

Holme Valley Parish Council

DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 26 FEBRUARY 2024

Those present:

Chair: Cllr P Colling

Vice Chair: Cllr A Wilson

Councillors: Cllr I Barnett, Cllr D Brook, Cllr C Greaves, Cllr J Holmes, Cllr G Kirkby, Cllr J Liles, Cllr J Rylah

Officer: Mr R McGill (RFO/Deputy Clerk)

Also present: Mrs Jen McIntosh (Clerk)

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 106 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 107 To accept apologies for absence

NOTED: The Committee noted that Cllrs Baylin, Blacka, Fenwick and Fernandes were absent.

Cllrs Fernandes had a dispensation in place. Cllrs Baylin and Blacka had tendered apologies.

RESOLVED: The Committee approved the reasons for their apologies.

Signed: _____

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2324 108 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

CLlr Kirkby disclosed personal interests in Agenda item 2324 113 Applications ii, vii, xiv, xvii, xviii, xix.

CLlr Barnett disclosed a personal interest in Agenda item 2324 113 Application xx.

CLlr Rylah disclosed a personal interest in Agenda item 2324 113 Application ix.

CLlr Holmes disclosed a personal interest in Agenda item 2324 113 Application ix.
CLlr Liles disclosed a personal interest in Agenda item 2324 113 Application viii.

2324 109 To consider written requests for new DPI dispensations

None had been received.

2324 110 To consider whether items on the agenda should be discussed in private session

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

2324 111 To confirm the Minutes of the previous Committee meeting

RESOLVED: Members approved the Minutes of the Finance and Management Committee Meeting held on 15 January 2024, numbered 2324 87 to 2324 105 inclusive.

2324 112 Grants

- i. **NOTED:** Members noted the rolling list of all grants awarded by the Parish Council 2021-24 for Members to review past awards. RFO/Deputy Clerk to report. **(C)**
- ii. **NOTED:** Members noted the rolling list of all grants against budgets awarded by the Parish Council this year 2023-24, updated to reflect approved virements. RFO/Deputy Clerk to report.
- iii. **NOTED:** Members noted the list of Finance and Management grants being considered at this meeting 22/02/2024 against the budget lines 4315 Community Assets and 4405 Projects and Events. RFO/Deputy Clerk to report.

Signed: _____

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- iv. **NOTED:** Members noted the following newly received Grant Evaluation Forms of Finance and Management grants awarded:
- 2023-24 Grant 7. Holmfirth Food and Drink Festival
 - 2023-24 Grant 11. Wooldale Wanderers AFC
 - 2023-24 Grant 12. Holmfirth Tech – Rock Room
 - 2023-24 Grant 17. Honley Village Community Trust – Magdale Dam
 - 2023-24 Grant 22. Honley Village Community Trust – Welcome Club
 - 2023-24 Grant 32. Honley Village Community Trust – Children’s Christmas Party
 - 2023-24 Grant 36. Honley Village Community Trust – Children’s Arts and Crafts

Members of the Grants Working Group had expressed reservations regarding sharing all Grant Evaluation Forms received as part of the documentation for meetings. This partly concerned the sheet size of the files shared.

RESOLVED: All Grant Evaluation Forms would be shared with Members (and the general public) through the Grants dropdown menu on the Parish Council’s website. Members would be notified of new uploads prior to Finance and Management meetings. The Chair would review the Grant Evaluation Forms to ensure due diligence in those projects awarded funds.

- v. **NOTED:** The committee noted that the RFO had in February 2024 sent out blank Grant Evaluation Forms to any remaining groups awarded grants between August 2023 and November 2023.

vi. **Grants Working Group**

The Chair of the Grants Working Group reported on the first meeting of the group by Zoom. Members had been allocated tasks to be reviewed at the next meeting 15 March 2024.

NOTED: The Committee noted the report.

2324 113 Grant Applications

The Committee considered twenty grant applications against its budget lines 4315 Community Assets and 4405 Projects and Events.

NOTED: The Committee noted that it may consider referring awards to other Committees for potential funding, - for example CACE regarding, for example, energy solutions. However, the RFO/Deputy Clerk reported that there may not be ready funds available as we approached the end of the financial year.

