

Holme Valley Parish Council

DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 24 April 2023

Those present:

Chair: Cllr P Colling

Councillors: D Carré, S East, C Greaves, R Hogley

Officer: Mr R McGill (RFO/Deputy Clerk)

Also present: Mrs J McIntosh (Clerk)

Welcome

The Chair welcomed Councillors and Officers to the meeting.

Public Question Time

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

2324 01 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 02 To accept apologies for absence

Cllr Blacka 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.

2324 03 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

None were disclosed.

2324 04 To consider written requests for new DPI dispensations

None had been received.

2324 05 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 06 To confirm the Minutes of the previous Committee meeting

APPROVED: Members approved the Minutes of the Finance and Management Committee Meeting held on 20 February 2023, numbered 2223 115 to 2223 130 inclusive.

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2324 07 Grants

NOTED: The Committee noted the rolling list of grants against budgets for the entire Council year 2022-23.

2324 08 Grant Applications

From 4405 Grants – Projects, Events and all non-asset grants

- i. Members considered a grant application from Choppards Community Group for £95 towards bunting and napkins for the Coronation. The legal power for this would be Local Government Act 1972 S145.

RESOLVED: Choppards Community Group was awarded £95 towards bunting and napkins for the Coronation.

- ii. **NOTED:** Members noted that Holmfirth Civic Hall Community Trust is to utilise part of the money from its recent £30,000 grant award by the Parish Council to prioritise ensuring that a working fire alarm is in place.

The Committee suggested that the new Council should be tasked with reviewing the nature of the relationship with Holmfirth Civic Hall Community Trust and The Civic, regarding who paid for what, and clarifying who was responsible for what works within the building.

2324 09 Accounts for Payment

- i. **NOTED:** The Committee noted that there had been further expenditure of £67.18 by the Chairman from the Chairman's Expenses budget line. At the year end, there was £231.87 remaining.
- ii. **NOTED:** Members noted the completed schedules of payments for February and March 2023.
- iii. **RESOLVED:** Members approved the month-to-date schedule of payments for April 2023.

2324 10 Financial Statements

NOTED: the following accounting summaries were noted

- i. For January 2023:
 - (1) Bank Reconciliations All Accounts (to end 31 January 2023)
 - (2) Cash Books All Accounts Receipts and Payments (to end 31 January 2023)
 - (3) Trial Balance (to end 31 January 2023)
 - (4) Balance Sheet (to end 31 January 2023)
 - (5) Cash and Investment Reconciliation (to end 31 January 2023)
 - (6) VAT Return – quarter-to-date (not for submission).
- ii. For February 2023:
 - (1) Bank Reconciliations All Accounts (to end 28 February 2023)
 - (2) Cash Books All Accounts Receipts and Payments (to end 28 February 2023)
 - (3) Trial Balance (to end 28 February 2023)
 - (4) Balance Sheet (to end 28 February 2023)
 - (5) Cash and Investment Reconciliation (to end 28 February 2023)
 - (6) VAT Return – quarter-to-date (not for submission).

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iii. For March 2023:

- (1) Bank Reconciliations All Accounts (to end 30 March 2023)
- (2) Cash Books All Accounts Receipts and Payments (to end 30 March 2023)
- (3) Trial Balance (to end 30 March 2023)
- (4) Balance Sheet (to end 30 March 2023)
- (5) Cash and Investment Reconciliation (to end 30 March 2023)
- (6) VAT Return – quarter submitted to HMRC 18 April 2023.

iv. Income and Expenditure by Budget Heading

NOTED: Councillors reviewed the final Income and Expenditure report for the financial year March 2023 and noted the RFO's notes as here:

