

Holme Valley Parish Council

DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 19 AUGUST 2024

Those present:

Chair: Cllr A Wilson

Vice Chair: Cllr G Kirkby

Councillors: Cllr L Baylin, Cllr D Brook, Cllr P Colling, Cllr J Holmes, Cllr J Liles, Cllr M Rostron, Cllr J Rylah, Cllr S Whitelaw

Officer: Mr R McGill (RFO/Deputy Clerk)

Also present: Mrs Jen McIntosh (Clerk)

Welcome

The Chair welcomed Members to this third meeting of the Holme Valley Parish Council Finance and Management Standing Committee of the Council year.

Public Question Time

No members of the public were in attendance, and no Councillor chose to speak as a member of the public.

2425 39 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.

2425 40 To accept apologies for absence

NOTED: It was noted that Cllrs Barnett, Blacka and Greaves were absent from the meeting.

The Committee received apologies for absence given in advance of the meeting from Cllrs Blacka and Greaves.

RESOLVED: The reasons given for absence by Cllrs Blacka and Greaves were approved by the Committee.

2425 41 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

None were declared.

Signed: _____

Holme Valley Parish Council

2425 42 To consider written requests for new DPI dispensations

No new DPI dispensations had been received.

2425 43 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.

2425 44 To confirm the Minutes of the previous Committee meeting

NOTED: Members noted the Minutes of the Finance & Management Committee Meeting held on 10 June 2024, numbered 2425 19 to 2425 38 inclusive, already approved by Council. As presented, the minutes now include the initialled schedule of payments, and the double-signed bank reconciliations.

2425 45 Grants

i. Grant Evaluation Reports

NOTED: The following Grant Evaluation Reports 2023-24 had been added to the Parish Council website:

- Arts for Health
- Hepworth Band
- Holmfirth Chess Club
- Holmfirth Arts Festival

The Chair said he was encouraged by the youth-focus of three of these projects and groups.

With 6 months having elapsed, the RFO/Deputy Clerk reported that in August he would be contacting those awarded grants at the February meeting for their Grant Evaluation Reports pertaining to those awards.

The Committee considered whether any further action was needed regarding Grant Evaluation Reports.

RESOLVED: No further action at this time.

ii. Grants – next cycle September 2024

The Chair reported that the next meeting for grants to be considered was 30th September 2024 with a closing date for application of 31 August. The Assistant Clerk and RFO/Deputy Clerk had been advertising the grants both on social media and via leaflets. The Committee considered whether any further action was needed.

RESOLVED: The RFO/Deputy Clerk would further promote the next grants cycle nearer the closing date. The RFO/Deputy Clerk would endeavour to forward grant applications as they arrived to Committee members to give them adequate time to review them.

Signed: _____

iii. Councillor visits to community groups that have received awards

At the time of the meeting, no Councillor had visited community group recipients of recent awards, but Cllrs Holmes and Wilson reported that they were planning to visit Uppershong Cricket Club, and Cllrs Baylin and Liles reported that they were planning to visit Hade Edge Residents Association. Cllr Whitelaw suggested she visit Holmbridge Cricket Club. This might be especially relevant given that the club was awarded money towards solar batteries for their solar panels by the Parish Council.

iv. Rolling Grants

NOTED: Members noted that Holmfirth Arts Festival had been approved for a rolling grant, but the Parish Council had not received the Rolling Grant Agreement ahead of the meeting. All the other required documentation had been received.

At the last meeting, a decision on the Rolling Grant application from Holme Valley Transport had been deferred pending a visit by Cllr Liles to the service. Cllr Liles reported that she had tried to contact the group through Honley Surgery on a number of occasions but without luck. Cllr Liles said she would email the group and hopefully arrange a call or meeting. The Committee considered any further action on this. Cllr Colling reported that a leaflet had recently been produced by Holme Valley Transport stating that it covered all of the Holme Valley and the three surgeries, - Honley, Elmwood, Oakwood.

