

**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 10 June 2019 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. INTERNAL CONTROLS**

To approve the Schedule of Payments for May 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

**7. ROBERT ASHTON MEMORIAL PARK**

- To discuss the results of the site visit / inspection of the Robert Ashton Memorial Park and the issues raised at the recent Town Meeting
- Installation of Mercury Sculpture

- Cutting back of hedge on the driveway to Lodge following request from resident
- To consider a quote to repair non-functioning lamp on park driveway (enc).

**8. 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 4th day of June 2019

Ms M Chard  
Clerk to the Council.