



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

Minutes of the Full Town Council meeting held at the Carlile Institute, Jubilee Room at **7.00pm on Monday 27th April 2026.**

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

Also present:- The Community Projects Delivery (CPD) Manager, Jo Green (Schofield Sweeney Solicitors) via teams at 19.10.

1 – 26/1: 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.

Taken as read.

2 – 26/2: 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).

*It was **RESOLVED** that agenda items 14 be brought forward due to the attendance of Jo Green, Schofield Sweeney Solicitors, with the discussion to be excluded due to contractual confidentiality.*

3 – 26/3: APOLOGIES / REASONS FOR ABSENCE

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

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

4 – 26/4: 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.

No declarations were made.

5 – 26/5: MINUTES

5.1 To confirm as a correct record the Minutes of the Full Town Council Meeting held 23rd of March 2026 (enc).

*It was **RESOLVED** that these be approved.*

6 – 26/6: 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 13th of April 2026 (enc).

*Moved by Cllr Noon and seconded by Cllr Crankshaw and it was **RESOLVED** that these be approved.*

6.2 To confirm as a correct record the Minutes of the Planning, Environment & Amenities Committee Meeting held 13th of April 2026 (enc).

*Moved by Cllr King and seconded by Cllr Jackson and it was **RESOLVED** that these be approved.*

7 – 26/7: TO RECEIVE REPORTS FROM KIRKLEES ELECTED MEMBERS

7.1 To receive information directly from Ward Councillors or suitable updates from the Clerk (highlighted in the email the Clerk sent when requesting if Councillors wanted feedback on specific issues from the Ward Councillors).

No reports were received.

8 – 26/8: CORRESPONDENCE

8.1 To note the email from Yorkshire Ambulance Service. (enc)

8.2 To note the emailed letter from the Meltham Shoebox Team. (enc)

10.4 As recommended by the Finance Committee, please approve the outsourcing of HR on a 5-year contract to option B in your meeting documents. (enc)

Cllr Noon reported that it was agreed over six months ago that the policies were to produced inhouse.

Due to staffing time constraints only some of these policies had been implemented, therefore it had been discussed at the finance committee to outsource this.

*Moved by Cllr Noon, and seconded by Cllr Jurczynsyn that the 5 year contract (option B) be **APPROVED**.*

10.5 To consider the grant request from Wilshaw Village Hall Trust. (enc)

This item was deferred until May's meeting, with an invitation to attend the meeting to be sent out via the clerk, inline with the application criteria.

10.6 To consider the grant request from the Friends of Robert Ashton Memorial Park. (enc)

*Moved by Cllr Noon, seconded by Cllr White that the grant be **APPROVED**.*

11 – 26/11: PARK REDEVELOPMENT AND ONGOING MAINTENANCE

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

None were reported.

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

This item was deferred to May's meeting.

11.3 To consider the request from the East Pennine Orienteering Club to have a start/finish to their event at the Park. (enc. with updated answer as requested by the Planning Committee)

*It was **AGREED** that this be **APPROVED**, subject to the Town Clerk requesting indemnity documentation, insurance and risk assessments.*

12 – 26/12: COMMUNICATIONS WORKING GROUP

12.1 To discuss Mercury update and next publication date.

Cllr Jurczynsyn reported that there is a submission deadline of the 5th of July for inclusion into the publication, with a planned delivery date of mid August.

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

Cllr Coates reported that everything was proceeding well.

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

Cllr Jurczynsyn reported that they are well under way.

13 – 26/13: YOUTH PROVISION

13.1 To receive any updates from Cllr Coates.

Cllr Coates reported that the service provision was proceeding well with minor issues reported on finding locations.

14 – 26/14: MELTHAM RECREATIONAL GROUND ASSET TRANSFER (REF: REC/47)

14.1 To consider the draft risk assessment and site inspection sheet. (enc)

*It was **RESOLVED** that this be approved.*

14.2 To consider the Report on Title. (enc)

*It was **RESOLVED** that this be approved.*

14.3 To consider the associated risks to Meltham Town Council funds.

Jo Green from Schofield Sweeney attended via teams giving an overview of the risks associated with the transfer and recommended that evidence be provided of reports to the charity commission..

