

Holme Valley Parish Council

DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 21 AUGUST 2023

Those present:

Chair: Cllr C Greaves

Councillors: Cllr I Barnett, Cllr L Baylin, Cllr M Blacka, Cllr D Brook, Cllr P Colling, Cllr J Holmes, Cllr J Rylah, Cllr A Wilson

Officer: Mr R McGill (RFO/Deputy Clerk)

Also present:

Welcome

The Chair welcomed Councillors and Officers to this meeting of the Finance and Management Committee.

Public Question Time

No members of the public were present, and no Councillor spoke in the open session.

2324 36 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.

2324 37 To accept apologies for absence

NOTED: The Committee noted that Cllrs Fenwick, Fernandes, Kirkby and Liles were not present.

Cllrs Fernandes, Kirkby and Liles had tendered apologies.

RESOLVED: The Committee approved the reasons for their apologies.

2324 38 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

Cllr Baylin declared a personal interest in 2324 42 vi. t.

Cllr Blacka declared a personal interest in 2324 42 vi. q. and 2324 42 vii.

The Clerk declared a personal interest in 2324 42 iv.

2324 39 To consider written requests for new DPI dispensations

NOTED: Cllr Rylah's and Cllr Holmes' DPIs had been shared by email 16 August 2023 and redacted copies would be uploaded to the website.

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2324 40 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.

2324 21 To confirm the Minutes of the previous Committee meeting

APPROVED: Members approved the Minutes of the Finance and Management Committee Meeting held on 12 June 2023, numbered 2324 16 to 2324 35 inclusive.

2324 24 Grants

- i. **NOTED:** Members noted the updated rolling list of grants awarded. This included the full list of grants awarded in 2021-22 and 2022-23 as well as the grants awarded to date this Council year (at the top of the sheet). The RFO/Deputy Clerk reported he is now using the spreadsheet to record the Grant Evaluation Reports, - sent in red and received in black.
- ii. **NOTED:** The Committee noted the updated rolling list of grants against budgets for the current Council year 2023-24.
- iii. Members considered a grant application from Holmfirth Food and Drink Festival, for £1,500 towards street-cleaning. The legal power for this would be Local Government Act 1972 S144-45 – provision of entertainment and support for tourism.
RESOLVED: The Committee awarded £1,500 to Holmfirth Food and Drink Festival.
- iv. Members considered a grant application from Sharing Memories for £1,500 towards room hire and taxis for the Sing Your Soul Sunny project. The legal power for this would be Local Government Act 1972 S145 – provision of entertainment.
RESOLVED: The Committee awarded £1,500 to Sharing Memories.
- v. Members heard that the next grants cycle of this Committee will be September 25th 2023 with a closing date of August 31st 2023 for applications. They considered if any further actions were needed.
RESOLVED: No further actions.
- vi. **NOTED:** The Committee noted the following completed Grant Evaluation Forms related to Finance and Management grants awarded:
 - a. 2022-23 Grant 6 - Holmfirth Food and Drink Festival
 - b. 2022-23 Grant 10, 25, 39 – Holmfirth Arts Festival
 - c. 2022-23 Grant 15 – Hade Edge Band
 - d. 2022-23 Grant 16 – Honley Silver Band
 - e. 2022-23 Grant 18 – Scholes Cricket Club
 - f. 2022-23 Grant 20 – Upperthong Village Hall
 - g. 2022-23 Grant 21 – Wooldale Wanderers
 - h. 2022-23 Grant 26 – Holmfirth Forward
 - i. 2022-23 Grant 27 – Honley Village Community Trust – wreath-making
 - j. 2022-23 Grant 30 – Holmbridge Cricket Club – shower
 - k. 2022-23 Grant 31, 32 – Hepworth Utd FC

