

Holme Valley Parish Council

MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD VIA ZOOM ON MONDAY 1st MARCH 2021.

Those present:

Chairman: Cllr M Pogson

Councillors: Cllrs M Blacka, P Colling, P Davies, RP Dixon, C Greaves, D Hall, R Hogley

Officer: Mr Richard McGill (Deputy Clerk/RFO)

Also present: Mrs Liz Bennett (Clerk)

Welcome

Chairman, Cllr M Pogson, welcomed Committee members to this virtual meeting of the Finance and Management Committee.

Another attendee was present virtually at the meeting without a video link and using a pseudonym. The Committee was unable to establish whether this person was a member of the public or a Councillor. Cllr Pogson welcomed this person to the meeting and invited them to speak in the public session that followed should they wish to do so.

Public Question Time

No members of the public chose to participate in the public session.

2021 73 Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

The RFO/Deputy Clerk was recording the meeting in audio and video formats through the Zoom platform and will upload the video to the Parish Council's YouTube channel.

2021 74 To accept apologies for absence

Cllr Sweeney had given apologies and these were approved by the Committee. Cllr Greaves had notified the Deputy Clerk that he would be late for the meeting due to a prior meeting.

2021 75 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

Officers declared a pecuniary interest in agenda item 2021 87.

2021 76 To consider written requests for new DPI dispensations

None had been received.

2021 77 To consider whether items on the agenda should be discussed in private session

RESOLVED: The Committee resolved that item 2021 87 should be held in private session.

2021 78 To confirm the Minutes of the previous Committee meeting

The Chairman asked the RFO to report regarding a query from the previous meeting about the change to the tax base. The RFO reported that following discussions with Kirklees officers it had been established that the reason why the tax base had gone down for the upcoming financial year was because Kirklees had factored in that it would not be able to realise as much money from Council Tax in the year ahead due to more people claiming benefits via the Council Tax Reduction Scheme. This was due to economic issues raised generally and due to the pandemic. **NOTED:** The Minutes of the Finance & Management Committee Meeting held on 18 January 2020, numbered 2021 58 to 2021 72

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inclusive were noted.

2021 79 Accounts for Payment

(1) **NOTED:** The Committee noted that the Chairman of Council had not used any of her Chairman's Allowance during her term of office to date. *[Expenditure from the Chairman's Allowance from last year's outgoing Chairman of Council, Cllr Trevor Bellamy, are included in the current year's figures.]*

(2) **RESOLVED:** The Committee approved the remaining transactions of the month-to-date Schedule of Payments for February, - these are retrospective in that the accounts have already been paid under Regulation 5.5a and 5.6 of the Financial Regulations.

(3) **RESOLVED:** The Committee approved the transactions of the upcoming Schedule of Payments for March.

2021 80 Financial Statements

RESOLVED: The Committee approved the following accounting summaries:

For January 2020:

- (1) Bank Reconciliations All Accounts (to end 31 January 2021)
- (2) Cash Books All Accounts Receipts and Payments (to end 31 January 2021)
- (3) Trial Balance (to end 31 January 2021)
- (4) Detailed Income and Expenditure by Budget Heading (YTD Budget Report to end 31 January 2021)
- (5) Cash and Investment Reconciliation (to end 31 January 2021)
- (6) Earmarked Reserves (to end 31 January 2021)

The RFO would ask Rialtas ahead of the new financial year to delete the Petty Cash cashbook.

At this point, Cllr Colling reiterated the discussion from the previous meeting with regard to trying to find somewhere to deposit the Parish Council's reserves currently held in Handelsbanken accounts which pay no interest and charge £25/month for the account. The RFO was to look into this more concertedly after the internal audit was over.

The Committee considered a budget report of the year-to-date and projected expenditure to the end of the financial year.

RESOLVED: The Committee approved the budget report.

2021 81 Error on Accounts, - double payment

NOTED: The Committee noted an error by the RFO when a bill to Viking for stationery was inadvertently paid twice. Viking has offered a refund and the RFO will chase this up. The RFO would only pay Viking invoices in future, not orders.

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2021 82 List of Regular Payments 2021-22

The Committee considered the RFO's report on the List of Regular payments as per 5.5-5.7 of the Financial Regulations for the year ahead including the amended list:

RESOLVED: The Committee resolved to commend to Council the list as attached. The RFO would report any significant changes of over 50% in the amounts of transactions, and any others he considered of note.

The RFO would look into securing a bank account with debit card access for the Parish Council to deposit money to meet upcoming expenditure on items that cannot be paid by BACS, bank transfer or cheque.

The Chairman reported on an issue regarding a notable increase in the electricity bills for Holmfirth toilets between last year and this noted by Cllr Hogley. This is because the Parish Council's tenant in the Gartside buildings is connected into the Parish Council's electricity supply. They have a separate meter to allow us to calculate their share of the overall bill. This is being addressed currently.

2021 83 List of HSBC Direct Debits 2021-22

1948hrs Cllr Greaves joined the meeting at this point.

