

Holme Valley Parish Council

To all Members of the Finance & Management Committee

You are hereby summoned to attend a meeting of the **Finance and Management Standing Committee** to be held at **HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH HD9 3AS** on **MONDAY 21 NOVEMBER 2022** at **7pm** to transact the following business -

- AGENDA – (A)

	Welcome	7.00 pm
	Public Question Time	
	<p>Prior to the commencement of the business session of the Council, there will be an open session lasting 15 minutes, for members of the public to speak to the Council.</p>	
2223 75	Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014	7.15 pm
	<p>As Local (Parish & Town) Council meetings can now be recorded, the Chairman to check if anybody wishes to record the meeting, to ensure reasonable facilities can be provided. The Officer will be recording the meeting in video format for upload to the Parish Council's YouTube channel.</p>	
2223 76	To accept apologies for absence	7.16 pm
2223 77	To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda	7.17 pm
2223 78	To consider written requests for new DPI dispensations	7.18 pm
2223 79	To consider whether items on the agenda should be discussed in private session	7.19 pm
2223 80	To confirm the Minutes of the previous Committee meeting	7.20 pm
	<ul style="list-style-type: none">- To approve the Minutes of the Finance & Management Committee Meeting held on 28 September 2022, numbered 2223 59 to 2223 74 inclusive. (B)	

At the meeting of the Climate Emergency Standing Committee on 4 October 2022 Item 2223 30 considered the future of the Climate Emergency Standing Committee and the following motion was carried:

“RESOLVED: that the proposals below be taken to the Finance and Management Committee on Monday 21 November 2022 for further consideration prior to taking forward to FULL COUNCIL.

1. That from the start of the Council Year 2023-4 the CLIMATE EMERGENCY STANDING COMMITTEE and the PUBLICATIONS AND COMMUNICATIONS COMMITTEE merge to form a Communications and Climate Action Committee.
2. That from the start of the Council Year 2023-4 the new Communications and Climate Action Committee be supported by a Communications and Climate Action Officer who would be a third member of the clerk team, replacing the existing Climate Emergency Coordinator role.”

The motion was carried on the casting vote of the Chair.

Being mindful that recommendations on the issue should ideally be presented to Full Council on 12 December 2022 and reflected in the budget proposed for 2023-24, the Clerk had advised that the proposals be taken to the Finance and Management Committee 21 November 2022 as this meeting would focus on the budget for 2023-24 to be recommended to full Council. Further, the Scheme of Delegation states that Corporate Management and General Administration are part of the remit of the Finance and Management Committee.

On this basis the resolution set out above was put to the Climate Emergency Standing Committee and carried.

Members of the Climate Emergency Standing Committee have been invited to attend the meeting of the Finance and Management Committee to present their views on the matter and also to put forward prior to the meeting, through the Clerk, any further motions and supporting papers on the issue.

Two papers have been received, *‘Discussion Paper Regarding the Future of the Climate Emergency Committee within the Parish Council’ (C)* and *‘An alternative proposal to merging the climate emergency committee with the pubs and coms committee’ (D)*.

Therefore, the Finance and Management Committee is to determine whether it wishes to consider some, all or none of the following motions.

Clerk to report further.

Holme Valley Parish Council

To consider, recommending to full Council that from the start of the Council Year 2023-4 the Climate Emergency Standing Committee and the Publications and Communications Standing Committee merge to form a Climate Action and Communications Committee.

To consider, recommending to full Council that from the start of the Council Year 2023-4 a new Climate Action and Communications Officer, who would be a third member of the clerk team, replacing the existing Climate Emergency Coordinator role, be appointed.

To consider, recommending to full Council the creation of a paid role Climate Action Facilitator.

To consider, approving the role of the Climate Action Facilitator as being to set up, co-ordinate and implement ideas from a Climate Emergency Committee representing the five Parish and Town Councils of Holme Valley, Kirkburton, Denby Dale, Meltham and Mirfield.

2223 82 Grants 7.30 pm

To note, the rolling list of grants against budgets. This includes the awards granted at full Council 10th October 2022. **(E)**

2223 83 Grant Applications 7.31 pm

From 4315 Grants – Other community assets

To consider, 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. **(F)**

Members will note that this application was supported by the Committee 28 September 2022 but there was a resolution to refer the application to the Climate Emergency Committee for a potential recourse to its funds. That Committee resolved not to fund this application, hence its return to this Committee for consideration.

