



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, Jubilee Room **commencing at 6.00pm on Monday 22nd September 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 – CRIME ISSUES IN MELTHAM

5.1 To discuss any measures or steps that the police / Kirklees have or will take to combat crime issues in Meltham.

6 – MELTHAM SCOUTS & GUIDES LEASE RENEWAL

6.1 To consider the length of lease the Council is willing to offer. (enc)

7 – COUNCILLOR CO-OPTION

7.1 To consider the applications for the role as Councillor and resolve to choose a suitable candidate. (enc)

8 – MINUTES

8.1 To confirm as a correct record the Minutes of the Full Town Council Meeting held 21st of July 2025 (enc).

9 – MINUTES OF COMMITTEES

To confirm for approval and adoption the Minutes of the under mentioned Committees:

9.1 To confirm as a correct record the Minutes of the Finance, Assets & HR Committee Meeting held 7th of July 2025 (enc).

10 – TO RECEIVE REPORTS FROM KIRKLEES ELECTED MEMBERS

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

11 – CORRESPONDENCE

11.1 To note the thank you card from Meltham Chess Club. (enc)

11.2 To note the email regarding the Kirklees Community Governance Review, a report will be generated after the 26th September for further Council consideration. (enc)

11.3 To consider the Carbon Literacy Training circulated by the Advisor on 1st September. (enc)

11.4 To note the Local Priorities Road Safety email circulated by the Advisor. (enc)

11.5 To approve the cost of the Town's Christmas Tree from the Kirklees email. (enc)

12 – INTERNAL CONTROLS

12.1 To retrospectively approve the receipts and payments schedule for July and August 2025: -

- Receipts – **£1,580.20** Payments - **£25,865.71 – July**
- Receipts - **£27,78485** Payments - **£17,836.19 – August**

12.2 To approve the bank reconciliations: -

- Co-operative Current Account – July 2025
- Co-operative Current Account – August 2025

12.3 To approve the management accounts for:-

- July 2025
- August 2025

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

£2,800.00 Stephenson's Trees / £3,571.00 Enabling Youth / £6,626.46 Kirklees / £3,480.00 Design Powered

13 – FINANCE AND GOVERNANCE

13.1 To approve the Clerk's contract adjustment letter as recommended by the Finance Committee. (enc)

13.2 To note the NJC annual pay increase for the Clerk with the same incremental increase applied to the Advisor to the Council's pay (the latter was already agreed at a previous meeting).

13.3 To consider for approval, as per the Clerk's contract following satisfactory improvement, the Finance Committee recommend that the Clerk moves from up one pay scale point from NJC 37 to NJC 38.

13.4 To approve on recommendation by the Finance Committee that we keep HR in house and only use an external supplier as a backup check for policies created by the Clerk and the Advisor.

13.5 To approve the Reserves Policy and Statement as recommended by the Finance Committee. (enc)

13.6 To approve the Risk Register as recommended by the Finance Committee. (enc)

13.7 To approve the Councillor – Officer Protocol as recommended by the Finance Committee. (enc)

13.8 To approve the updated Shop Front and CCTV Grant Scheme application form as recommended by the Finance Committee. (enc)

13.9 To note that the Clerk has booked in the interim Internal Audit for the 25th of November 2025.

13.10 To consider the Capital Grant application from Meltham Cricket Club. (enc)

13.11 To consider the Capital Grant application from Make Meltham Sparkle. (enc)

14 – PARK REDEVELOPMENT AND ONGOING MAINTENANCE

- 14.1 To note any general updates and other maintenance issues. (enc)
- 14.2 To receive an update from the Clerk regarding the incident on the play equipment. (enc)
- 14.3 To note the interim play inspection was on the 15/09/25.
- 14.4 To consider the email from a resident regarding anti-social behaviour in the Park. (enc)

15 – COMMUNICATIONS WORKING GROUP

- 15.1 To discuss Mercury update and next publication date.
- 15.2 To give an update on where we are with social media & planner.
- 15.3 To consider the purchase of bespoke information boards for in and around the town. (enc)

16 – YOUTH PROVISION

- 16.1 To receive any updates from Cllr Coates.

17 – MELTHAM – SUSTAINABLE GROWTH AND DEVELOPMENT STRATEGY

- 17.1 To receive an update regarding Meltham Recreational Ground.
- 17.2 As recommended by the Finance Committee, please consider the second draft business case for Meltham Recreation Ground. (enc)
- 17.3 Update on the Section 106 monies situation. (enc)

18 – STRATEGY WORKING GROUP

- 18.1 To receive an update from the Strategy Working Group.
- 18.2 To note the Ask Meltham feedback dates:
 - Saturday 27th September, Church Hall coffee morning; 10.00am – 12.00pm
 - Monday 29th September, Carlile Institute, Jubilee Room; 6.00pm – 8.00pm
 - Thursday 2nd October, Wilshaw Village Hall; 6.00pm – 8.00pm
- 18.3 To discuss raising awareness of the Town Council. (enc)
- 18.4 To consider the quotations for the discounted training package and the Breakthrough Communications Strategy. (enc)
- 18.5 To approve the minutes from the Strategy Working Group on the 21st July 2025. (enc)

19 – TO NOTE EVENTS THE MAYOR HAS BEEN TO AND IS INVITED TO

19.1 The Mayor attended the Meltham Chess Club Clock Presentation on the 28th of August 2025.

19.2 The Mayor attended the Make Meltham Sparkle fundraiser for the Town's Christmas Lights on the 12th of September 2025.

19.3 The Council held its annual Civic Service on the 14th of September 2025.

19.4 The Mayor has been invited to the Holme Valley Lions Charter Dinner on the 17th of October 2025.

19.5 The Mayor has been invited to the Big Community Celebration in Holmfirth on the 8th of November 2025.

19.6 The Mayor has been invited to the Mirfield Civic Service on the 16th of November 2025.

19.7 The Mayor has been invited to the Honley Male Voice Choir Christmas Concert on the 7th Of December 2025.

20 – OVER 70S EVENT

20.1 To agree the Council is running the event again and giving the £5.00 gift per person.

20.2 To approve the Clerk to order enough £5.00 notes to cover an attendance of 350 people.

20.3 To approve that the Clerk requests full reimbursement for the event from the Poores Allotment Trust.

21 – THE FUTURE OF CHRIST CHURCH HELME

21.1 To receive Councillor feedback from anyone who was able to attend the meeting on the 18th of September 2025. (enc)

22 – EDWARD BROOK PORTRAIT

22.1 To consider the quotation from Trent Art for the restoration/conservation of the portrait. (enc)

Dated this 17th of September 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.