

Holme Valley Parish Council

MINUTES OF THE FINANCE AND MANAGEMENT COMMITTEE HELD ON MONDAY 10 MARCH 2008 -

Those present :

Chairman : Cllr R P Dixon

Vice-Chairman : Cllr Mrs B E Smith

Councillors : Cllr M Bower, Cllr Mrs R Bratt, Cllr T Dearnley, Cllr T W Dixon, Cllr J M Greenwood, Cllr C M Kaye, Cllr R Oldfield, Cllr A R Otterburn, Cllr P Robinson, Cllr K L Smith

Officers : Mrs MA Bewick

To accept Apologies for Absence

All Members of the Committee were present.

Cllr Mrs Bratt attended as an observer.

07 64 To receive Members' declarations of interest in items on the agenda

Cllr. Otterburn declared a personal interest in agenda item 8 - grant application - Holmfirth Parish Church

Cllr. K. Smith declared a prejudicial interest in agenda item 8 - grant application - Holme Valley Brass Band Contest

07 65 To consider whether items on the agenda should be discussed in private session

It was agreed that item 11 of the agenda (Awarded Quarries) be taken in private session owing to the confidential nature of the business to be discussed.

07 66 To accept the Minutes of the Previous Meeting

RESOLVED: That the Minutes of the meeting held on 21 January 2008 numbered 07 51 - 07 63 inclusive be received and adopted as a true record of the meeting.

07 67 Correspondence arising from the Minutes

Members noted acknowledgement of grants from Girlguiding UK and Hade Edge Band.

Minute 07 62 (5): The Clerk reported that a litter bin had been sited as requested and the rubbish tipped illegally had been cleared. No further action was therefore necessary.

07 68 Investment of Income

RESOLVED: That the Clerk's action in the investment and withdrawal of the Council's funds be approved and the current rates of interest applying to the Council's accounts be noted.

07 69 Financial Statement

RESOLVED: That the Financial Summary, Comparison and Income as at 29 February 2008 be approved.

The Clerk reported that invoices had been received from the Council's legal advisers for legal charges. Payment of these was approved.

07 70 Applications for Grant

Members considered applications from the following organisations:

(1) Holmfirth Parish Church towards the cost of staging a calligraphy exhibition.

RESOLVED: That a grant of £150 be awarded towards this exhibition.

Holme Valley Parish Council

(2) Kirkroyds Pre-School: Support for provision of outdoor play equipment.

RESOLVED: That a grant of £100 be awarded to Kirkroyds Pre-School using the Council's Section 137 powers.

In view of confidential information received in respect of this application, it was

RESOLVED: That the business of this Committee now to be transacted be not open to the public or press on the grounds that the matters to be considered are of a confidential nature (agenda item 8(3)).

Cllr K Smith withdrew from the meeting, declaring a prejudicial interest in the this item.

(3) Holme Valley Contest Committee: Members considered some confidential information. The Committee wished to continue to support this local brass band contest and agreed that a donation towards the prizes should be awarded as in previous years.

RESOLVED: (1) That a donation be made to Holme Valley Contest Committee from the budget for 2008/09 for grants, using Section 137 powers

(2) That any budget remaining from 2007/08 be carried forward to the next year towards this donation

(3) That a donation of £400 be awarded to Holme Valley Contest Committee; to be allocated as follows: £100 towards the general prizes, and £300 to be split equally as prizes to the Best Band from the Holme Valley in each section including the Youth Section.

RESOLVED: That the press and public be readmitted to the meeting.

07 71 Annual Review of Policies/Regulations

It was necessary for the Council to undertake reviews of certain policy documents:

(1) Council's Insurance Cover: Members reviewed the Council's insurance policy and cover. Members were reminded that alternative insurance providers had been investigated, but two other companies had declined to quote.

RESOLVED: That the insurance policy and cover as at present be retained and that no change be made for the next financial year.

(2) Risk Assessment: The Clerk was asked to check whether the cover extended to private vehicles used by Councillors on Council business.

RESOLVED: That the Risk Assessment, as attached, be approved.

(3) Financial Regulations: In view of staff changes, the Clerk was proposing some changes to Financial Regulations to take account of the future staffing arrangements.

RESOLVED: That the Financial Regulations, as amended by the Clerk, and now attached to the Minutes be recommended for approval by the Council at its Annual Meeting in May with immediate effect.

(4) Rent Review: Rents had last been reviewed in 2004 with rental increases agreed for introduction in 2005 and 2007. Members reviewed the current tenancies and rent. New tenancy agreements were being issued and the Clerk was asked to point out the condition of boundary walls at one of the sites.

RESOLVED: That rentals remain unchanged, with the exception of the garage site at Jackson Bridge, where an increase was recommended.

Cllrs T Dixon and K Smith left at the end of this item.

07 72 Administrative Matters

(1) Locations for Member Surgeries - Minute 07 59 (2) refers: The Clerk had consulted with those Ward Members where a suitable location was not obvious. Several Members had responded on this matter: Brockholes - Methodist Parlour, Oakes Lane; to be held jointly with Kirklees Ward Members Netherthong - No location immediately identified; continue to hold at Council Offices prior to meetings Upper Holme Valley - If no response received from Ward Members, continue to hold at Council Offices prior to meetings

Holme Valley Parish Council

Upperthong - As Council Offices are within Ward, continue to hold there prior to meetings.

RESOLVED: That the Clerk be authorised to make the necessary arrangements for these surgeries for the Civic Year 2008/09.

(2) Arrangements for handover to new Officer: The Clerk reminded Members that it would be necessary to change various documents and arrangements with organisations in view of the appointment of the Administrative Support Officer.

RESOLVED: That the Clerk be authorised to make these changes and issue any necessary authorisations for the Administrative Support Officer and, at an appropriate time, to remove details of the Deputy Clerk.

Members discussed the timing and arrangements for the Deputy Clerk's retirement at the end of April 2008. Following advice received, the Committee would recommend that the Council makes a presentation to the Deputy Clerk in recognition of her many years' service to the Council.

RESOLVED: That the Clerk be authorised to incur expenditure as agreed and to make the necessary arrangements for this presentation to take place on 31 March 2008.

07 73 Exclusion of Public and Press

RESOLVED: That the business of this Committee now to be transacted be not open to the public or press on the grounds that the matters to be considered are of a confidential nature.

07 74 Awarded Quarries

(1) Discussions with Charity Commission: Further correspondence had been received and Members discussed a response to the questions posed by the Charity Commission.

RESOLVED: That a reply be sent to the Charity Commission as soon as possible answering the points raised and offering to include information in the Council's newsletter if desired.

(2) Wooldale Cliff: Correspondence from Kirklees and local residents was considered. It was felt advisable to make further investigations before commenting or replying to this correspondence.

RESOLVED: That a site meeting be arranged to inspect the matters raised, to be attended by Cllr Firth as Kirklees Ward Member, a representative of Kirklees Highways Services, a Parish Council Ward Member and the Clerk.

It was also resolved that the local residents be informed that they may, if they wish, mend the wall in question at their own risk, cost, and without prejudice to the Council's position.

(3) Wooldale Cliffe Road: The Clerk had nothing further to report following the report given at the Council meeting. The matter was in the hands of the Council's insurers.

07 75 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 items within the public session of the meeting be made available, if requested, after approval of the minutes by the full Council.

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Chairman