



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,
5.00pm on Monday 25th September 2023.

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

1 – 23/20: 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. - **AS READ**

2 – 23/21: 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 – 23/22: APOLOGIES / REASONS FOR ABSENCE

3.1 To receive apologies of absence. - **CLLR NOON, CRANKSHAW, WRATHALL & BUCHANAN**

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

4 – 23/23: 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

5 – 23/24: GOVERNANCE

5.1 To consider the financial regulations 2023. - **ADVISOR RECOMMENDS THAT SECTIONS 4.1 & 4.5 BE INCREASED FROM £1,250.00 TO £2,000.00 TO ALIGN MORE WITH IMPENDING PARK WORKS AND UPKEEP, FULL COUNCIL TO DISCUSS**

ADVISOR IS ALSO REVIEWING 10.2 & WILL REPORT BACK TO FULL COUNCIL

ADVISOR FEELS THAT UNDER 11H £10,000 IS TOO HIGH AND RECOMMENDS IT BE REDUCED TO £5,000, FULL COUNCIL TO DISCUSS

6 – 23/25: BUDGET MONITORING & FINANCIAL CONTROLS

6.1 To discuss the review of internal controls conducted by Chair Haigh and the Advisor to the Council. - **CHAIR HAIGH SUMMARISED THE INTERNAL CONTROLS MEETING WITH THE ADVISOR & CLERK, ALL IN ORDER AND TO BE REVIEWED EVERY 6 MONTHS**

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

6.3 To discuss the planning of the 2024 / 2025 budget. - **TO CIRCULATE BETWEEN COMMITTEES & CLERK TO LOOK AT FUTURE SPEND AND START LOOKING AT THE PRECEPT/BUDGET IN OCTOBER**

7 – 23/26: ASSETS

7.1 To review the site visits of the Clerk and caretaker for the asset register. (enc) - **CLERK GAVE UPDATE AND IT WAS AGREED TO RE-GROUP THE ASSETS BETTER ON THE REGISTER**

7.2 Update the number of bench seats on the asset register. - **CLERK ADVISED THERE ARE NOW 20 BENCHES IN AND AROUND THE TOWN AND WILL UPDATE REGISTER ACCORDINGLY**

7.3 Update on CCTV, Cllr Noon / the Clerk to update. - **CHAIR HAIGH & CLERK GAVE BACKGROUND TO THE SITUATION, CLERK GAVE UPDATE AS TO CURRENT STATE OF PLAY. ALSO AGREED TO KEEP A CCTV PROVISION IN THE MAIN BUDGET MOVING FORWARD**

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. - **CLLR NAYLOR GAVE AN UPDATE, ALL AGREED TO USE THE ASK MELTHAM BUDGET TO FUND THIS YEARS PROJECT, BUT A PROVISION TO BE ALLOCATED IN THE BUDGET GOING FORWARD YEAR ON YEAR**

The meeting concluded at 5.50PM

M.A. Brook

Mark Brook
Town Clerk to the Council

