



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 23rd June 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 Annual Town Council Meeting held 19th of May 2025 (enc).

5.2 To confirm as a correct record the Minutes of the Full Town Council Meeting held 19th of May 2025 (enc).

5.2 To confirm as a correct record the Minutes of the Extraordinary Town Council Meeting held 4th 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 9th of June 2025 (enc).

6.2 To confirm as a correct record the Minutes of the Planning, Environment & Amenities Committee Meeting held 9th of June 2025 (enc).

7 – TO RECEIVE REPORTS FROM KIRKLEES ELECTED MEMBERS

8 – CORRESPONDENCE

8.1 To consider the email from Internal Audit Yorkshire regarding the fees for 2025-26. (enc)

9 – INTERNAL CONTROLS

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

- Receipts – **£222,141.91** Payments - **£9,891.18**

9.2 To approve the bank reconciliations: -

- Co-operative Current Account – May 2025

9.3 To approve the management accounts for:-

- May 2025

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

10 – 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.

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)
- To approve the Annual Accounting Statement (Section 2) for the year ending 31st March 2025.
- To approve the explanation of variances for 2024-25.

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.

10.4 To approve the Fixed Asset Register as of 31st March 2025. (enc)

10.5 To approve the Lone Worker Policy pack on recommendation from the Finance Committee. (enc)

10.6 To approve the Co-option Policy on recommendation from the Finance Committee. (enc)

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)

10.8 To consider a 6 monthly review with the Clerk in relation to recommendation 2 in the Internal Audit report.

10.9 To approve the annual cost of living increase as recommended by the Finance Committee.

10.10 To approve the Staff and Elected Members Training Policy. (enc)

11 – PARK REDEVELOPMENT AND ONGOING MAINTENANCE

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

11.2 To approve the play area and dog signage, originally discussed with the Planning Committee. (enc)

11.3 To note the Annual Play Inspection Report. (enc)

11.4 To approve the cost of the RAMP toilet refurbishment.

11.5 To consider the costs for playground markings in the park play area. (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 consider any further updates on Broadland Rec.

14.2 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 28th April 2025. (enc)

16 – 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.

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

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

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

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

17 – VANDALISM IN THE TOWNSHIP

17.1 To discuss vandalism around the Township. (enc)

18 – CCTV

18.1 To consider the costs for the removal of the old CCTV equipment. (enc)

Dated this 18th of June 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.