



mirfield  
town council

## Minutes of Mirfield Town Council Meeting

Held on: Wednesday 20<sup>th</sup> April 2022 at 7.30pm

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

### Councillors Present:

M Bolt (Chairman), V Lees-Hamilton, S Naisbett, P Tolson, J Roberts, J Hirst, C Mallinson, M Connell, K Taylor

### In Attendance:

Clerk: L Staggs

Public: 2 members of the 868 squadron & L Wroe

Press: None

### **MTC389/2019** Chairman's Welcome and Remarks:

The Mayor Cllr Bolt welcomed Councillors and members of the public to the meeting, stating it was the last meeting of the municipal year. He thanks everyone for all the work and support during challenging times and commented everyone represented Mirfield well.

### **MTC390/2019** 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 Guy, Nottingham, Brown & Sullivan sent apologies with reasons for absence. Cllr Lees-Hamilton **Proposed** to accept the apologies Cllr Naisbett **Seconded** **Vote: All in favour**
2. To approve reasons for absence – Cllr Lees-Hamilton **Proposed** to approve the reasons for absence Cllr Naisbett **Seconded: Vote: All in favour**

### **MTC391/2019** 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.

**None declared**

### **MTC392/2019** Confirmation of Minutes:

To approve the minutes of the Ordinary Town Council meeting of 6<sup>th</sup> April 2022 including payments of £5884.53. Cllr Connell **Proposed** the minutes were a true & correct record of the meeting Cllr Naisbett **Seconded** **Vote: All in favour**

### **MTC393/2019** 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 – Clerk reports that Carol is on holiday but has emailed for an update on her

return. Cllr discuss comments regarding the library on social media and refer to the briefing given to MTC by Kirklees 24<sup>th</sup> November MTC336/2019. The recommendation is to invest in Eastthorpe Lodge, retaining and enhancing for the better, securing the gardens, parking and possibly toilets. Cllrs discuss a political leaflet where there are mis-representation of the facts of the library, leaflet states funding was set aside, but this never came to fruition and was never use to maintain the library. MTC have been clear that they want the library as a community facility.

2. To receive an update from Cllr Naisbett removal of Christmas Lights – Cllr Naisbett reports that the lights have now been removed. The main placards have been returned to Bradford but the festoons still with the contractor, as these cannot be used again due to wattage being too high for the lampposts. Cllr Naisbett to liaise with members of the community and set up a working party for 2022 lights.
3. To receive a report from Cllrs Naisbett & Connell on lamppost survey – Cllr Naisbett reports that he and Cllr Connell surveyed all the lampposts. There are some existing banners on the brackets for WYPW and MIB, who must have erected these off their own back as authorisation as not being sought from MTC. Some brackets have been removed, and determine which lampposts have the banners and which have the lights. Cllrs to look at commercial and community use for the brackets. Cllrs Naisbett and Connell to look at obtaining quotes for the banners. Cllr Bolt **Proposed** to delegate to the Clerk to engage a contractor once quotes received and act on any instructions from Cllrs Connell & Naisbett Cllr Connell **Seconded Vote: All in favour**
4. To receive an update on the Riverside Project from Clerk – Clerk reports that Cutting Edge have started the project and should be finished this week. Cllr Bolt reports that originally when he spoke to Kirklees regarding the land at Battyeford playing fields & West Mills, they were to use their own contractors, a senior officer at Kirklees delegated this to Kirklees staff. Since then, they have done community clean ups but nothing substantive on the overhanging branches.
5. To receive an update on Internal Auditors report from the Clerk – Clerk reports that she and Cllr Hirst completed an online application for a debit card and submitted it. She has since received a letter from the bank stating that the mandate originally completed does not allow for a debit card and to visit a branch to discuss options. Cllr Hirst and the Clerk at the earliest opportunity will visit the bank to discuss.

