

Holme Valley Parish Council

MINUTES OF THE FINANCE AND MANAGEMENT COMMITTEE HELD ON MONDAY 29 MARCH 2010 -

Those present :

Chairman : Cllr T Dearnley

Vice-Chairman : Cllr T W Dixon

Councillors : Cllr Mrs R Bratt, Cllr C R Greaves, Cllr J M Greenwood, Cllr Mrs J Roberts,
Cllr Mrs B E Smith

Officers : Mrs S S Barber, Mrs MA Bewick

09 58 Public Open Session

One member of the public was present, to address Members on item 10(1)(iii) on the Agenda (Grant application - Holme Valley Brass Band Contest). Mr. Noble addressed the Committee regarding the forthcoming Band Contest and asked for the Council's support in providing prizes for the three sections which would be run; two senior and one junior. Nearly as many bands had entered this year compared to last year. The amount of grant funding applied for was less than last year, as the Contest was now in a better financial position.

09 59 To accept Apologies for Absence

Apologies were accepted from Cllrs Bellamy, Kaye, Robinson and Mrs Walker.

09 60 To receive Members' declarations of interest in items on the agenda

Cllr T W Dixon declared a personal interest in item 10(1)(iii) on the Agenda (Grant Application - Holme Valley Brass Band Contest).

09 61 To consider whether items on the agenda should be discussed in private session

It was agreed during the meeting that item 12(1) (Administrative Matters) on the agenda would be taken in private session owing to the confidential nature of the business to be discussed.

09 62 To accept the Minutes of the Previous Meeting

RESOLVED: That the Minutes of the meeting held on 25 January 2010 numbered 09 44 - 09 57 inclusive be received and adopted as a true record of the meeting.

09 63 Correspondence arising from the Minutes

Agbrigg Division Girlguiding had written to the Council to thank it for the grant received (Minute number 09 39 (3)).

The Clerk was pleased to report that the Council has been re-accredited with Quality Parish Status and Yorkshire Local Councils Associations had congratulated the Council on reaching this achievement with a very good application.

Risk Assessment - Minute number 09 55 refers: Members noted that the review had been undertaken, and approved the updated Risk Assessment as now circulated, which would be attached to Minutes.

09 64 Investment of Income

Members noted the current rates of interest applying to the Council's accounts and the investment of the Council's income. After receiving information of the interest rates available from a number of other banks/savings accounts, to maximise any potential interest on the precept and reserves, it was

RESOLVED: (1) That the Clerk be authorised to invest an amount agreed with the Chairman in a Guaranteed Fixed Deposit Account with Bank of Scotland for six months.

(2) 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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09 65 Applications for Grant

Members agreed to bring forward item 10(1)(iii) on the agenda, for the benefit of the member of the public present at the meeting.

Holme Valley Brass Band Contest: An application had been received for financial support towards prize money for the Contest. Following the information given by the representative of the Contest Committee, it was

RESOLVED: That a grant of £400 be awarded to Holme Valley Brass Band Contest, towards prize money, with a prize to be awarded to the best band from the Holme Valley in each of the three sections.

09 66 Financial Statement

Members noted that the Land Charity would be making an agreed repayment to the Council by the financial year end. Members agreed that this should be invested until a suitable project could be identified and would be held earmarked for such purposes in the next financial year.

RESOLVED: (1) That the Financial Summary, Comparison and Income as at 28 February 2010 be approved

(2) That the Clerk's report on projected cash flows to 31 March 2010 be accepted

(3) That it be noted that the Land Charity would be repaying to the Council expenses incurred by the Council on behalf of the Land Charity up to 31 March 2010.

09 67 Annual Accounts

Accounts for the year ended 31 March 2010: The Clerk explained the legal timescales for the Annual Accounts which had to be published by 30 June 2010. The Receipts and Payments Statement would be produced for the Annual Parish Meeting, and if possible, would be available for the full Council meeting prior to that meeting.

RESOLVED: (1) That the necessary arrangements regarding the Annual Accounts, as proposed by the Clerk, to meet the legal deadlines be approved.

(2) That the Clerk be authorised to make all necessary arrangements for the audit process, and to take the necessary actions to complete the Annual Return, for presentation to the Council for approval prior to the deadline of 30 June 2010.

Members noted that an amount in the current year's Budget for New Initiatives earmarked for a Multi-User Games Area (MUGA) would be carried forward to next year, as the build had not yet commenced.

09 68 Applications for Grant

(1) Members considered the following grant applications:

(i) Holmfirth Festival of Folk - Outdoor Street Theatre: Members gave wholehearted support to this Festival, and

RESOLVED: That a grant of £250 be awarded to Holmfirth Festival of Folk, towards the cost of the Outdoor Street Theatre.

