



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 20<sup>th</sup> October 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 22<sup>nd</sup> of September 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 6<sup>th</sup> of October 2025 (enc).

6.2 To confirm as a correct record the Minutes of the Planning, Environment & Amenities Committee Meeting held 6<sup>th</sup> of October 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 letter of thanks from the Mayor of Kirklees for the invitation to our Civic Service. (enc)

8.2 To note the Traffic Operation email from West Yorkshire Police for Holme Valley North. (enc)

#### **9 – INTERNAL CONTROLS**

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

- Receipts – **£41.67**                      Payments - **£20,354.48**

9.2 To approve the bank reconciliations: -

- Co-operative Current Account – September 2025
- Hampshire Trust Easy Access Savings Account – October 2025

9.3 To approve the management accounts for:-

- September 2025

9.4 To approve payments made of more than £2,000.00 in between meetings (financial regulation 4.8):- £7,500.00 Meltham Cricket Club Grant

## **10 – FINANCE AND GOVERNANCE**

10.1 To note the outcome of the 6 monthly Internal Control Check. (enc)

10.2 To note the Council has passed the AGAR with no 'except for' comments. (enc)

10.3 As recommended by the Finance Committee, please consider for approval the Councillor's Statement of Assurance. (enc)

10.4 Councillors are to sign and return the Statement of Assurance forms to the Clerk (copy print out's available on the night).

10.5 The Finance Committee have recommended for Council to approve the following regarding our larger grant scheme:-

- To increase the minimum grant application from £1,000.00 to £2,000.00
- To increase the larger grant budget from £10,000 to £20,000.00 (for context there is also the £5,000.00 allocation for the shop front grant scheme, which will make the overall capital budget £25,000.00)

10.6 To ensure the smaller grant scheme falls in line with larger grants, the Clerk recommends that we increase the maximum grant application per organisation from £1,000.00 to £2,000.00 and increase the smaller grant budget accordingly from £2,500.00 to £3,500.00.

10.7 The Finance Committee have recommended that Council discuss whether grant applications should be discussed in public or in a private session.

10.8 To consider the Meltham Churches Together Grant Application for Carols in the Park. (enc)

## **11 – PARK REDEVELOPMENT AND ONGOING MAINTENANCE**

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

11.2 To approve the cost of the annual tree survey of £1500.00 + vat (same as last year).

## **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.

12.3 To consider the purchase of bespoke information boards for in and around the town. (enc)

## **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)

## **15 – STRATEGY WORKING GROUP**

15.1 To receive an update from the Strategy Working Group.

15.2 To approve the minutes from the Strategy Working Group on the 22<sup>nd</sup> of September 2025. (enc)

## **16 – KIRKLEES COMMUNITY GOVERNANCE REVIEW**

16.1 To consider how the Council responds to the Stage 1 Consultation, deadline 12<sup>th</sup> of December 2025. (enc)

## **17 – CARLILE LIBRARY GRANT**

17.1 To consider increasing the grant from £5,000.00 to £6,000.00 for the 2026-27 budget.

## **18 – CHRISTMAS LIGHTS DONATION**

18.1 To consider receiving a gift of £2064.23 from Make Meltham Sparkle to help pay towards new Christmas Lights.

## **19 – COUNCILLOR TRAINING**

19.1 To note that Cllr Noon is undertaking a Traffic Management course for Community Events on the 4<sup>th</sup> of November 2025.

19.2 To confirm the Full Council workshop theme provided by Breakthrough Communications.

## **20 – MEETING DATE CHANGES**

20.1 To note the following meeting date and time changes:-

- Planning now 6.00pm on the 10<sup>th</sup> of November (was 6.30pm)
- Finance now 6.00pm on the 24<sup>th</sup> of November (was 6.00pm 10<sup>th</sup> of November)
- Full Council now 7.00pm on the 24<sup>th</sup> of November (was 6.00pm)

## **21 – TO NOTE EVENTS THE MAYOR HAS BEEN TO AND IS INVITED TO**

21.1 The Mayor went to a customer round table meeting at Morrisons on the 14<sup>th</sup> of October 2025.

21.2 The Mayor went to the Holme Valley Lions Charter Dinner on the 17<sup>th</sup> of October 2025.

21.3 The Deputy Mayor has been invited to the Devotional Service which marks the opening of the Meltham Remembrance Exhibition on the 2<sup>nd</sup> of November 2025.

21.4 The Mayor has been invited to the Big Community Celebration in Holmfirth on the 8<sup>th</sup> of November 2025.

21.5 The Deputy Mayor has been invited to the Meltham Shoebox event at St James Church along with the Mayor of Kirklees on the 14<sup>th</sup> of November 2025.

21.6 The Mayor has been invited to the Mirfield Civic Service on the 16<sup>th</sup> of November 2025.

21.7 The Mayor has been invited to the Honley Male Voice Choir Christmas Concert on the 7<sup>th</sup> of December 2025.

## **22 – PLANNING APPLICATIONS**

22.1 Application No: 2025/62/92690, 13 Whingrove Avenue, Meltham, Holmfirth, HD9 5LP

[Planning application details | Kirklees Council](#)

22.2 Application No: 2025/62/92724/W, Moor Ford Barn, 146 Red Lane, Meltham, Holmfirth, HD9 5ND

[Planning application details | Kirklees Council](#)

Dated this 15<sup>th</sup> of October 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](mailto: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.\*