

To all Members of the Finance & Management Committee

You are hereby summoned to attend a meeting of the **Finance and Management Standing Committee** to be held at **HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH HD9 3AS** on **MONDAY 15<sup>th</sup> APRIL 2024** at **7pm** to transact the following business -

**- AGENDA – (A)**

**Welcome** **7.00 pm**

**Public Question Time**

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.

**2425 01** **Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014** **7.15 pm**

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. The Officer will be recording the meeting in video format for upload to the Parish Council’s YouTube channel.

**2425 02** **To accept apologies for absence** **7.16 pm**

**To receive**, apologies for absence given in advance of the meeting; these to be recorded in the minutes.

**To consider**, the approval of reasons given for absence by Members.

**2425 03** **To receive Members’ and Officers’ personal and disclosable pecuniary interests in items on the agenda** **7.17 pm**

**2425 04** **To consider written requests for new DPI dispensations** **7.18 pm**

**2425 05** **To consider whether items on the agenda should be discussed in private session** **7.19 pm**

**2425 06** **To confirm the Minutes of the previous Committee meeting** **7.20 pm**

- To note the Minutes of the Finance & Management Committee Meeting held on 26 February 2024, numbered 2324 106 to 2324 122 inclusive. **(B)**

2425 07

**Grants**

7.21 pm

- i. **To note**, the list of all grants awarded by the Finance Committee 2023-24. RFO/Deputy Clerk to report. **(C)**
- ii. **To note**, no new grant evaluations have been received since the last meeting. The RFO/Deputy Clerk has updated the grants page on the website to include all evaluation reports received to date.
- iii. **Grants Working Group**  
**To note**, the second meeting of the reformed group by Zoom has taken place. Chair to report.

**Budget Line 4315 Community Assets Grant**

- iv. **To re-consider**, Grant Application a grant application Honley Business Association, – application enclosed, – for £1,000 towards the upkeep of six community-owned defibrillators in Honley. The legal power for this would be Public Health Act 1936 S234 – provision of life-saving appliances. This application was considered in September but was refused, in part, because Members thought that funds were available elsewhere. This was proved incorrect. At the last meeting, of Council 7 Members signed a written notice to allow this application to be revisited under item 7a) of the Holme Valley Parish Council Standing Orders. Furthermore, that meeting resolved to add £1,000 to the earmarked reserve from which this expenditure would come. Revisiting this grant application is not a presumption that it will be approved. **(D)**

**Budget Line 4405 Projects, Events, Other Grant**

- v. **To consider**, a request for a change of use of a grant award. At the Finance and Management Committee meeting of 25<sup>th</sup> September 2023, Holmfirth Chess Club was awarded £784.94 towards new chess equipment. The Club wants to use some of the award to purchase different equipment than that originally identified in the application. **(E)**

2425 08

**Chair's Expenses**

7.30 pm

**To note**, the Chair's Expenses budget for 2023-24 was £1,000. Expenditure from the Chair's expenses to attend events on behalf of the Parish Council in 2023-24 was £78. Other expenditure from this account will be shared after the May elections.

2425 09

**Payment of the repair of the roof at The Civic**

7.31 pm

- i. Members will be aware that the Parish Council earmarked money to pay for repairs to the roof of The Civic. Holmfirth Civic Hall Community Trust are working with the architect to get the repairs done.  
The Trust have asked for the Parish Council to pay ½ of the money that has been earmarked so that the work can get underway. Whilst discussing this with the Trust staff, the RFO wondered whether there was any facility in the arrangements with the Trust for the Parish Council to pay for the repair directly. Since the Parish Council can reclaim VAT, this would save the Parish Council around £4,000 against if the Parish Council awards the money to the Trust for them to pay for the repairs. To summarise, the Parish Council owns The Civic and, on this particular project, all the money to pay for it is coming from the Parish Council.  
**To consider**, whether the Parish Council can contract with the supplier/s directly to undertake roof repairs on a building it owns, rather than going through Holmfirth Civic Hall Community Trust.
- ii. **To consider**, then, if the Parish Council does not consider that it can pay for the project directly, then the Parish Council must consider, approving a payment of £13,500 towards expenditure on the roofing repairs through Holmfirth Civic Hall Community Trust. **(F)**

2425 10

**Schedule of Payments**

7.40 pm

**To consider**, approval of the draft month-to-date schedule of payments for April 2024. **(G)**

Members should note that the expenditure shaded in blue is expenditure relevant to the financial year 2023-24, but paid in 2024-25, which must be accounted for in last year's accounts through the workings of the accounting software. The RFO cannot finalise the end-of-year accounts until known debts have been received. At the time of the agenda being posted, the Parish Council was still awaiting the invoice from Scottish Water for the Holmfirth public toilets for the quarter JAN-MAR 2024. Once received, the RFO can submit the reversing journals to balance the accounts effectively and finalise the accounts for 2023-24.

As per the recommendation in the internal audit report, the Chair must initial the Schedule of Payments and they be attached to the minutes of the meeting.

**To note** the accounting summaries – copies enclosed

i. For February 2024 (H):

- (1) Cash Books All Accounts Receipts and Payments (to end 29 February 2024)
- (2) Trial Balance (to end 29 February 2024)
- (3) Income and Expenditure by Budget Heading (to end 29 February 2024)
- (4) Balance Sheet (to end 29 February 2024)
- (5) Cash and Investment Reconciliation (to end 29 February 2024)
- (6) Earmarked Reserves (to end 29 February 2024)
- (7) Schedule of Payments (to end 29 February 2024)
- (8) VAT Return – year-to-date for the quarter JAN-MAR 2024 not for submission.

ii. For March 2024 (I):

- (1) Cash Books All Accounts Receipts and Payments (to end 31 March 2024)
- (2) Trial Balance (to end 31 March 2024)
- (3) Balance Sheet (to end 31 March 2024)
- (4) Cash and Investment Reconciliation (to end 31 March 2024)
- (5) Schedule of Payments (to end 31 March 2024)
- (6) VAT Return –for the quarter JAN-MAR 2024 submitted 8<sup>th</sup> April 2024.

iii. **To consider**, as per the recommendation in the internal audit report, the Committee must approve the bank reconciliations cross-referenced with bank statements.

N.B.: Members should note that HSBC do not process bank statements by calendar month, so Members need to find the record for the last date of the month to do the reconciliation.

For February 2024:

- HSBC Current Account Bank Statement **(Ji)** and HSBC Current Account Bank Reconciliation **(Jii)**
- HSBC Business Money Manager Bank Statement **(Ki)** and HSBC Business Money Manager Bank Reconciliation **(Kii)**
- CCLA PSDF Bank Statement **(Li)** and CCLA PSDF Bank Reconciliation **(Lii)**.

For March 2024:

- HSBC Current Account Bank Statement **(Mi)** and HSBC Current Account Bank Reconciliation **(Mii)**
- HSBC Business Money Manager Bank Statement **(Ni)** and HSBC Business Money Manager Bank Reconciliation **(Nii)**
- CCLA PSDF Bank Statement **(Oi)** and CCLA PSDF Bank Reconciliation **(Oii)**.

The Chair and a second signatory on the bank mandates, - in this context, - the Vice Chair, have to sign and date all the bank reconciliations, checking against the bank statements.

- iv. Councillors to review the draft Income and Expenditure report for March 2024 from the accounting summaries. **(P)**

Notes from the RFO:

Income -

- On the income side, budget line 1090 Interest on Investments line is nearly 617% over its projection because of higher interest rates! But better to undercalculate on income than overcalculate.
- Holmfirth Civic Hall Community Trust did reimburse us for their portion of the insurance before the end of the financial year. This is included in 1095 Other Income, hence why that has a higher variance than expected.
- The Gartside building shop unit was still untenanted at the year end, hence why that shows at only of 43% of the original budget projections.

Expenditure side:

- Salaries and oncosts are over budget at 107% at year end. This was due to the national pay award and individual performance-based uplifts.
- 4060 Staff Training ended the year at 170% of the annual budget. This is because both the Clerk and the RFO/Deputy Clerk have enrolled in the CiLCA which is a costly qualification. The Staff Training policy does state, "If enrolment for CiLCA training is anticipated then this amount will need to include an extra £800." This was not, however, committed in the original budget as it was set for this year. Provision is built into next year's budget for the Assistant Clerk.
- 4235 Insurance is significantly over-budget as Council is aware. This was over-budget at year start but then the addition of the topograph tipped it over even further. It will be £2,347 over-budget once the topograph premium is paid in April.
- The 4315 Community Assets budget line was underspend with £25,695 remaining. This was because the Finance and Management Committee voted to fund eventual repairs to the flat roof between The Civic and the Drill Hall costing £22,490 from this budget line. This money will be moved to a new earmarked reserve at the year end.
- 4310 Holmfirth Civic Hall - projects is likely to be very significantly over-budget. Ended the year £7,812 in deficit due to needs to pay for additional works on the fire escape. £10,000 had been committed from an earmarked reserve for other works.
- 4505 Neighbourhood Plan was underspent at the year end, and this underspend will be moved to the Road Safety earmarked reserve at the year end.
- 4505 Neighbourhood Plan Similarly, a number of CACE budget lines (4600, 4620, 4630, 4805, 4810) were underspent at the year end, and this underspend will be moved to earmarked reserves for 1) Community and Engagement and 2) Climate Action Projects.
- The budget lines for 4705 Christmas Provision and 4710 New Mill Churchyard were both be a little over budget at year end. Some budgetary adjustments were undertaken in the budget for the year ahead.

- The budgets involving significant work of the maintenance contractor, - 4320 Public Toilet – Day to Day and 4740 Seats and Shelters, - will be somewhat under-budget though Members should remember that March's invoices will not be paid until the end of April and will need to be factored into the 2023-24 accounts.

**To consider**, any further actions on income and expenditure against budget.

**To consider**, reporting salaries. In the year 2023-24, the RFO recorded the employer pensions contributions and employer National Insurance contributions separate to salaries. The RFO thought that it would be useful to separate them off. However, doing this compromises the efficacy of the Income and Expenditure against Budget report, because one cannot straightforwardly gauge staff salary costs against budget, nor against the percentage. The RFO would like the Council to consider reverting to including Employer's NI and Employer's Pension under the general budget line 4000 Salaries. Reports separating off the on-costs could still be prepared if needed.

**v. Earmarked Reserves**

The earmarked reserves as presented represents the situation year-to-date. Councillors to review the March report (**Q**).

- i. 322 EMR CCTV is down to £320 following the recommendation to award £1,560 at Service Provision 20/02/2024. This EMR will be done away with as the CCTV expenditure will be dealt with as a rolling grant through the Finance and Management Committee.
- ii. EMR 323 Other Community Assets in the Holme Valley consists solely £2,017 for 10<sup>th</sup> Holme Valley (New Mill) Scouts (towards a new scout hut) but an extra £1,000 will be added at year end re the potential defibrillator grant application on this agenda.
- iii. £22,490 will need to be moved to a new earmarked reserve at the year-end for The Civic roof repairs.
- iv. £15,000 remains in 332 EMR Honley Library.
- v. £15,000 remains in 338 EMR Children's Playgrounds. Service Provision did not resolve what should happen to this reserve.
- vi. £1,000 will be added to 336 Royal Events at year end from general reserves.
- vii. £6,827 will be added to 341 EMR Climate Action Projects at the year-end. This is the underspend on the 450 Climate Emergency budget lines. This is, in part, intended to fund the solar panels project at Holmfirth toilets.
- viii. £2,610 will be added to a new earmarked reserve for Community and Engagement. This is the underspend on the 350 Publications and Communication budget lines.
- ix. £2,526 will be added to the earmarked reserve 343 EMR Road Safety. This is the underspend on the 4505 Neighbourhood Plan budget line.

A number of other, new earmarked reserves will be set up in the new financial year as per the Holme Valley Parish Council budget agreements.



**2425 17      Financial Records for the website      8.20 pm**

**To note**, the financial records for February 2024 have been added to the website. March's records and the year-end records will be included in due course.

**2425 18      Publicising the work of Holme Valley Parish Council      8.21 pm**

**To consider**, recent events or news that this Committee wishes to publicise via the press, Parish Council website or social media.

**Close of Meeting      8.25 pm**

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.



Mr Richard McGill  
Responsible Finance Officer and Deputy Clerk to the Council

Holme Valley Parish Council  
Holmfirth Civic Hall, Huddersfield Road, HOLMFIRTH HD9 3AS  
Telephone: 01484 687460  
Email: [deputyclerk@holmevalleyparishcouncil.gov.uk](mailto:deputyclerk@holmevalleyparishcouncil.gov.uk)



**DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 26 FEBRUARY 2024**

Those present:

Chair: Cllr P Colling

Vice Chair: Cllr A Wilson

Councillors: Cllr I Barnett, Cllr D Brook, Cllr C Greaves, Cllr J Holmes, Cllr G Kirkby, Cllr J Liles, Cllr J Rylah

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 106 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 107 To accept apologies for absence**

**NOTED:** The Committee noted that Cllrs Baylin, Blacka, Fenwick and Fernandes were absent.

Cllrs Fernandes had a dispensation in place. Cllrs Baylin and Blacka had tendered apologies.

**RESOLVED:** The Committee approved the reasons for their apologies.

Signed: \_\_\_\_\_

**2324 108 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda**

CLlr Kirkby disclosed personal interests in Agenda item 2324 113 Applications ii, vii, xiv, xvii, xviii, xix.

CLlr Barnett disclosed a personal interest in Agenda item 2324 113 Application xx.

CLlr Rylah disclosed a personal interest in Agenda item 2324 113 Application ix.

CLlr Holmes disclosed a personal interest in Agenda item 2324 113 Application ix.  
CLlr Liles disclosed a personal interest in Agenda item 2324 113 Application viii.

**2324 109 To consider written requests for new DPI dispensations**

None had been received.

**2324 110 To consider whether items on the agenda should be discussed in private session**

**RESOLVED:** Members resolved at this time that no item should be heard in private session.

**2324 111 To confirm the Minutes of the previous Committee meeting**

**RESOLVED:** Members approved the Minutes of the Finance and Management Committee Meeting held on 15 January 2024, numbered 2324 87 to 2324 105 inclusive.

**2324 112 Grants**

- i. **NOTED:** Members noted the rolling list of all grants awarded by the Parish Council 2021-24 for Members to review past awards. RFO/Deputy Clerk to report. **(C)**
- ii. **NOTED:** Members noted the rolling list of all grants against budgets awarded by the Parish Council this year 2023-24, updated to reflect approved virements. RFO/Deputy Clerk to report.
- iii. **NOTED:** Members noted the list of Finance and Management grants being considered at this meeting 22/02/2024 against the budget lines 4315 Community Assets and 4405 Projects and Events. RFO/Deputy Clerk to report.

Signed: \_\_\_\_\_

- iv. **NOTED:** Members noted the following newly received Grant Evaluation Forms of Finance and Management grants awarded:
- 2023-24 Grant 7. Holmfirth Food and Drink Festival
  - 2023-24 Grant 11. Wooldale Wanderers AFC
  - 2023-24 Grant 12. Holmfirth Tech – Rock Room
  - 2023-24 Grant 17. Honley Village Community Trust – Magdale Dam
  - 2023-24 Grant 22. Honley Village Community Trust – Welcome Club
  - 2023-24 Grant 32. Honley Village Community Trust – Children’s Christmas Party
  - 2023-24 Grant 36. Honley Village Community Trust – Children’s Arts and Crafts

Members of the Grants Working Group had expressed reservations regarding sharing all Grant Evaluation Forms received as part of the documentation for meetings. This partly concerned the sheet size of the files shared.

**RESOLVED:** All Grant Evaluation Forms would be shared with Members (and the general public) through the Grants dropdown menu on the Parish Council’s website. Members would be notified of new uploads prior to Finance and Management meetings. The Chair would review the Grant Evaluation Forms to ensure due diligence in those projects awarded funds.

- v. **NOTED:** The committee noted that the RFO had in February 2024 sent out blank Grant Evaluation Forms to any remaining groups awarded grants between August 2023 and November 2023.

vi. **Grants Working Group**

The Chair of the Grants Working Group reported on the first meeting of the group by Zoom. Members had been allocated tasks to be reviewed at the next meeting 15 March 2024.

**NOTED:** The Committee noted the report.

**2324 113 Grant Applications**

The Committee considered twenty grant applications against its budget lines 4315 Community Assets and 4405 Projects and Events.

**NOTED:** The Committee noted that it may consider referring awards to other Committees for potential funding, - for example CACE regarding, for example, energy solutions. However, the RFO/Deputy Clerk reported that there may not be ready funds available as we approached the end of the financial year.

Signed: \_\_\_\_\_

**Budget line 4315 Community Assets Grants**

- i. The Committee considered Grant Application 43 from Upperthong Cricket Club for £4,100 towards replacement of clubhouse carpets. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – provision of building for public meetings.  
**RESOLVED:** Upperthong Cricket Club was awarded £2,050 towards replacement of clubhouse carpets.
- ii. The Committee considered Grant Application 44 from Honley Village Community Trust for £2,640 towards tree works at Southgate Woods. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – power to provide and contribute to a wide range of recreational facilities.  
**RESOLVED:** Honley Village Community Trust was awarded £2,640 towards tree works at Southgate Woods.
- iii. The Committee considered Grant Application 45 from Scholes Cricket Club for £3,078 (£2,565 + VAT) for netting and a sightscreen. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – power to provide and contribute to a wide range of recreational facilities.  
**RESOLVED:** No award was made.
- iv. The Committee considered Grant Application 46 from Hade Edge Residents Association for £4,000 towards a village green flower garden. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – power to provide and contribute to a wide range of recreational facilities.  
**RESOLVED:** Hade Edge Residents Association was awarded £2,000 towards a village green flower garden.
- v. The Committee considered Grant Application 47 for Honley Business Association for £1,000 towards the upkeep of six community-owned defibrillators in Honley. The legal power for this would be Public Health Act 1936 S234 – provision of life-saving appliances.  
**RESOLVED:** No award was made.
- vi. The Committee considered Grant Application 48 from Eden’s Forest CIC for £1,337.63 towards a sheltered area for play and learning in Honley. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – power to provide and contribute to a wide range of recreational facilities.  
**RESOLVED:** Eden’s Forest CIC was awarded £1,337.63 towards a sheltered area for play and learning.

Signed: \_\_\_\_\_

- vii. The Committee considered Grant Application 49 from Friends of Honley for £1,500 towards seasonal planting of outdoor spaces. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – power to provide and contribute to a wide range of recreational facilities.  
**RESOLVED:** Friends of Honley was awarded £1,500 towards seasonal planting of outdoor spaces.
- viii. The Committee considered Grant Application 50 from Hepworth Utd FC for £2,000 towards storage for the club’s equipment. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – power to provide and contribute to a wide range of recreational facilities.  
**RESOLVED:** No award was made.
- ix. The Committee considered Grant Application 51 from Holmfirth Tech for £4,915.20 towards new, upgraded entrance doors. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – provision of building for public meetings.  
**RESOLVED:** No award was made.
- x. The Committee considered a late Grant Application 52 from Holmbridge Cricket Club, for £5,000 towards solar batteries for the clubhouse energy storage. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – provision of building for public meetings.  
**RESOLVED:** Holmbridge Cricket Club was awarded £5,000 towards solar batteries.

**Budget Line 4405 Community Benefits Grant – projects, events, other**

- xi. The Committee considered Grant Application 53 from Thongsbridge Cricket and Bowling Club for £1,500 towards an irrigation system. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – power to provide and contribute to a wide range of recreational facilities.  
**RESOLVED:** No award was made.
- xii. The Committee considered Grant Applications 54 from Holmfirth Food and Drink Festival for £1,500 towards refuse collection and street cleaning after the Festival. The legal power for this would be Local Government Act 1972 S144 – power to encourage tourism.  
**RESOLVED:** Holmfirth Food and Drink Festival was awarded £1,500 towards refuse collection and street cleaning.
- xiii. The Committee considered Grant Application 55 from Friends of Cliff Recreation Ground for £655 towards a D-Day beacon-lighting event. The legal power for this would be Local Government Act 1972 S145 – provision of entertainment.  
**RESOLVED:** Friends of Cliff Recreation Ground was awarded £655 towards a D-Day beacon-lighting event.

Signed: \_\_\_\_\_

- xiv.** The Committee considered Grant Application 56 from Honley Village Community Trust for £1,369 towards brushcutter/trimmer training. The legal power for this would be Open Spaces Act 1906 s9-15 – power to maintain land for open spaces.  
**RESOLVED:** Honley Village Community Trust was awarded £1,369 towards brushcutter/trimmer training.
- xv.** The Committee considered Grant Application 57 from Wooldale Community Group for £1,000 towards rent for the youth club and mother and baby club. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – provision of buildings for public meetings.  
**RESOLVED:** Wooldale Community Group was awarded £1,000 towards rent for the youth club and mother and baby club.
- xvi.** The Committee considered Grant Application 58 from Holme Valley Climate Action Partnership for £897 towards a local food awareness event. The legal power for this would be Local Government Act 1972 S145 – provision of any form of public entertainments.  
**RESOLVED:** Holme Valley Climate Action Partnership was awarded £897 towards a local food awareness event.
- xvii.** The Committee considered Grant Application 59 from Honley Village Community Trust for £372 towards Easter craft workshops for children. The legal power for this would be Local Government Act 1972 S145 – support of the arts.  
**RESOLVED:** Honley Village Community Trust was awarded £372 towards Easter craft workshops for children.
- xviii.** The Committee considered Grant Application 60 from Honley Village Community Trust for £578.50 towards Easter Bunny Tea Party for children. The legal power for this would be Local Government Act 1972 S145 – provision of any form of public entertainments.  
**RESOLVED:** Honley Village Community Trust was awarded £578.50 towards Easter Bunny Tea Party for children.
- xix.** The Committee considered Grant Application 61 from Honley Village Community Trust for £1,163 towards floral workshops. The legal power for this would be Local Government Act 1972 S145 – support of the arts.  
**RESOLVED:** No award was made.

Signed: \_\_\_\_\_

- xx.** The Committee considered a late Grant Application 62 from Honley Show Society Ltd for £500 towards a cycle storage area for the festival. The legal power for this would be Local Government Rating Act 1997 – provision of equipment to prevent crime.

**RESOLVED:** No award was made.

**NOTED:** The Committee noted that the Parish Council had, for the fourth time, contacted Holme Valley Patient Transport to advise that we need a completed copy of the Grant Evaluation Form regarding their award 2022-23, before we can pay them the current year's £1,000 award, and any future rolling awards. Cllr Greaves had also been in touch to try to move things along.

**2324 114 Chair's Expenses**

**NOTED:** The Committee noted that the Chair's Expenses budget is £1,000, and that the only expenditure to date had been £28.

**2324 115 Schedule of Payments**

**RESOLVED:** The Committee approved the draft month-to-date schedule of payments for February 2024.

As per the recommendation in the internal audit report, the Chair must initial the Schedule of Payments and they be attached to the minutes of the meeting.

