

# Holme Valley Parish Council

To all Members of the Council

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You are hereby summoned to attend a Meeting of the **Council** to be held on **MONDAY, 3 February 2020 in the Exhibition Room at HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS at 19:00 PM**, to transact the following business -

## - AGENDA - (A)

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.

**Public Question Time** **7.00 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.

**1920 Public Bodies (Admission to Meetings) Act 1960 amended by Openness  
151 of Local Government Bodies Regulations 2014**

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.

**1920 To accept apologies for absence** **7.16 PM**  
**152**

**1920 To receive Members interests in items on the agenda and to consider** **7.17 PM**  
**153 any written requests for new DPI dispensations**

**1920 To consider whether any items on the agenda should be discussed in** **7.18 PM**  
**154 private**

**1920 To confirm the Minutes of the previous Council Meeting** **7.19 PM**  
**155**  
- held on 16 December 2019, numbered 1920 - 129 to 1920 - 150 inclusive (B).

**1920 To confirm the Committee Minutes under delegated powers** **7.20 PM**  
**156**

- (1) To confirm the minutes of the Staffing Committee meeting held on 9 December 2019. (C)
- (2) To confirm the minutes of the Community Asset Support Committee meeting held on 9 December 2019 numbered 1920 - 41 to 1920 -51 inclusive. (D)
- (3) To confirm the Minutes of the Planning Committee meeting held on 2 December 2019 numbered 1920 113 to 1920 129. (E)
- (4) To confirm the Minutes of the Planning Committee meeting held on 16 December 2019, 1920 130 to 1920 137 (F)
- (5) To confirm the Minutes of the Planning Committee meeting on 6 January 2020, numbered 1920 138 to 1920 152. (G)
- (6) To confirm the Minutes of the Climate Emergency Committee meeting held on 10 December 2019, numbered 1920 1 to 1920 16 (H)
- (7) To confirm the Minutes of the Service Provision meeting held on 6 January 2020, numbered 1920 47 to 1920 59. (I)
- (8) To confirm the Minutes of the Finance and Management Committee meeting held on 20 January 2020 numbered 1920 54 to 1920 73. (J)

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**1920 To approve the budget (K) and set the precept (L) for 2020/21 7.25 PM**  
**157**

**1920 To note the appointment of a new Internal Auditor and draft report 7.35 PM**  
**158 form first audit day on 7 January 2020.**

A new Internal Auditor has been appointed from the list of recommended auditors provided by the Y.L.C.A. She came for the first day of two on 7 January 2020. She was very thorough and gave the Clerks reassurance that they were following procedures correctly and where there was still progress to be made, the Clerks were aware of those areas and had matters in hand. She advised on some areas of minor risk management that we have yet to instigate. She has submitted a detailed report in draft form and will be sending that in completed form soon. Her second visit in April will complete the internal Audit process. She recommended the purchase of the 'Rialtas' accounting package that the RFO will be instituting for the next financial Year.

**1920 To consider the recommendations of the Grants Working party. 7.40 PM**  
**159**

After three meetings this groups makes three key recommendations.

1. The grant application form should be simplified and be basically the same for all the monies awarded. There needs to be more definition on how much financial information is required for small and large grants.
2. There should be different arrangements for Capital and Revenue grants i.e. the larger amounts awarded to transferred assets should be treated differently to the smaller grants made to community groups.
3. There should be two times in the year when the community grant applications are sought and collected (perhaps Autumn and Spring) so that the relative merits of those requests can be assessed against the Council's priorities.

**1920 To note developments in the procurement of the fire escape from the 7.45 PM**  
**160 Exhibition Room in the Civic Hall.**

The council has been informed by the architects, D Bottimore, that the fire escape has gained planning permission and the work has gone out to tender.

**1920 Governance matters. 7.46 PM**  
**161**

**To review progress on the recommendations from the Calderdale report (October 2019) and the Kirklees Monitoring Officer's Report (10 July 2019)**

See table of recommendations and progress so far (M).

**1920 To consider the arrangements for recording meetings 7.55 PM**  
**162**

The council has one quote from a local provider for the installation of recording equipment including filming of the chamber with the equipment for viewing based inside the Clerk's office. The cost of this is between £862 to £988 depending on some optional items. (N)

The RFO has also looked at sound recording equipment that would be placed in the middle of the room. The advantage of this is that the equipment can be taken to other locations should the council progress it's formerly stated wish to consider such arrangements. The cost is under £200. (O)

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- 1920 163 To consider the schedule of meetings for the next Council Year 2020/21. 8.10 PM**  
Schedule for 2020/21 attached. (P)  
Please note that to accommodate all the meetings required at the frequency determined by the Standing Orders the Clerk has timetables the Community Asset Support Committee on the same evenings as the Service Provision Committee meeting. The Clerk suggests that these two committees be amalgamated (see next item). There are no spare Monday evenings now. All spaces are either designated holiday periods or gaps after those holiday periods so that agendas can be prepared and distributed with the three days' notice. Multiple meetings have had to be timetabled but these cause stress and confusion for everybody if they don't run to time and it should be avoided.
- 1920 164 To Consider the amalgamation of the Community Asset Support Committee with the Service Provision Committee. 8.20 PM**  
The Clerk is suggesting this change in order to rationalise the meeting Schedule. There is a fair amount of overlap in that both look after assets of sorts. The benches, seats, shelters and memorials are assets that currently come under the auspices of the Service Provision Committee. The latter has expressed an interest in managing the Public toilets as these are a service to the Community. The maintenance contractor works for both committees.  
The Clerk's recent training with a YLCA representative suggested that the finances for both these Committees should really be under the management of the Finance and Management Committee and this would reduce the workload of the committee. The single committee would have a lot to manage in one evening, but one set of agendas and minutes reduces workload for the Clerk.
- 1920 165 Recommendation from the Information Commissioners Office regarding the use of Holme Valley Parish Council Email addresses. 8.25 PM**  
The Council is asked to note that from February the Clerks will only send Council information to Councillors on their Holme Valley Parish Council Addresses. The councillors who have not yet changed their addresses will be sent out the joining instructions again. If they have problems accessing their mail could they please contact the Clerks.
- 1920 166 To consider the proposition that the clerks are supported by a volunteer worker who is seeking experience for a limited period. 8.30 PM**  
The Clerk has been asked by a member of the public, living locally, whether there could be an opportunity for an assistant 10 hours per week on a voluntary basis in order to gain experience for the CiLCA qualification. The YLCA have advised that this is acceptable if a contract of employment is provided and the person is treated as a member of staff. The council is asked whether it is happy for the matter to be progressed by the Staffing Committee.

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- 1920 Reference from other Committees to be noted 8.35 PM**  
**167**
- (1) **Service Provision Committee** –
- a) Acknowledgement of Grant to Holmfirth Christmas Team. (Q)
  - b) Acknowledgement of grant to Honley Christmas Lights Committee (R)
  - c) several communications form community groups thanking the council for the provision of Christmas trees.
- 2) **Finance and Management Committee**
- a) Thanks from The Hepworth Brass Band (S)
  - b) Two letters of thanks from the Holme Valley Scouts (T) (U)
- These letters and reports will be added to the Council Website.
- 1920 Holme Valley Land Charity 8.45 PM**  
**168**
- The Council are asked, in their capacity as Trustees of the Land Charity, to vote again on the membership of the Land Charity management Committee as there has been confusion over this matter.
- 1920 Chairman's report 8.55 PM**  
**169**
- Close of meeting 9.00 PM**

**Liz Bennett**

Mrs E Bennett

Clerk

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