



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 11th May 2026.**

Present: Cllr Noon (Chair), Cllrs Coates, Crankshaw, Haigh, King, Wrathall and White (arrived at 6.04pm).

Also present: The Community Projects Delivery Manager (CPD) via Teams

1 – 26/12: 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 – 26/13: 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 – 26/14: APOLOGIES / REASONS FOR ABSENCE

3.1 To receive apologies of absence. – ***N/A***

3.2 To consider Councillors reasons for absence. – ***N/A***

4 – 26/15: 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 – 26/16: GOVERNANCE

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

5.2 To recommend the Reserves Policy and Statement for Full Council approval. (enc) – **It was resolved that the Reserves Policy and Statement for Full Council is recommended for approval.**

6 – 26/17: BUDGET MONITORING & FINANCIAL CONTROLS

6.1 To consider the latest draft capital management plan. (enc) – **Deferred.**

6.2 To consider the 2025-26 Year End Accounts. (enc) – **The Clerk confirmed the position as at the end of 2025-26 and advised that the precept for 2026-27 has also been received.**

7 – 26/18: ASSETS

7.1 To note any progress the clerk has made with work on our assets. – **The Clerk advised that the remedial works for the wall in the Mill Bank Allotments is in hand.**

7.2 To consider the Asset Check completed by the Clerk and Cllr King. (enc) – **The Clerk advised that the assets are generally in a good state of repair and that the caretaker will be re-staining the benches around the township.**

7.3 To recommend to Full Council that the Fixed Asset Register is approved. (enc) – **It was resolved that the Fixed Asset Register is recommended to be approved at Full Council.**

7.4 To recommend to Full Council that the Insurance Schedule is approved. (enc) – **It was resolved that the Insurance Schedule is recommended to be approved at Full Council.**

8 – 26/19: SECTION 106

8.1 To receive further updates as to when the funds are to be expected. (enc) – **No further updates.**

9 – 26/20: MELTHAM RECREATION GROUND ASSET TRANSFER (REF: REC/47)

9.1 To note ongoing site bookings from regular users, advised as; - **Noted.**

- Football by Kirklees
- Showman's Guild booking for the Meltham Summer Fair 2026 @ £126.20 per day

9.2 To consider the draft risk assessment and site inspection sheet. (enc) – ***It was noted that the CPD Manager has made some updates and will send to the Clerk to be signed off.***

9.3 To receive an update as to the current position of asset transfer. – ***The CPD Manager updated the committee with the latest information from the meeting with Kirklees earlier the same day, Cllr's King and White gave context on the solicitor fees and proposed amends to the side letter.***

9.4 To consider the draft Sports Booking Agreement. (enc) – ***The CPD Manager went through the document and the changes suggested were agreed along with Councillors pooling further amendments together, which was delegated to Cllr Coates. Cllr Noon advised that the football club would have specific policies that would need to be included in the booking form as well.***

9.5 To consider the apportionment of costs for the Meltham Recreation Ground. – ***Cllr Noon suggested that the Council would bear all costs of the transfer up until it has been completed, the Clerk confirmed this was the case. The Clerk and CPD Manager confirmed that they are to contact the YLCA and our appointed internal auditor form further advice.***

9.6 To consider the Charitable Trust VAT advice. (enc) – ***The Clerk and CPD Manager confirmed that they are to contact the YLCA and our appointed internal auditor form further advice.***

10 – 26/21: HR

10.1 To consider employment policy compliance development. – ***The Clerk confirmed that he has instructed the approved HR company to proceed and is awaiting further on-boarding instructions from them. Cllr Noon asked if they have a standard format for appraisals in this sector, the Clerk will request the information.***

10.2 To note the Councillor and Staff Training Record. (enc) – ***Noted and the Clerk confirmed the next registration for the ILCA to CILCA qualification is in September.***

10.3 To consider HR matters arising:

- Workload prioritisation. – ***The Clerk and CPD Manager advised that the current workloads are challenging but are working well together to ensure good progression of the Councils projects, the committee thanked them both for their efforts at this difficult time.***

10.4 Line manager updates regarding staff and contractors. – ***The Clerk reported no issues.***

10.5 Schedule of appraisals:

- Community Projects Delivery Manager – October 2025
- Town Clerk – January 2026
- Toilet Cleaner & Gate Security Person – January 2027

These were noted and Cllr Noon is aiming to schedule in the appraisals of the Clerk and CPD Manager w/c 25th of May.

The meeting concluded at 7.00pm

M.A. Brook

Mark Brook
Clerk to the Council