



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 5.30pm on Monday 12th October 2026.

Present: Cllr Noon (Chair) – **arrived at 5.50pm**, Cllr's Coates, Haigh (Vice-Chair) – **Chaired the meeting in the absence of Cllr Noon** and Cllr King was also present.

Also Present: The Community Projects Development (CPD) Manager

1 – 26/43: 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 – 26/44: 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). – **None.**

3 – 26/45: APOLOGIES / REASONS FOR ABSENCE

3.1 To receive apologies of absence. – **Cllr's Crankshaw, White and Wrathall.**

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

4 – 26/46: 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 – 26/47: GOVERNANCE

5.1 To consider if there are any amends required to the Risk Register. (enc). – ***The Clerk confirmed he had updated the staff cover issue brought up by Cllr Coates, increased the deposit protection to £120,000 and amended the CPD Manager's title from Advisor in all relevant places.***

5.2 To consider the Internal Control Check done on the 8th of September 2026. (enc) – ***This was noted as all in order. The CPD Manager suggested in view of the Auditors Report that we look into a secondary checking system linked to the Internal Control Check, the Clerk advised that a list of auditor changes is circulated each year and as in essence all existing processes are in order, this could form the basis of a secondary checking system which could be added to the Finance agenda to monitor progress.***

5.3 To consider the AGAR External Auditors Report. (enc) – ***The Clerk went through the highlighted matters giving the reasons for these and what has been put in place to negate future issues.***

5.4 To consider the new draft IT Policy in view of the AGAR report. (enc) – ***It was recommended that the IT Policy go to Full Council for approval subject to an information link which Cllr Noon will supply.***

5.5 To consider the draft Disposals Policy in view of the AGAR report. (enc)) – ***It was recommended that the Disposals Policy go to Full Council for approval.***

6 – 26/48: BUDGET MONITORING & FINANCIAL CONTROLS

6.1 To consider the latest draft capital management plan. (enc) – ***No changes as we are awaiting the outcome of the Strategy Working Group meeting.***

6.2 To consider the forecast for 2026/27 and initial draft budget/precept for 2027/28. (enc) – ***It was noted that an informative start has been made, but to await potential further expense in November before re-looking at this.***

6.3 To consider proactively seeking out opportunities for external funding in support of delivering the Council's priorities. – ***The CPD Manager has asked all Councillors to look out for potential opportunities, whilst still exploring options herself.***

7 – 26/49: ASSETS

7.1 To note any progress the clerk has made with work on our assets. – ***The Clerk advised the tennis posts and sockets are in place at Robert Ashton Memorial Park.***

8 – 26/50: SECTION 106

8.1 To receive further updates as to when the funds are to be expected. (enc) – ***Cllr Noon advised he is still awaiting the Kirklees Finance meeting to get further updates.***

9 – 26/51: HR

9.1 To consider the current position of the HR Company's employment policy compliance development. – ***The Clerk advised that he is still awaiting the updated suite of policies for consideration of adoption but is in receipt of the updated model employment contract and will ensure all employee contracts now follow the same model.***

9.2 To note the Councillor and Staff Training Record. (enc) – ***The CPD Manager is booked on a refresher Project Management course, and the Clerk is awaiting the next enrolment of Ilca to Cilca which is now January 2027.***

9.3 To consider HR matters arising:

- Workload prioritisation. – ***Both the Clerk and CPD Manager have plenty of tasks to work through and are keeping fluid with the priorities where possible.***

9.4 Line manager updates regarding staff and contractors. – ***The Clerk advised all contractors are working well with no issues.***

9.5 Schedule of appraisals:

- Community Projects Delivery Manager – July 2027
- Town Clerk – January 2026 – ***Cllr Noon requested that this be delegated to another Councillor, Cllrs Coates and Haigh will now liaise with the Clerk to ensure this is completed.***
- Toilet Cleaner & Gate Security Person – January 2027

The meeting concluded at 6.18pm

M.A.Brook

Mark Brook
Clerk to the Council