

DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 12 JUNE 2023

Those present:

Chair: Cllr C Greaves

Councillors: Cllr I Barnett, Cllr L Baylin, Cllr M Blacka, Cllr D Brook, Cllr P Colling, Cllr A Fenwick, Cllr K Fernandes, Cllr J Holmes, Cllr J Liles, Cllr J Rylah, Cllr A Wilson

Officer: Mr R McGill (RFO/Deputy Clerk)

Welcome

The Chair welcomed Councillors and Officers to this first Finance and Management Committee meeting of the Civic year.

Public Question Time

No members of the public were present, and no Councillor spoke in the open session.

2324 16 Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

The RFO/Deputy Clerk recorded the meeting for upload to the Parish Council's YouTube channel.

No-one else wished to record the meeting.

2324 17 To accept apologies for absence

Cllr Kirkby was not present.

2324 18 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

The Chair explained the process of disclosing personal and pecuniary interests and the importance of so doing.

No interests were disclosed.

2324 19 To consider written requests for new DPI dispensations

NOTED: Cllr Barnett's DPI had been approved at Service Provision 5 June 2023.

2324 20 To consider whether items on the agenda should be discussed in private session

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

Signed: _____

Holme Valley Parish Council

2324 21 To confirm the Minutes of the previous Committee meeting

APPROVED: Members approved the Minutes of the Finance and Management Committee Meeting held on 24 April 2023, numbered 2324 01 to 2324 15 inclusive.

2324 22 To elect a Vice Chair of the Committee

RESOLVED: Members elected Cllr Colling as Vice Chair of the Committee.

2324 23 The work of this Committee

NOTED: The Chair and the RFO reported on the role of the Finance and Management Committee and the work that it undertakes with regard, especially, to monitoring financial systems, anti-fraud monitoring, awarding community grants, budget setting and monitoring and so on.

2324 24 Grants

The Chair advised Members to familiarise themselves with the grants processes and paperwork on the Parish Council website.

- i The RFO reported on the Parish Council's grants process, its timeframes, priorities, exclusions and considerations.
NOTED: The Committee noted the RFO's report.
- ii **NOTED:** The Committee noted the updated rolling list of grants against budgets. This included the full list of grants awarded in 2021-22 and 2022-23 as well as the single grant awarded to date this Council year.
- iii The RFO reported that the Grants Working Group last year proposed allowing certain regular applicants/awardees of grants to be paid a grant annually over an agreed multi-year period like, say, a full Council term. This would allow community groups to plan better for the future and to know money that they have guaranteed coming in. Suggested groups as regular applicants had been: Holmfirth Film Festival, Holmfirth Arts Festival, the Festival of Folk, Holme Valley Patient Transport, Holmfirth Christmas Team, Honley Business Association for Christmas lights, Honley Business Association for CCTV, Holmfirth Tech. Any long-term financial planning in this way will need to be consolidated into an earmarked reserve and factored against subsequent annual budgets. The Committee considered how to agree which applicants might be identified for multi-year awards.
RESOLVED: It was decided that in the next and ongoing grants cycles, individual applications would be treated on a case-by-case basis to identify which ones would be potentially offered a multi-year award. Any award would be contingent on meeting due-diligence requirements, - submitting regular accounts, annual evaluation forms and so on as agreed.
RESOLVED: The Officer would identify potential candidates for rolling multi-year awards from forthcoming grant application cycles.

Signed: _____

Holme Valley Parish Council

The Committee considered which Committee would oversee the rolling grants process in future since, at present, some of the most regular re-applicants apply to Finance and Management and some to Service Provision.

RESOLVED: Rolling grant awards currently overseen by the Finance and Management Standing Committee and the Service Provision Standing Committee would remain under those Committees' oversight.

- iv **NOTED:** The Committee noted that the next grants cycle of this Committee will be in September 2023. Members considered any further actions on this process.

RESOLVED: Members were encouraged to prompt local community groups to apply.

RESOLVED: The Grants Working Group's report from 2022-23 would be forwarded to Committee Members.

2324 25 List of Regular Payments

The RFO reported on the List of Regular Payments 2023-24 and its function, - to facilitate quicker payment to individuals and businesses on the list. Members considered approval of the revised List of Regular Payments 2023-24 adding the Assistant Clerk, adding Norton, adding Friends of Honley Library, and deleting Bullguard.

RESOLVED: The new List of Regular Payments 2023-24 was approved.

2324 26 Accounts for Payment

- i. The RFO explained the purpose of the Chair's Expenses Budget.

NOTED: The Committee noted that the Chair's Expenses budget is £1,000. Nothing had been spent through this budget yet. A new policy regarding Chair's Expenses will go before Council 26th June 2023.

- ii. The RFO reported on the draft schedule of payments for May 2023.

