

Holme Valley Parish Council

DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 21 NOVEMBER 2022

Those present:

Chair: Cllr P Colling

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

Officer: Mr R McGill (RFO/Deputy Clerk)

Also present: Mrs J McIntosh (Clerk)

Welcome

The Committee Chair welcomed Members, Officers and two members of the public to this meeting of the Finance and Management Committee.

One of the members of the public was present to speak in support of a grant application.

RESOLVED: Members voted to move that item up the running order, so it was considered after 2223 63, and to thence suspend standing orders for the member of the public to be able to speak and answer questions on the application.

The second member of the public is a Holme Valley Parish Councillor who was in attendance to present a report for consideration on the future of the Climate Emergency Standing Committee.

RESOLVED: Again, Members voted to move the item up the running order, so it was considered after the grant application and after confirming the minutes.

Public Question Time

RESOLVED: Because of the above resolutions, no one spoke during Public Question Time.

2223 75

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 76

To accept apologies for absence

Cllr RP Dixon had tendered a reason with his apology. Cllrs M Bustard has a dispensation.

RESOLVED: The reasons for Cllr Dixon's and Cllr Bustard's apologies were approved by the Committee.

Cllr Greaves had notified the Committee that he would be late.

1902hrs Cllr East arrived at this time.

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2223 77 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

Cllr Mary Blacka declared a personal interest in 2223 95 Holmfirth Market.

2223 78 To consider written requests for new DPI dispensations

None had been received.

As resolved above, the agenda order was changed at this point to review the single grant application being considered this evening.

1905hrs Cllr Carré arrived during this item.

2223 83 Grant Applications

From 4315 Grants – Other community assets

- i Members considered a grant application from fairandfunky Community Interest Company 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.

Members noted 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.

RESOLVED: The grant of £995 to fairandfunky towards a replacement smoothie bike was approved.

- ii **NOTED:** The Committee noted that the next regular round of grant applications will be held in February 2023. Finance and Management grant applications would be reviewed 20 February 2023; Service Provision grant applications would be reviewed 27 February 2023. The latter is dependent on whether Council approves this budget line being allowed to go further over-budget.

The meeting returned to agenda order at this point.

2223 79 To consider whether items on the agenda should be discussed in private session

RESOLVED: Members resolved that item 2223 81i should be heard in private.

2223 80 To confirm the Minutes of the previous Committee meeting

APPROVED: The Chair pointed out an error in the minutes. Members approved the Minutes of the Finance and Management Committee Meeting held on 19 September 2022, numbered 2223 59 to 2223 74 inclusive assuming the correction of the error.

1930hrs Cllr Greaves arrived during this item.

Referral from the Climate Emergency Standing Committee

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 Climate Emergency Standing Committee Members were present, one a Councillor present as a member of the public and one, the Committee Chair, present also as Member of the Finance and Management Committee. Each presented a paper for consideration:

- *Discussion Paper Regarding the Future of the Climate Emergency Committee within the Parish Council [Cllr Hogley]*
- *An alternative proposal to merging the climate emergency committee with the pubs and coms committee. [Cllr Sheard]*

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Members considered a motion to recommend 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 would merge to form a Climate Action and Communications Committee.

RESOLVED: The Finance and Management Committee resolved to recommend to full Council to merge the Climate Emergency Standing Committee and the Publications and Communications Standing Committee with an amendment that this would happen pending a review of those Committees.

RESOLVED: The Finance and Management Committee resolved to recommend to full Council to maintain a budget for that merged Committee based on carrying forward the individual budgets of each as agreed by the Committees.

RESOLVED: The Finance and Management Committee resolved to recommend to full Council to hold a staffing budget based on the creation of a new assistant clerk role with a budget of £79,792 as approved by the Staffing Standing Committee.

All other considerations from the agenda, would be deferred dependent on the outcomes of the review of the Committees:

Deferred: **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.

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

Deferred: **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.

The Committee returned to the agenda running order.

2223 82

Grants

NOTED: The Committee noted the rolling list of grants against budgets updated with the grant awards made or authorised by full Council at its meeting 10th October 2022.

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2223 84

Accounts for Payment

- i **NOTED:** The Committee noted that £52 had been spent from the Chairman's Expenses for tickets to Holme Valley Lions 42nd Charter Dinner. The Chairman had 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 **NOTED:** The Committee noted the completed Schedules of Payments for September 2022.
- iii **NOTED:** The Committee noted the completed Schedules of Payments for October 2022.
- iv The Committee considered the pending month-to-date transactions of the Schedule of Payments for November 2022.
RESOLVED: The Committee approved the pending payments on the November Schedule of Payments.

