

Holme Valley Parish Council

MEETING OF THE SERVICE PROVISION COMMITTEE MONDAY 7 NOVEMBER 2022

Present: Cllr Sean East, Cllr Duggs Carré, Cllr Donald Firth, Cllr Chris Green (following item 2223 47)

Apologies and reasons approved: Cllr Mary Blacka, Cllr Jason Brook, Cllr Tom Dixon

Dispensation in place: Cllr Di Hall

Absent: none

The Clerk, Jen McIntosh, was in attendance to take minutes.

DRAFT MINUTES

| | Public Question Time |
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| | <p>Prior to the commencement of the business session of the Committee, there was an open session for members of the public to speak to Committee Members.</p> <p>One member of the public who was also a Parish Councillor was there to apply to become a Service Provision Committee member.</p> <p>Another member of the public was present to speak in her professional capacity for item 2223 54.</p> <p>Standing Orders were to be suspended as necessary to allow those present to speak at the appropriate point in the agenda.</p> |
| 2223 46 | Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014 |
| | <p>It was confirmed that the Clerk was recording the meeting in video format for upload to the Parish Council's YouTube channel. There were no other requests to record the meeting.</p> |
| 2223 47 | Application for membership of the SERVICE PROVISION COMMITTEE |
| | <p>The Committee heard that Cllr Chris Green was co-opted as Councillor for Honley West at Full Council on 10-10-2022. Cllr Green spoke in support of his application to become a SERVICE PROVISION COMMITTEE member.</p> |
| | <p>RESOLVED: Cllr Green was unanimously approved as a member of the SERVICE PROVISION COMMITTEE with immediate effect.</p> |
| 2223 48 | Apologies and reasons for absence |
| | <p>Apologies for absence with reasons were received by the Clerk and circulated by email prior to the meeting.</p> <p>The Clerk reported that Cllr Hall had a dispensation for a 6 month period of absence, being granted at Full Council on 11 July 2022.</p> |
| | <p>RESOLVED: Apologies and reasons for absence were approved for Cllrs Mary Blacka, Jason Brook and Tom Dixon.</p> |

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| 2223 49 | Members' and Officers' personal and disclosable pecuniary interests in items on the agenda |
| | <p>Personal and disclosable interests in items on the agenda were reported to the Committee for consideration as follows: Cllr East – trustee of Friends of Honley Library, connected to Honley Youth. Cllr Carré – connection to Café 100, Honley Youth and Enabling Youth.</p> <p>None of the connections reported were of a pecuniary nature.</p> |
| | RESOLVED: that Cllr Carré would retain voting rights regarding items on the agenda connected to organisations he had professional links with. |
| 2223 50 | Written requests for new DPI dispensations |
| | DPI from Cllr Green had been circulated prior to the meeting. |
| | NOTED: Cllr Green's DPI as circulated. |
| 2223 51 | Items on the agenda to be discussed in private session |
| | No items were to be discussed in private session. |
| 2223 52 | Minutes of the previous Service Provision Committee meeting |
| | The Clerk reported that regarding item 2223 30 from the meeting held on 20 September 2022 the cost of 5 cut trees from T J Kirk would be £500 including VAT - £100 per tree. The Clerk apologised for not emailing out the information as requested in minutes. |
| | NOTED: The minutes of the previous meeting of the SERVICE PROVISION COMMITTEE, held on 20 September 2022 numbered 2223 23- 2223 45 inclusive, approved at FULL COUNCIL 10 October 2022. |
| | BUDGETARY MATTERS |
| 2223 53 | Service Provision Committee Budget Year-to-Date for 2022-23 |
| | The Budget 2022-23 Service Provision Income and Expenditure Year-To-Date was shared to clarify the availability of funds prior to the consideration of later agenda items. |
| | NOTED: the SERVICE PROVISION COMMITTEE Budget Income and Expenditure 2022-23, Year-To-Date. |
| 2223 54 | Youth Facilities budget |
| | <p>This item was considered after item 2223 56 in the running order to allow a member of the public to attend. One member of the public arrived at 7.20pm and a further colleague at 7.30pm, making a total of 3 with an interest in the item.</p> <p>Standing Orders were suspended to allow members of the public to speak.</p> <p>The Youth Facilities budget for 2022-23 had been spent in full with further monies committed from</p> |

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General Reserves in line with a resolution from FULL COUNCIL to meet approved grant requests. This meant that there were no monies available for the February grants round should any grant applications be received.

