

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 14 MARCH 2022** at **7pm** to transact the following business -

**- AGENDA – (A)**

	<b>Welcome</b>	<b>7.00 pm</b>
	<b>Public Question Time</b>	
	Prior to the commencement of the business session of the Council, there will be an open session lasting 15 minutes, for members of the public to speak to the Council.	
<b>2122 83</b>	<b>Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014</b>	<b>7.15 pm</b>
	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.	
<b>2122 84</b>	<b>To accept apologies for absence</b>	<b>7.16 pm</b>
<b>2122 85</b>	<b>To receive Members’ and Officers’ personal and disclosable pecuniary interests in items on the agenda</b>	<b>7.17 pm</b>
<b>2122 86</b>	<b>To consider written requests for new DPI dispensations</b>	<b>7.18 pm</b>
<b>2122 87</b>	<b>To consider whether items on the agenda should be discussed in private session</b>	<b>7.19 pm</b>
<b>2122 88</b>	<b>To confirm the Minutes of the previous Committee meeting</b>	<b>7.20 pm</b>
	- To approve the Minutes of the Finance & Management Committee Meeting held on 17 January 2022, numbered 2122 69 to 2122 82 inclusive. <b>(B)</b>	
<b>2122 89</b>	<b>Grants</b>	<b>7.21 pm</b>
	<b>To note</b> the RFO/Deputy Clerk publicised available grants funding ahead of this meeting and the 14 <sup>th</sup> of February Service Provision meeting. There were a lot of responses.	
	<b>To note</b> , the record of Grants against Budgets 2021-22 recording 1) the grants paid out after January’s Committee meeting (in orange), 2) the grant applications to be considered at this meeting (in yellow), 3) amounts remaining in each budget or reserve. <b>(C)</b>	

**From 4405 Finance and Management Grants budget line (current balance £9,846)**

- i. - **To consider** a grant application from Agbrigg District Guiding, – application enclosed, – for £200 towards tickets and travel to UEFA Women's EURO 2022 game. The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19 **(D)**
- ii. - **To consider** a grant application from Heartisan, – application enclosed, – for £2890.04 (limit is £1,000) towards Platinum Jubilee Bunting Creation art project. The legal power for this would be Local Government Act 1972 Section 145 **(E)**
- iii. - **To consider** a grant application from Holmfirth Breastfeeding Support Group, – application enclosed, – for £627.40 towards Room hire for meetings of the Support Group. The legal power for this would be Local Government Act 1972 Section 137 **(F)**
- iv. - **To consider** a grant application from Holmfirth Forward, – application enclosed, – for £1,000 towards a visitor map of Holmfirth Town Centre displaying key locations and businesses. The legal power for this would be Local Government Act 1972 Section 144 **(G)**
- v. - **To consider** a grant application from Honley Silver Band, – application enclosed, – for £4,495 (limit is £1,000) towards servicing of band instruments. The legal power for this would be Local Government Act 1972 Section 45 **(H)**
- vi. - **To consider** a grant application from Honley Village Community Trust, – application enclosed, – for £1,000 towards a community orchard. The legal power for this would be Local Government Act 1972 Section 137 **(I)**
- vii. - **To consider** a grant application from Honley Village Community Trust, – application enclosed, – for £1,000 towards a Platinum Jubilee event. The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19 **(J)**
- viii. - **To consider** a grant application from Tiny Seeds Community Interest Company, – application enclosed, – for £3,000 (limit is £1,000) towards costs respective of support group classes. The legal power for this would be Local Government Act 1972 Section 137 **(K)**
- ix. - **To consider** a grant application from Upperthong School Support Group, – application enclosed, – for £1,000 towards Coaches for extra-curricular trip to Chester Zoo. The legal power for this would be Local Government Act 1972 Section 137 **(L)**

# Holme Valley Parish Council

## **From 4315 Finance and Management Other Community Assets budget line (current balance £2,017)**

- x. **To consider** a grant application from 10<sup>th</sup> Holme Valley (New Mill) Scouts, – application enclosed, – for £5,000 towards a new scout hut. The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19 **(M)**
- xi. **To consider** a grant application from Thongsbridge Cricket Club, – application enclosed, – for £2,000 towards new clubhouse furniture. The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19 **(N)**

## **From 2022-23 Publications and Communications Committee earmarked reserve EMR – Royal Events (current reserve balance £0; balance on 1<sup>st</sup> April 2022 £10,000)**

- xii. **To consider** a grant application from Friends of Cliff Recreation Ground, – application enclosed, – for up to £1,400 towards fixing and re-siting the beacon. The legal power for this would be Local Government Act 1972 Section 137 **(O)**

## **From EMR 323 Community Assets – Others in the Holme Valley (current reserve balance £14,723 of which £5,000 is earmarked for another purpose)**

- xiii. The Parish Council had received an Expression of Interest form from Holme Village Community Centre Board of Trustees for £5000 towards a new electricity supply to the building. At the 31 January meeting of full Council, Members approved that the Finance and Management Committee could spend up to £5,000 from the Other Community Assets earmarked reserve if this application merited it.