(ii) Holmfirth Writers' Group: An application had been received for financial support towards the cost of production of a book by this Group, which celebrated life and heritage of the Holme Valley, to be launched at Holmfirth Arts Festival.

RESOLVED: That a grant of £100 be awarded to Holmfirth Writers' Group towards the cost of launching this book; it was also suggested that the Group be requested to write an article for the Council's newsletter, about its activities, and about the book.

iv) Incredible Edible, Huddersfield: An application had been received for financial support towards a mini orchard at Holmclose and planting at the recreation ground at Holmbridge.

RESOLVED: That the grant of £150 be awarded to Incredible Edible Huddersfield, not to be used for the purchase of equipment, but to be spent on plants and materials to be used directly in the Holme Valley.

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(2) Grant Criteria: As requested at the last meeting, Members considered possible changes to the criteria and it was agreed that the amounts/percentages in Criteria 1 and 2 should be increased.

RESOLVED: That the grant criteria as amended by the Committee should be approved with effect from 1 April 2010, and published on the website in various formats, as well as by hard copy.

09 69 Miscellaneous Rentals

(1) Holme Allotments (deferred from last meeting - Minute no. 09 56 refers): The Clerk reported that plot sizes had now been assessed and, as one tenant had given notice to terminate his tenancy, recommended that that plot should be split into two. No other tenants had expressed a willingness to split their plot into two at the current time (Minute no. 09 42 refers) but the Council would consider splitting other plots in due course, as they became available.

RESOLVED: (1) That the Clerk should write to the next two contacts on the waiting list, to offer each of them a 'half' plot on a single tenancy basis (with no unauthorised sharing)

(2) That all other tenants be informed of the changes and of the names of the new proposed tenants and reminded that tenancies should be strictly allocated to the next contact on the waiting list

(3) That if any problems continue regarding unauthorised sharing of plots, the Committee will consider meeting with all the tenants to resolve this issue.

(2) The Clerk reported on comparative charges for allotments in other areas of Kirklees and Members noted the suggested rental levels provided by Cllr R P Dixon for all the Council's tenancies. On further consideration of these amounts, Members agreed the charges for 2010-2011, for all tenanted sites.

RESOLVED: (1) That the revised charges should apply for 2010-2011.

(2) That rental charges be reviewed again at the meeting of the Finance and Management Committee in January/February 2011.

09 70 Exclusion of Public and Press

In view of the information to be discussed, it was 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.

The Member of the public present left the meeting.

09 71 Administrative Matters

(1) Public clock service contractor: In considering the quotation for the next year's contract, the Clerk had queried the proposed fee increase. She had therefore obtained a second quotation from another company, for comparison purposes, which Members also considered.

RESOLVED: That Bygone Times be offered the contract for the year 2010-2011 at the price quoted.

(2) Asset Register: Members noted the recent re-arrangement of office furniture, primarily to facilitate planning e-consultation. In the process, a table and some chairs were now surplus to requirements. It was agreed that they should be sold at auction, and that consideration would be given, once the amount raised was known, to using the funds generated to re-upholster the remaining chair seat covers.

RESOLVED: That it be recommended to the Council that the Clerk be authorised to arrange for the sale of the surplus furniture and to seek re-upholstering costs for future consideration.

09 72 Re-admittance of Public and Press

RESOLVED: That the public and press be readmitted to the meeting.

09 73 Representation

(1) Members noted that permission had been sought by YLCA to hold a training session on Councillors Skills in the Council Chamber in October 2010.

RESOLVED: That the date of the above training session be approved and the Clerk authorised to make the necessary arrangements.

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(2) Members discussed representation at the following training events and networking lunches and agreed the following actions:

RESOLVED: That details of the following courses be noted and attendance authorised as indicated:

(i) SLCC West Yorkshire Branch Training Day - 30 April 2010 - Thorner - Administrative Support Officer to attend

(ii) NALC Networking Lunch Programme 2010 - details of three venues with different themes were noted.

(iii) Free NALC Learning Seminars: details of these seminars were noted.

(iv) Training and Development Programmes 2010: Members noted the availability of training courses from SLCC and YLCA; further details would be brought before the appropriate Committee in due course. It was agreed that, in the event of appointment at the Annual Council meeting of any Member new to chairmanship, those Members should be advised to attend the training session offered on chairmanship. There was also a course on charity matters which would be particularly appropriate.

09 74 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 item within the public session of the meeting be made available, if requested, after confirmation of the minutes.

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Chairman