

Holme Valley Parish Council

MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY, 19 MARCH 2018

Those present:

Chairman: Cllr RP Dixon

Councillors: Cllrs K Bellamy, T Dixon, R Hogley, CM Kaye, R Rogers and T Walshaw

Officer: Mrs S S Barber

1718 79 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 80 Public Question Time

There were no members of the press present, but five members of the public were present. Two were present and one addressed Members regarding Item 8(2)(a) Honley Village Community Trust - grant application.

One addressed Members regarding Item 8(2)(b) Brockholes Village Trust - grant application.

One addressed Members regarding Item 8(2)(c) Holmfirth Art & Music Ltd for Holmfirth Arts Festival 2018 - grant application.

One addressed Members regarding Item 8(2)(d) Hinchliffe Mill PTA - grant application.

1718 81 To accept apologies for absence

Apologies for absence were accepted from Cllrs S Baggott, P Davies and CR Greaves.

1718 82 To receive Members' personal and disclosable pecuniary interests in items on the agenda

Cllr K Bellamy declared a personal interest in any matters relating to Hinchliffe Mill PTA. Cllr CM Kaye declared a personal interest in any matters relating to Honley Village Community Trust.

1718 83 To consider written requests for new DPI dispensations

None received.

1718 84 To consider whether items on the agenda should be discussed in private session

It was agreed that item 8(1) on the agenda (Grant acknowledgement from Holmfirth Conservation Group) should be taken in private session, owing to the confidential nature of the items to be discussed.

It was also agreed that items 15(1) and 15(3) on the agenda (Anchor Tenancy – Holmfirth Civic Hall) should be taken in private session, owing to the confidential nature of the items to be discussed.

1718 85 To confirm the Minutes of the last Finance & Management meeting

RESOLVED: That the Minutes of the Finance & Management meeting held on 22 January

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2018, numbered 1718 60 to 1718 78 inclusive, be confirmed.

1718 86 Applications for Grant

Having reviewed previous grant applications and various financial documents circulated, Cllr R Hogley had sought clarification from the Clerk on what funding was still available in this financial year for grants. She had made a number of suggestions of potential virements to be recommended to full Council if necessary. However, the Clerk confirmed that there was still approximately £5,500 available in the grants Earmarked Reserves (reallocated earlier in this financial year).

RESOLVED: That, where appropriate Earmarked Reserves should be used to cover any additional grants funded this year, rather than allocating funding from next year's Budget.

(1) To note grant acknowledgement received from Holmfirth Conservation Group – Minute No. 1718 67(2)(b) refers – copy enclosed

RESOLVED: That this item be deferred to later in the meeting.

(2) Applications for grant support: Members considered four 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) Honley Village Community Trust: Members considered a grant application towards a remembrance seat.

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: That the purchase and installation (by the Council) of the seat be approved (up to a total maximum budget of £1,000); the seat to be gifted to Honley Village Community Trust to be responsible for its future maintenance.

(b) Brockholes Village Trust: Members considered a grant application towards the re-laying of Brockholes Village Hall roof.

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: That £1,000 be awarded towards the re-laying of the Village Hall roof.

(c) Holmfirth Art & Music Ltd for Holmfirth Arts Festival 2018: Members considered a grant application towards the cost of free family arts activities and 'SCRAPtastic Swallows' workshops.

RESOLVED: That £500 be awarded towards the cost of family arts activities and 'SCRAPtastic Swallows' workshops.

(d) Hinchliffe Mill PTA: Members considered a grant application towards the cost of funding a defibrillator.

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RESOLVED: (i) That the match funding of a community defibrillator for Hinchliffe Mill/Holmbridge be approved (the supplier to invoice the Parish Council direct).
(ii) That delegated authority be given to the Clerk to liaise with the Upper Holme Valley Ward Councillor and the Headteacher of the school on the exact location for the defibrillator to be installed in the community.

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

(3) River Holme Connections for Partnership Ventures funding: Members noted an additional funding request.

RESOLVED: That no funding be awarded on this occasion but the applicant be advised to contact Kirklees Council through its Kirklees Councillors to request funding support as Kirklees Council owns the bridge (precedent set on another bridge in the Valley).

(1) Grant acknowledgement received from Holmfirth Conservation Group (Minute No. 1718 67(2)(b) refers): Members considered a letter dated 5 March 2018 from Holmfirth Conservation Group (HCG) and a verbal summary from the Clerk of subsequent correspondence also received. Members also noted that Holmfirth Conservation Group (HCG) had now been successful in securing Heritage England grant funding.

On the basis that HCG had applied for and received grants from two sources to cover the same expenditure, it was agreed (because of the Council's grant criteria) that HCG must refund both grants awarded by the Parish Council (i.e. £2,000 in total), by 31 March 2018 latest.

