



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, Finance, Administration & General Purposes Committee to be held at the Carlile Institute, the Edward Brook Suite **commencing at 6.00pm on Monday 9th September 2024.**

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 recommend the Scheme of Delegation Policy amends for Full Council approval. (enc)

5.2 To recommend the Financial Regulations Policy amends for Full Council approval. (enc)

5.3 To arrange the 6 monthly internal controls check.

6 – BUDGET MONITORING & FINANCIAL CONTROLS

6.1 To discuss the quarterly budget. (enc.)

6.2 To consider the virement of budget headings to allow for the increased staffing costs.

6.3 To recommend an alternative savings account to Full Council. (enc.)

6.4 To discuss the forward planning of the 2025/26 budget and consideration of capital projects.

7 – ASSETS

7.1 To discuss the totality of the RAMP refurbishment costs.

8 – SECTION 106

8.1 To receive further updates as to when the funds are to be expected.

9 – CORRESPONDENCE

9.1 To discuss if any councillors are available for the Procurement Course. (enc)

Dated this 4th September 2024

M.A.Brook

Mark Brook
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, Finance, Administration & General Purposes Committee Meeting

Time: September 9, 2024, 6:00 PM

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YjVknzYzY2QtNjQyOC00Y2ZkLWEwYjctN2NkYjJjODhY2Zm%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