

Holme Valley Parish Council

DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 16 JANUARY 2023

Those present:

Chair: Cllr P Colling

Chair: Cllr D Carré

Councillors: Cllrs M Blacka, S East, C Greaves, R Hogley

Officer: Mr R McGill (RFO/Deputy Clerk)

Welcome

The Committee Chair welcomed Members, the Officer and one member of the public to this meeting of the Finance and Management Committee.

The member of the public was present to speak in support of a grant application.

RESOLVED: Members voted to move that item up the running order, so it was considered after 2223 101, and to thence suspend standing orders for the member of the public to be able to speak and answer questions on the application.

Cllr East joined the meeting at 702pm.

Public Question Time

RESOLVED: Because of the above resolution, no one spoke during Public Question Time.

2223 97 Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

The RFO/Deputy Clerk recorded the meeting for upload to the Parish Council's YouTube channel.

No-one else wished to record the meeting.

2223 98 To accept apologies for absence

Cllr M Bustard and Cllr RP Dixon both have dispensations as apologies for absence.

RESOLVED: The reasons for Cllr Dixon's and Cllr Bustard's apologies were approved by the Committee.

Cllr Greaves had notified the Committee that he would be late.

2223 99 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

None were disclosed.

2223 100 To consider written requests for new DPI dispensations

None had been received.

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2223 101 To consider whether items on the agenda should be discussed in private session

RESOLVED: Members resolved that no item should be heard in private session.

At this stage, as resolved above, the order of the agenda was changed to move the grant application up the order.

2223 104 Grant Applications

From 4315 Grants – Other community assets

Members considered an extraordinary grant application from Holmfirth Tech for £5,000 to offset currently inflated energy bills. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19.

RESOLVED: The grant of £5,000 to Holmfirth Tech to pay energy costs was approved as a one-off emergency payment.

The meeting returned to agenda order at this point.

2223 102 To confirm the Minutes of the previous Committee meeting

NOTED: Members noted the Minutes of the Finance and Management Committee Meeting held on 21 November 2022, numbered 2223 75 to 2223 96 already approved by Council.

1930hrs Cllr Greaves arrived during this item.

2223 103 Grants

NOTED: The Committee noted the rolling list of grants against budgets. This includes the award granted at Finance and Management 21st November 2022.

2223 104 Grant Applications

- ii. **NOTED:** Members noted that the next regular round of grant applications will be held in February 2023. No applications had been received at this point. Then the next cycle would be September 2023.

2223 105 Accounts for Payment

- i **NOTED:** It was noted that £700.95 had been committed from the Chairman's Expenses budget line (£52 tickets to Holme Valley Lions 42nd Charter Dinner; £100 donation to Full Life Church Food Bank; £405 to Full Life Church for refreshments at Civic Event; £10.60 mince pies; £133.35 Christmas cards, frames, vouchers etc). There is £299.05 left. The Chairman has also confirmed attending the Saddleworth Civic Dinner and Ball for which one ticket will be purchased.
- ii **NOTED:** Members noted the completed Schedules of Payments for November 2022.
- iii **NOTED:** Members noted the completed Schedules of Payments for December 2022.
- iv **RESOLVED:** The Committee approved the pending month-to-date transactions of the Schedule of Payments for January 2023.

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2223 106

Financial Statements

- i **NOTED: Members noted the accounting statements for November 2022:**
 - (1) Bank Reconciliations All Accounts (to end 30 November 2022)
 - (2) Cash Books All Accounts Receipts and Payments (to end 30 November 2022)
 - (3) Trial Balance (to end 30 November 2022)
 - (4) Balance Sheet (to end 30 November 2022)
 - (5) Cash and Investment Reconciliation (to end 30 November 2022)
 - (6) VAT Return – quarter-to-date (not for submission).

- ii **NOTED: Members noted the accounting statements for December 2022 (I):**
 - (1) Bank Reconciliations All Accounts (to end 31 December 2022)
 - (2) Cash Books All Accounts Receipts and Payments (to end 31 December 2022)
 - (3) Trial Balance (to end 31 December 2022)
 - (4) Balance Sheet (to end 31 December 2022)
 - (5) Cash and Investment Reconciliation (to end 31 December 2022)
 - (6) VAT Return – as submitted to HMRC 10/01/2023 – quarter OCT-DEC.