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- l. 2022-23 Grant 42 – fairandfunky
 - m. 2022-23 Grant 47 – Brockholes Village Trust
 - n. 2022-23 Grant 55 – Festival of Folk
 - o. 2022-23 Grant 57 – Honley Business Association – Garden Festival
 - p. 2022-23 Grant 59 – Holmfirth Cricket Club
 - q. 2022-23 Grant 65 – Friends of Cliff Rec
 - r. 2022-23 Grant 71 – Honley Business Association – Village Map
 - s. 2022-23 Grant 72 – Holmfirth Film Festival
 - t. 2023-24 Grant 01 – Choppards Mission – Coronation grant
- vii. Members considered a request from Friends of Cliff Rec to be able to use the £184.28 underspend on their award last year on their Christmas “Carols on the Cliff” event. However, since the request was first made, Friends of Cliff Rec have submitted an application for the September grants cycle taking account of this underspend.
RESOLVED: To defer consideration of this request until the September meeting.
- viii. Members considered a request from 6th Holme Valley Scouts to be able to use the £973 underspend on their award last year to purchase gas urns to heat large supplies of water when camping. The RFO/Deputy Clerk reported that he had asked the group to submit a Grant Evaluation Form but this had not been received.
RESOLVED: The Committee resolved to ask for the underspend to be returned and for the group to submit a new application, and a Grant Evaluation Form for the previous award.
- ix. Members considered any further actions regarding the Grant Evaluation Forms either to do with:
- a. The completed forms and the information shared. (eg Wooldale Wanderers have an underspend of £123.74)
 - b. The format of the forms or the process.
- RESOLVED:**
- a. The Parish Council would ask for the underspend of £123.74 on the Wooldale Wanderers award to be returned.
 - b. With regard to the form and process, the RFO/Deputy Clerk would change the colour of the Grant Evaluation Form so that it is a different colour to the grant application form.
The form would be adapted to ensure that awards were used to support socially inclusive projects particularly those which supported marginalised groups. Groups would not be considered for a new award if Grant Evaluation Forms for a previous award have not been received by the Parish Council.
When asking groups to submit Grant Evaluation Forms, sending out a completed example would benefit those filling the Form in.

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- x. The Committee considered a request from Holmfirth Forward for the Parish Council to take responsibility and financial control of the business map of Holmfirth. This has been produced by Holmfirth Forward the last few years, but they have asked if the Parish Council would consider taking full responsibility for the publication of the map. The RFO/Deputy Clerk reported that the Parish Council does have the power to promote tourism, but it does not have a power to promote businesses.

RESOLVED: Since the map was conceived primarily as a map of businesses, the Parish Council decided not to support this suggestion that the Parish Council would take on the publication of the map. It was suggested that the Business Association should take more of a central role in the production of the map. Holmfirth Forward would be invited to apply for a grant in the September cycle and this could be considered as a multi-year grant.

2324 43 Accounts for Payment

- i. **NOTED:** Members noted that the Chairman's Expenses budget is £1,000. Nothing had been spent through this budget yet. A new policy regarding Chairman's Expenses would go before Council 9th October 2023 deferred from 26th June 2023.
- ii. The Committee considered approval of the draft month-to-date schedule of payments for August 2023.

RESOLVED: The Committee approved the draft month-to-date schedule of payments for August 2023.

2324 44 Financial Statements

NOTED: The Committee noted the following accounting summaries

- i. For May 2023:
- (1) Bank Reconciliations All Accounts (to end 31 May 2023)
 - (2) Cash Books All Accounts Receipts and Payments (to end 31 May 2023)
 - (3) Trial Balance (to end 31 May 2023)
 - (4) Balance Sheet (to end 31 May 2023)
 - (5) Cash and Investment Reconciliation (to end 31 May 2023)
 - (6) Income and Expenditure by Budget Heading (to end 31 May 2023)
 - (7) Earmarked Reserves (to end 31 May 2023)
 - (8) Schedule of Payments (to end 31 May 2023)
 - (9) VAT Return – quarter-to-date (not for submission).
- ii. For June 2023:
- (1) Bank Reconciliations All Accounts (to end 30 June 2023)
 - (2) Cash Books All Accounts Receipts and Payments (to end 30 June 2023)
 - (3) Trial Balance (to end 30 June 2023)
 - (4) Balance Sheet (to end 30 June 2023)
 - (5) Cash and Investment Reconciliation (to end 30 June 2023)
 - (6) Income and Expenditure by Budget Heading (to end 30 June 2023)
 - (7) Earmarked Reserves (to end 30 June 2023)
 - (8) Schedule of Payments (to end 30 June 2023)
 - (9) VAT Return – full quarter APR-JUN (Submitted 13/07/2023 and repayment £630.40 received 19/07/2023).

