



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 Full Town Council meeting to be held at the Carlile Institute, Edward Brook Suite **commencing at 6.00pm on Monday 15th December 2025.**

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

AGENDA

PUBLIC QUESTION TIME 6.00pm – 6.15pm

1 – 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.

2 – 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).

3 – APOLOGIES / REASONS FOR ABSENCE

- 3.1 To receive apologies of absence.
- 3.2 To consider Councillors reasons for absence.

4 – 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.

5 – MINUTES

5.1 To confirm as a correct record the Minutes of the Full Town Council Meeting held 24th of November 2025 (enc).

6 – 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 24th of November 2025 (enc).

6.2 To confirm as a correct record the Minutes of the Planning, Environment & Amenities Committee Meeting held 8th of December 2025 (enc).

6.3 To confirm as a correct record the Minutes of the Finance, Assets & HR Committee Meeting held 8th of December 2025 (enc).

7 – TO RECEIVE REPORTS FROM KIRKLEES ELECTED MEMBERS

7.1 To receive information directly from Ward Councillors or suitable updates from the Clerk.

8 – CORRESPONDENCE

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

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

8.3 To consider the email regarding the mobile phone mast issues. (enc)

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

9 – INTERNAL CONTROLS

9.1 To retrospectively approve the receipts and payments schedule for November 2025: -

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

9.2 To approve the bank reconciliations: -

- Co-operative Current Account – November 2025

9.3 To approve the management accounts for:-

- 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

10 – FINANCE AND GOVERNANCE

10.1 To receive an update from the Clerk on the 6 monthly Internal Audit. (enc)

10.2 To approve the 2025-26 Committee Membership. (enc)

10.3 To approve the 2025-26 Working Groups. (enc)

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.

10.5 To consider the draft budget for 2026/27 along with the draft costs for Meltham Recreation Ground. (enc)

11 – PARK REDEVELOPMENT AND ONGOING MAINTENANCE

11.1 To note any general updates and other maintenance issues. (enc)

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

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)

12 – COMMUNICATIONS WORKING GROUP

12.1 To discuss Mercury update and next publication date.

12.2 To give an update on where we are with social media & planner.

13 – YOUTH PROVISION

13.1 To receive any updates from Cllr Coates.

14 – MELTHAM – SUSTAINABLE GROWTH AND DEVELOPMENT STRATEGY

14.1 Update on the Section 106 monies situation. (enc)

14.2 To receive further updates regarding the asset transfer of Meltham Recreation Ground.

15 – STRATEGY WORKING GROUP

15.1 To receive an update from the Strategy Working Group.

15.2 To consider the draft Capital Management Plan. (enc)

15.3 To approve the minutes from the Strategy Working Group on the 20th of October 2025. (enc)

16 – 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)

17 – 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 25th of November 2025.

17.2 The Mayor went to the Honley Male Voice Choir Christmas Concert on the 7th of December 2025.

17.3 Cllr Wrathall will be opening the Meltham & Denby Dale Chess Club event on the 17th January 2026.

Dated this 10th of December 2025

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.