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iii. Income and Expenditure by Budget Heading

Councillors reviewed the most up-to-date report for December 2022.

The Committee noted the following reports from the RFO:

- On the income side, 1250 Gartside Building shows receipts this financial year of only £1,600. This is because any debt pertaining to the financial year 2021-22 needed to have been paid off first, before payments are factored towards this current year's income. It is not anticipated that the Parish Council will be paid what is owned.
- 4205 Council Office Expenditure is likely to be rather over-budget at the year end. Next year's budget has accounted for this.
- 4210 Audit will be over-budget. The external auditor recently increased their fees. Next year's budget has accounted for this.
- 4235 Insurance is significantly over budget. No further action is recommended. Next year's budget has accounted for this.
- The RFO notes that 4320 Public Toilets day-to-day is at 88% of the annual budget 9 months into the financial year so the overspend is likely to be lower than the forecast from a few months back. A review of the maintenance contractor's contract needs to take place next year.
- £3,000 is to be earmarked from a projected underspend on 4505 Neighbourhood Plan for Holmfirth Market as agreed by full Council. The Planning Committee is also to recommend to full Council 6th February 2023 to ringfence the remaining £7,000 into an earmarked reserve for traffic calming projects.
- Regarding 4640 Holme Moss Topograph, £3,324 was vired to it from the anticipated underspend on 4615 Royal Events following resolution at full Council 12th December 2022. However, a further, small, additional outlay was incurred to the 4615 budget line so the line will be a little overspent.
- £1,000 was vired from 4630 Special Projects to 4635 COVID Memorial following resolution at full Council 12th December 2022.
- 4720 Dog waste will be on- or over-budget. No further action is recommended other than for the Service Provision Committee to review provision where there is an ongoing theft problem.
- The 4735 Phone Boxes budget line will be over budget. This is due to Council approving payment regarding the Wooldale phone box from general reserves. No further action is recommended.
- 4750 War Memorials will be £600 over-budget following the adding of a name to the Holme Valley memorial.
- 4755 Youth Facilities will be around £10,000 over budget as the Parish Council approved expenditure from general reserves.

Members considered whether any additional action was needed to manage any of these specific budget lines, cost centres budgets or the overall budget.

RESOLVED: No additional action was required.

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iv. Earmarked Reserves

NOTED: Councillors reviewed and noted the RFO's reports for December 2022 as below:

- EMR 323 Other Community Assets in the Holme Valley now consisted solely of £2,017 for 10th Holme Valley (New Mill) Scouts (towards a new scout hut). The £5,000 earmarked for Hepworth Playgroup and Pre-school for playground surfacing had been paid out.
- The 325 EMR Election Fund will be moved into next year's budget as it is an election year and should be topped up by the £5,000 underspend on this year's budget.
- Holmfirth Civic Hall Community Trust has applied for £30,000 of the £40,000 in 329 EMR Holmfirth Civic Hall in the February grants cycle.
- 334 EMR Holme Moss Topograph will likely be spent this year. £2,000 has been moved from the 336 EMR Royal Events to 334 EMR. There is a total of £2,935 in the earmarked reserve (and £3,324 in the budget).
- 333 EMR Holmfirth Tech had a balance of zero.
- £8,000 remains in the 336 EMR Royal Events earmarked reserve.
- The 337 EMR COVID Memorial is anticipated to be spent this year. £5,000 is in the earmarked reserve and £1,000 in the budget.
- £50,000 remains in 338 EMR Children's Playgrounds. There has been further contact between Cllr Hogley and Kirklees Officers about the potential use of this reserve.
- 339 EMR If It's Not Far Leave the Car is planned to be spent this year.

Members considered whether any further action was needed to manage earmarked reserves.