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iii. For July 2023:

- (1) Bank Reconciliations All Accounts (to end 31 July 2023)
- (2) Cash Books All Accounts Receipts and Payments (to end 31 July 2023)
- (3) Trial Balance (to end 31 July 2023)
- (4) Balance Sheet (to end 31 July 2023)
- (5) Cash and Investment Reconciliation (to end 31 July 2023)
- (6) Income and Expenditure by Budget Heading (to end 31 July 2023)
- (7) Earmarked Reserves (to end 31 July 2023)
- (8) Schedule of Payments (to end 31 July 2023)
- (9) VAT Return – full quarter APR-JUN (to end 31 July 2023).

iv. Income and Expenditure by Budget Heading

Councillors reviewed the draft Income and Expenditure report for the financial year-to-date 2023.

NOTED: The Committee noted the RFO/Deputy Clerk's report below:

- That the Parish Council's income YTD is £150,913 but it's expenditure YTD is £148,109. Given that the Parish Council will have no significant, additional income until November when the second part of the precept is paid, we are likely to have not enough money in our working HSBC current bank account. This would need action (see 2324 48iii below).
- The reason for this situation is that expenditure outside of the budget had been very high with £10,000 being paid to Friends of Honley Library from an earmarked reserve, £10,000 to Holmfirth Civic Hall Community Trust (HCHCT) from an earmarked reserve and £7,317 from general reserves. The Parish Council also had a £24,860 cost relating to the Council elections which is a big outlay in one lump.
- On the income side, the Parish Council had received 50% of 1076 Precept and 50% of 1078 Special Expenses Grant as agreed with Kirklees Council. The next instalments as stated will be in early November. 100% of 1200 Allotment Rents and 100% of 1300 Garage Income had been received. Around four months into the year, the Parish Council had received 34% of projected donations on 1092 Donations - Holmfirth Toilets so that is on target. The Parish Council had received 168% of its projected income from 1090 Interest on Investments, so that was very much under-calculated, but better under-calculated than over-. 1095 Other income included the repayment of a grant of £1,700 returned by Honley FC Under 9s.
- The tenant of the shop unit next to Holmfirth toilets continued to pay his rent and electricity recharge in a timely fashion. However, unfortunately, it looks likely that he would be surrendering his lease soon. 1250 Gartside Building.

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On the expenditure side, the Committee noted some things the RFO/Deputy Clerk highlighted:

- Salaries and oncosts were on target at 40% 5 months into the year.
- 4060 Staff Training was already at 80% of the annual budget after five months. This is because the Assistant Clerk had started and undertaken a number of induction courses but, more relevantly, the Clerk and Deputy Clerk would both be doing the Certificate in Local Council Administration which is not a cheap qualification. The Staff Training policy does state, "If enrolment for CiLCA training is anticipated then this amount will need to include an extra £800." This was not, however, committed in the original budget as it was set for this year.
- 4225 Elections had spent £24,860 against a budget of £29,789. This expenditure was markedly higher than the previous full Council election.
- 4235 Insurance was significantly over-budget. When the Parish Council's insurance was calculated, this was before we took ownership of Honley Library, hence the overspend. However, we are reimbursed by Holmfirth Civic Hall Community Trust to the tune of £4,460 for their share of their insurance so that will offset the overspend.
- 4610 Publications and Publicity This records the £1,000 to sponsor Honley Show programme which Council approved would come from general reserves. Members need to be aware of this when calculating available spending in that budget line, - ie there is £4,039 remaining.
- Regarding 4640 Holme Moss Topograph, there were some unanticipated expenses in respect of the topograph which Service Provision had recommended to Council for consideration October 9.
- 4710 New Mill Churchyard was at 68% of the annual budget. Expenditure was normally in the summer months, but the RFO/Deputy Clerk reported that this budget may be in the red in due course. This budget amount would probably need increasing in next year's budget.
- Other than these, the RFO/Deputy Clerk reported that most budget lines are on target. There are perhaps more concerns that some major budgets will be significantly underspent at the year's end without a clear, strategic focus. As in previous years, this applies to the climate emergency budget lines.

Members considered any further actions on income and expenditure against budget.

RESOLVED: No further action.

