

Holme Valley Parish Council

MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 14 MARCH 2022

Those present:

Chair: Cllr P Colling

Councillors: Cllrs M Blacka, S East, C Greaves, R Hogley

Officer: Mr Rich McGill (RFO/Deputy Clerk)

Also present: Mrs Jen McIntosh (Clerk)

Public Question Time

The meeting started at 1900hrs.

A number of members of the public were present and due to attend in support of grant applications.

The Chair proposed that standing orders be suspended during item 2122 89 to allow applicants to answer questions and speak on behalf of their applications under that agenda item.

RESOLVED: This motion was passed.

2122 83 **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 video format and the recording will be available on the Parish Council's YouTube channel.

No-one else wished to record the meeting.

2122 84 **To accept apologies for absence**

Cllr Bustard, Cllr Davies, Cllr RP Dixon had given apologies. The reasons for these apologies were approved by the Committee. Cllr Pogson had reported that he would be late but, as it transpired, he was unable to attend. His apology for lateness had been approved by the Committee so will be accepted as an apology for absence.

Cllr Gould contacted the Officer to say that he had resigned from the Committee in a prior email. The prior email did not confirm a resignation at that time, so it was considered that Cllr Gould resigned from the Finance and Management Committee as of 14 March 2022.

Cllr Sweeney was not in attendance.

Cllr Greaves had given notice that he would be late, and he arrived at 1937hrs.

2122 85 **To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda**

Cllr Blacka declared a personal interest in the grant applications of 1) Holmfirth Forward and 2) Friends of Cliff Recreation Ground under item 2122 90.

2122 86 **To consider written requests for new DPI dispensations**

None had been received.

2122 87 **To consider whether items on the agenda should be discussed in private session**

RESOLVED: Members resolved that no items should be heard in private.

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2122 88 To confirm the Minutes of the previous Committee meeting

APPROVED: Members approved the Minutes of the Finance & Management Committee Meeting held on 17 January 2022, numbered 2122 69 to 2122 82 inclusive.

2122 89 Grants

NOTED: Members noted that the RFO/Deputy Clerk had publicised available grants funding ahead of this meeting and the 14 February Service Provision meeting. There had accordingly been a lot of responses.

NOTED: Members noted the record of Grants against Budgets 2021-22 recording 1) the grants paid out after January's Committee meeting, 2) the grant applications to be considered at this meeting, 3) amounts remaining in each budget or reserve.

2122 90 Applications for Grants

The Committee resolved to hear all the applications and then to consider all the applications collectively against the budgets after they had been heard.

The Committee considered fourteen grant applications from public community groups. Ten were considered against the Finance and Management Projects and Events budget; two were considered against the Finance and Management Other Community Assets budget; one was considered against the Finance and Management Other Community Assets earmarked reserve. One final application against the Finance and Management Other Community Assets budget had, after discussion with the applicant, been deferred. The Committee considered when the application would be deferred to

Standing Orders were suspended at this point to allow the applicants to discuss their applications. Eleven members of the public attended to give short presentations on their applications.

Grant applications against 4405 Finance and Management Grants budget line (balance at the start of the meeting £9,846)

- i. The Finance and Management Committee considered a grant application from Agbrigg District Girlguiding for £200 towards tickets and travel to a UEFA Women's EURO 2022 game.
RESOLVED: The Committee awarded Agbrigg District Girlguiding £200.
The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19
- ii. The Finance and Management Committee considered a grant application from Heartisan for £2890.04 (limit is £1,000) towards Platinum Jubilee Bunting Creation art project.
RESOLVED: The Committee awarded Heartisan £1,000 expressly for materials and equipment.
The legal power for this would be Local Government Act 1972 Section 145
- iii. The Finance and Management Committee considered a grant application from Holmfirth Breastfeeding Support Group for £627.40 towards Room hire for meetings of the Support Group.
RESOLVED: The Committee awarded Holmfirth Breastfeeding Support Group £627.40.
The legal power for this would be Local Government Act 1972 Section 137
- iv. The Finance and Management Committee considered a grant application from Holmfirth Forward for £1,000 towards a visitor map of Holmfirth Town Centre displaying key locations and businesses.
RESOLVED: The Committee awarded Holmfirth Forward £1,000.
The legal power for this would be Local Government Act 1972 Section 144