Signed: _____

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Budget line 4315 Community Assets Grants

- i. The Committee considered Grant Application 43 from Upperthong Cricket Club for £4,100 towards replacement of clubhouse carpets. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – provision of building for public meetings.
RESOLVED: Upperthong Cricket Club was awarded £2,050 towards replacement of clubhouse carpets.
- ii. The Committee considered Grant Application 44 from Honley Village Community Trust for £2,640 towards tree works at Southgate Woods. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – power to provide and contribute to a wide range of recreational facilities.
RESOLVED: Honley Village Community Trust was awarded £2,640 towards tree works at Southgate Woods.
- iii. The Committee considered Grant Application 45 from Scholes Cricket Club for £3,078 (£2,565 + VAT) for netting and a sightscreen. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – power to provide and contribute to a wide range of recreational facilities.
RESOLVED: No award was made.
- iv. The Committee considered Grant Application 46 from Hade Edge Residents Association for £4,000 towards a village green flower garden. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – power to provide and contribute to a wide range of recreational facilities.
RESOLVED: Hade Edge Residents Association was awarded £2,000 towards a village green flower garden.
- v. The Committee considered Grant Application 47 for Honley Business Association for £1,000 towards the upkeep of six community-owned defibrillators in Honley. The legal power for this would be Public Health Act 1936 S234 – provision of life-saving appliances.
RESOLVED: No award was made.
- vi. The Committee considered Grant Application 48 from Eden’s Forest CIC for £1,337.63 towards a sheltered area for play and learning in Honley. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – power to provide and contribute to a wide range of recreational facilities.
RESOLVED: Eden’s Forest CIC was awarded £1,337.63 towards a sheltered area for play and learning.

Signed: _____

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- vii. The Committee considered Grant Application 49 from Friends of Honley for £1,500 towards seasonal planting of outdoor spaces. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – power to provide and contribute to a wide range of recreational facilities.
RESOLVED: Friends of Honley was awarded £1,500 towards seasonal planting of outdoor spaces.
- viii. The Committee considered Grant Application 50 from Hepworth Utd FC for £2,000 towards storage for the club’s equipment. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – power to provide and contribute to a wide range of recreational facilities.
RESOLVED: No award was made.
- ix. The Committee considered Grant Application 51 from Holmfirth Tech for £4,915.20 towards new, upgraded entrance doors. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – provision of building for public meetings.
RESOLVED: No award was made.
- x. The Committee considered a late Grant Application 52 from Holmbridge Cricket Club, for £5,000 towards solar batteries for the clubhouse energy storage. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – provision of building for public meetings.
RESOLVED: Holmbridge Cricket Club was awarded £5,000 towards solar batteries.

Budget Line 4405 Community Benefits Grant – projects, events, other

- xi. The Committee considered Grant Application 53 from Thongsbridge Cricket and Bowling Club for £1,500 towards an irrigation system. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – power to provide and contribute to a wide range of recreational facilities.
RESOLVED: No award was made.
- xii. The Committee considered Grant Applications 54 from Holmfirth Food and Drink Festival for £1,500 towards refuse collection and street cleaning after the Festival. The legal power for this would be Local Government Act 1972 S144 – power to encourage tourism.
RESOLVED: Holmfirth Food and Drink Festival was awarded £1,500 towards refuse collection and street cleaning.
- xiii. The Committee considered Grant Application 55 from Friends of Cliff Recreation Ground for £655 towards a D-Day beacon-lighting event. The legal power for this would be Local Government Act 1972 S145 – provision of entertainment.
RESOLVED: Friends of Cliff Recreation Ground was awarded £655 towards a D-Day beacon-lighting event.

Signed: _____

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- xiv.** The Committee considered Grant Application 56 from Honley Village Community Trust for £1,369 towards brushcutter/trimmer training. The legal power for this would be Open Spaces Act 1906 s9-15 – power to maintain land for open spaces.
RESOLVED: Honley Village Community Trust was awarded £1,369 towards brushcutter/trimmer training.
- xv.** The Committee considered Grant Application 57 from Wooldale Community Group for £1,000 towards rent for the youth club and mother and baby club. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – provision of buildings for public meetings.
RESOLVED: Wooldale Community Group was awarded £1,000 towards rent for the youth club and mother and baby club.
- xvi.** The Committee considered Grant Application 58 from Holme Valley Climate Action Partnership for £897 towards a local food awareness event. The legal power for this would be Local Government Act 1972 S145 – provision of any form of public entertainments.
RESOLVED: Holme Valley Climate Action Partnership was awarded £897 towards a local food awareness event.
- xvii.** The Committee considered Grant Application 59 from Honley Village Community Trust for £372 towards Easter craft workshops for children. The legal power for this would be Local Government Act 1972 S145 – support of the arts.
RESOLVED: Honley Village Community Trust was awarded £372 towards Easter craft workshops for children.
- xviii.** The Committee considered Grant Application 60 from Honley Village Community Trust for £578.50 towards Easter Bunny Tea Party for children. The legal power for this would be Local Government Act 1972 S145 – provision of any form of public entertainments.
RESOLVED: Honley Village Community Trust was awarded £578.50 towards Easter Bunny Tea Party for children.
- xix.** The Committee considered Grant Application 61 from Honley Village Community Trust for £1,163 towards floral workshops. The legal power for this would be Local Government Act 1972 S145 – support of the arts.
RESOLVED: No award was made.