- On the income side, 1250 Gartside Building showed income at 60.9% of expected but this was because any debt pertaining to the financial year 2021-22 pertaining to the previous tenant needed to have been paid off first, before payments are factored towards this current year's income. On the positive side, income from bank interest was up significantly and donations from Holmfirth toilets was beginning to finally pick up after the pandemic.
- 4000 Salaries as expected this was around £5,000 over at year end due to pay rises for officers (National Salary Award and performance-based awards).
- 4205 Council Office Expenditure as expected this was about 125% of budget at year end. Next year's budget has accounted for this.
- 4210 Audit was over-budget. The external auditor recently increased their fees. The current year's budget has accounted for this.
- 4235 Insurance was significantly over budget. The current year's budget had accounted for this.
- 4300 Honley Library was around £5,000 over budget. This was because the Service Provision Committee and Council approved grants of £10,000 (from the earmarked reserve) and £15,000 (from the budget) to the Friends of Honley Library but separately we had to pay around £5,000 for legal costs.
- 4320 Public Toilets day-to-day finished the year at 110% of budget. This is factored into the current year's budget.
- £3,000 was to be earmarked from a projected underspend on 4505 Neighbourhood Plan for Holmfirth Market as agreed by full Council. £7,000 was further earmarked for Road Safety 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, there was ample money in the now lapsed earmarked reserve to cover this.
- 4720 Dog waste was pretty much on-budget for the year. The Service Provision Committee were to review provision where there was an ongoing theft problem.
- The 4735 Phone Boxes budget line was significantly over budget. This was due to Council approving payment regarding the Wooldale phone box and the Holmfirth phone box from general reserves.
- 4750 War Memorials was £600 over-budget following the adding of a name to the Holme Valley memorial.
- 4755 Youth Facilities was around £10,000 over budget as the Parish Council approved expenditure from general reserves.
- Not that it will have an especial impact given the end of the financial year, but £4,000 was vired to 4815 CESC Transport Strategy (£2,000 from 4805 Community

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Mobilisation and £2,000 from 4830 CESC Business and Economy).

v. Earmarked Reserves

NOTED: Councillors noted the Officer's final report for the year 2022-23:

- 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 move into the budget next year as it is an election year and be topped up by the £5,000 underspend on this year's budget.
- Holmfirth Civic Hall Community Trust had been awarded £30,000 of the £40,000 in 329 EMR Holmfirth Civic Hall in the February grants cycle. £10,000 will carry over.
- 334 EMR Holme Moss Topograph had around £2,935 at the year-end part of which should be offset against the budget overspend of £859.
- 333 EMR Holmfirth Tech was at zero after the grant award towards an accessible kitchen.
- £6,710 remained in the 336 EMR Royal Events earmarked reserve.
- The 337 EMR COVID Memorial was unspent.
- £50,000 remained in 338 EMR Children's Playgrounds but the Parish Council has approved working with Kirklees Council on this as a co-funding priority.

NOTED: Members noted that Earmarked Reserves will be reconstituted in the new financial year under the terms of the Parish Council's budget-setting plan.

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.

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Tenancies

- NOTED:** Members noted that the tenant for the Gartside building continues to pay the rent on time. The first invoice for electricity usage had also been paid in a timely fashion. The tenant was planning to open the space as a shop again, so works are being undertaken in line with Building Control requirements. (Expenditure approved by the Service Provision Committee.)
- NOTED:** New contracts, invoices and letters for tenants of the allotments and garages were posted out 7th March. All rent money had been received except one Honley £200 garage tenant, - the same one who has been late in paying in previous years. The RFO/Deputy Clerk had posted a follow-up letter and will monitor the response before further action.

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Internal Control Check

The Committee considered who would undertake the final internal controls check for the Council year. Cllr Carré who had done this previously had limited opportunity to complete the task. **RESOLVED:** Cllr Greaves would undertake the final internal control checks for the quarter JAN-MAR 2023 ahead of the Internal Auditor's visit. The RFO/Deputy Clerk and Cllr Greaves would make arrangements for the checks to be done.

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2324 13 Banking

NOTED: Members noted that the RFO/Deputy Clerk had made arrangements to update the HSBC bank mandates as per resolution at Council. This would be a temporary change whilst the new full Council is constituted. New mandates will be then established after May's Annual Council meeting or potentially after the planned move to Unity Trust bank later in the year.

2324 14 Financial Records for the website

NOTED: The Committee noted that financial records for March 2023 had been added to the website.

2324 15 Publicising the work of Holme Valley Parish Council

Members considered whether any news items from the Committee should be reported.
RESOLVED: The Parish Council would report to social media on recent grant awards that support events celebrating the Coronation and wish everyone a happy Coronation Day.

Close of Meeting 750pm

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Chairman