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- v. The Finance and Management Committee considered a grant application from Honley Silver Band for £4,495 (limit is £1,000) towards servicing of band instruments.
RESOLVED: The Committee awarded Honley Silver Band £1,000.
The legal power for this would be Local Government Act 1972 Section 45
- vi. The Finance and Management Committee considered a grant application from Honley Village Community Trust for £1,000 towards a community orchard.
RESOLVED: The Committee awarded Honley Village Community Trust £1,000 towards the community orchard.
The legal power for this would be Local Government Act 1972 Section 137
- vii. The Finance and Management Committee considered a grant application from Honley Village Community Trust for £1,000 towards a Platinum Jubilee event.
RESOLVED: The Committee awarded Honley Village Community Trust £1,000 towards a Platinum Jubilee event.
The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19
- viii. The Finance and Management Committee considered a grant application from Tiny Seeds Community Interest Company for £3,000 (limit is £1,000) towards costs respective of support group classes.
RESOLVED: The Committee awarded Tiny Seeds Community Interest Company £1,000.
The legal power for this would be Local Government Act 1972 Section 137
- ix. The Finance and Management Committee considered a grant application from Upperthong School Support Group for £1,000 towards coaches for an extra-curricular trip to Chester Zoo.
RESOLVED: The Committee awarded Upperthong School Support Group £1,000.
The legal power for this would be Local Government Act 1972 Section 13

The balance of 4405 Finance and Management Grants budget line after this was £2,018.

Grant applications against 4315 Finance and Management Other Community Assets budget line (balance at the start of the meeting £2,017)

- x. The Finance and Management Committee considered a grant application from 10th Holme Valley (New Mill) Scouts for £5,000 towards a new scout hut.
RESOLVED: The Committee awarded £2,017 to 10th Holme Valley (New Mill) Scouts. However, the Committee resolved that, as this was likely to be a lengthy project, the £2,017 would be earmarked. The Scout group could call on the money when they actively needed it. The Group would be encouraged to re-apply in the new financial year.
The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19
- xi. The Finance and Management Committee considered a grant application from Thongsbridge Cricket Club for £2,000 towards new clubhouse furniture.
RESOLVED: The Committee awarded £0 to Thongsbridge Cricket Club this time.

The balance of 4315 Finance and Management Other Community Assets budget line at the end of the meeting was £0.

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From 2022-23 Publications and Communications Committee earmarked reserve EMR – Royal Events (current reserve balance £0; balance on 1st April 2022 £10,000)

- xii. The Finance and Management Committee considered a grant application from Friends of Cliff Recreation Ground for up to £1,400 towards fixing and re-siting the beacon.
RESOLVED: This application was originally intended to be considered against the Publications and Communications Committee earmarked reserve EMR – Royal Events but, since the Friends had applied for a Finance and Management Events and Projects grant, the Committee resolved to consider it against 4405 Finance and Management Grants budget line which had £2,018 remaining.
RESOLVED: The Committee awarded £1,000 to Friends of Cliff Recreation Ground.
The legal power for this would be Local Government Act 1972 Section 137

The balance of 4405 Finance and Management Grants budget line after this was £1,018.

From EMR 323 Community Assets – Others in the Holme Valley (current reserve balance £14,723 of which £5,000 is earmarked for another purpose)

- xiii. At the 31 January meeting of full Council, Members approved that the Finance and Management Committee could spend up to £5,000 from the Other Community Assets earmarked reserve if an application merited it.
The Finance and Management Committee considered a grant application from Holme Village Community Centre Board of Trustees for £5000 towards a new electricity supply to the building.
RESOLVED: The Committee awarded £5,000 to Holme Village Community Centre Board of Trustees to be paid from the earmarked reserve.
The legal power for this would be Local Government Act 1972 Section 133

An application to be deferred

- xiv. The Parish Council had received an application from Hepworth Community Association for £10,000 (limit is £5,000) towards structural, remedial work on Hepworth Village Hall. Following discussions with the Committee Chair and the secretary of the Association, this application will be deferred to next financial year.

The Finance and Management Committee considered whether this application should be reviewed:

- 1) at the first of the twice-yearly Finance and Management meetings specifically for Grants 19th September 2022 **or**
- 2) whether the application should be reviewed separately at the first meeting of the new financial year 25th April 2022.

RESOLVED: The Committee resolved that this deferred application would be considered separately at the first meeting of the new financial year 25th April 2022.

The Committee discussed the applications that had been received noting that a number were from Community Interest Companies who might be characterised as delivering services, - that is, offering rolling, ongoing provision rather than short-term events and projects. Members discussed whether such applications might be better overseen in future by the Service Provision Committee and there be a more formalised, rolling commitment using longer term contracts than the current ad hoc applications. This would be put to Council at a future date.

The Chair said that community groups should be encouraged to submit expressions of interest forms ahead of the budget setting for 2023-24.

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Members discussed reviewing the grants system, - its process, timings, criteria, application form and supporting paperwork. The Committee resolved to ask Council to establish a working group to review the system.

