

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 07 DECEMBER 2020** commencing at **3.00pm***

PUBLIC QUESTION TIME 3.00pm – 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 reports up to the end of November 2020 (enc) and to note that the budget monitoring report for the third quarter of the financial year will be reported to the next Council meeting. To finalise any recommendations to Council.

To approve the schedule of receipts and payments for October and November (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 reports from the Clerk providing updated information for the 2021/22 budget and precept setting process and to finalise the Committee's recommendations to Council (enc).

Dated this 1st day of December 2020



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 Committee

Time: Dec 7, 2020 03:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/83742997210?pwd=YjhBazFxR21uTWk0YjhMVmxRaXlpUT09>

Meeting ID: 837 4299 7210

Passcode: 258518

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