

Holme Valley Parish Council

MEETING OF THE FULL COUNCIL MONDAY, 12th DECEMBER 2022

In the Chair: Cllr Jason Brook (Chairman)

Present: Cllr Kath Bellamy, Cllr Trevor Bellamy, Cllr Duggs Carré, Cllr Pat Colling, Cllr James Dalton, Cllr Paul Davies, Cllr Tom Dixon, Cllr Sean East, Cllr Donald Firth, Cllr Charles Greaves, Cllr Chris Green, Cllr Rachel Hogley, Cllr Sarah Sheard, Cllr Andy Wilson, (Cllr McGrath from *item 2223 92 Co-option of Council Member*)

Absent with apologies/reasons or dispensation approved: Cllr Mary Blacka, Cllr Mark Bustard, Cllr Paul Dixon, Cllr Darryl Gould, Cllr Michael Pogson, Cllr Di Hall, Cllr Judith Roberts

Absent without apologies/reasons approved: None

Officers present: Jen McIntosh (Clerk – taking minutes); Rich McGill (Deputy Clerk/RFO)

DRAFT MINUTES

Public Question Time

The Chairman welcomed attendees to the meeting.

Prior to the commencement of the business session of the Council there was an open session for members of the public to speak to the Council.

A member of the public was present to speak regarding Holmfirth Tech to request financial support of £5,000 towards energy bills.

Cllr Kath Bellamy and Cllr Trevor Bellamy entered the meeting at 7.01pm.

Figures regarding the Tech's energy consumption and costs were shared.

A member of the public entered the meeting at 7.02pm (in connection with the councillor vacancy item).

It was stated that the Tech had funds to enable it to stay open until the end of January 2023 and was looking for assistance to get through the Spring quarter. The work on toilets funded by a previous grant was complete and the work on an accessible kitchen was underway. The Tech was applying elsewhere for grants regarding glazing and also attempting to raise funds in a limited way through renting out parking space.

The recent crowd-funding campaign was queried by several councillors as it stated that it was looking to raise £40,000 to 'save the Tech'. There was a disparity between the energy figures presented at the meeting and the figure of £40,000 presented on social media. It was stated that the £40k figure was in reference to ongoing works including estimated boiler replacement/repairs rather than pressing energy costs. A substantial donation had recently been received regarding boiler replacement/repair. The £5,000 requested of the Parish Council was regarding meeting energy costs for the upcoming quarter.

Cllr Duggs Carré entered the meeting at 7.06pm.

Holme Valley Parish Council

A councillor referred to historic ownership issues regarding Holmfirth Tech. The Tech is now owned in trust to be used for the community. It was stated that all options were being considered in light of expected energy costs, including possible mothballing. The Centre Manager had tendered his notice which would assist cost-cutting.

The meeting went into private session for further discussion with the two members of public being asked to wait outside. The member of the public speaking on behalf of the Tech left the meeting at that point.

Clerk to inform Holmfirth Tech that a grant application could be submitted by the Tech for consideration by the FINANCE AND MANAGEMENT COMMITTEE on Monday 16 January 2023.

The member of the public attending in connection with the vacancy on the Council returned at that point.

2223 92 Co-option of Council member

Item 2223 92 was brought forward for consideration.

Following the disqualification of a councillor for Honley Central and East for over 6 months non-attendance a notice had been published in line with regulation regarding the holding of a by-election. As 15 residents did not request an election by the requisite date the process of co-option had been followed, with the vacancy advertised on the Civic Noticeboard, on the HVPC website and via the HVPC Facebook page.

The member of the public in attendance made a verbal presentation in support of his application and answered questions from councillors. The member of the public was currently a Ward Councillor for Holme Valley North, living just outside of the Holme Valley.

The member of the public left the meeting whilst discussion regarding his application was considered.

RESOLVED: To approve Mr Tony McGrath to represent Honley Central and East Ward as a Parish Councillor through the process of co-option.

Cllr McGrath re-entered the meeting, was informed of the outcome and welcomed to the Council.

OTHER PROCEDURAL MATTERS

2223 85 Recording of public meeting

The meeting was recorded by the Deputy Clerk/RFO for public broadcast via the HOLME VALLEY PARISH COUNCIL YouTube channel. There were no other requests to record the meeting.

