

# Holme Valley Parish Council

## MINUTES OF THE FINANCE AND MANAGEMENT COMMITTEE HELD ON MONDAY 09 MARCH 2009 -

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 C M Kaye, 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 Cllrs Dearnley and Oldfield.

Cllr Mrs Walker was present as a substitute for Cllr Oldfield.

### **08 80 To receive Members' declarations of interest in items on the agenda**

None were given.

### **08 81 To consider whether items on the agenda should be discussed in private session**

It was agreed that item 13 (To consider quotations) on the agenda would be taken in private session owing to the confidential nature of the business to be discussed.

### **08 82 To accept the Minutes of the Previous Meeting**

RESOLVED: That the Minutes of the meeting held on 26 January 2009 numbered 08 68 - 08 79 be received and adopted as a true record of the meeting.

### **08 83 Correspondence arising from the Minutes**

The Clerk reported that as the precept was below £140,000, no further information required to be published with the Council Tax demand notices.

### **08 84 Investment of Income**

Members agreed that the Clerk should continue to investigate alternative bank accounts for re-investment of the Precept, when the Precept funds for 2009-10 are released.

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 85 Financial Statement**

Members agreed to transfer funds held under the appropriate budget provisions from the Parish Council to the Charitable Trust, as a start-up loan, to allow for future expenditure by the Charitable Trust from 1 April 2009, until the value of any assets can be released.

RESOLVED: (1) That the Clerk should arrange the transfer of funds from the Parish Council to the Charitable Trust with effect from 1 April 2009 once a Charitable Trust bank account has been opened.  
(2) That the Financial Summary, Comparison and Income as at 1 March 2009 be approved.

### **08 86 Applications for Grant**

(1) Hepworth Brass Band - An application had been received for financial support towards the cost of promoting 'Championship Brass in the Holme Valley'.

RESOLVED: That a grant of £200 be awarded to Hepworth Brass Band towards this provision.

(2) Holme Valley Brass Band Contest: An application had been received for financial support towards

## Holme Valley Parish Council

prize money for the above contest.

RESOLVED: (i) That a grant of £800 be awarded to Holme Valley Brass Band Contest, £400 of which may be used at the discretion of the Committee, and £400 to be donated for prizes: £100 to be awarded to the best band from the Holme Valley in each of the three sections, and £100 to the best band overall from the Holme Valley, at the Contest Committee's discretion.

(ii) That the Band Contest Committee be asked if the Parish Council's financial support could be acknowledged and given some publicity in its programme.

### **08 87 Annual Review of Policies/Regulations**

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

(1) Council's Insurance Cover: This item was deferred from the last meeting, due to the lack of alternative quotations. The Clerk reported that, although two alternative quotations had been sought, both companies had declined to quote within the timescale requested. Members therefore reviewed the Council's current insurance policy and cover.

RESOLVED: That the insurance policy and cover as at present be retained and that no change be made for the next financial year, other than those required in view of changes in equipment.

(2) Risk Assessment: As part of the actions required in the risk assessment process, Members had been asked to complete a survey of seats in their Ward. However, the Clerk reminded Members that completed surveys were still awaited for some Wards. Other actions taken were highlighted in the report enclosed.

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

(3) Financial Regulations: Members were reminded that it had previously been agreed to review the Financial Regulations every other year; such a review had been carried out in 2008 following changes in staffing.

RESOLVED: That the above be noted and, unless there is a change in the meeting cycle or in the delegation of powers, the Financial Regulations to be reviewed next year.

(4) Rent Review: Members reviewed the current tenancies and rent, and were reminded that rental increases had been introduced in 2007.

RESOLVED: That rentals remain unchanged, but should be reviewed again in 12 months' time.

### **08 88 Representation**

(1) Joint Parish/Kirklees Council Liaison Meeting: The Clerk reported that the date had now been changed to 29 April 2009.

RESOLVED: That the above be noted.

