

Holme Valley Parish Council

DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY 28 SEPTEMBER 2022

Those present:

Chair: Cllr D Carré

Councillors: Cllrs M Blacka, R Hogley

Officer: Mr Rich McGill (RFO/Deputy Clerk)

Also present: Mrs Jen McIntosh (Clerk)

Welcome

Cllr Carré announced that the Committee Chair, Cllr Colling, had been unable to attend this meeting of the Finance and Management Committee of Holme Valley Parish Council. As Vice Chair, Cllr Carré said he would deputise and chair the meeting.

The Chair welcomed Members and one member of the public to the meeting. The member of the public present was in attendance to speak in support of a grant application.

Public Question Time

RESOLVED: Members voted to suspend standing orders to allow the member of the public to speak in support of the application when it was heard in agenda-order. Members also voted that that specific application would be moved to the top of the list of applications being considered under item 2223 66. Therefore no one spoke during the Public Question Time.

2223 59 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.

2223 60 To accept apologies for absence

Cllrs M Bustard, P Colling, RP Dixon, S East and C Greaves had tendered apologies.

RESOLVED: The reasons for their apologies were approved by the Committee.

2223 61 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

None were disclosed.

2223 62 To consider written requests for new DPI dispensations

None had been received.

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2223 63 To consider whether items on the agenda should be discussed in private session

RESOLVED: Members resolved that item 2223 69 should be heard in private and moved to the end of the agenda.

2223 64 To confirm the Minutes of the previous Committee meeting

APPROVED: Members approved the Minutes of the Finance and Management Committee Meeting held on 22 August 2022, numbered 2223 39 to 2223 58 inclusive.

2223 65 Grants

NOTED: The Committee noted the rolling list of grants against budgets updated with the grant awards made by the Service Provision Standing Committee at their meeting 20th September 2022.

2223 66 Grant Applications

From 4315 Grants – Other community assets

As resolved earlier, the first application was moved up the order and standing orders were suspended to allow the member of the public to speak in support of the application and for Councillors to ask questions.

- ix.** Members considered a grant application from Wooldale Community Association for £5,000 towards replacement of two old boilers. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19.
- RESOLVED:** The Committee resolved that it supported this application in principle but suggested that it might be more appropriately funded by the Climate Emergency Standing Committee from its Energy Strategy budget. The Committee therefore recommended to the Climate Emergency Committee to approve this expenditure from that budget line. If supported, the award would thereafter have to be finally approved by full Council because only Council could sign off a virement of £5,000 between the Climate Emergency budget 4810 Energy Strategy and the Finance and Management budget 4315 Grants – Other community assets.

At this point, the Chair returned to the original running order of grant applications.

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- i. Members considered a grant application from fairandfunky Community Interest Company, – application enclosed, – for £995 towards a replacement smoothie bike. This is a stationary cycle which blends smoothies and is used at school workshops and community events to educate about the climate emergency and active travel. The legal power for this would be Local Government Act 1972 S137.

RESOLVED: The Committee resolved that it supported this application in principle but suggested that it might be more appropriately funded by the Climate Emergency Standing Committee from its Community Mobilisation budget. The Committee therefore recommended to the Climate Emergency Committee to approve this expenditure from that budget line. If supported, the award would have to be finally approved by full Council because only Council could approve a virement of £995 between the Climate Emergency budget *4805 Community Mobilisation* and the Finance and Management budget *4315 Grants – Other community assets*.
- ii. Members considered a grant application from Hade Edge Band for £4,500 towards a full set of uniform jackets for senior players. The legal power for this would be Local Government Act 1972 S45.

RESOLVED: The Committee awarded £1,000 to Hade Edge Band towards uniform jackets.
- iii. Members considered a grant application from Hepworth United FC for £5,000 towards batteries for their solar roof panels. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19.