The Committee heard that Kirklees Youth Alliance were in the early stages of forming a Holme Valley Youth Consortia with a view to approaching HVPC for a more sustainable grant funding arrangement. Kirklees Youth Alliance had been established as a charity in October 2020, working with 93 organisations to fill the gap left by the standing down of Kirklees-funded youth services.

Two of the members of public present were Hub Co-ordinators for Holme Valley South ward and Holme Valley North ward and on the KYA steering group. The other member of the public was the lead person for KYA.

The KYA had 3 functions, namely:
-to provide training and DBS checks;
-to co-ordinate provision so as to avoid duplication;
-to promote the work of groups affiliated to KYA.

A Holme Valley Youth Plan was under construction and it was hoped that a sustainable funding strategy based on 'need' rather than 'wants' would be an aspect of this.

The identification of needs was likely to be based on data connected to:

- i. Mental health
- ii. Crime/victim data
- iii. Drug/alcohol misuse
- iv. Educational attainment
- v. School exclusions.

In the Holme Valley Enabling Youth and Café 100 were engaging with KYA; it was hoped that more engagement with Honley Youth and Project Communities would be forthcoming.

An aim was to secure funding for the use of core venues and staffing.

The working definition being used for youth provision was a weekly term time only outside of school facility for ages 8 to 17. The Co-ordinator was looking to secure the staffing of a junior and senior club at each of 3 different venues across the week. For example, provision might be secured at the Phoenix Centre (Enabling Youth) on Thursdays, Café 100 on Wednesdays and in a Honley venue for one evening in association with Honley Youth. It could be that staffing would cost £17.50 per hour. Ideally, an annual budget of £25,000 would secure this level of provision.

RESOLVED: To commission KYA to provide a youth service across the Holme Valley in at least 3 different venues to include Honley for 2023-24.

RESOLVED: To recommend to FINANCE AND MANAGEMENT COMMITTEE that £25,000 be provided within the 2023-24 budget for Youth Provision to fund the commissioned youth service.

RESOLVED: To recommend to FINANCE AND MANAGEMENT COMMITTEE that £8,000 be provided within the 2023-24 budget for Youth Grants to fund small grants of up to £1,000; £4,000 being reserved for the September grant round and £4,000 for the February grant round.

RESOLVED: to recommend to FULL COUNCIL on 12 December 2022 that £5,000 of additional funding from 2022-23 General Reserves is made available to allow for the consideration of Youth Facilities grant applications in February 2023.