**To consider** a grant application from Holme Village Community Centre Board of Trustees for £5000 towards a new electricity supply to the building. The legal power for this would be Local Government Act 1972 Section 133 **(P)**

### **An application to be deferred**

- xiv. The Parish Council received an application from Hepworth Community Association for £10,000 (limit is £5,000) towards structural, remedial work on Hepworth Village Hall. Following discussions with the Committee Chair and the secretary of the Association, this application will be deferred to next financial year.

**To consider**, whether this application should be reviewed:

- 1) at the first of the twice-yearly Finance and Management meetings specifically for Grants 19<sup>th</sup> September 2022 **or**
- 2) whether the application should be reviewed separately at the first meeting of the new financial year 25<sup>th</sup> April 2022. **(Q)**

2122 91

## **Accounts for Payment**

8.30 pm

- i. **To note**, there has been no additional expenditure from the Chairman's Expenses since the last meeting.
- ii. **To note**, the completed Lists of Payments for January 2022 **(R)** and the draft List of Payments for February 2022 **(S)**.
- iii. **To consider**, approval of the pending month-to-date transactions of the Schedule of Payments for March 2022 **(T)**

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

i. For December 2021 (U):

- (1) Bank Reconciliations All Accounts (to end 31 December 2021)
- (2) Cash Books All Accounts Receipts and Payments (to end 31 December 2021)
- (3) Trial Balance (to end 31 December 2021)
- (4) Detailed Income and Expenditure by Budget Heading (YTD Budget Report to end 31 December 2021)
- (5) Cash and Investment Reconciliation (to end 31 December 2021)
- (6) Earmarked Reserves (to end 31 December 2021)
- (7) VAT Return quarter – submitted

Members should specifically note:

- a. The journal entry of a movement of £5,000 from 4315 Other Community Assets to the earmarked reserve 323 EMR Community Assets – Others in the Holme Valley. Description is with the entry. This change in reserves is also recorded on the Earmarked Reserves record.
- b. The VAT reclaim of £1088.24. This was received from HMRC 28 January 2022.
- c. The virement of £10,000 from 4810 Energy Strategy Climate Emergency to 4310 Holmfirth Civic Hall. Description is with the entry. The Civic Hall Community Trust has not called on this money yet. If not paid this year, the expenditure can be added to an earmarked reserve if approved at the final Council meeting of the year.

ii. For January 2022 (V):

- (1) Bank Reconciliations All Accounts (to end 31 January 2022)
- (2) Cash Books All Accounts Receipts and Payments (to end 31 January 2022)
- (3) Trial Balance (to end 31 January 2022)
- (4) Detailed Income and Expenditure by Budget Heading (YTD Budget Report to end 31 January 2022)
- (5) Cash and Investment Reconciliation (to end 31 January 2022)
- (6) Earmarked Reserves (to end 31 January 2022)
- (7) VAT Return quarter to date

- i. **To note**, the tenancy packs (letter, contracts x 2, invoice) have been posted 28 February to all tenants of garages and allotment plots with the new rates agreed by the Parish Council.

One Dover Lane garage tenant wanted to give up their tenancy as they were moving. The new owners of their home wanted to take on the garages. One name was ahead of them on the waiting list. However, one contacted, this person said they had themselves moved and asked to be taken off the waiting list. The garage was, therefore, let to the new tenants.

- ii. **To note**, regarding tenancy rent arrears, all plans for meeting rent arrears are being followed.

# Holme Valley Parish Council

2122 94	<b>Precept for 2022-23</b>	8.39 pm
	<b>To note</b> , Holme Valley Parish Council has submitted its precept (and Special Expenses Grant) request to Kirklees Council. <b>(W)</b>	
2122 95	<b>Interim Internal Audit</b>	8.40 pm
	<b>To note</b> , the Interim Internal Audit Report by the Parish Council's Internal Auditor. <b>(X)</b> The Clerk and RFO/Deputy Clerk will prepare a report for Council on the Recommendations Action Plan.	
2122 96	<b>Internal Control Check</b>	8.42 pm
	<b>To consider</b> , as per the interim internal audit, to agree a date for Cllr Bustard to undertake internal control checks before the end of the financial year.	
2122 97	<b>Banking</b>	8.44 pm
	Two Councillors were tasked with looking into potential, new, greener, more ethical banking options for the Parish Council. To receive reports, if any.	
	<b>To note</b> , the bank charges for one month with HSBC under the new, charging regime has only been £8 every month.	
2122 98	<b>Financial Records for the website</b>	8.55 pm
	<b>To note</b> , <a href="#">financial records for December 2021 and January 2022</a> have been uploaded to the Council website accessible from Quick Links. February 2022 will be added as soon as bank statements are received.	
2122 99	<b>Publicising the work of Holme Valley Parish Council</b>	8.56 pm
	<b>To consider</b> , recent events or news that this Committee wishes to publicise via the press, Parish Council website or social media.	
	<b>Close of Meeting</b>	9.00 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.

