

Holme Valley Parish Council

MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY, 21 JANUARY 2019

Those present:

Chairman: Councillor TW Dixon

Councillors: Councillors P Davies, RP Dixon, R Hogley, M Pogson and T Walshaw

Officer: Mr Tony Marlor

1819 46 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.

1819 47 Public Question Time

Seven members of the public were present, six addressed Members regarding Item 8(4)(f) 1st Holme Valley (Holmfirth) Scout Group grant application and the other addressed Members regarding Item 8(4)(g) Holmfirth Arts & Music Ltd for Holmfirth Arts Festival.

1819 48 To accept apologies for absence

Apologies for absence were accepted from Cllrs E Bunbury, CR Greaves, R Rogers and D Yates.

1819 49 To receive Members' personal and disclosable pecuniary interests in items on the agenda

None received.

1819 50 To consider written requests for new DPI dispensations

None received.

1819 51 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 52 To confirm the Minutes of the previous Committee meeting

RESOLVED: That the Minutes of the Finance & Management Committee Meeting held on 3 September 2018, numbered 1819 23 to 1819 45 inclusive be confirmed.

1819 53 Applications for Grant

(1) Grant acknowledgement received from Holmfirth Arts Festival (Min. No. 1718 86(2)(c) refers).

RESOLVED: That the above be noted.

(2) Defibrillator installation in Hinchliffe Mill (Min No. 1718 86(2) refers: Members noted that this had now been installed at Corn Loft House.

Holme Valley Parish Council

RESOLVED: That the above be noted and the Clerk to add it to the Council's insurance.

(3) Amendments to current Grant Application Forms and Criteria:

RESOLVED: This item be deferred. A report on the three grant schemes will be considered by the Council on 4th February, this will include the criteria and the method of payment.

(4) Members considered the following applications for grant support:

(a) Thongsbridge Cricket Club – towards refurbishment of the existing clubhouse facility.

RESOLVED: That £1,000 be awarded towards refurbishment of the existing clubhouse facility.

(b) Holmfirth Festival of Folk – towards the running costs of the festival.

RESOLVED: That £1,000 be awarded towards the cost of the Road Closure

(c) Facilities Development Group, Honley Cricket Club – towards refurbishment of the kitchen facilities in the Tea Room and replacement of the heavy roller for the Ground (CASC grant – Min No. 1819 54(1) also refers).

RESOLVED: That £500 be awarded towards the cost of the replacement of the heavy roller.

(d) River Holme Connections - towards the cost of a new bench as part of the final phase of improvement of the 'Duck Feeding Area' at Crown Bottom on the River Holme.

RESOLVED: That £1,000 be awarded towards the cost of a new bench

(e) Honley Village Community Trust – towards two information boards (1 for the soldiers who went to fight and lost their lives and the other for the "Unsung Heroes") in the People's Park, Honley to commemorate the end of WW1.

RESOLVED: That £1,000 be awarded towards the cost of the information boards.

(f) 1st Holme Valley (Holmfirth) Scout Group – towards training costs for 8 Explorer Scouts to undertake a Trekking Expedition to the Dolomite region in Italy.

RESOLVED: That £720 be awarded towards the training costs for 8 Explorer Scouts to undertake a Trekking Expedition to the Dolomite region in Italy.

(g) Holmfirth Art & Music Ltd for Holmfirth Art Festival – towards cost of venue hire.

RESOLVED: That £500 be awarded towards the cost of venue hire for the Arts Festival

1819 54 Accounts for Payment

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

September 2018 (complete) totalling £15,149.16

October 2018 (complete) totalling £35,472.36

November 2018 (complete) totalling £18,173.08

December 2018 (complete) totalling £8,752.24

Holme Valley Parish Council

(2) Renewal confirmation of Information Commissioners Office (ICO).

RESOLVED: That the above be noted.

(3) Members considered payment arrangements for online storage and annual software licences: In the past, the Clerk had been willing to pay for any online purchases (e.g. Dropbox, Microsoft and SurveyMonkey) using her own debit card and had then claimed the amount back through the normal expenses process.

