



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 13th April 2026.

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

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

1 – 26/1: 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 – 26/2: 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 required.***

3 – 26/3: APOLOGIES / REASONS FOR ABSENCE

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

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

4 – 26/4: 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 – 26/5: GOVERNANCE

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

6 – 26/6: BUDGET MONITORING & FINANCIAL CONTROLS

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

6.2 To consider the actual year end budget figures. (enc) – **The Clerk explained the variance between the year-end income and expenditure, Cllr Noon requested the Clerk looks at the previous three years earmarked funds to build up a picture of what the current Council has allocated over that period.**

7 – 26/7: ASSETS

7.1 To note any progress the clerk has made with work on our assets. – **The Clerk confirmed that the Asset Check has been completed with Cllr King, noting an issue with the allotment wall which requires attention, the Clerk and Cllr King met with a contractor on site to work out a plan to correct the issue.**

8 – 26/8: SECTION 106

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

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

9.1 To note ongoing site bookings from regular users, advised as;

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

The CPD Manager recommended that a hire policy is put in place and a booking form, Cllr Noon confirmed he has a copy of an original booking form that could be used.

9.2 To consider the draft risk assessment and site inspection sheet. (enc) – **The Clerk and the CPD Manager will be doing a site visit on the 21st of April 2026.**

9.3 To receive an update as to the current position of asset transfer. – **The CPD Manager updated the committee on what stage the solicitors are at.**

10 – 26/10: HR

10.1 To consider employment policy compliance development. – ***The Clerk advised that having looked over both proposals from the HR Companies, they were able to offer the same service, but one option felt more aligned to the public sector, plus this was more cost effective and the Finance Committee will recommend to Full Council that we go with the 5-year plan from that company.***

10.2 To note the Councillor and Staff Training Record. (enc) – ***Noted.***

10.3 To consider HR matters arising:

- Workload prioritisation.

The Clerk and the CPD Manager gave an overview of their current workloads citing the year end and the current asset transfer of Meltham Recreation Ground as the main areas taking up their time.

10.4 Line manager updates regarding staff and contractors. – ***The Clerk confirmed there are currently no issues in this area.***

10.5 Schedule of appraisals:

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

The Clerk confirmed that he has completed the appraisal of the Toilet Cleaner & Gate Security Person, Cllr Noon advise that he is looking to do the CPD Managers and the Clerks appraisals w/c 4th of May.

11 – 26/11: CORRESPONDENCE

11.1 To consider the YLCA Easement Advice on Project 142. (enc) – ***It was agreed that Cllr White would discuss the response with the CPD Manager and report back to the Committee accordingly.***

The meeting concluded at 6.53pm

M.A.Brook

Mark Brook
Clerk to the Council