*Richard McGill*

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)

**MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 17 JANUARY 2022**

Those present:

Chair: Cllr P Colling

Councillors: Cllrs M Blacka, S East, M Pogson

Officer: Mr Rich McGill (RFO/Deputy Clerk)

Also present: Mrs Jen McIntosh (Clerk)

**Public Question Time**

The meeting started at 1905hrs when it became quorate.

Two members of the public attended in support of grant applications.

The Chair proposed that standing orders be suspended during item 2122 75 to allow applicants to answer questions and speak on behalf of their applications under that agenda item.

**RESOLVED:** This motion was passed.

**2122 69 Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014**

The RFO/Deputy Clerk was recording the meeting in video format and the recording will be available on the Parish Council's YouTube channel.

No-one else wished to record the meeting.

**2122 70 To accept apologies for absence**

Cllr Bustard, Cllr Davies, Cllr RP Dixon, Cllr Greaves, Cllr Hogley, Cllr Sweeney had given apologies. The reasons for these apologies were approved by the Committee.

Cllr Gould was not in attendance.

Cllr East had given notice that he would be late, and he arrived at 1905hrs. The meeting started on his arrival.

**2122 71 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda**

Cllr Blacka declared a personal interest in the record of the grant application for Friends of Cliff Recreation Ground under item 2122 75.

**2122 72 To consider written requests for new DPI dispensations**

None had been received.

**2122 73 To consider whether items on the agenda should be discussed in private session**

**RESOLVED:** Members resolved as that item was discussed that 2122 78 ii should be heard in private.

**2122 74 To confirm the Minutes of the previous Committee meeting**

**APPROVED:** Members approved the Minutes of the Finance & Management Committee Meeting held on 22 November 2021, numbered 2122 56 to 2122 68 inclusive.

# Holme Valley Parish Council

2122 75

## Applications for Grants

The Committee considered three grant applications from public community groups. Both were considered as Finance and Management projects and events grants.

Standing Orders were suspended at this point to allow the applicants to discuss their applications.

### 4405 Finance and Management Grants budget line (balance at the start of the meeting £11,385)

- A. The Finance and Management Committee considered a grant application from Holmfirth Film Festival for £1000 towards venue hire and multi-festival promotions.  
**RESOLVED:** The Committee awarded Holmfirth Film Festival £1,000 for venue hire and multi-festival promotions.  
The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19
- B. The Finance and Management Committee considered a grant application from Holme Valley Sharing Memories for £987 towards an art project for older people and people with disabilities. The grant would go towards artists, room hire, transportation, insurance, materials, volunteer expenses.  
**RESOLVED:** The Committee awarded Sharing Memories £987 for the art project.  
The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19
- C. The Finance and Management Committee considered a grant application from Honley Junior Football Club Under 7s for £350 for heavy-duty, pop-up gazebos.  
**RESOLVED:** The Committee awarded Honley Junior Football Club Under 7s £350 for their shelters.  
The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19

The remaining budget in 4405 Finance and Management Grants budget line would be £10,398.

The Parish Council had received an expression of interest form from Holme Village Community Centre Board of Trustees for £5000 towards a new electricity supply to the building. This was an expression of interest rather than a grant application. The RFO reported that Officers would have advised that the group submit an actual grant application, but timings disallowed this. There is currently only £2,017 in the Other Community Assets budget. Members considered options on how to manage this pending application. Options the Committee considered included:

1. To recommend that the Board of Trustees submits an application for £5000 in the new financial year.
2. That the Board of Trustees applies for the £2,000 this financial year at the 14<sup>th</sup> March meeting, and for £3000 in the new financial year.
3. To recommend to Council that the Other Community Assets earmarked reserve could be used, - currently holds £9,723, - and an amount be moved from the reserve onto the budget.
4. To recommend to a Council a virement from 4405 Finance and Management Grants.

**RESOLVED:** The Committee voted to recommend to the next meeting of Council to vire £5,000 from the earmarked reserve 323 EMR Community Assets - Others in the Home Valley. This currently holds £9,723, and this would be reduced to £4,723.

# Holme Valley Parish Council

## 2122 76 Accounts for Payment

(1) **NOTED:** Members noted the expenditure of £37.50 from the Chairman of Council's expenses on flowers and a card for a Councillor who had been ill.

(2) **NOTED:** Members noted the completed Lists of Payments for November and December 2021.

(3) Members considered the pending transactions of the Schedule of Payments for January 2021 month-to-date.

