

Holme Valley Parish Council

MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD VIA ZOOM ON MONDAY 18th JANUARY 2021

Those present:

Chairman: Cllr M Pogson

Councillors: Cllrs M Blacka, P Colling, P Davies, RP Dixon, C Greaves, D Hall, R Hogley, J Sweeney

Officer: Mr Richard McGill

Welcome

Chairman, Cllr M Pogson, welcomed Committee members and members of the public to this virtual meeting of the Finance and Management Committee.

Public Question Time

No members of the public were present for the public session.

2021 58 Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

The RFO/Deputy Clerk was recording the meeting in audio and video formats through the Zoom platform.

2021 59 To accept apologies for absence

All Members were present. Cllr RP Dixon joined the meeting a few minutes late.

2021 60 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

None were declared.

2021 61 To consider written requests for new DPI dispensations

None had been received.

2021 62 To consider whether items on the agenda should be discussed in private session

RESOLVED: The Committee resolved that no item would be held in private session.

2021 63 To confirm the Minutes of the previous Committee meeting

NOTED: the Minutes of the Finance & Management Committee Meeting held on 30 November 2020, numbered 2021 43 to 2021 57 inclusive – previously distributed and already confirmed by Council were noted.

2021 64 Accounts for Payment

(1)**NOTED:** The Committee noted that the Chairman of Council had not used any of her Chairman's Allowance during her term of office to date.

(2) **RESOLVED:** The Committee approved the payments of the month-to-date Schedule of Payments for January 2021.

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2021 65 Financial Statements

RESOLVED: The Committee approved the following accounting summaries:

For November 2020:

- (1) Bank Reconciliation All Accounts (to end 30 November 2020)
- (2) Cash Books All Accounts Receipts and Payments (to end 30 November 2020)
- (3) Trial Balance (to end 30 November 2020)
- (4) Detailed Income and Expenditure by Budget Heading (YTD Budget Report to end 30 November 2020)
- (5) Cash and Investment Reconciliation (to end 30 November 2020)
- (6) Earmarked Reserves (to end 30 November 2020)

For December 2020:

- (1) Bank Reconciliation All Accounts (to end 31 December 2020)
- (2) Cash Books All Accounts Receipts and Payments (to end 31 December 2020)
- (3) Trial Balance (to end 31 December 2020)
- (4) Detailed Income and Expenditure by Budget Heading (YTD Budget Report to end 31 December 2020)
- (5) Cash and Investment Reconciliation (to end 31 December 2020)
- (6) Earmarked Reserves (to end 31 December 2020)

2021 66 VAT Return

NOTED: The Committee noted the VAT return to end 31 December 2020.

2021 67 Change to Tax Base and implications for precept and the budget

1916hrs Councillor RP Dixon joined the meeting during this item

NOTED: The Committee noted a communication from Kirklees notifying the Parish Council of a change to the tax base which had been reduced from 10149.79 to 10092.84.

RESOLVED: The Committee resolved that the RFO should seek advice from Graeme Wilde from Kirklees Council on the reasons for the reduction in the tax base figure.

NOTED: The Committee noted a communication from Kirklees to confirm a reduction to the amount of the Special Expense Grant contingent on the change to the tax base from £3248 to £3230.

NOTED: The Committee noted the new Precept figure of £274326 contingent on the revised tax base. This was a reduction from the £275871 of 2020-21.

The Committee considered a revised budget taking account of the reduced tax base, Precept and Special Expenses Grant.

RESOLVED: The Committee resolved to recommend to Council that the shortfall in the budget for 2021-22 caused by the reduced tax base should be met by an additional recourse to general reserves of £1545.

2021 68 Banking Matter

NOTED: The Committee noted a report from the RFO that both of Holme Valley Parish Council's Handelsbanken accounts, - the 35 Day Account and the Current Account, - currently offer credit interest rates of 0%, and that the Parish Council is charged £25/month for use of the current account.

RESOLVED: The Committee resolved that the RFO should investigate other options for the investment of the Council's reserves.

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2021 69

Statement of Intent on Training

NOTED: The Committee noted the training undertaken and the feedback.

In addition to training undertaken that had been included in the agenda, Cllr Colling also reported on training she had done in the previous week on the internal auditing process.

Cllr Sheard	Allotments Webinar	28 th September 2020
Feedback: No feedback as yet		

Cllr Blacka	Broadening your Planning Knowledge Webinar	2 nd December 2020
Feedback: This webinar was said to be quite useful and included information on the white paper, community infrastructure levy and how to best make decisions on behalf of the community; presentation was not especially good but the content was worthwhile		

Cllr Hogley	Budgeting Webinar remote training by Parkinson Partnership through YLCA	2 nd December 2020
Feedback: This webinar was described as a basic introduction to budgeting and reserves with some interesting nuggets of new information, - 1) amending the budget throughout the year; 2) considering the need for the amount of reserves held in relation to the risk to the Council		

Catherine O'Halloran (co-opted Member of CESC)	Climate Emergency Webinar	15 th December 2020
Feedback: No feedback as yet		

Planning Committee	Discussion Session with Teresa Harlow and Johanna Scrutton from Kirklees Planning	11 th January 2021
Feedback: This was described as a useful way to develop an effective working partnership with the Kirklees Planning team and Officers, maximising local knowledge and minimising duplication of work; built understanding on the white paper, the NDP and how to bring climate emergency understanding into planning processes		

RESOLVED: The Committee resolve that the RFO would seek feedback from Councillors and Members who had attended training.

2021 70

Proposed elevated grant to Holmfirth Arts Festival

The Committee considered whether to recommend an award of an extra £1000 to Holmfirth Arts Festival, - to a total of £2000, - for their Art in the Woods project.

RESOLVED: The Committee resolved not to award an extra £1000 this financial year as it went against the delegated amount that could be awarded. The Committee resolved that the Holmfirth Arts Festival should be encouraged to apply for a grant in the upcoming financial year 2021-22.

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2021 71 Financial Records for the website

NOTED: The Committee noted that financial records for November and December 2020 had been uploaded to the Council website accessible from Quick Links.

2021 72 Representation

There were no reports from representatives to outside bodies.

The meeting closed at 19:43

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Chairman