

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 8 October 2018 commencing at 7.00 pm.**

AGENDA

PUBLIC QUESTION TIME 7pm – 7.15pm

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. INTERNAL CONTROLS

- To approve the Schedule of Payments for July, August and September 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.

6. ROBERT ASHTON MEMORIAL PARK

- To receive an update from the Clerk on progressing getting quotes for the tree works in the park and feedback from one firm (enc). A copy of the previous tree hazard survey is included (enc).
- To consider the annual Wicksteed play inspection report and any actions required (enc).
- To consider the results of a trial to provide duck food in the park to reduce the feeding of bread which can be harmful to the birds and detrimental to water quality.

7. BUDGET PLANNING / PRECEPT 2019/20

To consider a report from the Clerk providing information for the 2019/20 budget and precept setting process (enc).

8. UPDATE ON CREATION OF RECEPTION AREA

9. ALLOTMENTS

- To receive an update on demand for allotments, consideration of the creation of smaller mini allotments and to review whether a price increase for 19/20 may be appropriate.

10. 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 2nd day of October 2018

Ms M Chard
Clerk to the Council.