



mirfield  
town council

## **Minutes of Mirfield Town Council Meeting**

**Held on:** Wednesday 19<sup>th</sup> October 2022 at 7.30pm

**Held at:** Trinity Methodist Church, 4 Trinity Street, Mirfield, WF14 8AD

### **Councillors Present:**

V Lees-Hamilton (Chairman) M Connell (Deputy), S Naisbett, P Tolson, J Roberts, J Hirst, M Sullivan, J Nottingham, S Guy, C Mallinson, M Brown

### **In Attendance:**

Clerk: L Staggs

Public: Members Mirfield Roundtable, Lower Hopton residents, MIB members, Novus

Press: None

**MTC69/2022**

### **Chairman's Welcome and Remarks:**

The Chairman Cllr Lees-Hamilton welcomed Cllrs & members of the public, stating it was lovely to see everyone. She thanked Cllr Connell for attending Hebden Royd Civic Service on behalf of MTC and stated she would be attending Saddleworth Civic Service this weekend. She reported attending the Yorkshire In Bloom awards with Mirfield In Bloom and a visit to Harlow Carr with MIB.

**MTC70/2022**

### **Apologies for Absence:**

Councillors to send apologies and reasons for absence to the clerk or chairman for approval

1. To receive apologies – Cllrs Kath Taylor, M Burton & J Hinchliffe have a leave of absence & Cllrs Bolt & Taylor sent apologies with reasons for absence. Cllr Guy **Proposed** to accept the apologies Cllr Naisbett **Seconded Vote: All in favour**
2. To approve reasons for absence – Cllr Guy **Proposed** to approve the reasons for absence Cllr Naisbett **Seconded: Vote: All in favour**

**MTC71/2022**

### **Declaration of Interest:**

Councillors to declare an interest, if applicable to any item on the agenda including any pecuniary interests whether they have been declared on the members register of pecuniary interests.

**Cllr Guy declared an other interest MTC73(1)**

**Cllr Brown declared an other interest in MAGS as an allotment holder**

**Cllr Lees Hamilton Proposed to suspend standing orders and change the running order of the agenda Cllr Naisbett Seconded Vote: All in favour**

**MTC72/2022**

### **Confirmation of Minutes:**

To approve the minutes of the Ordinary Town Council meeting of 28<sup>th</sup> September 2022 including payments of £164.39. Cllr Bolt is absent but sent an email regarding the minutes. Cllr Lees-Hamilton reads the email but confirms that a Cllr must be present to vote on the accuracy of the minutes. Part of the email to be

## MTC73/2022

dealt with in MTC76(4). Cllr Naisbett **Proposed** the minutes were a true & correct record of the meeting Cllr Mallinson **Seconded Vote: All in favour**

### **Matters Arising from the Minutes:**

To receive information on the following ongoing issues and decide further action where necessary

1. To receive an update on Mirfield Library and agree any action necessary – No update
2. To receive an update from Cllr Naisbett on Christmas Lights and agree any action or cost necessary – Cllr Naisbett reports he has spoken to Bradford Festival Lighting and discussed the quotation and approved the new lights and installation as per the resolution 28<sup>th</sup> September. They do not think we will get much for the lights as they are outdated and will possibly get more for scrap value, disposal will be discussed at a later date. Clerk confirms she received the offer of £1000 grant from Kirklees and has completed the acceptance form and returned to Kirklees. Cllr Naisbett confirms with this grant the lights will come in on budget, Cllr Lees-Hamilton thanked Cllr Naisbett and the Christmas lights committee for all their efforts sorting out Christmas Lights. Cllr Naisbett **Proposed** the date of the switch as Sunday 4<sup>th</sup> December Cllr Connell **Seconded Vote: All in favour** Working party to have a further meeting. Keep on agenda for any updates.
3. To receive an update from Cllr Connell on Lamppost Banners and agree any action necessary – Cllr Connell reports that the agreement has been signed by both parties. Cllr Connell and Clerk to have a Zoom meeting with CP Media to discuss options.
4. To receive an update from the Clerk on Eastthorpe Gardens and agree any action necessary – Members of Mirfield Round Table are present and apologise for not seeking approval for use of Eastthorpe Gardens for the Beer Festival and offer to reimburse MTC for the £90 maintenance. Clerk reports that St Pauls had arranged this with the Round Table and should have asked permission as agreed with the warden in a meeting at the gardens earlier in the year. Cllrs discuss donating the £90 to a local group. Clerk confirms that the maintenance has been paid as per the agreement, a donation can be made by the Round Table. Cllr Lees-Hamilton reported that the Salvation Food bank was accessible to all residents that needed help, without needing a referral. Cllr Naisbett **Proposed** Mirfield Round Table kindly donate the £90 to the Salvation Army Food bank Cllr Brown **Seconded Vote: All in favour**

