



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 10th June 2024.**

Present: - Councillor Haigh (Chair for 2023-24, now Mayor), Cllr's Crankshaw, King, Naylor, Noon & Wrathall.

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

1 – 24/1: ELECTION OF CHAIRMAN AND VICE CHAIRMAN

To elect a Chairman and Vice Chairman of the Properties, Finance, Administration & General Purposes Committee in accordance with Standing Order 4d (vi.&vii.). – ***Cllr Noon nominated himself for Chair and this was seconded by Mayor Haigh, Cllr Wrathall was nominated by Cllr Crankshaw and seconded by Chair Noon, duly accepting the post and both appointments were voted unanimously for.***

2 – 24/2: 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.***

3 – 24/3: 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.***

4 – 24/4: APOLOGIES / REASONS FOR ABSENCE

4.1 To receive apologies of absence. – ***Cllr Buchanan.***

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

5 – 24/5: 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.

6 – 24/6: GOVERNANCE

6.1 To recommend the General Privacy Policy for Full Council approval. – **Not required, already completed.**

6.2 To discuss the recent Internal Audit. (information enc.) – **The Clerk gave an overview of the Internal Audit and explained the progress made on the three recommendation points, which were updating the two bank reconciliations to allow for the accrued interest and the additional work required to cover the transparency code requirements – this was backed up by the Advisor to the Council.**

7 – 24/7: BUDGET MONITORING & FINANCIAL CONTROLS

7.1 To consider the VAT position regarding Project 142. (enc) – **The Advisor of the Council gave an overview of the situation, noting the cost and that once we have a better understanding of the scope, feasibility and timescales involved, we will be able to take this further.**

7.2 To discuss the Kirklees Youth Alliance funding for this year and upcoming years. (current SLA enc.) – **The committee recommend that the final part of the years funding is given, clarity on when the funds are required was asked and the Clerk is to check this.**

7.3 To consider a review for the Town Hall insurance contribution. (enc.) – **The committee recommend to Full Council that the insurance premium is increased in line with the updated cost from the insurer.**

7.4 To consider a rent review for the Town Hall. – **To be discussed in more detail at a later meeting.**

7.5 To consider the various interest-bearing accounts presented by the Clerk and the amount we should deposit in there. (enc.) – **The committee recommend to Full Council that the Clerk opts for the 3.74% Virgin Instant Access Account and transfers £50,000 into it.**

7.6 To consider a recommendation that the small amount of funds in the Co-operate Saver Account be transferred to the Co-operative Current Account. – **The committee recommend to Full Council that the Clerk transfers the money over.**

7.7 To discuss the quarterly budget. (enc.) – **The Clerk gave an overview highlighting two areas for discussion which was roundly agreed.**

7.8 To discuss the park budget with a view to recommending a transfer of funds from the capital reserves. (enc.) – **The committee recommend to Full Council that the Clerk transfers £20,000 from capital reserves to cover the extra park costs.**

8 – ASSETS

8.1 No updates at present. – *The Advisor to the Council advised that the contract papers for 142 Huddersfield road are now with the solicitors.*

9 – SECTION 106

9.1 To receive further updates as to when the funds are to be expected. – *Chair Noon confirmed that Kirklees are in receipt of some funds and monies should be due this week.*

The meeting concluded at 6.45pm

M.A.Brook

Mark Brook
Clerk to the Council