

# Holme Valley Parish Council

## DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 20 FEBRUARY 2023

Those present:

Chair: Cllr D Carré

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

Officer: Mr R McGill (RFO/Deputy Clerk)

Also present: Mrs J McIntosh (Clerk)

### Welcome

Cllr Carré, acting as Chair in the absence of Cllr Colling, welcomed Members, Officers and three members of the public to this meeting of the Finance and Management Committee.

### Public Question Time

The members of the public were present to speak in support of two separate grant applications. They chose to leave after the public session had concluded.

### 2223 115 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 116 To accept apologies for absence

Cllr Colling had submitted an apology with a reason for her absence.  
Cllr Bustard and Cllr RP Dixon both have dispensations as apologies for absence.  
**RESOLVED:** The reasons for apologies were approved by the Committee.  
Cllr Greaves had notified the Committee that he would be late.

### 2223 117 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

Cllr Blacka declared a personal interest in grant application 2223 122 xx.  
Cllr East declared a personal interest in grant application 2223 122 xi.  
Cllr Hogley declared a personal interest in grant application 2223 122 xv.  
Cllr Greaves declared a personal interest in grant applications 2223 122 i and 2223 122 vii.

### 2223 118 To consider written requests for new DPI dispensations

None had been received.

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**2223 119 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.

**2223 120 To confirm the Minutes of the previous Committee meeting**

**APPROVED:** Members approved the Minutes of the Finance and Management Committee Meeting held on 16 January 2023, numbered 2223 97 to 2223 114 inclusive.

**2223 121 Grants**

**NOTED:** The Committee noted the rolling list of grants against budgets including the awards granted by full Council at their meeting 6<sup>th</sup> February 2022.

**2223 122 Grant Applications**

## **From 4315 Grants – Other community assets**

- i. Members considered a grant application from Honley under 8s Football for £2,800 towards wheeled goals x 2 and all-weather jackets x 30. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19.  
**RESOLVED:** Honley under 8s Football was awarded £1,700 towards wheeled goals.
- ii. Members considered a grant application from Brockholes Village Trust for £2,000 towards a village hall energy audit. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19.  
**RESOLVED:** Brockholes Village Trust was awarded £2,000 towards the village hall energy audit.
- iii. Members considered a grant application from Friends of Wooldale (regarding New Mill Junior and Infants School) for £3,470 towards raised beds at the school allotments. There was no clear legal power for this so Local Government Act 1972 S137 would apply.  
**RESOLVED:** There was no award to this application.  
  
730pm: Cllr Greaves arrived during this item.
- iv. Members considered a grant application from Netherton Community Centre for £2,000 to offset increased energy costs at Honley Community Centre. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19.  
**RESOLVED:** There was no award to this application.
- v. Members considered a grant application from Thongsbridge Cricket Club for £1,500 towards three picnic tables. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19.  
**RESOLVED:** There was no award to this application.
- vi. Members considered a grant application from Hepworth Band for £5,000 towards replacement windows at the rehearsal facilities. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19.  
**RESOLVED:** Hepworth Band was awarded £3,195.04 towards replacement windows at the rehearsal facility.

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- vii. Members considered a grant application from Holme Valley District Scouts - 6th Holme Valley (Trinity) Scouts for £5,000 towards bollards and tables. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19.  
**RESOLVED:** Holme Valley District Scouts - 6th Holme Valley (Trinity) Scouts was awarded £5,000 towards bollards and tables.
- viii. Members considered a grant application from Upperthong Cricket Club for £4,169.61 towards an outdoor spectator seating project. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19.  
**RESOLVED:** Upperthong Cricket Club was awarded £3,299.61 towards outdoor seating, tables, and parasol.
- ix. Members considered a grant application from Friends of Cinderhills Park for £2,369 towards a gazebo for the park. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19.  
**RESOLVED:** There was no award to this application.