RESOLVED: That the Locum Clerk and Responsible Finance Officer investigate options for payments of this kind, including the possibility of the Parish Council obtaining a debit or charge card.

(4) Chairman's expenditure and donations 2018-19 (if any): The current Chairman has only claimed expenses for her Civic Service so far.

RESOLVED: That the above be noted.

(5) The Clerk reported that the Council's SLCC Membership was due for renewal on 1 January 2019. This covers membership for the Clerk/RFO and can be transferred to a new Clerk/RFO once appointed.

RESOLVED: That the SLCC Membership be renewed, at a cost of £220 for the year to 31 December 2019. Initially the membership will be for the Locum Clerk/RFO and will then be transferred to the new Clerk/RFO once appointed.

1819 55 Financial Statements

(1) Members considered the Actual versus Budget comparison report for the year to date (31 December 2018)

RESOLVED: That the report be approved and that

(i) The Receipts & Payments for the period to 31 December 2018 be approved.

(ii) The Income Received to 31 December 2018 be approved.

(iii) The balances held at 31 December 2018 be approved.

(iv) The latest bank reconciliation of the main Community Account (to January 2019) be deferred to the next meeting.

1819 56 Investment of Income

(1) The Clerk reported on current rates of interest applying to the Council's accounts and the investment of the Council's income.

RESOLVED: That the Locum Clerk to review the recommendations and consider other options for the Council's Banking arrangements.

(2) Correspondence from Handelsbanken dated 21 September 2018 and CCLA dated 14 November 2018.

RESOLVED: That the above be noted.

1819 57 Audit of Accounts

(1) Completion of Annual Audit for year ended 31 March 2018: Although it had already been reported to full Council on 15 October 2018, for completeness, Members of this

Holme Valley Parish Council

Committee were asked to note that the Audit for the Year Ended 31 March 2018 was completed on the 18 September 2018 and the appropriate "Notice of Conclusion of Audit" was prepared and published on the Council's website.

RESOLVED: That the above be noted.

(2) Staffing changes at Internal Auditors: At the request of Torevell Dent, the Clerk had forwarded a copy of the completed Annual Governance & Accountability Return (for Year to 31 March 2018) to Michael Fox. He had subsequently advised that he will be winding down from next May and will be handing over the Audit role to his partner, Samantha Sutcliffe.

RESOLVED: That the above be noted.

1819 58 Tenancies

At the Finance & Management Committee meeting on 19 March 2018, it was agreed that rental fees for 2018-19 would be held at the same rates as in 2017-18. The Council has not increased rental fees since 2014-15. Current annual rental fees are as follows:

Single garage plot - £100
Double garage plot - £200
Full allotment plot - £40
Half allotment plot - £20

RESOLVED: That the rental fees be frozen for 2019-20 and reviewed again in September 2019 for 2020-21.

1819 59 Insurance and Risk Management

(1) Members considered correspondence from Zurich/LCAS regarding cemetery and memorial safety (relevant to closed churchyard at New Mill).

RESOLVED: That the above be noted and a copy passed to the Maintenance contractor.

(2) Update on insurance matters and impact on future premiums: The Suffrage Mosaic Display Board had been added to the Council's policy recently (free of charge for the rest of this financial year) and is likely to cost an additional £5 next year.

The adopted phone box at Giles St, Netherthong was added early in 2018 (at an additional cost of £21 plus IPT for this financial year).

There will be no charge for All Risks cover for the defibrillators (estimated value for insurance purposes £1400) and no additional premium was charged by Zurich for additional insurance for the Beacon Event at Holme Moss (11 November 2018).

RESOLVED: That the above be noted.

1819 60 Civic Regalia

Purchase of Past Chairman's badges: The Clerk reported that there is only one badge left in stock, the previous supplier ceased trading a couple of years ago, and we now need to source a new supplier. Quotes have been obtained for a similar type of badge.

Holme Valley Parish Council

RESOLVED: That the Locum Clerk / RFO to contact other Councils and that quotations would be based on purchasing sufficient for the next four years.

