

Holme Valley Parish Council

MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD VIA ZOOM ON MONDAY 12th SEPTEMBER 2020

Those present:

Chairman: Cllr M Pogson

Councillors: Cllrs M Blacka, P Colling, P Davies, RP Dixon, C Greaves, R Hogley, J Sweeney.

Officer: Mr Richard McGill

Also present: Mrs E Bennett, Clerk to the Council

Welcome

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

Public Question Time

Three members of the public joined the meeting. One member of the public who organised Holmfirth Film Festival spoke of a plan being proposed for all major Holmfirth festivals (including the Festival of Folk and the Arts Festival) to participate in a “Holmfirth 2021: The Year of Festivals” year-long event whereby festivals shared branding, publicity and brochures under the overarching banner. Two members of the public, - one each from Honley Cricket Club and Honley Library, - spoke in support of their bids for grants. Another member of the public who intended to speak on behalf of the Honley Community Growers application tried to join the meeting but was unable to do so owing to technical problems.

2021 22 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.

2021 23 To accept apologies for absence

RESOLVED: Apologies for absence were received from Cllr D Hall.
Cllr Greaves had advised he would join the meeting after an earlier meeting had finished.

2021 24 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

None were disclosed.

2021 25 To consider written requests for new DPI dispensations

None had been received.

2021 26 To consider whether items on the agenda should be discussed in private session

RESOLVED: As a matter of approved Parish Council practice, the grants applications would be discussed in private session.

2021 27 To confirm the Minutes of the previous Committee meeting

RESOLVED: The Minutes of the Finance & Management Committee Meeting held on 13 July 2020, numbered 2021 01 to 2021 21 inclusive – previously distributed and already confirmed by Council, - were approved.

Holme Valley Parish Council

2021 28 Applications for Grant

i. The Committee considered a grant application from Honley Library for £1000 towards publicity, resources and workshop leaders for the Children's Book Festival.

RESOLVED: £1000 was awarded to Honley Library.

[Councillor Greaves joined the meeting during the next item.]

ii. The Committee considered a grant application for £1300 from Honley Community Growers for a community growing space towards publicity and resources. The requested amount was higher than the Committee maximum of £1000.

RESOLVED: Committee resolved that the applicant should resubmit the application, revising the amount they are applying for so it is under the £1000 limit, and confirming that they have permission to develop the land designated for the community growing space from Kirklees Council, the current owner.

iii. The Committee considered a grant application from Honley Cricket Club for £1000 towards purchase of replacement sight-screens.

RESOLVED: £200 was awarded to Honley Cricket Club.

2021 29 Accounts for Payment

NOTED: The Committee noted that the former Chairman of Council, Cllr T Bellamy, had reclaimed £460.00 of expenses in September 2020 for his time in office. The Committee noted that Cllr Bellamy intended to make donations to two local charities in October 2020 of £270.00 each from money left over in the Chairman's Allowance. These are to 1) the Full Life Church Food Bank and 2) Square Peg.

RESOLVED: The Committee approved the full Schedule of Accounts for September and October 2020, part-approved by Council already.

2021 30 Financial Statements

RESOLVED: The Committee approved the following accounting summaries

For July 2020:

- (1) Cash Books All Accounts Receipts and Payments (to end 31 July 2020)
- (2) Bank Reconciliation All Accounts (to end 31 July 2020)
- (3) Year-to-date Budget Report (to end 31 July 2020)
- (4) Cash and Investment Reconciliation (to end 31 July 2020)
- (5) Trial Balance (to end 31 July 2020)

For August 2020:

- (1) Cash Books All Accounts Receipts and Payments (to end 31 August 2020)
- (2) Bank Reconciliation All Accounts (to end 31 August 2020)
- (3) Year-to-date Budget Report (to end 31 August 2020)
- (4) Cash and Investment Reconciliation (to end 31 August 2020)
- (5) Trial Balance (to end 31 August 2020)

For September 2020:

- (1) Cash Books All Accounts Receipts and Payments (to end 30 September 2020)
- (2) Bank Reconciliation All Accounts (to end 30 September 2020)
- (3) Year-to-date Budget Report (to end 30 September 2020)
- (4) Cash and Investment Reconciliation (to end 30 September 2020)
- (5) Trial Balance (to end 30 September 2020)

Holme Valley Parish Council

The RFO reported that, to ensure that all staffing expenditure was recorded as such as is required for audit purposes, the expenditure for the Climate Emergency Co-ordinator's Salary/tax/NI/pension was recorded against the Climate Emergency cost centre but was recorded as 4000 Salaries. This currently looks like a deficit, as a budget line was not created at the outset for Salaries under Climate Emergency, but we can do so by creating the line and viring money to it as required from the Mobilisation line towards the year end.

NOTED: The Committee noted the RFO's report.

2021 31 Budget/Precept 2021-22

NOTED: The Committee noted that Standing Committees and Members will be asked to start their budget-planning for Council year 2021-22 and that the RFO will support budget-planners.

RESOLVED:

- The RFO would circulate a calendar to all Councillors regarding the time frames for budget planning and budget approval across the remainder of the financial year.
- The RFO would prepare a report on the likely level of underspend over the full course of the current financial year.
- The RFO would prepare a report to compare the levels of expenditure over the course of each of the last three years.

2021 32 Tenancies

NOTED: The Committee noted that the Council is now receiving payments for the tenancy on the Gartside lettable space occupied by Monty's Loft.