**RESOLVED:** The Schedule of Payments for January month-to-date was approved.

## 2122 77 Financial Statements

**NOTED:** Members noted the following accounting summaries as detailed below:

### For November 2021:

- (1) Bank Reconciliations All Accounts (to end 30 November 2021)
- (2) Cash Books All Accounts Receipts and Payments (to end 30 November 2021)
- (3) Trial Balance (to end 30 November 2021)
- (4) Detailed Income and Expenditure by Budget Heading (YTD Budget Report to end 30 November 2021)
- (5) Cash and Investment Reconciliation (to end 30 November 2021)
- (6) Earmarked Reserves (to end 30 November 2021)
- (7) VAT Return quarter to date

## 2122 78 Tenancies

- i. **NOTED:** Following the Committee's prior approval of the revised costs of tenancies, the Committee noted that the RFO/Deputy Clerk would be preparing the tenancy packs for 2022-23 for distribution in February 2022.

**RESOLVED:** The next item was heard in private session, approved at this stage.

- ii. **NOTED:** Members noted the Deputy Clerk's report on the Gartside building.

**NOTED:** Members noted that the RFO/Deputy Clerk has submitted the Building Control Application regarding the fitting out of the shop within the Gartside Building.

## 2122 79 Revised Tax Base, new Precept calculations and revised Holme Valley Parish Council Budget for 2022-23

- a. **NOTED:** Members noted that Kirklees Council had submitted the new tax base calculation for 2022-23 for the Holme Valley.
- b. **RESOLVED:** The Committee approved the recommendation to Council of the revised Precept and Charge based on the new tax base calculation. The increased tax base means that the Precept and Special Expenses Grant will increase. The revised Precept for 2022-23 will be £282693. The revised Special Expenses Grant will be £3328

These calculations would also be forwarded by the RFO/Deputy Clerk to Kirklees at this stage as draft Precept figures as requested by Amy Whibley, Senior Finance Officer.



# Holme Valley Parish Council

- c. **NOTED:** Given the updated Precept figures, the Committee approved the revised, draft Budget 2022-23 to reflect the new figures for presentation to Council.

## 2122 80 Policies and Procedures

The internal auditor had made some recommendation to facilitate some financial processes.

1. **RESOLVED:** With regard to procurement thresholds in the Financial Regulations 11.1 section h) the Committee resolved to recommend to Council that the Financial Regulations be amended so that three quotations would only be needed to be sought for goods or materials of value between £1000 and £3000. This would replace the current Regulations wherein three quotations should be sought for goods or materials of value between £100 and £3000.
2. With regard to the contract between the Parish Council and West Yorkshire Combined Authority, the Committee debated how to manage this, so it fell within the terms of the Financial Regulations. Members considered: 1. a long-term contract or 2. an exemption for this contract and for it to be added to the exemption list in the Financial Regulations 11.1. **RESOLVED:** The Committee resolved that option 1 would be preferred and the Parish Council would investigate a longer-term contract with the WYCA. As the Service Provision Standing Committee oversees this relationship, that Committee would be tasked with reviewing the contract situation.
3. The internal auditor had recommended to the Parish Council to amend the Asset Register Policy to include a section on the disposal of assets. The RFO/Deputy Clerk has revised the policy including a disposal form. **RESOLVED:** The new Asset register Policy would be recommended to Council for adoption.
4. The internal auditor had further recommended that the Parish Council develop and adopt a Risk Management Policy Statement in accordance with Financial Regulations 17.1. The RFO/Deputy Clerk had drawn up such a Statement **RESOLVED:** The Committee resolve to recommend the Risk Management Policy Statement to Council.

## 2122 81 Banking

Two Councillors had been tasked with looking into potential, new, greener, more ethical banking options for the Parish Council.

**RESOLVED:** As neither was present at the meeting, this item was deferred to the next meeting.

## 2122 82 Financial Records for the website

**NOTED:** Members noted that the financial records for November 2021 have been uploaded to the Council website accessible from Quick Links. December will be added as soon as bank statements are received.

