



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 15<sup>th</sup> December 2025.**

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

Also present: The Advisor to the Council

### **1 – 25/151: 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 – 25/152: 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). – ***No members of the public were present, if they were item 11.3 is to be held in private due to commercial sensitivity.***

### **3 – 25/153: APOLOGIES / REASONS FOR ABSENCE**

3.1 To receive apologies of absence. – ***None.***

3.2 To consider Councillors reasons for absence. – ***N/A.***

#### **4 – 25/154: 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 – 25/155: MINUTES**

5.1 To confirm as a correct record the Minutes of the Full Town Council Meeting held 24<sup>th</sup> of November 2025 (enc). – **It was resolved that the minutes are correct.**

#### **6 – 25/156: MINUTES OF COMMITTEES**

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

6.1 To confirm as a correct record the Minutes of the Finance, Assets & HR Committee Meeting held 24<sup>th</sup> of November 2025 (enc). – **It was resolved that the minutes are correct.**

6.2 To confirm as a correct record the Minutes of the Planning, Environment & Amenities Committee Meeting held 8<sup>th</sup> of December 2025 (enc). – **It was resolved that the minutes are correct.**

6.3 To confirm as a correct record the Minutes of the Finance, Assets & HR Committee Meeting held 8<sup>th</sup> of December 2025 (enc). – **It was resolved that the minutes are correct.**

#### **7 – 25/157: TO RECEIVE REPORTS FROM KIRKLEES ELECTED MEMBERS**

7.1 To receive information directly from Ward Councillors or suitable updates from the Clerk. – **No updates available.**

#### **8 – 25/158: CORRESPONDENCE**

8.1 To note the thank you email from Cafedirect Roastery. (enc) – **Noted.**

8.2 To note the thank you email from the Carols in the Park organiser. (enc) – **Noted.**

8.3 To consider the email regarding the mobile phone mast issues. (enc) – **Noted due to the mast being back up and running.**

8.4 To note the thank you email from Royd Road. (enc) – **Noted.**

#### **9 – 25/159: INTERNAL CONTROLS**

9.1 To retrospectively approve the receipts and payments schedule for November 2025: - **It was resolved that they are approved.**

- Receipts – **£1,351.67**                      Payments - **£25,907.83**

9.2 To approve the bank reconciliations: - **It was resolved that it is approved.**

- Co-operative Current Account – November 2025

9.3 To approve the management accounts for: - ***It was resolved that they are approved.***

- November 2025

9.4 To approve payments made of more than £2,000.00 in between meetings (financial regulation 4.8):- £5,064.23 Blachere Illuminations / £5,999.00 Design Powered - ***It was resolved that they are approved.***

## **10 – 25/160: FINANCE AND GOVERNANCE**

10.1 To receive an update from the Clerk on the 6 monthly Internal Audit. (enc) – ***The Clerk confirmed that the audit went well with only one expected recommendation, once the report has been compiled it will be shared with Council.***

10.2 To approve the 2025-26 Committee Membership. (enc) – ***It was resolved that this is approved.***

10.3 To approve the 2025-26 Working Groups. (enc) – ***It was resolved that this is approved.***

10.4 As recommended by the Finance Committee please approve the £30,000 transfer into the Hampshire Trust Bank considering there has been an increase in the FSCS deposit protection scheme allowance. – ***It was resolved that this is approved.***

10.5 To consider the draft budget for 2026/27 along with the draft costs for Meltham Recreation Ground. (enc) – ***Cllr Noon gave an overview of how the Finance Committee have reduced budget headings to ensure the precept demand is as low as it can be, the rationale was roundly agreed by Council and budget line 38 was to be adjusted to be called 'Meltham Town Fund'.***

## **11 – 25/161: PARK REDEVELOPMENT AND ONGOING MAINTENANCE**

11.1 To note any general updates and other maintenance issues. (enc) – ***Issues noted and Cllr Noon requested a site visit to look at relocating the new park signage and a meet time was agreed at 10.30am Saturday 20<sup>th</sup> of December.***

