



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.**

Present: Cllr Jurczyszyn (Mayor), Cllrs Barrowclough, Coates, Crankshaw (arrived at 6.04pm), Haigh, King, Noon, Varley, White and Wrathall.

Also present: The Advisor to the Council, three candidates for the co-option for a councillor, one member of public to discuss item 5.1, a representative of the Scouts to discuss item 6.1. along with Holme Valley North Ward Councillor Donna Bellamy and two further members of the public to discuss item 13.10.

1 – 25/86: 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 – 25/87: 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). – ***The Councillor deliberations during item 7.1.***

3 – 25/88: APOLOGIES / REASONS FOR ABSENCE

3.1 To receive apologies of absence. – ***Cllr Jackson.***

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

4 – 25/89: 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 – 25/90: 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. – ***We received constructive feedback from the member of public present regarding the issues and the crime meeting held last week. Cllr Noon confirmed he advised last week's meeting steps that the Council had already taken, Cllr Coates is actively organising further meeting dates for residents and will circulate dates/times as and when available. Cllr Crankshaw has been nominated as the liaison for neighbourhood watch and will aim to reinvigorate some of the more dormant temperance groups in the Township. Cllr Noon also confirmed that new signage has been ordered as well.***

6 – 25/91: MELTHAM SCOUTS & GUIDES LEASE RENEWAL

6.1 To consider the length of lease the Council is willing to offer. (enc) – ***Cllr White proposed to offer a 25-year lease which was seconded by Cllr Haigh, the Council resolved to approve this.***

7 – 25/92: COUNCILLOR CO-OPTION

7.1 To consider the applications for the role as Councillor and resolve to choose a suitable candidate. (enc) – ***The three applicants gave excellent presentations to champion their suitability to be selected as a Councillor. Council deliberated whilst the candidates and public left the room, Council then voted with one candidate who wanted to be present for this part of the process. Voting and selection was complete after the first phase of votes as the Council voted by absolute majority to resolve that new Councillor David Batty be Co-Opted on to Meltham Town Council.***

The unsuccessful candidates were thanked and praised for the difficult decision Council had to make as all candidates were strong options. Councillor Batty then joined the Council table for the remainder of the meeting.

8 – 25/93: MINUTES

8.1 To confirm as a correct record the Minutes of the Full Town Council Meeting held 21st of July 2025 (enc). – ***It was resolved that the minutes are approved.***

9 – 25/94: 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). – ***It was resolved that the minutes are approved.***

10 – 25/95: TO RECEIVE REPORTS FROM KIRKLEES ELECTED MEMBERS

10.1 To receive information directly from Ward Councillors or suitable updates from the Clerk. – ***The Clerk advised that Ward Cllr Greaves has chased Kirklees with success on two items Cllr Varley has raised, the Clerk has directly chased the other two issues and will escalate them to Ward Councillor level if not resolved in between meetings.***

11 – 25/96: CORRESPONDENCE

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

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) – ***Noted.***

11.3 To consider the Carbon Literacy Training circulated by the Advisor on 1st September. (enc) – ***There was no immediate uptake from Councillors to attend the training.***

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

11.5 To approve the cost of the Town's Christmas Tree from the Kirklees email. (enc) – ***It was resolved that the cost of £1224.06 has been approved.***

12 – 25/97: 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 - **£27,784.85** Payments - **£17,836.19 – August**

It was resolved that the receipts and payments have been approved, Cllr Naylor noticed a missing full stop for the receipts in August, the Clerk has corrected this.

12.2 To approve the bank reconciliations: -

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

It was resolved that the bank reconciliations have been approved.

12.3 To approve the management accounts for:-

- July 2025
- August 2025

It was resolved that the management accounts have been approved.

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 – ***It was resolved that these payments have been approved.***

13 – 25/98: FINANCE AND GOVERNANCE

13.1 To approve the Clerk's contract adjustment letter as recommended by the Finance Committee. (enc) – ***It was resolved that this is approved.***

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). – ***Noted.***

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

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

13.5 To approve the Reserves Policy and Statement as recommended by the Finance Committee. (enc) – ***It was resolved that this is approved.***

13.6 To approve the Risk Register as recommended by the Finance Committee. (enc) – ***It was resolved that this is approved.***

13.7 To approve the Councillor – Officer Protocol as recommended by the Finance Committee. (enc) – ***It was resolved that this is approved.***

13.8 To approve the updated Shop Front and CCTV Grant Scheme application form as recommended by the Finance Committee. (enc) – ***It was resolved that this is approved, with a caveat that the Clerk adds in the required information links as highlighted by the Advisor.***

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

13.10 To consider the Capital Grant application from Meltham Cricket Club. (enc) – ***Cllr Noon proposed that the Council give £7,500 in this year's budget then £2,500 out of next year's budget (to pay April 2026), this was seconded by Cllr Haigh and resolved to be approved by Council (s137 payment).***

