



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 23rd October 2023.

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

Also Present: Advisor to the Council

1 – 23/28: 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 – 23/29: 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 – 23/30: APOLOGIES / REASONS FOR ABSENCE

3.1 To receive apologies of absence. – **CLLR'S CRANKSHAW, NOON & WRATHALL**

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

4 – 23/31: DECLARATIONS 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. – **NONE DECLARED

5 – 23/32: GOVERNANCE – NO ITEM TO DISCUSS

6 – 23/33: BUDGET MONITORING & FINANCIAL CONTROLS

6.1 To discuss the planning of the 2024 / 2025 budget. – **IT WAS RESOLVED THAT THE RECOMMENDATION FOR FULL COUNCIL IS TO BE BUDGET SCENARIO 3**

7 – 23/34: ASSETS

7.1 To review the updated asset register. (enc) – **ADVISOR TO THE COUNCIL STATED THAT SOME DESCRIPTIONS MAY NEED ADJUSTING TO MARRY UP WITH THE LOCAL COUNCIL AWARD SCHEME, ALSO ALLOTMENTS REQUIRED ADDING ON TOO**

7.2 To discuss the current asset list on the insurance schedule (enc). – **IT WAS RESOLVED TO UPDATE UPON PARK REDEVELOPMENT COMPLETION AND TO LOOK AT ACTUAL COSTS TO REPLACE EXISTING ASSETS, ADVISOR TO THE COUNCIL RECOMMENDED ALLOTMENTS TO BE ADDED ON FOR PUBLIC LIABILITY INSURANCE**

The meeting concluded at 6.52pm

M.A. Brook

Mark Brook
Town Clerk to the Council