RESOLVED: The Committee resolved that part of this award might be appropriately funded by the Climate Emergency Standing Committee from its Energy Strategy budget. The Committee therefore recommended to the Climate Emergency Committee to approve expenditure of £2,500 from that budget line. If supported, the award would have to be finally approved by full Council because only Council could approve a virement of £2,500 between the Climate Emergency budget *4810 Energy Strategy* and the Finance and Management budget *4315 Grants – Other community assets*.

RESOLVED: The Committee separately resolved to award Hepworth United FC £2,500 from 4315 Grants – Other community assets.
- iv. Members considered a grant application from Honley Silver Band for £5,000 towards replacing a floor. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19.

RESOLVED: The Committee awarded £5,000 to Honley Silver Band towards replacing a floor to their band room.
- v. Members considered a grant application from Honley Players Amateur Dramatic Society for £5,000 towards replacing an ancient public address system and stage sound system at the Southgate Theatre. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19. The RFO/Deputy Clerk reported that a revised application had sought a reduced amount of £4,824.

RESOLVED: The Committee awarded £4,824 to Honley Players Amateur Dramatic Society towards a new PA and stage sound system.

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- vi. Members considered a grant application from Scholes Cricket Club for £5,000 towards women's changing rooms. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19.
RESOLVED: The Committee awarded £5,000 to Scholes Cricket Club towards women's changing rooms.
- vii. Members considered a grant application from Scholes Cricket Club for £1,000 towards safety nets. The legal power for this would be Local Government Act 1972 S45.
RESOLVED: Given that Scholes Cricket Club had already been awarded £5,000 and the maximum award that could be made was £5,000, the Committee resolved to award nothing (£0) to Scholes Cricket Club towards safety nets.
- viii. Members considered a grant application from Upperthong Village Hall for £5,000 towards roof repairs, gable end repointing and waterproofing. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19.
RESOLVED: The Committee awarded £2,000 to Upperthong Village Hall towards roof repairs, gable end repointing and waterproofing.
- x. Members considered a grant application from Wooldale Wanderers AFC for £4,911.35 towards installation of a women's toilet and upgrade of the kitchen. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19.
RESOLVED: The Committee awarded £4,911.35 to Wooldale Wanderers AFC towards installation of a women's toilet and upgrade of the kitchen.

From 4315 Other Community Assets and 4405 Grants – Projects and Events

- xi. Members considered a grant application from Friends of Honley, part of Honley Village Community Trust for £4,916 towards Honley village improvements. The legal power for this would be varied Local Government Act 1972 S137, Parish Councils Act 1957 S3.
RESOLVED: The Committee awarded £2,000 to Friends of Honley, expressly towards the wooden trough planters and seasonal planting.

From 4405 Grants – Projects and Events

- xii. Members considered a grant application from Hepworth Band for £1,000 towards staging a concert series. The legal power for this would be Local Government Act 1972 S45.
RESOLVED: The Committee resolved to make no award (£0) to Hepworth Band for this application.
- xiii. Members considered a grant application from Holmfirth Arts Festival for £1,000 towards outdoor event production costs. The legal power for this would be Local Government Act 1972 S145.
RESOLVED: The Committee awarded £1,000 to Holmfirth Arts Festival towards its outdoor events production costs.
- xiv. Members considered a grant application from Holmfirth Forward towards a 2nd printing of the Holmfirth map. The legal power for this would be Local Government Act 1972 S144.
RESOLVED: The Committee awarded £500 to Holmfirth Forward for a 5,000-copy print run of the amended and updated map.

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- xv.** Members considered a grant application from Honley Village Community Trust for £1,000 towards a festive wreath-making project for the elderly in Honley. The legal power for this would be Local Government Act 1972 S145.
RESOLVED: The Committee awarded £1,000 to Honley Village Community Trust for its wreath-making handicrafts project with the elderly.

- xvi.** Members considered a grant application from Sharing Memories for £1,000 towards artist costs for the InDeep art project. The legal power for this would be Local Government Act 1972 S145.
RESOLVED: The Committee resolved to make no award (£0) to Shared Memories for this application.

