



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 8th September 2025.**

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

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

1 – 25/53: 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 – 25/54: 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). – ***No public in attendance but item 10 would have been held in private.***

3 – 25/55: APOLOGIES / REASONS FOR ABSENCE

3.1 To receive apologies of absence. – ***Cllr's Coates and Crankshaw.***

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

4 – 25/56: 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 – 25/57: GOVERNANCE

5.1 To consider if there are any amends required to the Risk Register. (enc). – ***No amends required, it is recommended that the register goes to Full Council for approval.***

5.2 To recommend the updated Shop Front Grant and CCTV Scheme application form for approval at Full Council. (enc) – ***It is recommended that the Clerk is to make the alterations as discussed, then send to Full Council for approval.***

5.3 To recommend the Councillor - Officer Protocol for approval at Full Council. (enc) – ***It is recommended that this Protocol is sent to Full Council for approval.***

5.4 To recommend the Reserves Policy for approval at Full Council. (enc) – ***It is recommended that the Clerk adds in the Reserves Statement as discussed to create one document, then send to Full Council for approval.***

6 – 25/58: BUDGET MONITORING & FINANCIAL CONTROLS

6.1 To consider the quarterly budget report. (enc) – ***The Clerk advised that the report shows the finances in a healthy position noting it was agreed to vire the balance required to match the increased Youth annual contribution from the Ask Meltham budget heading.***

6.2 To allocate a budget for the Ask Meltham Action Plan. – ***Chair Noon suggested this be deferred until further information is received.***

7 – 25/59: ASSETS

7.1 To discuss the current CCTV situation. – ***The Clerk confirmed that all defunct CCTV equipment has now been removed.***

7.2 To discuss the asset check completed on the 20.3.25. – ***It was agreed to relook at the bench install on Conway Crescent and the Clerk now has a drystone wall contact that can be used. The Clerk confirmed that the RAMP toilet block refresh has been completed but conceded that a full refurbishment would be required at some point.***

8 – 25/60: SECTION 106

8.1 To receive further updates as to when the funds are to be expected. (enc) – ***The Clerk confirmed the balance still outstanding, and Chair Noon advised that our Kirklees contact would get back in touch as soon as the next tranche of monies is due.***

9 – 25/61: MELTHAM – SUSTAINABLE GROWTH AND DEVELOPMENT STRATEGY

9.1 To receive an update on Meltham Recreation Ground. – **Covered in 9.2.**

9.2 To discuss the second draft business case for Meltham Recreation Ground. (enc) – **Chair Noon brought the Committee up to speed with discussions had with Kirklees and talked through the business case. It was recommended that the business case be considered at Full Council should the Kirklees Trustees decide to let Meltham Town Council take over the Trusteeship.**

9.3 Update on Robert Ashton Memorial Park asset management strategy. – **Chair Noon advised that we are due a draft document from Kirklees for consideration and asked the Committee to consider how this will fit in with the potential asset transfer of Meltham Recreation Ground. Cllr White stated that any document produced should be straightforward and simple.**

10 – 25/62: HR

10.1 To consider employment policy compliance development. – **It was recommended that we keep HR in house and only use an external supplier as a back up check for the policies created by the Clerk and the Advisor.**

10.2 To consider HR matters arising:

- To accept the clerk's contract adjustment letter for approval at Full Council. – **It was agreed that the letter is recommended to Full Council with some slight adjustments as discussed.**
- To note the NJC annual pay increase for the clerk with the same incremental increase to be applied to the Advisor to the Council's pay (the latter agreed at Full Council). – **Noted.**
- As per the Clerk's contract following satisfactory improvement, Finance are to consider a recommendation to Full Council that the clerk moves from NJC point 37 to NJC point 38. – **It was agreed that the NJC point increase is applied and recommended to Full Council.**
- Workload prioritisation. – **The Clerk and the Advisor confirmed that workloads are currently manageable.**

10.3 Line manager updates regarding staff and contractors. – **The Clerk confirmed there are no current issues and Chair Noon commented that this feedback will give us more of an understanding to help shape the Park Management Plan.**

10.4 Schedule of appraisals:

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

The meeting concluded at 7.35pm

M.A. Brook

Mark Brook
Clerk to the Council