

Holme Valley Parish Council

To all Members of the Finance & Management Committee

You are hereby summoned to attend a meeting of the **Finance & Management Committee** to be held on **MONDAY, 2 MARCH 2020** at **HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS** at **7PM** to transact the following business -

- AGENDA – (A)

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

	Welcome	7.00 pm
	Public Question Time 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 74	Public Bodies (Admission to Meetings) Act 1960 amended by Openness 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.	7.15 pm
1920 75	To accept apologies for absence	7.16 pm
1920 76	To receive Members' personal and disclosable pecuniary interests in items on the agenda	7.17 pm
1920 77	To consider written requests for new DPI dispensations	7.18 pm
1920 78	To consider whether items on the agenda should be discussed in private session	7.19 pm
1920 79	To confirm the Minutes of the previous Committee meeting - To confirm the Minutes of the Finance & Management Committee Meeting held on 20 January 2020, numbered 1920 54 to 1920 73 inclusive – previously distributed (B)	7.20 pm
1920 80	Applications for Grant - i) To consider a grant application from Holmfirth and District Bowling Club – application enclosed – £7500 towards disabled access toilet facilities (C) - ii) To consider a grant application from Wooldale Community Association – application enclosed – £2000 towards resurface of children's outdoor play area (D) - iii) To consider a grant application from Hepworth Junior and Infants School – application enclosed – £1000 towards purchase of RIDAN Food Waste Composter (E) - iv) To consider a grant application from 1 st Holme Valley Holmfirth Scouts – application enclosed – £360 training costs for an Explorer Scout attending scouting event in Canada (F)	7.21 pm
1920 81	Accounts for Payment (1) To approve the payment of accounts for January 2020 (G) (2) To approve Chairman's expenditure and donations 2019-20 (if any)	7.40 pm

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- 1920 82 Financial Statements** **7.45 pm**
- To approve accounting summaries – copies enclosed
(1) Income Received to 05 February 2020 **(H)**
(2) Balances held at 05 February 2020 **(I)**
(3) Bank reconciliations of main Community Account (to 5 February 2020) **(J)**
(4) Actual versus Budget comparison report for the year to date **(K)**
- 1920 83 Virements**
- To consider the need for virements for budgets in deficit as per the Actual versus Budget comparison report **(K)**
- 1920 84 Investment of Income** **8.00 pm**
- To consider current rates of interest applying to the Council's accounts and the investment of the Council's income – RFO to report
- To consider the transfer of the money held in the Handelsbanken savings account to a new savings account – RFO to report
- 1920 85 Audit of Accounts** **8.05 pm**
- To note the Interim Internal Audit report **(L)** and action plan **(M)** for the new Internal Audit process undertaken by Internal Audit Yorkshire
- 1920 86 Budget/Precept 2020-21** **8.10 pm**
- To note, the precept has been set with Kirklees Council as £275871 plus a Special Expenses Grant of £3248, totalling £279119.
- 1920 87 List of Regular Payments** **8.11 pm**
- To consider the authorisation of the List of Regular Payments drawn up by the RFO. Payments to these payees would not need to be double-signed by Councillors this authorisation would cover the whole financial year. **(N)**
- 1920 88 Anchor Tenancy - Holmfirth Civic Hall** **8.15 pm**
- To note, the Clerk is meeting with the Chairman of the Holmfirth Civic Hall Community Trust to discuss the Trust's Business Plan and insurance arrangements
- 1920 89 Tenancies** **8.16 pm**
- To note, the RFO has written to tenants regarding renewal of Tenancy Agreements for the next financial year
- 1920 90 Fixed Asset Register and Insurance** **8.17 pm**
- To note, the updated Fixed Asset Register **(O)**
- To note, the updated Risk Assessment **(P)**
- Bearing in mind the Fixed Assets Register and the Risk Assessment, to consider, the insurance needs of the Council for 2020-21
- 1920 91 Bank Matters** **8.25 pm**
- To note, the bank mandates with HSBC have now been arranged; all Chairmen and the Clerk are on the mandates except, currently, the chair of the Climate Emergency SC

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- To consider, our HSBC account does not allow for provision of a debit card for use of the Clerks to make online payments (for services like Dropbox, Bullguard anti-virus software and other online payments). To consider, opening a separate bank account with this facility.

- 1920 92 Policy Matters 8.30 pm**
- To consider the draft Holme Valley Parish Council Financial Regulations based on the revised NALC model Financial Regulations to recommend to full Council 23/03/2020 **(Q)**
- To note, the Clerk is additionally reviewing Holme Valley Parish Council's Standing Orders and Scheme of Delegation ahead of the full Council meeting
- 1920 93 Statement of Intent on Training 8.35 pm**
- To receive report of any recent training by Councillors and Officers – attendees to report
- 1920 94 Rialtas Omega Accounting Software 8.38 pm**
- The RFO, Clerk and two Councillors received a demonstration of the Rialtas Accounting Package for Councils, - attendees to report
- 1920 95 NALC/YLCA 8.45 pm**
- To note, the next meeting of the South Pennine Branch of YLCA is on Wednesday 11 March 1930hrs at Wilsden Village Hall
- 1920 96 Feedback on Grant Usage 8.50 pm**
- To note, grant report from Holme Valley Sharing Lives **(R)**
- 1920 97 Member to verify Bank Reconciliations against Bank Statements 8.52 pm**
- Committee to consider appointing a Member to audit the above on a quarterly basis as per Financial Regulations 2.2 (note, this person cannot be the Chairman or a cheque signatory)
- 1920 98 Representation 8.59 pm**
- To receive report (if any) of representatives to outside bodies
- Close of Meeting 9.00 pm**

Richard McGill

Mr Richard McGill
Responsible Finance Officer to the Council

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