Signed: \_\_\_\_\_

**2324 116 Financial Statements**

**NOTED:** Members noted the accounting summaries as listed for December 2023 and January 2024.

**i. For December 2023:**

- (1) Bank Reconciliations All Accounts (to end 31 December 2023)
- (2) Cash Books All Accounts Receipts and Payments (to end 31 December 2023)
- (3) Trial Balance (to end 31 December 2023)
- (4) Income and Expenditure by Budget Heading (to end 31 December 2023)
- (5) Balance Sheet (to end 31 December 2023)
- (6) Cash and Investment Reconciliation (to end 31 December 2023)
- (7) Earmarked Reserves (to end 31 December 2023)
- (8) Schedule of Payments (to end 31 December 2023)
- (9) VAT Return –for the quarter OCT-DEC 2023 submitted 31<sup>st</sup> January 2024 and £1,341.06 VAT repayment received 07/02/2024.

**ii. For January 2024:**

- (1) Bank Reconciliations All Accounts (to end 31 January 2024)
- (2) Cash Books All Accounts Receipts and Payments (to end 31 January 2024)
- (3) Trial Balance (to end 31 January 2024)
- (4) Income and Expenditure by Budget Heading (to end 31 January 2024)
- (5) Balance Sheet (to end 31 January 2024)
- (6) Cash and Investment Reconciliation (to end 31 January 2024)
- (7) Earmarked Reserves (to end 31 January 2024)
- (8) Schedule of Payments (to end 31 January 2024)
- (9) VAT Return –for the quarter-to-date JAN-MAR 2024 (not for submission)

- iii. NOTED:** The Committee noted the report from the RFO that, as per the recommendation in the internal audit report, the Chair and a second signatory on the bank mandates, - in this context, - the Vice Chair, would hereafter have to sign and date all the bank reconciliations, checking against the bank statements.

Signed: \_\_\_\_\_



- iv. The RFO/Deputy Clerk reported on the income and expenditure against budget year-to-date end January 2024 of the Parish Council.

The RFO's report –

Income side:

- On the income side, budget line 1090 Interest on Investments line was nearly 500% over its projection because of higher interest rates.
- Holmfirth Civic Hall Community Trust assured us that they will reimburse us for their portion of the insurance before the end of the financial year. This is included in 1095 Other Income.
- Members were advised that it is unlikely that we will get a tenant for the Gartside shop unit before year end, so that would remain with a big, negative variance.

Expenditure side:

- Salaries and oncosts were over budget at 90% of the full year's budget 10 months into the year so, as Council will be aware, this will be over at year end. This was due to the national pay award and individual performance-based uplifts.
- 4060 Staff Training was already at 135.8% of the annual budget after ten months. This was because both the Clerk and the RFO/Deputy Clerk had enrolled in the CiLCA which is a costly qualification. The Staff Training policy does state, "If enrolment for CiLCA training is anticipated then this amount will need to include an extra £800." This had not, however, been committed in the original budget as it was set for this year.
- 4235 Insurance was significantly over-budget as Council is aware. This was over-budget when the insurance was paid for, but then the addition of the topograph tipped it over even further.
- 4310 Holmfirth Civic Hall – projects, it was reported, was likely to be very significantly over-budget. It was currently £7,317 in deficit, and £22,490 had further been committed by this Committee from its 4315 Community Assets budget line to fund eventual repairs to the flat roof between The Civic and the Drill Hall. It seemed, though, that this work would not be completed 2023-24, so Council would need to consider ways to manage the likely £22,490 underspend.
- The budget lines for 4705 Christmas Provision and 4710 New Mill Churchyard would both be a little over budget at year end. The Service Provision Committee were reviewing these projects.
- Other than these, most budget lines were on target.

**NOTED:** Councillors noted the draft Income and Expenditure report for the financial year-to-date January 2024 from the January accounting summaries, and the RFO/Deputy Clerk's report.

Signed: \_\_\_\_\_

Members considered any further actions on income and expenditure against budget.  
**RESOLVED:** No further action.

v. Earmarked Reserves

The RFO/Deputy Clerk reported on the earmarked reserves of the Parish Council to end January 2024 and moving forward:

- i. 322 EMR CCTV was likely to be down to £320 following the recommendation to award £1,560 at Service Provision 20/02/2024.
- ii. EMR 323 Other Community Assets in the Holme Valley now consisted solely of £2,017 for 10<sup>th</sup> Holme Valley (New Mill) Scouts (towards a new scout hut).
- iii. 329 EMR Holmfirth Civic Hall may need to have the money for the roof repairs added to it from 4315 Other community assets at the year end to ringfence that money for future works.
- iv. £15,000 remained in 332 EMR Honley Library.
- v. £15,000 remained in 338 EMR Children's Playgrounds. Service Provision did not resolve what should happen to this reserve.
- vi. 342 EMR Holmfirth Market (£3,000) had been disconsolidated in January and its money moved to 343 EMR Road Safety which now holds £10,000. There may be expenditure of £3,675 from the latter reserve for a mobile Speed Indicator Device, but the ordering process is slow.

**To consider**, any further actions on earmarked reserves.

**NOTED:** Councillors noted the RFO's year-to-date January report. They considered whether any further actions were needed on the earmarked reserves.

**RESOLVED:** No further actions.

**2324 117**

**Tenancies**

- i. **NOTED:** The Committee noted that the RFO/Deputy Clerk had, this month, February 2024, mailed out document packs to garage and allotment tenants with a letter regarding the new fees, tenancy agreements to be signed and returned, and invoices.
- ii. **NOTED:** The Committee noted that the Clerk had contacted local estate agents, Simon Blyth and Wm. Sykes, with regard to advertising the vacant shop unit in the Gartside Building.

Signed: \_\_\_\_\_

**2324 118 Holme Valley Parish Council Insurance 2024-25**

- i. **NOTED:** The Committee noted that the Parish Council had had The Civic revalued by Boultons. The new reinstatement valuation was £9,750,000. The insurer had been informed of this. The previous valuation for insurance purposes was £7,572,824, so this is a sizeable increase. The RFO reported that the additional premium was £419.53 with two months of the year remaining, so this would likely mean the Insurance budget line 2024-25 would be significantly under-resourced.
- ii. The Committee considered approving arrangements for the insurance of the Parish Council 2024-25. The RFO/Deputy Clerk reported on the current situation with the current insurer dealing with a number of issues including a claim against a neighbour for significant damage to The Civic. Given that Holmfirth Civic Hall Community Trust had not arranged yet for the flat roof to be repaired, the RFO reported that there seemed little point looking for a new insurer, to continue with the current insurer until the roof is repaired, and to look more concertedly for a new insurance deal for the year 2025-26.  
**RESOLVED:** The Parish Council would continue with its current insurer, Aviva, and insurance broker, Town and Country, for the year ahead 2024-25.

**2324 119 Internal Control Check**

**NOTED:** Cllr Liles reported that she had undertaken the Parish Council's Internal Control Checks for JUL-SEP and OCT-DEC on Monday 26<sup>th</sup> February 2024. She had found no significant issues.

**2324 120 Banking**

- i. Members noted the RFO/Deputy Clerk's report that, where previously it was understood that Unity Trust bank required a business plan to support the Parish Council's application for an account, after further investigation Unity Trust had advised that a letter summarising the business of the Parish Council, signed by all the mandated Councillors, would stand in for a business plan. The RFO/Deputy Clerk had drafted a letter with a Summary of the Business of Holme Valley Parish Council for consideration.  
**RESOLVED:** The Committee approved the letter with a Summary of the Business of Holme Valley Parish Council to forward to Unity Trust signed by mandated Councillors.

Signed: \_\_\_\_\_

- ii. At the last meeting of the Staffing Committee, the Parish Council resolved that having the skills to run the Parish Council’s financial systems (payment of bills, payroll etc) needed to be shared wider between Officers. Currently only the RFO/Deputy Clerk had the knowledge and tools to make payments to staff, suppliers, HMRC and pensions, which makes the Parish Council vulnerable if he is absent from work for whatever reason. Since then, the Assistant Clerk had been learning how to manage these systems and had done so successfully. However, she needed authorisation for her own login to the HSBC website and supply of her own banking security device to access online banking. The Committee considered approval for the Assistant Clerk’s online banking with HSBC and supply of an HSBC banking security device.

**RESOLVED:** The Committee resolved for the Assistant Clerk to have a login to HSBC online banking and supply of an HSBC banking security device.

**2324 121 Financial Records for the website**

**NOTED:** The Committee noted that the financial records for December 2023 and January 2024 had been added to the website. February’s records would be included in due course.

**2324 122 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 report on grant awards.

The Meeting closed at 2050hrs.

.....  
Chair

Signed: \_\_\_\_\_



# Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)

Tel: 01484 687460



## Grant Application Form

Please complete and return to the clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of August to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p4.

Throughout Honley there are 6 defibrillators that are available to the public 24/7 and registered with "The Circuit" who ensure defibrillators are managed by someone and "Ever Ready"

After 5 years of having them Honley needs to ensure we have funds for replacement pads, batteries or funds for repairs going forward

See blog sent out to Honley Community

<https://honley.info/urgent-appeal-to-fund-honleys-defibrillators/>

1 Contact Details	
<b>Name of organisation</b>	Honley Business Association
<b>Address</b>	
<b>Postcode</b>	
<b>Contact person</b>	
<b>Position in group</b>	
<b>Correspondence address</b>	

Postcode	
Daytime phone	
Evening phone	
Email	

2 About your organisation		
What sort of group are you? - put an 'x' in the box	<ul style="list-style-type: none"> <li>• Unregistered community group <input checked="" type="checkbox"/></li> <li>• Registered charity <input type="checkbox"/></li> <li>• Other (please state) <input type="checkbox"/></li> </ul> <p>.....</p>	
Charity Registration No	N/A If applicable	
When did the group start?	2013	
How many people are involved in running your group?	Trustees	N/A
	Unpaid Management Committee	8
	Paid F/T Staff	N/A
	Paid P/T Staff	N/A
	Volunteers (excluding Management Committee)	Approx 50

3 Your Finances (your last full financial year)	
Financial Year	2023
Income	£12,201.00
Expenditure	£19,410
Reserves held	£5,500
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	As HBA launched a website 3 years ago we expected that for the coming 3 years we would spend more than income. However we are now in a position of break even

4 Your Bank Account	
---------------------	--

If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)	No	NOT APPLICABLE
---	----	----------------

Account Name	
Sort Code	
Account Number	

5	Your Project
<b>Outline the project that you are seeking a grant for</b>	
<p>Several pots of cash have been raised to provide the defibs throughout the village such as The Allied Public House raising funds for the one attached to the exterior of the pub and the defib in Jagger Lane Rec, Yorkshire building Society provided funding for the one attached to Taylors Foodstall, HBA applied for some Free defibs offered by Blood wise, and although some funding (£3.5k) was given to our First Responder, Bill O'Bryan 5 years ago this has now been used.</p> <p>HBA has offered to manage the funding on behalf of Honley Community going forward with accounts showing income and expenditure purely for the defibs as this is not our core activities.</p> <p>We hope this round of fund raising will raise around £3k and expect that this will keep our defibs funded until end of 2028</p>	
<b>Why do you feel your project is worthwhile?</b>	
<p>Over the last 16 months (That records are available through "The Circuit") our defibs have been removed from the cabinets, in an emergency situation, 13 times.</p> <p>Each time a defib is used the warden (HBA in the case of 4 of our defibs and Phoenix Squash club for a further one) has to ensure the defib is back in the cabinet and has pads in date. If the pads have been used there is a cost of around £50 to £60 to replace them. Once every 5 years if not faulty or in need prior, then the battery on the defib needs to be renewed at a cost of £190 each</p>	
<b>How will your project benefit the people of the Holme Valley?</b>	
<p>The Parish Council can only give out grants that directly benefit the people of the Holme Valley</p> <p>We have had two people over the last 5 years who have informed us that their lives were saved by our defibrillators, this alone has made them worthwhile.</p>	
<p><b>Who in the Holme Valley will benefit? How many people will benefit?</b></p> <p>☐☐the general population, ☐☐children under 16, ☐☐young people under 25, ☐☐older people over 60, ☐☐disabled people, ☐☐people of minority ethnic origin, ☐☐particular groups, ☐☐other</p>	



The whole community and visitors as heart attacks can happen to anyone at any time.

### How will your project address the ongoing climate emergency?

1. N/A

6

### Grants from Holme Valley Parish Council

Put an "X"

#### Grant 1: Assets Grants

- This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new developments to these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line.
- Maximum award is £5,000.



#### Grant 2: Community Benefits Grants

- This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the people and community of the Holme Valley.
- Maximum award is £1,500.



- If you are unsure about which grant to apply for, please contact the Parish Council on 01484 687460 or email: [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)
- The Parish Council can award more money than the maximum award in very special circumstances.

7

### Your Project Budget Plan

Item	Cost	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
Pads for replacement £50 each use or	Est £550.00	Community fund raising	£250.00

exchanged yearly			
Exchange Batteries	£380.00	Community Funding	£250.00
Maintenance and replacements (Estimate 1 defib to be replaced and 1 Cabinet to need repair within next 3 years)	£1890	Community Funding	£500.00
<b>Project Total Cost</b>	<b>£2820</b>	<b>Total amount requested from HVPC</b>	<b>£1000</b>

**Has the group applied elsewhere for other grants to fund this project? If yes, please give details.**

No. Community funding is being sought

**Has the group received a grant from the Parish Council in the last five years?**

YES Although this grant is not for HBA directly this is for the community defibrillators with HBA holding the funding.

*In 2019 £1000 towards the running of Honley Youth Club*

*In 2019 £1000 towards the Christmas Light Switch on*

*In 2020 £1000 towards Christmas Lights Event*

*In 2020 £1000 towards Youth Club activities*

*In 2020 £5000 towards CCTV upgrade*

*In 2021 £5000 towards play equipment in Jagger Lane & Honley Park*

*In 2021 £1000 towards Christmas Light Switch on event*

*In 2022 £1560 for CCTV Maintenance*

*In 2022 £1000 towards Christmas Events*

*In 2023 £1560 for CCTV maintenance*

*In 2023 £1250 for Christmas Activities*

## 8 Documentation

Please ensure you enclose the following with your application:

1. This Application form

YES

2. <b>Your constitution or group rules</b> (if you have them, if not please describe your management structure on a separate sheet)	YES
3. <b>Last 3 years accounts</b> (if you have them)	No 2 years sent
4. <b>Copy of bank statements for the last 6 months</b>	YES
5. <b>Copies of written estimates/quotations for capital purchases</b> (if relevant)	NO
6. <b>A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)</b>	N/A
7. <b>Anything else: -</b>	NO

<b>9</b>	<b>Declaration</b>
<ul style="list-style-type: none"> <li>• I am authorised to make the application on behalf of the above organisation.</li> <li>• I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.</li> <li>• I have filled in every section of the application form.</li> <li>• I certify that the information contained in this application is correct.</li> <li>• If the information in the application changes, I will inform the Council.</li> <li>• I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.</li> <li>• If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.</li> <li>• I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.</li> </ul> <p><b>This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.</b></p>	
Name	
Signature	
Date	

**Send the completed application form (with all supporting documentation) to: Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS. If possible, email a copy of the grant application in Word to the Clerk at [clerk@holmevalleyparishcouncil.gov](mailto:clerk@holmevalleyparishcouncil.gov).**

<b>For internal use only</b>	
<b>Date application received</b>	<b>30/01/2024</b>

<b>Application meets criteria</b>	Yes / <del>No</del>
<b>Name of Committee reviewing application</b>	<b>F&amp;M</b>
<b>Date of meeting</b>	<b>26/02/2024</b>
<b>Minute number</b>	
<b>Grant awarded</b>	Yes / No
<b>Amount awarded</b>	
<b>Legal power under which award is made</b>	
<b>Date applicant is notified by email/phone of the outcome</b>	
<b>Date when formal letter of award is posted</b>	
<b>Date when payment is made</b>	
<b>Date blank Grant Audit Form is posted</b>	
<b>Date completed Grant Audit Form received</b>	
<b>or Date report received after project is complete</b>	

## Holme Valley Parish Council Grant Change of Use Request

### **Our project:**

The club is seeking funding for equipment that can be used to enhance the training and coaching provision for both junior and adult members. This involves the purchase of a portable projector for use on club nights to show videos, puzzles and e-books, a DGT 'smart' chess board and clock to allow streaming of live positions via the projector, as well as streaming competitive matches to club members.

### **Progress:**

We have been using the Anker Nebula Projector for a number of months and have found this to be an effective teaching tool for the juniors and adult players. However, after a demo of the electronic chess board we found that it was not going to work the way we had hoped. Instead we have purchased an alternative (cheaper) electronic chess set, the Chessnut Air (<https://www.chessnutech.com/products/chessnut-air>), which works with a variety of Android apps instead and allows us to easily cast this to the projector. As a result of buying this alternative board we no longer require the DGT chess clock either, leaving us with additional funds leftover totalling £275.87.

### **Change of use request:**

With the remaining funds we would like to purchase an Android tablet such as the Samsung Galaxy Tab A9 64GB, currently available for £139, a large laptop rucksack to allow us to transport the tablet, projector and board to and from the venue and a desktop projector screen to give us a clearer image on a white background when projecting. We would also buy a tablet case and screen protector. Currently I am bringing either my own laptop or phone to use with the projector or board, but by having one owned by the club it could be shared between all the coaches rather than being tied to me. As an additional benefit the juniors would be able to do chess puzzles on the tablet during sessions.

I have provided a breakdown and links to what we are hoping to buy below:

Item	Cost
<u>Samsung Galaxy Tab A9 – 64GB Graphite</u>	£139.00
<u>Duronic Desktop Projection Screen - 16:9 Ratio 40" Screen</u>	£59.99
<u>NEWHEY Laptop Rucksack</u>	£29.99
Tablet case & screen protector	£20.00 approx

All prices above are current as of 18/02/2024. Assuming no change in pricing there would be approximately £25 left over which could either be returned to the council or used to purchase resources for the club such as scoresheets, chess puzzle books etc.

Thank you for considering this change of use. We are extremely grateful for your support thus far and want to ensure we get the best value and return from your generous donation.

Kind regards,

David Booth  
 Junior Manager  
 Holmfirth Chess Club

**Subject:** RE: Request to HVPC to assist with Civic roof repairs  
**From:** Dawn Whiteley MBE <dawn.whiteley@thecivicholmfirth.org>  
**Date:** 02/04/2024, 15:36  
**To:** Deputy Clerk <deputyclerk@holmevalleyparishcouncil.gov.uk>,  
"clerk@holmevalleyparishcouncil.gov.uk" <clerk@holmevalleyparishcouncil.gov.uk>

Thanks both (glad to hear you're on the mend Jen, as he was in the building I've spoken with Rich).

Rich – as per our discussion we would like to request £13,500 as an initial drawdown with the balance to be paid once final figures are agreed. As you will recall the increased amount applied for was on the basis that there may be larger structural works, beam replacement etc required once the coverings of the roofs are removed – unfortunately until we do actually remove the coverings we won't know if those larger works are needed or not.

As things stand though we have had the Conservation Officer visit and discuss both roofs with the architect, neither of which has an appropriate fall and neither are appropriately insulated, so this will also now need to be addresses as part of these works – in the case of the staircase roof there is also a proposed change of material for the covering; and in the case of the kitchenette roof there is a larger amount of work needed to lift the parapet with new stonework in order to create a sufficient fall – in the latter case for certain Listed Building Consent will be required. LBCs are currently taking between 3 and 6 months to approve and we hope to submit this week, but we have already spoken with the architect about being in a position to undertake the tendering exercise to appoint contractors during that period so that as soon as the consent is granted (we do not expect any issues as the Conservation Officer is fully on board with the proposals) we will be in a position to start work. The architect has obtained a number of suitable contractors to approach and has had some others provided to him by the Conservation Officer, so we have a list to approach as soon as the tender documentation is ready.

As the architect has done a number of drawings, is working on the paperwork for the application for LBC and the tender documentation we are now incurring costs and it is for that reason we would like to request an initial payment. As soon as the contractors have submitted tenders, we will know the total costs because they will be instructed to include a contingency for further unforeseen structural works in their tender prices and we can then make a request for the balancing figure.

I understand this request will need to be submitted to full council in May and so would it be possible for the request to be for the full amount, but with £13,500 being paid initially and the balance only once we confirm the figure up to and including a total of £26,998 – rather than having to go to a future meeting to make the request for the balancing amount?

Please let me know if any of this doesn't make sense or if you need any other information in order to submit this proposal to full council in May.

Thanks again and apologies that this is taking so long – it has been a bit like plaiting fog!!