2223 86 Items to be heard in private session

There were no further items to be heard in private session.

2223 87 Apologies and reasons for absence

Apologies and reasons had been circulated prior to the meeting starting.

Holme Valley Parish Council

APPROVED: apologies and reasons for absence from Cllr Mary Blacka, Cllr Mark Bustard (6 month dispensation expiring 10 April 2023), Cllr Darryl Gould, Cllr Michael Pogson.

APPROVED: dispensation for a 6 month period of absence for Cllr Paul Dixon starting 12-12-2022; extension of dispensations for Cllr Di Hall and Cllr Judith Roberts.

2223 88 Receipt of written Declaration of Pecuniary and Other Interests

No written declarations of interest had been received.

2223 89 Declaration of interests in agenda items

There were no declarations of interests from councillors for agenda items.

NOTED: The Clerk declared an interest in agenda item 2223 115 Continuation of the Clerk's contract variation through to March 31 2023.

At the invitation of the Chairman each councillor and officer proceeded to introduce themselves to Cllr McGrath.

Clerk to organise the signing of Declaration of Office for Cllr McGrath directly following on from the end of the meeting and discuss induction.

TO CONFIRM THE MINUTES OF THE PREVIOUS COUNCIL MEETINGS

2223 90 The Draft Minutes of the FULL COUNCIL Meeting on 10 October 2022 numbered 2223 57 to 2223 84

APPROVED: The Minutes of the FULL COUNCIL Meeting on 10 October 2022 numbered 2223 57 to 2223 84 incl.

THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2223 91 To approve minutes of Standing Committee meetings

APPROVED: The Minutes of the CLIMATE EMERGENCY STANDING COMMITTEE Meeting on 4 October 2022 numbered 2223 15 to 2223 32 incl.

APPROVED: The Minutes of the STAFFING COMMITTEE Meeting on 17 October 2022 numbered 2223 14 to 2223 23 incl.

APPROVED: The Minutes of the PLANNING COMMITTEE Meeting 31 October 2022 numbered 2223 82 to 2223 98 incl.

APPROVED: The Minutes of the Meeting of the SERVICE PROVISION COMMITTEE on 15 November 2022 numbered 2223 46 to 2223 67 incl.

Holme Valley Parish Council

APPROVED: The Minutes of the Meeting of the PUBLICATIONS AND COMMUNICATIONS COMMITTEE on 14 November 2022 numbered 2223 32 to 2223 50 incl.

APPROVED: The Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting on the 21 November 2022 numbered 2223 75 to 2223 96 incl.

COUNCIL BUSINESS

2223 93 Additional members appointed to Committees

NOTED: the appointment of Cllr Trevor Bellamy as a member of the PUBLICATIONS AND COMMUNICATIONS COMMITTEE and the appointment of Cllr Chris Green to the PLANNING COMMITTEE, SERVICE PROVISION COMMITTEE and PUBLICATIONS AND COMMUNICATIONS COMMITTEE.

2223 94 Nominated Representatives from HVPC

Several changes of representation had been made in-house since approval was given at the ANNUAL COUNCIL meeting.

RESOLVED: Approval given to the circulated revised list of HVPC representatives, including Cllr Andy Wilson becoming a trustee of Holmfirth Civic Hall Community Trust in place of Cllr Pat Colling.

2223 95 Holmfirth Masterplan - Your Voice, Your Holmfirth results summary and Working Group request

The Your Voice, Your Holmfirth – results summary and a request via email for a HVPC representative for a small short-term working group to decide on the Place Standard actions had been circulated, alongside a letter regarding a public consultation regarding the Holmfirth Draft Masterplan.

RESOLVED: to approve the appointment of Cllr Wilson to a Place Standards working group.

2223 96 The asset transfer of Honley Library

The authorised signatories for Holme Valley Parish Council had signed and sealed all documents relating to the asset transfer of Honley Library on 10-10-2022.

The Clerk reported that Kirklees now required a Small Amounts of Financial Assistance (subsidies) Declaration to be signed by HVPC prior to Kirklees Asset Transfer sign off. However, HVPC had received advice earlier in the day that it should **not** sign a SAFA declaration, throwing into doubt whether or not the asset transfer would complete by the end of 2022. Councillors expressed their frustration at the further delay.

