

# Holme Valley Parish Council

## MINUTES OF THE FINANCE AND MANAGEMENT COMMITTEE HELD ON MONDAY 07 JULY 2008 -

Those present :

Chairman : Cllr Mrs B E Smith

Councillors : Cllr Mrs R Bratt, Cllr T Dearnley, Cllr T W Dixon, Cllr J M Greenwood, Cllr C M Kaye, Cllr A R Otterburn, Cllr Mrs J Roberts, Cllr M A Walker

Officers : Mrs S S Barber, Mrs MA Bewick

### **To accept Apologies for Absence**

Apologies were accepted from Cllr T Bellamy, Mrs M Bower, G Christofi, R P Dixon, R Oldfield and P Robinson.

In the absence of the Chairman, the Vice Chairman, Cllr Mrs B E Smith took the Chair. Cllrs T W Dixon, A R Otterburn and Mrs M Walker were acting as substitutes for Cllrs R P Dixon, R Oldfield and P Robinson.

Before opening the meeting, Members observed a minute's silence in memory of Mr. Michael Bower, Past Chairman of the Council.

### **08 03 To receive Members' declarations of interest in items on the agenda**

Cllr Greenwood declared a prejudicial interest in Agenda Item 10(3).  
Cllr Mrs Roberts declared a personal interest in Agenda Item 10(2).

### **08 04 To consider whether items on the agenda should be discussed in private session**

It was agreed that items 13 and 14 on the agenda be taken in private session owing to the confidential nature of the business to be discussed.

### **08 05 To accept the Minutes of the Previous Meeting**

RESOLVED: That the Minutes of the meeting held on 21 April 2008 numbered 07 76 - 07 88 inclusive, 12 May 2008 (inquorate) and 19 May 2008 numbered 08 01 - 08 02 inclusive, be received and adopted as true records of the meetings.

### **08 06 Correspondence arising from the Minutes**

RESOLVED: (1) That correspondence from the Council's insurers regarding a refund of premium, and inquiring about cover for damage caused to a vehicle driven by a councillor on business, be noted.

(2) That it be noted that the new contractor had accepted the annual service contract for church clocks in the Holme Valley area.

### **08 07 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.

### **08 08 Annual Accounts**

(1) RESOLVED: That the Income and Expenditure Account and Balance Sheet for the year ended 31 March 2008 be approved for presentation to the full Council.

The Clerk was asked in further explanation of the Accounts if she could link sections of the supporting statements to the Accounts themselves. She undertook to do this prior to presenting the Accounts to Council.

The Clerk reported that she had received an inquiry from a local resident regarding the Accounts which had appeared in the Parish Council's newsletter. Guidance was given to the Clerk as to a suitable response.

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(2) The Clerk explained to Members information about the completion of the Annual Return for the year ended 31 March 2008. She would be recommending to the Council that all the questions in section 2 (Annual Governance Statement) should be answered positively. The Internal Auditor would then complete section 4 of the Annual Return once other sections had been approved by Council. Arrangements would then be made to submit the Return to the External Auditors as required.

RESOLVED: That the Finance and Management Committee recommends to the Council completion of the Annual Return as advised by the Clerk.

(3) RESOLVED: That the report of the Internal Auditor be noted and it also be noted that he would complete the appropriate section of the Annual Return after the Council Meeting.

### **08 09 Financial Statement**

RESOLVED: That the Financial Summary, Comparison and Income as at 30 June 2008 be approved.

### **08 10 Representation**

Members considered representation at the following events:

- (1) YLCA - Councillor Training Programme 2008 - various locations - refer to full Council
- (2) YLCA, ERNLLCA and Y&HRTP - Annual Joint Training Conference - Scarborough - 26-28 September 2008 - refer to full Council
- (3) LuptonFawcett - Trustees' Seminar - Leeds - 22 July 2008 - noted
- (4) Action for Market Towns Convention - Skipton - 1-2 October 2008 - refer to full Council

RESOLVED: That such representation be referred to the full Council.