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| | The members of the public were thanked for their contributions and left the meeting at the conclusion of the item. |
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| | ASSETS MANAGEMENT |
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| 2223 55 | The asset transfer of Honley Library |
| | <p>This item was heard prior to item 2223 54.</p> <p>The Clerk reported that the asset transfer process was nearing conclusion. Some last-minute hitches being dealt with were explained.</p> <p>Friends of Honley Library had scheduled in provisionally the fitting of an alarm and other works for January 2023. FOHL wished to appraise the SERVICE PROVISION COMMITTEE of their draft proposal for an extension to Honley Library. As the asset transfer was yet to take place it was not possible to consider the proposed extension at that time.</p> <p>The next FULL COUNCIL meeting was to be hosted at Honley Library on 12-12-22, hopefully post-asset transfer, and plans were being made for a celebratory event in the Spring.</p> |
| | NOTED: The progress reported regarding the asset transfer of Honley Library. |
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| 2223 56 | Holmfirth Civic Hall Community Trust |
| | <p>This item was heard prior to item 2223 54.</p> <p><i>During this item two members of the public arrived who were in attendance with regards to item 2223 54.</i></p> <p>The Clerk reported that the poor lighting in the Exhibition Room was to be addressed shortly, as was the provision of a fire exit.</p> <p>The Vice-Chair, Cllr Carré, took the Committee through the report provided by the Civic, particularly the section on future projects.</p> |
| | NOTED: report received from Holmfirth Civic Hall Community Trust. |
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| | Clerk to invite the Chair of HCHCT and Business Development Manager to the SERVICE PROVISION COMMITTEE meeting on Monday 27 February 2023 to discuss future Civic projects. |
| 2223 57 | Report from maintenance contractor regarding toilets, shelters, war memorials, phone boxes and benches |
| | <p>NOTED: the report from the Maintenance Contractor regarding toilets, shelters, war memorials, phone boxes and benches.</p> <p>NOTED: the addition of the name TOM BIRKHEAD to the War Memorial in the grounds of Holme Valley Memorial Hospital.</p> |
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| 2223 58 | Holmfirth Public Toilets |
| | <p>The Clerk was yet to investigate replacing/improving signage to clarify where the gents/ladies were positioned and encourage the giving of voluntary contributions, as resolved at the meeting on 20-9-22 item 2223 35.</p> <p>The Deputy Clerk had advised that monies from the voluntary contributions simply show as revenue and cannot be offset against maintenance costs.</p> |
| | NOTED: The update regarding Holmfirth Public Toilets. |
| 2223 59 | Stone shelters and seats update |
| | Members were directed to the report from the contractor regarding stone shelters and seats. |
| | NOTED: The update regarding the stone shelters and seats. |
| 2223 60 | Adopted phone boxes update |
| | <p>A definitive decision about the use and custodianship of the adopted red phone kiosk next to the Post Office in Holmfirth was deferred.</p> <p>Possibilities included the kiosk being a mini-museum for Holmfirth, containing information boards in conjunction with the Civic Society with installations inside that were visible and appealing.</p> <p>The maintenance contractor had placed a lock on the kiosk as requested and was willing to consider the use of his team for regular locking/unlocking of the kiosk to tie in with the locking/unlocking of the public toilets. There would be an additional charge for this; £1 for each locking/unlocking had been suggested ie a possible total of £730 per annum.</p> <p>The Vice Chair of the SERVICE PROVISION COMMITTEE had reported further via email and a committee member had shared a link about how red phone kiosks were being used in other parts of the country.</p> |
| | <p>Clerk to contact Holmfirth Christmas Team regarding any use that could be made of the kiosk as part of Holmfirth Christmas celebrations.</p> <p>Clerk to contact Civic Society to gauge interest/capacity regarding utilisation of the phone kiosk.</p> |
| 2223 61 | Gartside Buildings update |
| | <p>The Clerk reported that the Gartside Building tenancy had changed hands, with the former tenant surrendering the lease at their own request from 27 October 2022 and a new tenant taking out a 'Tenancy at Will' agreement with HOLME VALLEY PARISH COUNCIL starting 1-11-2022. The new tenant was using the unit to store overflow articles from their current Holmfirth retail outlet and to photograph articles as part of the online side of the business. Therefore, no items were to be sold directly from the unit.</p> <p>A full report regarding the tenancy arrangements was to be made to the FINANCE AND MANAGEMENT COMMITTEE on 21-11-2022.</p> <p>A visit from Kirklees Building Control needed to be arranged to inspect the installation of three smoke alarms and a "running man" emergency light at the front door of the unit. This inspection</p> |

