



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 8th December 2025.

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

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

1 – 25/83: 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 – 25/84: 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 public were present, but item 10 would have been held in private should there have been.***

3 – 25/85: APOLOGIES / REASONS FOR ABSENCE

3.1 To receive apologies of absence. – ***Cllr's Coates, King and Wrathall.***

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

4 – 25/86: 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 – 25/87: GOVERNANCE

5.1 To consider if there are any amends required to the Risk Register. (enc). – **None required.**

5.2 To note that the Internal Audit was completed on the 25th of November 2025 and receive a summary from the Clerk. – **Noted and the Clerk advised that the audit went well with only one recommendation to consider.**

6 – 25/88: BUDGET MONITORING & FINANCIAL CONTROLS

6.1 To consider the draft budget for 2026/27. (enc) – **The Clerk will adjust the budget lines as discussed and create a history of earmarked funds, the Advisor suggested earmarking pots of money each year for the Meltham Recreation Ground capital works as well..**

6.2 To discuss the RAMP Phase 2 capital management plan recommendations from the Strategy Working Group. (enc) – **To be considered in subsequent Strategy and Finance meetings, then confirmed at Full Council.**

6.3 To consider the main capital priorities for 2026/27. – **To be considered in subsequent Strategy and Finance meetings, then confirmed at Full Council.**

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. – **The Finance Committee agree this should be recommended to Full Council.**

7 – 25/89: ASSETS

7.1 To note any progress the clerk has made with work on our assets. – **The Clerk advised the mini art gallery work has started with the Wilshaw Red Phone Box.**

8 – 25/90: SECTION 106

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

9 – 25/91: 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 gave a detailed update as to how the asset transfer is progressing.**

9.2 To consider the draft mock budget scenarios for Meltham Recreation Ground. (enc) – **This item was covered with item 6.1.**

9.3 To consider the way forward for the Town Council considering the proposed transfer of Meltham Recreation Ground. – **To be considered in subsequent Strategy and Finance meetings, then confirmed at Full Council.**

9.4 To receive an update regarding Asset Management following discussions with Kirklees. – **The Advisor gave an overview of where we are with this, clarifying that annual costs for budgeting have been requested from Kirklees and that Kirklees will be attending the next Strategy meeting to provide further information.**

10 – 25/92: HR

10.1 To consider employment policy compliance development. – **No further developments.**

10.2 To consider HR matters arising:

- Workload prioritisation. – **The Advisor said workloads need to be looked at in light of the Meltham Recreation Ground asset transfer.**
- To discuss the Advisor to the Council's contract, terms and conditions. – **It was agreed that the Finance Committee would recommend to Full Council that the Advisors contract is extended.**

10.3 Line manager updates regarding staff and contractors. – **The Clerk confirmed that following discussions with staff and contractors, there are no outstanding issues.**

10.4 Schedule of appraisals: -

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

Chair Noon confirmed that he would arrange appraisals with the Advisor and the Clerk, the Clerk confirmed that he would be arranging the Toilet Cleaner & Gate Security Person's appraisal for January 2026.

The meeting concluded at 7.00pm

M.A.Brook

Mark Brook
Clerk to the Council