RESOLVED: No further action beyond the above.

v. Grants Working Group

Cllr Colling, the Chair of the working group, reported on the work of the group. The team had produced:

- 1) a Report intended to rationalise the grants process
- 2) Guidelines for applicants for grants
- 3) an updated Application Form
- 4) an updated Grant Evaluation Report

There was positive support for the work. There was discussion about the priorities to be considered when grants are awarded, and whether all priorities needed to be met. It was pointed out that the priorities would become relevant when an application is being considered against other applications. The Chair asked that the committee consider recommending this work as presented to full Council.

RESOLVED: The documents, as presented, would be recommended to full Council for consideration 14th October 2024 and, if then approved, would be in place for the following grants cycle in February 2025.

Signed: _____

Holme Valley Parish Council

vi. Request for a grant award change of use

Budget Line 4315 Community Assets Grant

At the Finance and Management Committee meeting of 26th February 2024, Upperthong Cricket Club had been awarded £4,100 towards replacing the clubhouse carpets. The club had managed to get the carpets replaced cheaper than anticipated. At the last meeting of this Committee, the club had asked to use the £800 underspend towards replacing furniture. This had been refused. Since then, the club asked if the £800 underspend could be spent on carpeting other rooms in the clubhouse. The Committee considered this request.

RESOLVED: The cricket club would be asked to return the £800 underspend but be notified that they would have the opportunity to submit an application to the September grants round. The Committee noted that there are some pressures on the amount the Parish Council has for grants funding, and that it should be communicated to the Club that when this grant was originally awarded, other organisations had lost out. In the meantime, as already stated above, Cllrs Holmes and Wilson were to visit the cricket club as part of the community network building of the Parish Council.

2425 46 Chair's Expenses

NOTED: The Committee noted that the Chair's Expenses budget for 2024-25 was £1,000 and that no expenditure from the current budget had yet been incurred.

2425 47 Schedule of Payments

- i. **NOTED:** The finalised schedule of payments for June 2024 was noted and initialled by the Chair as an accurate record.
- ii. Members considered approval of the month-to-date schedule of payments for August 2024.

RESOLVED: The month-to-date schedule of payments was approved and initialled by the Chair.

The Finance Committee noted a report from the RFO/Deputy Clerk regarding the inflated cost of a single by-election for the Upper Holme Valley, - £9,016. Previous by-elections in 2020-21 had cost significantly less. The RFO/Deputy Clerk reported that the electoral services manager, Laura Burrell, had given a full breakdown of the costs, but Members reflected that this was inadequate information without knowledge of those same respective costs in previous years. **ACTION:** The RFO/Deputy Clerk would contact the electoral services manager for further information.

Signed: _____

NOTED: The Committee noted the accounting summaries for June 2024

i. For June 2024:

- (1) Cash Books All Accounts Receipts and Payments (to end 30 June 2024)
- (2) Trial Balance (to end 30 June 2024)
- (3) Balance Sheet (to end 30 June 2024)
- (4) Cash and Investment Reconciliation (to end 30 June 2024)
- (5) VAT Return – year-to-date for the quarter APR-JUN 2024 – submitted 25th July 2024.

ii. **NOTED:** Members noted that the Clerk had been on holiday and the July accounting summaries were not available ahead of the agenda going out for this meeting. The basic summaries had since been added to the website.

iii. Under item 5.19 of the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide the following guidance is given about bank reconciliations, - *"It is a requirement of the current model financial regulations that bank reconciliations be prepared regularly, approved by members and signed as part of the regular minute record."*

Members reviewed the bank statements of the accounts held by the Parish Council against the bank reconciliation from the accounting software package.

RESOLVED: The bank reconciliations against bank statements were approved for the following accounts:

For May 2024:

- HSBC Current Account
- HSBC Business Money Manager account
- CCLA Public Sector Deposit Fund

For June 2024:

- HSBC Current Account
- HSBC Business Money Manager account
- CCLA Public Sector Deposit Fund

The Chair and a second signatory on the bank mandates, the Chair of Council, signed and dated all the bank reconciliations, checked against the bank statements in accord with this resolution.

Cllr Rylah asked for clearer guidance of what Councillors were checking in respect of this task.

