

Holme Valley Parish Council

MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY, 22 JANUARY 2018

Those present:

Chairman: Cllr RP Dixon

Councillors: Cllrs S Baggott, K Bellamy, TW Dixon, CR Greaves, R Hogley, CM Kaye, M Pogson and T Walshaw

Officer: Mrs S S Barber

1718 60 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014

As Council meetings can be recorded, the Chairman checked if anyone wished to do so, to ensure reasonable facilities could be provided. No members of the public or press wished to do so, but the Clerk recorded the meeting (for Minute purposes only) and the recording would be deleted once draft Minutes had been ratified.

1718 61 Public Question Time

There were no members of the press present, but eight members of the public were present. One addressed Members regarding Holmfirth Conservation Group's grant application and expressed their gratitude to the Council for the support given so far on the Holmfirth Conservation Appraisal.

Four Explorer Scouts and two leaders addressed Members regarding the 1st Holme Valley Holmfirth Scout Group grant application.

As a member of the public, Cllr S Baggott addressed Members regarding support required for further CCTV in Honley and Cllr R Hogley addressed Members on her proposal that the Council should commemorate the 100th Anniversary of Women's Vote. Both projects would require some Budget provision and, therefore, would be raised at full Council accordingly.

1718 62 To accept apologies for absence

Apologies for absence were accepted from Cllrs E Bunbury and R Rogers.

1718 63 To receive Members' personal and disclosable pecuniary interests in items on the agenda

Cllrs S Baggott and R Hogley declared a personal interest in any matters relating to Holmfirth Conservation Group.

1718 64 To consider written requests for new DPI dispensations

None received.

1718 65 To consider whether items on the agenda should be discussed in private session

It was agreed that item 14(2) on the agenda (Quotations for sound-proofing at Holmfirth Civic Hall) should be taken in private session, owing to the confidential nature of the items to be discussed.

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1718 66 To confirm the Minutes of the last Finance & Management meeting

RESOLVED: That the Minutes of the Finance & Management meeting held on 27 November 2017, numbered 1718 41 to 1718 59 inclusive, be confirmed.

1718 67 Applications for Grant

(1) St Mary's Church, Honley – Minute No. 1718 08(2)(b): Members noted an acknowledgement of thanks for grant support towards the refurbishment of the clock.

RESOLVED: That the acknowledgement of thanks be noted.

(2) Applications for grant support: Members considered three grant applications following the recommendations of the Chairman of the Committee and the Clerk who had met previously to review the applications and to ensure all criteria was met.

(a) 1st Holme Valley Holmfirth Scout Group: Members considered a grant application towards training costs for four Explorer Scouts prior to an educational visit the 24th World Scout Jamboree in the USA in August 2019.

RESOLVED: That £960 be awarded towards the training costs, on condition that the four Explorer Scouts make a presentation to full Council in due course, within three months of returning from their visit to the USA in August 2019.

Six members of the public left the meeting after this item.

(b) Holmfirth Conservation Group: Members considered a grant application towards artwork and design costs for a tri-fold leaflet giving details of the key findings of the Holmfirth Conservation Area Appraisal.

Standing orders were suspended to allow Members' questions of the applicant and for the applicant to respond, to support their application.

Standing orders were then resumed.

RESOLVED: (i) That £1,000 be awarded towards the artwork and design costs for the tri-fold leaflet giving details of key findings of the Holmfirth Conservation Area Appraisal.
(ii) That a recommendation be made to full Council for the funding to be allocated to Partnership Ventures Earmarked Reserves instead of this Committee's Grants budget.

One member of the public left the meeting after this item.

(c) The Children's Art School: Members considered a grant application towards costs to facilitate local children and young people to create new paintings to replace those currently installed along the river wall in Holmfirth town centre.

Standing Orders were suspended to allow questions of the applicant.

Standing Orders were then resumed.

RESOLVED: That £1,000 be awarded towards costs to facilitate the creation of the new paintings.

One member of the public left the meeting after this item.

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(3) RESOLVED: That the minor revisions to the Grant Criteria be approved, subject to a further sentence being deleted.