Members also noted HCG's request to keep certain correspondence confidential but, as had already been explained by the Clerk, HCG should be made aware that any information submitted to the Parish Council then becomes a public document, because of the need for the Parish Council to be open and transparent (as a public body), although any personal data would be redacted in the event of a request for information under the Freedom of Information Act legislation.

If HCG wishes to re-apply for further grants as and when the occasion arises, provided any application meets the criteria and makes it perfectly clear that other funding sources have been approached, the Council will look favourably upon any future applications.

RESOLVED: That HCG be asked to refund both grants in full, by 31 March 2018 (end of financial year) and the Clerk be authorised to write to HCG accordingly.

1718 87 Accounts for Payment

(1) RESOLVED: That the payment of accounts for December 2017 (complete), totalling £54,491.18, January 2018 (complete), totalling £17,771.87, February (partial), totalling £5,984.93 and March (partial), totalling £1,092.33 be approved.

(2) Chairman's expenditure and donations 2017-18: As the Chairman had claimed no expenses in the current financial year it was

RESOLVED: That a payment of £1,000 to the Chairman's Charity Account be approved, for him to make donations to his chosen charities before the end of his civic year.

1718 88 Financial Statements

(1) The Clerk had distributed the accounting summaries for the period to 28 February

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2018 (in accordance with Standing Order 17c).

RESOLVED: (i) That the Receipts & Payments for the period to 28 February 2018 be approved.

(ii) That the Income Received for the period to 28 February 2018 be approved.

(iii) That the balances held at 28 February 2018 be approved.

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

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

(2) Members noted that the Clerk had no further virements to recommend to full Council.

RESOLVED: That the above be noted.

1718 89 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 withdrawal of an investment of £60,000 (plus interest) with Bank of Scotland and transfer of said funds into the HSBC Community Account, be approved, to be available to cover expenses until the precept is received on 1 May 2018.

(2) That the Clerk's recommendations on the investment of the Precept and Council Tax Support Grant, once received, be authorised.

(2) Members considered new DCLG guidance on local government investments. The new edition applies in England only, for accounting periods starting on or after 1 April 2018. The main change is that the guidance is now mandatory for Local (Parish/Town) Councils where investments exceed or are expected to exceed £100,000 in the financial year (formerly £500,000).

Where the guidance applies (i.e. to this Council) the Council should prepare an Investment Strategy containing the disclosure and reporting requirements specified in the guidance and have it approved by full Council. Members noted that this Council already had an Investment Strategy (approved and adopted on 25 January 2016).

RESOLVED: (a) That the Clerk be authorised to review the Strategy to ensure it meets the requirements of the updated guidance, for full Council to approve it (with other Standing documents) at the Annual Council Meeting in May.

(b) In accordance with the current Investment Strategy, it be noted that no investment beyond 12 months may be made without a resolution of the full Council.

(c) That a recommendation be made to the Annual Council meeting that the Council should continue to invest in CCLA and Handelsbanken, as investments made with those organisations could be held for over 12 months.

(d) That the Investment Strategy be published on the Council's website.

1718 90 Insurance & Risk Management

(1) Members considered renewal of insurance cover 2018-19.

RESOLVED: (a) That the renewal of insurance cover with Zurich for 2018-19 be approved, subject to a number of amendments as recommended by the Clerk.

(b) That the renewal of buildings insurance cover for Holmfirth Civic Hall, with Norris &

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Fisher, for 2018-19 be approved; the associated cost to be recharged to Holmfirth Civic Hall Community Trust in accordance with the terms of the lease.

(2) The Annual Risk Assessment had been carried out and the Clerk's report and recommendations on Risk Management had been distributed. Members also noted SLCC updated guidance on the safety of memorials in local authority cemeteries and closed churchyards (applicable to the Parish Council, being responsible for the closed churchyard in New Mill).

RESOLVED: That the Risk Assessment be approved, to be recommended to the Annual Council meeting, for approval and adoption.

1718 91 Tenancy Matters

(1) Tenancy rental fees for 2018-19: Members noted current rates and that they had been held for the last 4 years.

RESOLVED: (a) That the rental fees for 2018-19 should remain at the same rate as last year, with a review to take place (for 2019-20 tenancy fees) in October 2018.

(b) That the Clerk be authorised to issue the tenancy agreements for 2018-19 and inform tenants of the above review.

(2) Members considered a request from a local resident to purchase land on Dover Lane to keep bees and chickens, and plant willow to use in basket making.

RESOLVED: That to establish ownership of the land, the Clerk be authorised to check the Council's Deeds and liaise with the Ward Councillors and enquirer accordingly, for a report and recommendations to be made to the next Finance & Management meeting.

(3) The Clerk updated Members on a wayleave regarding the sub-station on Thirstin Road, Honley which had now been paid to the Parish Council by Northern Powergrid.

RESOLVED: That the above be noted.

1718 92 Public Clocks

(1) Members noted correspondence from Christ Church, New Mill regarding the South Facing Tower Clock Face and the Clerk's response to forward names of potential contractors and to inform the church that it could apply for a grant from the Parish Council if funding is required.