NOTED: The draft schedule of payments was noted.

- iii. The month-to-date schedule of payments for June 2023 was considered.

NOTED: As there were no payments on this list not on the List of Regular Payments, no decision on any specific payment had to be made and the item needed only to be noted.

2324 27 Financial Statements

The RFO presented the accounting summaries for April 2023 as below.

NOTED: The accounting summaries were noted by the Committee.

- i. For April 2023:

- (1) Bank Reconciliations All Accounts (to end 30 April 2023)
- (2) Cash Books All Accounts Receipts and Payments (to end 30 April 2023)
- (3) Trial Balance (to end 30 April 2023)
- (4) Balance Sheet (to end 30 April 2023)
- (5) Cash and Investment Reconciliation (to end 30 April 2023)
- (6) VAT Return – quarter-to-date (not for submission).

Signed: _____

Holme Valley Parish Council

ii. Income and Expenditure by Budget Heading

Councillors reviewed the draft Income and Expenditure report for the financial year-to-date 2023.

The RFO's notes on this report:

- On the income side, the Parish Council had received 50% of 1076 Precept and 50% of 1078 Special Expenses Grant as agreed with Kirklees Council. 100% of 1200 Allotment Rents and 100% of 1300 Garage Income had been received. Two months into the year, we had received 20% of projected donations on 1092 Donations - Holmfirth Toilets so that is on target. The Parish Council had already received 65% of its calculated income from 1090 Interest on Investments, so that was very much under-calculated, but better to be under-calculated than over-. 1095 Other income included the repayment of a grant of £1,700 returned by Honley Junior FC Under 9s. The tenant of the shop unit next to Holmfirth toilets continued to pay in a timely fashion to 1250 Gartside Building.

On the expenditure side, the RFO/Deputy Clerk highlighted the following:

- Salaries and oncosts were on target. The RFO/Deputy Clerk reported that he had made a mistake and forgot to change the amount of the standing order for HMRC in April. The payment in May then had to be changed to offset that mistake. This would be flagged to the internal control checker in due course.
- 4060 Staff Training was already at 40% of the annual budget after only two months, but much of this was annual membership of the Society for Local Council Clerks for three Clerks and induction training and ILCA application for the new Assistant Clerk.
- 4225 Elections had £29,789 in because it is currently an election year. We would normally be expected to be billed the costs of the election towards the end of the year.
- 4235 Insurance was significantly over-budget. When the Parish Council's insurance was calculated, this was before we took ownership of Honley Library, hence the overspend. However, we are reimbursed by Holmfirth Civic Hall Community Trust to the tune of £4,460 for their share of their insurance so that will offset the overspend in due course.
- 4610 Publications and Publicity This recorded the £1,000 to sponsor Honley Show programme which Council approved would come from general reserves. The RFO will be talking to the people from Rialtas, how to record this.
- Regarding 4640 Holme Moss Topograph, there had been some unanticipated expenses so £108 was additionally spent on this. There was a significant underspend last year.

RESOLVED: The RFO's report as above was noted. No further action was considered.

Signed: _____

Holme Valley Parish Council

v. Earmarked Reserves

The RFO/Deputy Clerk reported on the current levels of earmarked reserves which represented the situation as agreed at the time of budget setting and then took account of some movements in reserves since then. Councillors reviewed this first report of the year 2023-24.

- i. EMR 323 Other Community Assets in the Holme Valley now consisted solely of £2,017 for 10th Holme Valley (New Mill) Scouts (towards a new scout hut). The RFO reported that this would be paid over once the group had made more progress with their fundraising.
- ii. The 325 EMR Election Fund is at £0, as £19,789 had been moved into the budget to pay towards this year's elections. The RFO reported that the Parish Council will need to build this reserve back up to £30,000 for the next elections cycle.
- iii. £10,000 had carried over from 329 EMR Holmfirth Civic Hall.
- iv. £50,000 remained in 338 EMR Children's Playgrounds and the Parish Council previously approved working with Kirklees Council on this as a co-funding priority.
- v. As agreed at the end of last year, all Climate Emergency Committee reserves were dis-consolidated and the underspend on that Committee's budgets 2022-23 were added to a newly created earmarked reserve 341 EMR Climate Emergency Projects.
- vi. Two earmarked reserves for the Planning Committee had been created from its planned underspend, - 342 EMR Holmfirth Market (£3,000) and 343 EMR Road Safety (£7,000).

RESOLVED: The Committee resolved to monitor earmarked reserves to make sure that public money was being used effectively to meet genuine Parish Council targets.

RESOLVED: The Committee resolved to refer the earmarked reserve 338 EMR Children's Playgrounds to Council for oversight.

The RFO would calculate the underspend on the Climate Emergency 2022-23 budget that was subsequently earmarked as 341 EMR Climate Emergency Projects.

