

Holme Valley Parish Council

DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 2 DECEMBER 2024

Those present:

Chair: Cllr A Wilson

Vice Chair: Cllr G Kirkby

Councillors: Cllr I Barnett, Cllr L Baylin, Cllr M Blacka, Cllr D Brook, Cllr P Colling, Cllr C Greaves, Cllr J Holmes, Cllr J Liles, Cllr J Rylah, Cllr M Rostron, Cllr S Whitelaw

Officer: Mr R McGill (RFO/Deputy Clerk)

Also present: Mrs Jen McIntosh (Clerk)

Welcome

The Chair welcomed Members to this fifth meeting of the Holme Valley Parish Council Finance and Management Standing Committee of the Council year.

Public Question Time

No members of the public were in attendance, and no Councillor chose to speak as a member of the public.

2425 73 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.

2425 74 To accept apologies for absence

All Members were in attendance.

2425 75 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

Cllr Baylin declared a personal interest in 2425 91, the grant application from Full Life Church Food Bank, and 2425 79 A, - grant awards to Hade Edge Residents Association.

2425 76 To consider written requests for new DPI dispensations

No new DPI dispensations had been received.

2425 77 To consider whether items on the agenda should be discussed in private session

The Committee decided that item 2425 91 would be heard in private session.

Signed: _____

Holme Valley Parish Council

2425 78 To confirm the Minutes of the previous Committee meeting

APPROVED: Members approved the Minutes of the Finance & Management Committee Meeting held on 20 September 2024, numbered 2425 56 to 2425 72 inclusive.

2425 79 Grants

A. Grant Evaluation Reports

NOTED: Members noted the following Grant Evaluation Reports added to the Parish Council website, accessible from the Grants tab at the top of the home page:

- Holme Valley Climate Action Partnership
- Eden's Project CIC

NOTED: Members noted that, of last year's awards, the Parish Council was still awaiting grant evaluation reports from:

- Upperthong Village Hall - £4,500 towards works to the roof
- Hade Edge Residents Association - £1,500 towards a marquee and sound system
- Holmfirth WI - £388 for equipment for outdoor events
- Upperthong Cricket Club – £2,050 towards clubhouse carpets
- Hade Edge Residents Association - £2,000 towards a village green flower garden
- Holmbridge Cricket Club - £5,000 towards solar batteries

Members considered any further action regarding Grant Evaluation Reports.

RESOLVED: The Deputy Clerk would, again, request grant evaluation reports to be filled in by the outstanding community groups. Ward Councillors would contact community groups within their localities.

B. NOTED: Members noted the rolling record of Finance and Management grants awarded 2024/25. The RFO/Reported that figures in the respective budget lines 4315 Community Assets and 4405 Projects and Events had been revised to reflect that the rolling grant award to Honley Business Association for the maintenance of the Honley CCTV should be considered as a Community Assets grant rather than a Projects and Events grants.

C. NOTED: The Committee noted the RFO's report on communication to and from grant award winners and losers. He reported that some award winners had not responded to emails confirming awards or confirming payments of awards. Cllr Holmes felt that this report was useful to see what award winners/losers said to the Parish Council.

2425 80 Chair's Expenses

NOTED: Members noted that the Chair's Expenses budget for 2024-25 is £1,000. The only expenditure had been a £30 ticket to The Lions Charter Dinner.

Signed: _____

Holme Valley Parish Council

2425 81 Schedule of Payments

- i. **NOTED:** The Committee noted the finalised schedules of payments for i. September 2024 and ii. October 2024. These were to be initialled by the Chair.
- ii. **NOTED:** The Committee noted the month-to-date schedule of payments for November 2024. This was to be initialled by the Chair.
- iii. Members considered the month-to-date schedule of payments for November 2024. **APPROVED:** the month-to-date schedule of payments for December 2024 was approved. This was to be initialled by the Chair.

