

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 15 July 2019 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. 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.

3. APOLOGIES FOR ABSENCE

To note apologies for absence.

To consider Councillors reasons for absence and approval

4. DECLARATIONS OF INTEREST

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

5. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

To elect a Vice Chairman of the Finance, Administration and Properties Committee to hold office until the next Annual Meeting of the Council deferred from last meeting.

6. BUDGET MONITORING 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 approve the Schedule of Payments for June 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 consider items arising from the last meeting namely:
 - To note the Council are waiting for ideas from the ground's maintenance contractor on the possible installation of a path to the bandstand and redesign of the flagged area by the Abor, together with clarification on the unmown areas / wildflowers etc.
 - To note signs to replace damaged 5mph sign have been purchased and installed

- To note that the contractor has provided some revised ideas for signage on the toilet block which will be circulated at the meeting
 - To note wet pour repair kits have been ordered for repairs to the playground surface
 - To consider the quote for tarmac to replace the stolen Yorkshire flagstones (enc) and approve the necessary expenditure
 - To note that at the request of the Town Mayor the young person who had requested a basketball hoop was contacted but that no response has been received. To consider the indicative quote for a basketball hoop (enc) and approve the necessary expenditure and approve the exact location of the installation noting the dimensions of the hole required
 - To consider the quote obtained by the contractor for professional line marking of zebra type crossing in the park (enc) and to approve the expenditure if appropriate.
 - To note the Clerk has contacted the landowner with the sapling that was damaging the boundary wall who has agreed to remove the sapling and make good the wall.
 - To note that the contractor has cut back the hedge bordering the driveway up to Bank Lodge
 - To consider a quote for a new replacement unit for the non-functioning lamp on the park driveway. The quote to repair the unit (that was brought to the previous meeting) is included for comparison. To decide what action to take and to approve the necessary expenditure.
- To consider the provision of toilet paper in the park toilets and to approve the necessary expenditure if appropriate
 - To consider the provision of additional signage warning that the park gates are locked at night and confirming the locking times for winter and summer and to approve the necessary expenditure if appropriate

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 9th day of July 2019

Ms M Chard
Clerk to the Council.