To note, 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 84

Accounts for Payment

7.35 pm

- i **To note**, £52 has been spent from the Chairman's Expenses for tickets to Holme Valley Lions 42nd Charter Dinner. The Chairman has also asked to be able to donate £100 from Chairman's Expenses to the Full Life Church Food Bank at his Civic Event December 4th 2022; this is in the pending schedule of payments (below). There will also be expenditure related to the Civic Event, but no invoices have been received as yet.
- ii **To note**, the completed Schedules of Payments for September 2022 **(G)**.
- iii **To note**, the completed Schedules of Payments for October 2022 **(H)**.
- iv **To consider**, approval of the pending month-to-date transactions of the Schedule of Payments for November 2022. **(I)**

2223 85

Financial Statements

7.37 pm

- **To note** the accounting summaries – copies enclosed

- i For September 2022 (J):
 - (1) Bank Reconciliations All Accounts (to end 30 September 2022)
 - (2) Cash Books All Accounts Receipts and Payments (to end 30 September 2022)
 - (3) Trial Balance (to end 30 September 2022)
 - (4) Balance Sheet (to end 30 September 2022)
 - (5) Cash and Investment Reconciliation (to end 30 September 2022)
 - (6) VAT Return as submitted to HMRC – quarter JUL-SEP. £742.67 was subsequently received as the repayment of VAT 28th October 2022.
- ii For October 2022 (K):
 - (1) Bank Reconciliations All Accounts (to end 31 October 2022)
 - (2) Cash Books All Accounts Receipts and Payments (to end 31 October 2022)
 - (3) Trial Balance (to end 31 October 2022)
 - (4) Balance Sheet (to end 31 October 2022)
 - (5) Cash and Investment Reconciliation (to end 31 October 2022)
 - (6) VAT Return – quarter-to-date (not for submission).
- iii Income and Expenditure by Budget Heading
Councillors to review the most up-to-date report for October 2022. **(L)**
To consider, whether any action is needed to manage specific budget lines, cost centres budgets or the overall budget.
 - On the income side, 1250 Gartside Building shows receipts this financial year of only £800. This is because any debt pertaining to the financial year 2021-22 needed to have been paid off first, before payments are factored towards this current year's income.
 - 4205 Council Office Expenditure is likely to be rather over-budget at the year end. This may be reduced by consciously printing the large print jobs in black and white rather than colour. The price is x10 difference.
 - 4210 Audit will be over-budget. The external auditor recently increased their fees.
 - 4235 Insurance is significantly over budget. No further action is

Holme Valley Parish Council

recommended. The new year's budget needs to take this into account.

- The RFO notes that 4320 Public Toilets day-to-day is at 74.3% of the annual budget 7 months into the financial year. The Finance Committee and the Service Provision Committee should monitor this line given, for example, the rise in energy prices. A review of the maintenance contractor's contract needs to take place next year.
- 4720 Dog waste will be over-budget.
- The 4735 Phone Boxes budget line will be over budget. This is due to Council approving payment regarding the Wooldale phone box from general reserves. No further action is recommended.
- 4750 War Memorials will be £600 over-budget following the adding of a name to the Holme Valley memorial.
- 4755 Youth Facilities will be around £10,000 over budget as the Parish Council approved expenditure from general reserves.

iv Earmarked Reserves

Councillors to review the report for October 2022. **(M)**

- i. EMR 323 Other Community Assets in the Holme Valley now consists 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 has been paid out.
- ii. The expectation is that 325 EMR Election Fund will move into the budget next year as it election year, and topped up with an additional £10,000.
- iii. Holmfirth Civic Hall Community Trust will likely apply for the full amount in 329 EMR Holmfirth Civic Hall in the February grants cycle.
- iv. 334 EMR Holme Moss Viewpoint will likely be spent this year.
- v. 333 EMR Holmfirth Tech will be reduced to zero after the recent grant award towards an accessible kitchen.
- vi. 336 EMR Royal Events will likely be spent this financial year, - recommendations to Council to spend £9,000 on the Holme Moss Viewpoint and £1,000 on a beacon-lighting event for the Coronation.
- vii. £5,000 337 EMR COVID Memorial is anticipated to be spent this year. An additional £1,000 from general reserves would be requested.
- viii. £50,000 remains in 338 EMR Children's Playgrounds. The RFO/Deputy Clerk and, separately, Cllr Hogley have made contact with Kirklees officers connected with their playgrounds project to initiate discussion on whether partnership-working and co-funding were an option. The Kirklees officers reported that partnership-working and co-funding with Holme Valley Parish Council on playgrounds was possible. However, the RFO/Deputy Clerk did not receive a reply to his follow-up email which suggested meeting up to discuss potential arrangements. To note, the email exchange between the RFO/Deputy Clerk and Kirklees Officers on the playgrounds project. **(N)**
- ix. 339 EMR If It's Not Far Leave the Car is planned to be spent this year.

To consider, whether any action is needed to manage earmarked reserves.