## MTC64/2022

### **Finance:**

To approve the following accounts for payment:

1. To agree Clerk October Salary by Bacs
2. To agree Clerk Working Allowance October by Bacs
3. To agree HMRC October PAYE by Bacs
4. To agree Trinity Methodist October Room Hire by Bacs £40.00
5. To agree Able Gardens October maintenance by Bacs £90.00
6. To agree Zoom monthly Pro by Bacs £14.39
7. To agree Old Colonial installation of signage at Ings Grove Park by Grove Fencing £144 (Previously overlooked by Armistice Committee)
8. To receive Bank Reconciliation to 30/09/22 – **Noted**
9. To receive September Monthly budget – **Noted**

Cllr Guy **Proposed** to pay items 1-6 en bloc Cllr Tolson **Seconded Vote: All in favour**

Cllr Bolt had sent an email regarding payment 7, Cllr Lees-Hamilton reads the email. Cllr Lees-Hamilton explains that the invoice was not submitted to the Clerk by the supplier and has not been paid. She asks Cllr Guy as a member of the Armistice committee, if he remembers the invoice. Cllr Guy is not certain if he recalls this. Clerk to contact Grove Fencing who installed the sign for clarity of

payment by Old Colonial or if still outstanding.

## MTC65/2022

### Grant Applications:

1. To consider grant applications submitted: Mirfield Round Table Bonfire – Members of Mirfield Round Table are present. Grant forms and further documents were circulated prior to the meeting. The grant is for £4500, the cost of the fireworks for the annual bonfire event. MRT report that the bonfire will celebrate its 50<sup>th</sup> year in 2022 and is the 2<sup>nd</sup> largest event in Mirfield after the Mirfield Show. They report that Leeds council have cancelled all the council bonfires this year, which may impact the attendance at Mirfield, however there are additional bonfires this year in Brighouse, Penistone and Barnsley held by the Round tables. Cllr Lees-Hamilton mentions complaints of parked cars from residents of Parker Lane & Blake Hall and asks what is in place to minimise the impact of parking on nearby roads. MRT confirm this is addressed through their risk assessment, traffic management and liaising with WY Police. This year they have event cancellation insurance, but this is only if the full event is cancelled. In previous years the firework company have still carried out the display, albeit to smaller crowds in bad weather. MRT confirm that they keep at least £3500 in reserves to donate to volunteer groups as they could not run the event without volunteers. Cllr Connell **Proposed** to grant the full amount of £4500 as this is a key event for the residents of Mirfield and in the current climate, residents need something to look forward to. Invoice to be made out to MTC and Clerk will pay by Bacs as per last year Cllr Mallinson **Seconded Vote: All in favour**  
**8.11pm Mirfield Round table leave & Cllr Lees-Hamilton resolved to reinstate standing orders.**

## MTC66/2022

### Internal Matters:

To receive information on the following items and decide any action where necessary

1. To receive a presentation from Novus regarding the Mirfield Remembers website and agree a course of action and any costs – Brett is present from Novus and reports to MTC that the business was set up 6 years ago. He was asked by EJ Events to help create the Mirfield Remembers website for VE75. He confirms he was sub-contracted by EJ Events and at the time did not have a contract with MTC. He explains the benefits of having a professional website built on Wix, he can provide training for MTC to maintain a website themselves. He states it makes sense to have a website that then links local events to it. Cllr Connell confirms that MTC did not have access to the website & lost control, so nothing has been done with it for 3 years. Brett states that it would be beneficial for contacts, as anyone that signs up to the website, legally allows the use of their details. Cllr Guy states that this can be taken into other events like the Remembrance Parade, Holocaust Memorial Day etc. Brett confirms that MTC could have interactive e-magazines and this could become a centralised website for the community. Cllr Lees-Hamilton states that all Cllrs are members of the Civic committee, and this website could become a hub for other groups, as lots going on in Mirfield and could all work together. Cllr Connell confirms to Cllr Sullivan that the domain name belongs to MTC, and has control of this. Cllr Naisbett **Proposed** MTC consider in principle a website provided by Novus. Any ideas for a website to be sent to the Clerk to collate for the next meeting and invite Novus back to discuss fully at the 16<sup>th</sup> November meeting Cllr Connell **Seconded Vote: All in favour**  
**Cllr Lees-Hamilton called a 5 minute comfort break**
2. To receive an update from Mirfield In Bloom – Members of MIB are present. They report that this is the 5<sup>th</sup> year of MIB and are in the category of large town due to the population being 20k. This year MIB branched out in to all

