Meltham Recreation Ground Trustees Meeting

Meeting Date: 27th July 2026
Meeting Start Time: 7.15pm
Venue: The Carlile Institute, Edward Brook Suite

Minutes of the Trustees Meeting:

Trustees Present :Cllrs Barrowclough, Batty, Coates, Crankshaw, Haigh, Jackson, Jurczyszyn, King, Noon, Varley and White

Officers Present: Mr M Brook

1. 26/1: APOLOGIES FOR ABSENCE FROM TRUSTEES. – *Cllr Wrathall*

2. 26/2: APPOINTMENT OF CHAIR & VICE CHAIR. – *It was proposed by Cllr White and seconded by Cllr Jackson that the Chair and Vice Chair each year will be the Mayor and Deputy Mayor of the Council, the* ***Trustees resolved to approve this*** *unanimously, so Cllr Lisa Coates is the Chair and Cllr Richard Crankshaw is the Vice Chair until the end of their Mayoral office in May 2027.*

3. 26/3: DECLARATIONS OF INTEREST. – *Cllr's Coates and White advised the Trustees that they are also Trustees of the Meltham Sports Complex,* ***it was agreed*** *that if there are no items of financial interest between the two parties then there would be no issues, if this was the case they would excuse themselves from the discussion.*

4. 26/4: MEETING OPEN TO THE PUBLIC. – *No members of the public were in attendance. Moving forward* ***it was agreed*** *that should a member of public contact a Trustee or Officer wanting to attend, they would need to give their reasons for attending and would then be given a time slot to discuss said reasons, ideally in the next meeting, the public agenda point will be moved accordingly to their time of arrival.* ***It was also agreed*** *that an annual public meeting is arranged, date TBA.*

5. 26/5: FINANCE.

5.1 To approve:

a. The opening of a current and savings co-operative bank accounts. – ***Approved.***
b. Resolution for Grant Provision/working partnership funding from Meltham Town Council Resolution: Meltham Recreation Ground Trust, resolves to request grant Provision/ or working partnership funding from Meltham Town Council, in the sum of £40,000 for the annual year 2026-2027. – ***Approved.***

5.2 To confirm receipt of the transfer opening balances from Kirklees Council. – ***Mr Brook advised that the funds would be due to be deposited on the 28.7.26.***

5.3 To consider the quotations for site improvements.

- *RM Services **approved** for the Skate Park lights.*
- *Newiss Drystone Waller **approved** for the drystone wall renovations.*
- *West Yorkshire Outdoor Building Services **approved** for the concrete bollards, Cllr Noon advised less bollards will be required.*
- *Lewis Haigh & Sons **approved** to repair the collapsed stone culverts across the old rugby pitch.*
- *Kissing Gate quote was **paused** as the Trustees are looking at another solution due to the removal of the historic stone gate posts currently in situ.*
- *The Skate It summer activity cost was approved but Chair Coates is speaking to Enabling Youth to see if there are other offerings available for the same or less cost.*
- *Cllr Varley is seeking out further fencing quotes as a comparison to the one supplied by Groundworks, overall cost is approved just looking to seek value for money.*
- *It was **agreed** that the Bowling Club would be approached for them to remove the trees which could have damaged the drystone wall and would in turn potentially damage the new fence.*

5.4 To consider the operational budget for 2026/27. – ***Approved.***

5.5 To consider the capital expenditure budget and allocation of funding. – ***Broad budget heads agreed*** *with further investigation to gain value for money on some of the quoted items.*

5.6 To consider the annual football pitch fees. – ***Approved.***

5.7 To approve the transfer of interest accrued from the endowment fund to unrestricted funds. – ***Approved.***

5.8 To consider the site investigation quotation from Kirklees Council. – ***Approved.***

6. 26/6: GOVERNANCE.

6.1 To consider the draft governing document. – ***Approved.***

6.2 To consider the draft trust code of practice. – ***Approved.***

6.3 To sign the trustees code of practice declaration. ***– Approved and all signed apart from Cllr Wrathall, Mr Brook will ensure this is signed in between meetings.***

6.4 To consider the draft conflict of interest policy. ***– Approved.***

6.5 To consider the draft grounds maintenance contract. ***– Trustees to read and feedback to Chair Coates.***

6.6 To approve the sports hire agreement and football pitch booking form. – ***Approved*** *once the changing room option is removed****.***

6.7 To consider the draft non-sports hire policy. ***– Approved.***

7. 26/7: DELEGATED RESPONSIBILITIES.

7.1 To consider delegation of authority of officers. – *It was* ***agreed*** *that the delegation of authority be given to the officers in conjunction with our standing orders and financial regulations.*

8. 26/8: OPERATIONAL.

8.1 To consider signage in the grounds. – *Mr Brook is underway with the creation of signage and will report back once developed.*

8.2 To approve interim site contractors. ***– Approved.***

8.3 To discuss engagement of contractors. – *It was* ***agreed*** *that an approved contractor list be created.*

9. 26/9: URGENT MATTERS TO REPORT. – *Cllr Jackson reported that a soakaway had been added in by the developers of Poppy Gardens, this is being investigated further. Chair Coates suggested that the trust may require an SLA with the Complex and it was* ***agreed*** *that Mr Brook will enlist Kirklees in obtaining one extra large waste bin which will be situated at the Complex.*

10. 26/10: DATE OF NEXT MEETING. – *To follow the next Full Council meeting on the 21st of September, it was also* ***agreed*** *that the trustee meetings would continue to follow Full Council meetings for the foreseeable future.*

The meeting concluded at 8.28pm