2021 33 Bank Matters

NOTED: The Committee noted that the Clerk and Deputy Clerk/RFO will be updating bank mandates with HSBC, Handelsbanken CCLA over the next few weeks; new mandatees will be forwarded paperwork to complete.

Mandatees will be:

HSBC – Cllrs Hogley, Pogson, T Bellamy, Blacka, Brook, Carré, Colling, Davies and the RFO
Handelsbanken – Cllrs Hogley, Pogson, Brook, Blacka and the Clerk

CCLA - Cllrs Hogley, Pogson, Brook and the RFO

2021 34 Statement of Intent on Training

NOTED: Cllr Blacka reported positively on her attendance on webinar Planning training.

RESOLVED: The RFO/Deputy Clerk to prepare a list of training than has been attended by Councillors for Finance and Management meetings going forward.

2021 35 Financial Records for the website

The RFO/Deputy Clerk reported on the website. He informed the Committee that he had not updated the Council website with new financial records since moving over to the new accounts system because he was unsure whether he should replace all the prior records with the new Rialtas Omega records. The RFO/Deputy Clerk informed the Committee that updating the website with records going back to the start of the year might take him a day of work.

RESOLVED: The Committee decided that the RFO/Deputy Clerk should upload Rialtas Omega financial records for the whole financial year so that the formatting is consistent across the year.

Holme Valley Parish Council

2021 36 Chairman's Charity Donations

The RFO/Deputy Clerk reported that he was unsure what to do with donations received for the upkeep of memorial benches.

RESOLVED: The Service Provision Committee would refer its policy to full Council for approval on this issue, and the RFO/Deputy Clerk would be led by that.

2021 37 Petty Cash

The RFO/Deputy Clerk reported that, under its latest Financial Regulations, the Parish Council had approved ending its Petty Cash system. There is £95.02 in the cash box.

RESOLVED: The Committee resolved that the £95.02 should remain in the Administration (APS) budget once deposited into the HSBC Community account.

2021 38 Holmfirth 2021: The Year of Festivals

The Committee considered plans for this holistic packaging of Holmfirth festivals under an overarching banner, branding and publicity whereby any grant applications to festivals would be split 50% to the individual groups and 50% to an overarching Year of Festivals organisation.

RESOLVED:

- The Committee agreed to offer broad support to this proposal.
- The Parish Council would ask the festivals involved to submit grant applications together to the next meeting of the Finance and Management Standing Committee, the applications reflecting the 50/50 split in the money for which applied between the named festival and the overarching Year of Festivals promotional organisation.
- The Parish Council will encourage the organisers to try and involve the Food and Drink Festival and any other multi-day festivals.
- Cllr Hogley was elected to act as liaison between the Parish Council and the organisers of the Year of Festivals.

2021 39 Grants

The Clerk reported on the recommendations from the Grants Working Party following its review of the grant awards process.

- The Clerk reported on the new Grant Application Form that was proposed to be used for all grants.

RESOLVED: The Committee approved the adoption of the new Grant Application Form with amendments that:

- applicants should submit a record of the organisation's financial reserves at the time of the application (as well as the previous financial year's records) with room for an explanation of the situation;
- there was a section included regarding how the application would help address the climate emergency.

Holme Valley Parish Council

- The Clerk reported on the new Criteria and Guidelines for Grant Applications proposed by the Grants Working Party. Members proposed amendments to the Criteria and Guidelines:
 - Cllr Pogson proposed an amendment regarding wording of the section about addressing the climate emergency.
 - Cllr Blacka proposed an amendment to reflect that applications for grants would be permissible if the beneficiary of the grant received some educational benefit from the activity or project involved irrespective of the age of the persons involved. (The previous wording had only mentioned children.)
 - Cllr Sweeney proposed an amendment regarding the supporting records of reserves held by the organisation making the application, whereby the bank statements of the 6 months prior to the application be included.

RESOLVED: The Committee approved the new Criteria and Guidelines for Grant Applications and Cllr Pogson's, Cllr Blacka's and Cllr Sweeney's amendments thereof.

- The Clerk reported on the recommendation to adopt a process for grant applications from 2021-22 onwards whereby applications are reviewed on two designated dates across the financial year.

RESOLVED: The Committee approved the new process.

RESOLVED: *At this point Members voted to extend the running time of the meeting which had overrun.*

2021 40 Internal Monitoring of the Council's financial systems

The Committee reviewed the RFO/Deputy Clerk's draft of an Internal Control Checklist designed to monitor the financial and management practices and systems, and required by the internal audit.

RESOLVED: The Committee approved the adoption of the Internal Control Checklist.

The Committee considered the request to appoint someone to monitor the systems of the Council using the Internal Control Checklist on at least a quarterly basis.

RESOLVED: Cllr Colling was appointed to this position.

2021 41 Equipment replacement

The Committee considered the Clerk's request to replace her ageing laptop. The Clerk had been advised by an independent computing consultant of three suitable laptops; each had been priced by the RFO/Deputy Clerk at independent retail. Each was under £500.

RESOLVED: The Clerk could replace her laptop up to a price (including VAT) of £500.

2021 42 Representation

No reports were received from representatives to outside bodies.

The Clerk reported that the Council needed to amend its representatives to YLCA as this must be the Chairs of the current Council and the previous Council, that is, Councillors T Bellamy and Cllr Hogley.

RESOLVED: Members approved this change.

Cllr Pogson thanked Members and Officers for their attendance and contribution.

Close of Meeting

Holme Valley Parish Council

.....
Chairman