- 2223 86** **Considerations with budgetary implications** **7.45 pm**
- i Solar panels for Holmfirth Toilets**
To consider, identifying or creating a budget line or earmarked reserve to fund the installation of solar panels.
Installing solar panels on the roof of the toilets would offer a very visible demonstration of the Parish Council's commitment to renewable energy and help run the lighting, dryers etc inside, leading to a more sustainable building. This could also benefit our tenant and offer a more sustainable tenancy in terms of running costs.
Kirklees Conservation Officer were supportive of the project. Cllr Hogley to report.
- ii Holme Moss Viewpoint Topograph**
To consider, ringfencing additional money to fund the installation of a topograph at Holme Moss through either 1) this year's reserves or 2) provision in the 2022-23 budget. Cllr Hogley to report.
- 2223 87** **Tenancies** **7.55 pm**
- i To note**, there is a new tenant of the shop unit at the Gartside Building. The rental remains £400/month. The Clerk to report.
To consider, any further action on this matter.
Thanks to the Clerk and to the Service Provision Committee for facilitating this quick turnaround.
- ii To note**, with regard to the garage and allotment tenancies, just to remind Members, the rates of this year's tenancies were reviewed last year with the only change being that ½ sized allotment plots will go up by £5/a from £20/a to £25/a from 1st April 2023. Full-sized plots and garages would remain price unchanged.
- 2223 88** **Appointment of External Auditor** **7.56 pm**
- To note**, there has been a recent contract review process to appoint an external auditor for West Yorkshire Councils for the period 2022-2027. West Yorkshire will continue to have PKF Littlejohn LLP as its external auditor.
- 2223 89** **Internal Control Check** **7.57 pm**
- To note**, the Committee's Deputy Chair completed the internal control checks Thursday 3rd November for the first two quarters of the financial year, - APR-JUN and JUL-SEP. He found no errors other than those already disclosed and resolved by the RFO/Deputy Clerk.
Thanks to the Deputy Chair for undertaking this task.

Holme Valley Parish Council

- 2223 90** **Banking** **7.58 pm**
- To approve** the new, amended, reformatted and updated list of regular payments. **(O)**
The Parish Council's internal auditor asked for more detail on the types of regular payments, including information on the dates of longer-term contracts and the total values thereof.
The RFO/Deputy Clerk is trying to get some information from the various contracted parties regarding the contract terms etc so this is just a draft list at present for the auditor to review progress.
- 2223 91** **Financial Records for the website** **8.00 pm**
- To note**, the financial records for September and October have been posted to the Parish Council's website accessible from Quick Links on the homepage.
- 2223 92** **The Maintenance Contractor's Contracts** **8.01 pm**
- To note**, the Service Provision Standing Committee has renewed the maintenance contractor's annual contracts with details unchanged for 1) Holmfirth toilets and 2) seats and shelters.
To note, a contract tendering process will be undertaken by the new Service Provision Committee in 2023 to cover the term of the new Council. Given the size of the contracts, a full tendering process will not be needed but three quotations will be sought for each contract with the aim of getting best value for the Parish Council.
- 2223 93** **Risk Assessment** **8.02 pm**
- To approve**, the updated Parish Council risk assessment from November 2022 covering the year ahead. The RFO has included the counting and depositing of donations from Holmfirth toilets as recommended by the internal auditor. **(P)**

Holme Valley Parish Council

- 2223 94** **The Parish Council's Budget for 2023-24** **8.03 pm**
- i**
- Q. To note**, the Planning Standing Committee's projected expenditure for 2022-23, its budget request for 2023-24, and the RFO's report. **(Q)**
 - R. To note**, the Climate Emergency Standing Committee's projected expenditure for 2022-23, its budget request for 2023-24, and the RFO's report. **(R)**
 - S. To note**, the Publications and Communications Standing Committee's projected expenditure for 2022-23, its budget request for 2023-24, and the RFO's report. **(S)**
 - T. To note**, the Staffing Standing Committee's projected expenditure for 2022-23, its budget request for 2023-24, and the RFO's report. **(T)**
 - U. To note**, the Service Provisions Standing Committee's projected expenditure for 2022-23, its budget request for 2023-24, and the RFO's report. **(U)**
 - V. To note**, the RFO's suggestions regarding the Administration budget's projected expenditure for 2022-23, suggested budget for 2023-24, and the RFO's report. **(V)**
 - W. To note**, the RFO's suggestions regarding the Finance and Management Committee's projected expenditure for 2022-23, suggested budget for 2023-24, and the RFO's report. **(W)**
 - X. To note**, the full Holme Valley Parish Council projected expenditure for 2022-23, suggested budget for 2023-24, and the RFO's report. **(X)**
- ii** **To consider**, a recommendation to full Council of a budget for Holme Valley Parish Council for the Council year 2023-24.
- 2223 95** **Holmfirth Market** **8.40 pm**
- To note**, the Clerk's letter to Adele Poppleton regarding Holmfirth Market and Adele Poppleton's reply. **(X)**
To consider, any further actions on this matter.
- 2223 96** **Publicising the work of Holme Valley Parish Council** **8.42 pm**
- To consider**, recent events or news that this Committee wishes to publicise via the press, Parish Council website or social media.
- Close of Meeting** **8.45 pm**

Holme Valley Parish Council

Please note that timings on the agenda are given for guidance of the Chairman and the Council only and should not be taken as the time at which discussion of a particular item will commence. The Committee may agree to defer (in whole or part) any items on the Agenda, if necessary.



Mr Richard McGill
Responsible Finance Officer and Deputy Clerk to the Council

Holme Valley Parish Council
Holmfirth Civic Hall, Huddersfield Road, HOLMFIRTH HD9 3AS
Telephone: 01484 687460
Email: deputyclerk@holmevalleyparishcouncil.gov.uk