



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 7.00pm on Monday 24th November 2025.**

The business to be transacted is as detailed on the agenda hereunder: -

AGENDA

PUBLIC QUESTION TIME 7.00pm – 7.15pm

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 20th of October 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 Planning, Environment & Amenities Committee Meeting held 10th of November 2025 (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 note the email from Kirklees regarding an update as to when the Parish Charter will commence. (enc)

9 – INTERNAL CONTROLS

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

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

9.2 To approve the bank reconciliation: -

- Co-operative Current Account – October 2025

9.3 To approve the management accounts for:-

- October 2025

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

None made.

10 – FINANCE AND GOVERNANCE

10.1 To approve the Meltham Town Council Organisational Structure. (enc)

10.2 To approve the Social Media Civility and Respect Guide & Policy Supplement. (enc)

11 – PARK REDEVELOPMENT AND ONGOING MAINTENANCE

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

11.2 To note the 6 monthly inspection of the play area has been completed. (enc)

11.3 To approve the full cost of the Asset Management Contract with Kirklees. (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.

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 consider the transfer of the Meltham Recreation Ground – Charity No: 523776 from Kirklees Council to Meltham Town Council. (enc)

14.3 To consider the draft mock budget scenarios for Meltham Recreation Ground. (enc)

15 – STRATEGY WORKING GROUP

No meeting has taken place.

16 – COUNCIL MEETING DATES FOR 2026-27

16.1 To approve the Full Council, Finance and Planning meeting dates for 2026-27. (enc)

17 – COMMITTEE AND WORKING GROUP MEMBERSHIPS

17.1 To consider any removals or additions to the Committees and Working Groups. (enc)

18 – CHRISTMAS LIGHTS DONATION

18.1 To consider receiving a gift of £1310.00 from Make Meltham Sparkle to help pay towards new Christmas Lights.

19 – COUNCILLOR TRAINING

19.1 To confirm whole Council Social Media Communication Strategy and Social Media Training date of the 19th of January 2026.

20 – 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.

21 – 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.

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

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

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.

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

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

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

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

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

22 – 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.

Dated this 19th of November 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.