RESOLVED: That the above be noted.

(2) Members noted a report of public clock servicing 2017-18 and considered a quotation for the annual service of public clocks in 2018-19.

RESOLVED: (a) That the quotation for the annual service of public clocks for 2018-19 be approved.

(b) That the service reports for 2017-18 be noted and the Clerk be authorised to forward a copy of the report to each Church Warden; where any works are required, they should be reminded of the Council's grant scheme.

1718 93 Exclusion of Public and Press

RESOLVED: That the business of the Council now to be transacted be not open to the

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public or press on the grounds that the matters to be considered are of a confidential nature.

1718 94 Anchor Tenancy - Holmfirth Civic Hall

(1) Meeting Room/Office Accommodation: The Clerk reported a number of soundproofing quotations had already been received and quotations were now being sought for re-shaping works to the Lesser Hall stage area (with entrance lobby and side room off). One estimate had been received so far, but two or three others were still awaited. Members were reminded that (as per Financial Regulations) if the Council has a contract with value exceeding £25,000 (exc VAT) tender details need to be advertised via the Contracts Finder Website and the process was explained by the Clerk.

RESOLVED: That the Clerk be authorised to break down the proposed works into phases, for tendering and Budget purposes, and to progress seeking the appropriate fixed price quotations rather than estimates; full details and the Clerk's recommendations to be put forward to a future Finance & Management Committee meeting.

Cllr TW Dixon left the meeting.

(2) The Clerk requested guidance on the timing of the anchor tenancy fee payable to Holmfirth Civic Hall Community Trust (HCHCT).

RESOLVED: That the tenancy fee of £10,000 for 2018-19 be approved, for payment after 1 May 2018 (after receipt of the Precept/CTSG), subject to receipt of an invoice from HCHCT.

(3) Other priority matters re office move/file storage/archiving: Members considered an email dated 30 January 2018 from West Yorkshire Kirklees Archives and noted that the Clerk was currently producing a list of documents appropriate to be archived. Most of the Council's files could be archived free of charge, which could include all Minutes, Annual Reports, Annual Audited Final Accounts, Newsletters, Policy Documents, Codes of Conduct, Registers of Elected Members and Charities on which the Council has had representation.

RESOLVED: That the Clerk be authorised to progress the matter for a full report and recommendations to be put forward to the next Finance & Management Committee meeting.

1718 95 Re-admittance of the Public and Press

RESOLVED: That the public and press be re-admitted to the meeting.

1718 96 Statement of Intent on Training

(1) Zurich/LCAS annual risk management seminar, Sheffield - 30 January 2018: Members noted that Cllr S Baggott could not attend due to ill-health and, due to another commitment, the Clerk had been unable to take his place.

RESOLVED: That the above be noted.

(2) Training opportunities for new councillors or the Officer:

RESOLVED: That the Clerk be authorised to attend a YLCA Training Session on GDPR, to be held on 12 April 2018 in Wakefield (cost £45).

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1718 97 NALC/YLCA

(1) YLCA South Pennine Branch Meeting – 14 March 2018:

RESOLVED: That it be noted that due to other commitments, Cllrs K Bellamy and JG Cropper were unable to attend.

(2) Members considered correspondence dated 6 March 2018 from NALC regarding Larger Councils' Committee 2018 Governance Review Survey:

RESOLVED: That the Clerk be given delegated authority to make a comment on the above survey.

(3) NALC Chief Executive's Bulletin No.10 dated 9 March 2018:

RESOLVED: That the above be noted.

1718 98 Representation

(1) 'The Voice of the Councillor' event (13 February 2018) at Huddersfield Town Hall: Details had been circulated previously.

RESOLVED: That it be noted that no Member was able to attend.

(2) RESOLVED: That Cllr JG Cropper be chased for his report of attendance of the Local (Parish/Town) Councils' meeting with Cllr David Sheard and Cllr Graham Turner on 28 February 2018.

(3) Representation at any future events: Nothing to report.

1718 99 Policy Matters

General Data Protection Regulation (GDPR) - Finance & Management Minute No. 1718 77 and Council Minute No. 1718 85(2)(c) refer: Members considered the Clerk's report on GDPR which comes into force on 25 May 2018 and any recommendations to be made to full Council.

RESOLVED: (1) That the Clerk's report and recommendations on the GDPR Policy and Procedures be approved in full and the Clerk be thanked for her thorough and clear report.

(2) That it be recommended to the full Council that the Clerk should be appointed as Data Protection Officer (DPO), subject to NALC/SLCA/ICO clarification still awaited.

1718 100 Freedom of Information Act 2000 – to agree what information will be made available to the public

The Clerk reported on the recent receipt of a number of written requests for information, neither 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

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the public session of the meeting be made available, if requested, after confirmation of the minutes.

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Chairman