

# Holme Valley Parish Council

To all Members of the Finance & Management Committee

You are hereby summoned to attend a meeting of the **Finance & Management Committee** to be held on **MONDAY, 20 JANUARY 2020** at **HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS** at **7PM** to transact the following business -

## - AGENDA -

Please note that timings on the agenda are given for guidance of the Chairman and the Council only and should not be taken as the time at which discussion of a particular item will commence. The Committee may agree to defer (in whole or part) any items on the Agenda, if necessary.

|                |   |                |
|----------------|---|----------------|
|                | <b>Welcome</b>  | <b>7.00 pm</b> |
|                | <b>Public Question Time</b><br>Prior to the commencement of the business session of the Council, there will be an open session lasting 15 minutes, for members of the public to speak to the Council.   |                |
| <b>1920 54</b> | <b>Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014</b><br>As Local (Parish & Town) Council meetings can now be recorded, the Chairman to check if anybody wishes to record the meeting, to ensure reasonable facilities can be provided. | <b>7.15 pm</b> |
| <b>1920 55</b> | <b>To accept apologies for absence</b>  | <b>7.16 pm</b> |
| <b>1920 56</b> | <b>To receive Members' personal and disclosable pecuniary interests in items on the agenda</b>  | <b>7.17 pm</b> |
| <b>1920 57</b> | <b>To consider written requests for new DPI dispensations</b>   | <b>7.18 pm</b> |
| <b>1920 58</b> | <b>To consider whether items on the agenda should be discussed in private session</b>   | <b>7.19 pm</b> |
| <b>1920 59</b> | <b>To confirm the Minutes of the previous Committee meeting</b><br>- To confirm the Minutes of the Finance & Management Committee Meeting held on 25 November 2019, numbered 1920 32 to 1920 53 inclusive – previously distributed  | <b>7.20 pm</b> |
| <b>1920 60</b> | <b>Applications for Grant</b><br>- To consider an application for grant support – documentation enclosed: Holmepride – Community in Action – Help with funding to develop a wheelchair accessible allotment at Holmfirth Junior, Infant and Nursery School  | <b>7.21 pm</b> |
| <b>1920 61</b> | <b>Accounts for Payment</b><br>(1) To approve the payment of accounts for November 2019<br>(2) To approve the payment of accounts for December 2019<br>(3) To approve Chairman's expenditure and donations 2019-20 (if any)   | <b>7.40 pm</b> |

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- 1920 62 Financial Statements** **7.45 pm**  
- To approve accounting summaries – copies enclosed  
(1) Income Received to 05 January 2020  
(2) Balances held at 05 January 2020  
(3) Bank reconciliations of main Community Account (to 5 December 2019 and to 5 January 2020)  
(4) Actual versus Budget comparison report for the year to date
- 1920 63 Investment of Income** **8.10 pm**  
- To consider current rates of interest applying to the Council's accounts and the investment of the Council's income – RFO to report
- 1920 64 Audit of Accounts** **8.14 pm**  
- To note the new Internal Audit process undertaken by Internal Audit Yorkshire – RFO to report
- 1920 65 Budget/Precept 2020-21** **8.15 pm**  
- To consider the final recommendations of the Finance and Management Standing Committee to the Council for the Holme Valley Parish Council Budget for 2020-21 and the precept
- 1920 66 Special Expenses** **8.25 pm**  
- To consider the implications of the Special Expenses Grant
- 1920 67 Anchor Tenancy - Holmfirth Civic Hall** **8.30 pm**  
- To note that a grant towards fire escape project costs of £10,000 from the Finance and Management Standing Committee budget was authorised, and this has been entered in the Cash Book for 2019-20, but not yet paid pending the Holmfirth Civic Hall Community Trust's procurement procedure  
- Similarly, to note that a grant towards the Civic Hall Office Development project for £30,000 from the CASC budget was authorised, and this has been entered in the Cash Book for 2019-20 but not yet paid pending the Holmfirth Civic Hall Community Trust's procurement procedure
- 1920 68 Tenancies** **8.35 pm**  
- To consider the administration arrangements regarding the new contracts for tenancies for the financial year 2020-21
- 1920 69 Bank Matters**  
To consider future arrangements for authorisation of new Direct Debits for:  
(1) Photocopier lease (Grenke) and  
(2) Photocopier usage (Document Logic)
- 1920 70 Policy Matters** **8.40 pm**  
- To note:  
(1) updates to the NALC Disciplinary and Grievance procedures adopted by Council 16 December 2019 uploaded to website;  
(2) adoption by Holme Valley Parish Council of Kirklees Code of Conduct and Members/Officer protocol adopted by Council 16 December 2019 uploaded to website

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- 1920 71 Statement of Intent on Training 8.45 pm**  
(1) To receive report of recent training – attendees to report  
(a) To receive report of Clerk’s attendance on YLCA Code of Conduct webinar training  
(b) To receive report of Clerk’s attendance on YLCA Agendas and Minutes webinar training  
- To consider ongoing support for the RFO in his role from Finance and Management Standing Committee members – RFO to report.
- 1920 72 NALC/YLCA 8.58 pm**  
- To note YLCA representative is visiting the Clerk and Deputy Clerk/RFO January 2020 for a mentoring day
- 1920 73 Representation 8.59 pm**  
- To receive report (if any) of representatives to outside bodies
- Close of Meeting 9.00 pm**

*Richard McGill*

Mr Richard McGill  
Responsible Finance Officer to the Council

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