Grant Application for Holmfirth Market

- xvii.** Members considered how to process a grant application from Holmfirth Forward for start-up costs for the nascent Holmfirth Market. The Committee were concerned about the seeming lack of support from Kirklees Markets regarding the project and felt that more work needed to be done both by the Parish Council and by the licensee to ensure better support from the primary authority.
RESOLVED: It was resolved that the Parish Council could and should work in partnership with stakeholders to establish a new market for Holmfirth.
RESOLVED: The Committee resolved that Cllr Hogley would draft a letter from the Parish Council to the Kirklees Strategic Lead for Markets to express the disappointment of the Parish Council that, despite assurances that a market would be retained in Holmfirth and a licensee, Holmfirth Forward, being chosen by Kirklees, it appears that no practical support is being given to allow this group effectively to establish the market. The Committee had concerns that the licensee chosen by Kirklees was struggling to make any progress.
RESOLVED: The Committee resolved that it could not at this point support an award of money to Holmfirth Forward without assurances from Kirklees Markets that genuine, practical support for a market in Holmfirth was forthcoming.
RESOLVED: The Committee resolved that an appropriate budget source for a future grant award to Holmfirth markets might be the 4505 Neighbourhood Plan budget line overseen by the Planning Committee which has £10,000 to support actions and outcomes identified in the Holme Valley Neighbourhood Development Plan. In this case, Holme Valley Neighbourhood Development Plan December 2021 p161:
“Holme Valley Parish Actions – Local economy
The Parish Council will:
16. Support place-making initiatives seeking to build both community and economic value from our unique heritage and environment.”
RESOLVED: The Finance and Management Committee voted to recommend an earmarked reserve EMR Holmfirth Market. Only full Council can establish an earmarked reserve.
RESOLVED: The Finance and Management Committee would recommend to the Planning Committee 31st October 2022 to consider ringfencing (that is, not spending) £3,000 from 4505 Neighbourhood Plan which would therefore constitute the money in the earmarked reserve.
RESOLVED: If the latter took place, the Finance and Management Committee would recommend the establishment of an earmarked reserve EMR Holmfirth Market of £3,000 to full Council 12 December 2022.

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Grant Applications Referrals from Service Provision Standing Committee

- xviii.** Members considered a grant application from Holme Valley District Scouts for £1,000 towards training costs for 5 explorer scouts attending the World Jamboree in S Korea. The legal power for this would be Local Government Act 1972 S137.
RESOLVED: The Committee awarded £1,000 to Holme Valley District Scouts towards training costs for 5 explorer scouts attending the World Jamboree in S Korea from budget line 4405 Grants – Projects and events.
- xvix.** Members considered a grant application from Holmbridge Cricket Club for £575 towards a new shower. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19.
RESOLVED: The Committee awarded £575 to Holmbridge Cricket towards a new shower from budget line 4415 Grants – Other community assets.
- xx.** Members considered approving payments of all the grant awards made tonight.
RESOLVED: Payments of all the grants awarded were approved.
- xxi.** **NOTED:** The Committee noted that the next regular round of grant applications will be held in February 2023. Finance and Management grant applications will be reviewed 20 February 2023; Service Provision grant applications will be reviewed 27 February 2022.

2223 67 Accounts for Payment

- i.** **NOTED:** The Committee noted that there has been no expenditure by the Chairman from Chairman's Expenses though his Civic Event has been booked for December and there will be attendant expenses attached.
- ii** **NOTED:** members noted the completed Schedule of Payments for August.

Members specifically noted 1) the reduced payment to HMRC for PAYE income tax and national insurance and 2) the absence of a payment to West Yorkshire Pension Fund. Each had been paid twice in error in July. The internal control checker will be directed to review these records.

- iii** Members considered approval of the pending month-to-date transactions of the Schedule of Payments for September 2022.
RESOLVED: The month-to-date schedule of Payments for September 2022 was approved.

