



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 9th February 2026.

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

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

1 – 25/103: 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 – 25/104: 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 held in private were there any public or press in attendance.***

3 – 25/105: APOLOGIES / REASONS FOR ABSENCE

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

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

4 – 25/106: 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 – 25/107: GOVERNANCE

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

5.2 To recommend to Full Council the Investment Policy. (enc) – ***The Investment Policy was approved for recommendation to Full Council.***

5.3 To consider the details required for the Kirklees Information Booklet (response required by 13.2.26). (enc) – ***Noted with no changes required.***

5.4 To consider the Internal Audit Interim Report and Clerk's notes. (enc) – ***The report is recommended for approval to Full Council and not move forward with the one auditor recommendation.***

5.5 To consider the Kirklees Community Governance Review Stage 1 Summary and Stage 2 Recommendations. (enc) – ***It was requested that the Clerk asks Kirklees for justification of splitting Meltham into two wards, citing this wasn't listed in the feedback report, as well as potentially being divisive (say when awarding grants etc...) and that it again shows a lack of engagement from Kirklees with Town and Parish Councils – plus how would the elections work.***

5.6 To arrange the 6-month internal control check (must be a non-bank signatory). – ***Cllr Crankshaw will liaise with the Clerk to get this completed.***

6 – 25/108: BUDGET MONITORING & FINANCIAL CONTROLS

6.1 To consider the latest draft capital management plan. (enc) – ***Noted with no changes required.***

7 – 25/109: ASSETS

7.1 To note any progress the clerk has made with work on our assets. – ***The Clerk informed there were no updates.***

8 – 25/110: SECTION 106

8.1 To receive further updates as to when the funds are to be expected. (enc) – ***Cllr Noon advise that a Kirklees Officer is again chasing this up.***

9 – 25/111: MELTHAM RECREATION GROUND ASSET TRANSFER (REF: REC/47)

9.1 To consider the way forward for the Town Council considering the proposed transfer of Meltham Recreation Ground. – ***Cllr Noon explained he was looking at the roles of the Advisor and how this will link in with the asset transfer and the Clerk, plus it was agreed that The Advisor is to request that the Solicitor defer their admin work.***

9.2 To consider the disbursement charges (i.e. drainage etc, searches) and the list of what was agreed to be sent to the solicitors at Full Council. (enc) – ***It was agreed that the Clerk would email all Councillors to advise what the disbursement charges are and that these would be paid.***

9.3 To consider the Meltham Recreation Ground Land and Utility Reports received from Kirklees. (enc) – ***These were noted with no change of usage.***

9.4 To consider the Terms of Engagement from our Solicitor for Meltham Recreation Ground. (enc) – ***No amendments were suggested; therefore, the Clerk can send the approved Terms of Engagement back to the solicitor for them to proceed.***

9.5 To consider the quotation for the schedule of administrative powers for Meltham Recreation Ground. (enc) – ***Noted.***

9.6 To note ongoing site bookings from regular users, advised as; - ***Noted***

- Football by Kirklees
- Showman’s Guild booking for the Meltham Summer Fair 2026

10 – 25/112: HR

10.1 To consider employment policy compliance development. – ***It was requested that the Clerk investigates reviewing the potential of outsourcing the relevant policies due to the nature and expertise required in this area.***

10.2 To consider HR matters arising:

- Workload prioritisation. – ***The Clerk gave an overview of current workload and advised that he would be paying for the Ilca to Cilca training course in March 2026.***
- To discuss the Advisor to the Council’s contract, terms and conditions. – ***Cllr Noon requested we allow more time to discuss HR in further detail at the next meeting.***

10.3 Line manager updates regarding staff and contractors. – ***Nothing new to report.***

10.4 Schedule of appraisals: - ***Cllr Noon advised he has scheduled some time for these to be done.***

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

11 – 25/113: CORRESPONDENCE

11.1 To note the letter from DAC Beachcroft. (enc) – ***Noted.***

11.2 To consider a response regarding the email from the BBC. (enc) – ***It was noted that a report had already been issued, and a comment was therefore not required.***

The meeting concluded at 7.00pm

M.A.Brook

Mark Brook
Clerk to the Council