



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  
**commencing 6.00pm on Monday 20<sup>th</sup> October 2025.**

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

Also present:- The Advisor to the Council

### **1 –25/108: 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 – 25/109: 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). – ***Depending on the outcome of item 10.7, item 10.8 could be discussed in private, but no members of the public were in attendance.***

### **3 – 25/110: APOLOGIES / REASONS FOR ABSENCE**

3.1 To receive apologies of absence. – ***Cllr's Noon and Wrathall.***

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

#### 4 – 25/111: 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 – 25/112: 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). – **It was resolved that the minutes are approved.**

#### 6 – 25/113: 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). – **It was resolved that the minutes are approved.**

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). – **It was resolved that the minutes are approved.**

#### 7 – 25/114: TO RECEIVE REPORTS FROM KIRKLEES ELECTED MEMBERS

7.1 To receive information directly from Ward Councillors or suitable updates from the Clerk. – **No Ward Councillors were in attendance; therefore the Clerk gave an update on the vehicle situation on the waste ground next to Helme Lane shop, which was passed on by Ward Cllr Bellamy.**

#### 8 – 25/115: CORRESPONDENCE

8.1 To note the letter of thanks from the Mayor of Kirklees for the invitation to our Civic Service. (enc) – **Noted.**

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

#### 9 – 25/116: INTERNAL CONTROLS

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

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

**It was resolved that the receipts and payments are approved.**

9.2 To approve the bank reconciliations: -

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

***It was resolved that the bank reconciliations are approved.***

9.3 To approve the management accounts for:-

- September 2025

***It was resolved that the management accounts are approved.***

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 – ***It was resolved that this payment is approved.***

## **10 – 25/117: FINANCE AND GOVERNANCE**

10.1 To note the outcome of the 6 monthly Internal Control Check. (enc) – ***Noted and the Clerk advised this was carried out successfully with Cllr Haigh.***

10.2 To note the Council has passed the AGAR with no ‘except for’ comments. (enc) – ***Noted and the Clerk advised this was the first Audit under the intermediate level, which holds a higher scrutiny.***

10.3 As recommended by the Finance Committee, please consider for approval the Councillor’s Statement of Assurance. (enc) – ***It was resolved that this is approved.***

10.4 Councillors are to sign and return the Statement of Assurance forms to the Clerk (copy print out’s available on the night). – ***All councillors in attendance signed the document.***

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)

***It was resolved that this is approved.***

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. – ***It was resolved that this is approved.***

10.7 The Finance Committee have recommended that Council discuss whether grant applications should be discussed in public or in a private session. – ***It was resolved that grant applications will be discussed in public, where there is financially sensitive information this will be discussed in private. Council also resolved that the grant applicant should be in attendance unless the grant is below £500.00. Grants will also be discussed at Finance if the Clerk feels there are budgetary issues so potential solutions can be considered and presented to Full Council.***

10.8 To consider the Meltham Churches Together Grant Application for Carols in the Park. (enc) – ***In view of the potential outcome of item 10.7, this item was discussed first and it was resolved that the grant is approved. (section 137)***

## **11 – 25/118: PARK REDEVELOPMENT AND ONGOING MAINTENANCE**

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

11.2 To approve the cost of the annual tree survey of £1500.00 + vat (same as last year). – ***It was resolved that this is approved.***

## **12 – 25/119: COMMUNICATIONS WORKING GROUP**

12.1 To discuss Mercury update and next publication date. – ***Mayor Jurczynyn confirmed the Winter edition is ready for press and the Spring edition needs to have content by late January/early February.***

12.2 To give an update on where we are with social media & planner. – ***Cllr Naylor confirmed that all updates the Clerk has added onto the website have been circulated on social media as well.***

12.3 To consider the purchase of bespoke information boards for in and around the town. (enc) – ***It was resolved that the Council have agreed to a budget of £850.00 for the Clerk to purchase the boards.***

## **13 – 25/120: YOUTH PROVISION**

13.1 To receive any updates from Cllr Coates. – ***Cllr Coates confirmed that numbers are increasing and that the next report will be chased up so Council can consider the next Youth payment.***

## **14 – 25/121: MELTHAM – SUSTAINABLE GROWTH AND DEVELOPMENT STRATEGY**

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

## **15 – 25/122: STRATEGY WORKING GROUP**

15.1 To receive an update from the Strategy Working Group. – ***Cllr Coates chaired the group meeting earlier and fed back to Council some feedback on the Ask Meltham next steps, advised there was a presentation from Kirklees regarding the Landscape Maintenance and Management document and further discussions on the Capital Management Plan, other items have been deferred to a later meeting due to the time clash with Full Council.***

15.2 To approve the minutes from the Strategy Working Group on the 22<sup>nd</sup> of September 2025. (enc) – ***It was resolved that the minutes are approved.***

## **16 – 25/123: 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) – ***Cllr's Haigh and White were able to give further context regarding this and the***

*previous review, it was therefore resolve that the Clerk requests an update as to how/when the Parish Charter fits into the review.*

**17 – 25/124: CARLILE LIBRARY GRANT**

17.1 To consider increasing the grant from £5,000.00 to £6,000.00 for the 2026-27 budget. – ***It was resolved that this is approved.***

**18 – 25/125: CHRISTMAS LIGHTS DONATION**

18.1 To consider receiving a gift of £2064.23 from Make Meltham Sparkle to help pay towards new Christmas Lights. – ***It was resolved that the Council are to accept the gift.***

**19 – 25/125: 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. – ***Noted, also Cllr King requested to go on the course as well.***

19.2 To confirm the Full Council workshop theme provided by Breakthrough Communications. – ***It was resolved that this is approved.***

**20 – 25/126: 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)

**Noted and the Clerk gave the reasoning behind the date changes.**

**21 – 25/127: 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. – ***Noted.***

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

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. – ***Noted.***

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

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. – ***Noted.***

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

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

**22 – 25/128: PLANNING APPLICATIONS**

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

[Planning application details | Kirklees Council](#)

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

[Planning application details | Kirklees Council](#)

The meeting concluded at 7.20pm

*M.A.Brook*

Mark Brook

Clerk to the Council