

# Holme Valley Parish Council

## MINUTES OF THE FINANCE AND MANAGEMENT COMMITTEE HELD ON MONDAY 29 SEPTEMBER 2008 -

Those present :

Chairman : Cllr R P Dixon

Vice-Chairman : Cllr Mrs B E Smith

Councillors : Cllr T Bellamy, Cllr M Bower, Cllr Mrs R Bratt, Cllr T Dearnley, Cllr C M Kaye, Cllr Mrs J M Osborn, Cllr Mrs J Roberts, Cllr P Robinson

Officers : Mrs S S Barber, Mrs MA Bewick

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

Apologies were accepted from Cllr Christofi, Greenwood and Oldfield.

Cllr Bellamy was present in his ex-officio capacity as Chairman of the Council.

Cllr Christofi's request to be excused from all meetings for the next three months on medical grounds was accepted but would be put forward to the next full Council meeting on 13 October 2008 for approval.

### **08 30 To receive Members' declarations of interest in items on the agenda**

None were given.

### **08 31 To consider whether items on the agenda should be discussed in private session**

It was agreed that items 11 and 12 on the agenda would be taken in private session owing to the confidential nature of the business to be discussed.

### **08 32 To accept the Minutes of the Previous Meeting**

RESOLVED: That the Minutes of the meeting held on 18 August 2008 numbered 08 18 - 08 29 inclusive be received and adopted as a true record of the meeting.

### **08 33 Correspondence arising from the Minutes**

Internal Audit fee - Minute number 0823 refers: The Clerk reported that the Internal Auditor had agreed to act on behalf of the Parish Council for another year, at the same fee as last year.

Holme Valley Piscatorial Association - Minute number 07 45: An acknowledgement of a grant had been received and Members were thanked for their support. The Piscatorial Association also confirmed that repairs had now been completed to a wall at Magdale.

RESOLVED: That the above be noted.

### **08 34 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 35 Financial Statement**

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

(2) That the Clerk would submit an appropriate claim to the War Memorials Trust for the promised grant funding, following completion of refurbishment of two War Memorials.

### **08 36 Representation**

Members considered attendance at the following events/seminars:

(1) East Riding and North Lincs SLCC Finance Training - 22 October 2008 - Hessele

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- (2) SLCC Continuity Management - 6 November 2008 - Huddersfield
- (3) NALC Larger Councils' Conference - 20-21 November 2008 - London
- (4) Westminster Briefing - Third Sector Conference 2008 - 20 November 2008 - London
- (5) Yorkshire RCC - Empowering Your Rural Community - 29 November 2008 - Whixley Village Hall

RESOLVED: (1) That the above be noted, but no attendance authorised at the first four events.

(2) That attendance at the Yorkshire RCC event be referred to full Council for consideration.

(3) That the attendance by Cllr P Hirst, at a training session on Councillor Skills, on 24 September 2008, be approved.

### **08 37 Applications for Grant**

(1) Wooldale Community Association: Members considered a grant application for a financial contribution towards their 30th Anniversary Open Day, in particular towards the cost of a new logo.

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

(2) Holme Valley Band Contest: Following the request for emergency funding to save the Band Contest, Members wished to support the Band Contest Committee in its efforts, but required further details on its action plan before any decision to provide financial support could be taken.

RESOLVED: (1) That any decision on this request be deferred until the next meeting of the Finance & Management Committee.

(2) That the new Contest Committee be asked to provide a written action plan indicating how the Committee plan to finance the next Contest and place it on a more secure financial footing for the future.

(3) That the Committee would be pleased to see the Chairman and/or Treasurer of the Band Contest Committee at the next meeting of the Finance & Management Committee if they wished to attend to speak in support of their plans.

It was also RESOLVED that an item be included on the next Agenda to review the grant criteria and a proposal to include a checklist to ensure applications are complete and meet the criteria before they reach Committee stage for consideration.

### **08 38 Administrative Matters**

Replacement of office computers: Members discussed up-to-date costs provided by the Clerk.

RESOLVED: That the purchase of two replacement computers be approved.

### **08 39 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 40 Miscellaneous Rentals**

(1) Repair of walls at Holme Allotments: Quotations from three contractors were considered by Members.

RESOLVED: That the estimate submitted by Richard Battye be accepted.

(2) Thirstin Road - Garage Sites: Members considered an approach from a local resident seeking a garage site in Honley. The Clerk had inspected the site at Thirstin Road, where the Council had two existing tenancies and she believed that it might be possible to create an extra parking space at this site. It would also be necessary to establish ownership of a trailer currently parked on the site and to seek its removal.

RESOLVED: (1) That the Clerk should pursue the site being used as an additional plot for tenancy as a parking space, and to arrange for removal of goods currently being stored on the site.

(2) That the Clerk should write to the prospective tenant to confirm the approval of Members for the site to be used as parking space, at a pro rata ground rental, with the option to erect a garage if space is available and at her cost, with the Parish Council's prior approval.

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(3) That the Clerk should contact Yorkshire Electricity to pursue an annual rental payment for the electrical sub-station on the Parish Council's land at Thirstin Road.

**08 41 Awarded Quarries**

(1) Proposed response to Charity Commission re establishment of scheme: Following consideration by Members of the Working Party, the report proposed for submission to the Charity Commission had now been drafted.

RESOLVED: That the Clerk be approved to submit the report as submitted to the Committee as soon as possible.

(2) Risk Assessment and Risk Management in relation to Awarded Quarry sites: Members considered information supplied by Yorkshire Local Councils Associations and agreed that this advice should be followed.

RESOLVED: That the Clerk should pursue the matter with the Parish Council's solicitors as advised, and then seek advice from a health and safety consultancy if necessary.

(3) Cliffe Quarry: Members considered the information provided by the Clerk on the reported use of this site.

RESOLVED: That the Clerk should write to the users to invite representatives to a future meeting.

(4) Wolfstones Quarry: Following the report of unauthorised use of this site and a related complaint received by a Ward Councillor, Members considered the various options available to evict the squatter and avoid a potential claim for adverse possession.

RESOLVED: (1) That the Clerk should write to the squatter, once his identity has been established, giving 7 days' notice to vacate the site.

(2) That the letter should be served on the squatter by two Ward Councillors.

(5) Chapelgate, Scholes - Claim for rate relief:

RESOLVED: That the completion and submission of forms to claim rate relief be approved.

(6) (a) Greengates Quarry: The Clerk reported that a mapping error on the Land Registry Title Plan had now been rectified.

(b) Scholes Youth Club site - Members considered correspondence from the tenant, who had expressed concerns about the adjacent housing development.

RESOLVED: That the above be noted.

**08 42 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**