NOTED: That the Asset Transfer of Honley Library remained pending, awaiting sign off from Kirklees.

2223 97 Adjustments to the Council Meetings Schedule

The Clerk reported that in the Council Meetings Schedule published at the Full Council meeting on 10-10-2022 the Annual Council meeting was scheduled to take place on Monday 22nd May 2023.

Holme Valley Parish Council

As of 6-12-2022 the date of the next local elections remained Thursday 4 May 2023. The Annual Council meeting in a local election year must take place between 4 and 14 days of the election, making the scheduled date of 22-5-2023 too late.

Furthermore, Monday 8 May 2023 was now designated a Bank Holiday to mark the Coronation. Therefore, no Council meeting could be scheduled on that day.

Changes needed to be made to the schedule. However, the revised 2022-23 Meetings Schedule as presented at the meeting was in need of further revision and decision-making regarding the item was therefore **DEFERRED** until Monday 6th February 2023 to enable all the necessary changes to be made.

2223 98 Twinning Enquiry

The Clerk reported that an enquiry had been received as to whether Holme Valley Parish Council would be interested in entering into a twinning arrangement with Sacriston Parish Council, County Durham. The impetus for such an arrangement had been the strong links forged by Hade Edge Band who used the village as a base when attending the Annual Durham Miners' Gala event for the last 14 years.

At 7.55pm the meeting was adjourned for a comfort break, resuming at 8pm.

No resolution to enter into a twinning arrangement with Sacriston Parish Council was considered.

Instead, the Clerk was asked to contact Sacriston Parish Council and explain that HOLME VALLEY PARISH COUNCIL had no current plans to enter into a twinning arrangement with any authority.

Sacriston Parish Council to be encouraged to consider a twinning arrangement of some kind with the Hade Edge community.

2223 99 Constitution

Cllr Carré reported that he and Cllr Blacka had met to scope out the work involved in setting up a constitution, reflected in the report authored by Cllr Blacka.

RESOLVED: to establish a working group of Cllr Blacka, Cllr Carré and Cllr Hogley to draw up a short document for the HVPC website, aimed at the general public, pulling together key information about the Council, including a statement of aims and referring to the main governing documents, thus extending the existing section on the website - 'What is the Council?'

To be submitted to Annual Council on 22-5-2023.

Clerk to be informed of any other councillors wishing to join the working group.

2223 100 Jubilee Tree Planting Project - update

Cllr Hogley reported on the Queen's Jubilee Wildflower & Tree Project and thanked FULL COUNCIL for enabling the project to happen.

NOTED: the contents of the final report on the Queen's Jubilee Wildflower & Tree Project.

Holme Valley Parish Council

Cllrs Hogley, Sheard, Blacka and Wilson were all thanked for representing HOLME VALLEY PARISH COUNCIL so effectively in the assemblies and tree-planting activities held at local schools.

2223 101 The Chairman's Report

The Chairman gave a verbal update of activities since the meeting of the FULL COUNCIL on 10 October 2022, including:

- A Christmas card design competition hosted by Hade Edge School, including a visit to the school by the Cllr Brook and Cllr Blacka, accompanied by the Clerk and Mrs Vicky Brook, to distribute entry prizes.
- The holding of the Civic Service, and the associated donation of over 50 toys and other fund-raising for the Full Life Church Food Bank.

The Chairman expressed his appreciation, on behalf of HOLME VALLEY PARISH COUNCIL, of the contribution the Rev Ian Gooch has made over the last ten years to HVPC and in the wider community.

NOTED: the contents of the report from the Chairman.

FINANCIAL MATTERS

2122 102 Council Budget for 2023-4

The Chair of Finance and Management Committee introduced the item, commenting that

- Restructuring some budgets and decommissioning earmarked reserves once used meant that the overall budget amount had not been cut;
- There would be no increase to the Precept;
- 2023-24 would entail some election spending.

Councillors were warned that in future years it would not be possible to maintain spending without raising the Precept.

RESOLVED: to approve the Budget for 2023-24 as presented.

2223 103 Authorisations for Regular Expenditure – Council Year 2023-24

It was reported that there were a number of regular items of expenditure from the 150 Council Administration and 110 Staff Expenditure cost centres overseen by Council to be reviewed and authorisation to spend considered.

