



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 6.00pm on Monday 26<sup>th</sup> January 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 15<sup>th</sup> of December 2025 (enc).

5.2 To confirm as a correct record the Minutes of the Extraordinary Council Meeting held 12<sup>th</sup> of January 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 12<sup>th</sup> of January 2026 (enc).

6.2 To confirm as a correct record the Minutes of the Planning, Environment & Amenities Committee Meeting held 12<sup>th</sup> of January 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.

#### **8 – CORRESPONDENCE**

8.1 To consider the Kirklees email regarding an easement at 142 Huddersfield Road. (enc)

8.2 To note the blessing ceremony email for RAMP. (enc)

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

8.4 To consider the Meltham CE email regarding the Earth Day litter pick. (enc)

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

#### **9 – INTERNAL CONTROLS**

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

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

9.2 To approve the bank reconciliations: -

- Co-operative Current Account – December 2025

9.3 To approve the management accounts for:-

- December 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 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)

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)

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.

10.4 To approve the IT Policy as recommended by the Finance Committee. (enc)

10.5 To approve the Risk Management Strategy. (enc)

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

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

11.2 To note the maintenance inspection report. (enc)

11.3 To note the tree inspection report. (enc)

11.4 To approve the cost of the tree work after the inspection at £2802.00 + vat. (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.

13.2 To consider the latest youth report and approve the final funding payment for 2025/26 of £3571.00. (enc)

## **14 – MELTHAM – SUSTAINABLE GROWTH AND DEVELOPMENT STRATEGY**

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

14.2 To receive further updates regarding the asset transfer of Meltham Recreation Ground.

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.
- 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.

14.4 To consider the drainage and anti-social behaviour as recommended by the solicitors Schofield Sweeney as part of due diligence.

## **15 – STRATEGY WORKING GROUP**

15.1 To receive an update from the Strategy Working Group.

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)

15.3 To approve the minutes from the Strategy Working Group on the 15<sup>th</sup> of December 2025. (enc)

## **16 – 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)

## **17 – 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 1<sup>st</sup> of February 2026.

## **18 – EDWARD BROOK OIL PAINTING**

18.1 The Clerk will give an update on the painting's restoration schedule.

## **19 – PRIDE OF MELTHAM AWARDS**

19.1 To discuss the upcoming award and nominations.

## **20 – 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.

## **21 – 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.

## **22 – PLANNING APPLICATION**

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

Dated this 21<sup>st</sup> of January 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.\*