



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

Dear Councillor,

You are hereby summoned to attend a meeting of the Properties Administration & Finance to be held at the Carlile Institute, Edward Brook suite **commencing at 6.00pm on Monday 27th November 2023.**

The business to be transacted is as detailed on the agenda hereunder: -

AGENDA

PUBLIC QUESTION TIME 6.00pm – 6.15pm

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.

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).

3 – APOLOGIES / REASONS FOR ABSENCE

3.1 To receive apologies of absence.

3.2 To consider Councillors reasons for absence.

4 – 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.**

5 – GOVERNANCE

5.1 To discuss the risk management strategy and review the risk register.

6 – BUDGET MONITORING & FINANCIAL CONTROLS

6.1 To consider financial regulations point 4.5 authorisation of capital expenditure, to amend this to sit in line with 4.1 revenue.

6.2 To review the income and expenditure to date for the full financial year against budget headings and any variables.

6.3 To discuss the review of internal controls.

6.4 To consider the existing banking arrangements.

6.5 To consider the investment of the Town Councils funds.

7 – ASSETS

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

Dated this 21st November 2023

M.A.Brook

Mark Brook
Town Clerk to the Council

Members of the public may attend by accessing the Microsoft Teams meeting link below: -

Town Clerk is inviting you to a scheduled Teams meeting.

Topic: Town Council Properties, Administration & Finance Committee Meeting

Time: Nov 27, 2023 6:00 PM London

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MGlyMzhZDEtNWE2Yy00NWMwLTgwYzQtNGZjMjkyNmRmMjMx%40thread.v2/0?context=%7b%22Tid%22%3a%226ea81637-0f87-4197-910b-4e9855b4d860%22%2c%22Oid%22%3a%227b3b8358-5b26-4d4a-ab9c-b4347851ad99%22%7d