1718 68 Accounts for Payment

(1) The Clerk provided clarity on expenditure incurred on administration and scanning relating to the office move/archiving of files.

RESOLVED: That the payment of accounts for October 2017 (complete) totalling £12,642.99, November 2017 (complete) totalling £13,326.57, December 2017 (partial) totalling £15,589.20 and January 2018 (partial) totalling £4,186.34 be approved, subject to an amendment to one of the payments to N Power, which was for electricity for the public toilets (not HCH).

(2) Chairman's expenditure and donations 2017-18: Nothing to report.

1718 69 Financial Statements

(1) The Clerk had distributed the accounting summaries for the period to 31 December 2017 (in accordance with Standing Order 17c).

RESOLVED: (i) That the Receipts & Payments for the period to 31 December 2017 be approved.

(ii) That the Income Received for the period to 31 December 2017 be approved.

(iii) That the balances held at 31 December 2017 be approved.

Cllr C R Greaves entered the meeting at this point.

(iv) That the latest bank reconciliation of the main Community Account, as at 5 January 2018, be noted.

(v) That the Actual versus Budget comparison report for year to date (31 December 2017), highlighting actual or potential overspends likely by the year end (31 March 2018) be approved.

Cllr R P Dixon left the meeting briefly during this item and Cllr T W Dixon took the Chair in his absence.

Cllr R P Dixon then re-entered the meeting and took the Chair again.

(2) Members considered a number of virements to be recommended to full Council and accepted that Staffing and Administration costs had increased considerably because the Council had been much more active in the last year.

RESOLVED: (a) That £6,800 be vired from Office Accommodation Earmarked Reserves to cover the Sub-contract Support likely over-spend at year end, with the balance vired from the CASC/Community Assets and Planning/Neighbourhood Plan budgets (balance split 50:50 between the two).

(b) That, as no FOI budget provision had been made for 2017-18 and because the Council had previously agreed to vire all FOI Earmarked Reserves to the Grants budget (Council Minute No. 1718 39(2)(b) refers), the FOI over-spend to be treated as a Staffing cost and funds vired as detailed in (a) above, rather than from the Contingencies budget.

(c) That any Seats & Shelters Maintenance over-spend (Maintenance Contractor's time and expenses) should be vired from the Seats/Shelters (New) budget.

(d) That other smaller amounts of over-spend (Audit - £200, Office Equipment - £25) should be vired from Contingencies.

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(e) That, as recommended by the Publications & Communications Committee, the SurveyMonkey costs to date in the current financial year should be vired from that Committee's Community Engagement budget to the Planning E-consultation budget (as more appropriate to the Neighbourhood Plan consultations).

1718 70 Election Matters

Members noted that election costs of £4,510.73 had been incurred on a vacancy in the Honley Central & East Ward in April 2017, and a vacancy in the Wooldale Ward had just been filled but Kirklees Electoral Services had not yet invoiced the associated election costs (likely to be in the region of £5,500-£6,000 because Poll Letters had been agreed due to the election being held just after Christmas). Sadly, due to the recent death of Cllr Peter Searby, a further vacancy in the Honley Central & East would need to be filled in forthcoming months and the Council would need to consider Budget provision to top up the Elections Reserves, in readiness for the Local Council Elections in May 2019.

RESOLVED: (1) That an amount of £15,000 be allocated in the Budget 2018-19 for future Elections.

(2) That guidance from Kirklees Electoral Services be noted regarding the timing of publicising the recent Honley Central & East vacancy, as it is appropriate, when a councillor dies in service, as a mark of respect, to wait at least a month following the announcement of the death.

(3) That advertising of the Honley Central & East vacancy be postponed until May 2018, to coincide with Kirklees elections and therefore save costs.

(4) That the Publications & Communications Committee be asked to consider a plan of action in the case of a death in service, a) to notify the electorate of a councillor's death and b) to publicise the process/timescale for filling the vacancy in a timely manner.

1718 71 Investment of Income

The Clerk reported on current rates of interest applying to the Council's accounts and the investment of the Council's income.

