



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, Jubilee Room **commencing at 7.00pm on Monday 27th April 2026.**

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.

9.3 To approve the management accounts for:-

- March 2026

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

£2,705.57 Zurich Insurance / £5,930.40 Design Powered

10 – FINANCE AND GOVERNANCE

10.1 To note that the Internal Audit has been booked in for the 27th of May 2026.

10.2 To note the policies the Clerk/CPD Manager has reviewed (non/minimal changes). (enc)

- Grievance Policy
- Press and Media Policy
- Social Media Policy

10.3 Update on the Section 106 monies situation. (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)

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

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

11 – PARK REDEVELOPMENT AND ONGOING MAINTENANCE

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

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

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)

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.

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

13 – YOUTH PROVISION

13.1 To receive any updates from Cllr Coates.

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

- 14.1 To consider the draft risk assessment and site inspection sheet. (enc)
- 14.2 To consider the Report on Title. (enc)
- 14.3 To consider the associated risks to Meltham Town Council funds.
- 14.4 To consider the execution of the Deed of Retirement and Appointment with authority given to sign and seal. (enc)
- 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.
- 14.6 To consider bearing the costs of Kirklees Councils solicitors for the creation of a 'side letter' between both parties.
- 14.7 To consider the side letter received from Addleshaw Goddard with the authority to sign. (enc)
- 14.8 To consider the draft report produced by Cllr Noon to be enclosed with the submission to Kirklees Council. (enc)
- 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.)
- 14.10 To consider the purchase of trustee indemnity insurance.
- 14.11 To consider delegation of authority to act.
- 14.12 To consider the quotation for the new Scribe Accounts Package required for Meltham Recreational Ground. (enc)
- 14.13 To consider adopting the Town Council's policies and procedures.
- 14.14 To consider the operational site management and maintenance.

15 – STRATEGY WORKING GROUP

- 15.1 To receive an update from the Strategy Working Group.

16 – ASK MELTHAM

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

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.

18 – CRIME ISSUES IN MELTHAM

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

Dated this 22nd of April 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 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.