



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 February 2026.**

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 26th of January 2026 (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 February 2026 (enc).

6.2 To confirm as a correct record the Minutes of the Planning, Environment & Amenities Committee Meeting held 9th of February 2026 (enc).

7 – TO RECEIVE REPORTS FROM KIRKLEES ELECTED MEMBERS

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

8 – CORRESPONDENCE

8.1 To consider the Council Offices visit email from Meltham C of E School. (enc)

8.2 To consider the email from Cllr Greaves regarding Road Safety. (enc)

9 – INTERNAL CONTROLS

9.1 To retrospectively approve the receipts and payments schedule for January 2026: -

- Receipts – **£4,910.24** Payments - **£21,020.74**

9.2 To approve the bank reconciliations: -

- Co-operative Current Account – January 2026

9.3 To approve the management accounts for:-

- January 2026

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

£5,000.00 to Carlile CIC Library Contribution & £3571.00 to Enabling Youth

10 – FINANCE AND GOVERNANCE

10.1 To approve the Subject Access Policy and Form (updated model document). (enc)

10.2 To approve the General Privacy Notice (updated model document). (enc)

10.3 To note the policies the Clerk has reviewed (non/minimal changes). (enc)

- Record Management Policy & Document Retention Review
- Data Protection Policy
- Privacy Notice for Staff, Councillors and Role Holders
- Security Incident Policy and Security/Data Breach Log

10.4 To approve the interim Internal Audit Report as recommended by the Finance Committee. (enc)

10.5 To consider the Smaller Grant Application from the Meltham Scarecrow Group. (enc)

11 – PARK REDEVELOPMENT AND ONGOING MAINTENANCE

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

12 – COMMUNICATIONS WORKING GROUP

12.1 To discuss Mercury update and next publication date.

12.2 To give an update on where we are with social media & planner.

12.3 To receive an update with the latest situation on the information boards.

13 – YOUTH PROVISION

13.1 To receive any updates from Cllr Coates.

14 – MELTHAM – SUSTAINABLE GROWTH AND DEVELOPMENT STRATEGY

14.1 Update on the Section 106 monies situation. (enc)

14.2 To receive further updates regarding the asset transfer of Meltham Recreation Ground.

15 – STRATEGY WORKING GROUP

15.1 To receive an update from the Strategy Working Group.

16 – ASK MELTHAM

16.1 Please approve the results and priorities from the Ask Meltham review. (enc)

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

17.1 The Mayor went to the Saddleworth Civic Service on the 1st of February 2026.

17.2 Full Council was invited to the Crossroads Shop 30th Birthday on the 14th of February 2026.

17.3 The Mayor opened the new garden / sensory room at Greenacres on the 18th of February 2026.

18 – PRIDE OF MELTHAM AWARDS

18.1 To consider any nominations that have been put forward.

19 – CRIME ISSUES IN MELTHAM

19.1 To receive any updates on crime and disorder in the Meltham Township. (enc)

19.2 To consider the email chain regarding vandalism and anti-social behaviour around Near Lane.
(enc)

19.3 To consider how anti-social behaviour is reported at Meltham Recreation Ground. (enc)

Dated this 17th of February 2026

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.