

Holme Valley Parish Council

MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 20th JANUARY 2020

Those present:

Chairman: Cllr RP Dixon

Councillors: Cllrs M Blacka, D Carré, P Colling, P Davies, S East, R Hogley

Officer: Mr Richard McGill

Also present: Mrs E Bennett, Clerk to the Council

Welcome

In the absence of the Chairman at the outset of the meeting, Cllr Davies assumed the Chair of the Standing Committee and welcomed two members of the public to the Chamber.

Public Question Time

1905pm: At this point, Cllr RP Dixon entered the Chamber and assumed the role of Chairman.

Two members of public were invited to present their application for a grant to the Committee. This was an application from Holmepride who were seeking funding of £800 for a poly-tunnel as part of a larger project to develop a fully accessible allotment at Holmfirth Junior, Infants and Nursery School.

RESOLVED: The Committee agreed to assess the grant application at the meeting and to inform the petitioners tomorrow as to the outcome. The two petitioners agreed to this, and left the meeting after their presentation.

1920 54 **Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014**

There were no requests to record the meeting.

1920 55 **To accept apologies for absence**

Apologies for absence were accepted from Cllr Feeney, and Cllr Hall. No apologies were received from Cllrs D Gould, S Sheard and J Sweeney.

1920 56 **To receive Members' personal and disclosable pecuniary interests in items on the agenda**

None received.

1920 57 **To consider written requests for new DPI dispensations**

None received.

1920 58 **To consider whether items on the agenda should be discussed in private session**

RESOLVED: It was agreed that no items on the agenda needed to be discussed in private session.

1920 59 **To confirm the Minutes of the previous Committee meeting**

RESOLVED: That the Minutes of the Finance & Management Committee Meeting held on 25 November 2019, numbered 1920 32 to 1920 53 inclusive – previously distributed – be approved.

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1920 60 Applications for Grant

The Committee considered the application by Holmepride for a grant to fund a polytunnel as part of a project to develop an accessible allotment at Holmfirth Junior, Infants and Nursery School.

RESOLVED: The Committee agreed to award a grant of £800 to Holmepride for purchase of the polytunnel.

1932hrs: At this point Cllr S East entered the Chamber and joined the Standing Committee meeting.

1920 61 Accounts for Payment

The Committee considered the Accounts for Payment.

RESOLVED: The Committee approved the payment of accounts for November 2019.

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The Committee noted that the Chairman of the Council had made no use of expenses or donations.

1920 62 Financial Statements

The Committee considered the RFO's accounting summaries.

RESOLVED: The Committee approved the report of Income Received to 05 January 2020.

RESOLVED: The Committee approved the report of Balances Held to 05 January 2020.

RESOLVED: The Committee approved the Bank Reconciliation of the main HSBC Community Account to 5 December 2019.

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RESOLVED: The Committee approved the "Actual-versus-Budget" comparison report for the year to date.

1920 63 Investment of Income

The Committee considered current rates of interest applying to the Council's accounts and the investment of the Council's income.

RESOLVED: It was resolved that the Council would make plans to close its accounts with Handelsbanken but would not close those accounts immediately. The Clerk would liaise with Handelsbanken to arrange payments of fees whilst the accounts remained open. It was further resolved that the RFO would, before the next Finance and Management Meeting 2 March 2020, investigate interest rates available from Barclays and Lloyds in Holmfirth, as well as the Post Office and, if applicable, the Yorkshire Building Society and Kirklees Council with a view to the subsequent transfer of the £85,000 assets from the Handelsbanken account.

1920 64 Audit of Accounts

The RFO reported on the new Internal Audit process undertaken by Internal Audit Yorkshire. This was noted by the Committee.

1920 65 Budget/Precept 2020-21

The Standing Committee considered its final recommendations to the Council for the Holme Valley Parish Council Budget for 2020-21 and its precept.

RESOLVED: Cllr P Davies agreed to clarify the budget lines of the Climate Emergency

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Standing Committee.

RESOLVED: The Standing Committee recommended adoption of the Proposed Budget 2020-21 to the full Council.

1920 66 Special Expenses

RESOLVED: The Standing Committee noted the implications of the Special Expenses Grant with regard to the calculations of the precept for the year ahead.

1920 67 Anchor Tenancy - Holmfirth Civic Hall

RESOLVED: The Committee noted that a grant towards fire escape project costs of £10,000 from the Finance and Management Standing Committee budget was authorised, and this has been entered in the Cash Book for 2019-20, but not yet paid pending the Holmfirth Civic Hall Community Trust's procurement procedure

RESOLVED: Similarly, the Committee noted that a grant towards the Civic Hall Office Development project for £30,000 from the CASC budget was authorised, and this has been entered in the Cash Book for 2019-20 but not yet paid pending the Holmfirth Civic Hall Community Trust's procurement procedure

1920 68 Tenancies

The Committee considered the administration arrangements regarding the new contracts for tenancies for the financial year 2020-21.

RESOLVED: The Deputy Clerk/RFO would prepare new documentation, letters and contracts for tenancy holders for the upcoming financial year and distribute these over the next month.

1920 69 Bank Matters

The Committee considered future arrangements for authorisation of new Direct Debits.

RESOLVED: The Committee authorised the use of direct debit mandate facilities for the photocopier lease (Grenke) and photocopier usage (Document Logic).

1920 70 Policy Matters

RESOLVED: The Committee noted the updates to the NALC Disciplinary and Grievance procedures adopted by Council 16 December 2019 uploaded to website;

RESOLVED: The Committee noted the adoption by Holme Valley Parish Council of Kirklees Code of Conduct and Members/Officer protocol adopted by Council 16 December 2019.

1920 71 Statement of Intent on Training

The Committee noted the Clerk's positive reports on webinar training she had attended.

RESOLVED: The Committee agreed to authorise funding for 6 webinar sessions (for Councillors and/or Officers) before the next meeting of the Finance and Management Standing Committee.

The Committee considered ongoing support for the RFO in his role and monitoring by the Committee of the effectiveness of the system of internal control.

RESOLVED: That Cllr RP Dixon would undertake a Review of the Effectiveness of the System of Internal Control with the RFO before the next Committee meeting.

1920 72 NALC/YLCA

RESOLVED: The Committee noted that a YLCA representative was to visit the Clerk and Deputy Clerk/RFO January 2020 for a mentoring day.

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1920 73 Representation

There were no reports from representatives to outside bodies.

Close of Meeting

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Chairman