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v. Earmarked Reserves

NOTED: Members noted the RFO/Deputy Clerk's report of earmarked reserves:

- i. 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).
- ii. The 325 EMR Election Fund was at £0, as £19,789 was moved into the budget to pay towards this year's elections. The Parish Council will need to build this reserve back up to £30,000 for the next elections cycle.
- iii. 329 EMR Holmfirth Civic Hall was now at 0 following the expenditure of £10,000 towards the fire escape and the condition survey.
- iv. 335 EMR Honley Library Energy was also now at 0 following the expenditure of £10,000 on energy efficiency measures.
- v. £15,000 remained in 332 EMR Honley Library.
- vi. £50,000 remained in 338 EMR Children's Playgrounds and the Parish Council previously approved working with Kirklees Council on this as a co-funding priority.
- vii. As agreed at the end of last year, all Climate Emergency Committee reserves were dis-consolidated and the underspend on that Committee's budgets 2022-23 were added to a newly created earmarked reserve 341 EMR Climate Emergency Projects.
- viii. Two earmarked reserves for the Planning Committee had been created from its planned underspend, - 342 EMR Holmfirth Market (£3,000) and 343 EMR Road Safety (£7,000). There was likely to be imminent expenditure of £3,675 from the latter reserve; an order had been placed for a mobile road safety speed indicator device (SID) and attendant costs. This had already approved by Council.

The RFO/Deputy Clerk reported that new earmarked reserves can be constituted by Council as it sees fit at any Council meeting from general reserves or from reconfiguring existing earmarked reserves.

Members considered whether any further action was needed regarding earmarked reserves.

RESOLVED: No further action.

The Clerk reported that the Climate Action, Communications and Engagement Standing Committee had resolved to put itself forward as a grant-awarding Committee. The Clerk asked that the Finance and Management Committee consider and advise on this at its September meeting.

2324 45 Annual Governance and Accountability Return (AGAR) 2022-23

NOTED: Members noted the RFO/Deputy Clerk's report that no electors had chosen to review the Parish Council's accounts during the period allowed for inspection under legislation. The AGAR was still with the external auditor.

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2324 46 Tenancies

- i. **NOTED:** As shared above, the Committee noted that the tenant of the Gartside building shop unit next to the public toilets had opened it as a shop, but it had not proved profitable, in part due to the poor summer. The tenant seemed likely to give up the lease on the unit. The Clerk was looking into alternatives with the Service Provision Committee.
- ii. **NOTED:** The Committee noted that all counter-signed tenancy agreements had been returned to tenants of the allotments and garages.

2324 47 Internal Control Check

NOTED: The Committee noted that Cllr Liles had completed the Internal Controls Check of the Parish Council's financial systems for the quarter APR-JUN 2023 on 17 August 2023. As Cllr Liles was absent her report would be deferred to the next meeting.

2324 48 Banking

- i. The Committee considered approving Councillors for the mandates for the CCLA Public Sector Deposit Fund. The RFO/Deputy Clerk reported that the Parish Council does not tend to use this fund for transactions, - it is primarily an interest-earning savings fund which currently holds £75,000, which is the maximum level. The RFO suggested that the Chair of this Committee, and the Chair and Vice Chair of Council were named on the mandate this year.
RESOLVED: Cllrs Blacka, Colling and Greaves would be the mandated Councillors for this account.
- ii. The Committee considered approving Councillors for the bank mandates for the Handelsbanken account. The Parish Council does not tend to use this account for transactions. It currently holds £84,259. The RFO/Deputy Clerk reported that, as per the item below, it may be sensible to close the account. The RFO suggested that the Chair of the Committee, and the Chair and Vice Chair of Council were named on the mandate this year.
RESOLVED: Cllrs Blacka, Colling and Greaves would be the mandated Councillors for this account.
- iii. Members considered the suggestion of the RFO/Deputy Clerk to close the Handelsbanken account.

The RFO/Deputy Clerk reported that:

- a) The Parish Council does not use this account for transactions; it was set up to reduce risk to the Parish Council if banks went into administration.
- b) This particular account pays no interest.
- c) It costs £25 per month to maintain the account.
- d) The Parish Council is considering moving its main account to Unity Trust bank (see below).

