



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 12th January 2026.

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

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

1 – 25/93: 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 – 25/94: 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 members of the public were present, if they were item 10 would have been held in private.***

3 – 25/95: APOLOGIES / REASONS FOR ABSENCE

3.1 To receive apologies of absence. – ***Cllr Coates.***

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

4 – 25/96: 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 – 25/97: GOVERNANCE

5.1 To consider if there are any amends required to the Risk Register. (enc). – **No amends required.**

5.2 To recommend to Full Council the new IT and Email Policy. (enc) – **It was resolved that the policy is to be recommended for Full Council approval.**

5.3 To consider the Internal Audit Interim Report and Clerk’s notes. (enc) – **The Committee asked the Clerk to seek further information regarding Unity Bank Dual Authorisation.**

6 – 25/98: BUDGET MONITORING & FINANCIAL CONTROLS

6.1 To consider the V2 draft budget for 2026/27 for recommendation to Full Council. (enc) – **It was resolved that the budget is to be recommended for Full Council approval.**

6.2 To discuss the RAMP Phase 2 capital management plan recommendations from the Strategy Working Group. (enc) – **It was agreed that RAMP Phase 2, Meltham Recreation Ground and anything else that may occur will form the main capital priorities.**

6.3 To consider the main capital priorities for 2026/27. – **Covered in item 6.2.**

7 – 25/99: ASSETS

7.1 To note any progress the clerk has made with work on our assets. – **The Clerk confirmed that the mini art gallery is well underway at the Wilshaw Phone Box and the new gate post at RAMP will be installed as soon as the weather allows. Feedback has been requested from the Working Group who attended RAMP to review the installation of the signage in RAMP.**

7.2 To consider the Draft License Agreement created for the proposed Coffee Vendor at RAMP. (enc) – **It was resolved that the agreement can be sent to the Licensee.**

7.3 To consider the Draft Lease Renewal for the Meltham Scout & Guide Headquarters. (enc) – **The Clerk advised that the plots and costs weren’t split out and the solicitor had highlighted item 2.1 for the Meltham Scouts & Guides to adjust. The Clerk will therefore ask the solicitor to update the plots/costs then forward on to the Meltham Scouts & Guides so they can adjust item 2.1. The Advisor also noted that this area of land will need to be listed in the Asset Management plan.**

8 – 25/100: SECTION 106

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

9 – 25/101: MELTHAM – SUSTAINABLE GROWTH AND DEVELOPMENT STRATEGY

9.1 To receive any updates regarding the asset transfer of Meltham Recreation Ground (ref: REC/A7).
– ***Cllr Noon advised that no further progress has been made as the solicitor’s fees need to be approved at Full Council. The Advisor to the Council also informed the Committee that Kirklees had been quite forthcoming and sent through various figures relating to the asset transfer, plus giving further information on the Section 106 funds, noting these funds are restricted and the trusts funds are unrestricted and endowment funds remaining.***

9.2 To consider the Meltham Recreation Ground Solicitors fees for recommendation to Full Council. (enc) – ***This item was deferred to the Extraordinary Council Meeting which directly follows this Finance meeting at 6.45pm.***

9.2 To consider the way forward for the Town Council considering the proposed transfer of Meltham Recreation Ground. – ***Cllr Noon gave the Committee an overview of this, and Cllr White advised that the Council needs to consider a maintenance plan.***

10 – 25/102: HR

10.1 To consider employment policy compliance development.

10.2 To consider HR matters arising:

- Workload prioritisation.
- To discuss the Advisor to the Council’s contract, terms and conditions.

10.3 Line manager updates regarding staff and contractors.

10.4 Schedule of appraisals:

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

Item 10 was deferred to the next Finance meeting.

The meeting concluded at 6.45pm

M.A.Brook

Mark Brook
Clerk to the Council