## **MTC394/2019**

### **Finance:**

To approve the following accounts for payment:

1. To agree Clerk April Salary by Bacs
2. To agree Clerk Working Allowance by Bacs
3. To agree HMRC April PAYE by Bacs
4. To agree First Impressions 26 Hanging Baskets & 2 brackets £1926 by Bacs
5. To receive Bank Reconciliation to 31/3/22 – Noted £3,611.37 uncommitted funds at the year end. Balance of unused Neighbourhood Plan grant returned to Groundworks.
6. To receive Monthly budget – Noted Balance to be used to fund 2022/2023 budget.

Cllr Lees-Hamilton **Proposed** to pay items 1-4 en block Cllr Naisbett **Seconded Vote: All in favour**

## **MTC395/2019**

### **Community:**

To receive an update/discuss/note on the following items:

1. To receive an update from Community Hub and agree any action necessary – L Wroe is present and gives Cllrs a full update on the project. She reports that

they are networking with schools, partners, churches together, housing, police & MTC for early interventions to identify gaps and areas of need, with more need now than pre Covid. The main issue is lack of youth provision, with no open access and Matix no longer running, anti-social behaviour is on the rise and intelligence shows that young people are at risk of criminal exploitation. There is a 5-year plan to access services within a building, targeting 12–16-year-olds who have been identified at risk. A working party of the above partners was due to launch in April 2020 but due to Covid, put on hold. They are looking to use Trinity Community rooms with funding streams to provide a Friday night provision from September but also looking for other venues to provide a different provision for different wards. This would hopefully deter 8–12-year-olds falling in the same trap. Ideally to have services and agencies under one roof but may move around Mirfield, looking at Community Centre and/or Salvation Army. The idea to have a Citizens Advice (most popular request) running alongside the uniform exchange and food bank currently at Salvation Army, may even look at library. Christ the King are funding a family worker to work within Old Bank and Battyeford areas. Cllrs ask if there is any funding in place to provide this. L Wroe confirms no funding but the buildings are available and costs are minimal to run. Cllr Roberts states that there are many children attend Mirfield schools out of area and asks if funding is only available for Mirfield children. L Wroe confirms if the school identifies anyone it is based on the Mirfield postcode and location. Cllr Lees-Hamilton states she reinforces the comments, as at one point there were lots of youth workers, but not anymore. L Wroe confirms they only want to proceed if they can get funding long term as it will not work and not fair to cancel provision once it starts. Cllr Bolt **Proposed** MTC fully support the project outline and once MTC has received full information will consider funding options and a partnership in the future Cllr Lees-Hamilton **Seconded Vote: 7 in favour**  
**Cllrs Tolson & Roberts abstained**

2. To consider future actions on Mirfield Matters Survey and decide a course of action – Cllr Bolt asks Cllrs to consider if they want to continue with the Mirfield Matters project, asking have things moved on since Covid or is the survey still relevant? Cllrs mention possible new survey but Cllr Lees-Hamilton states it is a lot of money for an update, when the same issues raised in 2015 are still relevant. Still issues with leisure facilities, care problems, transport etc. Cllr Bolt states that the survey is robust as it was sent to every household and analysed. Cllrs still in support of the project, make it an early agenda item in the new municipal year.

## **MTC396/2019**

### **Internal Matters:**

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

1. To agree up to 3 people to attend a workshop “Ordinary object, extraordinary journeys” by Holocaust Memorial Day Trust and agree any fees or travel expenses that may be incurred – Cllr Bolt reports that this is the theme for January 2023 and this workshop will help to plan & prepare for this event. Cllr Bolt **Proposed** to agree any member to attend the workshop and be reimbursed travel expenses upon production of receipts, car sharing to be used if possible Cllr Lees-Hamilton **Seconded Vote: All in favour**
2. To receive and review the following policies:  
The policies had been reviewed and relevant amendments made by the Clerk and circulated prior to the meeting. To review tonight and adopt at the Annual Town Council meeting.
  - Code of Conduct – It was resolved to retain current policy
  - Standing Orders – It was resolved to accept the amendments made by the Clerk

