



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

Lisa Staggs – Clerk.....

Dear Councillor,
You are hereby summoned to attend a meeting of:

ANNUAL TOWN COUNCIL MEETING

To be held on: **Wednesday 13th May 2026 at 7.30pm or at the rising of the previous meeting**
To be held at: **Mirfield Library, Eastthorpe Lodge, Huddersfield Road, Mirfield.**

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 to the Clerk to 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

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| MTC1/2026 | <u>CHAIRMAN'S WELCOME</u> |
| MTC2/2026 | <u>ELECTION OF NEW CHAIRMAN:</u> 1. Election 2. To read and sign the Declaration of Acceptance of Office of Chairman. 3. To nominate their charity / charities for the year. |
| MTC3/2026 | <u>COMMITTEE TO GIVE THANKS TO THE DISCHARGING MAYOR</u> |
| MTC4/2026 | <u>ELECTION OF THE DEPUTY CHAIRMAN:</u> 1. Election |
| MTC5/2026 | <u>APOLOGIES FOR ABSENCE:</u> 1. To receive apologies 2. To approve reasons for absence. (Members are reminded that apologies MUST be sent to the Clerk or Chairman if they are unable to attend.) |

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| MTC6/2026 | <p><u>DECLARATION OF INTEREST:</u> 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</p> <p>For members to declare if they have been lobbied on any matters on the agenda</p> |
| MTC7/2026 | <p><u>MEETINGS 2025:2026</u> Set the dates, times and place of all meetings of the council for the year including the Annual Town Meeting.</p> |
| MTC8/2026 | <p><u>OUTSIDE BODIES –</u> To appoint members. List of outside bodies circulated prior to the meeting</p> |
| MTC9/2026 | <p><u>ADOPTION OF APPROPRIATE POLICIES:</u> The policies were circulated prior to the meeting To agree any amendments and adopt the following policies:</p> <ol style="list-style-type: none"> 1. Effectiveness of system of the internal auditor (Retain Existing) 2. Internal Audit Annual Review: <ol style="list-style-type: none"> i. System of Internal Control (Amendments to figures 2026) ii. Risk Management (Amendments 2026) 3. Code of Conduct (Retain Existing) 4. Complaints Procedure (Retain Existing) 5. Standing Orders (Retain Existing)) 6. Financial Regulations (Retain Existing) 7. Recording Policy (Retain Existing) 8. Role Profile of Town Councillor (Retain Existing) 9. Safeguarding Policy (Retain Existing) 10. Grant Criteria Policy (Retain Existing) 11. Civic Protocols & Role of Chairman/Town Mayor (Amendments 2026)) 12. Data Protection Policy (Retain Existing) 13. Privacy Policy Public & Staff (Retain Existing) 14. Security Incident Policy (Retain Existing) 15. Biodiversity Policy (Retain Existing) 16. Flag Policy (Retain Existing) 17. IT Policy (Retain Existing) 18. Reserves Policy (Retain Existing) 19. Civic Expenses Policy (Amendments 26) <p>To review and agree the Following Group Terms of Reference</p> <ol style="list-style-type: none"> 1. Christmas Lights Committee (Amended May 26) 2. Staffing Committee (Retain Existing) 3. Armistice Committee (Amended May 26) 4. Road Safety Committee (Amended May 26) 5. Allotment Committee (Retain Existing) 6. Neighbourhood Plan Steering Group (Retain Existing) |
| MTC10/2026 | <p><u>CONFIRMATION OF THE MINUTES:</u></p> <ol style="list-style-type: none"> 1. To approve the minutes of the ordinary town council meeting of 15th April 2026 as a true and correct record including payments of £7571.25 plus Clerk Salary, Pension & HMRC |
| MTC11/2026 | <p><u>MATTERS ARISING FROM THE MINUTES:</u> To receive information on the following ongoing issues and decide further action where necessary</p> <ol style="list-style-type: none"> 1. To receive an update from Cllr Guy on London Heart defibrillator installation and agree any action necessary |

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| MTC12/2026 | <p><u>FINANCE:</u> To approve the following accounts for payment</p> <ol style="list-style-type: none"> 1. To agree Clerk May Salary by Bacs 2. To agree Clerk Working Allowance May by Bacs 3. To agree HMRC May PAYE by Bacs 4. To agree Clerk May pension contributions by D/D 5. To agree Able Gardens May Maintenance by Bacs £110.00 6. To agree BHPSS Security Family Day £554.40 7. To agree Dewsbury Gold Club Civic Dinner £2372.00 8. To note Toiletsongo Family Fun Day £696.00 9. To note Sitewizard hosting fee by D/D £23.94 10. To note A Mariyam Facepainting Family Day £260.00 11. To note First Medical Family Day £520.00 12. To note Kerazycastles Family Day £890.00 13. To note Mirfield Word Full Page Family Fun Day £180.00 14. To note Repay L Staggs TEN notice Family Day £21.00 15. To note Repay L Staggs Children's Summer Toys Family Day £84.00 16. To receive Bank Reconciliation to 30/04/26 17. To receive Monthly Budget to 30/04/26 <p>(Items noted are paid under Clerk's delegated powers)</p> |
| MTC13/2025 | <p><u>INTERNAL MATTERS:</u> To receive information on the following items and decide any action where necessary.</p> <ol style="list-style-type: none"> 1. To receive and adopt the ICO Model Publication Scheme and approve its publication on the council's website. |
| MTC14/2025 | <p><u>PLANNING:</u> To consider potential controversial applications:</p> <ol style="list-style-type: none"> 1. To receive an update on 2025/62/93355/E Land off, Woodward Court, Mirfield, WF14 0PY Erection of 75 residential dwellings with associated landscaping, open space, highways and drainage |
| MTC15/2025 | <p><u>PUBLIC QUESTION TIME:</u> None</p> |
| MTC16/2025 | <p>THE DATE OF THE NEXT FULL COUNCIL MEETING To confirm the date of the next meeting TBC after Schedule of meetings agreed Time Meeting Closed:.....</p> |

Signed Lisa Staggs
Clerk
www.mirfieldtowncouncil.com