



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 27th November 2023.

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

Also present: Advisor to the Council (via Teams)

1 – 23/35: 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 – 23/36: 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 – 23/37: APOLOGIES / REASONS FOR ABSENCE

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

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

4 – 23/38: DECLARATIONS OF INTEREST

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

****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 – 23/39: GOVERNANCE

5.1 To discuss the risk management strategy and review the risk register. – **THE COMMITTEE WENT THROUGH THE CURRENT REGISTER AND DISCUSSED THE HIGHLIGHTED ADDITIONS THE ADVISOR PREVIOUSLY ADDED, AGREED WHAT WE'RE NOW DOING AND WHAT STILL NEEDS TO BE DONE, SPECIFIC DISCUSSION ON HEALTH & SAFETY BEING FULLY MANAGED AND REPORTING TO PAF COMMITTEE**

6 – 23/40: 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. – **RESOLVED THAT THIS SHOULD BE DONE**

6.2 To review the income and expenditure to date for the full financial year against budget headings and any variables. – **RESOLVED THAT AS A WHOLE WE ARE ON BUDGET**

6.3 To discuss the review of internal controls. – **NOTED THAT THE CLERK HAS THIS TO LOOK OVER & RECOMMEND ADJUSTMENTS WHERE NECESSARY**

6.4 To consider the existing banking arrangements. – **IT WAS RESOLVED THAT THE CLERK WILL COMPARE THE INTEREST OF THE CURRENT SECONDARY ACCOUNT WITH OTHER INSTANT ACCESS ACCOUNTS THAT ARE AVAILABLE**

6.5 To consider the investment of the Town Councils funds. – **THIS WAS COVERED ON POINT 6.4 WITH THE ADVISOR TO THE COUNCIL HIGHLIGHTING THE FSCS PROTECTION LIMIT**

7 – 23/41: ASSETS

7.1 Clerk to update as to where we are with aligning asset and insurance registers. – **CLERK ADVISED THAT WE ARE AWAITING A LIST OF COSTS FROM KIRKLEES FOR THE INDIVIDUAL PIECES OF EQUIPMENT**

The meeting concluded at 6.45pm

M.A.Brook

Mark Brook
Clerk to the Council

DB 18/12/20