

Holme Valley Parish Council

To all Members of the Council

You are hereby summoned to attend a Meeting of the **Council** to be held on **MONDAY, 9 SEPTEMBER 2019 in the Exhibition Room at HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS at 8:00PM**, to transact the following business -

- AGENDA -

Please note that timings on the agenda are given for guidance of the Chairman and Members only and should not be taken as the time at which discussion of a particular item will commence. The Council may agree to defer (in whole or part) any items on the Agenda, if necessary.

- 63 Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014 8.00 PM**
As Local (Parish & Town) Council meetings can now be recorded, the Chairman to check if anybody wishes to record the meeting, to ensure reasonable facilities can be provided.
- 64 Public Question Time 8.01 PM**
Prior to the commencement of the business session of the Council, there will be an open session lasting 15 minutes, for members of the public to speak to the Council.
- 65 To accept apologies for absence 8.16 PM**
- 66 To receive Members' personal and disclosable pecuniary interests in items on the agenda and to consider any written requests for new DPI dispensations 8.17 PM**
- 67 To consider whether items on the agenda should be discussed in private 8.18 PM**
- 68 Care Co-operative in the Colne Valley – presentation by Richard Murgatroyd, Councillor for Kirklees 8.19**
Cllr Murgatroyd will be describing a new model for Adult Social Care in the Colne Valley. Two documents attached.
- 69 Climate Emergency Steering Group 8.45**
A report from Cllr Paul Davies.
- 70 To confirm the Minutes of the Council Meeting 9.00 PM**
- held on 22nd July 2019, numbered 1920 38 - 1920 52 inclusive. Councillors with internet access should review the minutes via the Holme Valley Parish Council Website. For quick access, right-click here, [Council Minutes 22-07-19](#), then click Open Hyperlink, then click OK to open the file.
- 71 To confirm the Minutes of the Special Council Meeting 9.02 PM**
- held on 29th July 2019, numbered 1920 53 - 1920 61 inclusive. Councillors with internet access should review the minutes via the Holme Valley Parish Council Website. For quick access, right-click here, [Special Council Meeting Minutes 29-07-19](#), then click Open Hyperlink, then click OK to open the file.
- 72 To confirm the Committee Minutes under delegated powers 9.04 PM**
(1) To confirm the Minutes of the Planning Committee meeting held on 15th July 2019 numbered 1920 31 – 1920 45 [Planning Committee 15-07-19](#)
(2) To confirm the Minutes of the Special Community Assets Support Committee meeting held on 15th July 2019 numbered 1920 14 – 1920 21 [Special CASC 15-07-](#)

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- (3) To confirm the Minutes of the Staffing Committee meeting held on 22nd July 2019 numbered 1920 18 – 1920 26 [Staffing Committee 22-07-19](#)
- (4) To confirm the Minutes of the Community Assets Support Committee meeting held on 19th August 2019 numbered 1920 22 - 1920 29 – no minutes currently available
- (5) To confirm the Minutes of the Planning Committee meeting held on 19th August 2019 numbered 1920 – no minutes currently available
- (6) To confirm the Minutes of the Staffing Committee meeting held on 2nd September numbered 1920 27 – 1920 37 [Staffing Committee 02-09-19](#)
- (7) To confirm the Minutes of the Finance and Management Committee meeting held on 2nd September numbered 1920 19 – 1920 31 [Finance & Management Committee 02-09-19](#)

- 73 Wreaths for Remembrance Day** **9.06 PM**
To note that, we are purchasing 8 wreaths from the Royal British Legion to decorate the war memorials of the Holme Valley. Cost: £136.
- 74 August Payment Schedules** **9.08 PM**
This to be circulated to the Councillors for review.
- 75 Holmfirth Town Access plan.** **9.10 PM**
Clerk has been invited to attend a meeting on updates to the Town Access Plan at Civic Centre 3 Huddersfield on September 10.
- 76 Governance and Audit review.** **9.15 PM**
- 76.1 Calderdale External Review:**
It is expected that Calderdale will provide feedback on their review of Holme Valley Parish Council working practices by mid-September.
- 76.2 Report from YLCA (attached) subsequent to a training session with the Clerk 21/08/19:**
The YLCA representative reviewed the AGAR for 2018/19. Documentation from this needs adding to the website to ensure the Council complies with Local Government Transparency Code 2015.
YLCA representative has offered to undertake a governance audit of Holme Valley Parish Council using a proforma. This would cost between £300 and £450.
Further, the YLCA representative felt that 1) the Standing Orders and Financial Regulations of the Council should be reviewed as soon as possible by a Standing Committee taking account of the model Standing Orders of 2018 and model Financial Regulations of 2019 and 2) the Scheme of Delegation and Terms of Reference be reviewed and each committee has Terms of Reference approved by the Council.
It was suggested that the Clerk and Deputy Clerk split attendance at Committees between them.
The YLCA representative was concerned that unconnected spreadsheets were used to calculate financial information and that this was not effective. She recommended a bespoke financial package for Councils like Rialtas.
- Feedback from YLCA**
In her report, the representative from YLCA expressed concern in aspects of the recent financial management of the Council and made recommendations for discussion by the Council.
- 77 Staffing Matters reference from Staffing Committee** **9.40PM**
Committee to consider a day's training for website management as agreed at Finance and Management Committee 02/09/19. Both Clerk and Deputy Clerk to attend. It was recommended that a representative of the Publications and Communications

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Committee should also attend.

- 78 Responses to public requests for information 9.45PM**
Cllr Bellamy has received requests from members of the public seeking clarification on the financial management of the Council by the previous Clerk. After the Calderdale review, the Council will discuss an agreed response to any requests on the is matter.
- 79 Land Charity Management Committee 9.50PM**
Cllr Sheard has requested to be considered for nomination to the Land Charity Management Committee.
- 80 To receive Chairman's Report 9.55PM**
- 81 Freedom of Information Act 2000 – to agree what information will be made available to the public 10.00 PM**
- To determine availability, or not, of supporting papers – under the Council's Publication Scheme

Liz Bennett

Elizabeth Bennett
Clerk

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