



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 9th March 2026.**

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 the 6-month internal control check. (enc)

5.3 To recommend for approval at Full Council the updated Review and Statement of Internal Control. (enc)

5.4 To recommend for approval at Full Council the Data Audit. (enc)

6 – BUDGET MONITORING & FINANCIAL CONTROLS

6.1 To consider the latest draft capital management plan. (enc)

6.2 To consider the quarterly budget report. (enc)

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 RECREATION GROUND ASSET TRANSFER (REF: REC/47)

9.1 To note ongoing site bookings from regular users, advised as;

- Football by Kirklees
- Showman's Guild booking for the Meltham Summer Fair 2026 @ £126.20 per day

9.2 To consider the information supplied by the Advisor relating to the Risk Analysis & Recommendations, NALC's info on Charity Law and the Solicitors information on warranties and indemnities. (enc)

10 – HR

10.1 To consider employment policy compliance development.

10.2 To note the Councillor and Staff Training Record. (enc)

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

11 – CORRESPONDENCE

11.1 To consider the email from West Yorkshire Police. (enc)

Dated this 4th February 2026

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.