These included:

110 Staff Expenditure:

- 4000 Salaries: Staff 02, 03, 04 - monthly
- 4005 Employer's National Insurance: HMRC per Staff 02, 03, 04 - monthly
- 4010 Employer's Pension: West Yorkshire Pension Fund per Staff 02, 03, 04 - monthly
- 4060 Staff Training: YLCA, SLCC, NALC - ad hoc

Holme Valley Parish Council

150 Administration

- 4061 Councillor Training: YLCA, SLCC, NALC - ad hoc
- 4205 Council Office Expenditure: Photocopier Lease - Grenke - quarterly; Photocopying - Document Logic - monthly
- 4210 Audit: Internal Audit - Internal Audit Yorkshire - twice-yearly; External Audit - PKF Littlejohn - annual
- 4215 Bank Charges: HSBC - monthly; Handelsbanken - monthly
- 4225 Elections: Kirklees - election costs - as required
- 4235 Insurance: Town and Country Financial Services - annual and ad hoc
- 4250 Office/Room Hire: Holmfirth Civic Hall Community Trust - annual
- 4265 Subscriptions: CPRE - annual; NALC - annual; Peak Park Parishes - annual; YLCA - annual
- 4275 Telephone and Broadband: BT - monthly
- 4285 Remembrance Sunday: Royal British Legion - wreaths - annual
- 4400 Electronic Support: Bullguard - anti-virus - annual; Dropbox - cloud storage - annual; ICO - data protection certificate - annual; Microsoft 365 subscription - MS Office - annual; Rialtas - accounting software - annual; Zoom - teleconferencing - monthly (many of these are not currently paid directly but require reimbursements to staff)

Reimbursements to staff

As the Parish Council did not have a petty cash system and had no means of purchasing items or services online, it relied on staff making the purchases from their own money and then being reimbursed as quickly as is practicable. This normally applied to 4205 Council Office Expenditure, 4245 Office Equipment as well as 4400 Electronic Support, but might apply to other budget lines too:

- Reimbursements Staff 02 - regular for Bullguard, Zoom, Microsoft 365, Dropbox as well as ad hoc
- Reimbursements Staff 04 - ad hoc

RESOLVED: to approve authorisation for regular items of expenditure for the Council Year 2023-24 from the 150 Council Administration and 110 Staff Expenditure cost centres.

2223 104 Schedule of Payments for December 2022

RESOLVED: to approve the month-to-date schedule of payments for December 2022, as presented.

2223 105 Creation of EMR for Holmfirth Market

It was reported that on 28/09/2022 the FINANCE AND MANAGEMENT COMMITTEE had received representations from supporters of Holmfirth Market for help with the funding of the new, in-development market project. The Committee had resolved that it wanted to offer support to the market but, at the outset, was unclear about where any funding might be sourced. There were no clear budget lines.

A potential source of funding was identified as the 4505 Neighbourhood Plan budget line overseen by the PLANNING COMMITTEE. The reasoning for this was that one of the targets from the Holme Valley Neighbourhood Plan is to promote placemaking initiatives and a market for Holmfirth was considered a key, placemaking aspect of the town.

Holme Valley Parish Council

An earmarked reserve could be created from a planned underspend of £3,000 on the 4505 Neighbourhood Plan budget line. The PLANNING COMMITTEE considered whether to allow the use of its budget to support the initiative and resolved on 31/10/2022 to recommend to FINANCE AND MANAGEMENT to do so.

During discussion the points below were raised/ information shared:

- i. A query was raised as to the nature of the membership of Holmfirth Forward.
- ii. It was stated that people with appropriate experience/business acumen needed to be involved with the setting up of the market.
- iii. Information was offered as to the process undertaken in the appointment of Holmfirth Forward as preferred market runners – no private market runners had submitted a proposal to take on the running of the market.
- iv. Following the planned demolition of the market building as part of the redevelopment of Holmfirth any market established was likely to be an outdoor market, possibly situated in Crown Bottom car park, hopefully moving in time to the site roughly where the market building was currently sited.
- v. It was stated that the FINANCE AND MANAGEMENT COMMITTEE would scrutinise plans/ grant applications regarding the setting up of a market to ensure viability before any funds were released.
- vi. Any monies granted should be earmarked for Holmfirth Market as opposed to Holmfirth Forward.
- vii. A *full* licence to run a market had not yet been given to Holmfirth Forward by Kirklees, pending the production of a viable business and logistical plan and agreement being reached with the Co-op regarding the siting of the market.
- viii. No mention of the market had been made at a recent Holmfirth Forward meeting.
- ix. The principle of supporting a market provision in Holmfirth, a market town, was an important one.

