



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 24<sup>th</sup> November 2025.**

Present: Cllr Noon (Chair), Cllrs Batty (to observe), Coates, Crankshaw, Haigh, King and White (Cllr White left the meeting at 6.55pm).

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

### **1 – 25/73: 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 – 25/74: 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). – ***Item 10 would have been discussed in private, but no members of the public were present.***

### **3 – 25/75: APOLOGIES / REASONS FOR ABSENCE**

- 3.1 To receive apologies of absence. – ***Cllrs Haigh and Wrathall.***
- 3.2 To consider Councillors reasons for absence. – ***Noted.***

### **4 – 25/76: 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 – 25/77: GOVERNANCE**

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

5.2 To consider if we now require the Advisor pursues the requirements for LCAS. – **It was agreed that the Advisor continues with the LCAS requirements.**

5.3 To recommend the Social Media Civility and Respect Guide & Policy Supplement for approval at Full Council. (enc) – **It was recommended that this is approved for Full Council.**

5.4 To consider what covenants need to be included in the RAMP land sale. – **It was agreed that there should be a restriction on garden only, to maintain the fence and no livestock.**

5.5 To consider the request for a Coffee Trailer Pitch at RAMP (initially discussed with the Planning Committee, enc.) – **It was recommended for Full Council that we are to agree to the Coffee Trailer pitch and that there are no charges for 6 months, a monthly cost may be then applicable upon evidence of profitability.**

## **6 – 25/78: BUDGET MONITORING & FINANCIAL CONTROLS**

6.1 To consider the draft budget for 2026/27. (enc) – **It was recommended that the Clerk reduces the park/upkeep budget heading by £30,000 considering projected lower costs from the Meltham Recreation asset transfer situation.**

6.2 To discuss the RAMP Phase 2 capital management plan recommendations from the Strategy Working Group. (enc) – **Deferred to a later meeting.**

6.3 To consider the main capital priorities for 2026/27. – **Deferred to a later meeting.**

## **7 – 25/79: ASSETS**

7.1 To discuss the asset check completed on the 20.3.25. – **It was agreed that the Clerk pursues the Wilshaw Phone Box mini art exhibition project as costs are within £500.00.**

## **8 – 25/80: SECTION 106**

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

## **9 – 25/81: 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) – **It was recommended that this is to be sent to Full Council for approval.**

9.2 To consider the draft mock budget scenarios for Meltham Recreation Ground. (enc) – ***Adjustments in predicted costings were discussed reflecting in the draft budget on item 6.1.***

9.3 To consider the way forward for the Town Council in light of the proposed transfer of Meltham Recreation Ground. – ***Deferred to a later meeting.***

#### **10 – 25/82: HR**

10.1 To consider employment policy compliance development. – ***Deferred to a later meeting.***

10.2 To consider HR matters arising: – ***Deferred to a later meeting.***

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

10.3 Line manager updates regarding staff and contractors. – ***Deferred to a later meeting.***

10.4 Schedule of appraisals: – ***Deferred to a later meeting.***

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

The meeting concluded at 7.00pm

***M.A.Brook***

Mark Brook  
Clerk to the Council