2425 82 Financial Statements

Members noted the following accounting summaries:

- i. For September 2024:
 - (1) Cash Books All Accounts Receipts and Payments (to end 30 September 2024)
 - (2) Trial Balance (to end 30 September 2024)
 - (3) Balance Sheet (to end 30 September 2024)
 - (4) Cash and Investment Reconciliation (to end 30 September 2024)
 - (5) VAT Return – year-to-date for the quarter JUL-SEP 2024 – submitted to HMRC 10th October 2024 and the repayment received 17th October 2024.
- ii. For October 2024:
 - (1) Cash Books All Accounts Receipts and Payments (to end 31 October 2024)
 - (2) Trial Balance (to end 31 October 2024)
 - (3) Balance Sheet (to end 31 October 2024)
 - (4) Cash and Investment Reconciliation (to end 31 October 2024)
 - (5) VAT Return – year-to-date for the quarter OCT-DEC 2024 – not for submission.
- iii. Members considered, as per the guidance in the JPAG Practitioners' Guide, approval of the bank reconciliation forms cross-referenced with bank statements. This to be minuted.

All the Members have to do with this is check that the amount recorded on the bank reconciliation at month end and the amount recorded on the related bank statement at month end match.

The following bank reconciliation forms were approved:

For September 2024:

- HSBC Current Account
- HSBC Business Money Manager Account
- CCLA PSDF
- Unity Trust Current Account T2
- Unity Trust Instant Access Account

Signed: _____

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For October 2024:

- HSBC Current Account
- HSBC Business Money Manager Account
- CCLA PSDF
- Unity Trust Current Account T2
- Unity Trust Instant Access Account

The Chair and a second signatory on the bank mandates were to sign and date all the bank reconciliations, checking against the bank statements.

- iv. Councillors reviewed the Income and Expenditure report for October 2024 and the following report from the RFO.

Income:

- 1076 Precept As of 1st November 2024, the Parish Council had received all the precept totalling £327,934 for the year 2024-25 from Kirklees Council.
- 1078 Special Expenses Grant As of 1st November 2024, the Parish Council had received all the special expenses grant totalling £3,437 for the year 2024-25 from Kirklees Council.
- 1090 Bank Interest Seven months into the year, the Parish Council was about right on projections regarding bank interest.
- 1092 Toilets Donations Seven months into the year, the Parish Council was about right on projections regarding toilets donations.
- 1200 Allotment Rents All rents had been received and banked.
- 1250 Gartside Building Rent (and one month deposit) had been banked.
- 1300 Garage Rents All rents had been received and banked.

Expenditure:

- 4000 Salaries were about right after seven months though there would be payment of back pay in December and some other payments. An earmarked reserve had been created to fund any subsequent pay uplifts.
- 4060 Staff Training was under-budget seven months into the year.
- 4235 Insurance was, again, significantly over-budget by £3,101 or by 35%. However, it should be noted that the Parish Council will be reimbursed much of this increase by Holmfirth Civic Hall Community Trust under the terms of the lease. This shows as a receipt though.
- 4275 Telephone and Broadband was a little overbudget seven months into the year and may need adjusting in the budget.
- 4310 Holmfirth Civic Hall – Projects was £52,490 over budget; all this expenditure being made from earmarked reserves.
- 4315 Other Community assets and 4405 Projects and Events – grants awarded in September were not paid until November so did not yet show.
- All other expenditure was in line with budgets.

Members considered any further actions on income and expenditure against budget.

RESOLVED: No further action.

Signed: _____

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v. Earmarked Reserves

The earmarked reserves as presented in the August report represented the situation year-to-date. Councillors reviewed the August report, and the report from the RFO below.

