



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 21st July 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 23rd of June 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 7th of July 2025 (enc).

6.2 To confirm as a correct record the Minutes of the Planning, Environment & Amenities Committee Meeting held 7th of July 2025 (enc).

6.3 To confirm as a correct record the Minutes of the Finance, Assets & HR Committee Meeting held 14th of July 2025 (enc).

6.4 To confirm as a correct record the Minutes of the Planning, Environment & Amenities Committee Meeting held 14th of July 2025 (enc).

7 – TO RECEIVE REPORTS FROM KIRKLEES ELECTED MEMBERS

8 – CORRESPONDENCE

8.1 To consider the grant request emailed in from Meltham Chess Club. (enc)

9 – INTERNAL CONTROLS

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

- Receipts – **£552.31** Payments - **£13,925.57**

9.2 To approve the bank reconciliations: -

- Co-operative Current Account – June 2025

9.3 To approve the management accounts for:-

- June 2025

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...

10 – FINANCE AND GOVERNANCE

10.1 To approve the Health & Safety Policy on recommendation from the Finance Committee. (enc)

10.2 To consider the recommendation from the Finance Committee for the length of lease on the Scout Hut and land.

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.

10.4 To approve the Town Clerk as the Council's Data Protection Officer.

10.5 To approve the MTC committee membership for 2025/26.

10.6 To approve the MTC organisational structure for 2025/26.

10.7 To consider a recommendation from the Finance Committee to review the shop front grant scheme to include a CCTV provision.

11 – PARK REDEVELOPMENT AND ONGOING MAINTENANCE

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

11.2 To approve the annual, 6-month conditional and maintenance play inspection costs. (enc)

12 – COMMUNICATIONS WORKING GROUP

12.1 To discuss Mercury update.

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 To consider any further updates on Project 142.

14.2 To resolve whether the Council are to proceed with Project 142.

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.

14.4 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 meeting on the 23rd of June 2025. (enc)

16 – 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.

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

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

16.4 The Mayor went to the Kirklees Civic Service on the 20th of July 2025.

16.5 The Mayor has been invited to Greenacres for afternoon tea to celebrate a residents 101st birthday on the 25th of July 2025.

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

Dated this 16th of July 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.