



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, Jubilee Room at **6.00pm on Monday 23rd March 2026.**

Present:- Cllr Jurczynsyn (Mayor), Cllr's Barrowclough, Batty, Coates, Crankshaw (left at 6.10pm, reason noted), King, Noon, Varley, White and Wrathall (left at 8.00pm, reason noted).

Also present: The Advisor to the Council (via Teams) and five members of the public who wanted to discuss the Kirklees Community Governance Review (KCGR), the asset transfer of Broadlands Recreation Ground (BRG) to Meltham Town Council and the illegal use of three bridleways in Meltham. The Council and Clerk reinforced the press release on the KCGR and stated that when the residents of Meltham get together and support the issue it gives far greater weight in getting something resolved. Mayor Jurczynsyn and Cllr Noon gave an update with the BRG asset transfer, stating it is moving along and with the solicitors. On the illegal use of the three bridleways, the resident asked if the Council could write to Kirklees on their behalf asking for 'No Motor Vehicle' signage to be put up and it was **resolved unanimously** that the Clerk is to do so.

1 – 25/214: 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 – 25/215: 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). – ***Items 8.1, 10.4, 10.5, 18.1 and 19.2 would have been in private if any of the public had stayed for the rest of the meeting.***

3 – 25/216: APOLOGIES / REASONS FOR ABSENCE

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

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

4 – 25/217: 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 – 25/218: MINUTES

5.1 To confirm as a correct record the Minutes of the Full Town Council Meeting held 23rd of February 2026 (enc). – ***It was resolved that the minutes are approved.***

6 – 25/219: 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 March 2026 (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 March 2026 (enc). – ***It was resolved that the minutes are approved.***

7 – 25/220: TO RECEIVE REPORTS FROM KIRKLEES ELECTED MEMBERS

7.1 To receive information directly from Ward Councillors or suitable updates from the Clerk. – ***The Clerk advised that the graffiti at the BT Exchange on Near Lane has been painted over and Cllr Greaves is now chasing Kirklees on the blocked gullies at Birmingham Lane.***

7.2 To consider the Kirklees Community Governance Review. (enc) – ***The Council resolved that the press release letter that the Clerk published was sufficient information.***

8 – 25/221: CORRESPONDENCE

8.1 To consider a response to the resident's email regarding balls coming into their garden at RAMP. (enc) – ***The Council requested that the Clerk responds to the resident stating; that the courts were aligned as they are to prevent the volume of larger balls being used in the left-hand side of the court (from Hall Close side). The football side of the court requires a much higher angle of elevation for a ball to breach the existing fencing. Therefore, the overall trajectory is greater, meaning that the risk of balls breaching the area should be lower. This will be monitored and will seek further advice as appropriate.***

8.2 To note the forwarded email from Cllr Greaves regarding the new positions of Speed Indication Devices. (enc) – ***Cllr Barrowclough requested that the Clerk publicises when and where they are to be moved to the proposed new locations.***

8.3 To note the email from Kirklees regarding the outcome of the glass recycling consultation for Tinker Lane. (enc) – ***Noted.***

8.4 To note the letter received by Cllr Wrathall regarding Durker Roods. (enc) – ***Noted.***

9 – 25/222: INTERNAL CONTROLS

9.1 To retrospectively approve the receipts and payments schedule for February 2026: - ***It was resolved that the receipts and payments are approved.***

- Receipts – **£966.67** Payments - **£12,113.02**

9.2 To approve the bank reconciliations: - ***It was resolved that the bank reconciliation is approved.***

- Co-operative Current Account – February 2026

9.3 To approve the management accounts for:- ***It was resolved that the management accounts are approved.***

- February 2026

9.4 To approve payments made of more than £2,000.00 in between meetings (financial regulation 4.8):- ***It was resolved that the payments over £2,000.00 have been approved.***

£2,705.57 Zurich Insurance / £2,802.00 Stephenson Trees

10 – 25/223: FINANCE AND GOVERNANCE

10.1 To approval the Data Audit as recommended by the Finance Committee. (enc) – ***It was resolved that the Data Audit is approved.***

10.2 To note the policies the Clerk/Advisor has reviewed (non/minimal changes). (enc) – ***Noted.***

- Complaints Policy
- Disciplinary Policy

10.3 To note the 6-month internal control check has been completed. (enc) – ***Noted.***

10.4 To approve the new job role, title and terms and conditions for the Advisor to the Council as recommended by the Finance Committee. (enc) – ***It was resolved that this is approved.***

10.5 To approve the Clerk is paid for the two days holiday which he is unable to take this year. – ***It was resolved that this is approved.***

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

11 – 25/224: PARK REDEVELOPMENT AND ONGOING MAINTENANCE

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

11.2 As recommended by the Strategy Working Group, please approve the Landscape Maintenance Contract. (enc) – **It was resolved that the Draft Landscape Maintenance Contract is approved.**

11.3 To note the annual park play inspection occurred on the 17th of March. (enc) – **Noted.**

12 – 25/225: COMMUNICATIONS WORKING GROUP

12.1 To discuss Mercury update and next publication date. – **Mayor Jurczynszyn advised the Summer publication should be out in August.**

