



Mr M Brook
Town Clerk & RFO
Meltham Town Council
Carlile Institute
Meltham
HD9 4AE

Minutes of the Full Town Council meeting to be held at the Carlile Institute, Edward Brook Suite at **7.00pm on Monday 24th November 2025.**

Present:- Cllr Jurczynsyn (Mayor), Cllr's Barrowclough, Batty, Coates, Crankshaw, Haigh, Jackson, King, Noon, Varley, White and Wrathall.

Also present:- The Advisor to the Council (via Teams) / Ward Councillor Charles Greaves / A representative from Meltham Football Club

1 – 25/129: 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 – 25/130: 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). – ***No items were required to be discussed in private.***

3 – 25/131: APOLOGIES / REASONS FOR ABSENCE

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

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

4 – 25/132: 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 – 25/133: MINUTES

5.1 To confirm as a correct record the Minutes of the Full Town Council Meeting held 20th of October 2025 (enc). – **It was resolved that the minutes are approved.**

6 – 25/134: 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 Planning, Environment & Amenities Committee Meeting held 10th of November 2025 (enc). – **It was resolved that the minutes are approved.**

7 – 25/135: TO RECEIVE REPORTS FROM KIRKLEES ELECTED MEMBERS

7.1 To receive information directly from Ward Councillors or suitable updates from the Clerk. – **Ward Councillor Greaves was in attendance and advised the Green Lane path issue has been chased again, the car park break down of usage versus payments has again been requested, Cllr Greaves also discussed the Morrisons Recycling issue and requested that Meltham Town Councillors consider other potential sites.**

8 – 25/136: CORRESPONDENCE

8.1 To note the email from Kirklees regarding an update as to when the Parish Charter will commence. (enc) - **It was noted that Kirklees are expected to consider the new Parish Charter after the Community Governance Review approximately mid-summer 2026.**

9 – 25/137: INTERNAL CONTROLS

9.1 To retrospectively approve the receipts and payments schedule for October 2025: - **It was resolved that these are approved, the Clerk noticed an error on the agenda as it showed September and has adjusted this accordingly for the minutes.**

- Receipts – **£8,837.45** Payments - **£14,345.50**

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

- Co-operative Current Account – October 2025

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

- October 2025

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

None made.

10 – 25/138: FINANCE AND GOVERNANCE

10.1 To approve the Meltham Town Council Organisational Structure. (enc) – ***It was resolved that this is approved.***

10.2 To approve the Social Media Civility and Respect Guide & Policy Supplement. (enc) – ***It was resolved that this is approved.***

11 – 25/139: PARK REDEVELOPMENT AND ONGOING MAINTENANCE

11.1 To note any general updates and other maintenance issues. (enc) – ***This was noted and Cllr Noon asked for feedback on the position of the new signs around the park.***

11.2 To note the 6 monthly inspection of the play area has been completed. (enc) – ***Noted and the Clerk confirmed all the outstanding issues have been resolved..***

11.3 To approve the full cost of the Asset Management Contract with Kirklees. (enc) – ***It was resolved that this is approved.***

12 – 25/140: COMMUNICATIONS WORKING GROUP

12.1 To discuss Mercury update and next publication date. – ***Mayor Jurczynszyn advised that her Winter copy hasn't arrived, but it was noted that significantly more houses are getting their copies, not ideal but a great improvement on the previous distributor. The Clerk confirmed that content will start to be collated from w/c 19th January 2026 and with approval by the end of February, we aim to deliver the Spring Mercury w/c 23rd March 2026 before Easter.***

12.2 To give an update on where we are with social media & planner. – ***Cllr Coates confirmed that events have been scheduled in and to again please send ideas and information through.***

13 – 25/141: YOUTH PROVISION

13.1 To receive any updates from Cllr Coates. – ***Cllr Coates advised there are still new venue issues, also that Holme Valley Parish Council continue to fund and has also requested the funding report for Meltham Council to enable us to decide on the third funding contribution of the 2025-26 financial year.***

14 – 25/142: MELTHAM – SUSTAINABLE GROWTH AND DEVELOPMENT STRATEGY

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

14.2 To consider the transfer of the Meltham Recreation Ground – Charity No: 523776 from Kirklees Council to Meltham Town Council. (enc) – ***It was resolved that this has been approved to proceed – proposed by Cllr Coates, seconded by Cllr King and all Councillors were in favour.***

14.3 To consider the draft mock budget scenarios for Meltham Recreation Ground. (enc) – ***Cllr Noon went through the options that were discussed in Finance.***

15 – 25/143: STRATEGY WORKING GROUP

No meeting has taken place.

16 – 25/144: COUNCIL MEETING DATES FOR 2026-27

16.1 To approve the Full Council, Finance and Planning meeting dates for 2026-27. (enc) – ***It was resolved that they are approved.***

17 – 25/145: COMMITTEE AND WORKING GROUP MEMBERSHIPS

17.1 To consider any removals or additions to the Committees and Working Groups. (enc) – ***It was resolved that Cllr Batty is to join the Planning Committee and the Strategy Working Group.***

18 – 25/146: CHRISTMAS LIGHTS DONATION

18.1 To consider receiving a gift of £1310.00 from Make Meltham Sparkle to help pay towards new Christmas Lights. – ***It was resolved that this is approved (s137).***

19 – 25/147: COUNCILLOR TRAINING

19.1 To confirm whole Council Social Media Communication Strategy and Social Media Training date of the 19th of January 2026. – ***It was agreed that Councillors would advise the Clerk/Advisor of their expect attendance of the Teams Training.***

20 – 25/148: COUNCIL OFFICE CHRISTMAS CLOSING TIMES

20.1 To note that the Council Offices will be closed from Friday 19th of December 2025 (the Clerk has booked the 22nd & 23rd December off) and will re-open on the 5th of January 2026. – ***Noted.***

21 – 25/149: TO NOTE EVENTS THE MAYOR HAS BEEN TO AND IS INVITED TO

21.1 The Deputy Mayor went to the Devotional Service which marks the opening of the Meltham Remembrance Exhibition on the 2nd of November 2025. – ***Noted.***

21.2 The Mayor went to a games afternoon at Deacon Close on the 7th of November 2025. – ***Noted.***

21.3 The Mayor went to the Big Community Celebration in Holmfirth on the 8th of November 2025. – **Noted.**

21.4 The Deputy Mayor went to the Meltham Shoebox event at St James Church along with the Mayor of Kirklees on the 14th of November 2025. – **Noted.**

21.5 The Mayor went to the Mirfield Civic Service on the 16th of November 2025. – **Noted.**

21.6 The Mayor has been invited to the West Yorkshire Mayors Question Time on the 25th of November 2025. – **Noted.**

21.7 The Mayor will be doing a reading at Carols in the Park on the 30th of November 2025. – **Noted.**

21.8 The Mayor has been invited to the Honley Male Voice Choir Christmas Concert on the 7th of December 2025. – **Noted.**

21.9 The Mayor will be attending the Cafedirect Roastery Christmas event on the 10th of December 2025. – **Noted.**

22 – 25/150: REMEMBRANCE SUNDAY

22.1 The Mayor would like to acknowledge all the hard work done by the volunteers in the lead up to Remembrance Sunday. – **Mayor Jurczynszyn was delighted with all the effort and hard work that all volunteers put in.**

The meeting concluded at 8.19pm

M.A.Brook

Mark Brook

Clerk to the Council