

Holme Valley Parish Council

MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 2nd MARCH 2020

Those present:

Chairman: Cllr RP Dixon

Councillors: Cllrs M Blacka, D Carré, P Colling, P Davies, RP Dixon, S East, B Feeney, D Gould, D Hall, R Hogley, M Pogson, S Sheard

Officer: Mr Richard McGill

Also present: Mrs E Bennett, Clerk to the Council

Welcome

Chairman, Cllr RP Dixon welcomed Committee members and members of the public to the meeting

Public Question Time

Nine members of public were present to submit applications for grants to the Committee.

One group came to represent Honley Under 15s Football Club who were planning a trip to Spain in April. Unfortunately, this application was not on the agenda for the meeting. The Chairman asked the Club in any case to present their application. The Club were looking for a grant of £560.00 to pay for coach travel to and from Manchester Airport for the group. The Club had already raised £14000. The total cost of the project was likely to be £16000.

A second group came to represent Holmfirth and District Bowling Club. The Club were petitioning for £7500 towards the cost of developing a new toilet block, - the gents toilets having previously been condemned, - including disabled facilities. The group were keen to emphasise that their Club was very inclusive and welcomed older people, people with physical disabilities and health conditions, people with learning disabilities and so on.

RESOLVED:

With regard to the Honley Under 15s FC application, given that members had not had a chance to review the application pack, the final decision would have to lie with full Council meeting on 23/03/2020. The Chairman said he would ensure that the application was considered at that meeting, and the Clerk assured those present that the item would be on the agenda.

Regarding the Bowling Club grant application, the Committee agreed to assess the grant application at the meeting but advised that they needed to defer the final decision-making on the application on the grant to full Council because the request was above the £5000 threshold.

Regarding both applications, the Chairman asked that, if the applications were successful, the Clubs would report back to Committee on their projects.

1920 74 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 75 To accept apologies for absence

RESOLVED: Apologies for absence were accepted from Cllr Colling and Cllr East. No apologies were received from Cllr J Sweeney.

1920 76 To receive Members' personal and disclosable pecuniary interests in items on the agenda

Cllr Blacka and Cllr Davies disclosed a personal interest as governors of Hepworth School with Agenda Item 1920 80 Application iii).

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1920 77 To consider written requests for new DPI dispensations

None received.

1920 78 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 79 To confirm the Minutes of the previous Committee meeting

RESOLVED: That the Minutes of the Finance & Management Committee Meeting held on 20 January 2020, numbered 1920 54 to 1920 73 inclusive –previously distributed – be approved.

1920 80 Applications for Grant

- i) Committee considered a grant application from Holmfirth and District Bowling Club for £7500 towards disabled access toilet facilities.

RESOLVED: Decision on this application was deferred to full Council because the value of the grant was over £5000. The request would be determined against the Community Assets Support Budget.

- ii) Committee considered a grant application from Wooldale Community Association for £2000 towards resurface of children's outdoor play area

RESOLVED: Decision on this application was also deferred to full Council because the value of the grant was higher than the Finance and Management Grants threshold of £1000.

- iii) Committee considered a grant application from Hepworth Junior and Infants School for £1000 towards purchase of RIDAN Food Waste Composter

RESOLVED: Committee resolved, again, to defer decision on this application to full Council with a view to potentially using/viring money from the Climate Emergency Standing Committee for this application.

- iv) Committee considered a grant application from 1st Holme Valley Holmfirth Scouts for £360 training costs for an Explorer Scout attending a scouting event in Canada.

RESOLVED: Committee resolved to authorise the award of this grant.

Committee discussed the application from Honley Under 15s FC for which Committee had not had oversight of the application pack.

RESOLVED: Committee agreed to recommend this application for £560 to full Council subject to the Clerk and Chair reviewing the application paperwork together, and further subject to approval at full Council.

1920 81 Accounts for Payment

(1) **RESOLVED:** The payment of accounts for January 2020 was approved.

(2) **RESOLVED:** There was no expenditure or donations from the Chairman's account. But the RFO reported that £200 had been donated to the Chairman's Account as payment for four years of work on a memorial bench.

1920 82 Financial Statements

(1) Report of Income Received to 05 February 2020 was noted.

(2) Report of Balances held at 05 February 2020 was noted.

(3) The Bank reconciliations report of the main Community Account (to 5 February 2020) was noted.

(4) The Actual versus Budget comparison report for the year to date was noted.

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1920 83 Virements

Committee considered a report from the RFO regarding the need for virements for budgets in deficit as per the Actual versus Budget comparison report.

