

# Holme Valley Parish Council

## MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY, 3 SEPTEMBER 2018

Those present:

Chairman: Cllr S Baggott

Councillors: Cllrs E Bunbury, P Davies, RP Dixon, TW Dixon and M Pogson

Officer: Mrs S S Barber

### **1819 23 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 (personally, for Minute purposes only) and the recording would be deleted once draft Minutes had been ratified.

### **1819 24 Public Question Time**

Two members of the public were present. One addressed Members regarding Item 8(2)(b) Holmfirth Remembers grant application, and the other addressed Members regarding Item 8(2)(a) Friends of Holmfirth Library and Tourist Information Centre grant application.

RESOLVED: That these items be brought forward for consideration in priority order.

### **1819 25 To accept apologies for absence**

Apologies for absence were accepted from Cllrs CR Greaves, R Hogley, R Rogers, T Walshaw, D Yates and R Young.

### **1819 26 To receive Members' personal and disclosable pecuniary interests in items on the agenda**

None received.

### **1819 27 To consider written requests for new DPI dispensations**

None received.

### **1819 28 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 29 Applications for Grant**

(2) Applications for grant support: Members considered two 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) Friends of Holmfirth Library and Tourist Information Centre – Setting up of a walking room (with printing of walk leaflets, new maps and display materials) to provide information on local walking opportunities:

Standing Orders were suspended to allow questions to be asked of the representative of

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the group. Members supported this wholeheartedly, to promote paths of the Valley on well planned walks and to get more people outdoors to see the wonderful Valley.

Standing Orders were resumed.

RESOLVED: That £900 (excluding VAT) be approved towards this project and the Clerk be authorised to liaise with the group regarding the Parish Council purchasing the materials as detailed in the application.

One member of public left the meeting.

(b) Holmfirth Remembers - Commemorative exhibition on 9 November 2018.

RESOLVED: That £341.80 be awarded towards a commemorative exhibition, to be held on 9 November 2018.

One member of public left the meeting.

## **1819 30 To confirm the Minutes of the last Finance & Management meeting**

RESOLVED: That the Minutes of the Finance & Management meeting held on 11 June 2018, numbered 1819 01 to 1819 22 inclusive, be confirmed.

## **1819 31 Applications for Grant**

1) RESOLVED: That the grant acknowledgement received from Brockholes Village Trust (F&M Minute No. 1718 86(2)(b) refers be noted.

## **1819 32 Accounts for Payment**

(1) RESOLVED: (i) That the payment of accounts be approved as follows:

April 2018 (complete) totalling £31,999.44

May 2018 (complete) totalling £28,263.18

June 2018 (complete) totalling £24,376.47

July 2018 (complete) totalling £16,342.72 and

August 2018 (partial) totalling £23,166.92

(ii) That the Clerk to be authorised to complete a review of phone costs and wi-fi to reduce costs where possible.

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

## **1819 33 Financial Statements**

(1) The Clerk had distributed the accounting summaries (including those to 31 May 2018 deferred at last meeting) in accordance with Standing Order 17c.

RESOLVED: (i) That the Receipts & Payments for the period to 31 July 2018 be approved.

(ii) That the Income Received to 31 July 2018 (including any refunds from HCHCT) be approved.

(iii) That the balances held at 31 July 2018 be approved.

(iv) That the latest bank reconciliation of the main Community Account (to 5 July 2018) be approved.

(v) That the Actual versus Budget comparison report for the year to date (31 July 2018) be approved (including any refunds from HCHCT).

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## **1819 34 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. Members noted anticipated expenditure over the next three months, bearing in mind expected CASC funding stage payments and normal day-to-day expenses. The Clerk therefore recommended that the rest of the precept be retained in the HSBC Community Account, so that it is available for the anticipated expenses, but for a detailed cashflow forecast to be considered at the next Committee meeting (26 November 2018).

RESOLVED: That the Clerk's actions and recommendations be approved.