- i. 322 EMR CCTV had been closed as this was now a rolling grant.
- ii. 323 EMR 323 Other Community Assets in the Holme Valley consisted of £2,017 for 10th Holme Valley (New Mill) Scouts (towards a new scout hut).
- iii. 325 EMR Election Fund held £7,000 allocated directly from the precept. This would be added to every year until the next full-Council cycle of elections when the reserve should hold around £30,000.
- iv. 326 EMR Defibrillator Special Reserve held £1,738.51. This is solely for maintenance of defibrillators the Parish Council is directly responsible for.
- v. 329 EMR Holmfirth Civic Hall was no longer recorded as all the money from the earmarked reserve was spent.
- vi. 331 EMR Gartside Building held £3,400 with expenditure of £1,600 in the interim on estate agents fees, solicitors fees and installation of a sink.
- vii. 332 EMR Honley Library held £15,000.
- viii. 336 EMR Royal Events held £1,000 in respect of Operation Menai Bridge.
- ix. 337 EMR COVID Memorial held £6,000. This should be spent soon.
- x. 338 EMR Children's Playgrounds had been closed.
- xi. 341 EMR Climate Action Projects held £13,946.68 with some expenditure on a planning application for the solar panels paid from it.
- xii. 343 EMR Road Safety held £12,052. £7202.28 was to be spent from this money after this meeting. The Planning Committee which oversees this reserve had voted to recommend to Council to disestablish the reserve and return the funds to general reserves.
- xiii. 344 Staff Pay £5,000 had been added to this earmarked reserve after annual Council to safeguard staff pay in the event of a national pay award. Some of it is likely to be spent to cover staff pay uplifts.
- xiv. 345 Rolling Grants held £6,060 and all except the CCTV had been paid out in November 2024. (£1,500 Holmfirth Arts Festival, £1,500 Festival of Folk, £1,000 Holme Valley Patient Transport, £500 Friends of Cliff Rec, £1,560 CCTV Honley).
- xv. 346 EMR Public Transport held £5,000.
- xvi. 347 EMR Tourism held £5,000.
- xvii. 348 EMR Dog Waste and Litter held £3,800.
- xviii. 349 EMR Community Engagement held £3,609.87.
- xix. 350 EMR The Civic Roof Repairs was no longer recorded as all the money from the earmarked reserve was spent.
- xx. 351 EMR Holmfirth Toilets Refurb held £4,104.

Members considered any further actions on earmarked reserves.

RESOLVED: No further action.

Signed: _____

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2425 84 Tenancies

- i. **NOTED:** Members noted that the new tenant of the Gartside building shop unit was now paying a rent of £350/month on the Gartside shop unit. Payment had been somewhat uneven, whilst the tenant waited for a finance officer to be appointed.
- ii. **Tenancy Charges 2025-26**

The Finance and Management Standing Committee oversees the charges to the tenants of Parish Council allotments and garages. The charges to tenants of garages and allotments had increased by 20% this year, - double garages went from £200 to £240; single garages from £100 to £120; allotment full-plots from £40 to £48; and allotment half-plots £25 to £30. Allotment half-plots had gone up 25% the year before as well, - from £20 to £25.

Members considered any uplift to the charges to allotment and garage tenants.

RESOLVED: Members resolved that there would be no rise in charges this year, and that it would be recommended that a revision of charges should take place in the year of every election of a new Council, - hence, every 4 years.

2425 85 Risk Assessment

Members considered the updated Risk Assessment of Holme Valley Parish Council.

RESOLVED: Members approved the updated risk assessment.

2425 86 Budgets and reserves of Holme Valley Parish Council 2025-26

Part of the role of the Finance and Management Committee is to collate the budgets and reserves requests of the other Standing Committees and to make recommendations or proposals to the Parish Council ahead of its meeting to agree the budget 16th December.

The Committee Chair had asked for the RFO/Deputy Clerk to prepare three Budget Plans, - a lower cost, medium cost, and higher cost budget. The Chair hoped that this would encourage debate amongst Members.

NOTED: Members noted the RFO's report on the Budget Plans.

