

MELTHAM TOWN COUNCIL

The Carlile Institute
Huddersfield Road
Meltham
HD9 4AE

30th May 2023

Mrs T Ball
Locum Town Clerk

Dear Councillor,

You are hereby summoned to attend a meeting of the Properties Administration and Finance Committee to be held in the Edward Brook Meeting Room in the Carlile Institute on **Monday 5th June 2023** commencing at **6.00 pm***

PUBLIC QUESTION TIME 6.00 pm – 6.15 pm*

AGENDA

1. ELECTION OF CHAIRPERSON AND VICE.

Public Notice of the Meeting has been given in accordance with Schedule 12 Paragraph 10(2) of the Local Government Act 1972 as amended.

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.

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. GOVERNANCE

5.1 To consider the amendment to the system of control when making payments to be moved to a monthly basis, except for when there is a risk to the transacting of business and bad debts.

5.2 To discuss the implementation of additional financial software to improve financial record keeping and controls, namely allotments.

6. TO CONSIDER THE RECENT TREE SURVEY FROM JCA TREE SERVICES.

Mrs T Ball

Tara Ball

Locum Clerk to the Council

* The press, public and officers may attend this meeting remotely and the joining details are as follows:

Town Clerk is inviting you to a scheduled Zoom meeting.

Topic: Properties and Finance Committee Meeting

Time: Jun 5, 2023 06:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/83945735918?pwd=Y2QrbzJnaDY4R3lVTFBwckNuN3dDUT09>

Meeting ID: 839 4573 5918

Passcode: 069439

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