Signed: _____

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- xx.** The Committee considered a late Grant Application 62 from Honley Show Society Ltd for £500 towards a cycle storage area for the festival. The legal power for this would be Local Government Rating Act 1997 – provision of equipment to prevent crime.
RESOLVED: No award was made.

NOTED: The Committee noted that the Parish Council had, for the fourth time, contacted Holme Valley Patient Transport to advise that we need a completed copy of the Grant Evaluation Form regarding their award 2022-23, before we can pay them the current year's £1,000 award, and any future rolling awards. Cllr Greaves had also been in touch to try to move things along.

2324 114 Chair's Expenses

NOTED: The Committee noted that the Chair's Expenses budget is £1,000, and that the only expenditure to date had been £28.

2324 115 Schedule of Payments

RESOLVED: The Committee approved the draft month-to-date schedule of payments for February 2024.

As per the recommendation in the internal audit report, the Chair must initial the Schedule of Payments and they be attached to the minutes of the meeting.

Signed: _____

2324 116 Financial Statements

NOTED: Members noted the accounting summaries as listed for December 2023 and January 2024.

i. For December 2023:

- (1) Bank Reconciliations All Accounts (to end 31 December 2023)
- (2) Cash Books All Accounts Receipts and Payments (to end 31 December 2023)
- (3) Trial Balance (to end 31 December 2023)
- (4) Income and Expenditure by Budget Heading (to end 31 December 2023)
- (5) Balance Sheet (to end 31 December 2023)
- (6) Cash and Investment Reconciliation (to end 31 December 2023)
- (7) Earmarked Reserves (to end 31 December 2023)
- (8) Schedule of Payments (to end 31 December 2023)
- (9) VAT Return –for the quarter OCT-DEC 2023 submitted 31st January 2024 and £1,341.06 VAT repayment received 07/02/2024.

ii. For January 2024:

- (1) Bank Reconciliations All Accounts (to end 31 January 2024)
- (2) Cash Books All Accounts Receipts and Payments (to end 31 January 2024)
- (3) Trial Balance (to end 31 January 2024)
- (4) Income and Expenditure by Budget Heading (to end 31 January 2024)
- (5) Balance Sheet (to end 31 January 2024)
- (6) Cash and Investment Reconciliation (to end 31 January 2024)
- (7) Earmarked Reserves (to end 31 January 2024)
- (8) Schedule of Payments (to end 31 January 2024)
- (9) VAT Return –for the quarter-to-date JAN-MAR 2024 (not for submission)

- iii. **NOTED:** The Committee noted the report from the RFO that, as per the recommendation in the internal audit report, the Chair and a second signatory on the bank mandates, - in this context, - the Vice Chair, would hereafter have to sign and date all the bank reconciliations, checking against the bank statements.

Signed: _____

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- iv. The RFO/Deputy Clerk reported on the income and expenditure against budget year-to-date end January 2024 of the Parish Council.

The RFO's report –

Income side:

- On the income side, budget line 1090 Interest on Investments line was nearly 500% over its projection because of higher interest rates.
- Holmfirth Civic Hall Community Trust assured us that they will reimburse us for their portion of the insurance before the end of the financial year. This is included in 1095 Other Income.
- Members were advised that it is unlikely that we will get a tenant for the Gartside shop unit before year end, so that would remain with a big, negative variance.

Expenditure side:

- Salaries and oncosts were over budget at 90% of the full year's budget 10 months into the year so, as Council will be aware, this will be over at year end. This was due to the national pay award and individual performance-based uplifts.
- 4060 Staff Training was already at 135.8% of the annual budget after ten months. This was because both the Clerk and the RFO/Deputy Clerk had enrolled in the CiLCA which is a costly 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 had not, however, been committed in the original budget as it was set for this year.
- 4235 Insurance was significantly over-budget as Council is aware. This was over-budget when the insurance was paid for, but then the addition of the topograph tipped it over even further.
- 4310 Holmfirth Civic Hall – projects, it was reported, was likely to be very significantly over-budget. It was currently £7,317 in deficit, and £22,490 had further been committed by this Committee from its 4315 Community Assets budget line to fund eventual repairs to the flat roof between The Civic and the Drill Hall. It seemed, though, that this work would not be completed 2023-24, so Council would need to consider ways to manage the likely £22,490 underspend.
- The budget lines for 4705 Christmas Provision and 4710 New Mill Churchyard would both be a little over budget at year end. The Service Provision Committee were reviewing these projects.
- Other than these, most budget lines were on target.

NOTED: Councillors noted the draft Income and Expenditure report for the financial year-to-date January 2024 from the January accounting summaries, and the RFO/Deputy Clerk's report.