RESOLVED: (1) That the Clerk's recommendations be approved, that the Bank of Scotland investment due to mature on 14 March 2018 not be re-invested; the funds to be withdrawn (with interest) to cover likely expenditure up until the next precept is received (1 May 2018).

(2) That the investment position be reviewed further at the next Finance & Management Committee meeting, as to likely cashflow to year end and beyond, and how to invest the next precept.

1718 72 Financial Matters

(1) Accounting Software: Members considered upgrading to Quickbooks online, due to ongoing issues with the current version (Quickbooks 2008 Pro).

RESOLVED: That the upgrade to Quickbooks Online Plus (full account management including budgets) @ £15 per month for the first six months, and £25 per month thereafter, be approved.

(2) Telephone & Wi-fi Requirements: Members noted current telephone/wi-fi costs and considered future requirements and associated costs. It was accepted that there would be a number of benefits to the Council retaining a mobile phone/sim for use by the Clerk, to enable Members to contact her in emergencies out of normal office hours, although the Clerk could be contacted on the office landline in normal circumstances. The wi-fi pop up

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office device/sim provided internet access during external community engagement activities, e.g. neighbourhood plan drop-in sessions.

RESOLVED: That delegated authority be given to the Clerk, assisted by Cllr S Baggott, to review the telephony/wi-fi current and potential costs, to put in place the most cost-effective solution to meet the Council's requirements.

1718 73 Anchor Tenancy – Holmfirth Civic Hall

(1) Minute No. 1718 55(3) refers – Meeting Room/Office Accommodation: Cllrs S Baggott and RP Dixon reported on their tour of Holmfirth Civic Hall, with the Clerk, to assess the suitability of the various rooms for Council meetings and office accommodation.

Cllr C M Kaye expressed his concern at the lack of progress reports from Holmfirth Civic Hall Community Trust (HCHCT) and updates on the state of their finances.

RESOLVED: (1) That representatives of HCHCT be invited to the next Council meeting (5 February 2018) to give a presentation on progress to date, their detailed accounts and forward planning/forecasting.

(2) That this Committee's preference would be to use the Lesser Hall stage as a meeting room, with the office off that stage as a base for the Council's Officers to work from, instead of the Exhibition Room and small office off.

(3) That the Clerk be authorised to seek quotations for both fixed and removable partition options for the Lesser Hall stage area, together with quotes for any other works necessary to convert that space and the office off, to suit the Council's requirements; Cllr S Baggott to assist in the preparation of a statement of requirements to send to at least three suppliers.

(4) That Cllr S Baggott be authorised to inform HCHCT of the Council's preference and that quotes are now being sought on the proposals, but the Council to liaise with HCHCT as necessary to maintain (as far as possible) flexibility for the space to be used by other hirers whenever possible (just as we are doing for the Exhibition Room at the moment).

(2) Minute No. 1718 55(2) refers – Sound-proofing for Exhibition Room and Club Room: Three quotations for sound-proofing of the Exhibition Room and Club Room had been distributed but, bearing in mind this Committee's preference to use the Lesser Hall stage/office off, it was felt that there was no point pursuing the proposal to sound-proof those two rooms.

RESOLVED: That the sound-proofing quotations received so far be forwarded to the Chairman of HCHCT, in case HCHCT wishes to commission the sound-proofing instead.

(3) Anchor Tenancy Sublease (Underlease as referred to by the Council's solicitor): Members noted that the main Lease between the Council and HCHCT (for HCHCT to be responsible for the building and its day-to-day running/management) was now ready for signature, but the Underlease had still to be progressed. Members felt it would be difficult to do so whilst the Council/HCHCT had still not agreed definitively where the Council would be based longer term within the Civic Hall.

Members also noted that the Council's appointed solicitor had recently asked a number of questions which had been difficult for the Clerk to answer without further guidance from the Community Assets Support Committee (CASC). Although a face-to-face meeting with the Council's solicitor had been suggested by the Clerk, the solicitor's queries would be placed on the next CASC agenda and, depending on the Committee's response, the Clerk pointed out that there could be further Budget implications which may not already have been considered by the Council or any of its Committees.