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The RFO/Deputy Clerk reported that, as above **2324 44 iii**, due to high expenditure in the first half of the financial year, it is likely that the Parish Council does not have enough money in its working HSBC current account to cover likely expenditure until the next half of the precept is paid in early November. The Parish Council had under £43,000 left in its HSBC current account. Given that this Committee alone may commit to grant awards up to £73,000 in September, there is simply not enough money in our HSBC current account to cover anticipated expenditure. Closing the Handelsbanken account may be one solution.

RESOLVED: The Parish Council resolved to close the Handelsbanken current account and to deposit money from that account into its main working bank account.

- iv.** The RFO/Deputy Clerk asked that the Council consider moving the Parish Council's main working account to Unity Trust bank, and simultaneously to open a savings account with them. The previous Council had considered this a sensible idea but resolved to leave any action to the new Council. The motive for the proposed move came via a recommendation from the internal auditor, who suggested that the Parish Council needed a dual-authorisation system for its banking. Under HSBC, the RFO sets up payments and makes the payment, no one else is involved. This leaves the Parish Council at risk of fraud and theft. Under Unity Trust, a Parish Council Officer would set up a payment to be paid, but it would need authorised Councillors to log on to the bank's website to approve the payment and the payment would not be made until two Councillors had approved it. Councillors, under this system, would not be allowed to set up payments.

Additionally, Unity Trust may be seen to be more ethically constituted than some High Street banks.

RESOLVED: The Parish Council voted to open a current account and savings account with Unity Trust.

The RFO/Deputy Clerk reported that another advantage of Unity Trust is that the bank offers a Multipay card that would allow Officers to purchase items and services via the web (Dropbox, Microsoft 365, anti-virus, Canva) rather than, as at present, paying out of their own money and being reimbursed. The card is essentially a credit card, but the agreement makes it mandatory that there is a direct debit in place for the card for it to be automatically paid off every month.

The Committee considered signing up to the Multipay card. Part of this would involve agreeing i. a limit per transaction, ii. a limit per day, and iii. a limit per month.

RESOLVED: The Committee resolved to approve the RFO/Deputy Clerk signing up to the Unity Trust Multipay card with a limit of £200 per transaction, £200 per day and £500 per month. These amounts may be amended in future. Officers would not anticipate using it to withdraw cash so that facility would not be needed.

NOTED: Members noted that, in any case, the Parish Council would maintain its savings account with HSBC. This currently holds £55,679.

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2324 49 Financial Records for the website

NOTED: Members noted that the financial records for May, June and July 2023 had been added to the website.

2324 50 Identification of Holme Valley Parish Council and Finance and Management Committee priorities and key actions 2023-27

The chair of Holme Valley Parish Council had signalled her intention to table a motion regarding the identification of key priorities for full Council and, within that, of each of the Standing Committees, for the term 2023-27. This would go to full Council 9 October 2023.

Ahead of this, feedback was requested regarding the selection of key priorities and actions for both Holme Valley Parish Council as a whole and the Finance and Management Committee in particular via the Priorities 2023-27 proforma.

The Committee considered its key priorities and actions to recommend to full Council for 9 October 2023 via the proforma.

RESOLVED: The Committee wished to prioritise that:

- Longer-term planning be built into the Parish Council's financial modelling;
- That the Parish Council's main bank should change to Unity Trust;
- That banking arrangements should focus on looking for higher returns for investment;
- That general reserves and earmarked reserves should be better structured especially to ensure that they meet the recommendations of the Joint Panel of Accountability and Governance, - that is, that reserves should be 25% of net revenue expenditure;
- That value for money should be a key;
- With regard to grants, that priorities should be identified in the awards process.

2324 51 Training and Development

Councillor Training:

The Clerk shared documentation relevant to training and development, -the Training and Development Policy, the year-to-date record of training by Councillors and the training report proforma for Councillors and Officers to report on training they have undertaken.

NOTED: Members noted Councillor training commitments 2023-24 to date.

RESOLVED: That Councillors would use the Training Report Proforma to report on training undertaken to the Parish Council.

Signed: _____

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2324 52 Publicising the work of Holme Valley Parish Council

The RFO/Deputy Clerk and the Assistant Clerk had reported on social media on, for example, grant awards, advertising the next grants cycle and publicising the AGAR 2022-23 to web, social media and noticeboard.

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

RESOLVED: That Grant Evaluation Forms be shared on the website.

Close of Meeting 2109hrs

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Chairman

Signed: _____