12.2 To consider adopting a new colour scheme for the Mercury. (enc) – **To be looked at with other areas of the Council brand.**

12.3 To give an update on where we are with social media & planner. – **Cllr Coates asked for more content to post and advised we will look at posting regular and interesting photos.**

12.4 To receive an update with the latest situation on the information boards. – **No further updates.**

12.5 To consider the following options for a new Council Notice Board outside the Carlile:

[Shield Exterior Wood Showcase Lockable Noticeboard - Furniture At Work®](#)

[4 x A4 Oak 2-bay Lockable External Notice Board](#) – **It was resolved that the Clerk purchases the Oak option and gets the old notice board refurbished with a view to locating it in another part of Meltham.**

13 – 25/226: YOUTH PROVISION

13.1 To receive any updates from Cllr Coates. – **Cllr Coates gave an update, running through the proposal below.**

13.2 To consider the proposal from Enabling Youth to extend the youth provision for 2026/27. (enc) – **It was resolved that this is approved.**

14 – 25/227: MELTHAM RECREATION GROUND ASSET TRANSFER (REF: REC/47)

14.1 To consider the report on title. (enc) – **Deferred.**

14.2 To consider the indemnity report. (enc) – **Deferred.**

14.3 To consider the housing lease between the trust (MTC) and Kirklees. (enc) – **Deferred.**

14.4 To approve the following as requested by Kirklees following their Corporate Trustee meeting of Meltham Recreation Ground:-

- Meltham Town Council is to agree to make a formal proposal to take full responsibility for this Charity, Meltham Town Council also needs to agree to the following;

- Indemnify the Corporate Trustee for any costs that it incurs in progressing the transfer to a next phase.
- Not pursue any litigation related to any past mismanagement.
- Retain the existing arrangement for the existing tenant within Kirklees Council's Homes and Neighbourhoods, until such time as the existing tenancy ceases.
- Any other matters that the Corporate Trustee considers appropriate to include.
- That a further report be submitted to a future meeting to either (a) set out the final proposals for the transfer or (b) recommending that the proposal is not progressed.
- To engage a solicitor to prepare a Deed of Retirement and Appointment of New Trustee and a separate Deed of Indemnity and acknowledgement covering the above points.

– Deferred until the next meeting. The Council also resolved to delegate authority of any adjustments required to Cllr's Noon and White, these are then to be approved at the next meeting.

14.5 To note the Solicitors costs of £3,700.00 (min ref: 25/172, item 5.2) and disbursements cost of £1,200.00 (min ref: 25/142, item 14.2) as previously agreed under the stated minute references. – ***Noted.***

14.6 To request the Clerk to formally submit the documentation and the request to transfer the trust and the land. – ***Deferred.***

14.7 To consider the operational site management and maintenance. (enc) – ***Deferred.***

14.8 To consider the operational risk management of the site. (enc) – ***Deferred.***

14.9 To consider the grass cutting quotations. (enc) – ***It was resolved that the Council approves option A.***

15 – 25/228: STRATEGY WORKING GROUP

15.1 To approve the minutes from the last Strategy meeting on the 23rd of February 2026. (enc) – ***It was resolved that the minutes are approved.***

15.2 To receive an update from the Strategy Working Group. – ***No meeting held, next one will be April.***

16 – 25/229: DIFIBRILLATOR PARTS DONATION (spelling of defibrillator corrected in title)

16.1 To retrospectively approve the donation of defibrillator parts to the Yorkshire Ambulance Service at a cost of £480.00 + vat. – ***It was resolved that this is approved.***

17 – 25/230: TO NOTE EVENTS THE MAYOR HAS BEEN TO AND IS INVITED TO

17.1 The Mayor is attending the Saddleworth Parish Council Civic Dinner on the 28th of March 2026. – ***Noted.***

17.2 The Mayor and Cllr's Varley and Wrathall hosted some children from Meltham C of E's Eco Committee at the Council office on the 19th of March 2026. – ***Noted.***

17.3 The Mayor and Deputy are to attend the Kirklees Mayors Reception on the 21st of April 2026. – ***Noted.***

17.4 The Mayor is attending the Kirklees Civic Service on the 26th of April 2026. – **Noted.**

18 – 25/231: PRIDE OF MELTHAM AWARDS

18.1 To consider any nominations that have been put forward. – ***It was resolved that the nominations have been approved.***

19 – 25/232: CRIME ISSUES IN MELTHAM

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

19.2 To consider the email from West Yorkshire Police. (enc) – ***It was resolved that the Council would offer a £500.00 contribution to aide Rural Policing. Also, at this point the meeting time passed 2 hours, so the Council voted unanimously to suspend Standing Order 3x.***

20 – 25/233: ANNUAL CIVIC DINNER

20.1 To consider donations of raffle prizes for the Mayor’s Charity. – ***The Clerk circulated the potential options for Councillors to peruse.***

21 – 25/234: HANGING BASKETS FOR THE TOWN

21.1 To approve the quotation for hanging baskets in the town for 2026. (enc) – It was resolved that the quotation is approved, the Clerk advised Council there was a lack of options this year as the previous supplier ceased trading.

The meeting concluded at 8.12pm

M.A.Brook

Mark Brook

Clerk to the Council