



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 9<sup>th</sup> June 2025.**

Present:- Cllr Noon (current Chair), Cllr's Crankshaw, Haigh and Wrathall.

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

### **1 – 25/22: ELECTION OF CHAIRMAN AND VICE CHAIRMAN**

To elect a Chairman and Vice Chairman of the Finance, Assets & HR Committee in accordance with Standing Order 4d (vi.&vii.). – ***Cllr Haigh proposed Cllr Noon to be Chair, this was seconded by Cllr Wrathall and unanimously agreed. Cllr Haigh proposed Cllr Crankshaw to be Vice Chair, this was seconded by Cllr Noon and unanimously agreed.***

### **2 – 25/23: 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 – 25/24: 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 were in attendance, but item 11.1 would have been if they were.***

#### **4 – 25/25: APOLOGIES / REASONS FOR ABSENCE**

4.1 To receive apologies of absence. – *Cllr's Coates, Jurczyszyn, King and White.*

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

#### **5 – 25/26: 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 – 25/27: GOVERNANCE**

6.1 To consider if there are any amends required to the Risk Register. (enc). – *The Clerk discussed the back up of files and that the Cloud is sufficient, Cllr Noon advised looking into the Cloud archiving which the Clerk will pursue.*

6.2 To consider the Internal Audit report for Full Council approval and the Clerk's recommendation points. – *The Committee noted the recommendation points and is happy for the report to go to Full Council.*

6.3 To consider the Co-Option Policy for recommendation to be approved at Full Council. – *It was resolved that the policy is approved to go to Full Council.*

6.4 To consider the Lone Worker Policy Pack for recommendation to be approved at Full Council. – *It was resolved that the policy pack is approved to go to Full Council.*

6.5 To consider the Anti-bullying & Harassment risk assessment. – *It was resolved that the risk assessment is approved.*

#### **7 – 25/28: BUDGET MONITORING & FINANCIAL CONTROLS**

7.1 To consider the quarter one budget report. (enc) – *The Clerk advised there are no issues at this early stage.*

#### **8 – 25/29: ASSETS**

8.1 To discuss the current CCTV situation. – *The Clerk confirmed there are two site visits arranged for the prospective contractors to finalise their costings, information will then be presented to Full Council for a contractor to be chosen.*

8.2 To discuss the asset check completed on the 20.3.25. – *The Clerk confirmed that he is working through getting costs and allocation of work for the items highlighted in the asset check.*

## **9 – 25/30: SECTION 106**

9.1 To receive further updates as to when the funds are to be expected. (enc) – ***Cllr Noon is meeting with Kirklees and will request an update.***

## **10 – 25/31: MELTHAM – SUSTAINABLE GROWTH AND DEVELOPMENT STRATEGY**

10.1 To discuss further updates regarding P142. (various enc) – ***Cllr Noon gave an overview of the meeting with the interested parties and the details of the Extraordinary Council meeting the week before.***

10.2 To discuss further updates regarding Broadlands Recreation Ground. – ***Cllr Noon confirmed that a new proposal/plan is being put together to go back to Kirklees for them to revisit their original decision not to let the Council become trustees.***

## **11 – 25/32: HR**

11.1 To consider the annual cost of living increment to the Advisor to the Council. – ***The Committee have recommended that this is to be discussed at Full Council.***

The meeting concluded at 6.50pm

***M.A.Brook***

Mark Brook  
Clerk to the Council