

# Holme Valley Parish Council

## **Draft MINUTES OF THE MEETING OF THE COUNCIL HELD ON MONDAY, 3 February 2020**

Those present:

Chairman: Cllr T Bellamy

Councillors: Cllrs G Barker, K Bellamy, M Blacka, D Carré, P Colling, J Dalton, P Davies, P Dixon, T W Dixon, S East, B Feeney, D Firth, D Gould, R Hogley, M Pogson, J Roberts and S Sheard

Clerk; Mrs L Bennett. Also present Deputy Clerk and RFO Rich McGill

### **Public Question Time**

There were no members of the public present.

### **1920 151 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014**

No-one wished to record the meeting.

### **1920 152 To accept apologies for absence**

Apologies for absence were accepted from, Cllr Hall, Cllr Greaves Cllr Brook. No apologies were received from Cllr Sweeney or Cllr Lockley .

### **1920 153 To receive Members' personal and disclosable pecuniary interests in items on the agenda and to consider any written requests for new DPI dispensations**

Cllr R Hogley expressed an interest in item 1920 167 as she is chair of the Holmfirth Christmas Team.

### **1920 154 To consider whether items on the agenda should be discussed in private session**

No items to be held in private session.

### **1920 155 To Confirm Minutes of the Council Meeting**

Held on 16 December 2019 numbered 1920 129 to 1920 150 inclusive.

Cllr Roberts noted an error in 1920 138 where Cllr Firth was recorded voting both for and against a motion.

**Resolved that;** the minutes were accepted as a true record with this alteration made.

### **1920 156 To Confirm minutes under delegated powers**

**1)** to confirm the minutes of the Staffing Committee on 9 December 2019 numbered 1920 38 to 1920 50.

**RESOLVED; to accept these minutes as a true record.**

**2)** to confirm the minutes of the Community Assets Support Committee on 9 December 2019 numbered 1920 41 to 1920 51 inclusive.

**RESOLVED: to accept** these minutes as a true record.

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3) to confirm the minutes of the Planning Committee held on 2 December 2019 numbered 1920 113 to 1920 129

**RESOLVED;** to accept these minutes as a true record.

4) To confirm the minutes of the Planning Committee held on 16 December 2019 numbered 1920 130 to 1920 137.

**RESOLVED;** to accept these as a true record

5) to consider the minutes of the Planning Committee meeting held on 6 January 2020 numbered 1920 138 to 1920 152

**RESOLVED;** that these minutes are a true record

6) to confirm the minutes of the Climate Emergency Committee held on 10 December 2019 numbered 1920 1 to 1920 16.

**RESOLVED;** to accept these as a true record.

7) to confirm the minutes of the Service Provision Meeting held on 6 January 2020 numbered 1920 47 to 1920 59.

**RESOLVED;** to accept these as a true record.

8) to confirm the minutes of the Finance and Management meeting held on 20 January 2020 numbered 1920 54 to 1920 73.

**RESOLVED ;**to accept these as a true record.

### **1920 157 To approve the budget for 2020/21 and set the precept for 2020/21.**

The RFO introduced the planned budget which has been reviewed by a meeting of the Chairmen and by the Finance and Management Committee. Unlike last year this budget is balanced and does not rely on a transfer from the reserves to make it so. There has been attention paid to earmarked reserves so that for items such as the Holmfirth Civic Hall which is not forecasting any demands on the budget for next year, money has been earmarked for future years. Some budgets have been reduced from last year where there would expect to be savings (e.g. the contingency for legal advice). The Publications and Communications committee had added a “special event” budget.

All the separate committees have got the budget allocations that they requested at the end of 2019 and which were considered in their own committees and at Finance and Management Committee.

There was some discussion about the new Climate Emergency Committee and some disagreement at the budgets granted to that committee. The Chair of the Climate Emergency committee said that the process had been open and supported by majority votes and was the result of much effort and community collaboration to bring into reality a detailed plan of action.

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Cllr Hogley thanked the RFO for all his work in producing the budget and said that it had been a truly collaborative process and delivered all the monies that the committees had required.

**RESOLVED;** to approve the budget for 2020/21 and this being the case to approve that the precept charge remains the same for 2020/21.

**1920 158 To note the appointment of a new Internal Auditor and draft report form First audit day on 7 January 2020.**

‘Internal Audit Yorkshire’ had been duly appointed to complete the Internal Audit for the council and the first day of a two-day process took place on the 8 January 2020. The auditor has considerable experience both as a clerk and an accountant and her investigation was extremely thorough. The investigation and discussion with the clerks have lead to a 20 point action plan for the Clerks to attend to before the second Audit day in April. All of these were items that the RFO and Clerk had already identified and are working towards. The action plan and Report will be presented to the Finance and Management committee on 2 March 2020.

**1920 159 To consider the recommendations from the Grants Working Party**

Cllr Blacka clarified that point two was intended to differentiate between grants given to council assets ( e.g. Civic Hall and the Toilets) and those given to other organisations, rather than a split between capital and revenue projects. However, there was broad agreement that the application forms should be streamlined, there should be clarity on different information needed for small and large grants.

There was discussion about whether the awarding of grants should all come via Finance and Management or stay with the individual committees.

There was broad agreement on having two set times in the year when grants would be considered alongside each other.

There needed to be more clarity from the Working party on the details of these proposals.

