



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 **6.00pm on Monday 26th January 2026.**

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

Also present: The Advisor to the Council (via Teams)

1 – 25/173: 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 – 25/174: 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). – ***None.***

3 – 25/175: APOLOGIES / REASONS FOR ABSENCE

3.1 To receive apologies of absence. – ***Cllr's Noon and Wrathall.***

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

4 – 25/176: 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 – 25/177: MINUTES

5.1 To confirm as a correct record the Minutes of the Full Town Council Meeting held 15th of December 2025 (enc). – **It was resolved that the minutes are approved.**

5.2 To confirm as a correct record the Minutes of the Extraordinary Council Meeting held 12th of January 2026 (enc). – **It was resolved that the minutes are approved.**

6 – 25/178: 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 12th of January 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 12th of January 2026 (enc). – **It was resolved that the minutes are approved.**

7 – 25/179: 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 Ward Cllr Greaves has been pushing for the Carlile Carpark parking statistics, dealing with a long-standing issue of non-waste bin removal from the Clarke Lane flats, issues regarding taxis parking illegally at the bottom of Wessenden Head and fly tipping.**

8 – 25/180: CORRESPONDENCE

8.1 To consider the Kirklees email regarding an easement at 142 Huddersfield Road. (enc) – **It was resolved that the Advisor / Clerk is to seek advice on Article 8 as this area is a 'ransom strip' and it is felt Meltham Town Council should be due a portion of the sale fee.**

8.2 To note the blessing ceremony email for RAMP. (enc) – **This was noted and a request for the Clerk to ensure no rubbish etc... is left in and around the area.**

8.3 To note the thank you email regarding the mobile phone mast issues. (enc) – **Noted.**

8.4 To consider the Meltham CE email regarding the Earth Day litter pick. (enc) – **The Council would certainly want to help with a litter pick and Mayor Jurczynyn will be contacting Meltham C of E to discuss further.**

8.5 To consider the Kirklees Council funding boost email from Cllr Greaves. (enc) – **Noted.**

9 – 25/181: INTERNAL CONTROLS

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

- Receipts – **£296.67** Payments - **£10,467.48**

It was resolved that the receipts and payments are approved.

9.2 To approve the bank reconciliations: -

- Co-operative Current Account – December 2025

It was resolved that the COOP bank reconciliation is approved.

9.3 To approve the management accounts for:-

- December 2025

It was resolved that the management accounts are approved.

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

None made.

10 – 25/182: FINANCE AND GOVERNANCE

10.1 To approve the adjustment in the tax base for 2026/27 as recommended by the Finance Committee which has a yearly Band D increase from £72.20 to £77.94. (enc) – ***It was resolved that the tax base is approved.***

10.2 To approve the “V2 budget for 2026/27 Inc RAMP Asset and Meltham Rec” of £242,105 as recommended by the Finance Committee. (enc) – ***It was resolved that the budget of £242,105 is approved.***

10.3 To confirm that we are to proceed with the “V2 budget for 2026/27 Inc RAMP Asset and Meltham Rec” precept levy of £238,183 and the Clerk is to send the formal demand to Kirklees within the reporting timeframe. – ***It was resolved that the precept demand of £238,183 is approved and the Clerk can send the formal demand to Kirklees.***

10.4 To approve the IT Policy as recommended by the Finance Committee. (enc) – ***It was resolved that this is approved.***

10.5 To approve the Risk Management Strategy. (enc) – ***It was resolved that this is approved.***

11 – 25/183: PARK REDEVELOPMENT AND ONGOING MAINTENANCE

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

11.2 To note the maintenance inspection report. (enc) – ***Noted.***

11.3 To note the tree inspection report. (enc) – ***Noted.***

11.4 To approve the cost of the tree work after the inspection at £2802.00 + vat. (enc) – ***It was resolved that this is approved.***

12 – 25/184: COMMUNICATIONS WORKING GROUP

12.1 To discuss Mercury update and next publication date. – ***Mayor Jurczynszyn advised that content is required for mid-February.***

