fee	£156.12	Annual	April 2026	April 2027
Subscription	Peak Parks Parish Forum	N/A	Membership fee	£6.00	Annual	March 2026	March 2027
Subscription	Adobe	N/A	PDF viewing software	£238.75	Annual	January 2026	January 2027
Subscription	Scribe	N/A	Accounts package	£673.92	Annual	January 2026	January 2027
Subscription	Scribe	N/A	Allotments	£417.60	Annual	August 2025	July 2026
Subscription	SLCC	1010002	Clerks' membership fee	£300.00	Annual	February 2026	February 2027
Subscription	Norton Anti-Virus	6WCDPMGXMMCT	Yearly License Fee	£74.99	Annual	22/08/2025	23/08/2026
Subscription	Microsoft	N/A	365 Yearly License x2	£276.48	Annual	18/04/2026	17/04/2027
Subscription	The National Allotment Society	N/A	Membership Fee	£84.00	Annual	April 2026	April 2027
Direct Debit	British Gas	604165401	Electricity for Robert Ashton Park	£25.77 average cost	Monthly	April 2025	April 2028
Direct Debit	Everflow	EFW-340028-0	Water for Robert Ashton Park	£127.12 average cost	Monthly	April 2025	April 2028
Direct Debit	Kirklees Council	115084	Waste collection at Robert Ashton Park	£259.87	Quarterly	?	April 2027
Direct Debit	Anglotech Group Ltd (was CF Corporate Finance)	C361312	Photocopier lease	£76.00	Quarterly	31/12/2024	31/08/2028
Direct Debit	Anglotech Group Ltd (was Document Logic)	MEL002	Photocopier costs	£18.00 minimum charge	Monthly	31/12/2024	31/08/2028

Direct Debit	Information Commissioners Office	N/A	Data Protection Registration Fee	£47.00	Annual	July 2025	July 2026
Monthly Card Payments	Microsoft	N/A	Government email addresses	£54.77	Monthly	July 2023	Ongoing
Continuing Contracts & Obligations	Carlile Institute	N/A	Rent for the Council offices	£1800.00	Quarterly Standing Order	Circa September 2016	Ongoing
Continuing Contracts & Obligations	Meltham Library	N/A	To aid the running of the library	£6000.00	Annual	?	Due January each year
Continuing Contracts & Obligations	Design Powered	Email confirmation 26/3/2012	Robert Ashton Park grass cutting etc...	£3403.80 average cost	Approximately every 2 months	March 2012	Ongoing
Continuing Contracts & Obligations	Park Caretaker	N/A	Robert Ashton Park Caretaker	£688.00 average cost	Monthly	Circa 2006	Ongoing
Continuing Contracts & Obligations	Bygone Times	Email confirmation 2/2/2011	Servicing the Towns clocks	£325.00	Annual	February 2011	Ongoing
Continuing Contracts & Obligations	Virgin Media	00006645	Phoneline and broadband	£58.80	Monthly	July 2025	July 2027
Continuing Contracts & Obligations	River Holme Connections	Email confirmation	Japanese knotweed treatment at the Scout Hut	£500.00	Annual	Ongoing	July/August 2026
Continuing Contracts & Obligations	Meltham Methodist Church	N/A	Christmas Lights Storage	£58.00	Annual	December 2025	December 2026
Continuing Contracts & Obligations	Council HR & Governance Support	Contract	HR Support	£1620.00	Annual	May 2026	May 2031

## 12 – 26/35: INTERNAL CONTROLS

12.1 To approve the bank reconciliations for all accounts year ending 31<sup>st</sup> March 2026. – ***It was resolved that the bank reconciliations are approved.***

12.2 To approve the balance sheet 31<sup>st</sup> March 2026. – ***It was resolved that the balance sheet has been approved.***

12.3 To approve the asset register 31<sup>st</sup> March 2026. – ***It was resolved that the asset register is approved.***

12.4 To approve the insurance schedule 31<sup>st</sup> March 2026. – ***It was resolved that the insurance schedule is approved.***

### **13 – 26/36: FINANCE AND GOVERNANCE**

13.1 To approve the updated Scheme of Delegation & Terms of Reference of Committees reviewed by the Clerk. (enc) – ***It was resolved that the Scheme of Delegation is approved.***

13.2 To approve the updated Standing Orders reviewed by the Clerk. (enc) – ***It was resolved that the Standing Orders are approved.***

13.3 To approve the Financial Regulations reviewed by the Clerk. (enc) – ***It was resolved that the Financial Regulations are approved.***

13.4 To approve the Investment Policy as recommended by the Finance Committee. (enc) – ***It was resolved that the Investment Policy is approved.***

13.5 To approve the updated Review and Statement of Internal Control as recommended by the Finance Committee. (enc) – ***It was resolved that the Review and Statement of Internal Control is approved.***

13.6 To approve the Risk Management Strategy reviewed by the Clerk. (enc) – ***It was resolved that the Risk Management Strategy is approved.***

13.7 To approve the Risk Register as recommended by the Finance Committee. (enc) – ***It was resolved that the Risk Register has been approved.***

13.8 To approve the updated Civic Protocol reviewed by the Clerk. (enc) – ***It was resolved that the Civic Protocol has been approved.***

13.9 To approve the Reserves Policy as recommended by the Finance Committee. (enc) – ***It was resolved that the Reserves Policy is approved.***

13.10 To approve the Section 137 payments for 2025-26. (enc) – ***It was resolved that the Section 137 payments have been approved.***

13.11 To approve the continued use of BACS and CHAPS as bank payments. – ***It was resolved that the Council have approved the continued use of BACS and CHAPS payments.***

The meeting concluded at 6.25pm

***M.A.Brook***

Mark Brook

Clerk to the Council