



Mr M Brook  
Town Clerk & RFO  
Meltham Town Council  
Carlile Institute  
Meltham  
HD9 4AE

Minutes of the Properties Administration & Finance held at the Carlile Institute, Edward Brook suite  
**6.00pm on Monday 15<sup>th</sup> January 2024.**

Present: - Councillor Haigh (Chair), Cllr's Buchanan, Crankshaw, King, Naylor & Noon

Also present: - Advisor to the Council (via Teams)

#### **1 – 23/42: 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. – **TAKEN AS READ**

#### **2 – 23/43: 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). – **NONE**

#### **3 – 23/44: APOLOGIES / REASONS FOR ABSENCE**

3.1 To receive apologies of absence. – **CLLR WRATHALL**

3.2 To consider Councillors reasons for absence. – **NOTED**

#### **4 – 23/45: DECLARATIONS OF INTEREST**

To receive any declarations of interest on items on the agenda. \*\* - **NONE DECLARED**

\*\*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 – 23/46: GOVERNANCE**

5.1 To consider the existing complaints policy.

***THE ADVISOR TO THE COUNCIL DRAFTED A REVISED POLICY IN LINE WITH GDPR, THIS WAS UNANIMOUSLY APPROVED IN PRINCIPLE***

## **6 – 23/47: BUDGET MONITORING & FINANCIAL CONTROLS**

6.1 To consider the banking interest rate options presented by the clerk against current rates. – ***IT WAS RESOLVED THAT THE CLERK LOOKS FURTHER INTO THE HIGHER INTEREST RATE ACCOUNT PRESENTED, DOUBLE CHECKING IT IS SUITABLE FOR LOCAL AUTHORITY BANKING FOR AN INTERIM PERIOD. THERE ARE FURTHER DISCUSSIONS FOR LONG TERM INVESTMENT TO BE HAD ALSO.***

## **7 – ASSETS**

7.1 Clerk to update as to where we are with aligning asset and insurance registers.

***- THE CLERK ADVISED THAT THIS IS STILL ONGOING DUE TO THE INFORMATION REQUIRED ON THE NEW EQUIPMENT BEING INSTALLED, AS PART OF THE RAMP REFURBISHMENT***

The meeting concluded at 6.15pm

***M.A.Brook***

Mark Brook  
Clerk to the Council