Signed: _____

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Members considered any further actions on income and expenditure against budget.
RESOLVED: No further action.

v. Earmarked Reserves

The RFO/Deputy Clerk reported on the earmarked reserves of the Parish Council to end January 2024 and moving forward:

- i. 322 EMR CCTV was likely to be down to £320 following the recommendation to award £1,560 at Service Provision 20/02/2024.
- ii. 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).
- iii. 329 EMR Holmfirth Civic Hall may need to have the money for the roof repairs added to it from 4315 Other community assets at the year end to ringfence that money for future works.
- iv. £15,000 remained in 332 EMR Honley Library.
- v. £15,000 remained in 338 EMR Children's Playgrounds. Service Provision did not resolve what should happen to this reserve.
- vi. 342 EMR Holmfirth Market (£3,000) had been disconsolidated in January and its money moved to 343 EMR Road Safety which now holds £10,000. There may be expenditure of £3,675 from the latter reserve for a mobile Speed Indicator Device, but the ordering process is slow.

To consider, any further actions on earmarked reserves.

NOTED: Councillors noted the RFO's year-to-date January report. They considered whether any further actions were needed on the earmarked reserves.

RESOLVED: No further actions.

2324 117

Tenancies

- i. **NOTED:** The Committee noted that the RFO/Deputy Clerk had, this month, February 2024, mailed out document packs to garage and allotment tenants with a letter regarding the new fees, tenancy agreements to be signed and returned, and invoices.
- ii. **NOTED:** The Committee noted that the Clerk had contacted local estate agents, Simon Blyth and Wm. Sykes, with regard to advertising the vacant shop unit in the Gartside Building.

Signed: _____

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2324 118 Holme Valley Parish Council Insurance 2024-25

- i. **NOTED:** The Committee noted that the Parish Council had had The Civic revalued by Boultons. The new reinstatement valuation was £9,750,000. The insurer had been informed of this. The previous valuation for insurance purposes was £7,572,824, so this is a sizeable increase. The RFO reported that the additional premium was £419.53 with two months of the year remaining, so this would likely mean the Insurance budget line 2024-25 would be significantly under-resourced.
- ii. The Committee considered approving arrangements for the insurance of the Parish Council 2024-25. The RFO/Deputy Clerk reported on the current situation with the current insurer dealing with a number of issues including a claim against a neighbour for significant damage to The Civic. Given that Holmfirth Civic Hall Community Trust had not arranged yet for the flat roof to be repaired, the RFO reported that there seemed little point looking for a new insurer, to continue with the current insurer until the roof is repaired, and to look more concertedly for a new insurance deal for the year 2025-26.
RESOLVED: The Parish Council would continue with its current insurer, Aviva, and insurance broker, Town and Country, for the year ahead 2024-25.

2324 119 Internal Control Check

NOTED: Cllr Liles reported that she had undertaken the Parish Council's Internal Control Checks for JUL-SEP and OCT-DEC on Monday 26th February 2024. She had found no significant issues.

2324 120 Banking

- i. Members noted the RFO/Deputy Clerk's report that, where previously it was understood that Unity Trust bank required a business plan to support the Parish Council's application for an account, after further investigation Unity Trust had advised that a letter summarising the business of the Parish Council, signed by all the mandated Councillors, would stand in for a business plan. The RFO/Deputy Clerk had drafted a letter with a Summary of the Business of Holme Valley Parish Council for consideration.
RESOLVED: The Committee approved the letter with a Summary of the Business of Holme Valley Parish Council to forward to Unity Trust signed by mandated Councillors.

Signed: _____

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- ii. At the last meeting of the Staffing Committee, the Parish Council resolved that having the skills to run the Parish Council’s financial systems (payment of bills, payroll etc) needed to be shared wider between Officers. Currently only the RFO/Deputy Clerk had the knowledge and tools to make payments to staff, suppliers, HMRC and pensions, which makes the Parish Council vulnerable if he is absent from work for whatever reason. Since then, the Assistant Clerk had been learning how to manage these systems and had done so successfully. However, she needed authorisation for her own login to the HSBC website and supply of her own banking security device to access online banking. The Committee considered approval for the Assistant Clerk’s online banking with HSBC and supply of an HSBC banking security device.

RESOLVED: The Committee resolved for the Assistant Clerk to have a login to HSBC online banking and supply of an HSBC banking security device.

2324 121 Financial Records for the website

NOTED: The Committee noted that the financial records for December 2023 and January 2024 had been added to the website. February’s records would be included in due course.

2324 122 Publicising the work of Holme Valley Parish Council

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

RESOLVED: The RFO/Deputy Clerk would report on grant awards.

The Meeting closed at 2050hrs.

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Chair

Signed: _____