



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 **at 6.00pm on Monday 23rd June 2025.**

Present:- Cllr Coates (Deputy Mayor, Chair tonight in the absence of Mayor Jurczynsyn), Cllr's Barrowclough, Crankshaw, Haigh, Jackson, King, Noon, Varley and White.

Also present:- The Advisor to the Council, ***along with representatives from Meltham FC and Meltham & Meltham Mills Brass Band who gave an overview as to why they are looking for Council support for better pitch facilities and larger premises respectively – item 14 was therefore brought forward to follow item 4.***

1 – 25/52: 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 – 25/53: 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). – ***As the representatives (above) item was brought forward, no other members of the public were present, should there have been items 10.8 and 10.9 would have been held in private.***

3 – 25/54: APOLOGIES / REASONS FOR ABSENCE

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

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

4 – 25/55: 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 – 25/56: MINUTES

5.1 To confirm as a correct record the Minutes of the Annual Town Council Meeting held 19th of May 2025 (enc). – ***It was resolved that the minutes are approved.***

5.2 To confirm as a correct record the Minutes of the Full Town Council Meeting held 19th of May 2025 (enc). – ***It was resolved that the minutes are approved.***

5.3 To confirm as a correct record the Minutes of the Extraordinary Town Council Meeting held 4th of June 2025 (enc). – ***It was resolved that the minutes are approved.***

6 – 25/57: 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 9th of June 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 9th of June 2025 (enc). – ***It was resolved that the minutes are approved.***

7 – 25/58: TO RECEIVE REPORTS FROM KIRKLEES ELECTED MEMBERS

None attended but the Clerk informed Council that as part of the newly approved Standing Orders, invitations will go out to the Ward Councillors to attend future meetings, with the Clerk asking Councillors if they have anything specific they require feedback on from the Ward Councillors.

8 – 25/59: CORRESPONDENCE

8.1 To consider the email from Internal Audit Yorkshire regarding the fees for 2025-26. (enc) – ***It was resolved that the Council will use Internal Audit Yorkshire for its 2025/26 Internal Audits.***

9 – 25/60: INTERNAL CONTROLS

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

- Receipts – **£222,141.91** Payments - **£9,891.18** – ***it was resolved that these are approved.***

9.2 To approve the bank reconciliations: -

- Co-operative Current Account – May 2025 – ***It was resolved that this is approved.***

9.3 To approve the management accounts for:-

- May 2025 – ***it was resolved that these are approved.***

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

£2,100 to Meltham Golf Club for the Civic Dinner – ***It was resolved that this is approved.***

10 – 25/61: FINANCE AND GOVERNANCE

10.1 To approve the Annual Internal Auditors report for 2024-25 including Form 3 as part of the AGAR approval process. – ***It was resolved that this is approved.***

10.2 To approve the AGAR for 2024-25.

- To approve the Annual Governance Statement (Section 1) for the year ending 31st March 2025. (enc) – ***It was resolved that this is approved.***
- To approve the Annual Accounting Statement (Section 2) for the year ending 31st March 2025. – ***It was resolved that this is approved.***
- To approve the explanation of variances for 2024-25. – ***It was resolved that this is approved.***

10.3 To note that subject to approval of the AGAR above, the Clerk will announce the notice of public rights and the publication of unaudited accounts on the 24th June 2025, with the inspection period to commence on the 25th June until the 5th August 2025. – ***Noted.***

10.4 To approve the Fixed Asset Register as of 31st March 2025. (enc) – ***It was resolved that this is approved.***

10.5 To approve the Lone Worker Policy pack on recommendation from the Finance Committee. (enc) – ***It was resolved that this is approved.***

10.6 To approve the Co-option Policy on recommendation from the Finance Committee. (enc) – ***It was resolved that this is approved.***

10.7 To consider the Co-option advert, questionnaire and qualification declaration now there hasn't been a call to election of a new Councillor. (enc) – ***It was resolved that this is approved subject to a slight text amend and the deadline for applicants is the 1st of September 2025.***

10.8 To consider a 6 monthly review with the Clerk in relation to recommendation 2 in the Internal Audit report. – ***This will be addresses via the Finance Committee.***