**The meeting finished 9.10PM**

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Chairman



# Grant Applications against Budgets 2021-22:

## BUDGET 4405 F&M Grants - projects and events - up to £1000

													£20,000		
TIME	TIME	NAME	PERSON ATTENDING	WHICH BUDGET LINE	HOW MUCH	TOTAL PROJECT	QUOTATION	WHAT FOR	BANK	AWARD	REMAINING	RECEIVED			
12/07/2021	1935	Honley Show Company Ltd	Julia Brown	4405 F&M Grants	£1,400			Printing of Honley Show Programme 2021		£1,400	£18,600	YES			
06/09/2021	1935	Honley Business Association	June McLean	4405 F&M Grants	£1,000			Christmas Lights Switch On		£1,000	£17,600	YES			
10/09/2021	1935	Kirklees Council	N/A	4405 F&M Grants	£203			Payment for rubbish bins		£203	£17,398	YES			
22/11/2021	1935	Festival of Folk	Ross Tague	4405 F&M Grants	£1,000	£18,000		Road Closure	£6,516	£1,000	£16,398	YES			
22/11/2021	1940	Hepworth Community Singers	Clive Berry	4405 F&M Grants	£690	£690	£690	Digital Piano	£630	£690	£15,708	YES			
22/11/2021	1945	Holmfirth Art and Music	Roger Lancaster	4405 F&M Grants	£1,000	£14,000		Children's Parade	£5,020	£1,000	£14,708	YES			
22/11/2021	1950	Holmfirth Art and Music	Roger Lancaster	4405 F&M Grants	£1,000	£1,800		Cross-festival Training	£5,020	£1,000	£13,708	YES			
22/11/2021	1955	Friends of Cliff Rec	Deb Wyles	4405 F&M Grants	£525	£1,050		Piper, toilet hire, 1st aid etc	£1,332	£525	£13,183	YES			
22/11/2021	2000	Yoga 4 Health	Michelle Bland	4405 F&M Grants	£3450 or £1725	£3,875		Teaching, equipment, venue etc	£14,367	£0	£13,183	N/A			
22/11/2021	2010	Hade Edge Band	Robert Turnbull	4405 F&M Grants	£1,500	£1,500		Band uniforms and cornets	£2,136	£1,000	£12,183	YES			
22/11/2021	2015	Holme First	REPORT - Angela Payne	4405 F&M Grants	£250	£1,023		Charity Calendar - printing	£290	£0	£12,183	N/A			
17/01/2022	1900	Holmfirth Film Festival	Stephen Dorril	4405 F&M Grants	£1,000	£19,000		Venue hire and promotion	£18,500	£1,000	£11,183	YES			
17/01/2022		Honley Football Club - under 7s	Not attending	4405 F&M Grants	£350			Pop-up Shelters	£125	£350	£10,833	YES			
17/01/2022	1905	Sharing Memories	Viv Jebson	4405 F&M Grants	£987	£2,127		Towards art project	£4,213	£987	£9,846	YES			
14/03/2022		Agbrigg District Girl Guides	Lisa Girdwood	4405 F&M Grants	£200	£710		Tickets and travel to UEFA Women's EURO 2022 game	£89,690		£9,846				
14/03/2022		Heartisan	Jennie-Lee Jack?	4405 F&M Grants	£2,890	£2,890	Pricings for items	Platinum Jubilee Bunting Creation	£14		£9,846				
14/03/2022		Holmfirth Breastfeeding Support Group	Rebecca Trueman?	4405 F&M Grants	£627.40	£787		Room hire for meetings of the Support Group	£0		£9,846				
14/03/2022		Holmfirth Forward	Rachel Tunnacliffe?	4405 F&M Grants	£1,000	£1,000	Yes	Map of Holmfirth Town Centre Businesses etc	£30,526		£9,846				
14/03/2022		Honley Silver Band	Catherine Lodge?	4405 F&M Grants	£4,495	£4,495	Yes - for instrument servicing	Servicing of band instruments	£2,441		£9,846				
14/03/2022		Honley Village Community Trust	Carol Roberts?	4405 F&M Grants	£1,000	£2,170	Some re bunting and souvenirs	Platinum Jubilee Event	£30,526		£9,846				
14/03/2022		Honley Village Community Trust	Steve Hemming?	4405 F&M Grants	£1,000	£6,060	Pricing seeds and trees	Community Orchard at Magdale - trees, seeds	£30,526		£9,846				
14/03/2022		Tiny Seeds Community Interest Company	Tracey Cronie	4405 F&M Grants	£3,000	£3,000		Classes for marginalised people (cooking, play, massage)	£2,024		£9,846				
14/03/2022		Upperthong School Support Group	Rachael Wilson?	4405 F&M Grants	£1,000	£2,195	Pricings for 5 coaches	Coaches for extra-curricular trip to Chester Zoo	£5,179		£9,846				

## BUDGET 4305 Holmfirth Tech - up to £5000 EMR 333 Holmfirth Tech

													£5,000 EMR		
TIME	TIME	NAME	PERSON ATTENDING	WHICH BUDGET LINE	HOW MUCH	TOTAL PROJECT	QUOTATION	WHAT FOR	BANK	AWARD	REMAINING	RECEIVED			
22/11/2021	1930	Holmfirth Tech	Simon Turner	4305 Holmfirth Tech / EMR 333	£5,000	£56,500	Project quotation	Kitchen Equipment	£14,367	£ 5,000	£0	YES			