### From 4405 Grants – Projects and Events

- x. Members considered a grant application from Holmfirth Festival of Folk for £1,000 towards traffic management and road closures for the festival. The legal power for this would be Local Government Act 1972 S145.  
**RESOLVED:** Holmfirth Festival of Folk was awarded £1,000 towards traffic management and road closures.
- xi. Members considered a grant application from Friends of Honley Library for £750 towards a children's book festival. The legal power for this would be Local Government Act 1972 S145.  
**RESOLVED:** Friends of Honley Library was awarded £750 towards a children's book festival.
- xii. Members considered a grant application from Honley Business Association for £1,000 towards Honley Open Gardens Festival. The legal power for this would be Local Government Act 1972 S145.  
**RESOLVED:** Honley Business Association was awarded £1,000 towards Honley Open Gardens Festival.
- xiii. Members considered a grant application from Holme Valley Lions for £460 towards an upgrade of Santa's sleigh. The legal power for this would be Local Government Act 1972 S145.  
**RESOLVED:** Holme Valley Lions was awarded £460 towards an upgrade of Santa's sleigh.
- xiv. Members considered a grant application from Holmfirth Cricket Club for £1,000 towards equipment for junior cricketers. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19.  
**RESOLVED:** Holmfirth Cricket Club was awarded £600 towards equipment for junior cricketers.

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- xv.** Members considered a grant application from Upperthong School Support Group for £1,000 towards trips to places of worship for pupils. There was no clear legal power for this so Local Government Act 1972 S137 would apply.  
**RESOLVED:** There was no award to this application.
- xvi.** Members considered a grant application from Last of the Summer Wine 50<sup>th</sup> '50 Golden Summers' for £1,000 towards weekend of events for the 50<sup>th</sup> anniversary of the show. The legal power for this would be Local Government Act 1972 S145.  
**RESOLVED:** Last of the Summer Wine 50<sup>th</sup> '50 Golden Summers' was awarded £1,000 towards a weekend of events for the 50<sup>th</sup> anniversary of the show, conditional on the group identifying a formal community group to support the event and to allow use of their bank account.
- xvii.** Members considered a grant application from Holmfirth Town Juniors FC for £1,980 towards coaching, hardship fund, gala and equipment. The legal power for this would be a mix of Local Government Act 1972 S145 and Local Government (Miscellaneous Provisions) Act 1976 S19.  
**RESOLVED:** Holmfirth Town Juniors FC was awarded £480 towards coaching badges for three coaches.
- xviii.** Members considered a grant application from Holme Valley District Scouts for £1,000 towards equipment etc to promote scouting. The legal power for this would be a mix of Local Government Act 1972 S145 and Local Government (Miscellaneous Provisions) Act 1976 S19.  
**RESOLVED:** Holme Valley District Scouts was awarded £1,000 towards equipment to promote scouting in the Holme Valley.
- xix.** Members considered a grant application from The Nest Holmfirth CIC for £555 towards equipment and supplies for mother and baby classes. The legal power for this would be a mix of Local Government (Miscellaneous Provisions) Act 1976 S19 for equipment and Local Government Act 1972 S137 for other expenditure.  
**RESOLVED:** The Nest Holmfirth CIC was awarded £555 towards equipment and supplies for mother and baby classes.
- xx.** Members considered a grant application from Friends of Cliff Rec for £951 service costs connected to Coronation event. The legal power for this would be Local Government Act 1972 S145.  
**RESOLVED:** Friends of Cliff Rec was awarded £951 towards costs associated with its Coronation event.
- xxi.** Members considered a grant application from Wooldale Community Group for £1,000 towards youth club and mother and baby club. The legal power for this would be a mix of Local Government (Miscellaneous Provisions) Act 1976 S19 for equipment and Local Government Act 1972 S137 for other expenditure.  
**RESOLVED:** Wooldale Community Group was awarded £1,000 towards youth club and mother-and-baby clubs.

