

Holme Valley Parish Council

MINUTES OF THE ANNUAL COUNCIL MEETING held on Monday 16 May 2011

Those present :

Chairman : Dr R Bratt

Councillors : Cllr L Bailey, Cllr T Bellamy, Cllr Mrs K Bellamy, Cllr Mrs B Bodenham, Cllr J Brook, Cllr J G Cropper, Cllr T Dearnley, Cllr R P Dixon, Cllr D M Firth, Cllr C R Greaves, Cllr Mrs D Hall, Cllr A Hampshaw, Cllr P S Hirst, Cllr Mrs B Osborn, Cllr Mrs J Roberts, Cllr P D Searby, Cllr K Sharland, Cllr Mrs M A Walker

Officers : Mrs S S Barber, Mrs J A Neary

Dr R Bratt was in the Chair for the election of the new Chairman. One member of the press was present.

To accept apologies for absence

Apologies for absence were accepted from Cllr R Bowles and Cllr E Wood.

11 01 Installation of Chairman

It was proposed by Cllr R P Dixon and seconded by Cllr P Searby and

RESOLVED: That Cllr Thomas W Dixon be and is hereby elected Chairman of the Council for the ensuing year.

The Chairman was invested with the Chain of Office. He then read and signed the Declaration of Acceptance of Office, took the Chair and returned thanks for his election. He said he was privileged to become Chairman of the Council and one of the youngest for many years; he would endeavour to do his best for the Council and hoped to inspire more young people to take an active role in the community.

Many changes had taken place in the last year, not least the retirement of Marjory Bewick as Clerk, and the appointment of Sally Barber as new Clerk. Jane Neary had also now joined the Council as Administrative Support Assistant. He wished Marjory a long and happy retirement and hoped Sally and Jane would have many enjoyable years in their new roles with the Council. His chosen charities would be announced at a later date.

He then thanked the retiring Chairman for her hard work in the last year. He presented her with her Past Chairman's Jewel. Dr Rhona Bratt replied appropriately and wished the Council, new Chairman and new Councillors well in the coming year. Her year as Chairman had been hard work, but very enjoyable and she gave thanks to Cllr Basil Smith for assisting her as Vice Chairman. Dr Bratt then presented gifts to the Clerk and Administrative Support Officer, in recognition of their services to the Council.

11 02 Installation of Vice Chairman

It was proposed by Cllr D M Firth and seconded by Cllr Mrs J Roberts and

RESOLVED: That Cllr G Christofi be and is hereby elected Vice Chairman of the Council for the ensuing year.

The newly elected Vice Chairman was presented with the Vice Chairman's Jewel, took the Vice Chairman's Chair and gave thanks for his election.

11 03 Administrative matters

(1) Welcome new Members to the Council: The Chairman of the Council, Cllr T W Dixon, welcomed all Councillors to the first meeting of the new Civic Year and to the new Members joining the Council for the first time. The officers, Sally Barber and Jane Neary, were also welcomed. The Clerk read out a

letter of thanks from the former Clerk, Mrs Marjory Bewick.

(2) Declarations of Acceptance of Office by Councillors - Standing Order 2j: The Clerk indicated all Members had completed their Declarations of Acceptance of Office in accordance with Standing order 2j.

RESOLVED: That the above be noted.

11 04 To Co-opt New Members

Honley South Ward - Co-option of Member: The Clerk reported on the procedure to fill the ordinary vacancy within 35 days from the date of the Local Elections, i.e. by 9th June 2011.

RESOLVED: 1) That a co-option would be considered at a Special Council meeting to be held on 6 June 2011.

2) That the Clerk be authorised to advertise the ordinary vacancy on the website, noticeboards and the Holme Valley Review, if possible, and make the necessary arrangements for the co-option and additional Special Council meeting.

11 05 To confirm the Minutes of the Council Meeting

RESOLVED: That the Minutes of the Council Meeting held on 18 April 2011 numbered 10 95 - 10 109 inclusive be confirmed.

11 06 Appointment of Office Holders

Members noted that Council Meetings would be held every month, to consider Finance and Management or Service Provision issues on alternate months. Ten specific roles had been designated and no Councillor could serve in more than one role, with the exception of the Co-ordinator of the Staff Development Review.

RESOLVED: That the structure and remit of Committees as indicated in the 'Changes to the way the Council works' and revised Standing Orders, as recommended by the previous Council, be approved and adopted.

It was further RESOLVED that the following members be appointed as Office Holders, as detailed:

Portfolio Holder for Finance and Management issues (Standing Order 3f): Cllr T Dearnley - proposed by Cllr Mrs J Roberts, seconded by Cllr P S Hirst.

Portfolio Holder for Service Provision issues (Standing Order 3g): Cllr D M Firth - proposed by Cllr T Bellamy, seconded by Cllr G Christofi.

Chairman of Planning Committee (Standing Order 3i): Cllr Mrs J Roberts - proposed by Cllr J Brook, seconded by Cllr L Bailey.

Vice Chairman of Planning Committee (Standing Order 3i): Cllr P S Hirst - proposed by Cllr T Dearnley, seconded by Cllr Mrs D Hall.

