



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 5.00pm on Monday 25th September 2023.**

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

AGENDA

PUBLIC QUESTION TIME 5.00pm – 5.15pm

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 consider the financial regulations **2023**.

6 – BUDGET MONITORING & FINANCIAL CONTROLS

6.1 To discuss the review of internal controls conducted by Chair Haigh and the Advisor to the Council.

6.2 Bad debt to right off from Allotment Plot 12C of £10.00

6.3 To discuss the planning of the 2024 / 2025 budget.

7 – ASSETS

7.1 To review the site visits of the Clerk and caretaker for the asset register. (enc)

7.2 Update the number of bench seats on the asset register.

7.3 Update on CCTV, Cllr Noon / the Clerk to update.

8 – YOUTH PROVISION

8.1 To discuss proposal that the Council funds Detached Youth Work for £8,500 P/A, agreed in principle at Full Council.

Dated this 19th September 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: Sep 25, 2023 5:00 PM London

<https://teams.live.com/join/949835318155?p=moWWnksUPJFuOoTS>