

# Holme Valley Parish Council

## MINUTES OF THE COMMUNITY ASSETS SUPPORT COMMITTEE MEETING HELD ON MONDAY, 18 JUNE 2018

Those present:

Chairman: Cllr D Bellamy

Councillors: Cllrs S Baggott, K Bellamy, T Bellamy, JG Cropper, P Davies, D Hall, R Hogley and J Roberts

Officer: Mrs S S Barber

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

As Parish Council meetings can now be recorded, the Chairman checked if anyone wished to record the meeting, to ensure reasonable facilities could be provided. No-one 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**

Cllr D Hall and the Council's maintenance contractor were present as observers. One member of the public was present regarding Brockholes Village Trust's grant application (Item 8 on the Agenda).

### **1819 03 To accept apologies for absence**

Apologies for absence were accepted from Cllrs J Brook, E Bunbury, G Christofi, TW Dixon and S East.

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

Cllr K Bellamy declared a personal interest in any items relating to Holmfirth Civic Hall Community Trust.

### **1819 05 To consider written requests for new DPI dispensations**

None received.

### **1819 06 To consider whether items on the agenda should be discussed in private session**

RESOLVED: (1) That Items 10(3) (Holmfirth Public Conveniences) and 11(3) (Holmfirth Civic Hall) be taken in private session, owing to the confidential nature of the matters to be discussed.

(2) That Items 8 (Grants to support Community Assets) and 10 (Holmfirth Public Conveniences) be brought forward in priority order.

### **1819 07 To confirm Minutes of the previous Committee meetings**

RESOLVED: That the Minutes of the Committee meeting held on 12 March 2018, numbered 1718 110 to 1718 122 inclusive be confirmed.

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## 1819 08 Grants to support Community Assets

Brockholes Village Trust: Members considered a grant application towards a shortfall of funds relating to the replacement of the roof and CCTV security equipment.

Standing Orders were suspended to allow questions to/from the representative of Brockholes Village Trust and Cllr D Hall (present as an observer).

Standing Orders were resumed.

RESOLVED: That £1,500 be approved as a suitable contribution to ensure the sustainability of the Village Hall.

One member of the public left the meeting.

## 1819 09 Holmfirth Public Conveniences

(1) Honesty box donations: The maintenance contractor reported that takings had started to rise again, with an average of between £12-£14 being donated per day.

RESOLVED: That the above be noted.

(2) Day-to-day running of the toilets: The maintenance contractor reported that there had been some issues with locating his cleaning equipment/supplies whilst contractors were on site carrying out the refurbishments. Anti-social behaviour had also continued and new soap holders fitted as part of the refurbishment scheme had already been smashed. Leaflets and appropriate holders were also discussed, but it was agreed to put this on hold for the time being, as new style leaflets were due to be released by Kirklees Tourist Information in the near future.

RESOLVED: That the above be noted.

The maintenance contractor left the meeting at this point.

### Exclusion of Public and Press

RESOLVED: That the business of the Council now to be transacted be not open to the public or press on the grounds that the matters to be considered are of a confidential nature.

(3) Progress report on reshaping works: Cllrs J G Cropper, S Baggott and the Clerk reported on the standard of works to date and the protracted timescale (four months instead of three weeks as originally intended) with works still not completed to the Council's satisfaction. It was agreed that the Council should have provided a more detailed specification at the outset, so that a fixed price quote (instead of estimate) could be provided, but it was hoped that the contractor would honour the contract and complete the works required to a satisfactory standard.

RESOLVED: (i) That a snagging list be prepared and issued to the contractor, for the works to be completed to the quality standard the Council expects, within a reasonable timescale; until then, the final payment to be put on hold.

(ii) That the Chairman of the Committee be authorised to meet with the contractor to discuss the matter and a way forward to suit both parties.

(iii) That £3,000 be allocated from the community assets budget for works to the old

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disabled and gents' toilets, to get the lettable space into a state ready to market it; volunteers to be used where possible to strip out that space, plaster the walls and screed the floor, but skilled workers/qualified tradesmen to complete the necessary electrics and plumbing; the lettable space could then be put out to rent as a plastered shell, with any tenant deciding on decorations etc.

(iv) That the Clerk be authorised to seek three quotations for the electrical and plumbing works to the lettable space, and to seek three quotations from potential letting agents; the Clerk be given delegated authority to liaise with the Chairman of the Committee to agree on the appointment of a letting agent who will act in the best interests of the Council.

(v) Any decision on a suitable tenant to be made by this Committee, with a special meeting called if necessary, depending on timescales.

## **Re-admittance of the Public and Press**

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

(4) Members considered correspondence dated 27 March 2018 from YLCA regarding 'collective responsibility' (CASC Minute No. 1718 89(1)(i) and Council Minute No. 1718 105(2)) refer.

RESOLVED: That the advice from YLCA be noted.

## **1819 10 Honley Library – Community Asset Transfer**

Members of the Working Group reported that the next Honley Library Community Asset Transfer Working Group meeting was due to take place on 21 June 2018.

RESOLVED: That the above be noted.

## **1819 11 Holmfirth Civic Hall**

(1) The Clerk reported that the Parish Council and Holmfirth Civic Hall Community Trust (HCHCT) had signed the lease regarding responsibility for the building and its day-to-day running and management.

RESOLVED: That the Clerk be authorised to contact the Council's solicitor, to enquire about the status of the lease and whether it had now been finalised and registered with the Land Registry.

(2) Members considered correspondence dated 9 April 2018 from the Chairman of HCHCT reporting on the grants previously awarded to HCHCT and the milestones set out with target dates for payments to be made. A further update had been received earlier today and distributed to Members just before the meeting. One Member expressed his concern regarding the appointment of a contractor who was a 'connected person' under the Charities Act 2011, s.188 (goods and services). The conflict of interest had been referred to the Chairman of HCHCT with a reminder about the criteria that needed to be met (i.e. fixed price), but Members were still wary of the appointment and Cllr JG Cropper reported that he had now resigned as a Trustee, for reasons relating to the Trust's finances and decision-making process.