2324 28

Risk Assessment 2023-24

The RFO/Deputy Clerk reported on the revised Holme Valley Parish Council risk assessment taking account of the purchase of Honley Library.

RESOLVED: The updated risk assessment was approved.

The Holme Moss topograph will need to be added to the risk assessment in due course.

Cllr Barnett thanked the RFO/Deputy Clerk for undertaking the risk assessment.

Signed: _____

Holme Valley Parish Council

2324 29

Annual Governance and Accountability Return (AGAR) 2022-23

NOTED: Members noted that the internal auditor was visiting 14th June 2023 to do her end-of-year audit.

The RFO/Deputy Clerk reported on the process of the Annual Governance and Accountability Return (AGAR) for the previous Council year, the AGAR Form 3 and its supporting paperwork as listed below.

1. Annual Governance and Accountability Return – Form 3
2. Making Provision for the Exercise of Public Rights
3. Confirmation of the Dates for the Exercise of Public Rights
4. Bank Reconciliation with Box 8
5. Explanation of Variances
6. Reconciliation between Box 7 and Box 8
7. Contact Details
8. Letter re Precept

RESOLVED: The Committee resolved to recommend the Annual Governance and Accountability Return (AGAR) as presented, together with its supporting paperwork, to Council 26th June 2023 for final approval before publication.

2324 30

Tenancies

- i. **NOTED:** Members noted that the tenant for the Gartside building continues to pay the rent on time. The invoices for electricity usage had also been paid in a timely fashion. The tenant was opening the space as a shop again, so works had been undertaken in line with Building Control requirements. (Expenditure approved by the Service Provision Committee, and already paid.)
- ii. **NOTED:** Members noted that all receipts related to tenancies for the allotments and garages had now been received. The Clerk had arranged to sign all the new tenancy agreements to return to the tenants.

2324 31

Internal Control Check

Members considered arrangements to appoint an internal control checker from the Committee Members to undertake internal control checks of the Parish Council for the year ahead. This is done quarterly, so the first check would be in July for the quarter APR-JUN 2023. The check takes around an hour and involves reviewing accounts for anti-fraud purposes.

RESOLVED: Cllr J Liles would take on the role of internal control checker for the year ahead.

Signed: _____

Holme Valley Parish Council

2324 32 Banking

NOTED: The Committee noted that the RFO/Deputy Clerk had updated the HSBC bank mandates as per resolution at Council. The Chair and Vice Chair of Council and all Committee Chairs were now mandated Councillors.

2055hrs Cllrs Barnett and Fernandes left the meeting at this point.

NOTED: The Committee noted the RFO's report that, last year, the Council had resolved to move its main working account to Unity Trust bank. This was, largely, for anti-fraud purposes. This would be put to the Committee for resolution in the August meeting.

2324 33 Financial Records for the website

NOTED: The Committee noted that the financial records for April 2023 had been added to the website. The May records would be added once bank statements had all been received which would be mid-June.

2324 34 Councillor Training/Induction

NOTED: The Committee noted that the Clerk had offered the following induction/training sessions to all councillors: Thursday 1 June 10am-12pm; Thursday 22 June 6.30-8.30pm; and Wednesday 12 July 4.14-6.15pm. All Councillors were invited to sign up for one of the latter two sessions.

The sessions would attempt to cover:

- i. Standing Orders
- ii. Terms of Reference/Scheme of Delegation
- iii. Financial Regulations
- iv. Code of Conduct
- v. DPIs/Declarations of interests
- vi. Attendance
- vii. The council year
- viii. Committees
- ix. Getting motions onto agendas
- x. Resolutions
- xi. The Parish Council's assets
- xii. Understanding the role of a councillor
- xiii. Understanding the roles of council officers
- xiv. Communicating with officers/councillors/the public
- xv. Training/resources
- xvi. Holme Valley Land Charity
- xvii. Frequently asked questions

Signed: _____

Holme Valley Parish Council

As part of the session(s) the clerk would be sharing printed copies of The Good Councillor Guide and also a YLCA-produced Councillor Job Description. As this is the first time the latter has been used the clerk asked the Committee to note the document and that these induction sessions have been offered.

NOTED: The dates, times and content outline of these induction/training sessions open to all councillors and the use of the YLCA-produced Councillor Job Description as a training material were noted.

2324 35

Publicising the work of Holme Valley Parish Council

The RFO/Deputy Clerk has continued to report on social media on, for example, grant awards and the annual report, and will, of course, post the AGAR 2022-23 to web, social media and noticeboard once approved by Council.

RESOLVED: The Officer would publish to our website and social media regarding the upcoming September grants cycle and timeframes.

Close of Meeting 2058hrs

.....
Chairman

Signed: _____