

**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 Edward Brook **Meeting Room, on the first floor of the Carlile Institute, Meltham on Monday 25 February 2019 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 December 2018 and January 2019 (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. REVIEW AND STATEMENT OF INTERNAL CONTROLS 2019**

To consider the review and statement of internal controls for 2019 and to make a recommendation to Council for approval or determine whether further actions are needed (enc).

**7. ROBERT ASHTON MEMORIAL PARK**

To receive an update from the Clerk on progress regarding the tree works in the park.

To consider information from the Councils contractor as to the costs for the refurbishment of the steps from the car park (to be reported at the meeting).

To consider some indicative information regarding solar lighting for the dark areas of the park (enc).

To consider any further information obtained regarding drainage works in the Children's play area (to be reported at the meeting).

To note that the seesaw in the older children's play area had to be removed and to consider whether it should be replaced.

To consider whether to continue with the provision of free duck food in the park now that the authorised trial period has ended and if so to approve the additional expenditure.

**8. ALLOTMENTS**

To receive an update on demand for allotments and the Town Council duties in this area. To consider the creation of smaller mini allotments and to review whether a price increase for 19/20 may be appropriate and to make recommendations to the next Council meeting as appropriate.

This item was 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 quote to obtain an accurate up to date rebuild cost for the toilets in the park as advised by the insurers (enc).

To note the introduction of formalised weekly inspections of the park and the inspection checklist as advised by the insurers (enc).

**11. CREATION OF RECEPTION AREA**

To consider the information regarding the possible creation of a reception area (enc) and make recommendations to Council if appropriate.

**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 19<sup>th</sup> day of February 2019

Ms M Chard  
Clerk to the Council.