The Committee considered the RFO's report to approve a List of Direct Debits as per 6.7 of the Financial Regulations:

RESOLVED: The Committee resolved to commend to Council the List of Direct Debits as attached including the request of two new direct debits for electricity for Holmfirth toilets currently with Npower and for photocopying with Document Logic.

2021 84 List of HSBC Standing Orders 2021-22

The Committee considered the RFO's report to approve a List of Standing Orders as per 6.8 of the Financial Regulations:

RESOLVED: The Committee resolved to commend to Council the List of HSBC Standing Orders mainly covering expenditure related to staffing. The RFO would always report to the Committee any changes to the standing orders and reasons for them irrespective of the amount of change.

2021 85 Banking Matters

NOTED: Members noted that the mandates for the CCLA Public Sector Deposit account had been updated. The new mandatees are Cllr Pogson, Cllr Hogley and the RFO.

NOTED: Members noted that the mandates for Handelsbanken have been submitted for processing and that the mandates for HSBC are ongoing.

2021 86 Tenancies

The Committee noted the report from the RFO on tenancies. The Committee noted that the rates for tenancies for 2021-22 had been held at the same rate as the previous year.

RESOLVED: The prices of tenancies would be reviewed in autumn 2021 for including in the Budget 2022-23. Cllr RP Dixon will support the RFO with this process.

RESOLVED: The Committee noted that the RFO had prepared letters, tenancy agreements and invoices for all relevant tenants and resolved that the packs should be sent out immediately.

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2021 87 Staffing Payments 2020-21

As this agenda item was to be discussed in private session, at this point the meeting attendee who had not made their identity known was addressed by the Chairman. The person did not reply. The person was hence removed to the Zoom “Waiting Room” for the duration of this item to be readmitted after the item.

The Committee considered the RFO’s report on payments made to staff as salary and on behalf of staff, as PAYE tax and National Insurance and pensions.

RESOLVED: Members approved the report of the RFO and the explanations of calculations of Staffing Payments for the 2020-21.

At this point, the Chairman asked for the attendee in the Zoom Waiting Room to be readmitted to the meeting. The attendee had, however, left the meeting.

2021 88 Statement of Intent on Training

NOTED: The Committee noted the training undertaken and the feedback.

CLlr Sheard	Allotments Webinar	28 th September 2020
Feedback: No feedback as yet.		

Cath O’Halloran (co-opted Member of CESC)	Climate Emergency Webinar	15 th December 2020
Feedback: Cath O’Halloran reported that this was a useful session. It confirmed that she and the Climate Emergency Committee were working in the right direction. The session was well-run and the speaker was knowledgeable. The question-and-answer session was helpful and resources were provided. She would recommend the session to others.		

CLlr Blacka	Climate Emergency Webinar	12 th January 2021
Feedback: CLlr Blacka agreed with Cath O’Halloran’s comments. She also pointed out that a Climate Emergency Toolkit had been mentioned and she will look into this further.		

RFO	Role of Internal Controls	2 nd February 2021
Feedback: The RFO reported that the training had made him more aware of things he needed to do, including some of the reports presented to this Committee meeting.		

RFO	Role of Internal Audit	4 th February 2021
Feedback: Similarly to the above comment, the RFO had a number of new actions from the training.		

CLlr Blacka	Planning Enforcement and Appeals	10 th February 2021
Feedback: CLlr Blacka had not been able to attend but had reviewed the coursework and		

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presentation.

Cllr Hogley	Council Vacancies	17 th February 2021
Cllr Hogley says this was very useful given that the Parish Council had had two casual vacancies. She learnt how to vote on co-opted members if an election was not called.		

2021 89 Financial Records for the website

NOTED: The Committee noted that financial records for January 2021 had been uploaded to the Council website accessible from Quick Links.

2021 90 Final Accounts, Internal Audit and Internal Controls

NOTED: Members noted that, this year, Rialtas, the firm who supply our accounts package, will be undertaking our final accounts remotely. This was a recommendation when we first considered the Omega accounts package. The date will be 28th May 2021. It is planned, subsequently, that the RFO will do the accounts in years ahead.

NOTED: The RFO reported that the interim internal audit has been set for Friday 26th March.

NOTED: Committee noted that Cllr Colling has begun to undertake the internal controls checks but has not been able to check actual paper copies of receipts at the moment. She will not be able to do the check methodically until after lockdown.

NOTED: Committee further noted that Cllr Colling has expressed an interest in reviewing the system of internal controls to better protect the Council against risk and fraud. Cllr Colling was especially interested in the Council undertaking an annual financial risk assessment.

2021 91 Representation

Cllr Hogley reported that she had attended a virtual meeting of the Holmfirth Civic Hall Community Trust on behalf of the Parish Council with regard to the tendering process for their planned refurbishment works.

Cllr Pogson reported that he had attended a meeting with Cllrs East and Feeney with regard to youth provision in Honley.

The meeting closed at 2014hrs

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Chairman