(2) Request to appoint Trustee - Earnshaw's Foundation Charity: The Clerk reported on the request to appoint a Trustee to this Charity, the current long-standing nominated Trustee being Mr John Chilton (former Parish Councillor).

RESOLVED: That the Ward Members for the Upper Holme Valley be asked if they wish to stand and, if they decline, Mr Chilton be asked to stand again.

### **08 89 Miscellaneous Rentals**

Site at Thirstin Road, Honley: The Clerk reported on correspondence from the current tenant accepting the conditions set out and expressing his wish to rent the extra area from 1 April 2009 (Minute number 08 78 (2) refers).

Members also noted correspondence from the Land Registry on an application to register a lease on the sub-station next door to the above tenanted site.

RESOLVED: (1) That the Clerk should respond to the Land Registry stating the Members have no

## Holme Valley Parish Council

objections to the registration of the lease.

(2) That the Clerk should pursue the organisation which has applied to register the lease, to request back-rent as per the terms of the lease.

(3) That the terms of the lease should be reviewed separately with rent payable, in due course.

### **08 90 Administrative Matters**

(1) QPS Portfolios: Members noted that the cost to return original documents to Parish Council would be in the region of £7-£15.

RESOLVED: That the Clerk should arrange for the original documents to be returned to the Parish Council.

(2) Yorkshire Local Councils Associations: Members agreed that a Councillor Skills training session could be held in the Council Chamber on Wednesday, 6 May 2009.

RESOLVED: That the Clerk be asked to contact YLCA to confirm this agreement.

(3) Power of Well Being: To be able to use this new power, the Clerk and 80% of Councillors had to be trained in its use, at a cost of £30 per councillor. The ASO would receive the training as part of the CiLCA course, but Members agreed that the Clerk and 80% of Councillors should receive the training.

RESOLVED: (1) That the Clerk be authorised to arrange a training course on this new power for herself and as many of the Councillors as possible, but at least 80% to meet the requirements

(2) That the Clerk should put forward an item for the agenda of the Joint Parishes/Kirklees Liaison Meeting, to consider whether Kirklees Council will be supportive of this Power and to promote future devolution of services to the Parish Council.

(4) HM Revenue & Customs - Allowances: Members noted further correspondence on this matter.

RESOLVED: (1) That the Clerk should contact HM Revenue & Customs to seek further advice and their recommendations for moving forward.

(2) That the Clerk should recommend changes to procedures for claiming and accounting for the Chairman's Allowance to ensure its exemption.

(5) Request to provide administrative cover to Denby Dale Parish Council - The Administrative Support Officer had been approached by the Clerk of Denby Dale Parish Council, to provide cover at a Planning Committee Meeting in July 2009, independently and outside the Officer's contracted hours. Members noted this approach and approved of the provision of cover, as a one-off, when there would be no conflict of interest.

### **09 91 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 92 To consider quotations**

(1) Dry stone wall repairs - Holme allotments - Minute number 08 78 refers: Quotations from three contractors were considered by Members.

RESOLVED: That the estimate submitted by Mr Ford be accepted.

(2) Replacement of Vice Chairman's jewel and new chain of office: The Clerk had distributed a report with print-outs of examples of jewels and chains, which Members considered.

RESOLVED: That a quotation from Fattorini be accepted.

(3) Public clock service contract: Members consider arrangements for 2009-10 and a quotation from the current contractor.

RESOLVED: That the quotation from Bygone Times be accepted and a contract be entered into in the sum of £540 for the annual servicing of the public clocks for the next year.

## Holme Valley Parish Council

(4) Provision of off-site storage of computer data and maintenance: The Clerk reported on investigations into different options for computer data and maintenance; various implications for proposals were noted.

RESOLVED: (1) That the services currently provided by Kirklees Council Intech be retained for computer data and maintenance.

(2) That the Clerk be authorised to arrange online support through Edge Designs, who supply the Agendas & Minutes, Planning and Finance modules of software used in the day-to-day administration of the Council's business affairs.

**08 93 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**