



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 March 2026.

Present:- Cllr Noon (Chair), Crankshaw &, Haigh.

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

1 – 25/114: 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 – 25/115: 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 be discussed in private.***

3 – 25/116: APOLOGIES / REASONS FOR ABSENCE

3.1 To receive apologies of absence. – ***Cllrs Coates, King, White and Wrathall.***

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

4 – 25/117: 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 – 25/118: GOVERNANCE

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

5.2 To consider the 6-month internal control check. (enc) – **The committee were happy the control check had been completed satisfactorily.**

5.3 To recommend for approval at Full Council the updated Review and Statement of Internal Control. (enc) – **It was agreed that the committee would recommend this to Full Council.**

5.4 To recommend for approval at Full Council the Data Audit. (enc) – **It was agreed that the committee would recommend this to Full Council.**

6 – 25/119: BUDGET MONITORING & FINANCIAL CONTROLS

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

6.2 To consider the quarterly budget report. (enc) – **It was noted that the finances are in a healthy state and that the Clerk can vire over the requisite amount of money from the park upkeep budget line to the Over 70s budget line if required.**

7 – 25/120: ASSETS

7.1 To note any progress the clerk has made with work on our assets. – **Cllr Noon advised he has mentioned the mini phone box art gallery to the Wilshaw Art Group and the Clerk is looking into some signage for the face.**

8 – 25/121: SECTION 106

8.1 To receive further updates as to when the funds are to be expected. (enc) – **Cllr Noon confirmed that after chasing the Kirklees Officer, there is still no update.**

9 – 25/122: MELTHAM RECREATION GROUND ASSET TRANSFER (REF: REC/47)

9.1 To note ongoing site bookings from regular users, advised as; - **Both noted.**

- 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) – ***The recommendations from the Advisor have been allocated, the Advisor updated where we are currently and confirmed that while on annual leave the solicitors will liaise directly with the Clerk for the information required to be approved at Full Council.***

10 – 25/123: HR

10.1 To consider employment policy compliance development. – ***The Clerk advised that he is in contact with two HR companies to supply a suite of policies and will update accordingly in the next Finance meeting.***

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

10.3 To consider HR matters arising:

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

The Clerk and Advisor went through workload priorities; the Clerk is to look at a training session before signing up for the next qualification.

The committee have recommended that the Advisor to the Council's contract be extended, this is due to the level of work involved with the projects and day to day work the Clerk does, ensuring that all tasks get completed in the required timescales.

10.3 Line manager updates regarding staff and contractors. – ***The Clerk advised that there are no issues with staff and contractors at this time.***

10.4 Schedule of appraisals: - ***Noted.***

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

11 – 25/124: ORRESPONDENCE

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

The meeting concluded at 7.17pm

M.A.Brook

Mark Brook
Clerk to the Council