



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 22nd June 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 26th of May 2026 (enc).

5.2 To confirm as correct the Minutes of The Annual Council Meeting held on the 26th of May 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 8th of June 2026 (enc).

6.2 To confirm as a correct record the Minutes of the Planning, Environment & Amenities Committee Meeting held 8th of June 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 (highlighted in the email the Clerk sent when requesting if Councillors wanted feedback on specific issues from the Ward Councillors).

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.

9 – CORRESPONDENCE

9.1 To consider the WY Police Community Response Plan email. (enc)

[Community Response Planning – West Yorkshire Prepared](#)

9.2 To consider further correspondence regarding the easement request from Kirklees and supporting documents. (enc)

10 – INTERNAL CONTROLS

10.1 To retrospectively approve the receipts and payments schedule for May 2026: -

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

14.1 To receive an update as to the current position of the transfer.

15 – STRATEGY WORKING GROUP

15.1 *No meeting until the 6th of July 2026.*

16 – ASK MELTHAM

16.1 To receive any appropriate updates.

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

17.1 The Mayor has been invited to the Meltham Art Week Preview event on the 6th of July 2026.

18 – CRIME ISSUES IN MELTHAM

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

19 – PLANNING APPLICATIONS

19.1 Please comment on the following planning applications:

- 2026/62/91560/W – Meltham Grange Farm.
Demolition of 2 agricultural buildings and erection of 3 detached dwellings with parking and landscaping. [Planning application details | Kirklees Council](#)
- 2026/CL/91563/W – 42, Holmfirth Road, Meltham.
Certificate of lawfulness for proposed erection of single storey rear extension. [Planning application details | Kirklees Council](#)

Dated this 17th of June 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.