2223 85

Financial Statements

- i **NOTED:** Members noted the accounting statements for September 2022:
 - (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 **NOTED:** Members noted the accounting statements for October 2022:
 - (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
The RFO/Deputy Clerk reported on some budget lines that would likely be over budget by the end of the financial year. These were:

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.

On the expenditure side:
 - 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.

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- 4235 Insurance is significantly over budget. No further action is 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.

Bearing these insights in mind, Councillors reviewed the most up-to-date report for October 2022 and considered whether any action was needed to manage specific budget lines, cost centres budgets or the overall budget. Cllr Hogley pointed out, with regard to high printing costs, that it would be advantageous and cost-effective if more Councillors accessed documentation for meetings through electronic means rather than requiring a costly, hard, paper copy.

Cllr Hogley pointed out that the 4755 Youth Facilities budget is overspent and therefore would not have available money to award in the next February grants cycle. The Clerk pointed out that the Service Provision Committee had resolved to ask Council to ask for a further recourse to general reserves to fund awards in February.

RESOLVED: The Committee resolved not to undertake specific actions to manage specific budget lines, cost centres budgets or the overall budget at this time other than that suggested by Cllr Hogley.

iv. Earmarked Reserves

The RFO/Deputy Clerk reported on the current situations of the Parish Council's earmarked reserves. His comments were:

- 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.
- The expectation is that 325 EMR Election Fund will move into the budget next year as it is election year and topped up with an additional £5,000 from this year's budget and an additional £5,000.
- Holmfirth Civic Hall Community Trust will likely apply for the full amount in 329 EMR Holmfirth Civic Hall in the February grants cycle.
- 334 EMR Holme Moss Viewpoint will likely be spent this year.
- 333 EMR Holmfirth Tech will be reduced to zero after the recent grant award towards an accessible kitchen.
- 336 EMR Royal Events will likely be spent this financial year, - recommendations to Council to spend £9,000 on the Coronation, - specific focus undecided, - and £1,000 on a beacon-lighting event for the Coronation.
- £5,000 337 EMR COVID Memorial is anticipated to be spent this year. An

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additional £1,000 via virement or from general reserves would be requested.

- £50,000 remains in 338 EMR Children's Playgrounds. The RFO/Deputy Clerk reported that he 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. **NOTED:** Members noted the email exchange between the RFO/Deputy Clerk and Kirklees Officers on the playgrounds project.

The Committee did discuss at this point whether the money in this earmarked reserve might be better used on other projects or priorities of the Parish Council.

- 339 EMR If It's Not Far Leave the Car was planned to be spent this year.

RESOLVED: The Committee resolved not to undertake specific actions to manage specific earmarked reserves, cost centres reserves or the overall reserves at this time.

Cllr Greaves suggested that contact should be made with Holme Valley South Councillors to better understand the Kirklees programme for works on playgrounds that might call on 338 EMR Children's Playgrounds.

2223 86 Considerations with budgetary implications

i. Solar panels for Holmfirth Toilets

Members considered identifying or creating a budget line or earmarked reserve to fund the potential installation of solar panels on the roof or Holmfirth public toilets including a planning application.

Cllr Hogley reported that 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 Officers were supportive of the project.

RESOLVED: The Committee resolved that the Climate Emergency Standing Committee budget line Energy Strategy (£2,500 remaining 2022-23; £10,000 requested for 2023-24) would be a potential source of money to fund this if further investigative work identified it as an appropriate project for the Parish Council.

ii. Holme Moss Viewpoint Topograph

Members considered a recommendation to full Council to ringfence additional money to fund the installation of a topograph at Holme Moss.

RESOLVED: The Committee resolved to recommend to full Council that unspent money in the 2022-23 Royal Events budget might be used to add to the existing earmarked reserve. The unspent budget is currently £3,325 underspent.

The Committee recommended to Council to add a total of £5,000 to the Topograph budget line.

[Pending expenditure on the Coronation for the year ahead would be sourced from the existing, Royal Events earmarked reserve which has a £10,000 holding, so this

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should not affect the Parish Council's expenditure on the Coronation.]

