



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

Minutes of the Extraordinary Town Council meeting held in the Community Room at The Carlile Institute at 6.00pm on Wednesday 13th May 2026.

Present: Cllr Jurczynsyn (Mayor), Cllr's Barrowclough, Batty, Coates, Crankshaw, Haigh, Jackson, King, Noon, Varley and White.

Also present: The Community Projects Delivery (CPD) Manager (via Teams).

1 – 26/19: 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 – 26/20: 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 – 26/21: APOLOGIES / REASONS FOR ABSENCE

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

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

4 – 26/22: 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 – 26/23: MELTHAM RECREATION GROUND

5.1 To agree the new fee structure as per the email from the Community Projects Delivery Manager. (enclosed and circulated on the 6th of May 2026) – **It was resolved that the new fee structure is agreed.**

5.2 To agree the Kirklees Solicitor fee for the creation of the side letter. (enc) – **It was resolved that the side letter fee is agreed.**

5.3 To consider our Solicitor's recommendations to the revised side letter as per the email from the Community Projects Delivery Manager. (enclosed and circulated on the 6th of May 2026) – **It was resolved that the Clerk requests that Kirklees ask their solicitor to update the side letter with a breakdown of the funds that will be transferred with the lease, to highlight the capital and interest breakdown of the total amount.**

Also, as part of this resolution, the fees that Meltham Town Council have agreed to pay are to be invoiced directly to the Council rather than any monies being taken out of the trust.

The Council also resolved that they require no further instruction from our Solicitor, as they now consider this matter as complete.

The Council have resolved to give the Clerk the authority to sign all the final documents to complete the transfer.

This resolution for item 5.3 was proposed by Cllr Coates and seconded by Cllr Noon, unanimously agreed by Full Council.

The meeting concluded at 6.35pm

M.A.Brook

Mark Brook

Clerk to the Council