RESOLVED: Committee approved the list of virements for final ratification at full Council.

1920 84 Investment of Income

The RFO reported on current rates of interest applying to the Council's accounts and the investment of the Council's income. This was noted.

Committee considered the possibility transfer of the money held in the Handelsbanken savings account to a new savings account. The RFO reported that the Financial Services Compensation Scheme only compensates for up to £85000 held with one organisation. It does not compensate with regard to the number of accounts held by the same bank. If HSBC went bust, Holme Valley Parish Council could only claim back £85000 even though we have significantly more than this spread over two accounts.

RESOLVED: The RFO would investigate other savings accounts to try and lessen the risk of liability if banks went bust. The RFO said he would look into all appropriate bank accounts. Advice from YLCA and the Internal Auditor on this matter would be sought.

1920 85 Audit of Accounts

Committee noted the Interim Internal Audit report and action plan for the new Internal Audit process undertaken by Internal Audit Yorkshire.

1920 86 Budget/Precept 2020-21

Committee noted that the precept has been set with Kirklees Council as £275871 plus a Special Expenses Grant of £3248, totalling £279119.

1920 87 List of Regular Payments

Committee considered a proposal from the RFO to authorise a List of Regular Payments at the start of the Council year that would not need to be double-signed by Councillors.

RESOLVED: This proposal was rejected by the Committee as all payment authorisations needed to be double-signed.

1920 88 Anchor Tenancy - Holmfirth Civic Hall

Committee noted the Clerk is meeting with the Chairman of the Holmfirth Civic Hall Community Trust to discuss the Trust's Business Plan and insurance arrangements with a view to sharing experience with the team undertaking the asset transfer of Honley Library.

1920 89 Tenancies

Committee noted that the RFO had written to tenants regarding the renewal of Tenancy Agreements for the next financial year.

1920 90 Fixed Asset Register and Insurance

- The updated Fixed Asset Register was noted.
- The updated Risk Assessment was noted.

RESOLVED: Bearing in mind the Fixed Assets Register and the Risk Assessment, the Committee

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determined to continue the current insurance relationship with Zurich, as agreed, for at least one more year.

1920 91 Bank Matters

Committee noted that bank mandates with HSBC have now been arranged; all Chairmen and the Clerk are on the mandates except, currently, the chair of the Climate Emergency Standing Committee.

RESOLVED: Committee agreed that the Officers should have a facility to enable them to pay for online purchases without having to use their own debit cards. Officers would investigate the facility for debit cards when opening additional bank accounts. Officers would also investigate the practicability of Prepaid Cards where money is loaded onto the card and can then be used as a debit card.

1920 92 Policy Matters

RESOLVED: Committee resolved to recommend the draft Holme Valley Parish Council Financial Regulations based on the revised NALC model Financial Regulations to full Council 23/03/2020.

Committee noted in addition that the Clerk is additionally reviewing Holme Valley Parish Council's Standing Orders and Scheme of Delegation ahead of the full Council meeting.

1920 93 Statement of Intent on Training

Cllr Gould reported positively regarding his experience of Councillor Training held on an evening.

RESOLVED: Cllr Gould said he would prefer more evening training sessions.

Cllr Blacka reported on undertaking a YLCA Webinar on Meeting Procedures and felt that she had learned a lot.

RESOLVED: Cllr Blacka said she would welcome the opportunity to do more training.

RESOLVED: Other Councillors had booked to undertake training.

1920 94 Rialtas Omega Accounting Software

The RFO reported on the demonstration of the Rialtas Accounting Package for Councils attended by himself, the Clerk and two Councillors.

RESOLVED: The RFO to commit to purchasing the software package on behalf of the Council.

1920 95 NALC/YLCA

Committee noted that the next meeting of the South Pennine Branch of YLCA was on Wednesday 11 March 1930hrs at Wilsden Village Hall.

RESOLVED: The Clerk would ensure that Cllr Hall and Cllr T Bellamy who are the Council's nominated representatives were aware of the upcoming date.

1920 96 Feedback on Grant Usage

Committee noted the grant report from Holme Valley Sharing Lives.

1920 97 Member to verify Bank Reconciliations against Bank Statements

The Committee considered the need to appoint a Member to audit the above on a quarterly basis as per Financial Regulations 2.2.

RESOLVED: Cllr Feeney would undertake this role until May 2020.

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Representation

There were no reports of representatives to outside bodies.

Cllr P Davies announced that he was resigning from his position as Vice Chairman of the Finance and Management Standing Committee as he had latterly been appointed Chairman of the Climate Emergency Standing Committee.

Close of Meeting

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Chairman