

Holme Valley Parish Council

MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 17 JANUARY 2022

Those present:

Chair: Cllr P Colling

Councillors: Cllrs M Blacka, S East, M Pogson

Officer: Mr Rich McGill (RFO/Deputy Clerk)

Also present: Mrs Jen McIntosh (Clerk)

Public Question Time

The meeting started at 1905hrs when it became quorate.

Two members of the public attended in support of grant applications.

The Chair proposed that standing orders be suspended during item 2122 75 to allow applicants to answer questions and speak on behalf of their applications under that agenda item.

RESOLVED: This motion was passed.

2122 69 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 video format and the recording will be available on the Parish Council's YouTube channel.

No-one else wished to record the meeting.

2122 70 To accept apologies for absence

Cllr Bustard, Cllr Davies, Cllr RP Dixon, Cllr Greaves, Cllr Hogley, Cllr Sweeney had given apologies. The reasons for these apologies were approved by the Committee.

Cllr Gould was not in attendance.

Cllr East had given notice that he would be late, and he arrived at 1905hrs. The meeting started on his arrival.

2122 71 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

Cllr Blacka declared a personal interest in the record of the grant application for Friends of Cliff Recreation Ground under item 2122 75.

2122 72 To consider written requests for new DPI dispensations

None had been received.

2122 73 To consider whether items on the agenda should be discussed in private session

RESOLVED: Members resolved as that item was discussed that 2122 78 ii should be heard in private.

2122 74 To confirm the Minutes of the previous Committee meeting

APPROVED: Members approved the Minutes of the Finance & Management Committee Meeting held on 22 November 2021, numbered 2122 56 to 2122 68 inclusive.

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2122 75

Applications for Grants

The Committee considered three grant applications from public community groups. Both were considered as Finance and Management projects and events grants.

Standing Orders were suspended at this point to allow the applicants to discuss their applications.

4405 Finance and Management Grants budget line (balance at the start of the meeting £11,385)

- A. The Finance and Management Committee considered a grant application from Holmfirth Film Festival for £1000 towards venue hire and multi-festival promotions.
RESOLVED: The Committee awarded Holmfirth Film Festival £1,000 for venue hire and multi-festival promotions.
The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19
- B. The Finance and Management Committee considered a grant application from Holme Valley Sharing Memories for £987 towards an art project for older people and people with disabilities. The grant would go towards artists, room hire, transportation, insurance, materials, volunteer expenses.
RESOLVED: The Committee awarded Sharing Memories £987 for the art project.
The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19
- C. The Finance and Management Committee considered a grant application from Honley Junior Football Club Under 7s for £350 for heavy-duty, pop-up gazebos.
RESOLVED: The Committee awarded Honley Junior Football Club Under 7s £350 for their shelters.
The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19

The remaining budget in 4405 Finance and Management Grants budget line would be £10,398.

The Parish Council had received an expression of interest form from Holme Village Community Centre Board of Trustees for £5000 towards a new electricity supply to the building. This was an expression of interest rather than a grant application. The RFO reported that Officers would have advised that the group submit an actual grant application, but timings disallowed this. There is currently only £2,017 in the Other Community Assets budget. Members considered options on how to manage this pending application. Options the Committee considered included:

1. To recommend that the Board of Trustees submits an application for £5000 in the new financial year.
2. That the Board of Trustees applies for the £2,000 this financial year at the 14th March meeting, and for £3000 in the new financial year.
3. To recommend to Council that the Other Community Assets earmarked reserve could be used, - currently holds £9,723, - and an amount be moved from the reserve onto the budget.
4. To recommend to a Council a virement from 4405 Finance and Management Grants.

RESOLVED: The Committee voted to recommend to the next meeting of Council to vire £5,000 from the earmarked reserve 323 EMR Community Assets - Others in the Home Valley. This currently holds £9,723, and this would be reduced to £4,723.

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2122 76 Accounts for Payment

(1) **NOTED:** Members noted the expenditure of £37.50 from the Chairman of Council's expenses on flowers and a card for a Councillor who had been ill.

(2) **NOTED:** Members noted the completed Lists of Payments for November and December 2021.

(3) Members considered the pending transactions of the Schedule of Payments for January 2021 month-to-date.

RESOLVED: The Schedule of Payments for January month-to-date was approved.

2122 77 Financial Statements

NOTED: Members noted the following accounting summaries as detailed below:

For November 2021:

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

2122 78 Tenancies

- i. **NOTED:** Following the Committee's prior approval of the revised costs of tenancies, the Committee noted that the RFO/Deputy Clerk would be preparing the tenancy packs for 2022-23 for distribution in February 2022.

RESOLVED: The next item was heard in private session, approved at this stage.

- ii. **NOTED:** Members noted the Deputy Clerk's report on the Gartside building.

NOTED: Members noted that the RFO/Deputy Clerk has submitted the Building Control Application regarding the fitting out of the shop within the Gartside Building.

2122 79 Revised Tax Base, new Precept calculations and revised Holme Valley Parish Council Budget for 2022-23

- a. **NOTED:** Members noted that Kirklees Council had submitted the new tax base calculation for 2022-23 for the Holme Valley.
- b. **RESOLVED:** The Committee approved the recommendation to Council of the revised Precept and Charge based on the new tax base calculation. The increased tax base means that the Precept and Special Expenses Grant will increase. The revised Precept for 2022-23 will be £282693. The revised Special Expenses Grant will be £3328

These calculations would also be forwarded by the RFO/Deputy Clerk to Kirklees at this stage as draft Precept figures as requested by Amy Whibley, Senior Finance Officer.

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- c. **NOTED:** Given the updated Precept figures, the Committee approved the revised, draft Budget 2022-23 to reflect the new figures for presentation to Council.

2122 80 Policies and Procedures

The internal auditor had made some recommendation to facilitate some financial processes.

1. **RESOLVED:** With regard to procurement thresholds in the Financial Regulations 11.1 section h) the Committee resolved to recommend to Council that the Financial Regulations be amended so that three quotations would only be needed to be sought for goods or materials of value between £1000 and £3000. This would replace the current Regulations wherein three quotations should be sought for goods or materials of value between £100 and £3000.
2. With regard to the contract between the Parish Council and West Yorkshire Combined Authority, the Committee debated how to manage this, so it fell within the terms of the Financial Regulations. Members considered: 1. a long-term contract or 2. an exemption for this contract and for it to be added to the exemption list in the Financial Regulations 11.1. **RESOLVED:** The Committee resolved that option 1 would be preferred and the Parish Council would investigate a longer-term contract with the WYCA. As the Service Provision Standing Committee oversees this relationship, that Committee would be tasked with reviewing the contract situation.
3. The internal auditor had recommended to the Parish Council to amend the Asset Register Policy to include a section on the disposal of assets. The RFO/Deputy Clerk has revised the policy including a disposal form. **RESOLVED:** The new Asset register Policy would be recommended to Council for adoption.
4. The internal auditor had further recommended that the Parish Council develop and adopt a Risk Management Policy Statement in accordance with Financial Regulations 17.1. The RFO/Deputy Clerk had drawn up such a Statement **RESOLVED:** The Committee resolve to recommend the Risk Management Policy Statement to Council.

2122 81 Banking

Two Councillors had been tasked with looking into potential, new, greener, more ethical banking options for the Parish Council.

RESOLVED: As neither was present at the meeting, this item was deferred to the next meeting.

2122 82 Financial Records for the website

NOTED: Members noted that the financial records for November 2021 have been uploaded to the Council website accessible from Quick Links. December will be added as soon as bank statements are received.

The meeting finished 9.10PM

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Chairman