Signed: _____

Holme Valley Parish Council

iv. Councillors review the Income and Expenditure report for June 2024.

The RFO/Deputy Clerk reported that:

Income -

- 1076 Precept On the income side, the Parish Council 1st May 2024 had received ½ of its annual precept from Kirklees Council. The next payment would be in November.
- 1078 Special Expenses Grant The Parish Council 1st May 2024 had received ½ of the Special Expenses Grant from Kirklees Council. The next payment would be in November.
- 1090 Bank Interest Three months into the year, the Parish Council was a little up on projections regarding bank interest.
- 1200 Allotment Rents All rents had been received and banked.
- 1250 Gartside Building
- 1300 Garage Rents All rents had been received and banked.

Expenditure side:

- 4000 Salaries were a little over budget after three months. An earmarked reserve had been created to fund any subsequent pay uplifts.
- 4060 Staff Training was a little under-budget three months into the year.
- 4235 Insurance was, again, significantly over-budget by £3,101 or by 35%. However, it should be noted that the Parish Council would be reimbursed much of this increase by Holmfirth Civic Hall Community Trust under the terms of the lease.
- 4275 Telephone and Broadband was a little overbudget three months into the year.

The Committee considered any further action on income and expenditure against budget.

RESOLVED: No further action at this time.

Signed: _____

Holme Valley Parish Council

v. Earmarked Reserves

Members reviewed the June report on earmarked reserves as presented.

- i. 322 EMR CCTV had been closed as this is now a rolling grant.
- ii. 323 EMR 323 Other Community Assets in the Holme Valley consisted of £2,017 for 10th Holme Valley (New Mill) Scouts (towards a new scout hut).
- iii. 325 EMR Election Fund held £7,000 allocated directly from the precept. This will be added to every year until the next full-Council cycle of elections when the reserve should hold around £30,000.
- iv. 326 EMR Defibrillator Special Reserve held £1,796.05. This is solely for maintenance of defibrillators the Parish Council is directly responsible for.
- v. 329 EMR Holmfirth Civic Hall held £30,000. The RFO reported that this would all be spent by end August in the form of a grant.
- vi. 331 EMR Gartside Building held £5,000.
- vii. 332 EMR Honley Library held £15,000.
- viii. 336 EMR Royal Events held £1,000 in respect of operation Menai Bridge.
- ix. 337 EMR COVID Memorial held £6,000.
- x. 338 EMR Children's Playgrounds was closed.
- xi. 341 EMR Climate Action Projects held £13,946.68 with some expenditure on a planning application for the solar panels paid from it. Further expenditure on the solar panels project of £10,000 was anticipated soon.
- xii. 343 EMR Road Safety held £12,526. The Parish Council was still awaiting invoices from Kirklees Council for two mobile speed indicator devices (SIDs) which had been ordered, - one of which was already in use. Money owed by the Parish Council on the two SIDs is around £7,500.
- xiii. 344 Staff Pay £5,000 had been added to this earmarked reserve after annual Council to safeguard staff pay in the event of a national pay award.
- xiv. 345 Rolling Grants holds £6,060 for anticipated rolling grant awards that have been agreed by this committee pending submission and approval of documentation. (£1,500 Holmfirth Arts Festival, £1,500 Festival of Folk, £1,500 Holme Valley Patient Transport, £1,560 CCTV Honley).
- xv. 346 EMR Public Transport holds £5,000.
- xvi. 347 EMR Tourism holds £5,000.
- xvii. 348 EMR Dog Waste and Litter holds £3,800.
- xviii. 349 EMR Community Engagement holds £3,609.87.
- xix. 350 EMR The Civic Roof Repairs at end June it held £22,490. By the time of this meeting it held.
- xx. 351 EMR Holmfirth Toilets Refurb had been newly created after Annual Council and holds £4,104.

There was some discussion about the makeup of some reserves and whether they were necessary. Members considered any further actions on earmarked reserves.

RESOLVED: The Assistant Clerk would be asked once again to ask Kirklees Council to invoice the Parish Council for the two SIDs and associated works.

