

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 10 December 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 October and November 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 progress regarding the tree works in the park.
- To consider ratification of the Clerks decision to proceed with the removal of a detached tree branch over a footpath in the park and to approve the necessary expenditure.
- To consider feedback as a result of the park inspections.
- To consider the information regarding lighting the park.
- To consider any further information obtained regarding drainage works in the Children's play area.
- To consider additional weekly inspections of the park

7. BUDGET PLANNING / PRECEPT 2019/20

To consider a report from the Clerk providing information for the 2019/20 budget and precept (enc) in order to make an initial recommendation to Council on the 7 January 2019.

8. 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 – deferred from Properties Administration and Finance Committee on 8 October 2018.

9. DEFIBRILLATOR PROVISION

- To consider current defibrillator provision across Meltham and whether additional defibrillators are required and if so where. To note that Council resolved at its meeting on the 19 November 2018 that the discussion and decisions surrounding defibrillator provision be delegated to the Properties Administration and Finance Committee including authorising any necessary expenditure.

10. INSURANCE ISSUES

- To consider a number of insurance issues.

11. 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 December 2018

Ms M Chard
Clerk to the Council.