## BUDGET 4315 Other Community Assets - up to £5000

													£21,529		
DATE	TIME	NAME	PERSON ATTENDING	WHICH BUDGET LINE	HOW MUCH	TOTAL PROJECT	QUOTATION	WHAT FOR	BANK	AWARD	REMAINING	RECEIVED			
22/11/2021	1905	Hepworth Band	Martin Wilkinson	4315 Other community assets	£4,000	£31k	£4,616	Roof repairs and insulation	£22,000	£2,950	£18,579	YES			
22/11/2021	1910	Friends of Cinderhills Park	Dawn Jepson	4315 Other community assets	£6,450	£6,450	£6450 Price from Kirklees Parks	Accessible path	£1,600	£4,450	£14,129	YES			
22/11/2021	1915	Holmfirth Cricket Club	Chris Ridler	4315 Other community assets	£6,000	£6,000	£10,290	Fence - safety	£17,000	£2,000	£12,129	YES			
22/11/2021	1920	Underbank Rangers	Rob Watson	4315 Other community assets	£10,560	£10,560	£10,560	Lighting	£2,500	£3,432	£8,697	YES			
22/11/2021	2005	1st Holme Valley (Holmfirth) Scouts	NO - Alan Whitwam	4315 Other community assets	£1,680	£3,365		Awning for Scout HQ	£27,008	£1,680	£7,017	YES			
22/11/2021	1925	Hepworth Pre-school	REPORT - Natalie Power	4315 Other community assets	£5,000	£15,000	£7,000	Playground surface	£22,000	£5,000	£2,017	Earmarked			
14/03/2022		10th Holme Valley (New Mill) Scouts	Charles Gill?	4315 Other community assets	£5,000	£50,000	£50,137	Towards new scout hut	£24,482		£2,017				
14/03/2022		Thongsbridge Cricket Club	Wendy Kemp	4315 Other community assets	£2,000	£4,322	£4,322	Furniture for clubhouse	£18,163		£2,017				

## BUDGET 4315 Other Community Assets - up to £5000 from earmarked reserve 323 EMR Community Assets - Others in Holme Valley

													£14,723 EMR		
TIME	TIME	NAME	PERSON ATTENDING	WHICH BUDGET LINE	HOW MUCH	TOTAL PROJECT	QUOTATION	WHAT FOR	BANK	AWARD	REMAINING	RECEIVED			
14/03/2022		Holme Village Community Centre	Andrew Williams?	4315 Other comm assets / EMR 323	£5,000	£5,391	Northern Powergrid £5391.23	Electricity Connection to Natl Grid	£39,000		£14,723				

NB of the £14,723, £5,000 is earmarked for Hepworth Pre-school as above; up to £5,000 can be spent from the earmarked reserve re Holme Community Centre

## Up to £1400 From earmarked reserve EMR Pubs and Comms - Royal Events which will have £10,000 as of 1st April 2022

													£10,000 EMR		
TIME	TIME	NAME	PERSON ATTENDING	WHICH BUDGET LINE	HOW MUCH	TOTAL PROJECT	QUOTATION	WHAT FOR	BANK	AWARD	REMAINING	RECEIVED			
14/03/2022		Friends of Cliff Rec	Deb Wyles?	4405 F&M Grants	£1,000			Repair and re-erection of Jubilee beacon	£1,695		£10,000				

# HOLME VALLEY PARISH COUNCIL

HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS  
Tel: 01484 687460 Email: [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)



Please complete this form as clearly as possible and return it to the clerk by email or by post to the above address.

**From April 2021 there will be two dates in the Council Year on which grants are considered. Your application needs to be submitted by the last day of August to be considered in September or by the last day of January to be considered in February.**

CONTACT DETAILS	
<b>Name of organisation</b>	Agbrigg District Girlguiding
<b>Contact person for this application:</b>	[REDACTED]
<b>Position e.g. Chair, Secretary, Treasurer:</b>	Brownie leader
<b>Correspondence address:</b>	[REDACTED]
<b>Email address:</b>	[REDACTED]
<b>Telephone numbers:</b>	[REDACTED]

## TYPE OF COMMUNITY GRANT APPLIED FOR

If you are unsure, please tick any that might apply, and our clerk will consider which Committee the application should be considered by.

- Community Assets
- Community Services
- Community Events or Projects**

What will your grant pay for?

Contribution to cost of coach to Women's UEFA Cup match at Bramhall Lane Sheffield

**ABOUT YOUR GROUP**

<b>What type of group are you?</b>	<ul style="list-style-type: none"><li>Registered charity</li></ul>
<b>Charity registration no. (if applicable)</b>	1075188
<b>When did the group start?</b>	Girlguiding started in 1910
<b>Do you have a constitution or a set of governing rules?</b>	Yes / <i>If yes, please provide copy with this application</i> <i>If no, please explain your management structure on a separate sheet.</i>
<b>What area does your group cover?</b> <i>The Council can only fund grants to groups which directly benefit residents of the Holme Valley</i>	Holme Valley
<b>Describe the people you <u>mainly</u> work with:</b>	<ul style="list-style-type: none"><li>Children under 16</li></ul>
<b>How many people are involved in running your group?</b>	<b>Paid staff: zero</b>
	<b>Volunteers, including Committee members: 40</b>

