



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 21st September 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 27th of July 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 Planning, Environment & Amenities Committee Meeting held 7th of September 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 – TO RECEIVE REPORTS FROM MELTHAM COUNCIL ELECTED MEMBERS

8.1 To receive any updates from Meltham Town Councillors on projects they are working on, not covered on this agenda.

8.2 To receive an update from Make Meltham Sparkle. (letter enc)

8.3 To receive an update letter from Picnic in the Park. (letter enc)

8.4 To receive feedback from an introduction meeting regarding the Femme Tour de France 2027.

9 – CORRESPONDENCE

9.1 To consider the letters from Make Meltham Sparkle giving the Council donations of £626.40 and £572.00. (enc) – (power: LGA1972 Section 139)

9.2 To consider and respond to the email from Kirklees regarding the easement of 142 Huddersfield Road. (enc)

9.3 To consider the email from Meltham Moor School requesting one or some councillors to attend their Monday afternoon assembly. (enc)

9.4 To note the email from idverde confirming the hanging baskets will be collected on the 8th of October 2026. (enc)

10 – INTERNAL CONTROLS

10.1 To retrospectively approve the receipts and payments schedule for July & August 2026: -

- July Receipts – **£4,192.53** Payments - **£60,970.60**
- August Receipts - **£3,113.97** Payments - **£15,015.20**

10.2 To approve the bank reconciliations: -

- Co-operative Current Account – July 2026
- Co-operative Current Account – August 2026

10.3 To approve the management accounts for:-

- July 2026
- August 2026

10.4 To approve payments made of more than £2,000.00 in between meetings (financial regulation 4.8):- £5,625.00 Design Powered / £3,571.00 Enabling Youth / £40,000 Meltham Recreation Ground Trust / £2,200.00 West Yorkshire Building Services

11 – FINANCE AND GOVERNANCE

11.1 To note that Internal Audit Yorkshire will do our Interim Audit on the 26th of November 2026 and the Year End Audit will be on the 27th of May 2027.

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

- Dignity at Work – Civility & Respect Policy. (enc)

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

11.4 To consider the changes to publications of councillor addresses and draft DPI form. (enc)

11.5 To consider the small grants funding request from Meltham Chess Club. (enc)

11.6 To consider the small grants funding request from the Scouts. (enc)

11.7 To approve the emailed cost from Kirklees for the Town's Christmas Tree. (enc)

11.8 To note the River Holme Connections Data Breach and receive any relevant updates from the Clerk. (enc)

11.9 To note the NJC annual pay increase for the Clerk and the CPD Manager which will be backdated to April the 1st 2026.

11.10 To approve the Terms of Reference for Meltham Town Council Working Groups. (enc)

11.11 To consider the Council appointing a Mayor's Cadet and the implementation process for this. (enc)

12 – PARK REDEVELOPMENT AND ONGOING MAINTENANCE

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

12.2 To consider upgrading the football pitch to increase its use.

12.3 To consider the park tree works as recommended by the Planning Committee. (enc)

12.4 To consider the Kirklees Environmental Health response in relation to noise/incursion complaint. (enc)

12.5 The interim park play equipment inspection was done on the 16th of September 2026, report to follow.

12.6 To consider delegating authority to the Strategy Working Group to progress discussions with relevant parties for Phase 2 of the Park re-development.

12.7 The annual tree inspection has been booked in for early November 2026 at a cost to be approved of £1650.00 + vat.

12.8 To consider appointing Michelle Stephens from Kirklees to design and submit a joint Planning Application for the Bandstand and Carpark.

13 – COMMUNICATIONS WORKING GROUP

13.1 To discuss Mercury update and next publication date.

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

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

14 – OVER 70s CHRISTMAS EVENT

14.1 To agree that the Council is running the event again and giving a gift of £5.00 per person.

14.2 To approve that the Clerk can order enough £5.00 notes to cover 350 people.

14.3 To approve that the Clerk requests the full reimbursement of the event from the Pools Allotment Trust.

15 – TO NOTE EVENTS THE MAYOR HAS BEEN TO AND IS INVITED TO

15.1 The Mayor attended the Goole Town Council's Official Yorkshire Day Celebrations on the 1st of August 2026.

15.2 The Mayor attended the Lego themed children's event at St. James's Church on the 2nd of August 2026.

15.3 The Mayor attended the Kirklees Civic Dinner on the 7th of August 2026.

15.4 The Deputy Mayor attended the Saddleworth Civic Service on the 6th of September 2026.

15.5 The Mayor and councillors attended the Meltham Civic Service on the 13th of September 2026.

15.6 The Mayor has been invited to the Honley Male Voice Choir Christmas Concert on the 6th of December 2026.

16 – CRIME ISSUES IN MELTHAM

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

16.2 To receive feedback from Mayor Coates regarding the fly tipping webinar she attended and to also consider that the Council becomes a member of Keep Britain Tidy. (enc)

17 – PLANNING APPLICATIONS

17.1 To consider the following planning applications:-

- Application No: 2026/65/92431/W, 1, The Old Stables, Huddersfield Road, Meltham, Holmfirth, HD9 4BQ.
Listed Building Consent to install domestic electric vehicle (EV) charger.

[Planning application details | Kirklees Council](#)

18 – STRATEGY WORKING GROUP

18.1 To arrange the next meeting date.

Dated this 16th of September 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.