### **08 11 Applications for Grant**

(1) Berry Brow Carnival Committee: An application had been received from the Carnival Committee seeking funding to purchase a gazebo. Although this festival took place outside the Parish Council's area, the Committee felt it benefitted Honley residents. Members discussed this at some length, but

RESOLVED: That no grant should be awarded as preference should be given to grant applications from within the Holme Valley; it was also suggested that the Committee should apply to the Kirklees Area Committee (Huddersfield South) for funding.

(2) Yorkshire Schools Exploring Society: An application had been received from a young, local resident who was planning an expedition to Mongolia with the Society. She undertakes voluntary service at a local primary school and would continue to do this after her return from the expedition. It was also reported that she assisted at a local church creche. Members discussed whether this application met Section 137 requirements, to ensure that benefit accrued to residents of the Holme Valley.

RESOLVED: That a grant of £100 be awarded to Yorkshire Schools Exploring Society, on condition that the young person remains involved with the school or other voluntary organisation locally, and that she makes a presentation to a full school assembly on her return.

(3) Holmfirth High School - expedition to Malawi: Cllr Greenwood withdrew from the meeting in view of his prejudicial interest, in that he is a member of staff at the School. Members considered a request from the School for a grant towards the cost of a visit to Malawi to assist in the purchase of mosquito nets and board games which would then be donated to the local school and community in Malawi at the end of the expedition. Members discussed the implications of such request and whether it could be considered under Section 137 requirements.

RESOLVED: That, in view of the information supplied with the form, it was not clear what benefits would accrue to the Holme Valley and the application was therefore rejected.

(4) Grant to Holme Valley Contest Committee: In connection with Minute No 07 70(3), the Clerk reported that as she had been informed that there were only to be two Band Sections at the Contest, the grant awarded had been reduced by £100, after consultation with the Chairmen of the Council and the Committee.

RESOLVED: That the action taken in this matter be approved.

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### **08 12 Administrative Matters**

(1) Request for use of Council logo: A request to use the Council's logo on Club shirts had been circulated to Members and approved. A sample would be sent to the Council for reference. This was noted.

(2) Holmfirth Artweek - backup printing facilities: As in a previous year (Minute No 07 11(7)), the Clerk reported that she had utilised the Council's printing facilities to print labels for Holmfirth Artweek.

RESOLVED: That this action be noted and approved.

(3) Refurbishment of Chairman's Chain of Office: Members considered a quotation for the refurbishment of the Chairman's Chain of Office. It was felt that this work should be carried out in order to ensure that the condition of the chain did not deteriorate further, thus incurring greater expense. Arrangements for delivering the chain to the regalia company were discussed; the Clerk offered to deliver the chain when next attending a conference but it was felt that the cost of delivering it by secure carrier should be investigated. It was also suggested that the cost of a smaller, tailor made, but substantial case should be investigated.

RESOLVED: (1) That the quotation of Vaughtons should be accepted for the repair to the Chairman's Chain of Office as specified.

(2) That the cost of a smaller case be investigated with Vaughtons.

(3) That the cost of delivery by secure carrier be investigated.

(4) As requested by the Council, Members reviewed the procedure of circulating agendas for every meeting to every Councillor. Given increasing postage costs, it was felt that agendas and full supporting papers should only be sent to Members serving on the Committee. It was also felt that Members not serving on a particular committee could readily access agendas on the Council's website. The Council's Webmaster offered to advise any Member, without personal access to a computer, how to access Council papers using computer facilities at local libraries.

RESOLVED: That following ratification of this Minute, agendas and full papers will only be posted to serving Members of Committees.

### **08 13 Holme Allotments**

Following concerns expressed by local residents and allotment holders, Members discussed action to be taken in relation to the stone wall surrounding Holme Allotments; the Clerk indicated some investigations needed to be undertaken relating to one section of the wall, adjoining the Fleece Inn.