## **1819 35 Audit of Accounts**

Members considered correspondence dated 31 May 2018 from the Internal Auditor regarding the Annual Return 2018 and their quotation for 2019-20 and 2020-21 work.

The Clerk reported that the External Auditor had still not completed the Audit of accounts for the year to 31 March 2018 but, so far, had only raised one minor query regarding the end of year balance of one of the Investment accounts; the Clerk had addressed the query immediately and completion of the Audit was expected by the end of September 2018. Spot checks of this year's accounts (to date) would need to be carried out in October or November, in accordance with internal controls procedures and Financial Regulation 4.4.

RESOLVED: (i) That the Clerk's actions to respond to any External Auditor queries be authorised and spot checks of this year's accounts to be arranged in due course.  
(ii) That the appointment of Torevell Dent, at the fees quoted for the 2019-20 and 2020-21 work, assuming the scope of work remains unchanged, be approved.  
(iii) That, once the External Audit has been completed, the Clerk be authorised to publish the appropriate notices and to submit a copy of the Annual Governance & Accountability Return (AGAR) for the year to 31 March 2018 to the Internal Auditor, as requested, and confirming their appointment for the 2019-20 and 2020-21 work.

## **1819 36 Remembrance Day Services**

RESOLVED: (1) That the Clerk be authorised to order eight wreaths as usual by the due date; the Clerk to make all the necessary arrangements for the laying of these wreaths.  
(2) That the Clerk be authorised to arrange for attendance of Remembrance Services in the Valley on Sunday, 11 November 2018 and floodlighting of the War Memorial at Holme Valley Memorial Hospital.

## **1819 37 Budget/Precept 2019-20**

The Clerk requested that Members consider any recommendations to the full Council on the Budget/Precept policy for 2019-20 and the instigation of the Budget/Precept setting process for 2019-20.

RESOLVED: (1) That the Budget policy be discussed at the next full Council meeting, but in the meantime, the Clerk be authorised to instigate the process and ask each Committee to put forward their Budget requirements for 2019-20 to this Committee.  
(2) That the Committee would consider its own Budget requirements at the next meeting (26 November 2018).

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## **1819 38 Anchor Tenancy – Holmfirth Civic Hall**

(1) Members noted the cost of portable appliance tests carried out on 28 June 2018 by a contractor appointed by HCHCT (F&M Minute No. 1819 17(4) refers).

RESOLVED: That the PAT cost of £96 be approved.

(2) The Clerk reported that there were no urgent matters relating to the anchor tenancy but she had concerns that the longer term office/meeting room requirements projected kept being put on a back-burner, due to other priorities.

RESOLVED: (i) That a local architect (who is already assisting HCHCT and is therefore familiar with the building layout) be approached to assist the Parish Council in formulating design plans etc. which could be put forward to HCHCT for consideration; the Clerk, assisted by Cllr S Baggott, to co-ordinate the project and liaise with the architect accordingly, initially to seek an indication of his proposed fees.

(ii) That a budget of £2,000 be approved to cover such an appointment and preparation of proposal and plans in a suitable format to put forward to HCHCT.

## **1819 39 Policy Matters**

- Council Minute No. 1819 28(2) refers – To consider revision to NALC's Model Standing Orders – YLCA email and attachment dated 14 May 2018 previously distributed but deferred at previous meeting – Clerk to report

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

## **1819 40 Statement of Intent on Training**

(1) To consider items deferred at previous meeting – Clerk to report:

(a) SLCC training event – Meltham Town Council – 1 May 2018:  
Main topic of discussion was GDPR (being before the new Regulation came into force). It appeared that most local councils would be adopting the YLCA/SLCC templates etc. but an update was still awaited (at that time) on whether the Council would need to appoint a DPO (no longer a requirement for local councils but many will still do so, even though Clerks will do much of the work). No specific insurance for GDPR at the moment, but may be necessary in future, depending on issues raised once Regulation has been in place for a while.

Other discussions were on anti-vandalism protection and re-valuing assets of community value at least every five years. Members noted that Holmfirth public conveniences ought to be revalued once the refurbishment work has been completed.

