



## ANNUAL TOWN COUNCIL MEETING

**Held on:** Wednesday 10<sup>th</sup> May 2023 at 7.00pm

**Held at:** Trinity Methodist Church, Trinity Street, Mirfield.

**Councillors Present:**

V Lees-Hamilton, M Connell, S Naisbett, S Guy, J Hirst, P Tolson, M Brown, J Roberts, M Sullivan, M Bolt, J Hinchliff, D Hirst, M Hamilton, B Harrison, I Ali, I Ali

**Councillors Absent:**

None

**In attendance:**

Clerk L Staggs

Public Member British Legion, 3 Members Friends of St Mary's, other members of the public, recipient Ambassador Award & recipient Honorary Freeman of Mirfield Award

Press None

## MINUTES

**MTC1/2023**

**CHAIRMAN'S WELCOME**

Clerk confirms that all Cllrs have read & signed the Declaration of Acceptance of Office. Cllr Lees-Hamilton welcomed everyone in attendance to the Annual Council Meeting. She said that she normally kept the welcome short as she was not one for speeches, however tonight was different as it was her last one. She thanked all Cllrs for the past 4 years and proposed a vote of thanks for former Cllr Nottingham for his time on the council and former Cllr Kath Taylor for her decades with MTC and Kirklees, she also thanked former Cllrs Burton, Mallinson & Keith Taylor Seconded by Cllr Bolt Vote: All in favour. She congratulated the new Cllrs and returning Cllrs. She thanked Cllr Connell for standing in for her at events. She stated that she would usually hold a Civic Service towards the end of her term but due to Purdah this was not possible. She thanked Mr Wood, who was present for his 25 years of organising the Remembrance Parade which has gone from strength to strength and his work with the Poppy Appeal, in addition to feeding isolated residents during Covid. She stated that as outgoing Mayor it was her pleasure to present him with a certificate for First Honorary Freeman of Mirfield. She presented Mr Wood with the certificate, followed by photographs. Mr Wood thanked MTC for all its support over the years. Cllr Lees-Hamilton then proceeded to introduce Miss Hunter, who obtained her HGV licence and has just completed her 3<sup>rd</sup> trip to Ukraine with the Yorkshire Aid convoy and who is now preparing for a 4<sup>th</sup> trip. Miss Hunter stated that it is not in the forefront of everyone's minds anymore but nothing has changed in Ukraine. She is currently assisting with providing reconditioned