11.2 To note the maintenance inspection has been completed on the 4.12.25. – ***Noted.***

11.3 To consider the request for a Coffee Trailer pitch recommended by the Finance Committee to proceed with no monthly charge for the first 6 months and the Planning Committee recommend that nothing is left on site overnight and the use of an environmentally friendly power source will be required. (enc) – ***It was resolved that the Council have agreed to the Coffee Pitch as per the recommendations from the Finance and Planning Committees, Council also agreed to Finance proofreading the new license prior to its issue.***

## **12 – 25/162: COMMUNICATIONS WORKING GROUP**

12.1 To discuss Mercury update and next publication date. – ***Mayor Jurczynszyn clarified that any content will be required by the beginning of February, Cllr Noon suggested that the agreed precept figure also be included.***

12.2 To give an update on where we are with social media & planner. – ***Cllr Coates confirmed content is regularly being updated and again requested to be sent information to be posted.***

### **13 – 25/163: YOUTH PROVISION**

13.1 To receive any updates from Cllr Coates. – ***Cllr Coates confirmed the Youth Report is being worked on and should be available for the next Council meeting, where Council can consider whether to offer the last segment of funding for 2025/26. Also, the Ask Meltham feedback session is booked in for January 2026 as well.***

### **14 – 25/164: MELTHAM – SUSTAINABLE GROWTH AND DEVELOPMENT STRATEGY**

14.1 Update on the Section 106 monies situation. (enc) – ***No further updates.***

14.2 To receive further updates regarding the asset transfer of Meltham Recreation Ground. – ***Cllr White advised of a meeting with Kirklees last Wednesday and updated that following the transfer of the Trust to Meltham Town Council, the property which is owned by the Trust will continue to be managed by Kirklees Homes and Neighbourhoods as is already the case, with no material changes proposed. Officers at Kirklees are working to provide a holistic view on the position of the land and any outstanding commitments. A transfer date has been provisionally agreed for the end of this financial year and Cllr Noon suggested that we look at updating our website and social media with the progress of the transfer.***

### **15 – 25/165: STRATEGY WORKING GROUP**

15.1 To receive an update from the Strategy Working Group. – ***Cllr White advised that Kirklees have made progress with the draft contract for the park and agreed to another meeting in the new year to go through outstanding issues, this meeting was offered as an open invitation to any councillor who wishes to attend. A new feedback session for Ask Meltham has also been arranged with Kirklees.***

15.2 To consider the draft Capital Management Plan. (enc) – ***Cllr White and the Advisor confirmed that the plan is to what we are looking to focus on in the forthcoming year i.e: 1 – Meltham Recreation Ground, 2 – RAMP phase 2 and 3 – Ongoing review of how the Council's portfolio of assets are currently managed by the landscape and maintenance plan.***

15.3 To approve the minutes from the Strategy Working Group on the 20<sup>th</sup> of October 2025. (enc) – ***It was resolved that the minutes are correct.***

### **16 – 25/166: PRIDE OF MELTHAM AWARDS**

16.1 As recommended by the Planning Committee, please approve the updated guidelines and nomination rules which now incorporates businesses and traders. (enc) – ***It was resolved that these are approved.***

### **17 – 25/167: TO NOTE EVENTS THE MAYOR HAS BEEN TO AND IS INVITED TO**

17.1 The Mayor was invited to the West Yorkshire Mayors Question Time on the 25<sup>th</sup> of November 2025. – ***It was noted that Mayor Jurczynski was unable to attend.***

17.2 The Mayor went to the Honley Male Voice Choir Christmas Concert on the 7<sup>th</sup> of December 2025. – **Noted.**

17.3 Cllr Wrathall will be opening the Meltham & Denby Dale Chess Club event on the 17<sup>th</sup> of January 2026. – **Noted.**

The meeting concluded at 7.10pm

*M.A.Brook*

Mark Brook

Clerk to the Council