

Holme Valley Parish Council

MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY, 11 JUNE 2018

Those present:

Chairman: Cllr RP Dixon

Councillors: Cllrs S Baggott, E Bunbury, TW Dixon, R Hogley, M Pogson, T Walshaw and D Yates

Officer: Mrs S S Barber

1819 01 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014

Cllr R P Dixon took the Chair, until the appointment of a new Chairman of this Committee.

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.

1819 02 Public Question Time

Two members of the public were present. One addressed Members regarding Item 9(4)(a) Holmfirth Media grant application, and the other addressed Members regarding Item 9(4)(b) Honley Business Association grant application.

RESOLVED: That parts of Item 9(4) be brought forward in priority order.

1819 03 To accept apologies for absence

Apologies for absence were accepted from Cllrs P Davies, CR Greaves and R Young.

1819 04 To receive Members' personal and disclosable pecuniary interests in items on the agenda

Cllrs S Baggott and E Bunbury declared a personal interest in any matters relating to Honley Business Association.

1819 05 Applications for Grant (part 1)

(1) 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) Holmfirth Media: Members considered a grant application towards Honley Feast, to be held in September 2018.

RESOLVED: That, subject to a community bank account being set up and a satisfactory constitution being put in place by the community group, £1,000 to be awarded to support the Honley Feast event in 2018.

(b) Honley Business Association: Members considered a grant application towards a Christmas light switch on event.

RESOLVED: (i) That £1,000 be awarded towards the light switch on event, but a recommendation to be made to full Council to vire the amount from the Service Provision Christmas Provision 2018 Budget.

(ii) That in future, similar applications should be considered through Service Provision (which holds the Christmas provision budget); a suggestion to be put forward to the next Service Provision Committee meeting (23 July 2018) that it should have its own grants

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scheme relating to matters within its budgetary control (e.g. Christmas provision and youth matters etc).

(c) Netherton/Honley Community Centre: Members considered a grant application towards the cost of DBS checks and event materials, refreshments and external trips for youths from the Honley and areas outside the Holme Valley. However, due to restrictions imposed by the legislation (section 137 of the Local Government Act), and issues relating to the organisation's constitution and banking arrangements, the Committee felt it could not support such an application on this occasion.

RESOLVED: (i) That Cllr E Bunbury be authorised to contact the representative of the organisation to explain that no funding could be awarded on this occasion, but if matters of Members' concerns could be resolved, the Committee would be happy to consider a re-application from the group in the future, subject to the correct paperwork being provided. (ii) That any future application could be referred to the Service Provision Committee, for funding to be considered from the Youth Facility budget.

(d) Holy Trinity Church, Holmfirth: Members considered a grant application towards the cost of installation of an external electric socket on the south wall of the Church.

RESOLVED: That £310 be awarded for installation of an external electric socket.

1819 06 To consider written requests for new DPI dispensations

None received.

1819 07 To consider whether items on the agenda should be discussed in private session

It was agreed that no items required to be taken in private session.

1819 08 To confirm the Minutes of the last Finance & Management meeting

RESOLVED: That the Minutes of the Finance & Management meeting held on 19 March 2018, numbered 1718 79 to 1718 100 inclusive, be confirmed.

1819 09 Membership of Finance & Management Committee

Appointment of Chairman of Finance & Management Committee: It was proposed by Cllr E Bunbury, seconded by Cllr R Hogley and

RESOLVED UNANIMOUSLY: That Cllr S Baggott be and is hereby elected Chairman of the Finance & Management Committee for the ensuing year.

Appointment of Vice Chairman of Finance & Management Committee: It was proposed by Cllr S Baggott and seconded by Cllr M Pogson, that Cllr T W Dixon be appointed to this role. An alternative proposal was then put forward, by Cllr E Bunbury and seconded by Cllr T Walshaw, that Cllr R Young be appointed to the role. Upon a vote, it was

RESOLVED: That Cllr T W Dixon be appointed as Vice Chairman of the Finance & Management Committee for the ensuing year.

Cllr S Baggott took the Chair and Cllr TW Dixon took the Vice Chairman's chair.

Cllr R P Dixon gave his apologies and left the meeting after this item, due to another commitment.

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1819 10 Applications for Grant (part 2)

(1) RESOLVED: That grant acknowledgement received from Friends of Cliff Rec (Minute No. 1718 08(2)(c) refers) be noted.