neighbourhoods, 9 in total, incorporating 3 schools. 6 of these entered YIB and 5 received the highest award of outstanding. 1 school received gold, 2 received silver. Two members of MIB received the Queens Award for voluntary service and MIB was awarded Best Town in Yorkshire. The community award was silver gilt with just 2 marks off gold, for lack of supporting statistics. John Cotton and MTC are the main sponsors of MIB and the Mayor and Deputy are thanked for attending the awards ceremony. The group are determined to win gold across the board next year and were praised by the judges for no vandalism or litter anywhere. Next year the group will be growing plants that attract birds, bees & butterflies. Cllr Lees-Hamilton thanked MIB for the great result and all their time and efforts. Cllr Connell thanked MIB for the opportunity to go round the town with MIB and the judges.

3. To discuss the option to opt out of the SAAA sector led auditor appointment regime from financial year 2022/2023 to financial year 2026/2027 and agree any action necessary – Email from YLCA & SAAA was circulated prior to the meeting. Clerk recommends that MTC do not opt out of the current SAAA sector led auditor appointment regime. Cllr Guy **Proposed** MTC accepts the Clerk’s recommendation to **not** opt out of the current SAAA sector led auditor appointment regime Cllr Connell **Seconded Vote: All in favour**
4. To receive an update on Clerk’s pay agreement and agree any action necessary (Due to confidential nature, may be taken in private) – Cllr Lees-Hamilton, having read out Cllr Bolt’s email, explains to Cllrs, the Clerk’s contract. She confirms that the contract is aligned to the Terms and Conditions based on the National Agreement on Pay and Conditions of Service of the National Joint Council for Local Government Services and regularly reviewed and agreed by NALC and SLCC acting together. She refers to the recommendation made by the Internal Auditor in her report that the Clerk’s salary be brought in line with this. The Clerk’s salary is set to a spinal point, agreed by council and any increases the council wish to make to this annually, can be done so in July under her annual appraisal. However, the National Salary awards in April state that when pay agreements are made by them in April, these should be implemented as swiftly as possible. These pay arrangements are separate to the annual appraisal and spinal columns. She mentions that Cllr Bolt has suggested linking to Kirklees, but this is not in line with the Clerk’s contract and the Kirklees inflation rates are for all staff not limited to Clerk’s; which the National Pay agreement is. Cllr Lees-Hamilton recommends to Cllrs that the spinal column of 28 be applied and back dated to April 2019, that the agreement be upheld as per the contract in line with National Agreement on Pay and the Clerk be back dated to April 2019 any annual increases linked to the National Pay agreement; in addition, any costs for professional advice relating to this back pay be paid by MTC. Cllr Guy **Proposed** MTC accept the recommendation made by Cllr Lees-Hamilton (above) Cllr Roberts **Seconded Vote: All in favour**

**MTC67/2022**

**Public Question Time:**

**NONE**

**MTC68/2022**

**The Date of The Next Town Council Meeting.**

Cllr Lees-Hamilton reports that the Clerk has created a spreadsheet with basic contacts for Kirklees as she knows Cllrs struggle knowing which department or officer to approach. She will send to Cllr Bolt to add any further contacts and then circulate to all Cllrs. She tells Cllrs to copy herself and Cllr Bolt into any emails that are sent, that way Kirklees officers may act more quickly.

Date of next meeting: Wednesday 2<sup>nd</sup> November 2022.

Time Meeting Closed.....**9.19pm**.....