

Holme Valley Parish Council

MINUTES OF THE FINANCE AND MANAGEMENT COMMITTEE HELD ON MONDAY 03 NOVEMBER 2008 -

Those present :

Chairman : Cllr R P Dixon

Vice-Chairman : Cllr Mrs B E Smith

Councillors : Cllr M Bower, Cllr Mrs R Bratt, Cllr J M Greenwood, Cllr Mrs J Roberts, Cllr P Robinson

Officers : Mrs S S Barber, Mrs MA Bewick

To accept Apologies for Absence

Apologies were accepted from Cllrs Christofi, Dearnley, Kaye and Oldfield.

The request from Cllr Oldfield to be excused until the end of March 2009 due to ill-health would be considered by full Council at its next meeting.

Members were reminded that they could use substitutes to ensure committee meetings are quorate.

08 43 To receive Members' declarations of interest in items on the agenda

None were given.

08 44 To consider whether items on the agenda should be discussed in private session

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

08 45 To accept the Minutes of the Previous Meeting

RESOLVED: That the Minutes of the meeting held on 29 September 2008 numbered 08 30 - 08 42 inclusive be received and adopted as a true record of the meeting.

08 46 Correspondence arising from the Minutes

(1) Replacement of office computers (minute number 08 38 refers): The Clerk reported that as Kirklees Council would make a charge for the removal of the old machines, an alternative would be to offer them to Councillors for a donation to the Chairman's Charity. Members were concerned about the means of disposal and the security of data.

RESOLVED: That the Clerk should arrange disposal through Kirklees Council, once assurances were provided by Kirklees Council that the contract would include the complete cleaning of the hard disk and the total, safe and appropriate disposal of the computers.

(2) Holme Valley Band Contest (minute number 08 37(2) refers): Representatives could not attend this meeting and although they had now gained access to some existing finances, they were in the process of drawing up a financial budget, which should be available for the next meeting of the Finance and Management Committee.

(3) Holme Valley Business Association (minute number 07 45 refers): A financial statement had now been made available to the Parish Council.

RESOLVED: That the above be noted.

08 47 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.

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08 48 Financial Statement

RESOLVED: (1) That the Financial Summary, Comparison and Income as at 1 October 2008 be approved.

(2) That the authorisation of a grant payment by the War Memorials Trust, following completion of refurbishment of two War Memorials, be noted.

08 49 Applications for Grant

(1) Review of current criteria for awarding of grants: Members discussed the criteria for grants currently in operation, but felt that it would be more appropriate, having taken into account a number of grant applications now being received, if these were split into two categories with separate criteria: a) resources and b) events.

RESOLVED: (1) That, with effect from 1 April 2009, the current criteria should remain largely unaltered as appropriate for resources type grant applications.

(2) That the Clerk should modify the criteria, to produce a second set of criteria specifically for use with events type grant applications, with effect from 1 April 2009.

It was also suggested that the General Purposes Committee should be asked, for the next financial year, to take on board a new budget heading of Christmas provision, to include funding towards the provision of Christmas lights and associated projects as well as the supply of Christmas trees.

(2) Creation of checklist for grant application procedure: Members suggested questions to be included, to ensure compliance with the criteria.

RESOLVED: That the Clerk should produce a checklist based on the suggested questions.

(3) Agbrigg Division Girlguiding UK: Members considered a request for financial support for two guide representatives to attend a Jamboree in Canada in 2009.

RESOLVED: That a grant of £100 each be awarded, on condition that the guide and guider attend a full Council meeting to make a presentation on their visit to the Jamboree, and to provide a report for the Council's newsletter.

08 50 Administrative Matters

(1) Refurbishment of Chairman's Chain of Office - The Clerk reported that, to enable the Chairman to attend Civic functions wearing a Chain of Office whilst the present one was being refurbished, a loan chain had been organised, together with the purchase of a new lighter jewel.

RESOLVED: (i) That the Clerk's actions in the above be approved.

(ii) That the purchase of a new jewel for the Vice Chairman be considered at a future meeting.

(iii) That the Clerk should request an estimate for the replacement of the Chairman's Chain of Office, for insurance purposes, from Vaughton's whilst it is in their possession for refurbishment.

(2) Review of insurance cover and provider: Members noted that the current insurance policy was due for renewal in April 2009 and, although no complaints had been received about the current insurance provider, other companies should be considered.

RESOLVED: That the Clerk should seek comparative quotations for consideration at a future meeting before the renewal date.

08 51 Quality Council Status

Criteria for Quality Council status for re-accreditation and budget process: Members considered a report produced by the Clerk, summarising the criteria to be addressed in the Parish Council's re-accreditation process due in January 2010, due to changes in the Quality Council Scheme.

RESOLVED: That, where appropriate, Committees be asked to consider changes which had implications for their work as a result of the re-accreditation process, and that plans be put in hand as necessary during that budget process.

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08 52 Exclusion of Public and Press

RESOLVED: That the business of this Committee to be now transacted be not open to the public and press on the grounds that the matters to be disclosed are of a confidential nature (agenda item 11 - Awarded Quarries).

08 53 Awarded Quarries

(1) Cliffe Quarry

(a) The Clerk reported that a meeting was due to take place on 11 November 2008 at Kirklees Council when it was hoped that clarity would be provided on the boundary lines and, therefore, ownership/responsibility, but it was agreed that it was likely that the Council may still need its own legal opinion in this matter.

(b) Representatives of the unauthorised users of the site, the British Mountaineering Council, would be attending the next Financial & Management Committee meeting on 8 December 2008.

(c) The Clerk had requested copies of further correspondence on the matter of the collapsed wall behind two properties on Cliff Road, but to date no reply has been received. Members noted the correspondence from the local Member of Parliament in this respect.

(d) A meeting was still to be held in respect of the accident claim, now being defended by Kirklees Council's solicitors.

RESOLVED: That the above be noted, and the Clerk's actions in these respects approved.

(2) Chapelgate, Scholes: The Clerk reported that she had been advised to contact the Valuation Office on the issue of business rates being applied to this site.

RESOLVED: That the Clerk should provide details of the business rates to the Chairman of the Committee, who was authorised to take up the matter with the Valuation Office on the Parish Council's behalf.

(3) Chapelgate, Scholes: Following the approach from a local resident regarding this site, it was

RESOLVED: That the Clerk should reply to the resident indicating that this land came within a charitable scheme and that it would be the responsibility of the Trustee to the Charity to determine the future of this land.

(4) Charity Commission: Members considered the response received regarding the establishment of the scheme.

RESOLVED: (1) That the Council be recommended to accept the charitable scheme as now proposed and to ask the Charity Commission for it to be sealed.

(2) That in readiness for this, the Council be asked to appoint a small committee to manage the day to day administration of the scheme on the Council's behalf.

(3) That the Council be asked to arrange for appropriate publicity in its newsletter about the new scheme.

(4) That the Charity Commission comments re recovery of costs be noted for future action.

(5) That thanks be extended to the Members of the Awarded Quarries Working Party for all their hard work on this project over the years.

08 54 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