Cllr White reported to the Council on the historical aspect of the land and noted that a report had been produced in 2011 via a solicitor that had been instructed by the Town Council at the time with an enclosed letter from the charity commission.

*It was **RESOLVED** that the Council are satisfied that the report and associated letter are adequate for their risk management and disclosures. The Town Clerk in conjunction with Cllr White are to locate the charity commission letter for inclusion with the deeds.*

14.4 To consider the execution of the Deed of Retirement and Appointment with authority given to sign and seal. (enc).

*It was **RESOLVED** that this be approved subject to the side letter being separated from the deed.*

The Town Clerk was delegated authority to sign and seal on behalf of the Council.

14.5 To consider indemnifying the outgoing trustee on the terms set within the draft deed, and the authority to execute the deed with authority to sign and seal.

*It was **RESOLVED** that this be approved.*

The Town Clerk was delegated authority to sign and seal on behalf of the Council.

14.6 To consider bearing the costs of Kirklees Councils solicitors for the creation of a 'side letter' between both parties.

This item is to be deferred until the next full council meeting.

14.7 To consider the side letter received from Addleshaw Goddard with the authority to sign. (enc)

It was **RESOLVED** that this be approved in principal, subject to Addleshaw Goddard submitting a revised document inline with discussions.

The revised letter is to be circulated to full council upon receipt.

It was **AGREED** that the Community Projects Delivery Manager and the Town Clerk have delegated authority to sign and authorise the changes.

14.8 To consider the draft report produced by Cllr Noon to be enclosed with the submission to Kirklees Council. (enc)

It was **RESOLVED** that this be approved and be sent as the formal application to the trust.

14.9 To consider that Meltham Town Council take full responsibility of Meltham Recreational Ground Trust as sole trustees. (latest annual accounts and essential trustee guidance enc.)

Moved by Cllr Noon, Seconded by Cllr King and it was **RESOLVED** that Meltham Town Council are to take on full responsibility of the Meltham Recreation Ground as sole trustees.

14.10 To consider the purchase of trustee indemnity insurance.

It was **APPROVED** that the Town Clerk is to purchase trustee indemnity insurance, public liability and overall cover for the trust.

14.11 To consider delegation of authority to act.

It was **RESOLVED** that the Community Projects Delivery Manager and Town Clerk have delegated authority to act in any further matters relating to the transfer of the trust, inline with the Town Councils financial regulations and standing orders.

14.12 To consider the quotation for the new Scribe Accounts Package required for Meltham Recreational Ground. (enc)

It was **AGREED** that the quotation be accepted and **APPROVED**.

14.13 To consider adopting the Town Council's policies and procedures.

It was **RESOLVED** that the trust is to adopt the Town Council's policies and procedures at the current time.

14.14 To consider the operational site management and maintenance.

It was **AGREED** that a trustees meeting is to be arranged upon completion of the transfer.

15 – 26/15: STRATEGY WORKING GROUP

15.1 To receive an update from the Strategy Working Group.

The meeting was deferred.

16 – 26/16: ASK MELTHAM

16.1 To approve the Ask Meltham Action Plan. (enc)

It was **RESOLVED** that this be **APPROVED**.

The CPD Manager reported that this is to be published after the Kirklees Council May elections.

17 – 26/17: TO NOTE EVENTS THE MAYOR HAS BEEN TO AND IS INVITED TO

17.1 The Mayor attended the Saddleworth Parish Council Civic Dinner on the 28th of March 2026.

17.2 The Mayor attend the Kirklees Civic Service on the 26th of April 2026.

These were duly **NOTED**.

18 – 26/18: CRIME ISSUES IN MELTHAM

18.1 To receive any updates on crime and disorder in the Meltham Township. (enc)

Cllr Varley reported that the graffiti in RAMP would need to be repaired.

Cllr Coates noted that she had reported off road bikes in the Greenway area.

The meeting concluded at 20.38.

T.Ball

Tara Ball

Community Projects Delivery Manager