

## **HOLME VALLEY PARISH COUNCIL (GRAVESHIP OF HOLME) LAND CHARITY**

### **MINUTES OF THE CHARITY COMMITTEE HELD ON THURSDAY 02 APRIL 2009**

Those present :

Chairman : Cllr C M Kaye

Councillors : Cllr Mrs R Bratt, Cllr G Cropper, Cllr B A Smith

Officers : Mrs S S Barber, Mrs M A Bewick

#### **To accept apologies for absence**

None were received.

#### **08 31 To consider whether items on the agenda should be discussed in private session**

RESOLVED: That items 5 (To consider action in relation to specific sites), 6 (Administrative Matters) and 7 (Action Plan) be discussed in private session, on the grounds that the matters to be considered are of a confidential nature.

#### **08 32 To receive Members' declarations of interest in items on the agenda**

None were given.

#### **08 33 To confirm the Minutes of the Previous Meeting**

RESOLVED: That the Minutes of the meetings held on 3 March 2009 numbered 08 11 - 08 22 inclusive, and 11 March 2009 numbered 08 23 - 08 30 inclusive, be confirmed.

#### **08 34 Exclusion of Public and Press**

RESOLVED: That the business of this Committee now to be transacted be not open to the public or press on the grounds that the matters to be considered are of a confidential nature.

#### **08 35 To consider action in relation to specific sites**

(1) Cliff: Members noted the correspondence from Zurich Municipal confirming that a claim had been successfully defended and withdrawn. Given this information and having recently visited the site, Members agreed that clarification should be sought from Kirklees Council, as it is assumed that Kirklees Council now accepts ownership and responsibility for the wall adjacent to the bridleway.

RESOLVED: That the Officer should contact Kirklees Council to seek clarification as outlined above.

(2) Cliff: Members noted the reports of continuing incidents of fly-tipping; all reports had been forwarded to Kirklees Council to pursue.

(3) Strines Moor: Members noted the unauthorised use reported and further action would be considered as part of the Action Plan.

RESOLVED: That the above be noted.

(4) White Gate: The Officer reported that a number of Leylandii trees had been planted on this site; the Officer to contact a local farmer to find out who had planted them.

RESOLVED: That the Officer should contact the local farmer to enquire about the planting of trees on this site, without the Council's permission.

#### **08 36 Administrative Matters**

(1) Information Commissioner's Office: Guidance on the registration requirements/process had been received and the Officer to consult with the Clerk to establish whether the Council as Trustee needs to register separately to the Council's existing registration.

RESOLVED: That the Officer be authorised to register with the Information Commissioner's Office, if it is established that the Council as Trustee does need to register separately.

(2) Charity Commission: Members noted further information received about the Charitable Scheme, particularly that the year end date could be changed online, via the Commission's website.

RESOLVED: That the Officer, liaising with the Clerk for assistance, be authorised to make the necessary changes online.

The Clerk reported on a NALC/SLCC Networking Lunch to be held on Friday 15 May 2009, where the speaker would be from the Charity Commission.

RESOLVED: That the Clerk be asked to attend on behalf of the Council, and the item to be included on the agenda for the Council's next Finance and Management Committee meeting, to seek approval.

(3) NCVO: Members noted the offer of free Community membership but agreed to take no further action.

RESOLVED: That the above be noted.

(4) Recharging of Officer time from 1 April 2009 to end of civic year 08-09 and for next civic year 09-10, following Staffing Committee recommendations: The Clerk reported that advice had been sought from YLCA but no response had yet been received. It had been agreed by the Staffing Committee that Officers' time and oncosts would be charged to the Charity and Members agreed that a figure of 20% of the total of the Officers' salary/national insurance contributions/pension should be charged.

Members further agreed that the Administrative Support Officer should continue to record separately hours per month worked on matters relating to the Charity, to be reviewed after a three months' trial period.

RESOLVED: That the Clerk should seek further advice from YLCA on the above.

**08 37 Action Plan**

Members further considered actions relating to future use of sites held by the Charity, including unauthorised use and encroachments at a number of sites. The Officer confirmed that quotations had now been requested from three planning consultants. It was agreed that quotations would now be sought from solicitors, architects and auctioneers, to enable actions as specified in the Action Plan to be pursued, in accordance with Financial Regulations.

RESOLVED: (1) That the Officer be authorised to contact solicitors, architects and auctioneers to request quotations.

(2) That the Action Plan be updated for consideration by full Council as Trustee.

**08 38 Freedom of Information Act 2000 - to agree what information will be made available to the public**

RESOLVED: That, under the Council's Publication Scheme, supporting papers for any item within the public session of the meeting be made available, if requested, after approval of the Minutes by the full Council.

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**Chairman**