



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

Minutes of the Finance, Assets & HR Committee held at the Carlile Institute, the Edward Brook Suite
at 6.00pm on Monday 6th October 2025.

Present: Cllr Noon (Chair), Cllr's Crankshaw, King, White and Wrathall

1 – 25/63: 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 – 25/64: 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). – ***Item 10 to be discussed in private.***

3 – 25/65: APOLOGIES / REASONS FOR ABSENCE

3.1 To receive apologies of absence. – ***Cllr's Coates, Haigh and Jurczynsyn.***

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

4 – 25/66: 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 – 25/67: GOVERNANCE

5.1 To consider if there are any amends required to the Risk Register. (enc). – **None.**

5.2 To note the conclusion of the AGAR for 2024/25. (enc) – **Noted.**

5.3 To consider if we now require the Advisor pursues the requirements for LCAS. – **Deferred, awaiting the progression of a second project.**

5.4 To consider the questions raised by the solicitor regarding the Meltham Scouts & Guides lease. (enc) – **The Clerk had supplied the committee with answers to each question which were discussed and agreed, only 1 question needed some clarification from the Scouts, which the Clerk will request.**

5.5 To recommend the Councillor’s Statement of Assurance for approval at Full Council. (enc) – **It was agreed this would be recommended for Full Council.**

6 – 25/68: BUDGET MONITORING & FINANCIAL CONTROLS

6.1 To consider the draft budget for 2026/27. (enc) – **Chair Noon requested that this be deferred to the next meeting.**

6.2 To consider the rewording of the Capital Grant application form. (enc) – **It was recommended that the minimum Capital grant application is increased to £2,000.00 and that the Capital Budget is also increased to £20,000.00. Finance also want to consider at Full Council whether grant applications should be discussed in public or in private.**

6.3 To consider and complete where necessary the draft Capital Management Plan. (enc) – **Cllr Noon advised that we require further information before this can be completed.**

7 – 25/69: ASSETS

7.1 To discuss the asset check completed on the 20.3.25. – **The Clerk has confirmed that only one task is remaining to be completed which is the art display in the Wilshaw Phone Box.**

8 – 25/70: SECTION 106

8.1 To receive further updates as to when the funds are to be expected. (enc) – **None.**

9 – 25/71: MELTHAM – SUSTAINABLE GROWTH AND DEVELOPMENT STRATEGY

9.1 To receive an update on Meltham Recreation Ground. – **Cllr Noon advised that the business case has been submitted to the Corporate Trustees, and we have now been invited to Kirklees Cabinet to discuss further.**

10 – 25/72: HR

10.1 To consider employment policy compliance development. – ***Ongoing, no further information at present.***

10.2 To consider HR matters arising:

- Workload prioritisation. – ***The Clerk has confirmed workload is manageable.***
- To discuss the Advisor to the Council’s contract, terms and conditions. – ***This has been deferred awaiting the outcome of the Broadlands Trustee project.***

10.3 Line manager updates regarding staff and contractors. – ***The Clerk advised that he is in constant contact with staff and contractors, dealing with any issues that arise.***

10.4 Schedule of appraisals: - ***Noted.***

- Advisor to the Council – October 2025
- Town Clerk – January 2026
- Toilet Cleaner & Gate Security Person – January 2026

The meeting concluded at 6.55pm

M.A.Brook

Mark Brook
Clerk to the Council