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, Edward Brook Suite **at 6.00pm on Monday 22nd June 2026**.

Present: Cllr Coates (Chair), Cllr's Barrowclough, Batty, Haigh, Jackson, Varley and White.

Also present: Community Projects Delivery (CPD) Manager (via Teams)

1 – 26/56: 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 – 26/57: 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). ***– None.***

3 – 26/58: APOLOGIES / REASONS FOR ABSENCE

3.1 To receive apologies of absence. ***– Cllr's Crankshaw, Jurczyszyn, King, Noon and Wrathall.***

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

4 – 26/59: 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.

Cllr White advised that he and Mayor Coates are trustees at The Complex and would remove themselves from the discussion on item 14, the Clerk and CPD Manager advised that the meeting would become inquorate if that was the case, so the Council decided to suspend Standing Order 3u.

5 – 26/60: MINUTES

5.1 To confirm as a correct record the Minutes of the Full Town Council Meeting held 26th of May 2026 (enc). ***– It was resolved that the minutes are approved.***

5.2 To confirm as correct the Minutes of The Annual Council Meeting held on the 26th of May 2026 (enc). ***– It was resolved that the minutes are approved.***

6 – 26/61: 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). ***– It was resolved that the minutes are approved.***

6.2 To confirm as a correct record the Minutes of the Planning, Environment & Amenities Committee Meeting held 8th of June 2026 (enc). ***– It was resolved that the minutes are approved.***

7 – 26/62: 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). ***– The Clerk advised that Ward Councillors have been very active in chasing Kirklees on various highways issues and that a large volume of potholes have being attended to.***

8 – 26/63: 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. ***– Mayor Coates explained that this was a new agenda item and encouraged Councillors to feedback, the CPD Manager suggested to have specific agenda points added quarterly for feedback as well. Mayor Coates also advised that Enabling Youth are actively looking at more funding streams and extra school sessions.***

9 – 26/64: CORRESPONDENCE

9.1 To consider the WY Police Community Response Plan email. (enc) ***– Mayor Coates suggested that this item is to be considered further on the Planning Committee and Council agreed.***
9.2 To consider further correspondence regarding the easement request from Kirklees and supporting documents. (enc) ***– Cllr White proposed that there should be a joint sale of the easement and the Lodge with the proceeds to be split 50/50, this was seconded by Cllr Barrowclough and unanimously agreed by Council. Cllr White agreed to liaise with the CPD Manager to draft the response.***

10 – 26/65: INTERNAL CONTROLS

10.1 To retrospectively approve the receipts and payments schedule for May 2026: ***- It was resolved that they are approved.***

- Receipts **– £238,224.67** Payments **- £27,574.78**

10.2 To approve the bank reconciliation: ***- It was resolved that it is approved.***

- Co-operative Current Account – May 2026

10.3 To approve the management accounts for: ***- It was resolved that they are approved.***

- May 2026

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

£2,379.40 Schofield Sweeney / £2,660.00 Meltham Golf Club / £7142.00 Enabling Youth / £2,370.00 Schofield Sweeney ***- It was resolved that they are approved.***

11 – 26/66: FINANCE AND GOVERNANCE

11.1 To note that the Internal Audit was completed on the 27th of May 2026. ***– Noted.***

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

- Anti-bullying and Harassment Policy
- Councillor Code of Conduct (adopted 2022, no revisions from LGA yet)
- Statement of Intent on Training & Development for Staff and Elected members
- Transparency Code Compliance

These policies were noted with the minor text adjustments suggested by Mayor Coates on the Anti-Bullying Policy and the Statement of Intent on Training & Development.

11.3 Update on the Section 106 monies situation. (enc) ***– Cllr White made the Council aware that Cllr Noon has been formally chasing this in his capacity as a Ward Councillor and is awaiting further feedback from Kirklees.***

11.4 To approve the Balance Sheet for 2025-26 up to the 31st of March 2026. (enc) ***– It was resolved that this is approved.***

11.5 To approve the Annual Internal Auditors Report for 2025-26 including Form 3 as part of the AGAR approval process. ***– It was resolved that this is approved and the Council were satisfied with the Clerk's explanation that although Internal Control Boxes 'L' and 'O' were ticked 'No', with the evidence provided it was agreed that the Clerk ticks 'Yes' to Assertion 10 in Section One of the Annual Governance Statement and passes the evidence onto the External Auditor accordingly.***

11.6 To approve the AGAR for 2025-26.

- To approve the Annual Governance Statement (Section 1) for the year ending 31st March 2026. (enc) ***- It was resolved that it is approved.***
- To approve the Annual Accounting Statement (Section 2) for the year ending 31st March 2026. (enc) ***- It was resolved that it is approved.***
- To approve the explanation of variances for 2025-26. ***- It was resolved that it is approved.***

11.7 To note that subject to approval of the AGAR above, the Clerk will announce the notice of public rights and the publication of unaudited accounts on the 23rd of June 2026, with the inspection period to commence on the 24th of June until the 4th of August 2026. **– Noted.**

11.8 To approve the Meltham Town Council's Organisational Structure. (enc) ***- It was resolved that it is approved.***

11.9 To approve the Committee Membership for 2026/27. (enc) ***- It was resolved that it is approved.***

12 – 26/67: PARK REDEVELOPMENT AND ONGOING MAINTENANCE

12.1 To note any general updates and other maintenance issues. (enc) ***– The Clerk advised that he is awaiting the cost for the post installation of the park signage, the red brick Mill Bank Allotment Wall is due to be capped off 23.6.26 and the dry-stone wall repair also at Mill Bank will be done on the 3rd / 4th July.***
Cllr White also suggested that a longer-term plan for the next phases for the park needs to be looked at and funds earmarked accordingly.

13 – 26/68: COMMUNICATIONS WORKING GROUP

13.1 To discuss Mercury update and next publication date. ***– The Clerk advised that the deadline for content is early July and the planned distribution is w/c 11th August.***

13.2 To give an update on where we are with social media & planner. ***– Mayor Coates asked for any ideas to be sent over for social media publication.***

13.3 To receive an update with the latest situation on the information boards. ***– The artist that the Council have commissioned to do the work came in and did a presentation of the excellent work completed already and advised of the next steps.***

14 – 26/69: MELTHAM RECREATIONAL GROUND ASSET TRANSFER (REF: REC/47)

14.1 To receive an update as to the current position of the transfer. ***– The CPD Manager gave an update following the meeting with the Clerk and Kirklees, the Clerk now has all the original transfer deeds and documents, and Cllr White discussed the Complex/Skate Park electric/lamps issue.***

15 – 26/70: STRATEGY WORKING GROUP

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

16 – 26/71: ASK MELTHAM

16.1 To receive any appropriate updates. ***– This will be discussed at the next Strategy meeting.***

17 – 26/72: 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. ***– Noted.***

18 – 26/73: CRIME ISSUES IN MELTHAM

18.1 To receive any updates on crime and disorder in the Meltham Township. (enc) ***– Mayor Coates noted the various emails from West Yorkshire Police that were added to the meeting pack.***

19 – 26/74: 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
  Not supported as it doesn't fit with planning policy and is situated on greenbelt.
- 2026/CL/91563/W – 42, Holmfirth Road, Meltham.
  Certificate of lawfulness for proposed erection of single storey rear extension.
  Planning application details | Kirklees Council
  Supported.

The meeting concluded at 7.38pm

M.A.Brook

Mark Brook
Clerk to the Council