



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 8th June 2026.

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

Also present: The Community Projects Delivery (CPD) Manager – Via Teams

1 – 26/22: ELECTION OF CHAIRMAN AND VICE CHAIRMAN

To elect a Chairman and Vice Chairman of the Finance, Assets & HR Committee in accordance with Standing Order 4d (vi.&vii.). - ***It was resolved that Cllr Noon is to stay as Chair, this was proposed by Cllr White and seconded by Cllr Coates, with a unanimous vote from the committee.***
- ***It was also resolved that Cllr Haigh is to become Vice Chair, this was proposed by Cllr White and seconded by Cllr Coates, with a unanimous vote from the committee.***

2 – 26/23: 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.***

3 – 26/24: 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 or press were in attendance.***

4 – 26/25: APOLOGIES / REASONS FOR ABSENCE

4.1 To receive apologies of absence. – **Cllr's King and Wrathall.**

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

5 – 26/26: 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.

6 – 26/27: GOVERNANCE

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

7 – 26/28: BUDGET MONITORING & FINANCIAL CONTROLS

7.1 To consider the latest draft capital management plan. (enc) – ***This will be reviewed in the next Strategy Working Group meeting on the 6th of July 2026.***

8 – 26/29: ASSETS

8.1 To note any progress the clerk has made with work on our assets. – ***The Clerk has instructed a contractor to fix the drystone wall in the Mill Bank allotment and gave a works progress update as to the damaged red brick wall at the same allotment. There was an issue with the hanging baskets, and it was agreed that the Clerk requests that new brackets are bought per lighting column if it isn't over the limit for Council approval. Cllr Noon discussed the potential options of the Red Phone Box adoption outside the Pink Elephant, and a new display case was also discussed to house the new artists map of Meltham currently in development.***

9 – 26/30: SECTION 106

9.1 To receive further updates as to when the funds are to be expected. (enc) – ***Cllr Noon has requested a status update on the funds and a timeline as to when monies are to be recouped.***

10 – 26/31: MELTHAM RECREATION GROUND ASSET TRANSFER (REF: REC/47)

10.1 To note ongoing site bookings from regular users, advised as; - ***this was noted and Cllr Noon asked if a deposit had been taken for the Summer Fair, the Clerk/CPD Manager will check this.***

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

10.2 To receive an update as to the current position of asset transfer. – ***It was agreed that the transfer date suggested by Kirklees is to be the 3rd of June 2026. The CPD Manager confirmed that the account in Scribe is being set up, the Clerk confirmed that the Recreation Ground and its assets are covered under the current council Insurance policy and the Committee were happy with the Official's Indemnity cover which is Zurich's version of Trustees Indemnity cover. Cllr Noon mentioned that a press release will be required and noted that these items need to be considered at the first Trustee meeting:***

- ***Officers to have a delegated authority for the day-to-day operations.***
- ***A group needs to assess the boundary fencing.***
- ***To consider waste removal and general land and play equipment checks.***
- ***Gate access to Poppy Gardens.***
- ***Grant funding with the F.A.***
- ***Lighting on the Skate Park – discuss with the Complex / look into a sub-meter.***

10.3 To consider the amended draft Sports Booking Agreement. (enc) – ***Councillors and the Clerk are to feedback on email for the CPD Manager to collate then send to the football club for feedback for anything else that may be required to be added.***

10.4 To consider the Charitable Trust VAT and account advice. (enc) – ***Deferred to a later meeting.***

10.5 To consider the generic draft Ground Maintenance contract. (enc) – ***Councillors and the Clerk are to feedback on email for the CPD Manager to collate.***

10.6 To consider the draft Conflicts of Interests Policy for MTC as Trustees of Meltham Recreation Ground. (enc) – ***Councillors and the Clerk are to feedback on email for the CPD Manager to collate.***

10.7 To consider the insurance information / asset schedule for MRG. (enc) – ***Deferred to a later meeting.***

11 – 26/32: HR

11.1 To consider the current position of the HR Company's employment policy compliance development.

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

11.3 To consider HR matters arising:

- Workload prioritisation.

11.4 Line manager updates regarding staff and contractors.

11.5 Schedule of appraisals:

- Community Projects Delivery Manager – October 2025
- Town Clerk – January 2026
- Toilet Cleaner & Gate Security Person – January 2027

As there were no immediate issues, agenda item 11 was deferred to a later meeting.

The meeting concluded at 6.53pm

M.A. Brook

Mark Brook
Clerk to the Council

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