

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 January 6 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 October and November 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. **QUARTER 3 BUDGET MONITORING**
To consider the Quarter 3 budget monitoring information prepared by the Clerk (enc).
7. **BUDGET PLANNING / PRECEPT 2020/2021**
To consider a report from the Clerk providing information for the 2020/21 budget and precept (enc) in order to make an initial recommendation to Council on the 20 January 2020.
8. **ROBERT ASHTON MEMORIAL PARK**
 - a. To consider any issues arising from the inspection of the park in early December
 - b. To consider the scoping document and quotes for the production of a park master plan, consultancy services and to make recommendations to Council (enc).

- c. To consider the issues regarding the pond raised by the Councils contractor at the last meeting following the circulation of the pond survey to members of the committee in advance of the meeting.
- d. To note the further advice received on the use of bark chippings on the children's play area and the ongoing repairs that are required
- 9. SHOP FRONTAGES GRANT SCHEME**
To receive an update from the working group as to progress.
- 10. 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 1st day of January 2020



Ms M Chard
Clerk to the Council.