

**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 February 24 2020 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. INTERNAL CONTROLS**

To approve the Schedule of Payments for December 2019 and January 2020 (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 2020**

To consider the review and the statement of internal controls for 2020 and to further consider whether to recommend to Council that Council note the review, adopt the recommendations of the Clerk and approve the statement of internal controls for 2020.

**7. ALLOTMENTS**

To receive an update from the Clerk, to consider a revised tenancy agreement and the position regarding fees for the coming financial year.

**8. INSURANCE**

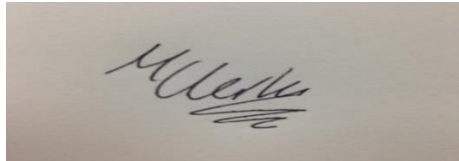
To receive an update from the Clerk

**9. 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 18th day of February 2020

A rectangular box containing a handwritten signature in dark ink. The signature appears to be 'M Chard' with a stylized flourish underneath.

Ms M Chard  
Clerk to the Council.