Regards  
Dawn

**Dawn Whiteley MBE**  
**Business Development Manager**

**The Civic, Holmfirth**

T: 01484 682643

E: [dawn.whiteley@thecivicholmfirth.org](mailto:dawn.whiteley@thecivicholmfirth.org)

W: [www.thecivicholmfirth.org](http://www.thecivicholmfirth.org)

The Civic, Holmfirth is run as a charity by Holmfirth Civic Hall Community Trust  
Charity Registration No. 1172232

# Holme Valley Parish Council Cash Book 2024-25

## HSBC Community Current Account

### Schedule of Payments April 2024

No	HVPC ref	Payment Sent Date	Payment method	Check v Statement	To pay	Inv date	Inv number	Description	Net	Vat	Gross	Authorisation to Pay	Legislation
		03/04/2024	CHARGE	<input type="checkbox"/>	HSBC			BANK CHARGES	£16.33	0.00	£16.33	F&M 2324 25	LGA 1972 S111
		04/04/2024	DD	<input type="checkbox"/>	GRENKE			PHOTOCOPIER LEASE	£117.99	23.60	£141.59	F&M 2223 90	LGA 1972 S111
		08/04/2024	DD	<input type="checkbox"/>	BRITISH TELECOM			INTERNET AND PHONE	£42.95	8.59	£51.54	F&M 2324 25	LGA 1972 S111
				<input type="checkbox"/>	NPOWER			ELECTRICITY HOLMFIRTH TOILETS MAR	£100.67	£5.03	£105.70	F&M 2324 25	PHA 1936 S87
				<input type="checkbox"/>	TIME IN TIME OUT MEDIA			TITO - MONTHLY COUNCIL NEWS - MAY 2024	£210.00	£42.00	£252.00	F&M 2324 25	LGA 1972 S142
				<input type="checkbox"/>	STAFF 02			REIMBURSEMENT ZOOM APR	£12.99	£2.60	£15.59	F&M 2324 25	LGA 1972 S111
				<input type="checkbox"/>	STAFF 02			REIMBURSEMENT MICROSOFT 365 SUBSCRIPTION	£79.99	0.00	£79.99	F&M 2324 25	LGA 1972 S111
				<input type="checkbox"/>	RIALTAS			OMEGA ACCOUNTS ANNUAL LICENCE	£555.00	111.00	£666.00	F&M 2324 25	LGA 1972 S111
				<input type="checkbox"/>	RIALTAS			MAKING TAX DIGITAL SUBSCRIPTION	£110.00	22.00	£132.00	F&M 2324 25	LGA 1972 S111
				<input type="checkbox"/>	SLCC			MEMBERSHIP ASSISTANT CLERK	£188.00	0.00	£188.00	F&M 2324 25	LGA 1972 S111
				<input type="checkbox"/>	SLCC			MEMBERSHIP DEPUTY CLERK/RFO	£229.00	0.00	£229.00	F&M 2324 25	LGA 1972 S111
				<input type="checkbox"/>	VISION ICT			HOSTED EMAILS	£260.00	£52.00	£312.00	F&M 2324 25	LGA 1972 S111
				<input type="checkbox"/>	YLCA			ANNUAL MEMBERSHIP	£2,488.00	0.00	£2,488.00	F&M 2324 25	LGA 1972 S143
				<input type="checkbox"/>	TOWN AND COUNTRY INSURANCE			MID-TERM ADJUSTMENT PREMIUM RE TOPOGRAPH	£419.53	0.00	£419.53	F&M 2324 25	LGA 1972 S133
				<input type="checkbox"/>	HCHCT			ANNUAL RENT	£10,000.00	0.00	£10,000.00	F&M 2324 25	LG(MP)A 1976 S19
				<input type="checkbox"/>	DOCUMENT LOGIC			PHOTOCOPYING	£29.14	5.83	£34.97	F&M 2324 25	LGA 1972 S111
				<input type="checkbox"/>	VIKING			PAPER, STAMPS	£123.66	3.48	£127.14	F&M 2324 25	LGA 1972 S111
				<input type="checkbox"/>	PRINCIPLE HYGIENE			SERVICE NAPPY DISPOSAL UNITS	£54.50	10.90	£65.40	F&M 2324 25	PHA 1936 S87
				<input type="checkbox"/>	RAMSDENS SOLICITORS LLP			FEES RE GARTSIDE BUILDING	£200.00	40.00	£240.00		LGA 1972 S137
				<input type="checkbox"/>	RAMSDENS SOLICITORS LLP			FEES RE THE CIVIC BOUNDARIES	£1,584.00	316.80	£1,900.80		LG(MP)A 1976 S19
				<input type="checkbox"/>	WEST YORKSHIRE COMBINED AUTHORITY			HV MINIBUS SERVICE DEC 2023	£1,971.00	0.00	£1,971.00	F&M 2324 25	LG&RA 1997 S27
				<input type="checkbox"/>	WEST YORKSHIRE COMBINED AUTHORITY			HV MINIBUS SERVICE JAN 2023	£1,971.00	0.00	£1,971.00	F&M 2324 25	LG&RA 1997 S27
				<input type="checkbox"/>	WEST YORKSHIRE COMBINED AUTHORITY			HV MINIBUS SERVICE MAR 2023	£1,971.00	0.00	£1,971.00	F&M 2324 25	LG&RA 1997 S27
				<input type="checkbox"/>	YLCA			WEBINAR - BIODIVERSITY - CLLR 17	£33.40	0.00	£33.40	F&M 2324 25	LGA 1972 S111
									<b>£22,267.22</b>	<b>£562.01</b>	<b>£22,829.23</b>		



Date: 07/03/2024

Holme Valley Parish Council

Time: 15:25

Cashbook 1

User: RFO

HSBC Current A/C

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>143,937.95</b>					<b>143,937.95</b>	
2324/11/01	Banked: <b>02/02/2024</b>	<b>335.63</b>						
2324/11/01	CCLA	335.63			1090	100	335.63	PSDF INTEREST
2324/11/02	Banked: <b>07/02/2024</b>	<b>1,341.06</b>						
2324/11/02	HMRC VAT Return	1,341.06			105		1,341.06	VAT REPAYMENT
<b>Total Receipts for Month</b>		1,676.69	0.00	0.00			1,676.69	
<b>Cashbook Totals</b>		<u>145,614.64</u>	<u>0.00</u>	<u>0.00</u>			<u>145,614.64</u>	

**Payments for Month 11**

**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/02/2024	HSBC	2324/11/01	8.00			4215	150	8.00	BANK CHARGES
07/02/2024	British Telecom	2324/11/02	51.54		8.59	4275	150	42.95	INTERNET AND PHONE
14/02/2024	Society Local Council Clerks	2324/11/03	450.00			4060	110	450.00	CILCA ENROLMENT STAFF 02
15/02/2024	Salaries Staff	2324/11/04	1,721.15			4000	110	1,721.15	SALARY STAFF 02
15/02/2024	Salaries Staff	2324/11/05	1,547.01			4000	110	1,547.01	SALARY STAFF 04
15/02/2024	Time In Time Out Media	2324/11/06	252.00		42.00	4610	350	210.00	COUNCIL NEWS
15/02/2024	Salaries Staff	2324/11/07	1,410.33			4000	110	1,410.33	SALARY STAFF 05
16/02/2024	West Yorkshire Pension Fund	2324/11/08	826.82			4000	110	350.04	PENSIONS - EMPLOYEE CONTRIBS
						4010	110	476.78	PENSIONS - EMPLOYER CONTRIBS
16/02/2024	HMRC	2324/11/09	1,525.77			4000	110	1,006.72	PAYE TAX AND NI - EMPLOYEE
						4005	110	519.05	PAYE TAX AND NI - EMPLOYER
22/02/2024	npower	2324/11/10	111.85		5.33	4320	400	106.52	ELECTRICITY HOLMFIRTH TOILETS
22/02/2024	Document Logic	2324/11/11	34.24		5.71	4205	150	28.53	PHOTOCOPYING
22/02/2024	Staff 04	2324/11/12	1.89		0.31	4205	150	1.58	REIMBURSEMENT - CARD
22/02/2024	Society Local Council Clerks	2324/11/13	36.00			4060	110	36.00	WEBINAR SOCIAL MEDIA STAFF 5
22/02/2024	Maintenance Contractor	2324/11/14	211.10		35.18	4320	400	149.85	EXPENSES - TOILETS
						4740	400	26.07	EXPENSES - SEATS & SHELTERS
22/02/2024	Maintenance Contractor	2324/11/15	1,359.42			4320	400	899.00	MAINTENANCE - TOILETS
						4740	400	460.42	MAINTENANCE - SEATS & SHELTERS
27/02/2024	HEPWORTH FOCUS	2324/11/16	100.00			4610	350	100.00	1 YEAR OF ARTICLES
27/02/2024	THE SCHOOL SIGN SHOP	2324/11/17	568.80		94.80	4505	300	474.00	THINK BEFORE YOU PARK SIGNS
27/02/2024	BOULTONS	2324/11/18	594.00		99.00	4310	400	495.00	INSURANCE REINSTATEMENT REPORT
27/02/2024	YLCA	2324/11/19	25.00			4061	150	25.00	WEBINAR CODE OF CONDUCT CLLR4
<b>Total Payments for Month</b>			10,834.92	0.00	290.92			10,544.00	
<b>Balance Carried Fwd</b>			134,779.72						
<b>Cashbook Totals</b>			145,614.64	0.00	290.92			145,323.72	

Date: 07/03/2024

Holme Valley Parish Council

Page: 1

Time: 15:25

Cashbook 2

User: RFO

Money Manager - HSBC

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>55,679.13</b>					<b>55,679.13</b>	
	Banked:	<b>0.00</b>						
			0.00					0.00
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>55,679.13</u>	<u>0.00</u>	<u>0.00</u>			<u>55,679.13</u>	

Date: 07/03/2024

**Holme Valley Parish Council**

Page: 2

Time: 15:25

**Cashbook 2**

User: RFO

**Money Manager - HSBC**

For Month No: 11

**Payments for Month 11**

**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	<b>Total Payments for Month</b>		0.00	0.00	0.00			0.00	
	<b>Balance Carried Fwd</b>		55,679.13						
	<b>Cashbook Totals</b>		55,679.13	0.00	0.00			55,679.13	

Date: 07/03/2024

**Holme Valley Parish Council**

Page: 1

Time: 15:25

**Cashbook 5**

User: RFO

**CCLA Deposit Fund**

For Month No: 11

**Receipts for Month 11**

**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>75,000.00</b>					<b>75,000.00</b>	
	Banked:	<b>0.00</b>						
			0.00					0.00
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>75,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>75,000.00</u>	

Date: 07/03/2024

**Holme Valley Parish Council**

Page: 2

Time: 15:25

**Cashbook 5**

User: RFO

**CCLA Deposit Fund**

For Month No: 11

**Payments for Month 11**

**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	<b>Total Payments for Month</b>		0.00	0.00	0.00			0.00	
	<b>Balance Carried Fwd</b>		75,000.00						
	<b>Cashbook Totals</b>		<u>75,000.00</u>	0.00	<u>0.00</u>			<u>75,000.00</u>	

Date : 07/03/2024

## Holme Valley Parish Council

Page 1

Time: 15:31

Trial Balance for Month No: 11

User : RFO

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
105	VAT Control A/c			457.99	
200	HSBC Current A/C			134,779.72	
205	Money Manager - HSBC			55,679.13	
220	CCLA Deposit Fund			75,000.00	
310	General Reserves				161,912.76
322	EMR CCTV				1,880.00
323	EMR Com Asset-Others in Valley				2,017.00
326	EMR Defibrillator Special Resr				2,000.00
331	EMR Gartside Building				5,000.00
332	EMR Honley Library				15,000.00
337	EMR COVID Memorial				6,000.00
338	EMR Children's Playgrounds				15,000.00
341	EMR Climate Emergency Projects				13,697.00
343	EMR Road Safety				10,000.00
1076	Precept	100	Income		284,924.00
1078	Special Expenses Grant	100	Income		3,355.00
1090	Bank Interest	100	Income		4,045.64
1092	Toilets Donations	100	Income		1,950.00
1095	Other income	100	Income		1,702.00
1200	Allotment Rents	100	Income		270.00
1250	Gartside Building	100	Income		2,079.72
1260	Memorial Bench Donations	100	Income		50.00
1300	Garage plot income	100	Income		700.00
4000	Salaries	110	Staff Expenditure	67,257.91	
4005	Employer's N.I	110	Staff Expenditure	5,837.89	
4010	Employer's Pension	110	Staff Expenditure	5,141.12	
4015	Student Loan	110	Staff Expenditure	60.00	
4060	Staff Training	110	Staff Expenditure	2,522.50	
4061	Councillor Training	150	Administration	422.90	
4200	Chairman's Expenses	150	Administration	28.00	
4205	Council Office Expenditure	150	Administration	1,356.13	
4210	Audit	150	Administration	1,213.31	
4215	Bank Charges	150	Administration	296.27	
4225	Elections	150	Administration	24,860.13	
4230	Repairs & Maintenance	150	Administration	98.72	
4235	Insurance	150	Administration	8,517.41	
4245	Office Equipment	150	Administration	39.78	
4250	Office/Room Hire	150	Administration	10,048.75	
4265	Subscriptions	150	Administration	2,423.00	
4275	Telephone and Broadband	150	Administration	447.22	
4285	Remembrance Sunday	150	Administration	160.00	
4300	Honley Library	400	Service Provision	25,000.00	

Continued over page

Date : 07/03/2024

**Holme Valley Parish Council**

Page 2

Time: 15:31

Trial Balance for Month No: 11

User : RFO

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4310	Holmfirth Civic Hall- Projects	400	Service Provision	17,812.39	
4315	Other Community Assets	250	Finance & Management	20,096.60	
4320	Public Toilet - Day to Day	400	Service Provision	15,052.42	
4325	Public Toilet - Lettable Space	400	Service Provision	365.50	
4400	Electronic Support	150	Administration	945.36	
4405	Grants - Projects and Events	250	Finance & Management	16,442.66	
4505	Neighbourhood Plan	300	Planning	474.00	
4610	Publications and Publicity	350	Publications & Communication	3,510.00	
4625	Website & Media	350	Publications & Communication	637.13	
4640	Holme Moss Topograph	350	Publications & Communication	5,263.57	
4705	Christmas Provision	400	Service Provision	5,966.67	
4710	New Mill - Churchyard	400	Service Provision	678.49	
4720	Dog Waste	400	Service Provision	807.00	
4730	Minibus	400	Service Provision	17,487.00	
4735	Phone Boxes	400	Service Provision	158.50	
4740	Seats & Shelters-Maintenance	400	Service Provision	8,615.96	
4760	Youth Work in the Holme Valley	400	Service Provision	14,000.00	
4805	Community Mobilisation	450	Climate Emergency	567.30	
4815	Transport Strategy	450	Climate Emergency	1,824.69	
6000	Transfer from EMR	400	Service Provision		20,000.00
6000	Transfer from EMR	450	Climate Emergency		770.00
<b>Trial Balance Totals :</b>				<b>552,353.12</b>	<b>552,353.12</b>
<b>Difference</b>				<b>0.00</b>	



07/03/2024

## Holme Valley Parish Council

Page 1

15:31

## Detailed Income &amp; Expenditure by Budget Heading 29/02/2024

Month No: 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>								
1076 Precept	0	284,924	284,924	0			100.0%	
1078 Special Expenses Grant	0	3,355	3,355	0			100.0%	
1090 Bank Interest	336	4,046	750	(3,296)			539.4%	
1092 Toilets Donations	0	1,950	2,500	550			78.0%	
1095 Other income	0	1,702	3,776	2,074			45.1%	
1200 Allotment Rents	0	270	270	0			100.0%	
1250 Gartside Building	0	2,080	4,800	2,720			43.3%	
1260 Memorial Bench Donations	0	50	0	(50)			0.0%	
1300 Garage plot income	0	700	700	0			100.0%	
<b>Income :- Income</b>	<b>336</b>	<b>299,076</b>	<b>301,075</b>	<b>1,999</b>			<b>99.3%</b>	<b>0</b>
<b>Net Income</b>	<b>336</b>	<b>299,076</b>	<b>301,075</b>	<b>1,999</b>				
<b>110 Staff Expenditure</b>								
4000 Salaries	6,035	67,258	79,792	12,534		12,534	84.3%	
4005 Employer's N.I	519	5,838	0	(5,838)		(5,838)	0.0%	
4010 Employer's Pension	477	5,141	0	(5,141)		(5,141)	0.0%	
4015 Student Loan	0	60	0	(60)		(60)	0.0%	
4060 Staff Training	486	2,523	1,500	(1,023)		(1,023)	168.2%	
<b>Staff Expenditure :- Indirect Expenditure</b>	<b>7,517</b>	<b>80,819</b>	<b>81,292</b>	<b>473</b>	<b>0</b>	<b>473</b>	<b>99.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(7,517)</b>	<b>(80,819)</b>	<b>(81,292)</b>	<b>(473)</b>				
<b>150 Administration</b>								
4061 Councillor Training	25	423	900	477		477	47.0%	
4200 Chairman's Expenses	0	28	1,000	972		972	2.8%	
4205 Council Office Expenditure	30	1,356	2,000	644		644	67.8%	
4210 Audit	0	1,213	1,550	337		337	78.3%	
4215 Bank Charges	8	296	500	204		204	59.3%	
4220 Conference / Seminars	0	0	500	500		500	0.0%	
4225 Elections	0	24,860	29,789	4,929		4,929	83.5%	
4230 Repairs & Maintenance	0	99	1,000	901		901	9.9%	
4235 Insurance	0	8,517	6,500	(2,017)		(2,017)	131.0%	
4240 Travel Allowance	0	0	300	300		300	0.0%	
4245 Office Equipment	0	40	300	260		260	13.3%	
4250 Office/Room Hire	0	10,049	10,200	151		151	98.5%	
4260 FOIA/EIR requests	0	0	500	500		500	0.0%	
4265 Subscriptions	0	2,423	3,000	577		577	80.8%	
4275 Telephone and Broadband	43	447	500	53		53	89.4%	
4285 Remembrance Sunday	0	160	150	(10)		(10)	106.7%	

Continued over page

07/03/2024

## Holme Valley Parish Council

Page 2

15:31

## Detailed Income &amp; Expenditure by Budget Heading 29/02/2024

Month No: 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4400 Electronic Support	0	945	1,650	705		705	57.3%	
Administration :- Indirect Expenditure	<b>106</b>	<b>50,857</b>	<b>60,339</b>	<b>9,482</b>	<b>0</b>	<b>9,482</b>	<b>84.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(106)</b>	<b>(50,857)</b>	<b>(60,339)</b>	<b>(9,482)</b>				
<u>250 Finance &amp; Management</u>								
4315 Other Community Assets	0	20,097	62,587	42,490		42,490	32.1%	
4405 Grants - Projects and Events	0	16,443	23,694	7,251		7,251	69.4%	
Finance & Management :- Indirect Expenditure	<b>0</b>	<b>36,539</b>	<b>86,281</b>	<b>49,742</b>	<b>0</b>	<b>49,742</b>	<b>42.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(36,539)</b>	<b>(86,281)</b>	<b>(49,742)</b>				
<u>300 Planning</u>								
4505 Neighbourhood Plan	474	474	3,000	2,526		2,526	15.8%	
Planning :- Indirect Expenditure	<b>474</b>	<b>474</b>	<b>3,000</b>	<b>2,526</b>	<b>0</b>	<b>2,526</b>	<b>15.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(474)</b>	<b>(474)</b>	<b>(3,000)</b>	<b>(2,526)</b>				
<u>350 Publications &amp; Communication</u>								
4600 Community Champion	0	0	300	300		300	0.0%	
4610 Publications and Publicity	310	3,510	5,000	1,490		1,490	70.2%	
4620 Awards	0	0	300	300		300	0.0%	
4625 Website & Media	0	637	1,000	363		363	63.7%	
4630 Special Projects	0	0	1,000	1,000		1,000	0.0%	
4635 Civic Events	0	0	1,000	1,000		1,000	0.0%	
4640 Holme Moss Topograph	0	5,264	1,000	(4,264)		(4,264)	526.4%	
Publications & Communication :- Indirect Expenditure	<b>310</b>	<b>9,411</b>	<b>9,600</b>	<b>189</b>	<b>0</b>	<b>189</b>	<b>98.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(310)</b>	<b>(9,411)</b>	<b>(9,600)</b>	<b>(189)</b>				
<u>400 Service Provision</u>								
4300 Honley Library	0	25,000	15,000	(10,000)		(10,000)	166.7%	10,000
4310 Holmfirth Civic Hall- Projects	495	17,812	0	(17,812)		(17,812)	0.0%	10,000
4320 Public Toilet - Day to Day	1,155	15,052	22,000	6,948		6,948	68.4%	
4325 Public Toilet - Lettable Space	0	366	1,000	635		635	36.5%	
4705 Christmas Provision	0	5,967	5,500	(467)		(467)	108.5%	
4710 New Mill - Churchyard	0	678	500	(178)		(178)	135.7%	
4720 Dog Waste	0	807	1,200	393		393	67.3%	
4725 Patient Transport Scheme	0	0	1,000	1,000		1,000	0.0%	
4730 Minibus	0	17,487	23,500	6,013		6,013	74.4%	

Continued over page

07/03/2024

## Holme Valley Parish Council

Page 3

15:31

## Detailed Income &amp; Expenditure by Budget Heading 29/02/2024

Month No: 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4735 Phone Boxes	0	159	400	242		242	39.6%	
4740 Seats & Shelters-Maintenance	486	8,616	13,000	4,384		4,384	66.3%	
4760 Youth Work in the Holme Valley	0	14,000	25,000	11,000		11,000	56.0%	
Service Provision :- Indirect Expenditure	<b>2,137</b>	<b>105,944</b>	<b>108,100</b>	<b>2,156</b>	<b>0</b>	<b>2,156</b>	<b>98.0%</b>	<b>20,000</b>
<b>Net Expenditure</b>	<b>(2,137)</b>	<b>(105,944)</b>	<b>(108,100)</b>	<b>(2,156)</b>				
6000 plus Transfer from EMR	0	20,000						
<b>Movement to/(from) Gen Reserve</b>	<b>(2,137)</b>	<b>(85,944)</b>						
<u>450 Climate Emergency</u>								
4805 Community Mobilisation	0	567	4,500	3,933		3,933	12.6%	
4810 Energy Strategy	0	0	3,624	3,624		3,624	0.0%	
4815 Transport Strategy	0	1,825	1,000	(825)		(825)	182.5%	770
4825 Environment Strategy	0	0	95	95		95	0.0%	
Climate Emergency :- Indirect Expenditure	<b>0</b>	<b>2,392</b>	<b>9,219</b>	<b>6,827</b>	<b>0</b>	<b>6,827</b>	<b>25.9%</b>	<b>770</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(2,392)</b>	<b>(9,219)</b>	<b>(6,827)</b>				
6000 plus Transfer from EMR	0	770						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(1,622)</b>						
Grand Totals:- Income	<b>336</b>	<b>299,076</b>	<b>301,075</b>	<b>1,999</b>			<b>99.3%</b>	
Expenditure	<b>10,544</b>	<b>286,436</b>	<b>357,831</b>	<b>71,395</b>	<b>0</b>	<b>71,395</b>	<b>80.0%</b>	
<b>Net Income over Expenditure</b>	<b>(10,208)</b>	<b>12,640</b>	<b>(56,756)</b>	<b>(69,396)</b>				
plus Transfer from EMR	0	20,770						
<b>Movement to/(from) Gen Reserve</b>	<b>(10,208)</b>	<b>33,410</b>						

07/03/2024

**Holme Valley Parish Council**

Page 1

15:32

**Detailed Balance Sheet - Excluding Stock Movement****Month 11 Date 29/02/2024**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	<u>Current Assets</u>	
105	VAT Control A/c	458
200	HSBC Current A/C	134,780
205	Money Manager - HSBC	55,679
220	CCLA Deposit Fund	75,000
	<b>Total Current Assets</b>	<b>265,917</b>
	<u>Represented by :-</u>	
300	Current Year Fund	12,640
310	General Reserves	182,683
322	EMR CCTV	1,880
323	EMR Com Asset-Others in Valley	2,017
326	EMR Defibrillator Special Resr	2,000
331	EMR Gartside Building	5,000
332	EMR Honley Library	15,000
337	EMR COVID Memorial	6,000
338	EMR Children's Playgrounds	15,000
341	EMR Climate Emergency Projects	13,697
343	EMR Road Safety	10,000
	<b>Total Equity</b>	<b>265,917</b>

## Holme Valley Parish Council

### Bank - Cash and Investment Reconciliation as at 29 February 2024

#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

29/02/2024	HSBC Current A/C	134,779.72
29/02/2024	HSBC - Money Manager	55,679.13
31/01/2024	Handelsbanken Current A/C	0.00
29/02/2024	CCLA Deposit Fund	75,000.00

**265,458.85**

##### Receipts not on Bank Statement

**0.00**

##### **Closing Balance**

**265,458.85**

##### All Cash & Bank Accounts

1	HSBC Current A/C	134,779.72
2	Money Manager - HSBC	55,679.13
4	Current Account-Handelsbanken	0.00
5	CCLA Deposit Fund	75,000.00
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>265,458.85</b>

## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
322 EMR CCTV	1,880.00		1,880.00
323 EMR Com Asset-Others in Valley	2,017.00		2,017.00
325 EMR Election Fund	19,789.00	-19,789.00	0.00
326 EMR Defibrillator Special Resr	2,000.00		2,000.00
329 EMR Holmfirth Civic Hall (capi	10,000.00	-10,000.00	0.00
330 EMR Office/Meeting Room	15,000.00	-15,000.00	0.00
331 EMR Gartside Building	5,000.00		5,000.00
332 EMR Honley Library	20,000.00	-5,000.00	15,000.00
334 EMR Holme Moss Topograph	2,935.00	-2,935.00	0.00
335 EMR Honley Library Energy	10,000.00	-10,000.00	0.00
336 EMR Royal Events	6,710.04	-6,710.04	0.00
337 EMR COVID Memorial	5,000.00	1,000.00	6,000.00
338 EMR Children's Playgrounds	50,000.00	-35,000.00	15,000.00
339 EMR If It's Not Far Leave Car	1,000.00	-1,000.00	0.00
341 EMR Climate Emergency Projects	0.00	13,697.00	13,697.00
343 EMR Road Safety	0.00	10,000.00	10,000.00
	<b>151,331.04</b>	<b>-80,737.04</b>	<b>70,594.00</b>

Date: 07/03/2024

## Holme Valley Parish Council

Page 1

Time: 15:34

## HSBC Current A/C

## List of Payments made between 01/02/2024 and 29/02/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/02/2024	HSBC	2324/11/01	8.00	F&M 2324 25	BANK CHARGES
07/02/2024	British Telecom	2324/11/02	51.54	F&M 2324 25	INTERNET AND PHONE
14/02/2024	Society Local Council Clerks	2324/11/03	450.00	F&M 2324 25	CILCA ENROLMENT STAFF 02
15/02/2024	Salaries Staff	2324/11/04	1,721.15	F&M 2324 25	SALARY STAFF 02
15/02/2024	Salaries Staff	2324/11/05	1,547.01	F&M 2324 25	SALARY STAFF 04
15/02/2024	Time In Time Out Media	2324/11/06	252.00	F&M 2324 25	COUNCIL NEWS
15/02/2024	Salaries Staff	2324/11/07	1,410.33	F&M 2324 25	SALARY STAFF 05
16/02/2024	West Yorkshire Pension Fund	2324/11/08	826.82	F&M 2324 25	PENSIONS
16/02/2024	HMRC	2324/11/09	1,525.77	F&M 2324 25	PAYE TAX AND NI
22/02/2024	npower	2324/11/10	111.85	F&M 2324 25	ELECTRICITY HOLMFIRTH TOILETS
22/02/2024	Document Logic	2324/11/11	34.24	F&M 2324 25	PHOTOCOPYING
22/02/2024	Staff 04	2324/11/12	1.89	F&M 2324 25	REIMBURSEMENT - CARD
22/02/2024	Society Local Council Clerks	2324/11/13	36.00	F&M 2324 25	WEBINAR SOCIAL MEDIA STAFF 5
22/02/2024	Maintenance Contractor	2324/11/14	211.10	F&M 2324 25	EXPENSES
22/02/2024	Maintenance Contractor	2324/11/15	1,359.42	F&M 2324 25	MAINTENANCE
27/02/2024	HEPWORTH FOCUS	2324/11/16	100.00	F&M 2324 115	1 YEAR OF ARTICLES
27/02/2024	THE SCHOOL SIGN SHOP	2324/11/17	568.80	F&M 2324 115	THINK BEFORE YOU PARK SIGNS
27/02/2024	BOULTONS	2324/11/18	594.00	F&M 2324 115	INSURANCE REINSTATEMENT REPORT
27/02/2024	YLCA	2324/11/19	25.00	F&M 2324 25	WEBINAR CODE OF CONDUCT CLLR4

<b>Total Payments</b>	<u>10,834.92</u>
-----------------------	------------------

## Previewed Draft - Do Not Submit to HMRC

Date: 07/03/2024

Holme Valley Parish Council

Page 1

Time: 15:34

VAT Return: 01/01/2024 - 31/03/2024

User: RFO

<u>Source</u>	<u>Ledger</u>	<u>Ref No</u>	<u>Month</u>	<u>Code</u>	<u>Gross</u>	<u>Net</u>	<u>VAT</u>
Cashbook	1		10		335.74	335.74	0.00
Cashbook	1		11		1,676.69	1,676.69	0.00
		<b>OUTPUT</b>		<b>Total Rate: Z</b>	<b>2,012.43</b>	<b>2,012.43</b>	<b>0.00</b>
Cashbook	1		10		108.61	103.44	5.17
Cashbook	1		11		111.85	106.52	5.33
		<b>INPUT</b>		<b>Total Rate: F</b>	<b>220.46</b>	<b>209.96</b>	<b>10.50</b>
Cashbook	1		10		971.36	809.46	161.90
Cashbook	1		11		1,713.57	1,427.98	285.59
		<b>INPUT</b>		<b>Total Rate: S</b>	<b>2,684.93</b>	<b>2,237.44</b>	<b>447.49</b>
Cashbook	1		10		13,771.29	13,771.29	0.00
Cashbook	1		11		9,009.50	9,009.50	0.00
		<b>INPUT</b>		<b>Total Rate: Z</b>	<b>22,780.79</b>	<b>22,780.79</b>	<b>0.00</b>

<b>VAT Return Summary:</b>	<b>Total Outputs</b>	<b>2,012.43</b>	<b>2,012.43</b>	<b>0.00</b>
	<b>Total Inputs</b>	<b>25,686.18</b>	<b>25,228.19</b>	<b>457.99</b>

VAT due in the period on sales and other outputs	<b>Box 1</b>	0.00
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States	<b>2</b>	<u>0.00</u>
<b>Total VAT due</b>	<b>3</b>	<b>0.00</b>
VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states)	<b>4</b>	<u>457.99</u>
<b>Net VAT to reclaim from HMRC</b>	<b>5</b>	<b><u>457.99</u></b>
<b>Total value of sales and all other outputs excluding any VAT</b>	<b>6</b>	<b>2,012.00</b>
<b>Total value of purchases and all other inputs excluding any VAT</b>	<b>7</b>	<b>25,228.00</b>
Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States	<b>8</b>	0.00
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States	<b>9</b>	0.00
VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States		<b>0.00</b>



Date: 08/04/2024

**Holme Valley Parish Council**

Time: 20:53

**Cashbook 1**

User: RFO

**HSBC Current A/C**

For Month No: 12

**Receipts for Month 12**

**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>134,779.72</b>					<b>134,779.72</b>	
2324/12/01	Banked: <b>01/03/2024</b>	<b>4,459.96</b>						
2324/12/01	Holmfirth Civic Hall CT	4,459.96			1095	100	4,459.96	Insurance Reimbursement
2324/12/02	Banked: <b>04/03/2024</b>	<b>312.61</b>						
2324/12/02	CCLA	312.61			1090	100	312.61	PSDF Interest
2324/12/03	Banked: <b>05/03/2024</b>	<b>269.30</b>						
2324/12/03	HSBC	269.30			1090	100	269.30	Interest on BMM account
2324/12/04	Banked: <b>11/03/2024</b>	<b>455.00</b>						
2324/12/04	Holmfirth Toilets	455.00			1092	100	455.00	Donations
2324/12/05	Banked: <b>27/03/2024</b>	<b>160.00</b>						
2324/12/05	Holmfirth Toilets	160.00			1092	100	160.00	Donations
<b>Total Receipts for Month</b>		5,656.87	0.00	0.00			5,656.87	
<b>Cashbook Totals</b>		140,436.59	0.00	0.00			140,436.59	

Date: 08/04/2024

## Holme Valley Parish Council

Page: 6

Time: 20:53

## Cashbook 1

User: RFO

## HSBC Current A/C

For Month No: 12

## Payments for Month 12

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
05/03/2024	HSBC	2324/12/01	8.00			4215	150	8.00	Bank Charges
11/03/2024	British Telecom	2324/12/02	51.54		8.59	4275	150	42.95	Internet and Phone
12/03/2024	Internal Audit Yorkshire	2324/12/03	373.31			4210	150	373.31	Interim Internal Audit
12/03/2024	HMRC	2324/12/04	1,526.17			4000	110	1,007.12	PAYE Tax and NI - employee
						4005	110	519.05	PAYE Tax and NI - employer
15/03/2024	Salaries Staff	2324/12/05	1,721.15			4000	110	1,721.15	Salary Staff 02
15/03/2024	Salaries Staff	2324/12/06	1,546.81			4000	110	1,546.81	Salary Staff 04
15/03/2024	Time In Time Out Media	2324/12/07	252.00		42.00	4610	350	210.00	Council News
15/03/2024	Salaries Staff	2324/12/08	1,410.13			4000	110	1,410.13	Salary Staff 05
18/03/2024	West Yorkshire Pension Fund	2324/12/09	826.82			4000	110	350.04	Pensions - employee
						4010	110	476.78	Pensions - employer
19/03/2024	JRB Enterprises Ltd	2324/12/10	390.96		65.16	4720	400	325.80	Poo Bags
19/03/2024	Riasca Design and Print	2324/12/11	295.00			4610	350	295.00	Design and print newsletter
19/03/2024	Riasca Design and Print	2324/12/12	258.00			4610	350	258.00	Print Newsletter
19/03/2024	Staff 02	2324/12/13	15.59		2.60	4400	150	12.99	Reimbursement Zoom
19/03/2024	Staff 02	2324/12/14	15.59		2.60	4400	150	12.99	Reimbursement Zoom
19/03/2024	Document Logic	2324/12/15	33.25		5.54	4205	150	27.71	Photocopying
19/03/2024	Vision ICT	2324/12/16	324.00		54.00	4400	150	270.00	Email Hosting
19/03/2024	Vision ICT	2324/12/17	96.00		16.00	4625	350	80.00	Google analytics and domain
19/03/2024	YLCA	2324/12/18	33.40			4060	110	33.40	Webinar - biodiversity staff 5
19/03/2024	WEL Medical	2324/12/19	244.74		40.79	4715	400	203.95	Defibrillator Battery
						326	0	-203.95	Defibrillator Battery
						6000	400	203.95	Defibrillator Battery
19/03/2024	Meltham Town Council	2324/12/20	60.00		10.00	4200	150	50.00	Tickets to Civic Dinner
19/03/2024	Holme Valley Foodbank	2324/12/21	461.00			4200	150	461.00	Donation from Chair's expenses
19/03/2024	Full Life Church Food Bank	2324/12/22	461.00			4200	150	461.00	Donation from Chair's expenses
19/03/2024	Honley Business Association	2324/12/23	1,560.00			4700	400	1,560.00	Grant - Honley CCTV
						322	0	-1,560.00	Grant - Honley CCTV
						6000	400	1,560.00	Grant - Honley CCTV
19/03/2024	Upperthong Cricket Club	2324/12/24	2,050.00			4315	250	2,050.00	Grant - clubhouse carpets
19/03/2024	Honley Village Community Trust	2324/12/25	2,640.00			4315	250	2,640.00	Grant - tree work Southgate
19/03/2024	Hade Edge Action	2324/12/26	2,000.00			4315	250	2,000.00	Grant - village green garden
19/03/2024	Friends of Honley	2324/12/27	1,500.00			4315	250	1,500.00	Grant - seasonal planting
19/03/2024	Holmbridge Cricket Club	2324/12/28	5,000.00			4315	250	5,000.00	Grant - batteries solar panels
19/03/2024	Holmfirth Food and Drink Fest	2324/12/29	1,500.00			4405	250	1,500.00	Grant - refuse & street clean
19/03/2024	Friends of Cliff Rec	2324/12/30	655.00			4405	250	655.00	Grant - D-Day beacon event
19/03/2024	Honley Village Community Trust	2324/12/31	1,369.00			4405	250	1,369.00	Grant - brushcutter training
19/03/2024	Wooldale Community Group	2324/12/32	1,000.00			4405	250	1,000.00	Grant - room hire for clubs
19/03/2024	HVCAP	2324/12/33	897.00			4405	250	897.00	Grant - food awareness event
19/03/2024	Honley Village Community Trust	2324/12/34	372.00			4405	250	372.00	Grant - Easter workshops
19/03/2024	Honley Village Community Trust	2324/12/35	578.50			4405	250	578.50	Grant - Easter Bunny tea party

Continued on Page 7

Date: 08/04/2024

## Holme Valley Parish Council

Page: 7

Time: 20:53

## Cashbook 1

User: RFO

## HSBC Current A/C

For Month No: 12

## Payments for Month 12

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
19/03/2024	Natnl Assoc of Local Councils	2324/12/36	52.04		8.67	4061	150	43.37	Community Transport Training
19/03/2024	npower	2324/12/37	98.93		4.71	4320	400	94.22	Electricity Holmfirth Toilets
19/03/2024	Holmfirth Forward	2324/12/38	3,240.00			4315	250	3,240.00	Grant - lamp post brackets
19/03/2024	West Yorks Combined Authority	2324/12/39	1,844.00			4730	400	1,844.00	HV Minibus Service FEB
19/03/2024	Maintenance Contractor	2324/12/40	245.54		40.95	4320	400	204.59	Expenses - toilets
19/03/2024	Maintenance Contractor	2324/12/41	1,167.95			4740	400	307.70	Maintenance - seats & shelters
						4320	400	860.25	Maintenance - toilets
21/03/2024	Eden's Forest CIC	2324/12/42	1,337.63			4315	250	1,337.63	Grant - area for play learning
21/03/2024	Viking	2324/12/43	263.92		43.99	4205	150	219.93	Chair, boxes, paper
21/03/2024	Honley Show Society Ltd	2324/12/44	1,000.00			4630	350	1,000.00	Programme Sponsorship
28/03/2024	8th HV Scouts	2324/12/45	-972.49			4315	250	-972.49	Return of grant
<b>Total Payments for Month</b>			39,803.48	0.00	345.60			39,457.88	
<b>Balance Carried Fwd</b>			100,633.11						
<b>Cashbook Totals</b>			140,436.59	0.00	345.60			140,090.99	

Date: 08/04/2024

Holme Valley Parish Council

Page: 1

Time: 20:53

Cashbook 2

User: RFO

Money Manager - HSBC

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>55,679.13</b>					<b>55,679.13</b>	
	Banked:	<b>0.00</b>						
			0.00					0.00
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>55,679.13</u>	<u>0.00</u>	<u>0.00</u>			<u>55,679.13</u>	

Date: 08/04/2024

**Holme Valley Parish Council**

Page: 2

Time: 20:53

**Cashbook 2**

User: RFO

**Money Manager - HSBC**

For Month No: 12

**Payments for Month 12**

**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	<b>Total Payments for Month</b>		0.00	0.00	0.00			0.00	
	<b>Balance Carried Fwd</b>		55,679.13						
	<b>Cashbook Totals</b>		55,679.13	0.00	0.00			55,679.13	

Date: 08/04/2024

Holme Valley Parish Council

Page: 1

Time: 20:53

Cashbook 5

User: RFO

CCLA Deposit Fund

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>75,000.00</b>					<b>75,000.00</b>	
	Banked:	<b>0.00</b>						
			0.00					0.00
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>75,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>75,000.00</u>	

Date: 08/04/2024

## Holme Valley Parish Council

Page: 2

Time: 20:53

## Cashbook 5

User: RFO

## CCLA Deposit Fund

For Month No: 12

## Payments for Month 12

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	<b>Total Payments for Month</b>		0.00	0.00	0.00			0.00	
	<b>Balance Carried Fwd</b>		75,000.00						
	<b>Cashbook Totals</b>		<u>75,000.00</u>	0.00	<u>0.00</u>			<u>75,000.00</u>	

Date : 08/04/2024

## Holme Valley Parish Council

Page 1

Time: 21:09

Trial Balance for Month No: 12

User : RFO

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
105	VAT Control A/c			803.59	
200	HSBC Current A/C			100,633.11	
205	Money Manager - HSBC			55,679.13	
220	CCLA Deposit Fund			75,000.00	
310	General Reserves				161,912.76
322	EMR CCTV				320.00
323	EMR Com Asset-Others in Valley				2,017.00
326	EMR Defibrillator Special Resr				1,796.05
331	EMR Gartside Building				5,000.00
332	EMR Honley Library				15,000.00
337	EMR COVID Memorial				6,000.00
338	EMR Children's Playgrounds				15,000.00
341	EMR Climate Emergency Projects				13,697.00
343	EMR Road Safety				10,000.00
1076	Precept	100	Income		284,924.00
1078	Special Expenses Grant	100	Income		3,355.00
1090	Bank Interest	100	Income		4,627.55
1092	Toilets Donations	100	Income		2,565.00
1095	Other income	100	Income		6,161.96
1200	Allotment Rents	100	Income		270.00
1250	Gartside Building	100	Income		2,079.72
1260	Memorial Bench Donations	100	Income		50.00
1300	Garage plot income	100	Income		700.00
4000	Salaries	110	Staff Expenditure	73,293.16	
4005	Employer's N.I	110	Staff Expenditure	6,356.94	
4010	Employer's Pension	110	Staff Expenditure	5,617.90	
4015	Student Loan	110	Staff Expenditure	60.00	
4060	Staff Training	110	Staff Expenditure	2,555.90	
4061	Councillor Training	150	Administration	466.27	
4200	Chairman's Expenses	150	Administration	1,000.00	
4205	Council Office Expenditure	150	Administration	1,603.77	
4210	Audit	150	Administration	1,586.62	
4215	Bank Charges	150	Administration	304.27	
4225	Elections	150	Administration	24,860.13	
4230	Repairs & Maintenance	150	Administration	98.72	
4235	Insurance	150	Administration	8,517.41	
4245	Office Equipment	150	Administration	39.78	
4250	Office/Room Hire	150	Administration	10,048.75	
4265	Subscriptions	150	Administration	2,423.00	
4275	Telephone and Broadband	150	Administration	490.17	
4285	Remembrance Sunday	150	Administration	160.00	
4300	Honley Library	400	Service Provision	25,000.00	

Continued over page



Date : 08/04/2024

**Holme Valley Parish Council**

Page 2

Time: 21:09

Trial Balance for Month No: 12

User : RFO

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4310	Holmfirth Civic Hall- Projects	400	Service Provision	17,812.39	
4315	Other Community Assets	250	Finance & Management	36,891.74	
4320	Public Toilet - Day to Day	400	Service Provision	16,211.48	
4325	Public Toilet - Lettable Space	400	Service Provision	365.50	
4400	Electronic Support	150	Administration	1,241.34	
4405	Grants - Projects and Events	250	Finance & Management	22,814.16	
4505	Neighbourhood Plan	300	Planning	474.00	
4610	Publications and Publicity	350	Publications & Communication	4,273.00	
4625	Website & Media	350	Publications & Communication	717.13	
4630	Special Projects	350	Publications & Communication	1,000.00	
4640	Holme Moss Topograph	350	Publications & Communication	5,263.57	
4700	CCTV	400	Service Provision	1,560.00	
4705	Christmas Provision	400	Service Provision	5,966.67	
4710	New Mill - Churchyard	400	Service Provision	678.49	
4715	Defibrillators	400	Service Provision	203.95	
4720	Dog Waste	400	Service Provision	1,132.80	
4730	Minibus	400	Service Provision	19,331.00	
4735	Phone Boxes	400	Service Provision	158.50	
4740	Seats & Shelters-Maintenance	400	Service Provision	8,923.66	
4760	Youth Work in the Holme Valley	400	Service Provision	14,000.00	
4805	Community Mobilisation	450	Climate Emergency	567.30	
4815	Transport Strategy	450	Climate Emergency	1,824.69	
6000	Transfer from EMR	400	Service Provision		21,763.95
6000	Transfer from EMR	450	Climate Emergency		770.00
<b>Trial Balance Totals :</b>				<b>558,009.99</b>	<b>558,009.99</b>
<b>Difference</b>				<b>0.00</b>	

08/04/2024

**Holme Valley Parish Council**

Page 1

21:10

**Detailed Balance Sheet - Excluding Stock Movement****Month 12 Date 31/03/2024**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	<u>Current Assets</u>	
105	VAT Control A/c	804
200	HSBC Current A/C	100,633
205	Money Manager - HSBC	55,679
220	CCLA Deposit Fund	75,000
	<b>Total Current Assets</b>	<b>232,116</b>
	<u>Represented by :-</u>	
300	Current Year Fund	(21,161)
310	General Reserves	184,447
322	EMR CCTV	320
323	EMR Com Asset-Others in Valley	2,017
326	EMR Defibrillator Special Resr	1,796
331	EMR Gartside Building	5,000
332	EMR Honley Library	15,000
337	EMR COVID Memorial	6,000
338	EMR Children's Playgrounds	15,000
341	EMR Climate Emergency Projects	13,697
343	EMR Road Safety	10,000
	<b>Total Equity</b>	<b>232,116</b>

## Holme Valley Parish Council

### Bank - Cash and Investment Reconciliation as at 31 March 2024

#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

31/03/2024	HSBC Current A/C	100,633.11
31/03/2024	HSBC - Money Manager	55,679.13
31/03/2024	Handelsbanken Current A/C	0.00
31/03/2024	CCLA Deposit Fund	75,000.00

**231,312.24**

##### Receipts not on Bank Statement

**0.00**

##### **Closing Balance**

**231,312.24**

##### All Cash & Bank Accounts

1	HSBC Current A/C	100,633.11
2	Money Manager - HSBC	55,679.13
4	Current Account-Handelsbanken	0.00
5	CCLA Deposit Fund	75,000.00
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>231,312.24</b>

## MTD Enabled - Do Not Manually Submit to HMRC

Date: 08/04/2024

Holme Valley Parish Council

Page 1

Time: 21:20

VAT Return: 01/01/2024 - 31/03/2024

User: RFO

<u>Source</u>	<u>Ledger</u>	<u>Ref No</u>	<u>Month</u>	<u>Code</u>	<u>Gross</u>	<u>Net</u>	<u>VAT</u>	
Cashbook	1		10		335.74	335.74	0.00	
Cashbook	1		11		1,676.69	1,676.69	0.00	
Cashbook	1		12		5,656.87	5,656.87	0.00	
		<b>OUTPUT</b>		<b>Total Rate: Z</b>	<b>7,669.30</b>	<b>7,669.30</b>	<b>0.00</b>	
Cashbook	1		10		108.61	103.44	5.17	
Cashbook	1		11		111.85	106.52	5.33	
Cashbook	1		12		98.93	94.22	4.71	
		<b>INPUT</b>		<b>Total Rate: F</b>	<b>319.39</b>	<b>304.18</b>	<b>15.21</b>	
Cashbook	1		10		971.36	809.46	161.90	
Cashbook	1		11		1,713.57	1,427.98	285.59	
Cashbook	1		12		2,045.17	1,704.28	340.89	
		<b>INPUT</b>		<b>Total Rate: S</b>	<b>4,730.10</b>	<b>3,941.72</b>	<b>788.38</b>	
Cashbook	1		10		13,771.29	13,771.29	0.00	
Cashbook	1		11		9,009.50	9,009.50	0.00	
Cashbook	1		12		37,659.38	37,659.38	0.00	
		<b>INPUT</b>		<b>Total Rate: Z</b>	<b>60,440.17</b>	<b>60,440.17</b>	<b>0.00</b>	
<b>VAT Return Summary:</b>					<b>Total Outputs</b>	<b>7,669.30</b>	<b>7,669.30</b>	<b>0.00</b>
					<b>Total Inputs</b>	<b>65,489.66</b>	<b>64,686.07</b>	<b>803.59</b>
VAT due in the period on sales and other outputs						<b>Box 1</b>	0.00	
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States						<b>2</b>	<u>0.00</u>	
<b>Total VAT due</b>						<b>3</b>	<b>0.00</b>	
VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states)						<b>4</b>	<u>803.59</u>	
<b>Net VAT to reclaim from HMRC</b>						<b>5</b>	<u><b>803.59</b></u>	
<b>Total value of sales and all other outputs excluding any VAT</b>						<b>6</b>	<b>7,669.00</b>	
<b>Total value of purchases and all other inputs excluding any VAT</b>						<b>7</b>	<b>64,686.00</b>	
Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States						<b>8</b>	0.00	
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States						<b>9</b>	0.00	
VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States							<b>0.00</b>	

