



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

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

Present: - Councillor Noon (Chair), Cllr's Buchanan, Crankshaw, King and Haigh (ex officio).

Also present: - The Advisor to the Council (via Teams)

1 – 24/8: 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 – 24/9: 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 – 24/10: APOLOGIES / REASONS FOR ABSENCE

3.1 To receive apologies of absence. – ***Cllr's Naylor and Wrathall.***

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

4 – 24/11: DECLARATIONS OF INTEREST

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

**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 – 24/12: GOVERNANCE

5.1 To recommend the Scheme of Delegation Policy amends for Full Council approval. (enc) – ***It was resolved that they are recommended for Full Council.***

5.2 To recommend the Financial Regulations Policy amends for Full Council approval. (enc) – ***It was resolved that they are recommended for Full Council.***

5.3 To arrange the 6 monthly internal controls check. – ***Cllr Crankshaw will contact the Clerk to arrange a suitable time to carry out the check.***

6 – 24/13: BUDGET MONITORING & FINANCIAL CONTROLS

6.1 To discuss the quarterly budget. (enc.) – ***The Clerk presented the information, and all were in agreement of the current situation, Chair Noon also raised the CCTV removal issue, and the Clerk is to follow this up accordingly.***

6.2 To consider the virement of budget headings to allow for the increased staffing costs. – ***It was recommended that there is a virement of £4000 from General Reserves to cover the Advisors contract extension.***

6.3 To recommend an alternative savings account to Full Council. (enc.) – ***It was recommended that a savings account be opened with the Hampshire Trust Bank.***

6.4 To discuss the forward planning of the 2025/26 budget and consideration of capital projects. – ***The Clerk and Advisor are to look at the base budget then separate scenarios depending on which Council project moves ahead.***

7 – 24/14: ASSETS

7.1 To discuss the totality of the RAMP refurbishment costs. – ***It was recommended that we have a full biodiversity management of all Councils capital assets and Chair Noon noted that conversations have already started with Kirklees to put this together. Chair Noon embellished on the cost information received from Kirklees of what has been agreed and paid and the balance of extra costs, which the committee recommend being approved by Full Council.***

8 – 24/15: SECTION 106

8.1 To receive further updates as to when the funds are to be expected. – ***Full committee discussion was had giving due diligence to the situation and the latest information from the Clerk, Advisor and Chair Noon, this was properly examined and questioned in detail as to how things will move forward.***

9 – 24/163: CORRESPONDENCE

9.1 To discuss if any councillors are available for the Procurement Course. (enc) – ***Just the Clerk and the Advisor to Council are being booked on to the course.***

The meeting concluded at 6.55pm

M.A.Brook

Mark Brook
Clerk to the Council