Chairman of Staffing Committee (Standing Order 3h): Cllr Mrs M Walker - proposed by Cllr Mrs J Roberts, seconded by Cllr L Bailey.

Vice Chairman of Staffing Committee (Standing Order 3i): Cllr T Bellamy - proposed by Cllr R P Dixon, seconded by Cllr D M Firth.

Chairman of Publications and Communications Committee (Standing Order 3i) - No proposal received. It was therefore RESOLVED that this item be deferred to the next Council Meeting.

Co-ordinator of Staff Development Review (Standing Order 3j): Cllr Mrs J Roberts - proposed by Cllr T Dearnley, seconded by Cllr P S Hirst.

11 07 To appoint Standing Committees

(1) Committee structure and remit: As mentioned previously, Members had been circulated with recommendations for the previous Council regarding the structure and remit of Committees as part of

Holme Valley Parish Council

the revised Standing Orders.

RESOLVED: That the following Standing Committees be approved:

Planning Committee

Publications and Communications Committee

Staffing Committee

(2) Appointment of Committees: It was RESOLVED that the following Members be appointed to the Standing Committees, as detailed:

(a) PLANNING COMMITTEE: That the following Members serve on the Planning Committee until the next Annual Council Meeting:

Cllr L Bailey, Cllr Mrs K Bellamy, Cllr Mrs B Bodenham, Cllr R Bowles, Cllr J Brook, Cllr J G Cropper, Cllr R P Dixon, Cllr A Hampshire, Cllr P S Hirst, Cllr Mrs B Osborn, Cllr Mrs J Roberts, Cllr P D Searby, Cllr K Sharland, Cllr Mrs M Walker (currently 14 Members but additional would be welcome, Quorum 7, Vacancies 8).

(b) PUBLICATIONS AND COMMUNICATIONS COMMITTEE: That the following Members serve on the Publications and Communications Committee until the next Annual Council Meeting:

Cllr Mrs B Bodenham, Cllr J Brook, Cllr T W Dixon, Cllr Mrs M Walker (currently 4 Members, Quorum 3, Vacancy 1).

(c) STAFFING COMMITTEE: That the following Members serve on the Staffing Committee until the next Annual Council Meeting:

Cllr L Bailey, Cllr T Bellamy, Cllr T Dearnley, Cllr T W Dixon, Cllr Mrs J Roberts, Cllr P D Searby and Cllr Mrs M Walker (7 Members, Quorum 7, no vacancies).

(3) Appointment of Editor and Webmaster: The Clerk reported that Dr R Bratt had performed both roles for many years and had agreed to continue in the role of Editor to complete the next Valley Voice newsletter (Summer 2010/11 incorporating the Annual Report). Dr Bratt was also prepared to continue as Webmaster until alternative arrangements could be put in place. Cllr Mrs B Osborn expressed an interest in both these roles, subject to information being provided on what the roles entailed and it was agreed she should liaise with the Clerk on proposals to be made to a future Publications and Communications Committee meeting. Dr Bratt was thanked for her assistance in both roles.

11 08 Administrative matters

1) In accordance with Standing Order 2j it was RESOLVED that:

a) The Standing Orders be approved and adopted.

b) The Financial Regulations be approved and adopted.

c) A working group be set up to review the delegation arrangements to Committees, for consideration at a future Council meeting.

d) The Council's statement of Aims and Objectives (its mission statement) be approved.

e) A review of the Asset Register be deferred to the next Council meeting.

f) The arrangements for insurance provision in respect of all risks be approved.

g) Members considered a list of current subscriptions distributed at the meeting.

RESOLVED: That the payment of annual subscriptions to the following organisations be approved:

Yorkshire Local Councils Associations

Campaign to Protect Rural England

Friends of Holmfirth Artweek

Peak Park Parishes Forum

Society of Local Council Clerks (both Officers)

Penistone Line Partnership

Rural Action Yorkshire

Zurich Municipal - Local Council Advisory Service

NALC (DIS) - Direct Information Service

It was further RESOLVED that:

- h) The Council's complaints procedure be approved and adopted.
 - i) The Council's procedures for handling requests made under the Freedom of Information Act and Data Protection Act be approved and adopted.
 - j) The Council's policy for dealing with the press and media be approved and adopted.
- 2) Proof of membership cards for Members or Officers: It was
RESOLVED: That the Clerk be authorised to issue membership cards to all Members and Officers.

11 09 Representatives to Outside Bodies

Existing representation on outside bodies had been circulated with the agenda. It was agreed that vacancies should be filled by serving Councillors, if possible. The following appointments were made to represent the Council on outside bodies.

