

Holme Valley Parish Council

MINUTES OF THE FINANCE AND MANAGEMENT COMMITTEE HELD ON MONDAY 18 AUGUST 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 R Oldfield, 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 J Greenwood, G Christofi and C M Kaye.

08 18 To receive Members' declarations of interest in items on the agenda

None were given.

08 19 To consider whether items on the agenda should be discussed in private session

It was agreed that item 12 on the agenda would be taken in private session owing to the confidential nature of the business to be discussed.

08 20 To accept the Minutes of the Previous Meeting

RESOLVED: That the Minutes of the meeting held on 7 July 2008 numbered 08 03 - 08 17 inclusive be received and adopted as a true record of the meeting.

08 21 Correspondence arising from the Minutes

Completion of lease for Youth Club site - Minute number 07 53 refers: The Clerk reported that the lease had been signed by both parties, and the invoice for the work submitted from the Council's Legal Adviser.

RESOLVED: That the above be noted, and payment of the invoice approved.

08 22 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 23 Annual Accounts

(1) RESOLVED: That the report of the Internal Auditor for 2007-08 be accepted.

(2) Members considered the appointment of the Internal Auditor for the 2008-09 year. The Internal Auditor was expected to carry out all tests and investigations as outlined in the Practitioners' Guide, issued by NALC and SLCC, in respect of Local Councils' Governance and Accountability Guidance, and to report thereon to the Council by completing the Internal Audit effectiveness report and the appropriate section of the Annual Return.

Members agreed that the service he offered was effective, efficient and thorough, and met all the relevant requirements.

RESOLVED: That Torevell Dent Ltd be appointed as the Internal Auditor for the 2008-09 audit, on the terms of reference listed above, following the Practitioner's Guide, and the internal audit checks as previously approved.

08 24 Financial Statement

RESOLVED: That the Financial Summary, Comparison and Income as at 31 July 2008 be approved.

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08 25 Representation

Members considered attendance at the following events/seminars:

(1) Holmbridge Village Day - 30 August 2008:

RESOLVED: (1) Cllrs Bellamy and Mrs Roberts be authorised to organise appropriate publicity material and to represent the Council at this event.

(2) That an item be included on a future Strategy & Policy Committee agenda, to discuss the long term plan for communications with the public and for representation at local events, as part of the Council's Communications Strategy.

(2) Power to the Parishes 2008 Conference - 4 September 2008 - Isle of Wight

(3) NALC Neighbourhoods in Action Event - 12 September 2008 - Letchworth Garden City

RESOLVED: That the above be noted.

(4) SLCC Continuity Management - 6 November 2008 - Huddersfield

RESOLVED: That the Clerk be asked to obtain further details and that representation be referred to the full Council for consideration.

(5) NALC Larger Councils' Conference - 20-21 November 2008 - London

(6) Seminar on fundraising for non-profit making enterprises - 23 September 2008 - Leeds

RESOLVED: That consideration of these two events be deferred to a future meeting.

08 26 Applications for Grant

Members considered an application from Honley Cricket Club for financial support towards the cost of purchasing new lawn mowers.

RESOLVED: That the Council is unable to support this application as it does not meet the Council's grant criteria.

08 27 Administrative Matters

(1) Replacement of office computers: Members discussed the various options and potential cost implications, although up-to-date costs had not yet been supplied by Kirklees Council.

RESOLVED: That, once up-to-date costs available, the Clerk should report back to the next Finance and Management Committee meeting.

(2) Refurbishment of Chairman's Chain of Office: Members considered the costs involved for secure carriage to/from the company responsible for refurbishing the Chain, and agreed that secure carriage was absolutely necessary to ensure the safe-keeping of the Chain. They also agreed that a new lighter, more portable case should be purchased.

RESOLVED: That the Clerk be authorised to arrange secure carriage and purchase a new portable case, both as quoted.

(3) Zurich Municipal Local Council Advisory Service: The Clerk briefly reported on her recent attendance at the Annual Seminar, which included the subject of Risk Management and Disaster Recovery Planning.

RESOLVED: That the Clerk's report be received and that the implications highlighted by the Clerk be considered at a future meeting.

08 28 Awarded Quarries

(1) Correspondence from Charity Commission re establishment of scheme: Members had considered the correspondence previously circulated.

RESOLVED: (i) That the Clerk and Members of the Awarded Quarries Working Party be authorised to produce a document on any alterations or recommendations, for submission to the Charity Commission.

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(ii) That future implications of establishing the charitable scheme be considered at a later meeting following a report from the Working Party.

(2) Risk Assessment and Risk Management in relation to Awarded Quarry sites: Members agreed that independent risk assessment advice should be sought.

RESOLVED: That the Clerk should seek comparative costs for such advice from appropriate specialist companies.

(3) Cliffe Quarry: Members considered information previously circulated about the current use of this site.

RESOLVED: (i) That the Clerk's actions in identifying and contacting the user(s) be approved, but that the Clerk should pursue further as necessary, to ensure contact is established with the user(s) and that they are aware that such activities are taking place on land held in trust by the Parish Council.

(ii) That the Clerk should inform the Council's insurers in writing informing them that the above activities are taking place.

It was further RESOLVED that Members of the Finance and Management Committee should tour these Awarded Quarry site; the Clerk to provide maps and a suggested route; Councillors to make their own arrangements to share transport.

(4) Wooldale Cliffe Road - insurance claim: Members considered information provided by the Clerk, who was keeping detailed records of all correspondence and activities for future reference.

RESOLVED: That the above be noted.

08 29 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