



Mr M Brook  
Town Clerk & RFO  
Meltham Town Council  
Carlile Institute  
Meltham  
HD9 4AE

Dear Councillor,

You are hereby summoned to attend a meeting of the Finance, Assets & HR Committee to be held at the Carlile Institute, the Edward Brook Suite **commencing at 6.00pm on Monday 24<sup>th</sup> November 2025.**

The business to be transacted is as detailed on the agenda hereunder: -

#### **AGENDA**

#### **PUBLIC QUESTION TIME 6.00pm – 6.15pm**

#### **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.

#### **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).

#### **3 – APOLOGIES / REASONS FOR ABSENCE**

- 3.1 To receive apologies of absence.
- 3.2 To consider Councillors reasons for absence.

#### **4 – DECLARATIONS OF INTEREST**

To receive any declarations of interest on items on the agenda. \*\*

\*\*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 – GOVERNANCE**

5.1 To consider if there are any amends required to the Risk Register. (enc).

5.2 To consider if we now require the Advisor pursues the requirements for LCAS.

5.3 To recommend the Social Media Civility and Respect Guide & Policy Supplement for approval at Full Council. (enc)

5.4 To consider what covenants need to be included in the RAMP land sale.

5.5 To consider the request for a Coffee Trailer Pitch at RAMP (initially discussed with the Planning Committee, enc.)

#### **6 – BUDGET MONITORING & FINANCIAL CONTROLS**

6.1 To consider the draft budget for 2026/27. (enc)

6.2 To discuss the RAMP Phase 2 capital management plan recommendations from the Strategy Working Group. (enc)

6.3 To consider the main capital priorities for 2026/27.

#### **7 – ASSETS**

7.1 To discuss the asset check completed on the 20.3.25.

#### **8 – SECTION 106**

8.1 To receive further updates as to when the funds are to be expected. (enc)

#### **9 – MELTHAM – SUSTAINABLE GROWTH AND DEVELOPMENT STRATEGY**

9.1 To consider the transfer of the Meltham Recreation Ground – Charity No: 523776, from Kirklees Council to Meltham Town Council. (enc)

9.2 To consider the draft mock budget scenarios for Meltham Recreation Ground. (enc)

9.3 To consider the way forward for the Town Council in light of the proposed transfer of Meltham Recreation Ground.

## 10 – 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

Dated this 19<sup>th</sup> November 2025

*M.A. Brook*

Mark Brook  
Clerk to the Council

\*Members of the public and officers can attend this meeting remotely, please email the Town Clerk on [townclerk@melthamtowncouncil.gov.uk](mailto:townclerk@melthamtowncouncil.gov.uk) with your name and address details and a link for the session will be emailed to you, we also ask that your camera be turned on so that you can be formally introduced to the Council at the start of the meeting.\*