RESOLVED: to create an earmarked reserve of £3,000 for Holmfirth Market to be funded from an underspend on the 4505 Neighbourhood Plan budget.

2223 106 Printing

Photocopying and printing costs have risen during 2022, particularly associated with colour copying. To mitigate against the rise in costs going forward agendas and papers that to be printed out and posted to councillors would, wherever possible, be copied in black and white. Those councillors who chose to receive their papers in printed form were asked to review whether this is still their preference and inform the Clerk/Deputy Clerk-RFO of any changes.

NOTED: Printed agendas and papers for posting out would normally be copied in black and white wherever possible to save costs.

REFERRALS FROM COMMITTEES

From the FINANCE AND MANAGEMENT COMMITTEE

2223 107 Recommendations regarding the future of the Climate Emergency Standing Committee and the Publications and Communications Committee

Holme Valley Parish Council

The Clerk gave some of the context to the proposed motions to merge the CLIMATE EMERGENCY STANDING COMMITTEE and the PUBLICATIONS AND COMMUNICATIONS STANDING COMMITTEE for the new Council year and the route this had taken through earlier committee meetings.

The changes under consideration should be seen as part of an ongoing restructuring of the clerking team and committee structure, begun in 2021, to address workloads and ensure the effective further use of Council resources.

Cllr Hogley had championed the proposal to merge these particular two committees which was practicable given the outward-facing nature of both. Communication and the sharing of information was central to the work of the CLIMATE EMERGENCY STANDING COMMITTEE – a current focus was the setting up of a database of community and business contacts which would ensure better channels of communication not just for the CLIMATE EMERGENCY STANDING COMMITTEE but would also be a key tool for the PUBLICATIONS AND COMMUNICATIONS STANDING COMMITTEE.

Integral to the proposals was to allow the temporary Climate Emergency Co-ordinator role to lapse and appoint a permanent Assistant Clerk. This would give greater flexibility to and strengthen the clerking team.

The Chairman concluded discussion by referring to the proposed changes as facilitating the work of the new Council to be elected May 2023.

RESOLVED: in principle to merge the CLIMATE EMERGENCY STANDING COMMITTEE and the PUBLICATIONS AND COMMUNICATIONS STANDING COMMITTEE for the Council year beginning May 2023 pending a review of both Committees to ensure that all responsibilities of each Committee had been covered within revised Standing Orders.

Revised proposed Standing Orders for 2023-24, including the name of the new merged committee to be brought to FULL COUNCIL on Monday 6 February 2023, setting out how the responsibilities and budgets of each of the two original committees would be combined or allocated to other committees.

RESOLVED: to have a 2023-24 budget for that merged Committee based on keeping the individual budget lines of each of the two existing Committees.

RESOLVED: the creation and funding of a new permanent assistant clerk role from April 2023 within an overall staffing budget of £79,792.

The temporary role of the Climate Emergency Co-ordinator would cease when a new assistant clerk is appointed. It was clarified that the new arrangement would not involve additional staffing hours. Each member of the clerking team would work for 25 hours per week.

2223 108 Holme Moss Viewpoint Topograph

Cllr Hogley reported on progress regarding the viewpoint topograph at Holme Moss project. It was anticipated that the topograph will be of carved stone. She thanked Cllr Green for passing on contact details for a stonemason regarding a similar project. Indications are that a suitable installation could be secured for a cost of approximately £6,000. Further steps would be to secure planning permission and agree the design and size of the topograph.

Given the timings, Cllr Hogley hoped that the topograph could be linked to the historic event of the

Holme Valley Parish Council

coronation of His Majesty King Charles III. Cllr Brook stated his support for the project whilst commenting that other ways to mark the coronation within the Holme Valley would also be needed as most residents would not have access to the topograph.