<b>FINANCES</b>	
<b>Financial year</b>	1 <sup>st</sup> Sept 2020- 31 <sup>st</sup> August 2021
<b>Income</b>	£86281.47 £1281.47 without proceeds of cottage
<b>Expenditure</b>	£711.65
<b>Reserves</b>	£98361.71
<b>Please describe your current financial reserves and account for expected expenditure from these.</b>	Still high amount of uncertainty of continuation of individual units and forthcoming expenditure due to legacy of the impact from covid-19. £524.81 of income was non-recurrent and from reserves of closed units. So predicted income for 2021/22 is approximately £670.00 and expenditure £800 (higher than last year due to the return of expenditure for travel and training ceased during the pandemic and an event to mark the Queen's Jubilee. Please note that the division is currently holding a fenced off amount of capital (£85,000) from the sale of a property in the current account which is not part of their accessible funds but reflected in the bank balance whilst investment proposals are drawn up.
<b>Has the group previously received a grant from the Parish Council?</b>	Yes The council have given grants to us to support young members to help them to take part in international events as representatives of Agbrigg Girlguiding.  I do not have details for <i>If 'Yes' please give the date and brief details of any grants received in the last five years.</i>

<b>YOUR PROJECT</b>			
<b>How much money are you requesting from the Parish Council?</b>		<b>£ 200</b>	
<b>Project start date:</b>	<b>17/07/2022</b>	<b>Project end date:</b>	<b>17/07/2022</b>
<p>Please describe what you want to do with the money. Use no more than 500 words. Please answer the following questions in your answer:</p> <ul style="list-style-type: none"> <li>• Who will benefit from this project?</li> </ul>			

- How do you know there is a need for this project?
- Are you working in partnership with other groups?
- How many people are involved in your activities each year?
- How will you know that the project is a success?

Please see the following link which provides information on this Girlguiding initiative and explains the rationale for our organisations involvement:

<https://www.girlguiding.org.uk/about-us/our-partners-and-supporters/uefa-womens-euro-2022/>

There will be approximately 40 young members of Girlguiding in the Holme Valley who will benefit. There are Guides (aged 10-14) and Brownies (aged 7-10) attending along with adult leaders and some parents

UEFA have provided special discounted tickets to UEFA Women's EURO 2022 competition. Girlguiding have done research and found that girls and young women believe that greater visibility of women's sport will encourage girls to be more active. We are attending the group match between Holland, who are the current champions, and Switzerland.

Here in the Holme Valley we have active Guiding units, but the girls' meetings were severely affected, like most activities for young people, by the Covid pandemic. For over a year we met online only; returning to in person meetings in Autumn 2021. This will be our first major trip away from the meeting places since before the pandemic. Our aim in attending the football match is to inspire the girls to become more active, to try football as a sport and, of course, to have a fun evening together!

We offered the trip to all the girls (though not the youngest Rainbows who are aged 5-7) and we have enough people to fill a coach. Travelling by coach avoids multiple cars going to Sheffield and back so is an environmental choice and nobody is excluded because of lack of transport.

We will pass on the cost of the tickets (£5) to the girls and will probably have to charge something to cover the cost of the coach and the leaders' tickets, but we would like to be able to subsidise the coach.

<b>PROJECT BUDGET</b>		
<b>Item</b>	<b>Total cost</b>	<b>Requested from the Parish Council</b>

Cost of coach	£420	£200
Match tickets	£290	zero
<b>TOTALS</b>	<b>£710</b>	<b>£200</b>

<b>OTHER FUNDING</b>
<p><b>Has the group applied elsewhere for other grants to fund this project?</b></p> <p>No</p>
<p>Other sources of funding for this project, e.g. donations, reserves, fund raising. Please list, with amounts.</p> <p>Unit funds (Brownies and Guides) to cover cost of leaders' tickets £90.00  Parents of young members for tickets £200  Agbrigg District reserves/Parents to cover cost of the bus-amounts depend on whether grant is received. The District can help to subsidise the cost of the bus so parents may not have to pay more than the cost of the tickets</p>

<b>BANK ACCOUNT DETAILS</b>	
<b>Account name</b>	██
<b>Sort code</b>	████████
<b>Account number</b>	████████████████████

<b>Declaration</b>
<p>This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.</p> <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 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</li> </ul>

electronically and to contact us by phone, mail or email regarding this application.

- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

**Name:** [REDACTED]

**Signature:**

**Date:** 01/03/2022

Name of Organisation	
<b>CHECKLIST</b>	
Please enclose the following with your application	
	<b>Please Tick</b>
Signed application form, with every question answered	✓
Have you addressed sustainability issues? See the criteria on the council website ( section 1.8).	✓
Last three years audited annual accounts (if available)	✓
Constitution or set of rules (if not applicable please state so)	✓
Copy of bank statements for past six months	✓
Copies of written estimates/quotations for capital purchases?	n/a
For projects or items over £5000 have you completed a Business Plan or for grants over £2.000 have you provided a forward plan of activities for the next year ?	n/a
If possible, please email a copy of the grant application to the Clerk ( <a href="mailto:clerk@holmevalleyparishcouncil.gov.uk">clerk@holmevalleyparishcouncil.gov.uk</a> ). With the Application in WORD not PDF.	
<b>and send completed application form (with all supporting documentation) to: Holme Valley Parish Council, Holmfirth Civic Hall, Huddersfield Road Holmfirth, HD9 3AS</b>	
If you have any queries, please contact the Clerk - Tel: 01484 687460 Email: <a href="mailto:clerk@holmevalleyparishcouncil.gov.uk">clerk@holmevalleyparishcouncil.gov.uk</a>	
<i>You are advised to keep a copy of this application for your own records.</i>	
<b>For internal admin use only:</b>	