**RESOLVED;** that the Grants Working Party would produce a paper for consideration by Full Council in March /April so that the Council was clear on procedures and responsibilities going into the next financial year.

**1920 160 To note developments in the procurement of the fire escape form the Exhibition Room in the Civic Hall**

The plans had been granted planning permission and the Civic Hall Trust was now putting this item together with the refurbishment of the toilet block and putting the building work out to tender.

**RESOLVED;** to note this item.

**1920 161 Governance Matters**

**To review the progress on the recommendations, from the Calderdale Report (October 2019) and the Kirklees Monitoring Officer’s report (10/07/2019)**

A previously circulated table of recommendations from both sources, with updates on

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progress so far, was widely accepted as evidence that the Council is nearing completion in these targets. Most outstanding matters were in hand in the review of Standing Orders and the Scheme of delegation which the clerk was currently working on in conjunction with the Y.L.C.A.

**RESOLVED;** that the remaining review of procedures and policies would be placed before the Council at its meeting in March/April in readiness for the new Council Year in May.

### **1920 162 To consider the arrangements for recording meetings.**

**RESOLVED;** to purchase the sound recording equipment and not the more expensive audio and visual recording equipment. Extra microphones to be purchased subsequently if necessary.

### **1920 163 To consider the Schedule of meetings for the next Council Year 2020/21**

This item was considered after the discussion of the following item.

There was broad support for the new schedule. Cllrs asked a number of questions regarding whether the number of “breaks” were absolutely necessary. There was also a question raised about the two Finance and Management meeting in close succession in July and September. The Clerk had included all the Mondays that in her view were workable and asked that the Council avoid scheduling two meetings on one evening. It was likely that some extraordinary meetings would have to be accommodated at some point, so it was best to start off with only one meeting booked in. The clerk has adhered to the regulations regarding frequency of meetings in the Policies and Schedules of the council and with the advice from YLCA in matters such as not having meetings in the week after an official holiday period.

There was very little support for extending meetings to two nights per week.

**RESOLVED** to accept the schedule with the proviso that some additional Mondays might be included. The Clerk will review the schedule with the above comments taken into account.

### **1920 164 To consider the amalgamation of the Community Asset Support Committee with the Service Provision Committee.**

The Clerk has suggested that to enable the meeting schedule to be arranged with all available Mondays and with only one meeting per evening if at all possible, that the C.A.S.C committee and Service Provision Meetings might be coalesced.

There were comments for and against this, but the intention to reduce the number of meetings and the subsequent administrative burden was supported. Concerns were raised about the impact on the length of meetings and how the responsibilities of each committee overlapped e.g. The same maintenance contractor works for both committees and the toilets are both an asset and a service. If the committees are not merged then the schedule will remain the same but with two meetings on those nights.

It was recognised that this needed further consideration with the Chairs of C.A.S.C, Service Provision and Finance and Management so that the implications in terms of the Council’s scheme of delegation, handling grant requests and managing budgets were understood.

**RESOLVED;** that a firm proposal is put before Council for March 2020 in line with the review of Standing Orders and the Scheme of delegation so that a final decision can be

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made.

## **1920 165 ‘Holme Valley Parish Council’ Email Addresses**

The Clerks will only be using HVPC email addresses from this week onwards. Councillors are asked to see the Deputy Clerk if they experience difficulties in accessing their new accounts.

**RESOLVED**; to note this item.

## **1920 166** To consider the appointment of a volunteer worker who is seeking work experience with the Clerks for a limited period

**RESOLVED** to agree in principle and to refer the matter to the Staffing Committee for arrangements regarding a contract of employment.

## **1920167 Reference from other committees to be noted;**

Reports from and letters of thanks for grants;

### **From the Service Provision Committee.**

From the Holmfirth Christmas team,  
The Honley Christmas Lights Committee,  
several thanks from villages for their Christmas trees.

### **From the Finance and Management Committee.**

Thanks from the Hepworth Brass Band  
Two letters of thanks from the Holme Valley Scouts.

## **1920 167 Holme Valley Land Charity**

**RESOLVED** ; that at the next Trustees meeting there will be a vote on the membership of the Management Committee of the Land Charity. In the meantime the membership is accepted as that circulated by the Clerk in November 2019 , gleaned from a hand written record of the last Trustee meeting which took place in August 2019.

The Committee is;

Cllr T Bellamy, Chair

Cllr R Hogley ,Vice Chair

Other members are, Cllr Carre, Cllr Firth, Cllr Blacka, Cllr Dixon, Cllr East, Cllr K Bellamy  
Since the last committee meeting in January Cllr Carre is acting as interim secretary and Bob Stannard has been appointed to complete the Accounts for 2018/19 and 2019/20.

## **1920 169** The Chairman’s report.

The Chairman has been very busy attending events on behalf of the Council;  
The Lepton Parish Event, The Meltham Civic Event, The Brass Factor at the Picturedrome ,  
The Tidy trader and Community Champion awards, the concert at the Civic Hall which was a performance of “The Messiah”, The Arts Week event, the Civic Ball at Saddleworth , The Africa night at Holmbridge Village Hall and our own Holme Valley Parish Civic event at the Full Life Church on 22<sup>nd</sup> December, attended by 80 people for a Church service and a hot meal.

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Close of meeting at 21:00 PM.

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Chairman