2223 87 Tenancies

- i. **NOTED:** Members noted the Clerk's report that there is a new tenant of the shop unit at the Gartside Building. The rental remains £400/month. The arrangement of the new tenancy is currently a 'tenancy at will,' but the Parish Council's solicitors are working on a longer tenancy agreement with the tenant.
The Committee thanked the Clerk and the Service Provision Committee for facilitating this quick turnaround.
The Committee considered any further action on the Gartside tenancy.
RESOLVED: No further action at this time.
- ii. **NOTED:** The Committee noted that, with regard to the garage and allotment tenancies, the rates of this year's tenancies had been 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. Tenants would be advised again of the change when new tenancy agreements are sent out in the new year.

2223 88 Appointment of External Auditor

NOTED: The Finance and Management Committee noted that there had been a recent contract review process to appoint an external auditor for West Yorkshire Councils for the period 2022-2027 and that West Yorkshire will continue to have PKF Littlejohn LLP as its external auditor.

2223 89 Internal Control Check

NOTED: Members noted that the Committee's Deputy Chair had 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.
Members thanked the Deputy Chair for undertaking this task.

2223 90 Banking

The RFO reported that the Parish Council's internal auditor had asked for more detail on the types of regular payments of the Parish Council, including information on the dates of longer-term contracts and the total values thereof.
The RFO/Deputy Clerk reported that he is still 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.
Members considered the draft, new, amended, reformatted and updated list of regular payments.
RESOLVED: The Committee approved the draft, new, amended, reformatted and updated list of regular payments as a work in progress with some amendments/corrections.

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2223 91 Financial Records for the website

NOTED: Members noted that the financial records for September and October had been posted to the Parish Council's website accessible from Quick Links on the homepage.

2223 92 The Maintenance Contractor's Contracts

NOTED: Members noted that the Service Provision Standing Committee had renewed the maintenance contractor's annual contracts with details unchanged for 1) Holmfirth toilets and 2) seats and shelters.

NOTE: Members noted that 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

Members considered the updated Parish Council risk assessment from November 2022 covering the year ahead including the counting and depositing of donations from Holmfirth toilets as recommended by the internal auditor.

RESOLVED: The Committee approved the risk assessment.

2223 94 The Parish Council's Budget for 2023-24

i.

- Q. NOTED:** Members noted the Planning Standing Committee's projected expenditure for 2022-23, its budget request for 2023-24, and the RFO's report.
- R. NOTED:** Members noted the Climate Emergency Standing Committee's projected expenditure for 2022-23, its budget request for 2023-24, and the RFO's report.
- S. NOTED:** Members noted the Publications and Communications Standing Committee's projected expenditure for 2022-23, its budget request for 2023-24, and the RFO's report.
- T. NOTED:** Members noted the Staffing Standing Committee's projected expenditure for 2022-23, its budget request for 2023-24, and the RFO's report.
- U. NOTED:** Members noted the Service Provisions Standing Committee's projected expenditure for 2022-23, its budget request for 2023-24, and the RFO's report.
- V. NOTED:** Members noted the RFO's suggestions regarding the Administration budget's projected expenditure for 2022-23, suggested budget for 2023-24, and the RFO's report.
- W. NOTED:** Members noted 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.

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X. **NOTED:** Members noted the full Holme Valley Parish Council projected expenditure for 2022-23, suggested budget for 2023-24, and the RFO's report.

ii. Members considered a recommendation to full Council of a budget for Holme Valley Parish Council for the Council year 2023-24.

RESOLVED: The Finance and Management Committee approved a budget to recommend to Council (attached) 12th December 2022. This budget would not involve an increase in the precept and the charge to households. It would be realised by restructuring budgets and decommissioning earmarked reserves.

The Committee acknowledged that this level of deficit is not sustainable for the Parish Council and, if the Parish Council wanted to maintain a similar delivery in 2024-25, then an increase to the precept and household charge is perhaps unavoidable.

2223 95 Holmfirth Market

NOTED: The Committee noted the Clerk's letter (drafted by Cllr Hogley) to Adele Poppleton regarding Holmfirth Market and Adele Poppleton's reply.

Members considered any further actions on this matter.

RESOLVED: It was resolved that the Clerk would contact Adele Poppleton and ask her whether the information on the stance of Kirklees Markets to the Holmfirth Market project included in her email to the Parish Council had been shared with the licensee, Holmfirth Forward, and with market traders.

2223 96 Publicising the work of Holme Valley Parish Council

Members considered recent events and news including the outcomes of this meeting that this Committee wished to publicise via the press, Parish Council website or social media.

RESOLVED: The RFO/Deputy Clerk would publicise grants awarded and would report the budget once finalised and agreed by Council in December.

Close of Meeting 10pm

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Chairman