



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 6.30pm on Monday 13th July 2026.

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

Also present: The Community Projects Delivery (CPD) Manager

1 – 26/33: 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 – 26/34: 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 public were in attendance.***

3 – 26/35: APOLOGIES / REASONS FOR ABSENCE

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

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

4 – 26/36: 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 – 26/37: GOVERNANCE

5.1 To consider if there are any amends required to the Risk Register. (enc). – ***Cllr Coates suggested the Clerk and CPD Manager (previously the Advisor to Council) should be each other's back up in case of illness etc... - The Clerk will look at how this can be reflected in the Risk Register in conjunction with the CPD Manager, to ensure that a transparent and correct process for this can be instigated.***

5.2 To recommend an Internal Auditor to Full Council from the list the Clerk has provided. (enc) – ***It was decided that the recommendation to Full Council would be to continue with the current Internal Auditor.***

5.3 To consider the Internal Auditors Annual report and corresponding Clerks comments. (enc) – ***The Committee have considered the report and the Clerk's comments, the "Review of the Council's Effectiveness of the System of Internal Control & Statement of Internal Control" will be updated and once approved at Full Council, any actions will be dealt with by the Clerk accordingly.***

5.4 To consider the adjustments to the Scout lease. (enc) – ***It was resolved that the copy provided by Cllr Noon was approved and the Clerk will request that the solicitors update the lease accordingly.***

5.5 To consider the appointment of an Internal Auditor for 2026/27 for recommendation to Full Council. – ***Item duplicated incorrectly from item 5.2.***

6 – 26/38: BUDGET MONITORING & FINANCIAL CONTROLS

6.1 To consider the latest draft capital management plan. (enc) – ***The CPD Manager advised the Committee what the updates were.***

6.2 To consider the quarterly budget report. (enc) – ***The Clerk advised that the finances are in the position Council expected following the end of the first quarter and that £50K has been earmarked in the park investment fund.***

7 – 26/39: ASSETS

7.1 To note any progress the clerk has made with work on our assets. – ***Awaiting temporary fence being sorted at Mill Bank Allotments / the Clerk has done a walk round the park with the tree surgeon and is awaiting a quote / Quote for dog post signs and requested to go on Full Council for approval / a PSPO officer has visited both parks last week and we're currently awaiting feedback / Cllr Noon is discussing the tennis nets and posts issue with the original park contractor.***

8 – 26/40: SECTION 106

8.1 To receive further updates as to when the funds are to be expected. (enc) – ***Cllr Noon submitted a detailed request for each stage of the outstanding payments; Kirklees have reviewed this and will continue to pursue payment.***

9 – 26/41: MELTHAM RECREATION GROUND ASSET TRANSFER (REF: REC/47)

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

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

9.2 To receive an update as to the current position of asset transfer. – ***The Clerk advised that the new bank accounts are almost ready to open, the CPD Manager advised we have the current charge out rates for the football and it was agreed that it would be recommended that these are kept the same for 2026-27. Cllr Noon requested that Full Council passes a resolution to delegate all decisions regarding the running of the Charity to the trustees and that a Service Level Agreement is agreed at Full Council as well.***

10 – 26/42: HR

10.1 To consider the current position of the HR Company's employment policy compliance development. – ***The Clerk advised they have sent over a suite of policies but with a caveat that they are currently refining them, the Clerk suggested that as the new refined policies are done they are then to be sent over piecemeal for approval at Committee / Full Council, this was agreed.***

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

10.3 To consider HR matters arising: - ***The Clerk and CPD Manager advised that there is quite a workload but are communicating together to keep projects on task.***

- Workload prioritisation.

10.4 Line manager updates regarding staff and contractors. – ***The Clerk advises of no current issues in this area.***

10.5 Schedule of appraisals: - ***Cllr Noon and Cllr Coates conducted the CPD Managers appraisal last week and all parties agreed the new format went well, Cllr Noon confirmed that the Clerk's appraisal will be w/c 20th July 2026.***

- Community Projects Delivery Manager – July 2027
- Town Clerk – January 2026
- Toilet Cleaner & Gate Security Person – January 2027

The meeting concluded at 7.45pm

M.A.Brook

Mark Brook
Clerk to the Council