12.2 To give an update on where we are with social media & planner. – ***Cllr Coates advised that news items are being regularly scheduled but wants to revisit how we communicate via our media outlets.***

13 – 25/185: YOUTH PROVISION

13.1 To receive any updates from Cllr Coates. – ***Cllr Coates gave a detailed overview of the report supplied for Council to consider the final funding payment.***

13.2 To consider the latest youth report and approve the final funding payment for 2025/26 of £3571.00. (enc) – ***It was resolved that the final funding payment of £3571.00 has been approved. (s137)***

14 – 25/186: MELTHAM – SUSTAINABLE GROWTH AND DEVELOPMENT STRATEGY

14.1 Update on the Section 106 monies situation. (enc) – ***The Advisor is to chase this up with the relevant Kirklees officer.***

14.2 To receive further updates regarding the asset transfer of Meltham Recreation Ground. – ***Items regarding this have been covered in point 14.3.***

14.3 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.

It was agreed to request that Kirklees Council are to indemnify Meltham Town Council with any issues prior to the transfer and that all these points on item 14.2 are to be sent to a solicitor for further advice.

- 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. – ***Council***

are happy for the Advisor to proceed on this point once advice has been taken from a solicitor.

14.4 To consider the drainage and anti-social behaviour as recommended by the solicitors Schofield Sweeney as part of due diligence. – ***The Council agreed that any anti-social behaviour will be dealt with via the appropriate channels and that Kirklees must share all drainage information with Meltham Town Council as soon as possible.***

15 – 25/187: STRATEGY WORKING GROUP

15.1 To receive an update from the Strategy Working Group. – ***Cllr White advised that a Kirklees Officer attended the meeting to discuss the Ask Meltham responses and asked for the 'Ideas and Actions' document to be circulated amongst all of Council for their comments, then full results can be shared with the public. He also advised that there has been a separate meeting arranged on 2.2.26 to discuss the Landscape Maintenance Plan.***

15.2 To approve the draft Capital Management Plan and capital priorities of RAMP Phase 2, Meltham Rec and other considerations as they arise on recommended by the Finance Committee. (enc) – ***It was resolved that these are approved.***

15.3 To approve the minutes from the Strategy Working Group on the 15th of December 2025. (enc) – ***It was resolved that the minutes are approved.***

16 – 25/188: MELTHAM CHRISTMAS LIGHTS

16.1 Please approve the yearly commitment cost of £58.00 to store the Christmas Lights at the Meltham Methodist Church. (enc) – ***It was resolved that this is approved.***

17 – 25/189: TO NOTE EVENTS THE MAYOR HAS BEEN TO AND IS INVITED TO

17.1 The Mayor has been invited to the Saddleworth Civic Service on the 1st of February 2026. – ***Noted.***

18 – 25/190: EDWARD BROOK OIL PAINTING

18.1 The Clerk will give an update on the painting's restoration schedule. – ***The Clerk confirmed that restoration should be completed within 5-7 weeks.***

19 – 25/191: PRIDE OF MELTHAM AWARDS

19.1 To discuss the upcoming award and nominations. – ***The Clerk fed back information on potential nominees to this year's award.***

20 – 25/192: COUNCILLOR TRAINING

20.1 To receive feedback on the communications training from the Councillors in attendance and to arrange a Communications Working Group meeting to discuss the points raised in more detail. – ***Councillors in attendance all agreed the training was extremely worthwhile and will help give the Council's communications more structure, a Communications Working Group meeting will be arranged soon.***

21 – 25/193: MELTHAM LIBRARY GRANT

21.1 To approve the yearly payment of £5,000.00 to The Carlile Institute for assistance in running the Meltham Library. – ***It was resolved that this is approved. (s137)***

22 – 25/194: PLANNING APPLICATION

22.1 16, Hanson Road, Meltham, Holmfirth, HD9 5LR. Erection of porch extension and associated alterations. – ***SUPPORTED.*** [Planning application details | Kirklees Council](#)

The meeting concluded at 7.26pm

M.A.Brook

Mark Brook