

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 16 July 2018 commencing at 6.00 pm.**

AGENDA

PUBLIC QUESTION TIME 6pm – 6.15pm

1. 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.

2. APOLOGIES FOR ABSENCE

To note apologies for absence.

3. DECLARATIONS OF INTEREST

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

4. 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.

5. ROBERT ASHTON MEMORIAL PARK

- To discuss any issues in the park with the Council's Grounds Maintenance Contractor who will be attending the meeting.
- To discuss the results of the site visit / inspection of the Robert Ashton Memorial Park.
- To consider a request from the Councils contractor to brighten up the wooden fenced park play area with brightly coloured dinosaur shapes. The Clerk will report on the costs involved.
- To consider approving the costs of painting the metal upright supports surrounding the tennis courts. The Clerk will report on the costs involved.

6. BUDGET MONITORING, NET WORTH AND INTERNAL CONTROLS

- To consider the budget monitoring report for the first quarter of the financial year and note the projected year end spends (enc).
- To note the Net Worth report (enc).
- To approve the Schedule of Payments for June 2018 (enc).
- 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.

7. 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 10th day of July 2018

Ms M Chard
Clerk to the Council.