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| | would facilitate the unit being assigned its own postal address which was essential to the new business being set up as it required broadband capability. |
| | NOTED: The change in tenant of the Gartside building and change in use. |
| | RESOLVED: Approval given to the new tenant carrying out some internal redecoration at their own expense. |
| 2223 62 | Stotts minibus provision |
| | On 20-9-2022 the SERVICE PROVISION COMMITTEE had resolved to maintain the Stotts minibus provision arrangement for at least another year. |
| | A continuing action was for the Clerk to make arrangements for Cllrs East, Carré and T. Dixon to meet with Stotts to review provision. |
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| | PROJECTS |
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| 2223 63 | Update regarding the dog waste strategy |
| | The Clerk reported that the Maintenance Contractor was rolling out the attachment of laminated vinyl stickers to dog waste bag dispensers. |
| | The group of volunteers who kept the dog waste bag dispensers stocked up continued to do a great job across the Holme Valley. As the Projected 2022-23 Budget Report showed, this budget was likely to be overspent by £601.48. This was in part due to excessive bags being taken from one particular dispenser in Honley as reflected in social media posts. |
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| | NOTED: the contents of the dog waste strategy update including the current overspend. |
| | <i>At 9.10pm the Committee RESOLVED to extend the meeting to 9.30pm to complete the business.</i> |
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| 2223 64 | Removal of sharps bin from Holmfirth centre |
| | The Clerk reported that the sharps bin cemented into the pavement near Holmfirth Public Toilets had not been removed. The Clerk had formally written to the Interim Service Director, Highways, Kirklees Council about the sharps bin on 19 April 2022. |
| | It had been resolved on 20-9-2022 that the Clerk should write to Kirklees Ward Councillors to ask for support in furthering the removal of the sharps bin. The Clerk apologised that this had not yet been completed and would look to have more progress to report in the meeting on Monday 27 February 2023. |
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| | NOTED: Update with regards to the removal of the sharps bin in Holmfirth centre. |
| 2223 65 | Warm Spaces |
| | The Clerk reported that the Holme Valley South Ward partnership meeting had initiated work on a simple local leaflet indicating warm local spaces, food banks, support or advice available to local residents. The Committee heard that 36% of children in Kirklees were living in poverty. The Holme Valley South Hardship fund was being administered through Holmfirth Tech. |

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| | RESOLVED: The matter was to be referred to the next HOLME VALLEY PARISH COUNCIL for consideration. |
| 2223 66 | Service Provision Committee budget 2023-24 |
| | <p>The SERVICE PROVISION COMMITTEE was required to propose a budget for 2023-24 to the FINANCE AND MANAGEMENT COMMITTEE. To assist with this, the Service Provision Budget Lines Projected Forecast and a budget plan proforma were included in papers.</p> <p>There were a number of factors the SERVICE PROVISION COMMITTEE needed to consider in drawing up a budget plan for 2023-24. Several budget lines were projected to overspend including 4320 Public Toilets, 4720 Dog Waste Strategy, 4735 Phone boxes and 4750 War Memorials.</p> <p>The greatest overspend was regarding 4755 Youth Facilities which was already overspent by £9,786.</p> <p>Each budget line was discussed, as were the Earmarked Reserves.</p> <p>RESOLVED: the SERVICE PROVISION COMMITTEE budget 2023-24 proposal for recommending to FINANCE AND MANAGEMENT COMMITTEE totalling £130,550 and also for the continuation of Earmarked Reserves totalling £25,440 as follows:</p> <p>4300 Honley Library £15,000 4310 Holmfirth civic Hall – Projects £15,000 4320 Public Toilet – Day to Day £22,000 4325 Public Toilet – Lettable Space £1,000 4705 Christmas Provision £5,500 4710 New Mill – Churchyard £500 4720 Dog Waste £1,650 4725 Patient Transport Scheme £0 4730 Minibus £23,500 4735 Phone Boxes £400 4740 Seats and Shelters – Maintenance £13,000 4750 War Memorial £0 4755 Youth Grants £8,000 4760 Youth Facilities £25,000</p> <p>322 Earmarked Reserve CCTV £3,440 326 Earmarked Reserve Defibrillator £2,000 329 Earmarked Reserve Civic – Capital - disestablish this once it has reduced (as expected) to zero. 331 Earmarked Reserve Gartside Building £5,000 332 Earmarked Reserve Honley Library £15,000 (£15,000 having been moved into the budget)</p> <p>The previous budget line 4755 Youth Facilities was to be rebranded as Youth Grants as per matters resolved in item 2223 54. It was anticipated that this would be for grants of up to £1,000. Applications would be heard twice a year, with £4,000 available in the September grant round and £4,000 in the February grant round. A new budget, 4760 Youth Facilities with £25,000 was recommended to be established to support youth work in the Holme Valley.</p> |
| | PUBLICITY |
| 2223 67 | Items for Publicity |

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| | NOTED: the asset transfer of Honley Library to be publicised as appropriate. |
| | <p data-bbox="1098 286 1469 320"><i>The meeting ended at 9.35pm.</i></p> |