	laptops to school children, over 1000 already taken. Cllr Lees-Hamilton stated that she has shown dedication & bravery by going to a war-torn country and is one of the most deserving recipients of an Ambassador Award. Cllr Lees-Hamilton presented Miss Hunter with the award. Cllr Lees-Hamilton ended the welcome by stating that this had been the best meeting of her 12 months to be able to present the 2 awards.
<b>MTC2/2023</b>	<p><b><u>ELECTION OF NEW CHAIRMAN:</u></b></p> <ol style="list-style-type: none"> <li>1. Election <b>Cllr V Lees-Hamilton Proposed</b> Cllr M Connell <b>Seconded: Cllr Naisbett</b> <b>Vote: All in favour</b> Motion carried Cllr Connell elected as Chairman</li> <li>2. To read &amp; Sign the Declaration of Acceptance of Office of Chairman - Cllr Connell read aloud the Declaration of Acceptance and signed the register for the position of Chairman.</li> <li>3. To nominate their charity/charities for the year – Defer to a later meeting</li> </ol>
<b>MTC3/2023</b>	<p><b><u>COUNCIL TO GIVE THANKS TO THE DISCHARGING MAYOR</u></b></p> <p>Cllr Connell thanked Cllr Lees-Hamilton stating that the time he has spent as Deputy has been an eye opener to see how things work and operate. He states that Cllr Lees-Hamilton has acted with grace and dignity and is dedicated and committed to the town &amp; MTC. The award of Honorary Freeman of Mirfield tonight is the culmination of a successful 12 months. Cllr Connell <b>Proposed</b> a vote of thanks to Cllr Lees-Hamilton Cllr Naisbett <b>Seconded</b> <b>Vote: All in favour</b></p>
<b>MTC4/2023</b>	<p><b><u>ELECTION OF THE DEPUTY CHAIRMAN:</u></b></p> <p><b>Cllr Connell Proposed</b> Cllr Naisbett as Deputy Mayor <b>Seconded: Cllr Lees-Hamilton</b> <b>Vote: All in favour.</b> Motion carried Cllr Naisbett was elected as Deputy Chairman. Cllr Connell thanked Cllr Naisbett for his dedication and commitment to MTC &amp; Mirfield Show.</p>
<b>MTC5/2023</b>	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p><b>Councillors are reminded that apologies should be sent to the Clerk or Chairman for approval.</b></p> <ol style="list-style-type: none"> <li>1. To receive apologies - <b>None</b></li> <li>2. To approve reasons for absence – <b>None</b></li> </ol>
<b>MTC6/2023</b>	<p><b><u>DECLARATION OF INTEREST</u></b></p> <p>To receive any declarations of interest to any item on the agenda including pecuniary interests whether they have been declared under the Council's Code of Conduct or Members Register of Pecuniary Interests.</p> <p>Cllr Guy declared an other interest in Mirfield Library MTC11/2023(1)</p>
<b>MTC7/2023</b>	<p><b><u>MEETINGS 2023/2024</u></b></p> <p>Set the dates, times and place of meetings of the council for the year. A list was circulated prior to the meeting and agreed at the meeting.</p> <p><b>PROPOSED: Cllr Bolt</b> <b>SECONDED: Cllr Guy</b> <b>VOTE: All in favour</b></p>
<b>MTC/8/2023</b>	<p><b><u>OUTSIDE BODIES:</u></b> To appoint members. A list of Outside Bodies was circulated prior to the meeting</p> <p>It was resolved that the following appointments be made to Outside Bodies: YLCA – Cllr S Naisbett &amp; Cllr J Roberts to retain National Mining Museum – Town Mayor</p>

	<p>Mirfield Community Centre – Cllr Naisbett to retain          Mirfield Community Trust – As above          Royal British Legion – Cllr P Tolson, Cllr M Connell &amp; Cllr J Roberts to retain          Neighbourhood Plan – Cllr Bolt, Cllr Roberts &amp; Cllr Tolson to retain          Kirklees Community Hubs – Cllr Hirst, Deputy Cllr Brown          Kirklees PROW – Cllr Roberts</p> <p><b>Action: Cllrs to send reports to the Clerk for her to circulate following meetings of Outside Bodies.</b></p>
<b>MTC9/2023</b>	<p><b><u>REVIEW AND ADOPTION OF APPROPRIATE POLICIES:</u></b>          The policies were circulated prior to the meeting with amendments where required. To adopt the following policies:</p> <ol style="list-style-type: none"> <li>1. Effectiveness of system of the internal auditor (Retain Existing)</li> <li>2. Complaints Procedure (Retain Existing)</li> <li>3. Internal Audit Annual Review:             <ol style="list-style-type: none"> <li>i. System of Internal Control (Amendments 2023)</li> <li>ii. Risk Management (Amendments 2023)</li> </ol> </li> <li>4. Code of Conduct (Retain Existing)</li> <li>5. Standing Orders (Amendments 2023)</li> <li>6. Financial Regulations (Amendments 2023)</li> <li>7. Complaints Policy (Retain Existing)</li> <li>8. Recording Policy (Retain Existing)</li> <li>9. Role of Town Councillor (Retain Existing)</li> <li>10. Safeguarding Policy (Retain Existing)</li> <li>11. Grant Criteria Policy (Retain Existing)</li> <li>12. Civic Protocols &amp; Role of Chairman/Town Mayor (Retain Existing)</li> <li>13. Data Protection Policy (Retain Existing)</li> <li>14. Privacy Policy Public &amp; Staff (Retain Existing)</li> <li>15. Security Incident Policy (Retain Existing)</li> <li>16. Flag Policy (New 2023)</li> </ol> <p>Cllr Bolt <b>Proposed</b> to adopt policies 1-16 with amendments en bloc Cllr Brown  <b>Seconded Vote: All in favour</b></p>
<b>MTC10/2023</b>	<p><b><u>CONFIRMATION OF MINUTES:</u></b>          To approve the minutes of the ordinary meeting of 19<sup>th</sup> April 2023 as a true and correct record including payments of £3546.84.00 plus Clerk Salary, Pension &amp; HMRC          Cllr Lees-Hamilton <b>Proposed</b> the minutes were a true and correct record Cllr Tolson <b>Seconded Vote: 15 in favour Cllr Naisbett abstained having taken the minutes in the Clerk’s absence.</b></p>
<b>MTC11/2023</b>	<p><b><u>MATTERS ARISING FROM THE MINUTES:</u></b>          To receive information on the following ongoing issues and decide further action where necessary</p> <ol style="list-style-type: none"> <li>1. To receive an update on Mirfield Library and agree any action necessary – Clerk reports that she has had communication from the Kirklees Service Director asking to attend a future meeting to discuss. She reports offering them 24<sup>th</sup> May for an update.</li> <li>2. To receive an update on Christmas Lights and agree any action necessary – Cllr Naisbett updates that this year in addition to the switch on, he will be looking at a Mirfield Makers market in the library/Co-op car park and has approached Mirfield Round Table for band recommendations and to possibly</li> </ol>

