



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 23<sup>rd</sup> March 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 23<sup>rd</sup> of February 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 9<sup>th</sup> of March 2026 (enc).

6.2 To confirm as a correct record the Minutes of the Planning, Environment & Amenities Committee Meeting held 9<sup>th</sup> of March 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.

7.2 To consider the Kirklees Community Governance Review. (enc)

#### **8 – CORRESPONDENCE**

8.1 To consider a response to the resident's email regarding balls coming into their garden at RAMP. (enc)

8.2 To note the forwarded email from Cllr Greaves regarding the new positions of Speed Indication Devices. (enc)

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

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

#### **9 – INTERNAL CONTROLS**

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

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

9.2 To approve the bank reconciliations: -

- Co-operative Current Account – February 2026

9.3 To approve the management accounts for:-

- February 2026

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

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

## **10 – FINANCE AND GOVERNANCE**

10.1 To approval the Data Audit as recommended by the Finance Committee. (enc)

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

- Complaints Policy
- Disciplinary Policy

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

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)

10.5 To approve the Clerk is paid for the two days holiday which he is unable to take this year.

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

## **11 – PARK REDEVELOPMENT AND ONGOING MAINTENANCE**

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

11.2 As recommended by the Strategy Working Group, please approve the Landscape Maintenance Contract. (enc)

11.3 To note the annual park play inspection occurred on the 17<sup>th</sup> of March. (enc)

## **12 – COMMUNICATIONS WORKING GROUP**

12.1 To discuss Mercury update and next publication date.

12.2 To consider adopting a new colour scheme for the Mercury. (enc)

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

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

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](#)

### **13 – YOUTH PROVISION**

13.1 To receive any updates from Cllr Coates.

13.2 To consider the proposal from Enabling Youth to extend the youth provision for 2026/27. (enc)

### **14 – MELTHAM RECREATION GROUND ASSET TRANSFER (REF: REC/47)**

14.1 To consider the report on title. (enc)

14.2 To consider the indemnity report. (enc)

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

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.

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.

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

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

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

14.9 To consider the grass cutting quotations. (enc)

## **15 – STRATEGY WORKING GROUP**

15.1 To approve the minutes from the last Strategy meeting on the 23<sup>rd</sup> of February 2026. (enc)

15.2 To receive an update from the Strategy Working Group.

## **16 – DIFIBLLIRATOR PARTS DONATION**

16.1 To retrospectively approve the donation of defibrillator parts to the Yorkshire Ambulance Service at a cost of £480.00 + vat.

## **17 – 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 28<sup>th</sup> of March 2026.

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 19<sup>th</sup> of March 2026.

17.3 The Mayor and Deputy are to attend the Kirklees Mayors Reception on the 21<sup>st</sup> of April 2026.

17.4 The Mayor is attending the Kirklees Civic Service on the 26<sup>th</sup> of April 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 from West Yorkshire Police. (enc)

## **20 – ANNUAL CIVIC DINNER**

20.1 To consider donations of raffle prizes for the Mayor's Charity.

## **21 – HANGING BASKETS FOR THE TOWN**

21.1 To approve the quotation for hanging baskets in the town for 2026. (enc)

Dated this 18<sup>th</sup> of March 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](mailto: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.\*