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RESOLVED: That the above be noted.

Cllr C M Kaye left the meeting at this point.

1718 74 Budget/Precept 2018-19

A revised draft Budget 2018-19 had been distributed with details of the likely Earmarked Reserves at the end of the current financial year. The Clerk also reported as follows:

(1) Council Tax Support Grant (CTSG): The provisional tax base and CTSG would be passed onto the Parish, in full, subject to Kirklees Cabinet approval on 23 January 2018.

RESOLVED: That, as previously agreed by full Council, it Kirklees Cabinet does not approve the tax base/CTSG figures, the precept should be increased by the equivalent amount (£19,820.23).

(2) The revised draft Budget distributed detailed the single option (to freeze the Precept) as previously agreed by full Council. The Clerk's full Budget report and recommendations would be made to full Council on 5 February 2018 and the Precept demand would need to be submitted to Kirklees Council the next day.

(i) In the meantime, between Committee meetings, the Clerk reported that she had received a request for budget provision to be considered for two projects' commemoration of the 100th Anniversary of Women achieving the Vote: Cllr Rachel Hogley had reported briefly during the public open session but a more detailed proposal would be put to the full Council (in the absence of a Publications & Communications Committee meeting before the Budget 2018-19 needs to be approved and adopted).

(ii) Phase 3 of CCTV in Honley: Cllr S Baggott had enquired about remaining/future budget provision and how Honley Business Association could apply.

RESOLVED: That, although these two projects were mentioned during the public open session, they were not on the agenda and therefore would need to be considered by full Council as part of the Budget.

1718 75 Statement of Intent on Training

(1) SLCC Practitioner's Conference – Thursday, 22 & Friday, 23 February 2018 – Chesford Grange, Kenilworth: The Clerk reported that, as an SLCC Member, she had attended this Conference annually for the last nine years and had found it a good source of knowledge and networking opportunities. However, for personal reasons, the Clerk would prefer not to attend the Conference this year.

RESOLVED: That the Clerk's preference be accepted, saving the Council approx. £400 in Conference fees/travel costs.

(2) Training opportunities for new councillors: Members noted that Cllr E Bunbury had still not completed her induction training, a new councillor was just about to join the Council and another new councillor was likely to join the Council in the next few months.

RESOLVED: (i) That, as part of the Council's Statement of Intent on Training, all new councillors should receive induction training from the Clerk (as soon as they become a councillor, depending on their own commitments) and should be encouraged to attend any external training (e.g. on planning matters) if appropriate.

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(ii) That New Councillor training (provided by YLCA) should still be arranged for those councillors who joined in May 2015 and all the councillors who have joined more recently; training on becoming a Dementia-friendly Council to be incorporated, if possible.

1718 76 NALC/YLCA

(1) Members considered correspondence from YLCA dated 22 December 2017, confirming that Referendum Principles would not be applied to Local (Parish/Town) Councils in the next three years.

RESOLVED: That the above be noted.

(2) Members considered correspondence from YLCA dated 9 January 2018, regarding DCLG Consultation on a review of Park Homes legislation.

RESOLVED: That the above be noted, but no comment to be made.

1718 77 Policy Matters

General Data Protection Regulation (Minute No. 1718 54(2) refers): Copies of YLCA guidance dated 22 December 2017 had been distributed on the GDPR which would come into force on 25 May 2018.

RESOLVED: That the Clerk be authorised to summarise the above guidance and other information received previously, in a report with her recommendations on actions required by the Council, for consideration at the full Council meeting on 5 February 2018.

1718 78 Freedom of Information Act 2000 – to agree what information will be made available to the public

The Clerk reported on the receipt of a number of written requests for information recently, none of which could be answered quickly or easily and, therefore, had been treated as requests under the Freedom of Information Act, in line with the Model Publication Scheme.

RESOLVED: (1) That the Clerk's actions to respond to the requests for information be approved.

(2) That, under the Council's Publication Scheme, supporting papers for any item within the public session of the meeting be made available, if requested, after confirmation of the minutes.

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Chairman