

# Holme Valley Parish Council

## MINUTES OF THE SPECIAL COMMUNITY ASSETS SUPPORT COMMITTEE MEETING HELD ON MONDAY, 26 JUNE 2018

Those present:

Chairman: Cllr D Bellamy

Councillors: Cllrs S Baggott, K Bellamy, T Bellamy, JG Cropper, S East, R Hogley and J Roberts

Officer: Mrs S S Barber

### **1819 15 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 16 To accept apologies for absence**

Apologies for absence were accepted from Cllrs E Bunbury, G Christofi, P Davies, TW Dixon and D Firth.

### **1819 17 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 18 To consider written requests for new DPI dispensations**

None received.

### **1819 19 To consider whether items on the agenda should be discussed in private session**

RESOLVED: That any financial matters should be taken in private session, owing to the confidential nature of the matters to be discussed.

### **1819 20 Grants to support Community Assets**

(1) Members considered correspondence dated 21 June 2018 from the Chairman of Holmfirth Civic Hall Community Trust (HCHCT), in response to a letter from the Clerk regarding grant funding awarded on 5 January 2018.

Members were pleased to note that the money awarded in January 2018 would be refunded in its entirety by 3 July 2018, a new application had been submitted for consideration and Members felt that this was a positive conclusion to the matter.

RESOLVED: That the above be noted.

(2) Members considered a new grant application from HCHCT received 21 June 2018, together with supplementary information detailing milestones and suggested payment schedule.

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Cllr JG Cropper expressed his concern at the competencies of the HCHCT Board of Trustees and, particularly, some of the decisions made because of conflicts of interest and the appointment of contractors who were also connected persons.

Nevertheless, Members agreed that in terms of the Council's approach to giving out grants and monitoring them, the community assets grant process was more open and transparent; staged payments would also certainly help the Board of Trustees with managing cashflow.

RESOLVED: (i) That an initial payment of £29,083.20 be approved, to be paid over three stage payments, with the first payment of £3,226.40 to be paid on 1 July 2018 or thereabouts; as the total grant included a 20% contingency, any unspent balance to be repaid if not required.

(ii) That, as a condition of the grant funding, HCHCT should appoint an independent person (qualified building engineer, surveyor or architect) to oversee the works to be funded by this grant; the Parish Council to be responsible for the independent person's fees (to an agreed budget, on top of the grant to be awarded) and progress reports to be submitted by the independent person to HCHCT and the Parish Council once key completion dates have been achieved, with all work carried out to a satisfactory standard, so that the next tranche of funds can be released on signing off of that part of the contract. Delegated authority be given to the Clerk to liaise with the Chairman of the Committee to approve and make each further stage payment, in line with the milestones and evidence (e.g. photographic and copy of contractor's invoice) provided by HCHCT; it was anticipated that the second stage payment would be towards the end of August and the third and final payment could be at the end of September on completion of all the works proposed.

(iii) That a query regarding scaffolding be referred to the Chairman of HCHCT to clarify on timescales and associated costs.

(iv) That, although no specific invitation should be necessary as CASC meetings are public meetings, community groups applying for grant funding to this Committee should be encouraged to send a representative to attend the meeting at which the application is to be considered, to support their grant and answer any Members' questions.

(v) That the Clerk be authorised to write to the Chairman of HCHCT to confirm all of the above, but the Chairman of the Committee to speak to the Chairman of HCHCT in the meantime, to avoid any unnecessary delays in work starting.

## **1819 21 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