RESOLVED: To support the implementation of the Holme Moss Viewpoint topograph project, with a view to installing Spring 2023, with a budget of £6,259.

The £6,259 would be made up of:

- £935 already held in the earmarked reserve 334 EMR Holme Moss Viewpoint.
- A virement of the £3,324 underspend on the 4615 Royal Events budget 2022-23, - the Wildflowers and Tree-planting Project.
- An additional £2,000 from the 336 EMR Royal Events.

From the PLANNING COMMITTEE

2223 109 Neighbourhood Development Plan

Cllr Hogley wished it to be noted that the Neighbourhood Development Plan was made one year ago – a significant anniversary.

Due to time constraints consideration of the progress of NDP actions was **DEFERRED** until the meeting on Monday 6 February 2023.

2223 110 Report on 20mph/traffic calming schemes in the Holme Valley

In Cllr Blacka's absence, Cllr Wilson reported that the PLANNING COMMITTEE'S involvement in this matter was due to reference to the Neighbourhood Development Plan and public concerns regarding the issue being brought to the PLANNING COMMITTEE.

A meeting had been held with a Kirklees officer regarding the issue.

It was reported that Kirklees had last reviewed the 20mph policy in 2013; a full review was not due for another 4 years. Kirklees was focused on speed limits on streets adjoining to schools and on accident reduction and road safety. The Parish Council and the NDP were further focused on issues such as:

- The need for drivers to be respectful of the places the roads run through;
- The need to see roads as shared spaces with other users;
- The need to reduce noise and pollution.

There was a difference between a 20mph speed limit and the establishment of 20mph zones, the latter being a method of controlling speed limits without legal enforcement being used. A concern was raised about the wisdom of supporting the further establishment of unenforced 20mph zones.

NOTED: the report presented on traffic calming schemes.

Further actions were to:

- Seek support/involvement of Kirklees Holme Valley South ward councillors in the matter;
- Write to Jason McCartney MP to seek support/involvement in the matter.

Holme Valley Parish Council

A point of order was raised that the meeting had now exceeded the 9pm time limit.

RESOLVED: to extend the meeting to 9.30pm in order to conclude the business.

From the PUBLICATIONS AND COMMUNICATIONS COMMITTEE

2223 111 Covid Memorial Update

The Clerk reported on the project's current status, namely that sites had been identified with negotiations ongoing, that a specification was being formed with the artist regarding the design of the memorial and that it was still hoped that the project would be completed in time for marking at the Annual Parish Meeting on Monday 27 March 2023.

A councillor remarked that the sites under consideration (Holmfirth Civic Hall and Holme Valley Memorial Hospital) were in Holmfirth, making this a Holmfirth memorial. The Chairman acknowledged that the timeframe meant the Council was focusing on those sites it had most chance of securing permission to site the memorial in within the timeframe - but that it was a Holme Valley memorial.

RESOLVED: £5,000 from EMR 337 Covid Memorial to be released for spending associated with 4645 Covid Memorial with an additional £1,000 vired from 4630 Special Projects and added to 4645 Covid Memorial, making a total of £6,000.

It was anticipated that the funds would be spent up by 31 March 2023.

2223 112 The Coronation of His Majesty King Charles III

The Coronation was scheduled to take place on Saturday 6 May 2023 with an additional Bank Holiday on Monday 8 May to mark the occasion. The timings meant that most financial decisions and spending regarding the coronation would fall in the current financial year.

During discussion of this item information was shared that the Pageant Master had stated that there would not be a beacon lighting to mark the coronation. The next beacon lighting expected would be in 2024 to mark D Day Anniversary.

RESOLVED: that £10,000 from 336 EMR Royal Events be drawn down to supplement 4615 Royal Events to mark the Coronation, including £1,000 to fund 10 x £100 small grants.

RESOLVED: that a working group of Cllr Kath Bellamy, Cllr Brook and Cllr Hogley be formed to take any action required before the next meeting of the PUBLICATIONS AND COMMUNICATIONS COMMITTEE on Monday 23 March 2023 in preparation for the Coronation of His Majesty King Charles III.

2223 113 Nominations for Community Champions

NOTED: nominations from all councillors are requested for the Community Champions Awards for 2023, to reach the Clerk by Saturday 31 December 2022.

