

Holme Valley Parish Council

DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 25 APRIL 2022

Those present:

Chair: Cllr P Colling

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

Officer: Mr Rich McGill (RFO/Deputy Clerk)

Also present: Mrs Jen McIntosh (Clerk)

Welcome

The Chair welcomed Members to this first Committee meeting of the new Council Year 2022-23.

Public Question Time

A member of the public was present to speak in support of a grant application.

RESOLVED: The Committee resolved that standing orders could be suspended under item 2223 08 to allow the member of the public to talk and answer questions in support of the application at that time.

2223 01 Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

The RFO/Deputy Clerk had intended to record the meeting for upload to the Parish Council's YouTube channel. Unfortunately, the recording cut out after a brief period.

No-one else wished to record the meeting.

2223 02 To accept apologies for absence

Cllrs Bustard & East had tendered apologies and these was approved by the Committee.

[Cllr Pogson had sent an email that he would be absent but this was not received by Officers or the Chair until after the meeting.]

Cllr RP Dixon and Cllr Greaves joined the meeting a couple of minutes after the start at 1902hrs. Cllr Sweeney was not in attendance.

2223 03 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

None were disclosed.

2223 04 To consider written requests for new DPI dispensations

The Clerk did confirm that a DPI dispensation had been received but that the paperwork still lay with the Kirklees Monitoring Officer.

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2223 05 To consider whether items on the agenda should be discussed in private session

RESOLVED: Members resolved that no items should be heard in private.

2223 06 To confirm the Minutes of the previous Committee meeting

APPROVED: Members approved the Minutes of the Finance & Management Committee Meeting held on 14 March 2022, numbered 2122 83 to 2122 99 inclusive.

2223 07 Grants

- i NOTED:** Members noted that one meeting of the Grants Working Group had taken place with a project plan created and tasks allocated to Members. People attending commented positively about the meeting.
- ii NOTED:** Members noted the record of Grants against Budgets 2021-22 for the whole year and the moneys that had been unspent.
- iii NOTED:** Members noted that the RFO has publicised the grant awards for 2021-22 on social media.
- iv NOTED:** Members noted that, of the grants awarded last year, the only one not paid was one to Honley Business Association for CCTV. This has since been paid and treated as a debt in the end-of-year accounts.
- v** Members considered a request from Holmfirth Arts Festival to modify the scope of the grant they had previously been awarded. The Festival team asked that a grant not be used to fund a Children's Parade but towards a Music in the Garden event.
RESOLVED: The Committee approved this change of scope for the grant.
- vi Expressions of Interest forms**

Members considered whether to ask community groups to submit expressions of interest forms ahead of the next budget planning cycle in autumn 2022.

RESOLVED: The Committee resolved that expressions of interest forms would not be used at this time. Members would assess future grants need for budget setting using the ongoing grant applications.

2223 08 Applications for Grants

From 4315 Grants – Other Community Assets

- i To consider** The Committee considered a grant application from Hepworth Community Association for £5,000 towards structural, remedial work on Hepworth Village Hall. This was a deferred application from 2021-22.
RESOLVED: The Committee awarded Hepworth Community Association £5,000. The legal power for this would be Local Government Act 1972 Section 133

ii From 4405 Grants – Projects and Events

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The Committee considered a grant application from Hade Edge Residents Association for £500 for bunting and flags for the Queen's Platinum Jubilee.

RESOLVED: The Committee awarded Hade Edge Residents Association £100.

The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19.

- iii The Committee considered a grant application from Burrhouse Court and New Street Tenants and Residents for £100 towards a Platinum Jubilee event.

RESOLVED: The Committee awarded Burrhouse Court and New Street Tenants and Residents £100.

The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19.

- iv The Committee further considered whether these last named awards from 4405 Grants - Projects and Events under 2223 08 ii and iii might be put to Council for the amounts to be vired from a Publications and Communications Royal Events budget line or earmarked reserve since the Publications and Communications Committee oversees expenditure towards royal events.

RESOLVED: The Committee resolved that both awards should be awarded from 4405 Grants – Projects and Events and that no additional virements from other budgets should be sought.

2223 09 Accounts for Payment

- i **NOTED:** Members noted that there had been no additional expenditure from the Chairman's Expenses since the last meeting.

- ii **NOTED:** Members noted the completed Lists of Payments for March 2022.

- iii Members considered the pending month-to-date transactions on the Schedule of Payments for April 2022.

RESOLVED: The Committee approved the month-to-date Schedule of Payments for April 2022

- iv Cllr Hogley sought approval for payments involved in the financial plan of the Queen's Jubilee Wildflower & Tree Project.

RESOLVED: The Committee approved the payments set out in Cllr Hogley's report.