- Financial Regulations – It was resolved to accept the amendments made by the Clerk
- Complaints Policy – It was resolved to change Item 6 from should to must
- Effectiveness of System of Internal Controls – It was resolved to retain the current policy
- System of Internal Controls & Risk – It was resolved to accept the amendments made by the Clerk
- Review of the System of Internal Controls – It was resolved to accept the amendments made by the Clerk
- Recording Policy – It was resolved to retain the current policy
- Role of Town Councillor – It was resolved to remove St Mary’s and Covid wording
- Safe Guarding Policy – It was resolved to retain the current policy
- Grant Criteria Guidelines – It was resolved to change 15 from Unlikely to Will Not
- Civic Protocols & Role of Town Mayor – Cllrs discuss the possibility of changing the name of Town Mayor to Chairman as the role has changed since Covid and lockdown with less civic activities and invitations. Cllrs discuss but agreed to keep the title of Town Mayor and amend to Chairman/Town Mayor Cllr Lees-Hamilton **Proposed** to keep both Chairman and Town Mayor and to amend the Role Profile & Civic Protocols accordingly Cllr Hirst **Seconded Vote: All in favour**
- Data Protection Policy – It was resolved to retain the current policy
- Privacy Policy Public & Staff – It was resolved to retain the current policy
- Security Incident Policy – It was resolved to retain the current policy

**MTC397/2019**

**Grant Applications:**

1. To consider grant applications submitted: 868 (Mirfield) Squadron Jubilee Event Sunday 5<sup>th</sup> June £550.50 – Grant application form and accompanying documents circulated prior to the meeting. Cllr Bolt confirms the Clerk has completed due diligence. He confirms that MTC agreed to facilitate events and not organise and this is the first grant to come forward from the community. Cllr Lees-Hamilton **Proposed** MTC offers the full amount of £550.50 for the Jubilee Celebration lunch Cllr Tolson **Seconded Vote: All in favour** Clerk confirms that she will make payment by Bacs. 868 Squadron members confirm that a card and photographs will be sent to Her Majesty, The Duchess of Cambridge as Patron & Air Cadet magazine. MTC contribution will be well publicised.

8.00pm Members 868 leave.

**MTC397/2019**

**Public Question Time:**

**NONE**

**MTC398/2019**

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

A member of Mirfield & District Round table is present and Cllr Bolt allows an update from the Bonfire which MTC gave a grant of £3500 for the fireworks. The member reports it was the first big event to take place in Mirfield following lockdown and had record attendance, with 2400 online upfront ticket sales. It was well supported by over 70 volunteers and it raised £5650 which was distributed to Mirfield & district community groups. The funding that MTC provided made the Round table confident that they could deliver the event.

Date of next meeting **Wednesday 4<sup>th</sup> May 2022**

Time Meeting Closed.....**9.06pm**.....

## **APPENDIX:**

- Code of Conduct – Proposed MB Sec VLH All in fav
- Standing Orders - Proposed SN Sec VLH All in fav
- Financial Regulations - Proposed SN Sec MC All in fav
- Complaints Policy - Proposed PT Sec SN All in fav
- Effectiveness of System of Internal Controls - Proposed SN Sec KT All in fav
- System of Internal Controls & Risk - Proposed SN Sec KT All in fav
- Review of the System of Internal Controls - Proposed SN Sec KT All in fav
- Recording Policy - Proposed MB Sec VLH All in fav
- Role of Town Councillor - Proposed MB Sec VLH All in fav
- Safe Guarding Policy - Proposed MB Sec VLH All in fav
- Grant Criteria Guidelines - Proposed SN Sec CM All in fav
- Civic Protocols & Role of Town Mayor - Proposed VLH Sec JH All in fav
- Data Protection Policy - Proposed MB Sec VLH All in fav
- Privacy Policy Public & Staff - Proposed MB Sec VLH All in fav
- Security Incident Policy - Proposed MB Sec VLH All in fav