10.9 To approve the annual cost of living increase as recommended by the Finance Committee. – ***It was resolved that this has been approved for The Advisor to the Council.***

10.10 To approve the Staff and Elected Members Training Policy. (enc) – ***It was resolved that this is approved.***

11 – 25/62: PARK REDEVELOPMENT AND ONGOING MAINTENANCE

11.1 To note any general updates and other maintenance issues. (enc) – ***Cllr Noon advised that extra work is required to finally sign off all the play area works, the contractor is now in the process of doing this. Other maintenance issues were duly noted.***

11.2 To approve the play area and dog signage, originally discussed with the Planning Committee. (enc) – ***It was resolved that the signage is approved with one text amendment to the play area signage.***

11.3 To note the Annual Play Inspection Report. (enc) – ***Noted and the Clerk gave an update on the two action points from the report.***

11.4 To approve the cost of the RAMP toilet refurbishment. – ***It was resolved that the cost of £540.00 was approved, it was requested that the colours be paler than previous and for the Clerk to agree this with Cllr Jackson. It was also approved for new Ladies and Gents toilet signage to be procured as well.***

11.5 To consider the costs for playground markings in the park play area. (enc) – ***It was resolved that the Council have allocated a budget of £600.00 + vat to have these added.***

12 – 25/63: COMMUNICATIONS WORKING GROUP

12.1 To discuss Mercury update. – ***The Clerk advised that Mayor Jurczynszyn required copy by the end of June and distribution with Royal Mail has been booked for w/c 18th August 2025.***

12.2 To give an update on where we are with social media & planner. – ***Cllr Coates again requested any updates to be sent through so they can be shared on our social media platforms.***

13 – 25/64: YOUTH PROVISION

13.1 To receive any updates from Cllr Coates. – ***Cllr Coates confirmed the Youth Group are settled into their new building at Meltham Moor School, hearing great reports from the youths as well.***

14 – 25/65: MELTHAM – SUSTAINABLE GROWTH AND DEVELOPMENT STRATEGY

14.1 To consider any further updates on Project 142. – ***Cllr Noon showed Council and the representatives of the band the architects' new drawings, which in general were well received, Cllr Barrowclough suggested the possibility of other more suitable sites which Cllr Noon advised this had been explored and none are currently available that would work as well as this. Cllr King and the Advisor to the Council also made the point of ensuring that the band area along with the proposed development above can be utilised for community use to maximise revenue. Cllr White requested that an agenda item is added to the next meeting for Council to make a final decision on whether the project is to proceed, this was agreed.***

14.2 To consider any further updates on Broadland Rec. – ***Cllr White proposed that we are to send a formal letter and business case to Kirklees for them to reconsider their decision for the Council taking on the Trusteeship of Broadlands Rec, this was seconded by Cllr King and unanimously agreed.***

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

15 – 25/66: STRATEGY WORKING GROUP

15.1 To receive an update from the Strategy Working Group. – ***The Advisor, Cllr's Noon and White advised we have received the feedback from the Ask Meltham consultation and the park maintenance plan is still being worked on.***

15.2 To approve the minutes from the meeting on the 28th April 2025. (enc) – ***It was resolved that the minutes are approved.***

16 – 25/67: EVENTS THE MAYOR HAS BEEN TO AND IS INVITED TO

16.1 The Mayor went to the Woven Festival Meltham Quilters open day on the 6th of June 2025. – ***Noted.***

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

16.3 The Mayor has been invited to the Kirklees Civic Service on the 20th of July 2025. – ***Noted.***

16.4 The Mayor has been invited to the Meltham Chess Club 24-hour marathon event on the 19th of July 2025. – ***Noted.***

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

17 – 25/68: VANDALISM IN THE TOWNSHIP

17.1 To discuss vandalism around the Township. (enc) – ***A broad discussion was had, and it was noted that issues must always be reported.***

18 – 25/69: CCTV

18.1 To consider the costs for the removal of the old CCTV equipment. (enc) – ***It was resolved that supplier B is approved to carry out the work.***

The meeting concluded at 7.40pm

M.A.Brook

Mark Brook

Clerk to the Council