2223 68 Financial Statements

- i.** **NOTED:** Members noted the accounting statements for August 2022:
- (1) Bank Reconciliations All Accounts (to end 31 August 2022)
 - (2) Cash Books All Accounts Receipts and Payments (to end 31 August 2022)
 - (3) Trial Balance (to end 31 August 2022)
 - (4) Balance Sheet (to end 31 August 2022)
 - (5) Cash and Investment Reconciliation (to end 31 August 2022)
 - (6) VAT Return – quarter-to-date (not for submission).

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ii. Income and Expenditure by Budget Heading

Councillors reviewed the reports for August 2022 and considered whether any action is needed to manage specific budget lines, cost centres budgets or the overall budget.

- The Committee noted the RFO's report that 4235 Insurance is significantly over budget. The deficit will, essentially, reduce once Holmfirth Civic Hall Community Trust reimburses the Parish Council for The Civic's insurance £3,775.72. (This has now been repaid.) But even including that, this budget line will be heavily in deficit due to the previous insurer refusing to insure the Parish Council. The **RESOLVED**: This Committee resolved to take no further action on this matter at this time.
- The RFO further reported that the 4735 Phone Boxes budget line would be over budget. This was due to Council approving payment regarding the Wooldale phone box from general reserves. **RESOLVED**: The Committee resolved to take no further action on this matter at this time.
- The RFO also noted that 4320 Public Toilets day-to-day was at 49.7% of the annual budget 5 months into the financial year. **RESOLVED**: The Finance Committee and the RFO would monitor this budget line but would take no other action at this time.

iii. Earmarked Reserves

Councillors reviewed the earmarked reserves report for August 2022.

- **NOTED**: The Committee that EMR 323 Other Community Assets in the Holme Valley is made up of £5,000 earmarked still for Hepworth Playgroup and Pre-school (for playground surfacing) and £2,017 for 10th Holme Valley (New Mill) Scouts (towards a new scout hut). Members further noted two reports from the RFO/Deputy Clerk that 1) 10th Holme Valley (New Mill) Scouts was not in a position to call on its earmarked reserves but that 2) Hepworth Playgroup and Pre-school would be calling on their reserves in the near future.
- With regard to the £50,000 in 338 EMR – Children's Playgrounds, Members considered the report from Cllr Davies that *"At the moment it would seem that the current budgets are able to cover the work needed to be done [in Holme Valley South]. Cinderhills, Holmfirth is almost complete. Moorlands, Scholes is waiting for some investigatory work to be done with regard to drainage issue before finalising the design. Netherthong is in planning. These are the Holme Valley South sites I do not have sight on the Honley/ Brockholes sites."* **RESOLVED**: Members felt that this should be explored further by the Parish Council before deconsolidating the earmarked reserve, and hence resolved that the RFO/Deputy Clerk would contact the Kirklees project manager involved with the playground build-schemes to ascertain if any partnership-working and funding was still needed or wanted. The earmarked reserve would be retained until this information was forthcoming.

As agreed, at this point, item 2223 69 was moved to the end of the agenda.

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2223 70 Internal Control Check

NOTED: Members noted that, unfortunately Cllr Carré had been unable to undertake the internal control checks due to the RFO/Deputy Clerk being unexpectedly away from the Holme Valley. New arrangements were in hand. Cllr Carré would undertake checks of the first two quarters of the year in October.

2223 71 Banking

i At the last Committee meeting, Members voted to approve moving the Parish Council's day-to-day, business account to Unity Trust bank. The RFO/Deputy Clerk reported that he had reviewed the online transfer of the account from HSBC to Unity Trust. For the transfer to move smoothly all the mandated Councillors with HSBC need to be the same, named, mandated Councillors with Unity Trust. Thus, the RFO/Deputy Clerk suggested that we get the new HSBC mandates in place first, - we are going through the annual update of the HSBC mandates now, - and once those are in place, then arrange the transfer to Unity Trust.

The RFO/Deputy Clerk suggests that we set up the mandates so that every Committee Chair is a mandatee and so is the Chair of Council, and we do this as a matter of course each year.