Earnshaw's Foundation Charity	Cllr Mrs K Bellamy
Elmwood Patient Participation Panel	Cllr Mrs D Hall
Hall Education Charity	Cllr T Bellamy
	Cllr Mrs B Osborn
Holme Valley Community Breakfast Forum	Cllr Mrs J Roberts
Holme Valley Riverside Way Steering Group	Cllr L Bailey
Holmfirth Crime Prevention Panel	Cllr Mrs K Bellamy
	Cllr J Brook
	Cllr G Cropper
	Cllr Mrs D Hall
	Cllr P Hirst
	Cllr P D Searby
	Cllr Mrs M Walker
Kirklees Council Valley Committees - to be confirmed after Kirklees Council annual meeting	
Kirklees NHS PCT	Cllr Mrs J Roberts
Kirklees Historic Buildings Trust	Cllr T Bellamy
Kirklees Rights of Way Forum	Cllr L Bailey
Kirklees Council Standards Committee	Cllr T Bellamy
Peak Park Parishes Forum	Cllr T Bellamy
West Yorkshire Rural Transport Partnership	Cllr L Bailey
Yorkshire Local Councils Association	Cllr Mrs J Roberts
	Cllr Mrs M Walker
Holme Valley South Neighbourhood Management Group (NMG)	Cllr G Christofi
	Cllr D M Firth
	Cllr Mrs B Osborn
	Cllr Mrs M Walker

RESOLVED: That the existing representation and re-appointment to outside bodies be confirmed and that the vacancies be filled as indicated above.□

11 10 Dates and Times of Meetings

(1) A provisional list of meetings for 2011-12 had been circulated with the agenda. Members noted the dates upon which the office would be closed during 2011-12.

RESOLVED: (i) That the list of meetings for 2011-12 be approved, subject to the addition of a Special Council meeting to be held on 6 June 2011.

(ii) That the office be closed on 31 May 2011, due to officer holidays, and the Clerk be authorised to publish office closures on the website and noticeboards as appropriate.

(2) Members' Surgeries: Members considered the benefits of Members' Surgeries as a means of engaging with the electorate. It was agreed that they were not effective in their current format and should not be held in the current Civic Year.

RESOLVED: That no Members' Surgeries should be held in 2011-12.

11 11 Authorised Signatories

The Clerk requested Members' approval for the authorised signatories under the Bank Mandate with HSBC Holmfirth Branch. Cheques must be signed by two Councillors from the nominated list, plus the

Clerk.

RESOLVED: (1) That the authorised signatories be the Chairman and Vice Chairman of the Council, the Portfolio holder - Finance and Management, the Portfolio holder - Service Provision, the Chairman of the Planning Committee, the Chairman of the Publications and Communications Committee (once appointed), the Chairman of the Staffing Committee and the Clerk.

(2) That the Clerk should insert the appropriate names of signatories, once appointed.

11 12 Accounts for Payment

RESOLVED: (1) That the accounts for payment for April 2011 totalling £7,963.60 and May 2011 (partial) totalling £15,127.44 be approved.

(2) That the Clerk be authorised to arrange the hire of a marquee for Honley Show 2011, within an agreed budget.

11 13 Investment of Income

RESOLVED: That the Clerk's report on the Council's investment of income, be noted and accepted.

11 14 Statement of Intent on Training

(1) Training for new Councillors - Finance and Management Committee Minute 10 75 (2)(ii) refers:

(i) YLCA - 'Joining the Council' - Hatfield - Wednesday, 22 June 2011; Poppleton - Tuesday, 5 July 2011; Ryton - Wednesday, 13 July 2011

(ii) YLCA 'Councillor Skills' - venues/dates in September 2011 to be announced: Members agreed that more local training for new Councillors would be beneficial and cost-effective.

RESOLVED: (a) That all new Councillors be authorised to attend any of the above courses, if they so wish.

(b) That the Clerk be authorised to liaise with other Town/Parish Councils in the Kirklees District, to facilitate more local training for all new Councillors.

(2) Training for Officers:

(i) Training consultancy by former Clerk for new Clerk: As the former Clerk had been required by the Council to take any holiday entitlement before she retired, there had been very little opportunity for training on the Council's finances before her retirement. The new Clerk reported on her preferred number of days' training required in the year 2011-12 and the former Clerk had indicated a proposed fee rate for the training to be provided on a consultancy basis. The former Clerk had also indicated that she would be willing to offer a discount for a block booking for a minimum number of days.

RESOLVED: That the Portfolio Holder - Finance and Management and the Chairman of Staffing be authorised to negotiate with the former Clerk, to agree a fee rate and number of days' training for the new Clerk.

(ii) 'Working With Your Council'. Members noted the Clerk's recommendation that the Administrative Support Officer should attend this course in the future. In the meantime the Clerk would investigate dates and costs.

RESOLVED: To be re-considered at the next Council (Finance) meeting.

(iii) SLCC Regional Conference - Harrogate - 9 June 2011.

RESOLVED: That the Clerk be authorised to attend.

(3) Local Council Advisory Service (LCAS) Seminars 2011: Although Members noted that the Council was entitled to one free place on one of the LCAS Seminars, it was felt that it would not be 'free' in the true sense, as one day's labour would be lost.

RESOLVED: That no representatives of the Council should attend.

(4) NALC Communities in Action Conference and Exhibition - Tuesday, 19 July 2011 - Sheffield:

RESOLVED: That the information be noted, but no booking to be made.

11 15 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