

## 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 October 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. 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. BUDGET MONITORING AND INTERNAL CONTROLS**

To consider the budget monitoring report for the second quarter of the financial year (enc)

To approve the Schedule of Payments for July August and September 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. BUDGET PLANNING / PRECEPT 2020/2021**

To consider a report from the Clerk providing initial information for the 2020/21 budget and precept setting process (enc).

**7. ROBERT ASHTON MEMORIAL PARK**

a. To consider the play inspection report carried out by Wicksteed earlier in the year and the remedial actions taken (enc).

b. To consider a maintenance plan prepared by the Councils contractor at the Clerks request to aid future planning of works and budget planning (enc).

c. To consider a report prepared by the Councils ground maintenance contractor (enc) on matters raised following the last site inspection including proposals for

paving / seating near tennis area, recommendations on siting a basketball hoop, proposals for creating an accessible path from the car park to the bandstand, and proposals for a future mowing regime / wildflowers.

d. To consider the issues regarding the pond raised by the Councils contractor (enc)

e. To note that enquiries were made of two firms providing smart water security solutions with regard to protecting the remaining stone in the park but no response has been received as yet.

f. To consider a suggested solution for remedying the condition of the toddlers play surface and indicative costs.

g. To note that enquiries are still being made into the costs and practicalities of providing toilet paper.

**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 2.

Dated this 2nd day of October 2019

A handwritten signature in black ink, appearing to read 'M Chard', is centered on a light-colored rectangular background.

Ms M Chard  
Clerk to the Council.