

Holme Valley Parish Council

MINUTES OF THE ANNUAL COUNCIL MEETING held on Monday 18 May 2009

Those present :

Chairman : Cllr T Bellamy

Vice-Chairman : Cllr Mrs J Roberts

Councillors : Cllr L Bailey, Cllr M Bower, Cllr Mrs R Bratt, Cllr J G Cropper, Cllr T Dearnley, Cllr T W Dixon, Cllr R P Dixon, Cllr D M Firth, Cllr J M Greenwood, Cllr Mrs D Hall, Cllr C M Kaye, Cllr Mrs J M Osborn, Cllr P Robinson, Cllr P D Searby, Cllr M A Walker

Officers : Mrs S S Barber, Mrs MA Bewick

Cllr T Bellamy was in the Chair for the election of the new Chairman.

Mrs K Bellamy and Mr S Roberts were present.

09 01 Installation of Chairman

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

RESOLVED UNANIMOUSLY: That Cllr Mrs Judith Roberts be and is hereby elected Chairman of the Council for the ensuing year.

The Chairman was invested with the Chain of Office. She then read and signed the Declaration of Acceptance of Office, took the Chair and returned thanks for her election. She was honoured to be elected to this office, and her intention was to be involved with schools in the Holme Valley, as young people were the next hub of the Valley.

Mr Roberts was presented with the Chairman's Escort's Jewel and presented with a gift.

Cllr Mrs Roberts then thanked the retiring Chairman for all his hard work during his year of office. She presented him with his Past Chairman's Jewel. Flowers were presented to Mrs Bellamy, for her support.

Cllr Bellamy replied appropriately, that it had been an honour to serve as Chairman, with over 100 different events attended in the year. He thanked all Councillors for their support, but gave special thanks to Cllr Mrs Roberts, for her support as Vice-Chairman. Cllr Bellamy then presented a plant to Cllr Mrs Roberts and flowers to the Clerk and Administrative Support Officer, for their support over the year.

09 02 To accept apologies for absence

Apologies for absence were accepted from Councillors G Christofi, P Hirst, A Otterburn, Mrs B E Smith and B A Smith.

09 03 Installation of Vice Chairman

It was proposed by Cllr C M Kaye and seconded by Cllr P D Searby and

RESOLVED UNANIMOUSLY: That Cllr Mrs R Bratt 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 her election.

09 04 Representatives to Outside Bodies

(1) Representatives to outside bodies - Standing Order 3.6:

Existing representation on outside bodies had been circulated with the agenda and a number of minor

Holme Valley Parish Council

changes were agreed. The following appointments were therefore made to represent the Council on outside bodies:

Brockholes Village Trust	Cllr L Bailey
Daniel Broadhead's Charity	Mr J Kilner
(This charity will be closed	Mr P Broadbent
shortly and will be removed thereafter)	Cllr G Cropper
Earnshaw's Foundation Charity	Mrs M A Bewick (Clerk)
Elmwood Patient Participation Panel	Cllr Mrs J M Osborn
Hall Education Charity	Cllr R Bratt
Holme Valley Community Breakfast Forum	Cllr T Bellamy
Holme Valley Riverside Way Steering Group	Cllr Mrs J M Osborn
Holmfirth Crime Prevention Panel	Cllr Mrs J Roberts
Huddersfield and District Sports Council	Mrs M A Bewick (Clerk)
Kirklees Council Area Committees - Holme Valley North	Cllr T Bellamy
- Holme Valley South	Cllr G Cropper
Kirklees NHS PCT	Cllr B A Smith
Kirklees Historic Buildings Trust	Cllr Mrs D Hall
Kirklees Rights of Way Forum	Cllr Mrs J M Osborn
Kirklees Council Standards Committee	Cllr P D Searby
Peak Park Parishes Forum	Cllr G Christofi
The Valley Theatre Film Association	Cllr P D Searby
Thurstonland Village Association	Cllr T Dixon
West Yorkshire Rural Transport Partnership	Cllr L Bailey
Yorkshire Local Councils Associations	Cllr C M Kaye
	Cllr P D Searby
	Cllr T Bellamy
	Cllr G Christofi
	Cllr Mrs J M Osborn
	Cllr Mrs J Roberts
	Cllr B A Smith
	Cllr M Walker
	Cllr Mrs J Roberts
	Cllr T Bellamy
	Cllr L Bailey
	Cllr C M Kaye (until 2011)
	Cllr T Bellamy
	Cllr T Bellamy
	Cllr G Christofi
	Cllr A Otterburn
	Brockholes Ward Councillor
	Cllr Mrs J Roberts
	Cllr B A Smith
	Cllr Mrs B E Smith
	Cllr C M Kaye
	Cllr J Greenwood
	(2 with voting rights)

RESOLVED: That the existing representation and re-appointment to outside bodies be confirmed with the alterations as noted.

