



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

Minutes of the Full Town Council meeting to be held at the Carlile Institute, Edward Brook Suite at **6.00pm on Monday 21st July 2025.**

Present:- Cllr Jurczynsyn (Mayor), Cllr's Barrowclough, Coates (arrived at 6.15pm), Haigh, Jackson, Noon, Varley, White and Wrathall.

Also present: The Advisor to the Council, Cllr Donna Bellamy (to discuss item 7) and a representative from the Scouts & Guides who wanted to discuss item 10.2, this item was duly brought forward to follow item 4.

1 – 25/70: 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 – 25/71: 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 items were requested to be discussed in private.***

3 – 25/72: APOLOGIES / REASONS FOR ABSENCE

3.1 To receive apologies of absence. – ***Cllr's Crankshaw and King.***

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

4 – 25/73: 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 – 25/74: MINUTES

5.1 To confirm as a correct record the Minutes of the Full Town Council Meeting held 23rd of June 2025 (enc). – ***It was resolved that the minutes were approved.***

6 – 25/75: 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 7th of July 2025 (enc). – ***It was resolved that the minutes were approved.***

6.2 To confirm as a correct record the Minutes of the Planning, Environment & Amenities Committee Meeting held 7th of July 2025 (enc). – ***It was resolved that the minutes were approved.***

6.3 To confirm as a correct record the Minutes of the Finance, Assets & HR Committee Meeting held 14th of July 2025 (enc). – ***It was resolved that the minutes were approved.***

6.4 To confirm as a correct record the Minutes of the Planning, Environment & Amenities Committee Meeting held 14th of July 2025 (enc). – ***It was resolved that the minutes were approved.***

7 – 25/76: TO RECEIVE REPORTS FROM KIRKLEES ELECTED MEMBERS

Cllr Bellamy advised there is a Community & Governance review starting in the Autumn and gave the Council some context regarding this, Cllr Bellamy also advised they were pushing for the Meltham tip to be more flexible and let residents use commercial vehicles for what is clearly resident waste. The Clerk advised that Cllr Greaves has been chasing up long outstanding issues with the Pleasure Grounds child safety gate and the path between Green Lane and Howard Way.

8 – 25/77: CORRESPONDENCE

8.1 To consider the grant request emailed in from Meltham Chess Club. (enc) – ***It was resolved that the grant is approved with the stipulation that the Council pays for the full £700.00 so that the Council logo can be added to each clock, the Clerk will contact the club to ensure this is acceptable and then make the necessary arrangements to purchase the Council logos. (s137 payment)***

9 – 25/78: INTERNAL CONTROLS

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

- Receipts – **£552.31** Payments - **£13,925.57** – ***It was resolved that the receipts and payments are approved.***

9.2 To approve the bank reconciliations: -

- Co-operative Current Account – June 2025 – ***It was resolved that the bank reconciliation is approved.***

9.3 To approve the management accounts for:-

- June 2025 – ***It was resolved that the management accounts are approved.***

9.4 To approve payments made in excess of £2,000.00 in between meetings (financial regulation 4.8):-

£3,568.00 to Design Powered for the Park grass cutting etc... - ***It was resolved that the payment is approved.***

10 – 25/79: FINANCE AND GOVERNANCE

10.1 To approve the Health & Safety Policy on recommendation from the Finance Committee. (enc) – ***It was resolved that the policy is approved.***

10.2 To consider the recommendation from the Finance Committee for the length of lease on the Scout Hut and land. – ***A representative from the Scouts put their case forward to increase the lease length for more than the 25 years Finance recommended, the Clerk challenged the reasoning as having checked the grant criteria on the stated potential funds, the Finance Committees recommendation would be sufficient, the Advisor also reiterated to Council that our solicitor recommended a lease of no more than 15 years. It was decided to defer the decision until the next meeting so the Scouts could provide further evidence for the increase in lease term.***

10.3 To agree to continue with Virgin Media for the Council office phoneline and broadband for a further 2 years, monthly cost held at the current rate. – ***It was resolved that this is approved.***