1819 61 Anchor Tenancy – Holmfirth Civic Hall

Members considered longer term office/meeting room requirements.

RESOLVED: That the Council agree that representatives of this Committee meet with the Trust to discuss future usage of the Hall

1819 62 Budget/Precept 2019-20

(1) Members considered a first draft incorporating Committee recommendations.

RESOLVED: That the proposed budget for new accommodation should be reduced to £10,000 and that the precept be increased by £3 for a Band D property.

(2) The Vice Chairman of the Committee reported on his attendance of a meeting with Kirklees Officers regarding withdrawal of special expenses (Council Tax Support Grant).

RESOLVED: That the above be noted.

(3) VAT situation (Council Minute No. 1819 75(2) refers): The Clerk reported that an enquiry had been submitted to the SLCC National VAT Advisor, but no response had been received yet.

RESOLVED: That the above be noted.

(4) Community Infrastructure Levy (CIL): The Clerk reported that Kirklees Council had been asked to provide an update on the timescale for the implementation of the CIL, in light of the Local Plan still not having been adopted.

RESOLVED: That the above be noted.

1819 63 Bank Matters

Following the previous Clerk's resignation and other more recent Committee membership changes, the Committee considered making amendments to authorised signatories under all of the Council's Bank Mandates and for HSBC online banking access.

RESOLVED: That the Locum Clerk and Responsible Finance Officer to incorporate this on the review of the Council's Banking arrangements.

1819 64 Policy Matters

(1) Revision to NALC Model Standing Orders (Council Min. No. 1819 28(2) refers):

RESOLVED: That the above be noted.

(2) Formal protocol for dealing with confidential business and associated minutes (Council Min. No. 1819 52(2) refers):

RESOLVED: That the above be noted.

(3) Update on digital archiving & review of filing system

Holme Valley Parish Council

RESOLVED: That the above be noted.

1819 65 NALC/YLCA

(1) Members considered correspondence from YLCA dated 1 November 2018 regarding the Subscription Fee for 2019-20.

RESOLVED: That the above be noted.

(2) The nominated representatives reported on their attendance of a South Pennine Branch meeting, held on 14 November 2018.

RESOLVED: That the above be noted.

(3) Representation at NALC Spring Conference 2019: The NALC Spring Conference 2019 will be held in London on 11 February 2019, when a plenary session will include the 'resilient audit' with a speaker from the Smaller Authorities' Audit Appointments (SAAA). Other speakers will provide updates on practical, outcomes-led solutions for delegates on how to address audit challenges for their local councils ahead of the 2019/20 financial year.

The cost would be £260 + VAT for member delegate rate

RESOLVED: That the above be noted.

1819 66 Representation

RESOLVED: That attendance at the following events be noted:

(1) The Upper Holme Valley Ward Members reported on their attendance at the Peak Parishes Forum Management Group Meeting and PDNPA AGM, held on 18 July 2018.

(2) Members reported on their attendance at the Holme Valley South Ward Forum, held on 18 September 2018 in Hade Edge.

(3) The Vice Chairman of the Council reported on her attendance at a Parish Council's meeting with Cllrs Pandor and Turner from Kirklees Council, held on 19 September 2018 at Huddersfield Town Hall.

(4) Cllr P Davies reported on his attendance at the YLCA One-Day Conference, held on 28 September 2018.

(5) The Upper Holme Valley Ward Members reported on their attendance at the PDNPA Annual Parishes' Day and Peak Park Parishes Forum Annual General Meeting held on 29 September 2018.

(6) Members reported on their attendance at the Holme Valley North Ward Forum held on 4 October 2018 at Meltham Carlile Institute.

(7) Members reported on their attendance at a Picture of Kirklees Partnership Conference held on 9 October 2018 at John Smiths Stadium.

(8) Members reported on their attendance at a Holmfirth Macmillan Committee Volunteer Event held on 4 November 2018 at Holmfirth Civic Hall.

Holme Valley Parish Council

(9) Members reported on their attendance at various Remembrance Services across the Holme Valley on 11 November 2018.

1819 67 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.

.....
Chairman