RESOLVED: (1) That the Council should accept responsibility for the repairs currently required to the wall surrounding the allotments.

(2) That the local Ward Councillors be asked to inspect the wall around Holme Allotments and indicate to the Clerk areas that require repair at the current time.

(3) That the Clerk, based on information supplied by the Ward Councillors, obtains quotes for the necessary repairs.

### **08 14 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.

### **08 15 Tenancy agreements**

New rental agreements, as advised by the Council's Legal Advisers, had been issued with the annual rental invoices. The new agreement had occasioned a number of queries from tenants.

(i) Holme Allotments: Query re responsibility for walls/buildings. The Clerk pointed out that this was in respect of walls/fences/buildings erected by a tenant, and that the Council's earlier resolution relating to the boundary wall of the allotments should allay tenants' concerns.

RESOLVED: That the above information be relayed to the tenants at this site.

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(ii) Cliff Quarry: Two queries had been received from tenants at this site, both regarding access, either to a garage site or via the track into the site. Members discussed the concerns expressed, but felt that as the tenancies were for ground rent only, the rental charged did not cover maintenance of access.

RESOLVED: That this position be explained to the tenants and they be informed that they may terminate their tenancy agreement, if preferred; rental to be refunded, if necessary, but the site must be vacated and any building cleared.

A further query relating to use of the track for turning vehicles had been received from a local resident. Members understood his view but

RESOLVED: That the Council cannot agree to this request.

(iii) Jackson Bridge: A tenant wished to erect a low fence round the garden area at the site.

RESOLVED: That the Council has no objection to the erection of the fence provided that it is no higher than one metre.

(iv) Thirstin Road: Queries relating to the terms of the agreement and requesting further details.

RESOLVED: That the tenant be informed that the agreement is for the site only, i.e. ground rent, and that the agreement was drawn up by the Council's legal advisers; if the tenant is unhappy with the agreement, she be advised that the tenancy may be terminated, provided the site is cleared and rendered safe.

(2) RESOLVED: That the Council approves the change of tenancy at Dover Lane, Holmfirth.

### **08 16 Awarded Quarries**

(1) Members indicated that a page had been omitted from the photocopied correspondence from the Charity Commission. The Clerk reported that the document seemed to meet the Council's requirements, but she would circulate a corrected copy to all Members of the Committee.

RESOLVED: (1) That the Awarded Quarries Working Party previously appointed be reconfirmed, comprising Cllrs R P Dixon, C M Kaye and P Robinson.

(2) That the Working Party be asked to consider the correspondence from the Charity Commission and report back on any alterations or recommendations to the next meeting of the Finance and Management Committee.

(2) Cliffe Quarry: Members noted correspondence relating to the rear of number 52 Cliff Road and the advice obtained.

RESOLVED: That the local residents be informed of the significant progress made with the Charity Commission which may facilitate action in the foreseeable future.

In discussing this site, Members queried the results of the site visit re fencing at this site. The Clerk explained that she was waiting for confirmation of suitable dates from the Kirklees Ward Councillor. Members agreed to speak with him to progress the matter.

(3) Knoll Lane, Honley: The Clerk reported that flytipping had occurred at this site, but evidence had been obtained as to the perpetrator. This had been reported to Kirklees Council, but the Parish Council had later been requested to clear the rubbish, incurring costs for the Council.

RESOLVED: (1) That the Clerk's action in clearing the rubbish be approved and payment of the costs involved approved.

(2) That, if the perpetrator of the flytipping has been identified, the Council should pursue recovery of the costs involved.

(4) Chapelgate, Scholes: A bill for business rates had been received for this site from Kirklees Council. Members discussed the implications in terms of the land being held by a charity.

RESOLVED: That the Clerk indicates to Kirklees the charitable status of the land and therefore requests a cancellation of this invoice.

**08 17 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**