10.4 To approve the Town Clerk as the Council's Data Protection Officer. – ***It was resolved that this is approved.***

10.5 To approve the MTC committee membership for 2025/26. – ***It was resolved that this is approved.***

10.6 To approve the MTC organisational structure for 2025/26. – ***It was resolved that this is approved.***

10.7 To consider a recommendation from the Finance Committee to review the shop front grant scheme to include a CCTV provision. – ***It was resolved that this is approved for the Clerk to progress and for the CCTV provision to extend to the Helme Lane and Meltham Convenience stores, not just the village centre.***

11 – 25/80: PARK REDEVELOPMENT AND ONGOING MAINTENANCE

11.1 To note any general updates and other maintenance issues. (enc) – ***The Clerk highlighted any main issues that occurred from the report list, Cllr Noon asked if the Zebra crossing in front of the carpark could be renewed and it was resolved that the Clerk can action this.***

11.2 To approve the annual, 6-month conditional and maintenance play inspection costs. (enc) – ***It was resolved that this is approved.***

12 – 25/81: COMMUNICATIONS WORKING GROUP

12.1 To discuss Mercury update. – ***Mayor Jurczyszyn advised that copy was almost ready and was looking to put some information in regarding the Ask Meltham consultation.***

12.2 To give an update on where we are with social media & planner. – ***Cllr Coates requested that content to keep being sent in and confirmed the councillor vacancy has been posted up as well.***

13 – 25/82: YOUTH PROVISION

13.1 To receive any updates from Cllr Coates. – ***Cllr Coates advised that the youth group are settled in their new space but looking for a more relaxed format of how it is set out. Cllr Coates asked if she couldn't attend any of their Team's meetings would another Councillor be able to and Cllr Noon volunteered.***

14 – 25/83: MELTHAM – SUSTAINABLE GROWTH AND DEVELOPMENT STRATEGY

14.1 To consider any further updates on Project 142. – ***The Advisor confirmed that Kirklees planning advice said that we couldn't proceed with a two-storey building.***

14.2 To resolve whether the Council are to proceed with Project 142. – ***Cllr Jackson proposed that the Council shouldn't proceed with the project any further, this was seconded by Cllr Haigh, a vote took place with 7 councillors for, Cllrs Noon and Coates abstained, it was therefore resolved that the project is concluded, and any outstanding costs to be settled.***

14.3 To note that the letter to the Meltham Recreational Ground Trustees has been received, they will request further information prior to their September meeting if required. – ***Noted.***

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

15 – 25/84: STRATEGY WORKING GROUP

15.1 To receive an update from the Strategy Working Group. – ***Cllr White advised the top 4 priorities from Ask Meltham has been agreed; To be well kept / Parking / Desirable Destination / Reduce traffic. He also advised discussions have continued to move forward with the asset management and capital management plans.***

15.2 To approve the minutes from the meeting on the 23rd of June 2025. (enc) – ***It was resolved that the minutes were approved.***

16 – 25/85: EVENTS THE MAYOR HAS BEEN TO AND IS INVITED TO

16.1 The Mayor lead the Meltham Memories Parade on the 5th of July 2025. – ***Noted.***

16.2 The Mayor went to the Meltham Fringe Artweek Preview Evening on the 7th of July 2025. – ***Noted***

16.3 The Mayor went to the Meltham Chess Club 24-hour marathon event on the 19th of July 2025. – ***Noted.***

16.4 The Mayor went to the Kirklees Civic Service on the 20th of July 2025. – ***Unfortunately, the Mayor had to give her apologies.***

16.5 The Mayor has been invited to Greenacres for afternoon tea to celebrate a residents' 101st birthday on the 25th of July 2025. – ***This was noted and Mayor Jurczyszyn advised that all councillors were invited to the celebrate as well.***

16.6 The Mayor has been invited to the Greenacres Summer Fair on the 16th of August 2025. – ***Noted.***

The meeting concluded at 7.37pm

M.A.Brook

Mark Brook

Clerk to the Council