(2) Members noted information relating to payments to external members of Kirklees Standards Committee. Although Cllr Kaye stated that he was willing to decline a payment or accept it as a donation towards the Chairman's Charity, it was unclear as to what personal tax implications this might have.

RESOLVED: That the Clerk should pursue this further with Kirklees Council, taking advice from Yorkshire Local Councils Associations as necessary, advising the Council again at a future meeting.

09 05 Standing Orders

(1) Scheme of Delegation - Council minute 08 129 refers: Following the agreement by Council to move to a bi-monthly cycle of meetings, the Clerk had sought advice from YLCA on the delegation of authority

Holme Valley Parish Council

to Committees. Amendments had then been made to the proposed Scheme of Delegation presented by the Strategy and Policy Committee for adoption by the Council.

RESOLVED UNANIMOUSLY: That the Scheme of Delegation as amended be accepted and adopted with immediate effect; copies of the amended Scheme of Delegation to be circulated to all Members.

(2) Standing Orders - Standing Order 20.2 refers: Following the above advice from YLCA and subsequent adoption of the Scheme of Delegation, amendments were required to the Standing Orders.

RESOLVED: That the Standing Orders as amended be accepted and adopted with immediate effect.

09 06 To appoint Standing Committees

Standing Orders 3.7, 8.1 and 8.3 refer: Members had previously agreed that all Members should serve on at least one main Standing Committee, not including the Planning Committee.

RESOLVED: That the following members be appointed to the Standing Committees, as detailed:

(a) FINANCE AND MANAGEMENT COMMITTEE: (11 Members - Quorum 5) That the following Members serve on the Finance and Management Committee until the next Annual Council Meeting together with the Chairman and Vice-Chairman of the Council, as ex-officio unless appointed in their own right.

Councillors Bellamy, Mrs Bratt, Dearnley, T W Dixon, Greenwood, Kaye, Mrs Roberts, Robinson, Mrs B E Smith and Mrs Walker, with one vacancy.

(b) GENERAL PURPOSES COMMITTEE: (12 Members - Quorum 6) That the following Members serve on the General Purposes Committee until the next Annual Council Meeting, together with the Chairman and Vice-Chairman of the Council ex-officio unless appointed in their own right:

Councillors Bailey, Mrs Bower, Christofi, Cropper, R P Dixon, Firth, Mrs Hall, Hirst, Mrs Osborn, Otterburn, Searby and B A Smith.

(c) PLANNING COMMITTEE: (20 Members - Quorum 10) That the following Members serve on the Planning Committee until the next Annual Council Meeting:

Councillors Bailey, Mrs Bower, Mrs Bratt, Christofi, Cropper, Dearnley, R P Dixon, T W Dixon, Firth, Mrs Hall, Hirst, Kaye, Mrs Osborn, Otterburn, Mrs Roberts, Robinson, Searby, B A Smith and Mrs Walker.

It was noted that Councillors Bellamy, Greenwood and Mrs B E Smith have indicated they do not wish to serve on the Planning Committee. This would leave one vacancy which could be filled by the new Councillor once elected/co-opted.

(d) PUBLICATIONS AND COMMUNICATIONS COMMITTEE: (5 Members - Quorum 3) That the following Members serve on the Publications and Communications Committee until the next Annual Council Meeting.

Councillors Mrs Bratt, T W Dixon, Greenwood and Hirst, with one vacancy.

(e) SPECIAL COMMITTEE: (5 Members - Quorum 3) RESOLVED That this Committee be disbanded.

(f) STAFFING COMMITTEE: (7 Members - Quorum 3)

The Council had previously agreed that this Committee should comprise four Members from the political groupings (2 Conservatives, 1 Liberal Democrat and 1 Independent). Members wished to leave naming representatives to this Committee until after the appointment of Committee Chairmen, but it was agreed that the Clerk should be instructed to insert names once known.