Signed: _____

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2425 49 Internal Audit Report

NOTED: The Committee noted the full year-end Internal Audit Report with the completed Action Report and thanked the RFO/Deputy Clerk for the positive outcome.

2425 50 Tenancies

- i. **NOTED:** Members noted that all payments regarding garage and allotment tenancies had been received and banked.
- ii. **NOTED:** Members noted that all tenancy agreements had been counter-signed and returned to tenants.
- iii. **NOTED:** Members noted that a new tenant had taken on the lease of the Gartside shop unit adjoining Holmfirth toilets at a rent of £350/month. A month's deposit and the first month's rent had been received. The tenant was undertaking some works to the space before moving in.

2425 51 New model Financial Regulations from the National Association of Local Councils (NALC)

NOTED: Members noted that the Financial Regulations Working Group, which consists of Cllr Wilson, Cllr Colling and the RFO, would meet for the first time on Tuesday 3rd September to begin the process of updating the Parish Council's Financial Regulations based on the model Regulations.

2425 52 Internal Control Checks

NOTED: Cllr Liles reported she had completed the internal controls check for the first quarter of the year (APR-JUN) on 19th August 2024. There were no major issues. Cllr Liles felt that one acknowledged error by the RFO/Deputy clerk when issuing a payment, - an underpayment against the invoice, - should have been recorded more clearly on the record of payment. The RFO/Deputy Clerk accepted this.

Signed: _____

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2425 53

Banking

Unity Trust

ia. **NOTED:** Members noted that the Unity Trust accounts had been set up, - a T2 Current Account and an Instant Access (savings) Account. Mandated Councillors had started to register for the bank, as had officers. Cllr Baylin, Cllr Dixon and Cllr Whitelaw had not yet registered, due in part to not having correct login information from Unity Trust. The RFO reported he will be slowly moving the Council's business over to Unity Trust from HSBC over the next few months.

RESOLVED: Members approved the addition of Unity Trust to the list of regular payments pertaining to bank charges.

ib. **APPROVED:** Members approved the transfer of the following current direct debits from the HSBC current account to the Unity Trust T2 current account:

- BT (telephone and internet)
- Photocopier lease – currently Grenke
- Information Commissioner's Office (annual data protection fee)
- Scottish Water / Business Stream (water/sewage to the toilets)

ic. **APPROVED:** Members approved the setting up of two new direct debits to the Unity Trust T2 Current Account:

- Document Logic (photocopying)
- Npower (electricity costs to Holmfirth toilets)

id. **APPROVED:** Members approved the transfer of the following current standing orders from the HSBC current account to the Unity Trust T2 current account:

- Staff Salaries (Staff 02, Staff 04, Staff 05)
- HMRC (PAYE tax and national insurance)
- West Yorkshire Pensions Fund (Pensions)
- Time In Time Out Media - TiTo (Parish Council monthly news)
- Artweek (annual subscription)

ie. **NOTED:** The Committee noted that the RFO will be applying for the Unity Trust Corporate Multipay card in due course but there will need to be approval of the limits on the card, - daily limits, transaction limits.

CCLA

ia. **NOTED:** Members noted that the Parish Council needed to submit new bank mandate paperwork for the CCLA Public Sector Deposit Fund account. Cllrs Colling, Dixon, Baylin, Blacka, Whitelaw and Wilson will be the mandated Councillors. They will be required to complete the relevant paperwork in due course.

2425 54

Financial Records for the website

NOTED: Members noted that the financial records for June and July 2024 had been added to the website.

Signed: _____

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2425 55

Publicising the work of Holme Valley Parish Council

Members considered whether any recent events or news should be publicised via the press, Parish Council website or social media.

RESOLVED: It was resolved that any grant awards should be publicised. It was also thought good practice to use media and reportage from grant evaluation forms to develop good news stories of local projects which simultaneously promotes the grants process. It was also agreed that the Parish Council should celebrate, - that is, promote on social media, - the work of local Holme Valley community groups and events, even if the Parish Council has no formal relationship with them. Councillors were reminded to get photos of any community networking they did; officers may be able to attend to take photos.

The meeting closed at 2006hrs.

Signed: _____