2223 10 Financial Statements

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NOTED: Members noted the following accounting summaries

i For February 2022:

- (1) Bank Reconciliations All Accounts (to end 28 February 2022)
- (2) Cash Books All Accounts Receipts and Payments (to end 28 February 2022)
- (3) Trial Balance (to end 28 February 2022)
- (4) Detailed Income and Expenditure by Budget Heading (YTD Budget Report to end 28 February 2022)
- (5) Cash and Investment Reconciliation (to end 28 February 2022)
- (6) Earmarked Reserves (to end 28 February 2022)
- (7) VAT Return quarter to date

ii For March 2022:

- (1) Bank Reconciliations All Accounts (to end 31 March 2022)
- (2) Cash Books All Accounts Receipts and Payments (to end 31 March 2022)
- (3) Trial Balance (to end 31 March 2022)
- (4) Detailed Income and Expenditure by Budget Heading (YTD Budget Report to end 31 March 2022)
- (5) Cash and Investment Reconciliation (to end 31 March 2022)
- (6) Earmarked Reserves (to end 31 March 2022)
- (7) VAT Return quarter - submitted

NOTED: Members specifically noted the following aspects of the accounting summaries:

- a. The VAT reclaim of £1153.82 had been submitted 19th April 2022.
- b. On the HSBC Current Account - Cash Book 1 the receipt of £4,620.91 from Holmfirth Civic Hall Community Trust had been included as a negative payment rather than as income. This is because this receipt is a reimbursement rather than income proper, and it should not show up in the records as income.
- c. On the HSBC Current Account - Cash Book 1, with regard to the payment of a grant of £5,000 to Holme Village Community Centre, this had been shown as having been paid from 4315 Other Community Assets via the earmarked reserve 323 EMR Community Assets – Others in the Holme Valley, - as approved by full Council. The 6000 code in the cash book identified a transfer from EMR.
- d. The report of the virement of £387 from 4705 Christmas Provision to 4755 Youth Facilities, - as approved by full Council, - and subsequently the payment of £5,000 to Kirklees Youth Forum that the virement was approved to fulfil. Description in the report.
- e. The journal entry of the movement of £2,017 from 4315 Other Community Assets to the earmarked reserve 323 EMR Community Assets – Others in the Holme Valley, - as approved by full Council. This had been earmarked for 10th Holme Valley (New Mill) Scouts for their new hut. Description in the journal entry.
- f. The journal entry of the creation of an earmarked reserve 334 EMR for the Holme Moss Viewing Point Project and the movement of £935 from general reserves to that reserve. Explanation in the journal entry.
- g. The payment of £10,000 to Holmfirth Civic Hall Community Trust towards energy-saving measures.

2223 11

Tenancies

NOTED: The Committee noted that all payments have been received for the annually

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- i paid tenancies, - garages and allotments, - though the cheques have not been banked yet. The RFO would make sure the cheques are paid in imminently. Arrangements had been made with the Clerk to co-sign the contracts for return to the leasers.
- ii **NOTED:** Regarding tenancy rent arrears, the Committee noted that, to date, all plans for meeting rent arrears were being followed.

2223 12 Final Accounts 2021-22

NOTED: The Committee noted that the RFO had completed the accounts for April 2022. The RFO reported that he would consult with the Committee Chair and Members with regard to the end of year submissions before sending to Council for approval and signature by the Chairman of Council at the Annual Council Meeting.

2223 13 Interim Internal Audit

NOTED: The Committee noted that the date for the final part of the internal audit had been set for 18th May after full Council has approved the final accounting statements and the Annual Governance and Accountability Return at the Council meeting 16 May.

2223 14 Internal Control Check

RESOLVED: The Committee thanked Cllr Hogley for undertaking the internal control checks for 2021-22 and Cllr Bustard for agreeing to do the checks for 2022-23. The first of the quarterly checks would be in early July 2022 and cover the months April-June 2022, date to be arranged nearer the time.

2223 15 Banking

NOTED: Members noted that, unfortunately, the RFO has not had a chance to talk to Unity Trust bank about their banking options. This would be more manageable once the final accounts are submitted and the internal audit complete.

2223 16 Utility Aid

Members heard a report from the RFO on the difficulties of staying on top of the cheapest tariffs on utilities for Holmfirth toilets given the Officers' workloads. Members considered using the organisation Utility Aid to broker the Parish Council's energy supply for Holmfirth toilets.

RESOLVED: The Committee resolved to consult with Utility Aid regarding their programme and for Utility Aid to look into utilities packages including a potential "green" option which was more environmentally friendly.

2223 17 Insurance Provision for the Parish Council

The RFO reported on difficulties with the Parish Council's insurance cover for 2022-23. Positively, however, he reported that the Parish Council and the Civic Hall were both

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covered at the time of the meeting. The broker said payment could be delayed until after formal ratification by full Council 16 May 2022.

RESOLVED: The Committee resolved that Cllr Colling, as Chair of Finance and Management, and Cllr Pogson, as Chair of Holme Valley Parish Council, would review the insurance documents ahead of a proposal of the insurance package to full Council.

2223 18 Financial Records for the website

NOTED: Members noted that the financial records for February and March 2022 had been uploaded to the Council website accessible from Quick Links.

2223 19 Publicising the work of Holme Valley Parish Council

RESOLVED: The grant awards from this meeting would be publicised via the Parish Council website and social media.

**Close of Meeting
The Meeting finished at 822pm**

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Chairman