(1) RESOLVED: That the following Members serve on the Staffing Committee until the next Annual Council Meeting:

Chairman of the Council
Past Chairman of the Council
Chairman of Finance and Management Committee

Holme Valley Parish Council

Cllrs R P Dixon, Kaye, Otterburn and Robinson.

(2) RESOLVED: That the Past Chairman of the Council serves as Chairman of the Staffing Committee until the next Annual Council Meeting.

(g) STRATEGY AND POLICY COMMITTEE: (7 Members - Quorum 3)

RESOLVED: That membership of the Strategy and Policy Committee be as indicated in the Standing Orders (8.3) -

Chairman and Vice-Chairman of Council
All Committee Chairmen.

09 07 Administrative matters

(1) Financial Regulations - Standing Order 13.1 refers: It was proposed and seconded that the Financial Regulations, as amended as a result of the adoption of the Scheme of Delegation, be approved and adopted by the Council with immediate effect.

RESOLVED: That the Financial Regulations, as amended, be approved and adopted by the Council with immediate effect.

(2) Staff Development Review Co-ordinator: It was proposed by Cllr C M Kaye, seconded by Cllr P Robinson and

RESOLVED: That Cllr Bellamy, as Past Chairman, be appointed Staff Development Review Co-ordinator for the ensuing year.

(3) In accordance with Standing Order 3.9, Members considered the payment of annual subscriptions as per the list circulated.

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
Penistone Line Partnership
Rural Action Yorkshire
Zurich Insurance - Local Council Advisory Service
NALC (DIS) - Direct Information Service.

(4) The Clerk reported that in accordance with Standing Order 3.10, Members could, by appointment, inspect deeds held in the custody of the Council, during normal office opening hours. This was noted.

(5) Vacancy - Honley West Ward: Members noted the arrangements for co-option to fill this vacancy in the Honley West Ward.

RESOLVED: That the information as circulated be approved for issue, and the necessary actions for such publicity authorised.

(6) The Clerk reported that advice had been provided by YLCA relating to the receipt of Committee minutes following adoption of the Scheme of Delegation. Although the Council should have regard for efficiency and effectiveness of the minutes, there was scope to amend its processes and ratify the Committee minutes en bloc, given the new Scheme of Delegation.

Following its adoption, Members were reminded that Committees would be operating under delegated powers as listed in the Scheme. The Clerk asked for the Committees' guidance in establishing practices regarding minuting decisions taken under delegated powers, or where matters required approval by Council. Members agreed that over time such procedures and practices would be developed as required.

RESOLVED: That the Clerk should update the Council's procedures as appropriate, to allow ratification of Committee minutes en bloc, and that discussions be held at Committee meetings regarding minuting of decisions and references to Council.

09 08 Dates and Times of Meetings

(1) A provisional list of meetings for 2009-10 had been circulated with the agenda and Members agreed on a number of minor amendments. It was agreed that where two meetings were to be held on the same evening, the first meeting should start at 6.30pm and the second at 8pm, allowing Members a short break between meetings.

RESOLVED: That the List of Meetings for 2009-10 be approved as amended, and the dates upon which the office will be closed during that period, approved as attached.

(2) A list of provisional arrangements and dates for Members' surgeries had been circulated with the agenda. A number of minor amendments were agreed and Members were to confirm the availability of a number of suggested venues with the Clerk.

RESOLVED: That the list of provisional arrangements and dates be accepted, the Clerk be authorised to make arrangements for Councillors to attend as appropriate, and for bookings to be made for the venues.

09 10 Authorised Signatories

(1) Bank Mandate with HSBC Holmfirth Branch - Financial Regulations 5.3: 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: (i) That the authorised signatories be the Chairman and the Vice-Chairman of the Council, the Chairman and Vice-Chairman of Finance and Management Committee, and the Chairmen of Planning and General Purposes Committees, together with the Clerk.

(ii) That the Clerk inserts the appropriate names of the Chairmen and Vice-Chairmen, once appointed (immediately after this meeting).

(2) Bank Mandate with Bank of Scotland - Financial Regulations 5.5: Members agreed that the signatories on this account should be the same signatories as with the HSBC account.

RESOLVED: That the Clerk be authorised to make the necessary arrangements for completion and submission of the Bank Mandate, with signatories as approved above, to enable the investment previously agreed by Council.

09 11 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.

.....

Chairman