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- xxii.** Members considered a grant application from Children’s Art School for £1,000 towards artist fees for art classes for children and young people. The legal power for this would be Local Government Act 1972 S145.  
**RESOLVED:** Children’s Art School was awarded £1,000 towards artist fees for art classes for children and young people.
- xxiii.** Members considered a grant application from Honley Village Community Trust for £850 towards a Coronation Afternoon Tea for the people of Honley. The legal power for this would be Local Government Act 1972 S145.  
**RESOLVED:** Honley Village Community Trust was awarded £850 towards a Coronation Afternoon Tea for Honley.
- xxiv.** Members considered a second grant application from Honley Village Community Trust for £780 towards Easter-related events in Honley. The legal power for this would be Local Government Act 1972 S145.  
**RESOLVED:** Honley Village Community Trust was awarded £780 towards Easter events.
- xxv.** Members considered a third grant application from Honley Village Community Trust for £750 towards a tree-survey at Magdale. The legal power for this would be Local Government Act 1972 S111 or S137.  
**RESOLVED:** Honley Village Community Trust was awarded £750 towards a tree survey at Magdale.
- xxvi.** Members considered a second grant application from Honley Business Association for £1,000 towards a business map of Honley. The legal power for this would be Local Government Act 1972 S144.  
**RESOLVED:** Honley Business Association was awarded £1,000 towards a business map of Honley.
- xxvii.** Members considered a grant application from Holmfirth Film Festival for £1,000 towards venue hire for the festival. The legal power for this would be Local Government Act 1972 S145.  
**RESOLVED:** Holmfirth Film Festival was awarded £1,000 towards venue hire for the festival.
- xxviii.** Members considered approval of the payment of grants awarded tonight.  
**RESOLVED:** All awards granted tonight were approved to be paid (once two mandated signatures were supplied).
- xxi.** **NOTED:** Members noted that the next regular round of grant applications will be held in September 2023. Service Provision grant applications would be reviewed 18 September 2023; Finance and Management grant applications would be reviewed 25 September 2023.

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## 2223 123 Accounts for Payment

- i. **NOTED:** The Committee noted that there had been further expenditure of £35 by the Chairman from Chairman's Expenses for attendance at a ball in Saddleworth. That budget line now has £264 remaining.
- ii **NOTED:** Members noted that there have been no additional payments needing approval since the last meeting of full Council 6 February 2023.

## 2223 124 Financial Statements

**NOTED:** Members noted that the RFO/Deputy Clerk had not completed the financial statements for January using the Rialtas software since he did not, at the time of the meeting, have access to the Parish Council's bank accounts, - see below section under Banking for the narrative. The RFO/Deputy Clerk said he would complete and upload the financial statements once the account was unblocked. That is now the case.

The RFO/Deputy Clerk had drawn up a report on the year-to-date expenditure of the Parish Council from his own spreadsheet (rather than using Rialtas as is usually submitted). Councillors considered any further action to manage overspends or underspends.

**RESOLVED:** No further action at this time.

## 2223 125 Tenancies

- i. **NOTED:** Members noted that the tenant for the Gartside building continued to pay on time.
- ii. **NOTED:** Members noted that the first invoice for electricity usage had been sent to the Gartside tenant.
- iii. **NOTED:** Members noted that the Deputy Clerk will be drawing up new contracts, invoices and letters for tenants of the allotments and garages before the end of the current month for payment before 1<sup>st</sup> April 2023.

## 2223 126 Internal Control Check

**NOTED:** The Committee Vice Chair undertook the internal control checks for the quarter OCT-DEC 2022 on 27 January 2023. No issues were disclosed. Thanks to the Member for undertaking the checks.

## 2223 127 Banking

**NOTED:** The Committee noted that, at the time of the agenda for this meeting being posted, unfortunately, the RFO/Deputy Clerk had been unable to access the Parish Council's bank accounts. Access to the Parish Council's accounts had been blocked by the HSBC fraud team. They had blocked two payments by the Parish Council and then blocked the Parish Council's access to its accounts. The two payments blocked were payments of £10,000 and £15,000 to Friends of Honley Library, which, as they were large amounts to a payee never paid before by the Parish Council had triggered the fraud team. The RFO/Deputy Clerk reported that he and a Councillor on the HSBC mandate had attended a branch of the HSBC Wednesday 14<sup>th</sup> February with identification, and the account had been unblocked.

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## 2223 128 Financial Records for the website

**NOTED:** No new financial records had been added to the website due to the block on the account. The January accounts would be undertaken once we had access.

## 2223 129 YLCA Grants training undertaken

The RFO/Deputy Clerk reported on the “Grants” webinar training he had undertaken with YLCA. He told the Committee that the idea of “rolling” grants over multiple years was considered good practice and the suggestion was that an amendment to Financial Regulations or to a Reserves Policy would indicate where a rolling award was factored into the Parish Council’s reserves, say, for the course of a term of office.

## 2223 130 Publicising the work of Holme Valley Parish Council

Members considered whether any news items from the Committee should be reported.

**RESOLVED:** i. The news of the grant awards would be posted to the website and to Facebook. ii. That the news of the new grants criteria, application form and so on is publicised to the website and to Facebook.

**Close of Meeting 915pm**

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Chairman