

# Holme Valley Parish Council

**Draft MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 14 June 2021.**

Those present:

Chairman: Cllr M Pogson

Councillors: Cllrs M Blacka, P Colling, P Davies, RP Dixon, R Hogley

Officer: Mrs Liz Bennett Clerk

## **Public Question Time**

There were no members of the Public present

### **2122 18 Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014**

The Clerk was recording the meeting in audio and the recording will be available on the Parish Council's YouTube channel.

### **2122 19 To accept apologies for absence**

Cllr Greaves and Cllr Hall had given apologies, and these were approved by the Committee. Cllr Sweeney had not given apologies.

### **2122 20 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda**

None were disclosed.

### **2122 21 To consider written requests for new DPI dispensations**

None had been received.

### **2021 22 To consider whether items on the agenda should be discussed in private session**

**RESOLVED:** The Committee resolved that no items should be held in private session.

### **2122 23 To confirm the Minutes of the previous Committee meeting**

**RESOLVED;** to approve the minutes of the Finance & Management Committee Meeting held on 26 April 2021, numbered 2122 01 to 2122 17 inclusive.

### **2122 24 Accounts for Payment**

(1) **NOTED:** The Committee noted that the Chairman of Council had not used any of her Chairman's Allowance during her term of office to date.

(2) **NOTED** the completed list of payments for April 2021.

(3) **RESOLVED:** to approve the pending transactions of the Schedule of payments for May 2021.

### **2122 25 Financial Statements**

**RESOLVED:** to approve the following accounting summaries:

- i. For April 2021:

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- (1) Bank Reconciliations All Accounts (to end 30 April 2021)
- (2) Cash Books All Accounts Receipts and Payments (to end 30 April 2021)
- (3) Trial Balance (to end 30 April 2021)
- (4) Detailed Income and Expenditure by Budget Heading (YTD Budget Report to end 30 April 2021)
- (5) Cash and Investment Reconciliation (to end 30 April 2021)
- (6) Earmarked Reserves (to end 30 April 2021)

## 2122 26 Final accounts

**RESOLVED: to approve the Final Accounts for 2020 to 2021, processed by Rialtas on 26 May 2021.**

## 2122 27 Internal Audit Year End Report

The internal auditor, Safia Kauser, had advised that the Council review its policy on Reserves incorporating recommendations from the Joint Panel on Accountability and Governance (JPAG) practitioners guide such that the council's reserves are reduced. The RFO has presented a revised policy.

**RESOLVED** to accept the revised policy and agreed that there would need to be a later discussion in Full Council about how to manage the excessive reserves that the Council has accumulated.

**RESOLVED** to give a vote of thanks to the RFO and the Auditor for their full and efficient management of the Audit process.

## 2122 28 Accountability and Governance Annual Return

**RESOLVED to approve the AGAR as presented**

**RESOLVED to approve the supporting documentation to the AGAR as presented**

## 2122 29 Tenancies

**NOTED** that all the rental payments for Allotments and Garages had been paid excepting one cheque that had been unsigned.

**NOTED** that rental payments for the Gartside shop had been paid for April and May 2021 at an agreed, reduced rate. The full rental of £400 per month will resume in June. The electricity costs for Gartside shop will be billed quarterly starting at the end of June 2021 for the previous three months.

**RESOLVED** that the payment requested for the repair of the wall at Holme Allotments was reasonable and that it was in all likelihood the responsibility of the Council. It was agreed that as there was no specific budget for maintenance at the allotments, that the management of allotments be moved to Service Provision and that the benches maintenance budget be accessed by that committee.

**RESOLVED** that this recommendation be made to Full Council at the extraordinary meeting on 14 June 2021.

## 2122 30 Statement of Intent on Training

CLlr Colling had attended training on finance and the role of the Internal and external audits. In answer to CLlr Dixon's question, as to why two audits were needed, she said that the external auditor represents the view of the electorate in ensuring that the council uses public money appropriately. The Internal auditor ensures that the council is acting to the appropriate guidelines and is there to

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help the Council. Cllr Colling recommends this training to all Councillors and even new Councillors.

**2122 31 Financial Records for the Website**

**NOTED** that the financial records for April 2021 have been uploaded to the Council Website.

**2122 32 Financial Internal Controls**

**Noted** that Cllr Colling had undertaken the checks on the Council's financial records for the month of April 2021 and no amendments were required.

**2122 33 To receive reports from representatives to outside bodies**

Councillor Bellamy had reported to the Clerk that he continued to attend the Peak Park meetings and that there were papers coming to the Council regarding their hopes to encourage affordable housing.

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Chairman