

Holme Valley Parish Council

DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 8 JANUARY 2023

Those present:

Chair: Cllr P Colling

Vice Chair: Cllr A Wilson

Councillors: Cllr I Barnett, Cllr L Baylin, Cllr D Brook, Cllr C Greaves, Cllr J Holmes, Cllr G Kirkby,

Officer: Mr R McGill (RFO/Deputy Clerk)

Also present: Mrs Jen McIntosh (Clerk)

Welcome

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

Public Question Time

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

2324 87 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 88 To accept apologies for absence

NOTED: The Committee noted that Cllrs Blacka, Fenwick, Fernandes, Liles and Rylah were absent.

Cllrs Fernandes had a dispensation in place. Cllrs Blacka, Fenwick, Liles and Rylah had tendered apologies.

RESOLVED: The Committee approved the reasons for their apologies.

2324 89 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

The Clerk declared a personal interest in 2324 98 – tenancies; her husband is top of the waiting list for a garage tenancy.

2324 90 To consider written requests for new DPI dispensations

None had been received.

2324 91 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.

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2324 92 To confirm the Minutes of the previous Committee meeting

RESOLVED: Members approved the Minutes of the Finance and Management Committee Meeting held on 27 November 2023, numbered 2324 70 to 2324 86 inclusive.

2324 93 To elect a Vice-Chair of this Committee

RESOLVED: Cllr Andy Wilson was elected Vice Chair of the Finance and Management Standing Committee.

2324 94 Grants

- i. **NOTED:** Members noted the rolling list of all grants awarded by the Parish Council.
- ii. **NOTED:** Members noted the rolling list of Finance and Management grants awarded, updated to reflect the virements approved at December full Council.
- iii. Members considered whether any actions were required ahead of the next grants cycle for Finance and Management 26 February 2024 with a closing date of 31 January.
RESOLVED: The Committee resolved to ask Council to approve a virement of £3,289.40 from budget line 4315 Community Assets to 4405 Projects and Events.

If approved this would mean that, ahead of the February grants cycle, the 4315 Community Assets budget line would hold exactly £20,000 and the 4405 Projects and Events budget line would hold £7,067.46.

Members asked the Officer to forward any received grant applications as they came in.
- iii. **NOTED:** Members noted the newly completed Grant Evaluation Form of Finance and Management grants awarded:
 - 2022-23 Grant 33 – Wooldale Community Association - boilers
- iv. **NOTED:** The Committee noted that the RFO will be sending out Grant Evaluation Forms in February to those groups awarded grants between August 2023 and November 2023, for completion and return.
- v. **NOTED:** It was noted that Friends of Cliff Rec had returned the £427 awarded by the Parish Council towards its Carols on the Cliff event, because of safety concerns regarding the shelter at the recreation ground.
The Committee considered whether any further action was needed with regard to the grant award.
RESOLVED: No further action.

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vi. Grants Working Group

Members considered the arrangements for the first meeting of the renewed Grants Working group.

RESOLVED: Cllr Colling would contact members of the Group to try and arrange to hold a meeting in early February.

2324 95 Chair's Expenses

NOTED: Members noted there were no further payments from the Chair's Expenses since the last meeting.

2324 96 Schedule of Payments

NOTED: Members noted the draft month-to-date schedule of payments for January 2024. All payments had been pre-approved as regular payments.

2324 97 Financial Statements

NOTED: The Committee noted the accounting summaries as here For November 2023:

- (1) Bank Reconciliations All Accounts (to end 30 November 2023)
- (2) Cash Books All Accounts Receipts and Payments (to end 30 November 2023)
- (3) Trial Balance (to end 30 November 2023)
- (4) Income and Expenditure by Budget Heading (to end 30 November 2023)
- (5) Balance Sheet (to end 30 November 2023)
- (6) Cash and Investment Reconciliation (to end 30 November 2023)
- (7) Earmarked Reserves (to end 30 November 2023)
- (8) Schedule of Payments (to end 30 November 2023)
- (9) VAT Return – quarter-to-date (not for submission).

