

**MELTHAM TOWN COUNCIL**

The Carlile Institute  
Huddersfield Road  
Meltham  
HD9 4AE

Ms M Chard  
Town Clerk

Dear Sir/Madam

You are hereby requested to attend a meeting of the Properties Administration and Finance Committee to be held remotely via Zoom video / telephone conferencing facilities on **Monday 12 OCTOBER 2020 commencing at 2.00pm\***

**PUBLIC QUESTION TIME 2.00pm – 2.15pm\***

**AGENDA**

**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 as amended by the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

**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 1(2) as amended by the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020\*

**3. APOLOGIES FOR ABSENCE.**

To receive any apologies for absence.  
To consider Councillors reasons for absence and approval

**4. DECLARATION OF INTEREST.**

To receive any declarations of interest on items on the agenda\*\*

\*\*Councillors must state whether the interest being declared is a Disclosable Pecuniary Interest under Appendix A of the code of conduct or an interest under Appendix b of the code of conduct.

**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 receipts and payments for September (enc).

To note that in the absence of face to face meetings the monthly bank reconciliations and the corresponding current account bank statements are being scanned and sent to the Mayor and Chair of Finance for checking.

**6. BUDGET PLANNING / PRECEPT 2021/2022**

To consider a report from the Clerk providing initial information for the 2021/22 budget and precept setting process (enc).

Dated this 3<sup>rd</sup> day of October 2012



Ms M Chard  
Clerk to the Council.

\* **Details of how the press / public can attend the meeting are as follows:**

Town Clerk is inviting you to a scheduled Zoom meeting.

Topic: Properties Administration and Finance  
Time: Oct 12, 2020 02:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/85899803492?pwd=SHJoTEIxWTI3SHMvSStQMFIHbU52UT09>

Meeting ID: 858 9980 3492

Passcode: 990933

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