Contact tel 03457 60 60 60  
 see reverse for call times  
 Text phone 03457 125 563  
 used by deaf or speech impaired customers  
 www.hsbc.co.uk

**Your Statement**

Holme Valley Parish  
 Council  
 Holmfirth Civic Hall  
 Huddersfield Road  
 Holmfirth  
 West Yorkshire  
 HD9 3AS



**Account Summary**

Opening Balance	144,265.58
Payments In	6,382.93
Payments Out	10,834.92
Closing Balance	139,813.59

**6 February to 5 March 2024**

**International Bank Account Number**

GB31HBUK40242411001043

**Branch Identifier Code**

HBUKGB4134V

**Account Name**

Holme Valley Parish Council

**Sortcode**

40-24-24

**Account Number Sheet Number**

1043 869

**Your BUSINESS CURRENT ACCOUNT details**

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
05 Feb 24	<b>BALANCE BROUGHT FORWARD</b>			<b>144,265.58</b>
07 Feb 24	CR HMRC VAT		1,341.06	
	DD BT GROUP PLC	51.54		145,555.10
14 Feb 24	BP SLCC UNITY TRUST QL204778-1	450.00		145,105.10
15 Feb 24	SO [REDACTED] SALARY HVPC	1,721.15		
	SO [REDACTED] SALARY HVPC	1,547.01		
	SO TIME IN TIME OUT HVPC	252.00		
	SO [REDACTED] SALARY HVPC	1,410.33		140,174.61
16 Feb 24	SO WEST YPF GEN EMPLOYER NO 00166	826.82		
	SO HMRC PAYE/NIC CUMB 072PT00168148	1,525.77		137,822.02
22 Feb 24	BP NPOWER GT512222	111.85		
	BP DOCUMENT LOGIC LTD 340845	34.24		
	BP [REDACTED] Reimbursement	1.89		
	BP SLCC BK214940-1	36.00		
	BP [REDACTED] EXPENSES	211.10		
	<b>BALANCE CARRIED FORWARD</b>			<b>137,426.94</b>

Contact tel 03457 60 60 60  
see reverse for call times  
Text phone 03457 125 563  
used by deaf or speech impaired customers  
www.hsbc.co.uk

**6 February to 5 March 2024**

## Your Statement

**Account Name**  
Holme Valley Parish Council

**Sortcode** **Account Number** **Sheet Number**  
40-24-24 11001043 870

### Your BUSINESS CURRENT ACCOUNT details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	<b>BALANCE BROUGHT FORWARD</b>			<b>137,426.94</b>
	BP [REDACTED] INV 116	1,359.42		136,067.52
27 Feb 24	BP Hepworth Comm Asso FOCUS/HVPC	100.00		
	BP School Sign Shop INV-17819	568.80		
	BP Boultons 90014324	594.00		
	BP YLCA INV-1520	25.00		<b>134,779.72</b>
01 Mar 24	CR HOLMFIRTH CIVIC HA HCHCT 004		4,459.96	139,239.68
04 Mar 24	CR CCLA Investment Ma PS3078504, holme v		312.61	139,552.29
05 Mar 24	CR GROSS INTEREST TO 04MAR2024 FOR ACCOUNT 402424 41061348		269.30	
	DR TOTAL CHARGES TO 12FEB2024	8.00		139,813.59
<b>05 Mar 24</b>	<b>BALANCE CARRIED FORWARD</b>			<b>139,813.59</b>

### Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [fscs.org.uk](https://fscs.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([hsbc.co.uk/fscs/](https://hsbc.co.uk/fscs/)).

<b>Credit Interest Rates</b>	<i>balance</i>	<i>AER</i> <i>variable</i>	<b>Debit Interest Rates</b>	<i>balance</i>	<i>EAR</i> <i>variable</i>
Credit interest is not applied			Debit interest		21.34%

## Interest

Credit Interest is calculated daily on the cleared credit balance and is paid monthly if applicable (this is not paid on all accounts, eg, Basic Bank Account, Bank Account and HSBC Advance). For personal current accounts (excluding Premier and Jade by HSBC Premier) overdraft interest is only charged on arranged overdrawn balances. Debit interest is calculated daily on the cleared debit balance of your account, it accrues during your charging cycle (usually monthly) and is deducted from your account following the end of your charging cycle.

### Effective from 1 August 2017

#### Monthly cap on unarranged overdraft charges

1. Each current account will set a monthly maximum charge for:

- (a) going overdrawn when you have not arranged an overdraft; or
- (b) going over/past your arranged overdraft limit (if you have one).

2. This cap covers any:

- (a) interest and fees for going over/past your arranged overdraft limit;
- (b) fees for each payment your bank allows despite lack of funds; and
- (c) fees for each payment your bank refuses due to lack of funds.

The monthly cap on unarranged overdraft charges for the Bank Account, Current Account, Home Management Account, HSBC Advance Bank Account and Graduate Bank Account is £80.

The monthly cap on unarranged overdraft charges is not applicable to Bank Account Pay Monthly, Basic Bank Account, Student Bank Account, Amanah Bank Account and MyAccount as these accounts do not incur unarranged overdraft charges.

The introduction of the Monthly Maximum Charge will not affect any charging period that ended prior to 1st August 2017. Any notification of charges that are generated on or after 1st August 2017 will incorporate the new Monthly Maximum Charge cap.

**The following references regarding debit cards only apply to personal customers, commercial customers please refer to your terms and conditions.**

#### Your debit card

When you use your card abroad, your statement will show where the transaction took place, the amount spent in local currency and the amount converted into sterling. We also monitor transactions to protect you against your card being used fraudulently.

Unless you agree that the currency conversion is done at the point of sale or withdrawal and agree the rate at that time, for example with the shopkeeper or on the self-service machine screen, the exchange rate that applies to any non-sterling debit card payments (including cash withdrawals) is the VISA Payment Scheme Exchange Rate applying on the day the conversion is made.

For non-Sterling (foreign currency) transactions we will charge a fee of 2.75% of the amount of the transaction. This fee will be shown as a separate line on your statement as a 'Non-Sterling Transaction Fee'.

HSBC UK Bank plc  
Registered in England and Wales with registration number 09928412  
Registered office: 1 Centenary Square, Birmingham B1 1HQ,  
United Kingdom

RFB1898 MCP50300 07/18 © HSBC Group 2018

Details of the current VISA Payment Scheme Exchange Rates can be obtained from the card support section of [hsbc.co.uk](http://hsbc.co.uk) (UK customers) or [ciiom.hsbc.com](http://ciiom.hsbc.com) (Channel Islands and Isle of Man customers) or by calling us on the usual numbers. We will deduct the payment from your account once we receive details of the payment from the card scheme, at the latest, the next working day.

For cash machine withdrawals in a currency other than sterling we will charge a Non Sterling Cash Fee of 2% (minimum £1.75, maximum £5). This fee applies to all cash machines outside the UK, Channel islands and the Isle of Man and to cash machines in the UK, Channel Islands and Isle of Man if we convert the withdrawal to Sterling for you. HSBC Advance customers are exempt from this fee.

Some cash machine operators may apply a direct charge for withdrawals from their cash machines and this will be advised on screen at the time of withdrawal.

#### Recurring Transaction

A recurring transaction, sometimes called a continuous payment authority, is a series of payments collected with your agreement from your card by a retailer or supplier (for example, insurance cover). This is an agreement between you and the retailer. The Direct Debit Guarantee does not cover these transactions. If you wish to cancel a recurring transaction you can do this with the retailer or us. We can cancel the payment, however contacting the retailer allows you to also deal with the agreement you have with them and you can make other arrangements for the payment or cancellation of the goods or services. If you cancel with the retailer, we recommend you keep evidence of the cancellation. Once you have cancelled with the retailer or us, if the retailer does try to collect any future payments under the recurring transaction agreement, we will treat these as unauthorised. If we miss any of the cancelled transactions, please contact us.

#### The following references apply to all customers

##### Dispute resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

The Financial Ombudsman Service does not apply to customers of our branches in the Channel Islands and Isle of Man, but you could be entitled to refer your complaint to the Channel Islands Financial Ombudsman in Jersey or Guernsey or the Financial Services Ombudsman Scheme in the Isle of Man. Please contact your branch for further details.

##### Telephone Banking Service

Customer representatives are available from 8am – 10pm everyday and 24 hours a day for HSBC Advance customers. Calls may be monitored or recorded for quality purposes. Alternatively for all your banking needs go to [hsbc.co.uk](http://hsbc.co.uk) (UK customers) or [ciiom.hsbc.com](http://ciiom.hsbc.com) (Channel Islands and Isle of Man customers).

##### Disabled Customers

**We offer a number of services such as statements in Braille or large print. Please contact us to let us know how we can serve you better.**

##### Lost and stolen cards

If any of your cards issued by us are lost or stolen please call our 24-hour service immediately on **03456 007 010** or if you are calling from abroad, please call us on **44 1442 422 929**.

**Bank Reconciliation Statement as at 29/02/2024  
for Cashbook 1 - HSBC Current A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current A/C	29/02/2024		134,779.72
			<hr/> 134,779.72
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			134,779.72
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			134,779.72
		<b>Balance per Cash Book is :-</b>	<b>134,779.72</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....



Contact tel 03457 60 60 60  
 see reverse for call times  
 Text phone 03457 125 563  
 used by deaf or speech impaired customers  
[www.hsbc.co.uk](http://www.hsbc.co.uk)

**Your Statement**

Holme Valley Parish  
 Council  
 Holmfirth Civic Hall  
 Huddersfield Road  
 Holmfirth  
 West Yorkshire  
 HD9 3AS



**Account Summary**

Opening Balance	55,679.13
Payments In	0.00
Payments Out	0.00
Closing Balance	55,679.13

**Interest Rate - Valid as at end date of the statement period**  
 1.95% AER

**6 March to 5 April 2024**

**International Bank Account Number**

GB90HBUK40242441061348

**Branch Identifier Code**

HBUKGB4134V

**Account Name**

Holme Valley Parish Council

**Sortcode**

40-24-24

**Account Number Sheet Number**

1348 421

**Your Business Money Manager details**

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
05 Mar 24	BALANCE BROUGHT FORWARD			55,679.13
05 Apr 24	BALANCE CARRIED FORWARD			55,679.13

**Information about the Financial Services Compensation Scheme**

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [fscs.org.uk](http://fscs.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([hsbc.co.uk/fscs/](http://hsbc.co.uk/fscs/)).

## Interest

Credit Interest is calculated daily on the cleared credit balance and is paid monthly if applicable (this is not paid on all accounts, eg, Basic Bank Account, Bank Account and HSBC Advance). For personal current accounts (excluding Premier and Jade by HSBC Premier) overdraft interest is only charged on arranged overdrawn balances. Debit interest is calculated daily on the cleared debit balance of your account, it accrues during your charging cycle (usually monthly) and is deducted from your account following the end of your charging cycle.

### Effective from 1 August 2017

#### Monthly cap on unarranged overdraft charges

1. Each current account will set a monthly maximum charge for:

- (a) going overdrawn when you have not arranged an overdraft; or
- (b) going over/past your arranged overdraft limit (if you have one).

2. This cap covers any:

- (a) interest and fees for going over/past your arranged overdraft limit;
- (b) fees for each payment your bank allows despite lack of funds; and
- (c) fees for each payment your bank refuses due to lack of funds.

The monthly cap on unarranged overdraft charges for the Bank Account, Current Account, Home Management Account, HSBC Advance Bank Account and Graduate Bank Account is £80.

The monthly cap on unarranged overdraft charges is not applicable to Bank Account Pay Monthly, Basic Bank Account, Student Bank Account, Amanah Bank Account and MyAccount as these accounts do not incur unarranged overdraft charges.

The introduction of the Monthly Maximum Charge will not affect any charging period that ended prior to 1st August 2017. Any notification of charges that are generated on or after 1st August 2017 will incorporate the new Monthly Maximum Charge cap.

**The following references regarding debit cards only apply to personal customers, commercial customers please refer to your terms and conditions.**

#### Your debit card

When you use your card abroad, your statement will show where the transaction took place, the amount spent in local currency and the amount converted into sterling. We also monitor transactions to protect you against your card being used fraudulently.

Unless you agree that the currency conversion is done at the point of sale or withdrawal and agree the rate at that time, for example with the shopkeeper or on the self-service machine screen, the exchange rate that applies to any non-sterling debit card payments (including cash withdrawals) is the VISA Payment Scheme Exchange Rate applying on the day the conversion is made.

For non-Sterling (foreign currency) transactions we will charge a fee of 2.75% of the amount of the transaction. This fee will be shown as a separate line on your statement as a 'Non-Sterling Transaction Fee'.

HSBC UK Bank plc  
Registered in England and Wales with registration number 09928412  
Registered office: 1 Centenary Square, Birmingham B1 1HQ,  
United Kingdom

RFB1898 MCP50300 07/18 © HSBC Group 2018

Details of the current VISA Payment Scheme Exchange Rates can be obtained from the card support section of [hsbc.co.uk](http://hsbc.co.uk) (UK customers) or [ciiom.hsbc.com](http://ciiom.hsbc.com) (Channel Islands and Isle of Man customers) or by calling us on the usual numbers. We will deduct the payment from your account once we receive details of the payment from the card scheme, at the latest, the next working day.

For cash machine withdrawals in a currency other than sterling we will charge a Non Sterling Cash Fee of 2% (minimum £1.75, maximum £5). This fee applies to all cash machines outside the UK, Channel islands and the Isle of Man and to cash machines in the UK, Channel Islands and Isle of Man if we convert the withdrawal to Sterling for you. HSBC Advance customers are exempt from this fee.

Some cash machine operators may apply a direct charge for withdrawals from their cash machines and this will be advised on screen at the time of withdrawal.

#### Recurring Transaction

A recurring transaction, sometimes called a continuous payment authority, is a series of payments collected with your agreement from your card by a retailer or supplier (for example, insurance cover). This is an agreement between you and the retailer. The Direct Debit Guarantee does not cover these transactions. If you wish to cancel a recurring transaction you can do this with the retailer or us. We can cancel the payment, however contacting the retailer allows you to also deal with the agreement you have with them and you can make other arrangements for the payment or cancellation of the goods or services. If you cancel with the retailer, we recommend you keep evidence of the cancellation. Once you have cancelled with the retailer or us, if the retailer does try to collect any future payments under the recurring transaction agreement, we will treat these as unauthorised. If we miss any of the cancelled transactions, please contact us.

#### The following references apply to all customers

##### Dispute resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

The Financial Ombudsman Service does not apply to customers of our branches in the Channel Islands and Isle of Man, but you could be entitled to refer your complaint to the Channel Islands Financial Ombudsman in Jersey or Guernsey or the Financial Services Ombudsman Scheme in the Isle of Man. Please contact your branch for further details.

##### Telephone Banking Service

Customer representatives are available from 8am – 10pm everyday and 24 hours a day for HSBC Advance customers. Calls may be monitored or recorded for quality purposes. Alternatively for all your banking needs go to [hsbc.co.uk](http://hsbc.co.uk) (UK customers) or [ciiom.hsbc.com](http://ciiom.hsbc.com) (Channel Islands and Isle of Man customers).

##### Disabled Customers

**We offer a number of services such as statements in Braille or large print. Please contact us to let us know how we can serve you better.**

##### Lost and stolen cards

If any of your cards issued by us are lost or stolen please call our 24-hour service immediately on **03456 007 010** or if you are calling from abroad, please call us on **44 1442 422 929**.

Date:07/03/2024

Holme Valley Parish Council

Time: 15:23

**Bank Reconciliation Statement as at 29/02/2024  
for Cashbook 2 - Money Manager - HSBC**

User: RFO

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC - Money Manager	29/02/2024		55,679.13
			<u>55,679.13</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			55,679.13
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			55,679.13
		<b>Balance per Cash Book is :-</b>	<b>55,679.13</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....



## Statement of Account

Mr McGill  
Holme Valley Parish Council  
Huddersfield Civic Hall  
Huddersfield Road  
HOLMFIRTH  
HD9 3AZ

5 March 2024

Account name: **HOLME VALLEY PARISH COUNCIL**  
Account number: **██████████504-001**  
Statement period: **31/01/2024 to 29/02/2024**

Please find enclosed a statement of your account covering the period 31 January 2024 to 29 February 2024. This statement shows the value of your investments as at 29 February 2024.

Details of all transactions carried out on your account within the reporting period have been included for your reference.

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

### Account summary

Total valuation as at 29 February 2024	<b>£75,000.00</b>
Total valuation as at last statement at 31 January 2024	<b>£75,000.00</b>
Total income during the period	<b>£335.63</b>

### Holdings as at 29 February 2024

Fund name	Unit/share holdings	Price per unit/share	Value
<b>The Public Sector Deposit Fund SC4</b> GB00B3LDFH01	75,000.0000	£1.00	£75,000.00
			<b>Total value</b>
			<b>£75,000.00</b>

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

[clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk)    Freephone 0800 022 3505    [www.ccla.co.uk](http://www.ccla.co.uk)

Fund documentation is available at [www.ccla.co.uk/investments](http://www.ccla.co.uk/investments), or may be requested from our Client Services team. Telephone calls are recorded. CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority. Registered address: One Angel Lane, London EC4R 3AB.

The average Fund yield for this period was 5.25% p.a.

Income for the period is as follows:

<b>Month</b>	<b>Date paid</b>	<b>Method</b>	<b>Amount (£)</b>	<b>Destination</b>
Jan 2024	02/02/2024	Paid to Nominated Bank Details	£335.63	

# Glossary

## Terms explained

<b>Acc</b>	Accumulation units/shares. Any income due is retained within the fund, and reflected in the price of each unit/share.
<b>Buy</b>	Units/shares you have purchased.
<b>Conversion in/ Conversion out</b>	The movement of your investment from one share class to another share class within the same fund.
<b>Inc</b>	Income units/shares. Any income due is paid out to you as a dividend payment.
<b>Paid to nominated bank details</b>	The transaction type 'paid to nominated bank details' applies to income earned and subsequently paid to the nominated bank account.
<b>Price per unit/share</b>	The price used for a transaction or valuation.
<b>Reinvest</b>	Reinvestment of income to purchase additional units/shares.
<b>Sell</b>	Units/shares you have sold.
<b>Switch in</b>	The movement of units/shares to you from an account held in another CCLA fund.
<b>Switch out</b>	The movement of units/shares from you to an account held in another CCLA fund.
<b>Transfer</b>	Income paid to another CCLA account.
<b>Transfer in</b>	Units/shares transferred to you from another account in the same CCLA fund.
<b>Transfer out</b>	Units/shares transferred by you to another account in the same CCLA fund.

Date:07/03/2024

Holme Valley Parish Council

Time: 15:23

**Bank Reconciliation Statement as at 29/02/2024  
for Cashbook 5 - CCLA Deposit Fund**

User: RFO

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Deposit Fund	29/02/2024		75,000.00
			75,000.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			75,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			75,000.00
		<b>Balance per Cash Book is :-</b>	<b>75,000.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

Contact tel 03457 60 60 60  
see reverse for call times  
Text phone 03457 125 563  
used by deaf or speech impaired customers  
www.hsbc.co.uk

## Your Statement

Holme Valley Parish  
Council  
Holmfirth Civic Hall  
Huddersfield Road  
Holmfirth  
West Yorkshire  
HD9 3AS



### Account Summary

Opening Balance	139,813.59
Payments In	2,046.89
Payments Out	40,925.89
Closing Balance	100,934.59

**6 March to 5 April 2024**

### International Bank Account Number

GB31HBUK40242411001043

### Branch Identifier Code

HBUKGB4134V

### Account Name

Holme Valley Parish Council

### Sortcode Account Number Sheet Number

40-24-24 [REDACTED]1043 871

### Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
<b>05 Mar 24</b>	<b>BALANCE BROUGHT FORWARD</b>			<b>139,813.59</b>
11 Mar 24	DD BT GROUP PLC	51.54		
	CR CASH IN P.O. MAR11 CARLILE INST@13:27 465941XXXXXX5960		455.00	140,217.05
12 Mar 24	BP INTERNAL AUDIT YKS 23240000186	373.31		
	BP HMRC PAYE/NIC CUMB 072pt00168148	1,526.17		138,317.57
15 Mar 24	SO [REDACTED] SALARY HVPC	1,721.15		
	SO [REDACTED] SALARY HVPC	1,546.81		
	SO TIME IN TIME OUT HVPC	252.00		
	SO [REDACTED] SALARY HVPC	1,410.13		133,387.48
18 Mar 24	SO WEST YPF GEN EMPLOYER NO 00166	826.82		132,560.66
19 Mar 24	BP JRB ENTERPRISE LTD INV 26585	390.96		
	BP Riasca INV 428441	295.00		
	BP Riasca INV 428556	258.00		
	BP [REDACTED] Reimbursement Zoom	15.59		
	<b>BALANCE CARRIED FORWARD</b>			<b>131,601.11</b>



Contact tel 03457 60 60 60  
 see reverse for call times  
 Text phone 03457 125 563  
 used by deaf or speech impaired customers  
[www.hsbc.co.uk](http://www.hsbc.co.uk)

**6 March to 5 April 2024**

## Your Statement

**Account Name**  
 Holme Valley Parish Council

**Sortcode**   **Account Number**   **Sheet Number**  
 40-24-24   11001043   872

### Your BUSINESS CURRENT ACCOUNT details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	<b>BALANCE BROUGHT FORWARD</b>			<b>131,601.11</b>
BP	Reimbursement Zoom	15.59		
BP	DOCUMENT LOGIC LTD 341072	33.25		
BP	VISION ICT 18032	324.00		
BP	VISION ICT 17910	96.00		
BP	YLCA INV-1550	33.40		
BP	WEL Medical Ltd INV 1274823	244.74		
BP	Meltham T Council INV 18	60.00		
BP	Holme V Food Bank Donation HVPC	461.00		
BP	Full Life Church Donation HVPC	461.00		
BP	Honley Bus Assoc Grant CCTV	1,560.00		
BP	Upperthong CC Grant HVPC	2,050.00		
BP	Honley Village CT Grant HVPC	2,640.00		
BP	Hade Edge Action Grant HVPC	2,000.00		
BP	Friends of Honley Grant HVPC	1,500.00		
BP	Holmbridge CC Grant HVPC	5,000.00		
BP	Food & Drink Fest Grant HVPC	1,500.00		
BP	Friends Cliff Rec Grant - HVPC	655.00		
BP	Honley Village CT Grant HVPC	1,369.00		
BP	Wooldale CG Grant HVPC	1,000.00		
BP	HVCAP Grant HVPC	897.00		
BP	Honley Village CT Grant HVPC	372.00		
BP	Honley Village CT Grant HVPC	578.50		
	<b>BALANCE CARRIED FORWARD</b>			<b>108,750.63</b>

Contact tel 03457 60 60 60  
see reverse for call times  
Text phone 03457 125 563  
used by deaf or speech impaired customers  
www.hsbc.co.uk

**6 March to 5 April 2024**

## Your Statement

**Account Name**  
Holme Valley Parish Council

**Sortcode**   **Account Number**   **Sheet Number**  
40-24-24   11001043   873

### Your BUSINESS CURRENT ACCOUNT details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	<b>BALANCE BROUGHT FORWARD</b>			<b>108,750.63</b>
	BP NALC			
	INV 9100208589	52.04		
	BP NPOWER			
	GT512222	98.93		
	BP Holmfirth Forward			
	Grant HVPC	3,240.00		
	BP WYCA			
	FEB 24 MINIBUS	1,844.00		
	BP [REDACTED]			
	EXPENSES	245.54		
	BP [REDACTED]			
	INVOICE 117	1,167.95		102,102.17
21 Mar 24	BP Edens Forest CIC			
	Grant HVPC	1,337.63		
	BP Viking			
	7683311	263.92		
	BP Honley Show			
	Grant HVPC	1,000.00		99,500.62
27 Mar 24	CR CASH IN P.O. MAR27			
	STATION ROAD@17:13			
	465941XXXXXX5960		160.00	99,660.62
28 Mar 24	CR 6TH HLME VLY SCT			
	6THBALANCEREFUNDED		972.49	<b>100,633.11</b>
02 Apr 24	CR [REDACTED]			
	PLOT6AWATERY LANE		30.00	
	CR [REDACTED]			
	plot 4 waterylane		48.00	100,711.11
03 Apr 24	DR TOTAL CHARGES			
	TO 12MAR2024	16.33		
	CR CCLA Investment Ma			
	PS3078504, holme v		333.40	
	CR [REDACTED]			
			48.00	101,076.18
04 Apr 24	DD GRENKELEASING LIM	141.59		100,934.59
05 Apr 24	<b>BALANCE CARRIED FORWARD</b>			<b>100,934.59</b>

### Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [fscs.org.uk](https://www.fscs.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([hsbc.co.uk/fscs/](https://www.hsbc.co.uk/fscs/)).