The RFO reported that the financial records for December would be added to the Parish Council website in due course.

2324 98 Tenancies

In its budget considerations, the Parish Council had resolved to raise rents on allotment plots and garage plots by 20%. Rent charges were recalculated as:

- Garages £120/a for a single garage; £240/a for a double garage;
- Allotment plots £30 for a ½ plot; £48 for a full plot.

NOTED: Members noted that the RFO would be mailing out document packs to tenants in February with a letter regarding the new fees, tenancy agreements to be signed and returned, and invoice.

The Committee considered where any other actions were needed concerning the tenancies.

NOTED: No further actions.

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2324 99 Risk Assessments

- i. The Committee considered approval of the risk assessment for the allotments.
RESOLVED: The risk assessment was approved as a starting point for more in-depth work. Members felt that risk assessments should be formatted similarly. Cllr Baylin would pass on comments to the RFO/Deputy Clerk.
- ii. The Committee considered approval of the risk assessment for Holmfirth toilets.
RESOLVED: The risk assessment was approved.

2324 100 Fixed Assets

NOTED: The Committee noted the list of Holme Valley Parish Council fixed assets updated with the addition of the Holme Moss topograph.

2324 101 Holme Valley Parish Council budget 2024-25

The Parish Council approved its Budget, Reserves and Assets at its meeting 18 December 2023. That was a provisional approval given that calculations had been based on Kirklees Tax Base calculation for the Holme Valley for the current year 2023-24 rather than the year to which the budget applies. The tax base 2023-24 is 10482.86. The precept calculated using this figure and the £30.53 Band D charge was £320,042.

Since then, Kirklees had sent us its draft calculation for the Tax Base 2024-25. The new tax base is 10741.38. This is an increase of 258.52. Using the Parish Council's new, approved Band D household charge of £30.53, this translates into a final precept figure 2024-25 of £327,934 and an increase in the Special Expense Grant 2024-25 to £3,437. The total annual amount to be requested from Kirklees would be £331,371. This increase in the tax base would mean that the Parish Council's level of general reserves would be 27% of projected expenditure, a small excess of 2%.

APPROVED: The Committee approved the revised Parish Council's Budget, Reserves and Precept 2024-25 as presented. The Precept will be £327,934.

The Committee and Officers agreed that in Budget, Reserves and Precept deliberations in future years, the household charge be only provisionally agreed at the December meeting of Council, and a finalised figure reviewed and confirmed in the January meetings of Finance and Management and then Council.

2324 102 Internal Control Check

The Committee noted that arrangements had been made for Cllr Liles to undertake the Internal Control Check Tuesday 2nd January 2024, but this meeting had had to be cancelled by the RFO/Deputy Clerk due to a family bereavement. It was not possible to get the Internal Controls Check ahead of the Interim Internal Audit. The RFO/Deputy Clerk would be making new arrangements with Cllr Liles to undertake the Check.

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2324 103 Banking

- i. **NOTED:** The Committee noted that Cllr Blacka, Cllr Colling and Cllr Wilson, as the Vice-Chair of this Committee, are mandated signatories on the CCLA account as per Council 2324 28 and would be attending to fill in the required mandate forms.
- ii. **NOTED:** The Committee noted that the RFO/Deputy Clerk had delayed the movement of the Parish Council's main banking account to Unity Trust bank until after the election of the new Chair of Finance and Management. The RFO/Deputy Clerk would now be moving forward with the transfer in the new year.

2324 104 Financial Records for the website

NOTED: The Committee noted that the financial records for November 2023 had been added to the website. December's records would be uploaded in due course.

2324 105 Publicising the work of Holme Valley Parish Council

Members considered recent events or news that this Committee wished to publicise via the press, Parish Council website or social media.

RESOLVED: The RFO/Deputy Clerk would liaise with the Assistant Clerk to publicise the next cycle of grants being awarded in February.

The Meeting closed at 1936hrs.

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Chair