(2) The Clerk updated Members on grant funding previously agreed for Honley Village Community Trust (Minute No. 1718 86(2)(a) refers) for a seat to be installed in the People's Park, Honley. The applicant had subsequently sought clarification on responsibilities for installation and future maintenance of the seat, and the Clerk had confirmed that it would be the responsibility of the Community Trust to seek approval from Kirklees Council (who own the park) for installation of the seat and the Community Trust would be responsible for longer term maintenance of the area around the seat and maintenance of the seat itself, because it would be installed in a Kirklees Council-owned park. The Parish Council only has authority to install and maintain seats on the public highway, not in public parks. This has been accepted by the Community Trust.

Regarding the funding agreed for Hinchliffe Mill PTA to install a defibrillator in Hinchliffe Mill (Minute No. 1718 86(2)(d) refers) it had now been agreed with the School, PTA and Ward Councillors that the defibrillator should be installed outside Cornloft House on Woodhead Road, Hinchliffe Mill. However, there had been a slight delay in installation, because the supplier was still awaiting further stocks of defibrillators.

RESOLVED: That the above be noted.

(3) The Clerk updated Members on the full refund received of the grant funding previously awarded to Holmfirth Conservation Group (Minute No. 1718 86 refers).

RESOLVED: That the £2,000 be held in Earmarked Reserves (Grants), for re-allocation elsewhere in the future.

1819 11 Accounts for Payment

(1) (i) RESOLVED: That the recent by-election costs for Wooldale Ward (18 January 2018) and Honley Central & East Ward (3 May 2018) be noted.

(ii) That, as the deadline for requesting an election to be held to fill the Honley South Ward vacancy had now passed and no such request to hold an election had been received, the Council would need to make the necessary arrangements to co-opt to fill the vacancy.

(2) To approve the payment of accounts for April and May 2018 – copies enclosed

RESOLVED: That the above be deferred to the next meeting.

(3) Chairman's expenditure and donations 2018-19: Nothing to report.

1819 12 Financial Statements

- To approve accounting summaries – copies enclosed (if available):

(1) Receipts & Payments for the period to 31 May 2018

(2) Income Received to 31 May 2018

(3) Balances held at 31 May 2018

(4) Latest bank reconciliation of main Community Account (to 5 June 2018)

(5) Actual versus Budget comparison report for the year to date (31 May 2018)

RESOLVED: That the above be deferred until the next Finance & Management Committee meeting on 3 September 2018.

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1819 13 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 Cllr D Yates be authorised to research alternative short term, low risk investment opportunities, for recommendations to be made to the next Finance & Management Committee meeting.

(2) That, in the meantime, the Clerk be authorised to transfer £85,000 from the HSBC Community Account (now that the precept has been received) to the Bank of Scotland.

(3) That, pending Cllr Yates' investigation, a further £50,000 should be invested in Bank of Scotland for up to 3 months, if such funds are not required for potential expenditure over the next 3 months (i.e. depending on CASC grants and other staged funding).

(4) That, over and above funds required to cover the next month's planned expenditure, the balance of precept funds be held in the HSBC Money Manager account, to maximise interest potential.

1819 14 Tenancy Matters

(1) The Clerk updated Members on a local resident's request to purchase an area of land on Dover Lane (Minute No. 1718 91 refers). Upon investigation, the land referred to by the local resident was not owned by the Parish Council and they had been advised to contact the Land Registry to establish ownership/responsibility.

RESOLVED: That the above be noted.

(2) Members noted that all allotment and garage plot tenancies were already paid up for 2018-19.

RESOLVED: That the above be noted, thanks to the Administrative Support Officer.

1819 15 Public Clocks

Members noted a report from the Chairman of the Building Committee, Christ Church, New Mill regarding repair works to a broken hour hand on the public clock.

RESOLVED: (1) That the proposed works to the public clock be authorised, provided there is no cost to the Parish Council.

(2) That the contractor's acceptance of the Public Clock Service Contract 2018-19 be noted.

1819 16 Policy Matters

(1) Council Minute No. 1819 28(2) refers – To consider revision to NALC's Model Standing Orders – email and attachment dated 14 May 2018 previously distributed to full Council but deferred to this Committee – Clerk to report

RESOLVED: That the above be deferred until the next meeting on 3 September 2018.

