



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 8th December 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 note that the Internal Audit was completed on the 25th of November 2025 and receive a summary from the Clerk.

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.

6.4 To recommend to Full Council that the Clerk transfers £30,000 into the Hampshire Trust Bank considering the increase in the FSCS deposit protection scheme allowance.

7 – ASSETS

7.1 To note any progress the clerk has made with work on our assets.

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 receive any updates regarding the asset transfer of Meltham Recreation Ground (ref: REC/A7).

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 considering the proposed transfer of Meltham Recreation Ground.

9.4 To receive an update regarding Asset Management following discussions with Kirklees.

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 3rd December 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 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.