Contact tel 03457 60 60 60  
 see reverse for call times  
 Text phone 03457 125 563  
 used by deaf or speech impaired customers  
[www.hsbc.co.uk](http://www.hsbc.co.uk)

**6 March to 5 April 2024**

## Your Statement

**Account Name**  
 Holme Valley Parish Council

**Sortcode**   **Account Number**   **Sheet Number**  
 40-24-24   11001043   874

<b>Credit Interest Rates</b>	<i>balance</i>	<i>AER</i> <i>variable</i>	<b>Debit Interest Rates</b>	<i>balance</i>	<i>EAR</i> <i>variable</i>
Credit interest is not applied			Debit interest		21.34%

## Interest

Credit Interest is calculated daily on the cleared credit balance and is paid monthly if applicable (this is not paid on all accounts, eg, Basic Bank Account, Bank Account and HSBC Advance). For personal current accounts (excluding Premier and Jade by HSBC Premier) overdraft interest is only charged on arranged overdrawn balances. Debit interest is calculated daily on the cleared debit balance of your account, it accrues during your charging cycle (usually monthly) and is deducted from your account following the end of your charging cycle.

### Effective from 1 August 2017

#### Monthly cap on unarranged overdraft charges

1. Each current account will set a monthly maximum charge for:

- (a) going overdrawn when you have not arranged an overdraft; or
- (b) going over/past your arranged overdraft limit (if you have one).

2. This cap covers any:

- (a) interest and fees for going over/past your arranged overdraft limit;
- (b) fees for each payment your bank allows despite lack of funds; and
- (c) fees for each payment your bank refuses due to lack of funds.

The monthly cap on unarranged overdraft charges for the Bank Account, Current Account, Home Management Account, HSBC Advance Bank Account and Graduate Bank Account is £80.

The monthly cap on unarranged overdraft charges is not applicable to Bank Account Pay Monthly, Basic Bank Account, Student Bank Account, Amanah Bank Account and MyAccount as these accounts do not incur unarranged overdraft charges.

The introduction of the Monthly Maximum Charge will not affect any charging period that ended prior to 1st August 2017. Any notification of charges that are generated on or after 1st August 2017 will incorporate the new Monthly Maximum Charge cap.

**The following references regarding debit cards only apply to personal customers, commercial customers please refer to your terms and conditions.**

#### Your debit card

When you use your card abroad, your statement will show where the transaction took place, the amount spent in local currency and the amount converted into sterling. We also monitor transactions to protect you against your card being used fraudulently.

Unless you agree that the currency conversion is done at the point of sale or withdrawal and agree the rate at that time, for example with the shopkeeper or on the self-service machine screen, the exchange rate that applies to any non-sterling debit card payments (including cash withdrawals) is the VISA Payment Scheme Exchange Rate applying on the day the conversion is made.

For non-Sterling (foreign currency) transactions we will charge a fee of 2.75% of the amount of the transaction. This fee will be shown as a separate line on your statement as a 'Non-Sterling Transaction Fee'.

HSBC UK Bank plc  
Registered in England and Wales with registration number 09928412  
Registered office: 1 Centenary Square, Birmingham B1 1HQ,  
United Kingdom

RFB1898 MCP50300 07/18 © HSBC Group 2018

Details of the current VISA Payment Scheme Exchange Rates can be obtained from the card support section of [hsbc.co.uk](http://hsbc.co.uk) (UK customers) or [ciom.hsbc.com](http://ciom.hsbc.com) (Channel Islands and Isle of Man customers) or by calling us on the usual numbers. We will deduct the payment from your account once we receive details of the payment from the card scheme, at the latest, the next working day.

For cash machine withdrawals in a currency other than sterling we will charge a Non Sterling Cash Fee of 2% (minimum £1.75, maximum £5). This fee applies to all cash machines outside the UK, Channel islands and the Isle of Man and to cash machines in the UK, Channel Islands and Isle of Man if we convert the withdrawal to Sterling for you. HSBC Advance customers are exempt from this fee.

Some cash machine operators may apply a direct charge for withdrawals from their cash machines and this will be advised on screen at the time of withdrawal.

#### Recurring Transaction

A recurring transaction, sometimes called a continuous payment authority, is a series of payments collected with your agreement from your card by a retailer or supplier (for example, insurance cover). This is an agreement between you and the retailer. The Direct Debit Guarantee does not cover these transactions. If you wish to cancel a recurring transaction you can do this with the retailer or us. We can cancel the payment, however contacting the retailer allows you to also deal with the agreement you have with them and you can make other arrangements for the payment or cancellation of the goods or services. If you cancel with the retailer, we recommend you keep evidence of the cancellation. Once you have cancelled with the retailer or us, if the retailer does try to collect any future payments under the recurring transaction agreement, we will treat these as unauthorised. If we miss any of the cancelled transactions, please contact us.

#### The following references apply to all customers

##### Dispute resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

The Financial Ombudsman Service does not apply to customers of our branches in the Channel Islands and Isle of Man, but you could be entitled to refer your complaint to the Channel Islands Financial Ombudsman in Jersey or Guernsey or the Financial Services Ombudsman Scheme in the Isle of Man. Please contact your branch for further details.

##### Telephone Banking Service

Customer representatives are available from 8am – 10pm everyday and 24 hours a day for HSBC Advance customers. Calls may be monitored or recorded for quality purposes. Alternatively for all your banking needs go to [hsbc.co.uk](http://hsbc.co.uk) (UK customers) or [ciom.hsbc.com](http://ciom.hsbc.com) (Channel Islands and Isle of Man customers).

##### Disabled Customers

**We offer a number of services such as statements in Braille or large print. Please contact us to let us know how we can serve you better.**

##### Lost and stolen cards

If any of your cards issued by us are lost or stolen please call our 24-hour service immediately on **03456 007 010** or if you are calling from abroad, please call us on **44 1442 422 929**.

**Bank Reconciliation Statement as at 31/03/2024  
for Cashbook 1 - HSBC Current A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current A/C	31/03/2024		100,633.11
			<u>100,633.11</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			100,633.11
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			100,633.11
		<b>Balance per Cash Book is :-</b>	<b>100,633.11</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

Contact tel 03457 60 60 60  
 see reverse for call times  
 Text phone 03457 125 563  
 used by deaf or speech impaired customers  
[www.hsbc.co.uk](http://www.hsbc.co.uk)

## Your Statement

Holme Valley Parish  
 Council  
 Holmfirth Civic Hall  
 Huddersfield Road  
 Holmfirth  
 West Yorkshire  
 HD9 3AS



Account Summary	
Opening Balance	55,679.13
Payments In	0.00
Payments Out	0.00
Closing Balance	55,679.13

**Interest Rate - Valid as at end date of the statement period**  
 1.95% AER

**6 March to 5 April 2024**

**International Bank Account Number**  
 GB90HBUK40242441061348  
**Branch Identifier Code**  
 HBUKGB4134V

**Account Name**  
 Holme Valley Parish Council

**Sortcode**      **Account Number**      **Sheet Number**  
 40-24-24      [REDACTED]1348      421

Your Business Money Manager details				
Date	Payment type and details	Paid out	Paid in	Balance
05 Mar 24	BALANCE BROUGHT FORWARD			55,679.13
05 Apr 24	BALANCE CARRIED FORWARD			55,679.13

### Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [fscs.org.uk](http://fscs.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([hsbc.co.uk/fscs/](http://hsbc.co.uk/fscs/)).

## Interest

Credit Interest is calculated daily on the cleared credit balance and is paid monthly if applicable (this is not paid on all accounts, eg, Basic Bank Account, Bank Account and HSBC Advance). For personal current accounts (excluding Premier and Jade by HSBC Premier) overdraft interest is only charged on arranged overdrawn balances. Debit interest is calculated daily on the cleared debit balance of your account, it accrues during your charging cycle (usually monthly) and is deducted from your account following the end of your charging cycle.

### Effective from 1 August 2017

#### Monthly cap on unarranged overdraft charges

1. Each current account will set a monthly maximum charge for:

- (a) going overdrawn when you have not arranged an overdraft; or
- (b) going over/past your arranged overdraft limit (if you have one).

2. This cap covers any:

- (a) interest and fees for going over/past your arranged overdraft limit;
- (b) fees for each payment your bank allows despite lack of funds; and
- (c) fees for each payment your bank refuses due to lack of funds.

The monthly cap on unarranged overdraft charges for the Bank Account, Current Account, Home Management Account, HSBC Advance Bank Account and Graduate Bank Account is £80.

The monthly cap on unarranged overdraft charges is not applicable to Bank Account Pay Monthly, Basic Bank Account, Student Bank Account, Amanah Bank Account and MyAccount as these accounts do not incur unarranged overdraft charges.

The introduction of the Monthly Maximum Charge will not affect any charging period that ended prior to 1st August 2017. Any notification of charges that are generated on or after 1st August 2017 will incorporate the new Monthly Maximum Charge cap.

**The following references regarding debit cards only apply to personal customers, commercial customers please refer to your terms and conditions.**

#### Your debit card

When you use your card abroad, your statement will show where the transaction took place, the amount spent in local currency and the amount converted into sterling. We also monitor transactions to protect you against your card being used fraudulently.

Unless you agree that the currency conversion is done at the point of sale or withdrawal and agree the rate at that time, for example with the shopkeeper or on the self-service machine screen, the exchange rate that applies to any non-sterling debit card payments (including cash withdrawals) is the VISA Payment Scheme Exchange Rate applying on the day the conversion is made.

For non-Sterling (foreign currency) transactions we will charge a fee of 2.75% of the amount of the transaction. This fee will be shown as a separate line on your statement as a 'Non-Sterling Transaction Fee'.

HSBC UK Bank plc  
Registered in England and Wales with registration number 09928412  
Registered office: 1 Centenary Square, Birmingham B1 1HQ,  
United Kingdom

RFB1898 MCP50300 07/18 © HSBC Group 2018

Details of the current VISA Payment Scheme Exchange Rates can be obtained from the card support section of [hsbc.co.uk](http://hsbc.co.uk) (UK customers) or [ciom.hsbc.com](http://ciom.hsbc.com) (Channel Islands and Isle of Man customers) or by calling us on the usual numbers. We will deduct the payment from your account once we receive details of the payment from the card scheme, at the latest, the next working day.

For cash machine withdrawals in a currency other than sterling we will charge a Non Sterling Cash Fee of 2% (minimum £1.75, maximum £5). This fee applies to all cash machines outside the UK, Channel islands and the Isle of Man and to cash machines in the UK, Channel Islands and Isle of Man if we convert the withdrawal to Sterling for you. HSBC Advance customers are exempt from this fee.

Some cash machine operators may apply a direct charge for withdrawals from their cash machines and this will be advised on screen at the time of withdrawal.

#### Recurring Transaction

A recurring transaction, sometimes called a continuous payment authority, is a series of payments collected with your agreement from your card by a retailer or supplier (for example, insurance cover). This is an agreement between you and the retailer. The Direct Debit Guarantee does not cover these transactions. If you wish to cancel a recurring transaction you can do this with the retailer or us. We can cancel the payment, however contacting the retailer allows you to also deal with the agreement you have with them and you can make other arrangements for the payment or cancellation of the goods or services. If you cancel with the retailer, we recommend you keep evidence of the cancellation. Once you have cancelled with the retailer or us, if the retailer does try to collect any future payments under the recurring transaction agreement, we will treat these as unauthorised. If we miss any of the cancelled transactions, please contact us.

#### The following references apply to all customers

##### Dispute resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

The Financial Ombudsman Service does not apply to customers of our branches in the Channel Islands and Isle of Man, but you could be entitled to refer your complaint to the Channel Islands Financial Ombudsman in Jersey or Guernsey or the Financial Services Ombudsman Scheme in the Isle of Man. Please contact your branch for further details.

##### Telephone Banking Service

Customer representatives are available from 8am – 10pm everyday and 24 hours a day for HSBC Advance customers. Calls may be monitored or recorded for quality purposes. Alternatively for all your banking needs go to [hsbc.co.uk](http://hsbc.co.uk) (UK customers) or [ciom.hsbc.com](http://ciom.hsbc.com) (Channel Islands and Isle of Man customers).

##### Disabled Customers

**We offer a number of services such as statements in Braille or large print. Please contact us to let us know how we can serve you better.**

##### Lost and stolen cards

If any of your cards issued by us are lost or stolen please call our 24-hour service immediately on **03456 007 010** or if you are calling from abroad, please call us on **44 1442 422 929**.

**Bank Reconciliation Statement as at 31/03/2024  
for Cashbook 2 - Money Manager - HSBC**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC - Money Manager	31/03/2024		55,679.13
			<hr/> 55,679.13
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			55,679.13
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			55,679.13
		<b>Balance per Cash Book is :-</b>	<b>55,679.13</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....



# Statement of Account

Mr McGill  
Holme Valley Parish Council  
Huddersfield Civic Hall  
Huddersfield Road  
HOLMFIRTH  
HD9 3AZ

5 April 2024

Account name: **HOLME VALLEY PARISH COUNCIL**  
Account number: **██████████504-001**  
Statement period: **29/02/2024 to 31/03/2024**

## Account summary

Total valuation as at 31 March 2024 **£75,000.00**  
Total valuation as at last statement at 29 February 2024 **£75,000.00**

## Holdings as at 31 March 2024

Fund name	Unit/share holdings	Price per unit/share	Value
<b>The Public Sector Deposit Fund SC4</b> GB00B3LDFH01	75,000.0000	£1.00	£75,000.00
<b>Total value</b>			<b>£75,000.00</b>

The average Fund yield for this period was 5.23% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Feb 2024	04/03/2024	Paid to Nominated Bank Details	£312.61	

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

[clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk)    Freephone 0800 022 3505    [www.ccla.co.uk](http://www.ccla.co.uk)

Fund documentation is available at [www.ccla.co.uk/investments](http://www.ccla.co.uk/investments), or may be requested from our Client Services team. Telephone calls are recorded.  
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.  
Registered address: One Angel Lane, London EC4R 3AB.

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, [www.ccla.co.uk](http://www.ccla.co.uk). Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk).

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on [www.ccla.co.uk/glossary](http://www.ccla.co.uk/glossary). If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at [\*\*clientservices@ccla.co.uk\*\*](mailto:clientservices@ccla.co.uk).

Date:08/04/2024

Holme Valley Parish Council

Time: 20:51

User: RFO

**Bank Reconciliation Statement as at 31/03/2024  
for Cashbook 5 - CCLA Deposit Fund**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Deposit Fund	31/03/2024		75,000.00
			<u>75,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			75,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			75,000.00
		<b>Balance per Cash Book is :-</b>	<b>75,000.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

21:11

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>								
1076 Precept	0	284,924	284,924	0			100.0%	
1078 Special Expenses Grant	0	3,355	3,355	0			100.0%	
1090 Bank Interest	582	4,628	750	(3,878)			617.0%	
1092 Toilets Donations	615	2,565	2,500	(65)			102.6%	
1095 Other income	4,460	6,162	3,776	(2,386)			163.2%	
1200 Allotment Rents	0	270	270	0			100.0%	
1250 Gartside Building	0	2,080	4,800	2,720			43.3%	
1260 Memorial Bench Donations	0	50	0	(50)			0.0%	
1300 Garage plot income	0	700	700	0			100.0%	
<b>Income :- Income</b>	<b>5,657</b>	<b>304,733</b>	<b>301,075</b>	<b>(3,658)</b>			<b>101.2%</b>	<b>0</b>
<b>Net Income</b>	<b>5,657</b>	<b>304,733</b>	<b>301,075</b>	<b>(3,658)</b>				
<b>110 Staff Expenditure</b>								
4000 Salaries	6,035	73,293	79,792	6,499		6,499	91.9%	
4005 Employer's N.I	519	6,357	0	(6,357)		(6,357)	0.0%	
4010 Employer's Pension	477	5,618	0	(5,618)		(5,618)	0.0%	
4015 Student Loan	0	60	0	(60)		(60)	0.0%	
4060 Staff Training	33	2,556	1,500	(1,056)		(1,056)	170.4%	
<b>Staff Expenditure :- Indirect Expenditure</b>	<b>7,064</b>	<b>87,884</b>	<b>81,292</b>	<b>(6,592)</b>	<b>0</b>	<b>(6,592)</b>	<b>108.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(7,064)</b>	<b>(87,884)</b>	<b>(81,292)</b>	<b>6,592</b>				
<b>150 Administration</b>								
4061 Councillor Training	43	466	900	434		434	51.8%	
4200 Chairman's Expenses	972	1,000	1,000	0		0	100.0%	
4205 Council Office Expenditure	248	1,604	2,000	396		396	80.2%	
4210 Audit	373	1,587	1,550	(37)		(37)	102.4%	
4215 Bank Charges	8	304	500	196		196	60.9%	
4220 Conference / Seminars	0	0	500	500		500	0.0%	
4225 Elections	0	24,860	29,789	4,929		4,929	83.5%	
4230 Repairs & Maintenance	0	99	1,000	901		901	9.9%	
4235 Insurance	0	8,517	6,500	(2,017)		(2,017)	131.0%	
4240 Travel Allowance	0	0	300	300		300	0.0%	
4245 Office Equipment	0	40	300	260		260	13.3%	
4250 Office/Room Hire	0	10,049	10,200	151		151	98.5%	
4260 FOIA/EIR requests	0	0	500	500		500	0.0%	
4265 Subscriptions	0	2,423	3,000	577		577	80.8%	
4275 Telephone and Broadband	43	490	500	10		10	98.0%	
4285 Remembrance Sunday	0	160	150	(10)		(10)	106.7%	

08/04/2024

## Holme Valley Parish Council

Page 2

21:11

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4400 Electronic Support	296	1,241	1,650	409		409	75.2%	
Administration :- Indirect Expenditure	<b>1,983</b>	<b>52,840</b>	<b>60,339</b>	<b>7,499</b>	<b>0</b>	<b>7,499</b>	<b>87.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,983)</b>	<b>(52,840)</b>	<b>(60,339)</b>	<b>(7,499)</b>				
<u>250 Finance &amp; Management</u>								
4315 Other Community Assets	16,795	36,892	62,587	25,695		25,695	58.9%	
4405 Grants - Projects and Events	6,372	22,814	23,694	880		880	96.3%	
Finance & Management :- Indirect Expenditure	<b>23,167</b>	<b>59,706</b>	<b>86,281</b>	<b>26,575</b>	<b>0</b>	<b>26,575</b>	<b>69.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(23,167)</b>	<b>(59,706)</b>	<b>(86,281)</b>	<b>(26,575)</b>				
<u>300 Planning</u>								
4505 Neighbourhood Plan	0	474	3,000	2,526		2,526	15.8%	
Planning :- Indirect Expenditure	<b>0</b>	<b>474</b>	<b>3,000</b>	<b>2,526</b>	<b>0</b>	<b>2,526</b>	<b>15.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(474)</b>	<b>(3,000)</b>	<b>(2,526)</b>				
<u>350 Publications &amp; Communication</u>								
4600 Community Champion	0	0	300	300		300	0.0%	
4610 Publications and Publicity	763	4,273	5,000	727		727	85.5%	
4620 Awards	0	0	300	300		300	0.0%	
4625 Website & Media	80	717	1,000	283		283	71.7%	
4630 Special Projects	1,000	1,000	1,000	0		0	100.0%	
4635 Civic Events	0	0	1,000	1,000		1,000	0.0%	
4640 Holme Moss Topograph	0	5,264	1,000	(4,264)		(4,264)	526.4%	
Publications & Communication :- Indirect Expenditure	<b>1,843</b>	<b>11,254</b>	<b>9,600</b>	<b>(1,654)</b>	<b>0</b>	<b>(1,654)</b>	<b>117.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,843)</b>	<b>(11,254)</b>	<b>(9,600)</b>	<b>1,654</b>				
<u>400 Service Provision</u>								
4300 Honley Library	0	25,000	15,000	(10,000)		(10,000)	166.7%	10,000
4310 Holmfirth Civic Hall- Projects	0	17,812	0	(17,812)		(17,812)	0.0%	10,000
4320 Public Toilet - Day to Day	1,159	16,211	22,000	5,789		5,789	73.7%	
4325 Public Toilet - Lettable Space	0	366	1,000	635		635	36.5%	
4700 CCTV	1,560	1,560	0	(1,560)		(1,560)	0.0%	1,560
4705 Christmas Provision	0	5,967	5,500	(467)		(467)	108.5%	
4710 New Mill - Churchyard	0	678	500	(178)		(178)	135.7%	
4715 Defibrillators	204	204	0	(204)		(204)	0.0%	204
4720 Dog Waste	326	1,133	1,200	67		67	94.4%	

