

Holme Valley Parish Council

MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD VIA ZOOM ON MONDAY 26th APRIL 2021.

Those present:

Chairman: Cllr M Pogson

Councillors: Cllrs M Blacka, P Colling, P Davies, RP Dixon, D Hall, R Hogley

Officer: Mr Richard McGill (Deputy Clerk/RFO)

Also present: Mrs Liz Bennett (Clerk)

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

Two members of the public spoke in the public session in support of the grant application for Huddersfield Woodturners.

2122 01 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 and the video will be available on the Parish Council's YouTube channel.

Cllr Davies joined the meeting at this point, having previously notified the Officer that he would be late due to another meeting.

2122 02 To accept apologies for absence

Cllr Sweeney and Cllr Greaves had given apologies and these were approved by the Committee. As above, Cllr Davies had notified the Deputy Clerk that he would be late for the meeting.

2122 03 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

None were disclosed.

2122 04 To consider written requests for new DPI dispensations

None had been received.

2021 05 To consider whether items on the agenda should be discussed in private session

RESOLVED: The Committee resolved that no items should be held in private session.

RESOLVED: At this point, the Committee voted to amend the running order of the agenda so that the grant application of the Huddersfield and District Woodturners group would be heard now.

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2122 07.ii Applications for Grants

ii) Members considered an application from Huddersfield and District Woodturners for a grant of £500 towards room hire, lunch, equipment and travel, for a Woodturning Craft Day for young people from the Holme Valley and Huddersfield with special educational needs and disabilities SEND
RESOLVED: The Committee approved a grant of £500 to Huddersfield and District Woodturners for the Woodturning Craft Day.

At this point, the running order reverted to the Agenda order.

2122 06 To confirm the Minutes of the previous Committee meeting

NOTED: The Minutes of the Finance & Management Committee Meeting held on 1 March 2021, numbered 2021 73 to 2021 90 inclusive were noted.

2122 07.i Applications for Grants

i) Members considered a grant application from Friends of Honley (Part of Honley Village Community Trust) for a grant of £1000 towards shuttle buses, marketing and a brochure for a Honley Open Gardens event.
RESOLVED: The Committee approved a grant of £500 to Friends of Honley (Part of Honley Village Community Trust) for the Open Gardens event.

At this point, the Committee Chairman said that grant applicants could contact him about pending or open applications should they wish to discuss what the Parish Council requires from their submissions.

2122 08 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 remaining transactions of the month-to-date Schedule of Payments for March, - these are retrospective in that the accounts have already been paid under Regulation 5.5a and 5.6 of the Financial Regulations.

(3) **RESOLVED:** The Committee approved the transactions of the upcoming Schedule of Payments for April.

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2122 09 Financial Statements

RESOLVED: The Committee approved the following accounting summaries:

i. For February 2021 (G):

- (1) Bank Reconciliations All Accounts (to end 28 February 2021)
- (2) Cash Books All Accounts Receipts and Payments (to end 28 February 2021)
- (3) Trial Balance (to end 28 February 2021)
- (4) Detailed Income and Expenditure by Budget Heading (YTD Budget Report to end 28 February 2021)
- (5) Cash and Investment Reconciliation (to end 28 February 2021)
- (6) Earmarked Reserves (to end 28 February 2021)

ii. For March 2021 – end of the financial year (H):

- (1) Bank Reconciliations All Accounts (to end 31 March 2021)
- (2) Cash Books All Accounts Receipts and Payments (to end 31 March 2021)
- (3) Trial Balance (to end 31 March 2021)
- (4) Detailed Income and Expenditure by Budget Heading (YTD Budget Report to end 31 March 2021)
- (5) Cash and Investment Reconciliation (to end 31 March 2021)
- (6) Earmarked Reserves (to end 31 March 2021)

2122 10 Preparation for final accounts

Members noted, this year only, the final accounts are being prepared by Rialtas. This will take place after an online meeting 28/05/2021.

The RFO reported on the Parish Council's year-end debtors, creditors, pre-payments and receipts in advance.

RESOLVED: The Committee approved the following year-end reports:

- Year-End Creditors: unpaid invoices received last year with expenditure approved 2020-21.
- Year-End Debtors: payments due to the Parish Council last year 2020-2021 but only received in the new financial year.
- Year-End Prepayments: payments made last year but for services to be received this financial year.
- Year-End Receipts in Advance: income received last year (2020-21) but paid to the Parish Council for a service to be delivered this year (2021-22).

At this point, Members discussed some elements of Agenda item 2122 12 with regard to the tenancy at the Gartside building.

RESOLVED: The Clerk would contact the tenant with regard to arrangements to pay moneys owed.

RESOLVED: The Finance and Management Committee resolved to recommend to the Community Assets Support Committee to charge the tenant at the Gartside building from 12th April 2021 or whichever date the shop reopened, and thus end the rent holiday.

2122 11 Banking Matters

Bank mandates:

- i. **NOTED:** The Committee noted that the mandates for Handelsbanken have been updated. New mandatees are Cllr Blacka, Cllr Hogley, Cllr Pogson, and the Clerk.
- ii. **NOTED:** The Committee noted that mandates for the HSBC accounts were still to do.