(2) The Clerk reported on matters relating to recording of meetings, following recent Code of Conduct issues and subsequent advice from Kirklees Monitoring Officer. The Council had previously deferred matters relating to recording/CCTV equipment, because the Council still had no permanent, dedicated office/meeting room space at Holmfirth Civic Hall.

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RESOLVED: That costs for a temporary solution should be investigated, if time/resources are available, to purchase audio recording equipment (only) at this stage; the Clerk to liaise with the Chairman of the Committee accordingly, for any recommendations to be made to full Council in due course.

1819 17 Anchor Tenancy – Holmfirth Civic Hall

(1) The Clerk reported on her attendance of the User Group meeting on 22 March 2018; Cllr T W Dixon had been unable to attend. The main point put across was that hirers would be responsible for their own set-ups in future.

RESOLVED: That the above be noted.

(2) Members considered an email update of 23 April 2018 from the new Centre Manager.

RESOLVED: That the above be noted.

(3) Members noted that there had been very little progress on seeking quotes for office/meeting room accommodation requirements (Minute No. 1718 94 refers) due to other priorities.

RESOLVED: That the Clerk be authorised to ask Cllr R Young if he would like to get involved in assisting the Clerk/Cllr S Baggott on this project.

(4) The Clerk that portable appliance testing (PAT) would be carried out at Holmfirth Civic Hall just before Artweek, with associated costs passed onto the Parish Council by the Holmfirth Civic Hall Community Trust for any Parish Council equipment tested.

RESOLVED: That the above be noted.

1819 18 General Data Protection Regulation (GDPR)

(1) Members noted an email of 25 May 2018 from YLCA regarding GDPR – Data Protection Act 2018 received Royal Assent on 23 May 2018 and exempts the Parish Council from obligation to appoint a data protection officer (DPO).

RESOLVED: That the above be noted and the Clerk to continue as DPO.

(2) The Clerk reported on the receipt of various Privacy Notices from the Council's bank, suppliers and community organisations.

RESOLVED: That the above be noted.

(3) The Clerk reported further on her recommendations on records management and archiving (Minute No. 1718 94(2)). It was agreed that although the majority of the Council's files and records which needed to be held for any period of time (in accordance with the Council's Records Management Policy) could be digitally scanned and then hard copies destroyed, the Council's Minutes and any other information of historical value should be transferred to the West Yorkshire Archive Service. The Parish Council would then be exempted from providing any such information requested, as it would be held elsewhere, saving time and resources for the Parish Council.

RESOLVED: (1) That the above process be accepted and the associated costs to transfer files and documents to West Yorkshire Archive Service, as recommended, be approved.

(2) That an issue of lack of email storage space be investigated through the current

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website/email hosting service, to investigate the provision of more space and associated costs.

1819 19 Statement of Intent on Training

- (1) To receive report of Clerk's attendance of SLCC training/networking event at Meltham Town Council – 1 May 2018 – Clerk to report
- (2) To consider Clerk's attendance of SLCC North of England Regional Training Seminar, Bolton – Wednesday, 27 June 2018 – Clerk to report
- (3) To consider any further Officer training requirements from completion of Staff Development Review 2017 – Clerk to report
- (4) To receive update on induction training for new Members and to consider any further actions required – Clerk to report

RESOLVED: That the above be deferred to the next Finance & Management meeting on 3 September 2018.

1819 20 NALC/YLCA

RESOLVED: That the following be noted:

- (1) Email and attachments dated 26 March 2018 from YLCA regarding updates to Practitioners' Guide for 2018/19 – Governance and Accountability for Smaller Authorities in England 2018.
- (2) Consultation on 'Shaping our future: New Strategic Plan of the National Association of Local Councils (NALC)'.
- (3) Request from YLCA dated 1 June 2018 to complete survey to gather evidence on adoption of Community Infrastructure Levy (CIL) system; the Clerk and Cllr R Hogley to complete the survey by the deadline provide.
- (4) That a representative from Kirklees Council Planning Services be invited to the full Council meeting on 10 September 2018, to give a presentation on CIL (and any implications for the Parish Council, once the Local Plan has been adopted); the Clerk to request an update on the Local Plan and CIL for the full Council meeting on 23 July 2018.

1819 21 Representation

RESOLVED: That Cllr TW Dixon be authorised to represent the Council at the 'Picture of Kirklees' partnership event on 9 October 2018 at John Smith's Stadium.

1819 22 Freedom of Information Act 2000 – to agree what information will be made available to the public

The Clerk reported on 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 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