RESOLVED: That the Clerk's report be noted.

(b) SLCC North of England Regional Training Seminar, Bolton – 27 June 2018:  
Sessions included an update on GDPR and important legal changes; Positive psychology (practical applications for use at work); employing volunteers and insurance implications; recent and forthcoming financial changes; legal Q&A session; Thinking 'outside the box' – digital inclusion for senior citizens.

RESOLVED: That the Clerk's report be noted.

(c) Future Officer training requirements: The Clerk reported that the Staff Development

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Review 2017 had still not been signed off but, as far as the Clerk was aware, there were no specific training requirements identified. Cllr Tom Dixon, as Staff Development Review Co-ordinator at the time, may wish to add to this.

RESOLVED: That the above be noted.

(d) Induction training for new Members: The Clerk reported that both new councillors this year had received at least a basic induction, but further time would be allocated to Cllr J Sweeney's induction, to fit in with his own commitments.

REPORTED: That the above be noted.

(2) YLCA Training Day for more experienced clerks – Friday, 12 October 2018: Although the Clerk had expressed an interest in attending, and the Council had approved the associated cost, the Clerk would now be on holiday that day (because of a personal commitment).

RESOLVED: That the above be noted.

(3) The Clerk reported on a number of additional training opportunities:

(3a) SLCC National Conference to be held on 10/11 October 2018 in Lincolnshire.

(3b) NALC National Conference to be held on 30/31 October 2018 in Milton Keynes.

RESOLVED: That the above be noted, but no Councillors were interested in attending.

(3c) YLCA training event for Councils with an Annual Turnover in excess of £200k per annum to be held on Wednesday, 28 November 2018 in York.

RESOLVED: That Cllrs E Bunbury and M Pogson be authorised to attend if places are still available; the Clerk to book accordingly.

## **1819 41 NALC/YLCA**

(1) Members considered correspondence from YLCA dated 3 July 2018 regarding and update to the Good Councillor's Guide.

RESOLVED: That the Clerk be authorised to download a copy for Office purposes.

(2) RESOLVED: That there would be no representation at YLCA South Pennine Branch Annual Meeting (Hebden Bridge – 13 June 2018) and Joint Annual Meeting 2018 (Wetherby - 14 July 2018).

(3) Members considered a notification from NALC (via YLCA email dated 8 August 2018) regarding a consultation concerning adult social care and well-being.

RESOLVED: That Cllrs E Bunbury, P Davies and the Clerk to liaise and submit a response on behalf of the Council before the deadline for comments (12 September 2018).

## **1819 42 Representation**

(1) Cllr E Bunbury reported on her attendance of Kirklees Leaders Question Time, held on 16 July 2018, as part of National Democracy Week. (2-8 July 2018).

RESOLVED: That the report be noted.

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(2) RESOLVED: That Cllr D Bellamy's attendance of a meeting with Cllrs Pandor and Turner, Kirklees Council, on Wednesday, 19 September 2018 at Huddersfield Town Hall be approved.

(3) RESOLVED: That Cllrs K and T Bellamy's attendance of PDNPA Annual Parishes' Day and Peak Park Parishes Forum Annual General Meeting on Saturday, 29 September 2018 be approved.

## **1819 43 Consultations**

Members considered a statutory consultation regarding the future of the closed church of Thongsbridge St Andrews, with any comments to be made by 21 September 2018.

RESOLVED: That the draft scheme under the Mission and Pastoral Measure be noted but no formal comment to be made to the Church Commissioners for England.

## **1819 44 General Data Protection Regulation (GDPR)**

Members considered correspondence from YLCA/NALC dated 6 August and 24 August 2018, regarding a revised version of the General Data Protection Regulation Toolkit, which takes into account that a Council/Parish meeting does not need to appoint a Data Protection Officer.

RESOLVED: That the above be noted.

## **1819 45 Freedom of Information Act 2000 - to agree what information will be made available to the public**

RESOLVED: 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