Continued over page

08/04/2024

## Holme Valley Parish Council

Page 3

21:11

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4725 Patient Transport Scheme	0	0	1,000	1,000		1,000	0.0%	
4730 Minibus	1,844	19,331	23,500	4,169		4,169	82.3%	
4735 Phone Boxes	0	159	400	242		242	39.6%	
4740 Seats & Shelters-Maintenance	308	8,924	13,000	4,076		4,076	68.6%	
4760 Youth Work in the Holme Valley	0	14,000	25,000	11,000		11,000	56.0%	
Service Provision :- Indirect Expenditure	<b>5,401</b>	<b>111,344</b>	<b>108,100</b>	<b>(3,244)</b>	<b>0</b>	<b>(3,244)</b>	<b>103.0%</b>	<b>21,764</b>
<b>Net Expenditure</b>	<b>(5,401)</b>	<b>(111,344)</b>	<b>(108,100)</b>	<b>3,244</b>				
6000 plus Transfer from EMR	1,764	21,764						
<b>Movement to/(from) Gen Reserve</b>	<b>(3,637)</b>	<b>(89,580)</b>						
<u>450 Climate Emergency</u>								
4805 Community Mobilisation	0	567	4,500	3,933		3,933	12.6%	
4810 Energy Strategy	0	0	3,624	3,624		3,624	0.0%	
4815 Transport Strategy	0	1,825	1,000	(825)		(825)	182.5%	770
4825 Environment Strategy	0	0	95	95		95	0.0%	
Climate Emergency :- Indirect Expenditure	<b>0</b>	<b>2,392</b>	<b>9,219</b>	<b>6,827</b>	<b>0</b>	<b>6,827</b>	<b>25.9%</b>	<b>770</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(2,392)</b>	<b>(9,219)</b>	<b>(6,827)</b>				
6000 plus Transfer from EMR	0	770						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(1,622)</b>						
Grand Totals:- Income	<b>5,657</b>	<b>304,733</b>	<b>301,075</b>	<b>(3,658)</b>			<b>101.2%</b>	
Expenditure	<b>39,458</b>	<b>325,894</b>	<b>357,831</b>	<b>31,937</b>	<b>0</b>	<b>31,937</b>	<b>91.1%</b>	
<b>Net Income over Expenditure</b>	<b>(33,801)</b>	<b>(21,161)</b>	<b>(56,756)</b>	<b>(35,595)</b>				
plus Transfer from EMR	1,764	22,534						
<b>Movement to/(from) Gen Reserve</b>	<b>(32,037)</b>	<b>1,373</b>						

**Holme Valley Parish Council**  
**Earmarked Reserves**

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
322 EMR CCTV	1,880.00	-1,560.00	320.00
323 EMR Com Asset-Others in Valley	2,017.00		2,017.00
325 EMR Election Fund	19,789.00	-19,789.00	0.00
326 EMR Defibrillator Special Resr	2,000.00	-203.95	1,796.05
329 EMR Holmfirth Civic Hall (capi	10,000.00	-10,000.00	0.00
330 EMR Office/Meeting Room	15,000.00	-15,000.00	0.00
331 EMR Gartside Building	5,000.00		5,000.00
332 EMR Honley Library	20,000.00	-5,000.00	15,000.00
334 EMR Holme Moss Topograph	2,935.00	-2,935.00	0.00
335 EMR Honley Library Energy	10,000.00	-10,000.00	0.00
336 EMR Royal Events	6,710.04	-6,710.04	0.00
337 EMR COVID Memorial	5,000.00	1,000.00	6,000.00
338 EMR Children's Playgrounds	50,000.00	-35,000.00	15,000.00
339 EMR If It's Not Far Leave Car	1,000.00	-1,000.00	0.00
341 EMR Climate Emergency Projects	0.00	13,697.00	13,697.00
343 EMR Road Safety	0.00	10,000.00	10,000.00
	<b><u>151,331.04</u></b>	<b><u>-82,500.99</u></b>	<b><u>68,830.05</u></b>



# HOLME VALLEY PARISH COUNCIL

## List of Regular Payments (Financial Regulation 5.6) 2024-25

### Salaries:

Name	Authorisation to Spend	Payment Type	Frequency	Service
Staff 02	Council / Staffing	Standing Order & BACS	Monthly	Payroll - Salary
Staff 04	Council / Staffing	Standing Order & BACS	Monthly	Payroll - Salary
Staff 05	Council / Staffing	Standing Order & BACS	Monthly	Payroll - Salary
HMRC	Council/Staffing	Standing Order & BACS	Monthly	Payroll - PAYE/NI/TAX
West Yorkshire Pension Fund	Council / Staffing	Standing Order & BACS	Monthly	Payroll - pensions

### Annual Contracts:

Name	Authorisation to Spend	Payment Type	Frequency	Start Date	End Date	Total Contract Value	Service
Maintenance Contractor	Service Provision Committee & others	BACS	Annual Contract paid monthly and ad hoc	Needs reviewing		Circa £15,000	Service - maintenance contractor – Holmfirth Toilets
Maintenance Contractor	Service Provision Committee & others	BACS	Annual Contract paid monthly and ad hoc	Needs reviewing		Circa £11,000	Service - maintenance contractor – Benches and Shelters





# HOLME VALLEY PARISH COUNCIL

## List of Regular Payments (Financial Regulation 5.6) 2024-25

### Longer Term Contracts:

Name	Authorisation to Spend	Payment Type	Frequency	Start Date	End Date	Total Contract Value	Service
BT (British Telecom)	Council	DD	Monthly				Service – broadband and telephone
Business Stream (Scottish Water)	Service Provision SC	DD	Quarterly				Service – water/sewage Holmfirth toilets
Document Logic	Council	BACS (but want DD)	Monthly				Service - photocopying charges & maintenance
Grenke	Council	DD	Quarterly			£117.99 + £23.60 VAT = £141.59 per quarter £566.36/a	Service – photocopying lease
Principal Hygiene	Service Provision Committee	BACS	3-year contract paid monthly	10/12/2022	09/12/2023	£220.00 x 2 = £440/a exc VAT £264.00 x 2 = £528/a inc VAT <u>3 years - £1584.00 inc VAT</u>	Supplier and Service – Holmfirth toilets – Sanitary Units
Principal Hygiene	Service Provision Committee	BACS	3-year Annual contract paid monthly	19/12/2022	18/12/2023	£54.50 + £10.90 VAT = £65.40/quarter £54.50 x 4 = £218/a exc VAT £65.40 x 4 = £261.60/a inc VAT <u>3 years - £784.80 inc VAT</u>	Supplier and Service – Holmfirth toilets – Nappy Unit
Town and Country Financial Services	Council	BACS	Three Year Contract 1/3	22/04/2023	21/04/2024	£8,366.58/a this year	Service - Insurance HVPC inc The Civic
West Yorkshire Combined Authority	Service Provision SC	BACS	Ongoing contract – paid monthly			£23,210/a	Service - minibus



# HOLME VALLEY PARISH COUNCIL

## List of Regular Payments (Financial Regulation 5.6) 2024-25

### Rolling Payments:

Name	Authorisation to Spend	Payment Type	Frequency	Service
Campaign to Protect Rural England	Council	BACS	Annual Subscription	Service – subscription
Dropbox	Council	Reimbursement to staff	Annual Subscription	Service – cloud data storage
Friends of Cliff Recreation Ground	Finance & Management SC	BACS	Annual Payment	Rolling Grant – £500/a for the Carols on the Cliff event for the term of this Council
Friends of Honley Library	Service Provision	BACS	Annual Payments	Payment for ongoing management of the library service
Holmfirth Arts Festival	Finance & Management SC	BACS	Annual Payment	Rolling Grant – Patient Transport £1,000/a for the term of this Council
Holmfirth Arts Festival	Finance & Management SC	BACS	Annual Payment	Rolling Grant – Flow Project £1,500/a for three years beginning 2023-24
Holmfirth Civic Hall Community Trust	Finance & Management SC	BACS	Annual Payment	Service – rent, room hire etc
Holmfirth Civic Hall Community Trust	Finance & Management SC	BACS	Annual Payment	Service – reimbursement for Community First membership
Holmfirth Festival of Folk	Finance & Management SC	BACS	Annual Payment	Rolling Grant – traffic management and insurance for the term of this Council
Honley Business Association	Finance & Management SC	BACS	Annual Payment	Rolling Grant – £1,560/a for CCTV maintenance for Honley for the term of this Council
HSBC	Finance & Management SC	Bank Charge	Monthly Charge	Service – bank account charge
Information Commissioners Office	Council	DD	Annual Payment	Service – Annual Data Protection Fee
Internal Audit Yorkshire	Council	BACS	Bi-Annual Payments	Service – Internal Audit
Kirklees Council	Service Provision	BACS	Annual Payments	Supplier – Christmas trees
Kirklees Youth Alliance	Service Provision	BACS	Annual Payments	Service – youth worker, youth club costs
Norton	Council	Reimbursement to staff	Annual Subscription	Service – anti-virus/firewall software
Microsoft 365	Council	Reimbursement to staff	Annual subscription	Service – Microsoft Office subscription
NALC	Council	BACS	Annual Payment	Support and training
Norton	Council	Reimbursement to staff	Annual Subscription	Service – anti-virus/firewall software <b>TO END</b>
Npower	Service Provision Committee	BACS	Monthly – out-of-contract	Service – electricity to Holmfith toilets
Peak Park Parishes	Council	BACS	Annual Subscription	Subscription



# HOLME VALLEY PARISH COUNCIL

## List of Regular Payments (Financial Regulation 5.6) 2024-25

PKF Littlejohn	Council	BACS	Annual Payment	Service – External Auditor
Rialtas	Council	BACS	Annual Subscriptions	Service – 1) accounts package and 2) Making Tax Digital
Royal British Legion	Council	BACS	Annual Payment	Supplier – Remembrance Day wreaths
SD and TJ Kirk	Service Provision SC	BACS	Annual Payments	Supplier – Christmas trees
SLCC	Council	BACS	Annual Subscription	Support and training
Time In Time Out Media (TiTo)	CACE	BACS	Monthly subscription	Service - Council News Publication
Vision ICT	CACE	BACS	Annual Subscription	Service – website, training, email support, domain name
Yorkshire Local Council Associations	Council	BACS	Annual Subscription	Service – support
Zoom	Council	Reimbursement to staff	Monthly	Service - Zoom teleconferencing subscription

### Ad hoc Payments:

Name	Authorisation to Spend	Payment Type	Frequency	Service
Kirklees Council	Council	BACS	Ad hoc	Election costs
NALC	Council	BACS	Ad hoc	Support and training
Staff 02	Council / relevant Committees	Standing Order & BACS	Ad hoc reimbursements	Various
Staff 04	Council / relevant Committees	Standing Order & BACS	Ad hoc reimbursements	Various
Staff 05	Council / relevant Committees	Standing Order & BACS	Ad hoc reimbursements	Various
SLCC	Council	BACS	Ad hoc – training etc	Support and training
Yorkshire Local Council Associations	Council	BACS	Ad hoc	Service – training



# HOLME VALLEY PARISH COUNCIL

## List of Regular Payments (Financial Regulation 5.6) 2024-25

This list is of regular expenditures authorised by Holme Valley Parish Council and/or its Standing Committees.

By approving this list, regular payments to the named businesses, services or individuals are authorised over the entire Council year 2024-25 and do not need to be individually or separately approved by Council (or Finance and Management). This is authorised under item 5.6 of the Holme Valley Parish Council Financial Regulations:

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council ,or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or Finance Committee.

Each and every payment to businesses, services or individuals on this list still must be ordered and signed by two members as per 5.6 of the Holme Valley Parish Council Financial Regulations:

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

Officers must flag up to Council any payments which are 50% in excess of previous regular payments or are otherwise deemed unusual.

Payment of rolling grant awards are conditional on organisations completing a one-off Rolling Grant Agreement and an annual Grant Evaluation Report.

This list of regular payments was approved by the Finance and Management Committee of Holme Valley Parish Council.

Signed on behalf of Holme Valley Council:

.....Date.....  
Cllr Pat Colling, Chairman

.....Date.....  
Mrs Jen McIntosh, Clerk

HOLME VALLEY PARISH COUNCIL												
Miscellaneous Rentals - Tenancies - Rental Review												
Rental Site Name	Use	Agreed Rental 2023-24	Agreed Rental 2024-25	Paperwork Sent	Payment Chased	Cheques	Cash	BACS	AMOUNT RECEIVED	PAID IN	Tenancy Signed by Clerk	Tenancy Returned
Dover Lane	Garage Sites	£200.00	£240.00	26th February 2024	TO PAY BY BACS > 01/04			RECEIVED	£240.00	£240.00		
Dover Lane	Garage Site	£100.00	£120.00	26th February 2024	TO PAY BY BACS > 01/04			RECEIVED	£120.00	£120.00		
Dover Lane	Garage Site	£100.00	£120.00	26th February 2024		RECEIVED			£120.00			
Thirstin Road	Garage Site	£200.00	£240.00	26th February 2024								£240.00
Thirstin Road	Garage Site	£100.00	£120.00	26th February 2024	TO PAY BY BACS > 01/04			RECEIVED	£120.00	£120.00		
Plot 1 Watery Lane	Allotment	£40.00	£48.00	26th February 2024								£48.00
Plot 2a Watery Lane	Allotment	£25.00	£30.00	26th February 2024		RECEIVED			£30.00			
Plot 2b Watery Lane	Allotment	£25.00	£30.00	26th February 2024		RECEIVED			£30.00			
Plot 3 Watery Lane	Allotment	£40.00	£48.00	26th February 2024	TO PAY BY BACS > 01/04			RECEIVED	£48.00	£48.00		
Plot 4 Watery Lane	Allotment			26th February 2024	GIVING UP THE TENANCY							
Plot 4 Watery Lane	Allotment	£40.00	£48.00	21st March 2024	TO PAY BY BACS > 01/04			RECEIVED	£48.00	£48.00		
Plot 5a Watery Lane	Allotment	£25.00	£30.00	26th February 2024		RECEIVED			£30.00			
Plot 5b Watery Lane	Allotment	£25.00	£30.00	26th February 2024								£30.00
Plot 6a Watery Lane	Allotment	£25.00	£30.00	26th February 2024	TO PAY BY BACS > 01/04			RECEIVED	£30.00	£30.00		
Plot 6b Watery Lane	Allotment	£25.00	£30.00	26th February 2024		RECEIVED			£30.00			
<b>TOTAL</b>		£970.00	£1,164.00						£846.00	£606.00		£318.00



# **Risk Management Policy & Strategy**

## **Version Control**

- For consideration at Finance and Management Standing Committee 15 April 2024

## RISK MANAGEMENT POLICY AND STRATEGY

### Risk Management Policy Statement

Holme Valley Parish Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision.

The Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk.

Risk management is an integral part of the Council's management processes.

## 1. Introduction

1.1 This document forms the Council's Risk Management Strategy. It sets out:

- What is risk management;
- Why does the Council need a risk management strategy;
- What is the Council's philosophy on risk management;
- What is the risk management process
- How will risk management feed into the Council's existing policies
- Implementation timetable;
- Roles and responsibilities;
- Future monitoring

1.2 The objectives of this strategy are to:

- Further develop risk management and raise its profile across the Council;
- Integrate risk management into the culture of the organisation;
- Embed risk management through the ownership and management of risk as part of all decision making processes; and
- Manage risk in accordance with best practice.

## 2. What is Risk Management?

2.1 *'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.'* Audit Commission, *Worth the Risk: Improving Risk Management in Local Government*, (2001: 5)

2.2 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety, but applies to all aspects of the Council's work.

2.3 Risks can be classified into various types but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

**Strategic Risk** - long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council and loss of public confidence.

**Compliance Risk** - failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks expose to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

**Financial Risk** - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Precept levels/impact on Council reserves.

**Operating Risk** - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

2.4 Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.

2.5 Risk is not restricted to potential threats but can be connected with opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

### 3. Why does the Council need a Risk Management Strategy?

3.1 Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

3.2 The Risk Management Strategy will help to ensure that the Council has an understanding of risk and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.

3.3 Strategic risk management is also an integral part of the audit process and as such is an important element in demonstrating continuous service improvement.

3.4 There is a requirement under the Accounts and Audit Regulations 2003 (SI2003/533) to establish and maintain a systematic strategy, framework and process for managing risk. Risks and their control will be collated in a Risk Assessment.

### 4. Implementing the Strategy

4.1 **Risk Identification** – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed. All risks are identified and recorded in the Council's Risk Assessment.

4.2 **Risk Analysis** – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the



potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

4.3 **Risk Prioritisation** - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Low, Medium or High. High scoring risks will be subject to detailed consideration and the preparation of a contingency/action plan to appropriately control the risk.

#### 4.4 **Risk Control**

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control require the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

**Elimination** – the circumstances from which the risk arises are removed so that the risk no longer exists;

**Reduction** – loss control measures are implemented to reduce the impact/ likelihood of the risk occurring;

**Transfer** – the financial impact is passed to others e.g. by revising contractual terms;

**Sharing** - the risk is shared with another party;

**Insuring** - insure against some or all of the risk to mitigate financial impact; and

**Acceptance** – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

#### 4.5 **Risk Monitoring**

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

### 5. **How will Risk Management feed into the Council's existing policies?**

5.1 The initial identification of risks has been achieved by the Clerk/Responsible Financial Officer compiling a list of the risks which will be integrated into a comprehensive corporate Risk Assessment.

5.2 **Projects and Service Changes** – projects or changes to services will include risks identification and the measures to eliminate or control risks will be documented in agenda reports/briefing papers to be considered by the Council and its committees.

5.3 **Partnership Working** – the Council will continue to enter into a number of partnerships with organisations from the public, private, voluntary and community sectors where necessary. Part of the process of setting up future partnerships will be to ensure that all relevant risks are identified and that appropriate control mechanisms are built into the management arrangements for the partnership.

### 6. **Roles and Responsibilities**

- 6.1 It is important that risk management becomes embedded into the every day culture and performance management process of the Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is located in the right place. The process must be driven from the top but must also involve Council staff.
- 6.2 **Elected Members** – risk management is seen as a key part of the Elected Member’s role and there is an expectation that Elected Members will lead and monitor the approach adopted, including
- a) Approval of the Risk Management Strategy;
  - b) Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed;
  - c) Consideration, and if appropriate, endorsement of the Annual Statement of Internal Control; and
  - d) Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.
- 6.3 **Officers** – will undertake their duties within risk management guidelines ensuring that their skills and knowledge are used effectively. All officers will maintain an awareness of the impact and costs of risks and how to feed data into the formal process. They will work to control risks or threats within their jobs, monitor progress and report on job related risks to the Clerk.
- 6.4 **Clerk to the Council** – will act as the Lead Officer on Risk Management and be responsible for overseeing the implementation of the detail of the Risk Management Strategy. The Clerk will:
- a) provide advice as to the legality of policy and service delivery choices;
  - b) provide advice on the implications for service areas of the Council’s aims and objectives;
  - c) update the Council on the implications of new or revised legislation;
  - d) assist in handling any litigation claims;
  - e) provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work related illness or injury;
  - f) advise on any health and safety implications of the chosen or proposed arrangements for service delivery;
  - g) report progress to Council direct or via any delegated Committee.
- 6.5 **Responsible Finance Officer** – the RFO will:
- (a) assess and implement the Council’s insurance requirements;
  - (b) assess the financial implications of strategic policy options;
  - (c) provide assistance and advice on budgetary planning and control;
  - (d) ensure that the financial information system allows effective budgetary control; and
  - (e) effectively manage the Council’s investment and loans.
- 6.6 **Role of Internal Audit** – Internal Audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.

Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Internal Audit reports, and any recommendations contained within, will help to shape the annual Statement of Internal Control.

- 6.7 **Finance & Management Committee** – Review and future development of the Risk Management Policy and Strategy and review of the Risk Assessment will be overseen by the Finance & Management Committee.
- 6.8 **Training** – Where possible, Risk Management training will be provided to Members and staff through a variety of mediums. The aim will be to ensure that both Members and staff have the skills necessary to identify, evaluate and control the risks associated with the services they provide.
- 6.9 In addition to the roles and responsibilities set out above, the Council is keen to promote an environment within which individuals/groups are encouraged to report adverse incidents promptly and openly.

## 7. **Monitoring**

- 7.1 **Review of Risk Management Strategy** - This Strategy will be reviewed on an annual basis by the Finance & Management Committee as part of the Council's continuing review of its policy documents, Standing Orders and Financial Regulations. Recommendations for change will be reported to the Council.

Once the Risk Assessment update has been completed, it is crucial that the information is regularly reviewed and updated. New risks will emerge and need to be controlled. Feedback from Internal and External Audit can identify areas for improvement, as can the sharing of best practice via professional bodies, the National Association of Local Councils and relevant local council forums.

- 7.2 **Reporting on Progress** – The Clerk will present an annual report to the Finance & Management Committee on progress during the year and provide a summary of the Risk Assessment.

## 8. **Conclusion**

The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and effective corporate governance.

## 9. **Freedom of Information**

In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's Website [www.holmevalleyparishcouncil.gov.uk](http://www.holmevalleyparishcouncil.gov.uk) and copies of this document (the Risk Management Policy & Strategy) and the Risk Assessment will be available for inspection at the Council Offices.