Holme Valley Parish Council Role	HSBC Mandate	Unity Trust Mandate
Chair of Council	YES	YES
Chair of Climate Emergency Standing Committee	YES	YES
Chair of Finance and Management Standing Committee	YES	YES
Chair of Planning Standing Committee	YES	YES
Chair of Service Provision Standing Committee	YES	YES
Chair of Staffing Standing Committee	YES	YES

Members considered whether to approve this approach to the named, mandated Councillors for HSBC and Unity Trust.

RESOLVED: The Committee approved this approach to updating the HSBC mandates before transferring the Parish Council's main account to Unity Trust.

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- ii. Then, once the transfer of the account to Unity Trust bank had taken place, the RFO/Deputy Clerk suggests that access to internet banking might be accorded to Councillors and Officers as presented here.

Persons with access to Unity Trust internet banking	Nature of access to Unity Trust internet banking
RFO/Deputy Clerk	View the accounts and submit payments
Clerk	View the accounts and submit payments
Chair of Council	View the accounts and authorise payments
Chair of Climate Emergency Standing Committee	View the accounts and authorise payments
Chair of Finance and Management Standing Committee	View the accounts and authorise payments
Chair of Planning Standing Committee	View the accounts and authorise payments
Chair of Service Provision Standing Committee	View the accounts and authorise payments
Chair of Staffing Standing Committee	View the accounts and authorise payments
Internal Controls Checker	View the accounts

This means that all the roles named can view the online accounts of the Parish Council with Unity Trust. Currently, only the RFO/Deputy Clerk has access so this broadening of access should help due diligence.

Under these arrangements as presented, the RFO/Deputy Clerk and the Clerk would be able to set up and submit payments of an invoice or grant. But they would not be able to authorise the payment. Two Councillors would need to log on to the internet banking to authorise the payment. The payment would be triggered once the second authorisation was approved. The advantage of this dual authorisation system is that it will better safeguard the Parish Council against fraud, and Councillors take a much more significant role in the process than they do now.

The Committee considered whether to approve these roles as defined in the table above.

RESOLVED: The Committee approved this approach to updating the HSBC mandates before transferring the Parish Council's main account to Unity Trust.

However, the Committee ruled that the transfer to Unity Trust should not take place until after the new civic year in April 2023. One or more of the current Chairs will not be standing for the new Council and this would compromise the transfer of accounts. Hence, HSBC's mandates will be reviewed now and then, again, updated after April 2023 and the transfer of the mandates and the working bank account to Unity Trust would take place thereafter in summer 2023.

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2223 72 Financial Records for the website

NOTED: The Committee noted that the completed Annual Governance and Accountability Return (AGAR) for 2021-22 has been added to the website and posted to the noticeboard and to social media.

2223 73 Utility Aid

NOTED: The RFO/Deputy Clerk reported that the holdup with the energy broker Utility Aid had been that our current electricity supplier, Npower, had not been forthcoming with sharing our usage data with Utility Aid. The RFO/Deputy Clerk had since forwarded all the data we had on electricity usage from a year's worth of bills, and we are awaiting the new prices. There had been an additional delay because of the government's then unresolved position on a cap on energy bills. The RFO/Deputy Clerk would contact Utility Aid in due course.

2223 74 Publicising the work of Holme Valley Parish Council

RESOLVED: The grants awarded today would be shared via the Parish Council's website and social media.

2223 69 Tenancies

The Clerk had met the tenant of the Parish Council who has a debt-management plan in place to meet arrears. The tenant had decided to surrender the lease on the building in question.

RESOLVED:

- That the Clerk will draft a formal letter stating that the tenant should vacate the premises by the end of October 2022. The letter would state that the Parish Council is sympathetic to the tenant's circumstances and would consider supportive terms to manage the arrears once the building is vacant. Any fittings would need to be removed and made good.
- The tenant would be asked to submit a final reading of the electricity meter and to pay for up-to-date electricity usage.
- The Committee approved setting things in motion to advertise the premises to secure a new tenant.

**Close of Meeting
The Meeting finished at 920pm**

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Chairman