13.11 To consider the Capital Grant application from Make Meltham Sparkle. (enc) – ***Cllr White proposed that rather than using up the Capital Grants budget, we vire £3000 from Park Upkeep to the Town Centre Enhancement Fund and pay the request from that, this was seconded by Cllr Haigh and resolved to be approved by Council (s137 payment).***

14 – 25/99: PARK REDEVELOPMENT AND ONGOING MAINTENANCE

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

14.2 To receive an update from the Clerk regarding the incident on the play equipment. (enc) – ***The Clerk advised that the matter has been concluded, the manufacturer retro fitted a plinth to try and avoid future issues as a goodwill gesture even though the original equipment met the relevant safety standards and the resident had been sent a letter advising them of the Council's actions.***

14.3 To note the interim play inspection was on the 15/09/25. – ***Noted.***

14.4 To consider the email from a resident regarding anti-social behaviour in the Park. (enc) – ***The Clerk advised that the matter has been reported to Rural Police and that staff have been spoken to regarding gate closures, Council agreed that the main park gate should be closed at the specified times and anyone who leaves their car in the carpark after these times will have to collect it in the morning when the gates are open again. Cllr White advised that there are many entry points to the park, and you cannot make them all secure of which the Council agreed. The Council also requested that the Clerk to ask the resident to report these issues as well, thus building a pattern of behaviour up.***

15 – 25/100: COMMUNICATIONS WORKING GROUP

15.1 To discuss Mercury update and next publication date. – ***Mayor Jurczynszyn advised that content will be required by the 4th of October to ensure we hit the print deadline and distribution for mid-November, requesting any further articles of note to be added by then.***

15.2 To give an update on where we are with social media & planner. – ***Cllr Coates advised all regular events are scheduled in ready to post and again asked to be supplied with more content as and when available.***

15.3 To consider the purchase of bespoke information boards for in and around the town. (enc) – ***Mayor Jurczynszyn gave an overview of the project but deferred the item as we were awaiting further information.***

16 – 25/101: YOUTH PROVISION

16.1 To receive any updates from Cllr Coates. – ***Cllr Coates advised the Youth program continues to be a well-attended success, stating they are asking about bike tracks and routes around Meltham to look to try out as well.***

17 – 25/102: MELTHAM – SUSTAINABLE GROWTH AND DEVELOPMENT STRATEGY

17.1 To receive an update regarding Meltham Recreational Ground. – ***Cllr Noon and The Advisor to the Council gave background information as to where we are in the process and updated Council on how the business case was put together.***

17.2 As recommended by the Finance Committee, please consider the second draft business case for Meltham Recreation Ground. (enc) – ***It was resolved that this is approved.***

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

18 – 25/103: STRATEGY WORKING GROUP

18.1 To receive an update from the Strategy Working Group. – **Cllr White asked for Councillors to attend the feedback sessions noted below, he advised what the four top areas are from the Ask Meltham consultation and updated that the landscape and capital management plans are still being worked on.**

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

The dates were noted, and the Clerk was asked to email the Councillors their availability for each session.

18.3 To discuss raising awareness of the Town Council. (enc) – **Cllr White also discussed how this can be done and advise there are training courses available.**

18.4 To consider the quotations for the discounted training package and the Breakthrough Communications Strategy. (enc) – **It was discussed that the Council can pursue the discounted training package workshop at £365.00 as the Communications Strategy was too costly, the Clerk will use his authority to approve the cost.**

18.5 To approve the minutes from the Strategy Working Group on the 21st July 2025. – **It was resolved that the minutes are approved.**

19 – 25/104: 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. – **Noted.**

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

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

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

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

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

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

20 – 25/105: OVER 70S EVENT

20.1 To agree the Council is running the event again and giving the £5.00 gift per person. – ***It was resolved that this is approved.***

20.2 To approve the Clerk to order enough £5.00 notes to cover an attendance of 350 people. – ***It was resolved that this is approved. Also, the Clerk advised that 2 hours had been reached on the meeting time and Council agreed to suspend Standing Order 3x to complete the meeting.***

20.3 To approve that the Clerk requests full reimbursement for the event from the Poores Allotment Trust. – ***It was resolved that this is approved.***

21 – 25/106: 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) – ***Cllr Wrathall advised that the meeting was very well attended, and the people involved want to form a group to help to make the Church part community use as well as Church use. There was an emphasis that regardless of what happens to the Church itself, the graveyard will be totally protected.***

22 – 25/107: EDWARD BROOK PORTRAIT

22.1 To consider the quotation from Trent Art for the restoration/conservation of the portrait. (enc) – ***It was resolved that the quotation was approved.***

The meeting concluded at 8.05pm

M.A.Brook

Mark Brook

Clerk to the Council