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT

April 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p><b>Business continuity:</b></p> <p><b>Risk of Council not being able to continue its business due to unexpected circumstances.</b></p> <p><b>FINANCIAL, OPERATING</b></p>	1 – unlikely	3 – severe	<b>1x3=3 MEDIUM</b>	<p>All Council files are in the cloud, - Dropbox.</p> <p>Council should have 25% of net revenue expenditure as general reserves as contingency fund.</p>	A Business Continuity Plan is being drawn up	Spring 2024	Clerk with Officers
<p><b>Precept/Income:</b></p> <p><b>Risk of Parish Council not having sufficient funds to deliver budget/services.</b></p> <p><b>FINANCIAL, OPERATING, STRATEGIC</b></p>	1 – unlikely	3 – severe	<b>1x3=3 MEDIUM</b>	<p>Approval of budget by full Council and regular budget monitoring statements.</p> <p>Methodical budget-setting process with all Committees and Council. Oversight by Finance and Management Committee.</p> <p>Regular budget monitoring report to Finance &amp; Management Committee or full Council.</p> <p>Movements of reserves and virements if needed. Ensure the Parish Council has adequate general reserves.</p>	A Business Continuity Plan is being drawn up	Spring 2024	Clerk with Officers
<p><b>Loss of Income or the need to provide essential services:</b></p> <p><b>FINANCIAL, OPERATING, STRATEGIC</b></p>	1 – unlikely	3 – severe	<b>1x3=3 MEDIUM</b>	<p>Contingency fund (general reserves). Level agreed as part of annual budget process.</p> <p>General reserves should be around 25% of net revenue expenditure or c25% of precept.</p>	Regular monitoring of the levels of general reserves.	Monthly, ongoing	RFO

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT

April 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p><b>Financial Records:</b></p> <p><b>Risk of not keeping proper financial records in accordance with statutory requirements.</b></p> <p><b>COMPLIANCE</b></p>	1 – unlikely	2 – negligible	1x2=2 <b>LOW</b>	<p>Regular scrutiny of financial records and approval of pending expenditure by Council/F&amp;M.</p> <p>Records kept in accordance with Accounts and Audit Regulations.</p> <p>Annual Internal and External Audit.</p> <p>Adoption of financial regulations reviewed every two years at least.</p> <p>Quarterly check of accounts, payments, systems by internal controls checker.</p>	Bank reconciliations must be signed by the Chair and one other mandated signatory at F&M/Council.	From February 2024 MAY 2024	RFO, Chairs

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT

April 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<b>Money, Banks, Banking:</b>  <b>Risk of loss of cash through theft or dishonesty, - error fraud</b>  <b>FINANCIAL</b>	2 – quite likely	3 – severe	2x3=6 SUBSTANTIAL RISK	Fidelity Guarantee insurance.  Petty cash system no longer in use.  Insurance cover; annual check on level of cover in place.  Financial Regulations set out requirements re banking to safeguard public money held by HVPC.  Review bank mandates as required.  Monthly bank reconciliations. All payments in line with Financial Regulations.  Regular monitoring reports to Finance & Management Committee or full Council.  Quarterly Internal Controls and half-year Internal Audit.  External Audit.	Security marking on equipment to be kept up to date.  Thorough vetting process of job applicants and annual staff reviews.  Join Unity Trust bank for greater security against fraud.	AUG 2024  Ongoing  April 2024	RFO  Staffing SC  RFO

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT

April 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p><b>Employer Liability:</b></p> <p><b>Salaries paid incorrectly.</b></p> <p><b>Wrong calculations/deductions re pensions, NI, income tax.</b></p> <p><b>Unfair dismissal claims.</b></p> <p><b>FINANCIAL, COMPLIANCE, OPERATING</b></p>	1 – unlikely	2 – moderate	<b>1x2=2 LOW</b>	<p>Regular returns to Inland Revenue; contracts of employment for all staff, systems of updating records for any changes in relevant legislation.</p> <p>Staff salaries are approved by Council based on NJC salary scale.</p> <p>Salaries are reviewed annually.</p> <p>Grievance and Appeals procedure.</p> <p>Annual Staffing Review; Staff Development Review Scheme</p> <p>Employment position of contractors under PAYE regulations – checks undertaken.</p> <p>Policies – review</p> <p>Annual Internal and External Audit.</p> <p>Training –for Officers.</p>	<p>Clerk and Assistant Clerk to be trained in terms of online banking, payroll, VAT, HMRC etc</p> <p>New rates of National Insurance contribution and possible pensions need factoring into payroll.</p>	<p>By AUG 2024</p> <p>April 2024</p>	<p>Assistant Clerk, Clerk, RFO as trainer</p> <p>RFO</p>
<p><b>VAT:</b></p> <p><b>Incorrect submissions under VAT/Customs and Excise regulations.</b></p> <p><b>FINANCIAL, COMPLIANCE, OPERATING</b></p>	1 – unlikely	1 – negligible	<b>1x1=1 LOW</b>	<p>Regular VAT returns to HM Customs and Excise.</p> <p>Signed up to Making Tax Digital submission of VAT return.</p>	<p>Training, knowledge, awareness of the RFO. Reading literature to keep up to date.</p> <p>Clerk and Assistant Clerk to be trained in terms of online banking, payroll, VAT, HMRC etc</p> <p>As above, new rates of National Insurance contribution and possible pensions need factoring into payroll.</p>	<p>Ongoing</p> <p>AUG 2024</p> <p>APR 2024</p>	<p>RFO</p> <p>Assistant Clerk, Clerk, RFO as trainer</p> <p>RFO</p>

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT

April 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<b>Proper Officers:</b> <b>Loss of proper officers for respective remits</b>  <b>FINANCIAL, COMPLIANCE, OPERATING</b>	2 – quite likely	2 – moderate	<b>2x2=4 MEDIUM</b>	Re Clerk – Officers coached to stand in for Clerk in emergency.  Re RFO – Officers being trained to manage banking system, payroll, HMRC/VAT, Rialtas accounts package etc.	Cross-training being undertaken to safeguard the Parish Council should proper officers be absent.	By AUG 2024	Assistant Clerk, Clerk, RFO
<b>Grants:</b> <b>Funds are awarded to community groups without proper authority/ specific powers or under Section 137.</b>  <b>FINANCIAL, COMPLIANCE</b>	2 – quite likely	2 – moderate	<b>2x2=4 MEDIUM</b>	Powers allowing awards of money are identified for all grant applications.  Use of budget headings to allocate expenditure.  RFO checks legal power/duty for all expenditure.  Regular monitoring reports to Finance & Management Committee or full Council.  Annual Internal Audit.  Annual External Audit.  Running total kept of S137.	Check level of S137 expenditure every month.  Make Members aware that amount of S137 is £10.81/elector.	Ongoing	RFO
<b>Elections:</b> <b>Having inadequate money to fund elections</b>  <b>FINANCIAL, COMPLIANCE, OPERATING, STRATEGIC</b>	1 – unlikely	2 – moderate	<b>1x2=2 LOW</b>	Aim to have £30,000 in an Elections earmarked reserve by election year.  Add £7,000 to the reserve every year.  If need be, the EMR can fund ad hoc interim elections.	Existing procedure adequate		



## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT

April 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<b>Insolvency of insurance company:</b>  <b>FINANCIAL, OPERATING</b>	1 – unlikely	1 - negligible	<b>1x1 = 1 Low</b>	Use of one of the largest companies providing specialist cover for Councils.	Free legal service and advice from National Association of Local Councils and Yorkshire Local Councils Associations. <i>Council to review insurance providers at least every three years – next review due March 2025</i>	MAR 2025	RFO
<b>Not complying with restrictions on borrowing.</b>  <b>FINANCIAL, COMPLIANCE</b>	1 – unlikely	1 – negligible	<b>1x1=1 LOW</b>	<p>No current borrowing.</p> <p>Borrowing approval to be authorised by Council in line with current restrictions.</p> <p>Reference to Local Council Administration Book (Charles Arnold Baker) and National Association of Local Councils (NALC) and Yorkshire Local Councils Associations (YLCA).</p>			

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT

April 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p><b>Community Assets:</b></p> <p><b>Damage to third party property or individuals.</b></p> <p><b>Risk to third party as a consequence of providing a service.</b></p> <p><b>FINANCIAL, OPERATING, STRATEGIC</b></p>	1 – unlikely	3 – severe	<b>1x3 = 3 MEDIUM</b>	<p>Public Liability Insurance.</p> <p>Annual check on level of Public Liability Cover in place.</p> <p>Maintain asset register (add new items/remove disposed items) to calculate insurance needs.</p>	Get ongoing issue with roof sorted so can look for new insurance options 2024-25.	SUMMER 2024	HCHCT, Clerk, Service Provision SC, RFO
				<p>Insurance for unique items</p> <p><i>Adequate insurance provided for Jubilee, TdF and WW1 Seat etc</i></p>	Existing procedure adequate		
				<p>Maintain logged system of complaints.</p> <p>All complaints logged with received and action taken.</p>	Existing procedure adequate		
				<p>Check smartwater topping stones at New Mill churchyard</p>	<p>Smartwater marking to be applied to topping stones of walls surrounding closed churchyard and appropriate signage <b>but Council should not pay for work to Church buildings, walls etc, only undertake gardening/mowing/tree-work etc</b></p>	end August 2024	Contractor
				<p>Topple tests at Closed Churchyard needed.</p>	Topple test to be carried out by Maintenance Contractor.	end August 2024	Contractor

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT

April 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
				Back of replacement stone slates affixed to Holme Barn painted with red paint for future traceability in case of theft Oct 2015.	Holme Barn – check marker red paint on Holme barn.	end August 2024	Contractor
<b>Property Damage:</b>  <b>FINANCIAL</b>	2 – quite likely	2 - moderate	<b>2x2 = 4 Medium</b>	Insurance.  All Risks Insurance.  Annual check on insurance values  Use of one of the largest companies providing specialist cover for Councils. Public Liability Insurance. Fidelity Guarantee insurance.	As above, get ongoing issue with roof at The Civic sorted so can look for new insurance options 2024-25	SUMMER 2024	HCHCT, Clerk, Service Provision SC, RFO
<b>Unsafe equipment:</b>  <b>FINANCIAL, OPERATING</b>	2 - quite likely	2 - moderate	<b>2x2 = 4 Medium</b>	Visual inspections.  Annual PAT Testing of electrical small electrical appliance, alarms and fire extinguishers all carried out by Holmfirth Civic Hall Community Trust (HCHCT).	Existing procedure adequate		
<b>Civic Regalia - lost, damaged:</b>  <b>FINANCIAL</b>	1 – unlikely	1 - negligible	<b>1x1 = 1 Low</b>	Annual inspection of regalia.	Ensure Chairman/Vice Chair is aware of need for Civic Regalia to be kept under secure conditions.	MAY 2024 when new Chairman is appointed	CLERK

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT

April 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p><b>Legal liability as a consequence of asset ownership:</b></p> <p><b>FINANCIAL, OPERATING, STRATEGIC</b></p>	1 – unlikely	3 – severe	<b>1 x 3 = 3 Medium</b>	Public Liability Insurance.	Annual check on level of cover.	MAR 2024	RFO
<p><b>Damage to and safety of seats and stone bus shelters:</b></p> <p><b>FINANCIAL</b></p>	2 - quite likely	1 - negligible	<b>2x1=2 LOW</b>	<p>Cantilever shelters transferred to Metro 2009. Pursue any reports for evidence, witness statements whenever possible. Claims for costs pursued whenever possible.</p> <p>Regular maintenance (and photographs taken).</p> <p>Remind Ward members to keep a check on seats and shelters in Ward and to report any problems to Council offices.</p> <p>Reports from members of the public and bus operators.</p> <p>Inspections to be carried out by members during normal Ward duties.</p>	Existing procedure adequate		
<p><b>Damage to closed churchyard.</b></p> <p><b>FINANCIAL</b></p>	2 – quite likely	1 - negligible	<b>2x1=2 LOW</b>	Pursue any reports for evidence, witness statements whenever possible. Claims for costs pursued whenever possible.	Regular reports (and photographs) from Maintenance Contractor.	Ongoing	Contractor

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT

April 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<b>Holmfirth Public Toilets.</b>  <b>FINANCIAL</b>	2 – quite likely	1 - negligible	<b>2x1=2 LOW</b>	Regular reports from Cleaning Contractor.  Claims for costs pursued whenever possible. See separate risk management policy and assessments – approved and adopted by Council.	Annual Risk Assessment of Public Toilets to be carried out.	JUL 2024	CLERK
<b>Personal Accident to Members and Officers.</b> <b>Assault to Officers.</b>  <b>FINANCIAL, OPERATING</b>	1 – unlikely	2- moderate	<b>1x2=2 LOW</b>	Personal Accident cover. Including Assault cover. Employer's Liability cover.  Libel and Slander cover  Annual check on level of cover in place  Council Office – alarm, personal alarm facility or mobile phone (ring 999 and/or Chairman, another Member, or family member).  Officers to be accompanied out of building after evening meetings.  Advice to Members.	Existing procedure adequate		
<b>Unwanted visitors entering HVPC meeting room during meetings.</b>  <b>OPERATING</b>	1 – unlikely	2 - moderate	<b>1x2=2 LOW</b>	Signage at strategic places around the building.  Both Holmfirth Civic Hall and Honley Library are public buildings, open to the community, so it may be inevitable that members of the public lose their way around the	Existing procedure adequate		

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT

April 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
				buildings. HCHCT and FoHL to be encouraged to signpost rooms for hirings/events.			
<b>Security of officers working alone in building.</b> <b>Security of officers exiting and locking up building after meetings.</b>  <b>OPERATING</b>	1 – unlikely	2 - moderate	<b>1x2=2 LOW</b>	<p>When no other occupants in Civic Hall, Manager, Clerk or other nominated person locks the building.</p> <p>Whenever possible, Officers to be accompanied out of building after evening meetings.</p> <p>Lighting of the stairs is problematic currently due to unable to control landing lights from the exhibition room. Staff to use lift in darkness or carry a torch. A rechargeable lamp should be on hand.</p>	Existing procedure adequate		

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT

April 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p><b>Misconduct of Members, Members interests</b></p> <p><b>OPERATING, COMPLIANCE</b></p>	2 - quite likely	2 – moderate	<b>2x2 = 4 MEDIUM</b>	<p>Procedures in place for recording and monitoring Members' and Officers' interests, gifts and hospitality received.</p> <p>Completion of Code of Conduct.</p> <p>Code of Conduct signed and a Register of Interest completed by each Member of the Council each year.</p> <p>Councillors have a duty to disclose interests.</p> <p>Disclosure of Interest Register kept listing any interests, gifts and hospitality received.</p> <p>Disclosure of Interests appears as item on the agenda as a prompt to Members/Officers</p> <p>Holme Valley Parish Council adopted the Kirklees Council Code of Conduct.</p> <p>Internal audit check.</p> <p>Register of Interest kept by Kirklees Monitoring Officer, with copy kept by Clerk, and published on KC and HVPC websites.</p> <p>Any new Disclosable Pecuniary Interests to be declared at meeting and Member's responsibility to notify Kirklees Monitoring Officer within 28 days.</p>	<p>Ensure all new Members aware of Code of Conduct, sign it, and of need to complete Registers annually.</p> <p><b>NB – It is the responsibility of individual Members (not the Clerk or another Member) to notify changes in interests and to declare interests at meetings</b></p>	MAY 2024	CLERK

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT

April 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p><b>Parish Council does not meet consultation invitations in a timely fashion including commenting on planning applications.</b></p> <p><b>OPERATING, STRATEGIC, COMPLIANCE</b></p>	1 – unlikely	1 – negligible	<b>1x1=1 LOW</b>	<p>Consultation documents presented to next appropriate Committee/ Council meeting to formulate response.</p> <p>Minuting of action so agreed.</p> <p>Contact agencies to ask for an extension of deadline if possible.</p> <p>Hold extraordinary meetings to ensure important business is done.</p>			
<p><b>Breach of data handling and confidentiality.</b></p> <p><b>COMPLIANCE</b></p>	2 – quite likely	2 – moderate	<b>2x2=4 MEDIUM</b>	<p>Registration under the Data Protection Act (<i>General Data Protection Regulations from 25 May 2017</i>).</p> <p>Clerk/DPO maintains up to date registration entry.</p> <p>Procedures for dealing with personal and confidential data. Clerk (if DPO) delegated to respond to breaches and to report to ICO (if risk to an individual's rights and freedoms) within 72 hours.</p> <p>All Councillors, Officers have holmevalleyparishcouncil.gov.uk emails.</p> <p>Item on each agenda for considering items to be taken in private session.</p> <p>Passwords changed regularly. Policies, procedures and forms reviewed annually.</p>			



## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT

April 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p><b>Improper reporting of Council business in minutes</b></p> <p><b>COMPLIANCE</b></p>	1 – unlikely	1 – negligible	<b>1x1=1 LOW</b>	<p>Minutes properly numbered with a master copy kept in safekeeping.</p> <p>Minutes circulated.</p> <p>Minutes approved and signed at next meeting of Council or Committee.</p> <p>Internal Audit check.</p> <p>Computer cloud to hard drive backup maintained on a monthly basis backups maintained and taken off site.</p>	Computer cloud to hard drive backup maintained on a monthly basis.	Monthly	RFO
<p><b>Failure to respond to electors wishing to exercise their rights of inspection.</b></p> <p><b>OPERATING, COMPLIANCE</b></p>	1 – unlikely	1 – negligible	<b>1x1=1 LOW</b>	<p><i>Minutes and Audit Notices published on website.</i></p> <p>Advertising of end of year accounts and available for inspection to the public as required under the Accounts and Audit Regulations.</p> <p>Minutes published on website. Financial information published on website.</p> <p>Notice of Appointment confirmation signed and returned to Auditors.</p>			
<p><b>Inadequate provision of supporting papers.</b></p> <p><b>COMPLIANCE</b></p>	1 – unlikely	1 – negligible	<b>1x1=1 LOW</b>	<p>Freedom of Information Publication Scheme.</p> <p>Publication scheme adopted 2015. Needs updating. Agenda consideration at each meeting.</p>			

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT

April 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p><b>Challenge to Members and Officers when visiting sites on Council business, e.g. re planning applications.</b></p> <p><b>OPERATING</b></p>	1 – unlikely	2 – moderate	<b>1x2=2 LOW</b>	<p>Members and Officers should identify themselves if challenged by a member of public.</p> <p>ID cards provided for Members and Officers.</p>	New Councillors will need new ID badges	After election, co-option	Assistant Clerk
<p><b>Poor document control – correspondence, postage, storage and filing, etc</b></p> <p><b>OPERATING, COMPLIANCE</b></p>	1 – unlikely	1 – negligible	<b>1x1=1 LOW</b>	<p>Correspondence date received.</p> <p>Filing systems maintained in fireproof cabinets.</p> <p>Regular review of need to retain documents and other records.</p> <p>Review of Records Management Policy regarding retention, management and disposal of documents (including filing system and files stored/archived by third parties, e.g. solicitors) – <i>last reviewed and adopted 15 May 2017. Needs updating.</i></p> <p>Any deeds or other legal documents to be stored in safe storage.</p> <p>Dropbox is used for safe storage of documentation. Back-ups of Dropbox system maintained on external hard drives monthly.</p>	Back-ups of Dropbox system maintained on external hard drives monthly.	Monthly	Deputy Clerk

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT

April 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p>Risks around allotments and garage plots</p> <p><b>FINANCIAL, OPERATING</b></p>	1 – unlikely	2 – moderate	<b>1x2=2 LOW</b>	<p>Appropriate legal agreements (tenancies) signed.</p> <p>Annual review of Leases and Agreements.</p> <p>Annual renewal where necessary.</p>	Quarterly inspection of the allotments.	Ongoing (no issues)	RFO
<p><b>Security of vulnerable building.</b></p> <p>1) Council's Meeting Room &amp; Office (Anchor Tenancy @ Holmfirth Civic Hall)</p> <p><b>FINANCIAL, OPERATING</b></p>	2 – quite likely	2 – moderate	<b>2x2=4 MEDIUM</b>	<p>Intruder and fire alarms installed. Provision of Fire extinguishers, fire drills.</p> <p>Secure locks and annual review of security.</p> <p>Record of key holders held by HCHCT.</p> <p>The Civic - Annual servicing of alarm and security systems are responsibility of HCHCT (Landlord), not HVPC.</p> <p>Fire protection equipment – responsibility of HCHCT (not HVPC).</p>			
<p><b>Security of vulnerable building.</b></p> <p>2) Honley Library</p> <p><b>FINANCIAL, OPERATING</b></p>	2 – quite likely	2 – moderate	<b>2x2=4 MEDIUM</b>	<p>Honley Library - Annual servicing of alarm and security systems are responsibility of FoHL, not HVPC.</p> <p>Fire protection equipment – responsibility of FoHL (not HVPC).</p>			

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT

April 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p><b>Changes to legislation and procedures.</b></p> <p><b>COMPLIANCE/ OPERATING</b></p>	1 – unlikely	1 – negligible	<b>1x1=1 LOW</b>	<p>Provide effective training for Members and Officers. <i>Latest version of Standing Orders (NALC Model)</i></p> <p>Provide adequate budget for Member and Officer training. <i>Standing Orders last reviewed and adopted 15 May 2023, next review due at Annual Council on May 2024</i></p>			
<p><b>Risks to supplies and Services provided to the Council.</b></p> <p><b>FINANCIAL, OPERATING</b></p>	Low			<p>Contract for services advertised and awarded in line with Standing Orders and Financial Regulations.</p> <p>Ensure Contractors have adequate insurance including public liability cover.</p> <p>Ensure Contractors have appropriate Health and Safety policy.</p> <p>Contracts approved by Council. Ensure maintenance contracts are fully reviewed and minimum 3 new quotations sought December 2023</p> <p>Sight of insurance certificate before award of contract.</p> <p>Remind contractors re Health and Safety implications</p>	Maintenance contracts to be reviewed 2024-35	Ongoing (no issues)	Service Provision Standing Committee, Clerk

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT

April 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<b>Collection and banking of cash donations from toilets</b>  <b>FINANCIAL</b>	2 – quite likely	2 – moderate	<b>2x2=4 MEDIUM</b>	As above, - effective recruitment of contractor - awarded in line with Standing Orders and Financial Regulations.  Contractor to count, bag and bank money regularly - on a monthly basis.  Retain receipts from the bank and forward to RFO.  Report deposits to the RFO.			

**Internal Audit assurance testing will include:**

- (1) Review of internal controls in place and their documentation.
- (2) Testing of specific internal controls and reporting findings to Council.
- (3) Review of management arrangements regarding insurance.
- (4) Review of minutes to ensure legal powers in place recorded and correctly applied.
- (5) Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc.
- (6) Review and testing of arrangements to prevent and detect fraud and corruption.
- (7) Review and testing of specific controls, reporting findings to Council.

**Levels of impact (examples):**

Severe Impact	Moderate Impact	Negligible Impact
<b>Examples:</b> <ul style="list-style-type: none"> <li>• Death</li> <li>• Extensive, permanent injuries, long term sickness</li> <li>• Medium term loss of service capability</li> <li>• Adverse national publicity</li> <li>• More than 10 people involved</li> <li>• Litigation almost certain and difficult to defend</li> <li>• Financial loss in excess of £50,000</li> <li>• Breaches of law punishable by imprisonment</li> <li>• Up to 10 people involved</li> <li>• Litigation to be expected</li> </ul>	<b>Examples:</b> <ul style="list-style-type: none"> <li>• Medical treatment required – long term injury</li> <li>• Short term disruption to service capability</li> <li>• Adverse local publicity</li> <li>• Needs careful public relations</li> <li>• No more than 5 people involved</li> <li>• High potential for complaint, litigation possible</li> <li>• Financial loss between £5,000 and £50,000</li> <li>• Breaches of the law punishable by fines only</li> </ul>	<b>Examples:</b> <ul style="list-style-type: none"> <li>• No injuries beyond first aid level</li> <li>• No significant disruption to service capability</li> <li>• Unlikely to cause any adverse publicity</li> <li>• No more than 2 people involved</li> <li>• Unlikely to cause complaint/litigation</li> <li>• Financial loss below £5,000</li> <li>• Breaches of local procedures/standards</li> </ul>

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
------------------	------------	------------------	-----------------------------	-------------------------	----------------------------------	---------	--------------------

Priority of Risk Management		IMPACT		
		NEGLIGIBLE (SCORE 1)	MODERATE (SCORE 2)	SEVERE (SCORE 3)
LIKELIHOOD OF OCCURRENCE	UNLIKELY (SCORE 1)	LOW RISK (1x1)	LOW RISK (1x2)	MEDIUM RISK (1x3)
	QUITE LIKELY (SCORE 2)	LOW RISK (2x1)	MEDIUM RISK (2x2)	SUBSTANTIAL RISK (2x3)
	HIGHLY LIKELY (SCORE 3)	MEDIUM RISK (3x1)	SUBSTANTIAL RISK (3x2)	MAJOR RISK (3x3)