The Chair reported that all and any of the budgets and their specific budget lines could be amended as the Committee sees fit. Nothing was set in stone.

The Committee was advised that they might choose i. to recommend one approved budget to Council, as has historically been the option, or ii. to forward two or three competing options to full Council, for Council to take an active part in the final decision. Members considered a budget for 2025-26 to be recommended to full Council.

RESOLVED: Members resolved to recommend the higher cost budget to Council, but that all three budgets should be forwarded to full Council for its consideration.

Signed: _____

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2425 87 New model Financial Regulations from the National Association of Local Councils (NALC)

NOTED: Members noted that the updated Holme Valley Parish Council Financial Regulations (based on the NALC model Financial Regulations) were in place. One of the key aspects of this was that the Clerk or RFO could now approve payments up to £500 (as long as there is a budget for the payment). Payments over £500 still had to be approved by Council or F&M.

2425 88 Internal Control Checks

NOTED: Cllr Liles reported that she had undertaken the internal control checks for the second quarter July-September. No issues had been disclosed.

2425 89 Banking

Unity Trust

- ia. **NOTED:** The Committee noted that most of the named signatories were now able to log on to the Unity Trust banking website. The Clerk, RFO and Assistant Clerk were all registered to be able to set up payments (but not authorise them). Committee Chairs were registered to approve payments (but not set them up). Only Cllr Dixon had not been able to log on yet. The first payments were set up 25th November 2024 and had gone smoothly and successfully.
- ib. **NOTED:** Members noted that the half-year precept and special expenses grant had been deposited into the Unity Trust T2 current account.
- ic. **NOTED:** Members noted that the RFO/Deputy Clerk had set up direct debits from the Unity Trust T2 current account and cancelled those from HSBC:
- Grenke (photocopier lease)
 - Information Commissioner's Office (annual data protection fee)
 - Scottish Water / Business Stream (water/sewage to the toilets)
 - Npower (electricity costs to Holmfirth toilets)

These accounts were still to be set up

- BT (telephone and internet – had not sent DD mandate form)
- Document Logic (photocopying – had not yet forwarded DD mandate form to Unity Trust)

The RFO reported that mandated Councillors may be asked to sign the pending direct debit agreements.

- id. **NOTED:** Likewise, Members noted that, in October, the RFO/Deputy Clerk would be transferring standing orders from the HSBC current account to the Unity Trust T2 current account:
- Time In Time Out Media - TiTo (Parish Council monthly news)
 - Artweek (annual subscription)

Signed: _____

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HSBC

- ii a** The HSBC Current Account would, at the end of this month, hold under £800. This was heretofore the Parish Council's main, working bank account, superseded in this quarter by the new Unity Trust T2 account. The Council considered what to do with this account.

RESOLVED: The account to be closed.

- ii b** The HSBC Business Money Manager Account would, at the end of this month, hold £55,679.13. The RFO reported that this account does earn interest which is paid quarterly into a nominated account, - currently the HSBC Current Account. Interest received was £272.76 in the quarter to June and £272.26 in the quarter to September. The Council considered what to do with this account.

RESOLVED: The account to be closed.

2425 90 Financial Records for the website

NOTED: Members noted that the financial records for September and October 2024 had been added to the website. The November records would be added once bank statements had been received.

2425 91 Grant Application

Members considered a grant application from Full Life Church Food Bank for up to £5,000 towards funding for the Food Bank. The RFO reported that this Committee could only make awards up to £1,500 on this sort of application. It could, however, make a recommendation to Council for higher amounts. The legal power for any award/s would be the Local Government Act 1972, Section 137.

RESOLVED: An award of £1,500 was made to Full Life Church Food Bank.

RESOLVED: The Committee resolved to recommend to Council a further payment of £3,500 from general reserves.

2425 92 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 Parish Council should publicise the grant award to the Food Bank.

The meeting closed at 855pm.

Signed: _____