

Holme Valley Parish Council

MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD VIA ZOOM ON MONDAY 13TH JULY 2020

Those present:

Chairman: Cllr RP Dixon

Councillors: Cllrs M Blacka, D Carré, P Davies, S East, D Hall, R Hogley, M Pogson

Officer: Mr Richard McGill

Also present: Mrs E Bennett, Clerk to the Council

Welcome

Chairman, Cllr RP Dixon, welcomed Committee members to this virtual meeting of the Finance and Management Committee.

Ahead of the agenda, Cllr RP Dixon asked for members to pay tribute to a recently deceased former Chairman of the Council by observing a minute of silence, which they did.

Public Question Time

No members of the public were present.

2021 01 Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

The RFO/Deputy Clerk was recording the meeting in audio and video formats through the Zoom platform.

2021 02 To accept apologies for absence

RESOLVED: Apologies for absence were accepted from Cllr Colling and Cllr Feeney.

No apologies were received from Cllrs Gould and Sweeney.

Cllr Sheard had instructed the Clerk that she was resigning from the Finance and Management Standing Committee.

2021 03 To receive Members' personal and disclosable pecuniary interests in items on the agenda

None were disclosed.

2021 04 To receive Officers' personal and disclosable pecuniary interests in items on the agenda

None were disclosed.

2021 05 To consider written requests for new DPI dispensations

None had been received.

2021 06 To consider whether items on the agenda should be discussed in private session

RESOLVED: It was agreed that no items on the agenda needed to be discussed in private session.

Holme Valley Parish Council

2021 07 To confirm the Minutes of the previous Committee meeting

RESOLVED: That the Minutes of the Finance & Management Committee Meeting held on 2 March 2020, numbered 1920 74 to 1920 98 inclusive –previously distributed, and already approved by Council – be approved.

2021 08 Schedules of Accounts for Payment

(1) **RESOLVED:** The remaining payments on the Schedule of Accounts for June 2020 were approved, prior payments having already been approved by Council
(2) **NOTED:** Members noted that the Chairman had made no expenditure or donations in the interim

2021 09 Financial Statements

RESOLVED: The Committee approved the following accounting summaries

For February 2020:

- (1) Receipts to 05 March 2020
- (2) Payments to 05 March 2020
- (3) Bank Reconciliation All Accounts (to 5 March 2020)
- (4) Year-to-date Budget Report to 05 March 2020

1904hrs: At this point Cllr Carré joined the meeting.

For March 2020:

- (1) Receipts to 31 March 2020
- (2) Payments to 31 March 2020
- (3) Bank Reconciliations All Accounts (to 31 March 2020)
- (4) Year-to-date Budget Report to 31 March 2020

For April 2020:

- (1) Receipts to 05 May 2020
- (2) Payments to 05 May 2020
- (3) Bank Reconciliations All Accounts (to 05 May 2020)
- (4) Year-to-date Budget Report to 05 May 2020

For May 2020:

- (1) Receipts to 05 June 2020
- (2) Payments to 05 June 2020
- (3) Bank Reconciliation All Accounts (to 05 June 2020)
- (4) Year-to-date Budget Report to 05 June 2020

For June 2020:

- (1) Receipts to 05 July 2020
- (2) Payments to 05 July 2020
- (3) Bank Reconciliation All Accounts (to 05 July 2020)
- (4) Year-to-date Budget Report to 05 July 2020

2021 10 Final Accounts 2019/20

RESOLVED: The Committee noted the preparation of the final accounts before presentation at Council on the 20th July 2020 for approval.

1913hrs: At this point Cllr Hogley joined the meeting.

Holme Valley Parish Council

2021 11 Internal Audit

NOTED: The Committee noted the RFOs report on the draft Internal Audit Report including the corrective action taken by Officers.

2021 12 Budget/Precept 2020-21

NOTED: The Committee noted that the precept is being received in two instalments this year. The first of £139119 had been received 1 May 2020; the second of £140000 would be received 1 November 2020.

2020 13 Anchor Tenancy - Holmfirth Civic Hall

NOTED: The Committee noted the RFO has paid the annual rent on the Council office.

2020 14 Tenancies

NOTED: The Committee noted that the Council has received all payments for its tenancies.

2020 15 Bank Matters

RESOLVED: The Committee reaffirmed its resolve to implement the direct debit request of Grenke who lease us the photocopier. Cllr Dixon and Cllr Pogson agreed to be signatories of the direct debit agreement on behalf of the Council.

2020 16 Statement of Intent on Training

NOTED: Cllr Blacka reported positively regarding her attendance on Chairmanship training. The RFO/Deputy Clerk reported on his training on the Omega accounts package. The Clerk reported on the webinars she had attended: Contracts and Specifications, Freedom of Information, Grants and Payments, and Charities. The Clerk further disclosed that she had completed her ILCA training, and had attended webinars on Roles and Communities.

2020 17 Rialtas Omega Accounting Software

NOTED: The Committee noted that the Council was moving over to the Rialtas Omega accountancy package for 2020-21, and the RFO/Deputy Clerk has received a day's training.

2020 18 NALC/YLCA

NOTED: The Committee noted that the meetings of the South Pennine Branch of YLCA will continue to be held virtually using the Go To Meeting platform until further notice. The Clerk reported that she had attended and had not found it especially relevant.

2020 19 Grants

NOTED: - The Committee noted that the RFO has uploaded details of all last year's grants onto the website, accessible from the Home Page Quick Links. He and the Clerk are also maintaining a running record of grants awarded this current year, again, in the Quick Links from the Home Page.

The Clerk reported on the findings of the Grants Working Party. A discussion followed on how the Council should best manage its grants processes.

RESOLVED: The Committee decided that the Clerk's report should be put forward at the next meeting of the full Council with a recommendation from the Finance and Management Standing Committee.

Holme Valley Parish Council

2020 20 Bank Reconciliations against Bank Statements by a member of the Committee

The RFO/Deputy Clerk reported that Cllr Feeney has undertaken the onerous task of checking the RFO's bank reconciliations.

RESOLVED: That the RFO/Deputy Clerk passes on his thanks and the thanks of the Committee on behalf of the Parish Council for the work she had done with regard to checking the bank reconciliations as an action to combat fraud.

2020 21 Representation

No reports were received from representatives to outside bodies.

Cllr Pogson reported that he felt the financial statements produced this year by the RFO/Deputy Clerk were of good quality, and easier to understand than previously produced documents. The RFO/Deputy Clerk thanked him for his comment.

Close of Meeting

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Chairman