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**2122 11
contd.**

Members considered whether, with regard to the HSBC mandates, given the challenge of completing a mandate form with all Committee Chairs under lockdown, the Parish Council should continue with the existing mandates until after the Annual Council Meeting in July when face-to-face meetings should make form-filling easier, and a new Clerk may have been appointed. This would mean, Cllr T Bellamy, Cllr Hogley, and Cllr Pogson continuing as mandated Chairs to approve payments until then. **RESOLVED:** It was resolved to delay the processing of the HSBC mandates until after the July meeting. The named Councillors would remain as mandatees until the change.

2122 12 Tenancies

The RFO reported on receipts of payments regarding tenancies (allotments, garages, Gartside Buildings).

NOTED: The Committee noted that all of the annual payments for the garages and allotments had been received apart from one payment for a garage. The Deputy Clerk/RFO had sent a second payment reminder letter to that tenant. The Deputy Clerk/RFO would report back in future on further developments.

The RFO reported that the management of the Watery Lane allotments is the responsibility of the Finance and Management Committee. However, there is currently no budget for allotments or the site. One of the allotment users has drawn the Parish Council's attention to minor disrepair of a dry-stone wall at the allotment. The Maintenance Contractor has submitted a quote.

Members considered whether the Parish Council would undertake the repair of the wall, and whether any future financial or administrative resolutions of Council would be needed.

RESOLVED: Officers were to try to confirm ownership of the wall in question via the deeds.

RESOLVED: The Chairman of Council would attend the allotment site and take more photos of the damaged wall.

RESOLVED: The Chairman of Finance and Management and the RFO would, as necessary, consult on any virement that would be needed to resolve this issue or other similar issues, and recommend to full Council.

RESOLVED: The Chairman of Finance and Management and the RFO would, as necessary, consult on recommending the setting of an earmarked contingency reserve to meet such repair needs as that of the wall to full Council.

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Statement of Intent on Training

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

CLlr Colling	Grants - Policies, Procedures and Powers Webinar - CLlr 07	23 rd February 2021
Feedback: Feedback given at the previous meeting.		

RFO	Website Accessibility Regulations 2018	2 nd March 2021
Feedback: A useful guide to the Regulations about making the website more accessible to people with sensory disabilities. Involved potentially significant extra work for the Council but had directed to some useful tools. It was acknowledged that aspects of meeting the requirements of the regulations would necessarily fall to outside services, - like Vision ICT.		

CLlr Colling	Year End Accounts	11 th March 2021
Feedback: This training was cancelled.		

Climate Emergency Co-ordinator	Behaviour Change for Environmental Planners	
Feedback: Training not yet done.		

2122 14

Financial Records for the website

NOTED: The Committee noted that financial records for February and March 2021 have been uploaded to the Council website accessible from Quick Links.

NOTED: Members noted that, from end April 2021, the RFO will be adding the completed monthly Schedule of Payments to the website alongside the other records accessible from Quick Links.

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2122 15 Interim Internal Audit

NOTED: Members noted that the Interim Internal Audit has taken place. The Chairman complimented the auditor for her report. The report was generally very positive but did identify recommended actions for the Council for it to continue to improve on outcomes and making sure that what it does is in line with best practice and the Council's policies. The Internal Audit will be completed 1st June 2021 after the submission of the final accounts.

NOTED: The Committee noted that the RFO will liaise with the Clerk with regard to the Internal Auditor's recommendations and will report to the next meetings of Finance and Management and full Council in terms of an action plan.

There was some initial discussion about specific recommendations within the Internal Audit Interim Report.

Members discussed the recommendation regarding the Chairman's Allowance.

RESOLVED: The Deputy Clerk/RFO would ask the internal auditor if reframing the Chairman's Allowance as Chairman's Expenses would be allowable.

RESOLVED: The Deputy Clerk/RFO would investigate whether any potential payments to a Chairman of Council as expenses would be classed by HMRC as taxable benefits.

There was discussion on the auditor's recommendation that community groups who are the beneficiaries of Parish Council grants should subsequently supply receipts for all their expenditure from the grant.

RESOLVED: The Deputy Clerk/RFO would ask the internal auditor about whether a spending report from the officers of an organisation receiving a grant was adequate without the need to ask them for physical copies of receipts.

There was discussion about the provision of a debit card to Officers.

NOTED: The Deputy Clerk/RFO would bring a plan with regard to this to full Council.

There was discussion about the possibility of using an external payroll organisation instead of payroll being undertaken, as currently, by the RFO.

NOTED: The Deputy Clerk/RFO would investigate the cost of such a service, and get some quotes.

2122 16 Budget for flowers, cards and so on for Councillors

The Deputy Clerk/RFO reported that there have been a few payments made in the last year towards flowers and cards for Councillors who are suffering illness, have had a baby and for ex-Councillors who have passed away. The Council does not currently have clear provision in its budget for such items. Councillors considered how to manage such expenditure in future.

RESOLVED: The proposed Chairman's Expenses budget line would cover such costs in future under Section 111 of the Local Government Act, 1972, if approved by auditors.

2122 17 Representation

There were no reports from representatives to outside bodies.

The meeting closed at 2051hrs

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Chairman