

MELTHAM TOWN COUNCIL

The Carlile Institute

Meltham

HD9 4AE

Ms M Chard
Clerk to the Council

Dear Sir/Madam

You are hereby requested to attend a meeting of the Properties Administration and Finance Committee to be held in the **Meeting Room, on the first floor of the Carlile Institute, Meltham on Monday 11 June 2018 commencing at 7.00 pm.**

PLEASE NOTE THERE WILL BE A SITE VISIT / WALK AROUND THE ROBERT ASHTON MEMORIAL PARK BEFORE THIS MEETING - MEET IN THE CAR PARK AT 6.00 PM

AGENDA

PUBLIC QUESTION TIME 7pm – 7.15pm

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

To elect a Chairman of the Finance, Administration and Properties Committee to hold office until the next Annual Meeting of the Council.

To elect a Vice Chairman of the Finance, Administration and Properties Committee to hold office until the next Annual Meeting of the Council.

2. NOTICE OF MEETING

Public Notice of the Meeting has been given in accordance with Schedule 12 Paragraph 10(2) of the Local Government Act 1972.

3. APOLOGIES FOR ABSENCE

To note apologies for absence.

4. DECLARATIONS OF INTEREST

To receive any declarations of interest in items on the agenda.

5. ADMISSION TO THE PUBLIC

To determine any items on the agenda considered to be of a private nature that should be discussed at the exclusion of the public and press, under the Public Bodies (Admission to Meetings) Act 1960.

6. ACCOUNTS

To approve the Schedule of Payments for April and May 2018 (enc).

7. ROBERT ASHTON MEMORIAL PARK

- To discuss the results of the site visit / inspection of the Robert Ashton Memorial Park.

- To note and consider the correspondence received from Kirklees Council regarding the maintenance of the shelter in the park (enc).

8. INTERNAL CONTROL CHECKS

In accordance with the internal control checks agreed by Council the committee is asked to check that the petty cash balances with the petty cash book and that the monthly bank reconciliations match the relevant current account bank statements.

9. EVENT IN THE PARK

To consider the current position regarding the suggestion from the Council Plan working group to hold an event in the park over the summer to serve a number of purposes:

- community event to bring people together and showcase the park
- gauge interest in a 'Friends of' park group
- assist in establishing baseline data on current usage of the park who uses it why and when
- seek views on the refurbishment of the children's play area
- seek views on the future development of the park e.g. outdoor gym etc.

To establish recommendations to Council regarding the event, a budget and how the project could be resourced.

10. PRICE RISES OPUS ENERGY

To consider and note changes to the electricity supply charges (enc)

11. GDPR RESOURCES

To consider the approval of some budget for the Clerk to use to arrange the secure disposal of confidential waste and the purchase of archive boxes for filing and archiving materials. To further consider the approval of some additional resources to support the Clerk in sorting the historical backlog of documentation.

12. EXCLUSION OF PUBLIC AND PRESS:

Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the following: -

As determined under Agenda Item 4.

Dated this 5th day of June 2018

Ms M Chard
Clerk to the Council.