

MELTHAM TOWN COUNCIL

**MINUTES OF A MEETING OF THE PROPERTIES, ADMINISTRATION AND FINANCE
COMMITTEE HELD ON MONDAY 5TH JUNE 2023**

PRESENT – Councillor Haigh (Chair), Councillor Crankshaw, Councillor Naylor and Councillor Noon

PUBLIC SESSION – None present

23/07 – NOTICE OF THE MEETING

Public Notice of the meeting was taken as read

23/08 – ADMISSION TO THE PUBLIC

As printed agenda

23/09 – APOLOGIES OF ABSENCE

Councillor King and Councillor Buchanan (clarity required on the membership – who is supposed to be on the committee?)

23/10 – DECLARATIONS OF INTEREST

No declarations were made

23/11 – ELECTION OF CHAIRPERSON AND VICE

Councillor Noon opened the meeting to appoint a Chair Person:-

Chairperson - Councillor David Haigh was proposed by Councillor Crankshaw and Councillor Naylor seconded

Deputy Chair - Councillor Crankshaw was proposed by Councillor Haigh and seconded by Councillor Naylor

23/12 - GOVERNANCE

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

D Haigh explained the rationale - all agreed

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

All agreed

23/13 – TO CONSIDER THE RECENT TREE SURVEY FROM JCA TREE SERVICES

To try and progress items in red once quotes are in and agreed for the Clerk to spend £150 with a contractor to obtain three quotes from Tree Surgeons.

Any resolutions are to be sent to full council.