



To: All Councillors  
Press  
Notice Board (members of the public are welcome to attend)

**Lisa Staggs – CLERK.** .....

Dear Councillor,

You are hereby summoned by the Chairman to attend a meeting of:

## MIRFIELD TOWN COUNCIL

To be held on: **Wednesday 20<sup>th</sup> September 2023 at 7.00pm**  
To be held at: **Trinity Methodist Church, 4 Trinity Street, Mirfield, WF14 8AD.**

A period of 15 minutes will be allowed during the meeting for questions and comments from members of the public on matters relevant to the Town council. There should only be one speaker per topic, each member is allowed three minutes in which to speak (approximately). Questions **MUST** be received 7 days prior by email or post to the Clerk to [mirfieldtowncouncil@gmail.com](mailto:mirfieldtowncouncil@gmail.com), with details of what they wish to speak about including the wording.

Recordings may be made at the meeting by attendees. Anyone intending to record proceedings should inform the Chairman or Clerk of the meeting of their intentions to record prior to commencement of the meeting. Anyone intending to record a meeting or part thereof, will be asked by the Chairman to identify themselves. All recordings must be made in accordance with any regulations relating to such matters and in accordance with Mirfield Town Council Recording Policy.

## AGENDA

<b>MTC61/2023</b>	<b>CHAIRMAN'S WELCOME AND REMARKS:</b>
<b>MTC62/2023</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> 1.To receive apologies 2.To approve reasons for absence. <b>(Members are reminded that apologies <b>MUST</b> be sent to the Clerk or Chairman if they are unable to attend.)</b>
<b>MTC63/2023</b>	<b><u>DECLARATION OF INTEREST</u></b> To receive any declarations of interest to any item on the agenda including any pecuniary interests whether they have been declared under the Council's Code of Conduct or Members Register of Pecuniary Interests  For members to declare if they have been lobbied on any matters on the agenda
<b>MTC64/2023</b>	<b><u>CONFIRMATION OF MINUTES:</u></b> To approve the minutes of the Ordinary Town Council Meeting of 6 <sup>th</sup> September 2023 as a true and correct record including payments of Nil.

<b>MTC65/2023</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 from Cllr Naisbett on Christmas Lights and decide any action necessary</li> <li>2. To receive an update from Cllr Connell on Lamppost Banners and decide any action necessary</li> <li>3. To receive an update on Mirfield Library and decide any action necessary</li> <li>4. To receive an update on Remembrance Parade and decide any action necessary</li> </ol>
<b>MTC66/2023</b>	<p><b><u>FINANCE:</u></b>  To approve the following accounts for payment</p> <ol style="list-style-type: none"> <li>1. To agree Clerk Sept Salary by Bacs</li> <li>2. To agree Clerk Working Allowance Sept by Bacs</li> <li>3. To agree HMRC Sept PAYE by Bacs</li> <li>4. To agree Clerk Sept Pension contributions by D/D</li> <li>5. To agree Trinity Methodist Sept Room Hire by Bacs £80.00</li> <li>6. To agree Able Gardens Sept Maintenance by Bacs £90.00</li> <li>7. To agree PKF Littlejohn External Audit £504.00</li> <li>8. To Note Wel-Medical defibs and batteries £837.18 paid under delegated powers during recess</li> <li>9. To note receipt of VAT Refund of £9381.62</li> <li>10. To receive Bank Reconciliation to 31/07/23</li> <li>11. To receive Bank Reconciliation to 31/08/23</li> <li>12. To receive Monthly Budget to 31/07/23</li> <li>13. To receive Monthly Budget to 31/08/23</li> </ol>
<b>MTC67/2023</b>	<p><b><u>INTERNAL MATTERS:</u></b>  To receive information on the following items and agree decide any action where necessary</p> <ol style="list-style-type: none"> <li>1. To receive, discuss &amp; agree an updated Civic Protocol &amp; Guidance (Circulated prior to the meeting)</li> </ol>
<b>MTC68/2023</b>	<p><b><u>PUBLIC QUESTION TIME</u></b>  None</p>
<b>MTC69/2023</b>	<p><b><u>FUTURE MEETING DATES TO AGREE:</u></b>  THE DATE OF THE NEXT FULL TOWN COUNCIL MEETING:  <b>Wednesday 4<sup>th</sup> October 2023</b>  <b>Time Meeting Closed:.....</b></p>

<http://www.mirfieldtowncouncil.com>

*Signed Lisa Staggs  
Town Clerk*