RESOLVED: The Deputy Clerk would contact Kirklees Officers involved with playgrounds provision to see if discussions about partnership-working and co-funding with the Parish Council could be kickstarted.

2223 107 Tenancies

- NOTED:** Members noted that the tenant of the unit at the Gartside Building had paid their rental in advance every month of the lease so far. The tenant had been notified that the first meter reading for the electricity meter was due at the end of its first quarter (by 31 Jan 2023).
- NOTED:** The Committee noted, with regard to the garage and allotment tenancies 2023-24, that new tenancy packs (tenancy agreements, letters, invoices) would be mailed out in February with some adjusted rates as per agreement.

2223 108 Internal Control Check

RESOLVED: The Committee's Deputy Chair and the RFO would make arrangements to undertake the internal control checks for the third quarter OCT-DEC 2022. This was arranged provisionally for 27th January 2023.

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2223 109 Banking

Members considered a request from the RFO to set up a new, standing order for the Parish Council's regular monthly payment of £252 (£210 + £42VAT) to Time In Time Out Media for the monthly Council News item in the TiTo magazine.

RESOLVED: The setting up of the Standing Order was approved.

2223 110 Financial Records for the website

NOTED: The financial records for November and December had been posted to the Parish Council's website accessible from Quick Links on the homepage, and this was noted by the Committee.

2223 111 The Maintenance Contractor's Contracts

NOTED: The Committee noted a report from the RFO correcting his mistake from the last Committee meeting. Then, the RFO reported that a full contract tendering process for 1) the maintenance contract and 2) the toilets contract would not be needed since the contract amount of each was under the £25,000 per year limit. However, it was later advised that the contract costs involved would, in fact, be significantly over £25,000 because the cost would be based on the total value of the multi-year contract, not just the annual value. Hence, the contract cost of the toilets contract would be around £80,000 for a four-year contract and the maintenance contract potentially around £50,000 for four years. A full tendering process would therefore be needed which would involve the need for lengthy tendering documentation which, it appears, would, likely, need to be underpinned by legal representation.

RESOLVED: The RFO/Deputy Clerk and the Clerk acknowledge the need to create an agreed programme of works for the contractor to underpin the contract and inform the tendering process. It was resolved that the RFO/Deputy Clerk would draft a service level agreement and tendering document based on those used by other parish councils for consideration by the Service Provision Committee in 2023 to cover the term of the new Council. This may need to be legally ratified.

Cllr Greaves arrived during this item at 738hrs.

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2223 112 Work of the Grants Working Group

The Grants Working Group was established to rationalise aspects of the Parish Council's grants awarding process. Part of this has been to update paperwork and part to update guidelines and processes.

RESOLVED: With a few revisions, the Committee approved the work of the Grants Working Group, namely,

1. Final report of Grants Working Group
 - a) Revised Application Form.
 - b) Grant Audit Form.

The revisions were:

- The report should refer to "The Climate Emergency Action Plan" rather than the Climate Emergency Committee.
- The paperwork should be in greyscale to cut down on ink costs.
- That the maximum award of the Community Benefits Grant should be recommended to Council to be raised to £1,500.

Work on the contracts was pending as per deliberations under 2223 111 above.

2223 113 The Parish Council's Precept for 2023-24

Kirklees Council announced its provisional figures for the Holme Valley tax base 2023-24. This is 10,482.86. Last year the tax base figure was 10,400.79. The tax base calculation is subject to cabinet approval 17th January 2023.

NOTED: This was noted by the Finance and Management Committee.

The increase means that the Holme Valley Parish Council precept for 2023-24 will increase from £282,693 to £284,924 and the Special Expenses Grant will increase from £3,328 to £3,355.

NOTED: This was noted by the Finance and Management Committee.

2223 115 Publicising the work of Holme Valley Parish Council

Members considered recent events and news including the outcomes of this meeting that this Committee wished to publicise via the press, Parish Council website or social media.

RESOLVED: The RFO/Deputy Clerk would publicise the grant awarded at this meeting and would further report on the budget and precept once finalised and agreed by Council in February.

Close of Meeting 755pm

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Chairman