RESOLVED: (i) That the Council's new representative on the Board of Trustees, Cllr K Bellamy, asked to update this Committee, once she had attended her first HCHCT meeting.

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(ii) That the proposal for two-monthly updates from HCHCT be welcomed and accepted, but the Chairman of HCHCT to be asked for further details on the baseline upon which the £60,000 funding for staffing costs would be measured; activity milestones and payment periods to be plotted on a graph if possible.

(iii) That, in the meantime, a payment of £9,011.79 to HCHCT be approved, to be made by 30 June 2018, with a further payment of £8,500 by the end of August 2018.

(iv) That, subject to HCHCT's cashflow situation being satisfactory, a further payment in October 2018 to be approved at the Community Assets Support Committee meeting on 1 October 2018, with the balance of staged payments as requested by HCHCT.

(v) That the Clerk be authorised to liaise with the Committee Chairman and Cllr S Baggott regarding an appropriate response to the Chairman of HCHCT, to confirm all of the above.

## **Exclusion of Public and Press**

RESOLVED: That the business of the Council now to be transacted be not open to the public or press on the grounds that the matters to be considered are of a confidential nature.

(3) As one of the former representatives on the HCHCT Board of Trustees, Cllr S Baggott reported on his further concerns about the use of funds previously awarded to HCHCT. It was apparent that funding for works proposed to part of the roof of the Civic Hall had been sourced from elsewhere, despite funding also being provided by the Parish Council. As a similar situation had arisen earlier this year with a different community group that, ultimately, had refunding the full amount of a grant awarded, therefore setting a precedent.

Nevertheless, as Members were still very keen to support the Civic Hall and did not wish to hold up the proposed works, it was agreed that HCHCT should be asked to refund the amount previously awarded (£43,273.10) and then reapply for funding for any works not yet carried out or funded elsewhere. The Council must be seen to be fair to all applicants, but must follow due process, with a proper audit trail and fully transparent. As soon as any new application was submitted, a Special meeting of this Committee would be called, to consider the new grant application as expeditiously as possible.

RESOLVED: That the Clerk be authorised to write to the Chairman of HCHCT accordingly, as a matter of priority; the Chairman of the Committee to speak to the Chairman of HCHCT about the matter in the meantime, to enable a revised funding application to be submitted.

## **Re-admittance of the Public and Press**

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

(4) Minute No. 1718 117(2), (3) & (4) – Members considered correspondence dated 5 June 2018 (and attached response of 4 June 2018) regarding accusations (now withdrawn after an investigation by HCHCT) and to receive an update on the Parish Council's own investigation into the matter.

RESOLVED: That the above be noted and the matter now considered closed.

(5) Members considered correspondence dated 21 May 2018 from a local resident regarding accusations made about Members of the HCHCT Board of Trustees and other third parties, and the consequence of actions subsequently taken by the Council regarding representation on the Board of Trustees.

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Although the accusations had now been withdrawn, the consequences were still evident, resulting in one particular Member of the Council being unjustly replaced on the HCHCT Board of Trustees.

The Chairman of the Committee reminded Members that, at the Annual Council Meeting, it had been agreed that representatives on the HCHCT Board of Trustees should be the Chairman and previous Chairman of the Council. Cllr K Bellamy had agreed to take on the role, because the new Chairman of the Council did not wish to do so but did apologise for the confusion caused partly due to her own ignorance as to who would remain on the HCHCT Board of Trustees. On being asked if he would consider becoming the Council's representative again, Cllr S Baggott turned down the offer made by a number of Members. He and Cllr Cropper also expressed their concern at the lack of publicity for HCHCT's Annual General Meeting, held the week before, when it could have been used as an opportunity to sing the praises of the Civic Hall and all it had to offer as 'our hall for all'.

RESOLVED: That the Clerk be authorised to respond to the local resident regarding his concerns, which had been noted.

(6) Members noted the resignation of one of the Council's representatives on the HCHCT Board of Trustees and considered a recommendation to full Council on appointment of a replacement.

RESOLVED: That the Chairman of the Committee would speak to the Council's newest Member to enquire if he would be willing to be the Council's other representative (alongside Cllr K Bellamy) but if not, the Chairman of the Committee would be the second representative in the interim, until a second representative could be appointed.

(7) To consider any actions required re sub-lease between HCHCT and HVPC – Clerk to report

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

## **1819 12 Holmfirth Adult Education Centre**

Members received an update on proposals by Holmfirth Tech Ltd, a newly formed community benefit society, to purchase the building and Members considered any further actions required (Minute No. 1718 107 refers). Members welcomed the proposals, which looked sensible, costed and ambitious.

RESOLVED: That a consultation on the proposals be noted.

## **1819 13 Other Community Assets in the Holme Valley**

(1) Holmfirth Indoor Market: Members agreed that the indoor market still provided useful space and the market was often bustling. However, a lot of time and resources would be required by the Parish Council to run the market, although Kirklees Council would provide some support.

RESOLVED: That, although the longer term future of the Market Hall building was still uncertain, future provision of the market service should be considered further, perhaps by the Service Provision Committee in due course, although clarification on the level of support

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from Kirklees Council should be sought.

(2) Holmfirth Council Offices: Members noted that an email had been sent to the Kirklees Corporate Landlord on 18 June 2018 regarding the longer term future of this building and the lack of a vibrant 'shop window' in the old Tourist Information Centre space. No response had been received, as yet.

RESOLVED: That the above be noted.

**1819 14 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