The Chairman explained, for the benefit of new councillors, what the Community Champion awards were.

Holme Valley Parish Council

From the SERVICE PROVISION COMMITTEE

2223 114 Youth Facilities budget

It was reported that only Council can authorise expenditure that would mean a budget line was over-budget. It was possible to overspend from a budget if funds within general reserves allowed or a movement of earmarked reserves allowed it, and Council approved it.

The SERVICE PROVISION COMMITTEE's budget line 4755 Youth Services was currently £9,686 over-budget for the year. This had been approved previously by FULL COUNCIL. The SERVICE PROVISION COMMITTEE was asking for an additional £5,000 from general reserves to fund the next round of its grants cycle in February 2023.

The Committee suggested that the number of grant applications for budget line 4755 Youth Facilities and the total funds requested demonstrated that there was a community need for the Council to meet regarding provision for young people.

The Chair of the SERVICE PROVISION COMMITTEE, Cllr East, spoke in support of a proposal to grant the additional funding requested. A concern was expressed that the proposal would give additional monies to a budget already considerably overspent; grant applications – capped at £1,000 - could instead be made to the FINANCE AND MANAGEMENT COMMITTEE which had funds available and would be considering grant applications in February.

The issue under discussion had relevance for the remainder of the current financial year only given that the Budget for 2023-24 made considerable provision to support youth work. The proposal was to support those wishing to apply for grants in February. There were no specific grant applicants in mind but based on previous rounds grant applicants were likely to come forward.

The Deputy Clerk/RFO sounded a note of caution regarding the monies available in the General Reserves. Whilst there were ongoing discussions about the EMR Playgrounds of £40,000 it was not the case that current General Reserves significantly exceeded recommended levels at the current time. The Council had been able to operate a deficit budget for the current year and for 2023-24 by reducing the excess General Reserves. As a consequence there were less monies in General Reserves to call upon in an ad hoc way.

REJECTED: 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.

Any suitable grant applications regarding youth events/projects could be considered by FINANCE AND MANAGEMENT COMMITTEE in February 2023, capped at £1,000.

From the STAFFING COMMITTEE

2223 115 Continuation of the Clerk's contract variation

The Clerk's permanent contract was for 25 hours per week. The Clerk had expressed the wish to return to this from the current temporary contract variation of 32 hours at the end of the financial year. Capacity within the clerking team was being addressed to enable this to happen. In the interim period the extra hours were necessary in terms of workflow.

Holme Valley Parish Council

RESOLVED: to approve an extension of the Clerk's contract variation from 25 to 32 hours per week to 31 March 2023.

2223 116 External evaluation

Work was ongoing to evaluate and align responsibilities and pay within the clerking team in light of a planned expansion of the team. A next step was to seek an external evaluation of the two current permanent roles and also of a third role currently under discussion.

A councillor spoke against the proposal, questioning whether or not it was necessary to seek advice at additional cost about the structure and pay of the clerking team – the Council was able to make such decisions without seeking recourse to outside opinion. The Clerk reported that the proposal was being brought forward as part of the Council and its officers being seen to work in a transparent and accountable way.

Another councillor referred to the need to involve consideration of the existing third member of staff – the Climate Emergency Co-ordinator role – in any evaluation and also the changes to the Committee structure anticipated for 2023-24 – the Council's future needs regarding the clerking team.

The Clerk confirmed that YLCA were the body approached to provide a quotation for the work. She thought the cost was estimated at £400 but would email councillors with confirmation of this.

A query was raised as to what would happen with the evaluation outcome. This was to be considered by the STAFFING COMMITTEE before being brought to FULL COUNCIL.

The Chairman stressed that the purpose of the evaluation and the current restructuring under way was not to create additional hours within the clerking team.

RESOLVED: to fund from General Reserves an external evaluation of the two current officer roles and, in principle, a third role.

PUBLICITY

2223 117 Items for publicity

Councillors were asked to suggest aspects of Council business that could be usefully publicised prior to the next FULL COUNCIL meeting on 6 February 2023.

The appointment of a new councillor, approval of the budget and no change to the precept were put forward as suitable topics.

The meeting ended at 9.30pm.