	<p>have the bands at St Pauls. Member Mirfield Parish Church reports that St Pauls is looking to close due to no congregation. Clerk to check with diocese on position of closure and Eastthorpe Gardens.</p> <p>3. To receive an update from Cllr Connell on lamppost banners and agree any action necessary – Cllr Connell reports that there were positive comments on social media regarding the banners and they appear to have been appreciated by the residents. He thanked Cllrs Roberts, Naisbett &amp; Tolson for helping erect the bunting. Cllr Bolt <b>Proposed</b> a vote of thanks for Cllr Connell for securing the commercial partnership with CP Media which has already showed a benefit Cllr Lees-Hamilton <b>Seconded Vote: All in favour</b></p> <p>4. To receive an update from Cllr Naisbett on Coronation bench – Cllr Naisbett reports the bench was installed in Ings Grove using the same contractor as the Jubilee benches. Cllr Connell <b>Proposed</b> a vote of thanks to the contractor and Clerk to email thanks to them Cllr Bolt <b>Seconded Vote: All in favour</b></p>
<b>MTC12/2023</b>	<p><b><u>INTERNAL MATTERS:</u></b></p> <p>To receive information on the following items and decide any action where necessary.</p> <p>1. To approve Annual Governance Statement 2022/2023 documents circulated prior to the meeting – Cllr Bolt <b>Proposed</b> to accept &amp; approve the Annual Governance Statement Cllr Guy <b>Seconded Vote: All in favour</b></p> <p>2. To approve Annual Return Annual Accounting Statements 2022/2023 documents circulated prior to the meeting – Cllr Bolt <b>Proposed</b> to accept &amp; approve the Annual Accounting Statements Cllr Guy <b>Seconded Vote: All in favour</b></p> <p>3. To agree and approve 4 nominated bank signatories – It was resolved that Cllr Hirst would remain a signatory with the addition as previously agreed of Cllrs Bolt &amp; Connell and to add Cllr Lees-Hamilton as the 4<sup>th</sup> signatory</p>
<b>MTC13/2023</b>	<p><b><u>PUBLIC QUESTION TIME</u></b></p> <p>None</p>
<b>MTC15/2022</b>	<p><b><u>THE DATE OF THE NEXT FULL COUNCIL MEETING:</u></b></p> <p>Wednesday 24<sup>TH</sup> May 2023</p> <p>Time Meeting Closed: .....7.42pm.....</p>