2122 91 Accounts for Payment

- i. **NOTED:** Members noted that there had been no additional expenditure from the Chairman's Expenses since the last meeting.
- ii. **NOTED:** Members noted the completed Lists of Payments for January 2022 and the draft List of Payments for February 2022.
- iii. Members considered the pending month-to-date transactions of the Schedule of Payments for March 2022.
RESOLVED: The Committee approved the month-to-date transactions.

2122 92 Financial Statements

NOTED: Members noted the following accounting summaries as detailed below:

- i. For December 2021 Members noted:
 - (1) Bank Reconciliations All Accounts (to end 31 December 2021)
 - (2) Cash Books All Accounts Receipts and Payments (to end 31 December 2021)
 - (3) Trial Balance (to end 31 December 2021)
 - (4) Detailed Income and Expenditure by Budget Heading (YTD Budget Report to end 31 December 2021)
 - (5) Cash and Investment Reconciliation (to end 31 December 2021)
 - (6) Earmarked Reserves (to end 31 December 2021)
 - (7) VAT Return quarter to date

Members specifically noted:

- a. The journal entry of a movement of £5,000 from 4315 Other Community Assets to the earmarked reserve 323 EMR Community Assets – Others in the Holme Valley. Description is with the entry. This change in reserves is also recorded on the Earmarked Reserves record.
- b. The VAT reclaim of £1088.24. This was received from HMRC 28 January 2022.
- c. The virement of £10,000 from 4810 Energy Strategy Climate Emergency to 4310 Holmfirth Civic Hall. The Civic Hall Community Trust had not called on this money yet. If not paid this year, the expenditure could be added to an earmarked reserve if approved at the final Council meeting of the year.

- ii. For January Members noted 2022:
 - (1) Bank Reconciliations All Accounts (to end 31 January 2022)
 - (2) Cash Books All Accounts Receipts and Payments (to end 31 January 2022)
 - (3) Trial Balance (to end 31 January 2022)
 - (4) Detailed Income and Expenditure by Budget Heading (YTD Budget Report to end 31 January 2022)
 - (5) Cash and Investment Reconciliation (to end 31 January 2022)
 - (6) Earmarked Reserves (to end 31 January 2022)
 - (7) VAT Return quarter to date

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2122 93 Tenancies

- i. **NOTED:** The Committee noted that the tenancy packs (letter, contracts x 2, invoice) had been posted 28 February to all tenants of garages and allotment plots with the new rates agreed by the Parish Council.

The Committee further noted that one Dover Lane garage tenant had wanted to give up their tenancy as they were moving. The new owners of their home wanted to take on the garages. One name was ahead of them on the waiting list. However, one contacted, this person said they had themselves moved and asked to be taken off the waiting list. The garage was, therefore, let to the new tenants.

- ii. **NOTED:** Members noted that all payment plans regarding tenancy rent arrears are being followed.

2122 94 Precept for 2022-23

NOTED: Members noted that Holme Valley Parish Council had submitted its precept (and Special Expenses Grant) request to Kirklees Council.

2122 95 Interim Internal Audit

NOTED: The Committee noted the Interim Internal Audit Report by the Parish Council's Internal Auditor and that the Clerk and RFO/Deputy Clerk will prepare a report for Council 28th March 2022 on the Recommendations Action Plan.

2122 96 Internal Control Check

Cllr Bustard was not in attendance to arrange to undertake internal control checks before the end of the financial year as per the interim internal audit, so the Committee considered nominating another Councillor to undertake these checks next week.

RESOLVED: Cllr Hogley would attend the Civic Hall on Monday 21st March 2022 at 1pm to undertake the internal control checks. The Committee Chair asked that Cllr Hogley be formally thanked for this in the minutes of the meeting.

RESOLVED: The Clerk would ask at full Council for nominations for people to undertake the quarterly internal controls checks for Council year 2022-23. Cllr Bustard would be encouraged to put himself forward again.

2122 97 Banking

Two Councillors had been tasked with looking into potential, new, greener, more ethical banking options for the Parish Council. Unfortunately, one Councillor had sent apologies and one had resigned from the Committee. Members considered future banking arrangements for the main, working account.

RESOLVED: The Committee resolved that the RFO/Deputy Clerk would contact Unity Trust Bank to see whether Unity Trust delivered the things that the Parish Council needs (including things not currently in place like dual-authorisation of payments and access to a debit card).

2122 98 Financial Records for the website

NOTED: Members noted that financial records for December 2021 and January 2022 had been uploaded to the Council website accessible from Quick Links.

The RFO/Deputy Clerk reported that the February 2022 records will be added as soon as bank statements are received.

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2122 99 Publicising the work of Holme Valley Parish Council

RESOLVED: The RFO/Deputy Clerk would publicise all the grants paid out by the Parish Council.

Close of Meeting
The meeting finished 9.18PM

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Chairman