Date application received:	
Application meets criteria:	Yes/No*
Meeting Date/Minute No.	
Grant approved . Yes/No	
Legislation under which grant is made.	
Date applicant notified of outcome:	

# HOLME VALLEY PARISH COUNCIL

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CONTACT DETAILS	
<b>Name of organisation</b>	Heartisan
<b>Contact person for this application:</b>	[REDACTED]
<b>Position e.g. Chair, Secretary, Treasurer:</b>	Chair
<b>Correspondence address:</b>	[REDACTED]
<b>Email address:</b>	[REDACTED]
<b>Telephone numbers:</b>	[REDACTED]

## TYPE OF COMMUNITY GRANT APPLIED FOR

If you are unsure, please tick any that might apply, and our clerk will consider which Committee the application should be considered by.

Community Assets

Community Services

Community Events or Projects **yes**

**What will your grant pay for?**

**We would like to brighten up the Holme valley ready for the Queens jubilee and beyond, by creating screen printed, handmade bunting and T-shirts.**

**Resources – Frames, mesh (to cover screens), U.V Emulsion ( to coat screens) ink ( to print with ) Cotton to sew bunting together, Acetate to print out designs, Printer ink, Paper. Squeegees for clients, spatula’s, Trough’s to be able to coat screen. Fabric to print onto (or could use recycled clothing)**

**ABOUT YOUR GROUP**




<b>What type of group are you?</b>	<ul style="list-style-type: none"> <li>• Unregistered community group</li> <li>• Registered charity</li> <li>• Other (please state): Social enterprise</li> </ul>
<b>Charity registration no. (if applicable)</b>	
<b>When did the group start?</b>	September 2019
<b>Do you have a constitution or a set of governing rules?</b>	Yes
<b>What area does your group cover?</b> <i>The Council can only fund grants to groups which directly benefit residents of the Holme Valley</i>	Holme valley
<b>Describe the people you <u>mainly</u> work with:</b>	<ul style="list-style-type: none"> <li>• Children under 16</li> <li>• Young people under 25</li> <li>• Older people over 60</li> <li>• People with disabilities</li> <li>• People of minority ethnic origin</li> <li>• Other groups (please state):</li> </ul> I have volunteered with all these
<b>How many people are involved in running your group?</b>	<b>Paid staff: 0</b>
	<b>Volunteers, including Committee members: 4</b>

<b>FINANCES</b>	
<b>Financial year</b>	£ 1,000
<b>Income</b>	£ 1,000
<b>Expenditure</b>	£1,000
<b>Reserves</b>	£ 0
<b>Please describe your current financial reserves and account for expected expenditure from these.</b>	As Heartisan is a volunteer group and a social enterprise, we received a grant from The community engagement programme. This all got spent on equipment
<b>Has the group previously received a grant from the Parish Council?</b>	No

<b>YOUR PROJECT</b>			
<b>How much money are you requesting from the Parish Council?</b>		<b>£ 2890.04</b>	
<b>Project start date:</b>	<b>Asap</b>	<b>Project end date:</b>	<b>After 1 year</b>
<p>Please describe what you want to do with the money. Use no more than 500 words. Please answer the following questions in your answer:</p> <ul style="list-style-type: none"> <li>• Who will benefit from this project? The local creative community, people of all ages and disabilities.</li> <li>• How do you know there is a need for this project? I have been looking at whether anyone is doing something for the Queens platinum jubilee. And not found any local projects that are doing so.</li> <li>• Are you working in partnership with other groups? Crafters Cottage</li> <li>• How many people are involved in your activities each year? Over the last year we have had about 100 people participating</li> <li>• How will you know that the project is a success? There will be handmade bunting placed around the Holme Valley area. People will have participated to create they're own designs on a piece of fabric. Plus designed they're own t-shirts.</li> </ul>			

<b>PROJECT BUDGET</b>		
<b>Item</b>	<b>Total cost</b>	<b>Requested from the Parish Council</b>
43t mesh 1x 25 m roll	£345.00	£345.00
Emulsion x 6 1 = £43.07	£258.42	£258.42
Screen print ink - £19.54 x 15	£293.10	£293.10
Spatula's x10	£27.32	£27.32
Wood ( to make frames) £2.50 per 2.5 mtres x 20	£50.00	£50.00
Staples £2.50 per box x 10	£25.00	£25.00
Sewing cotton 0.73p each x 20	£14.60	£14.60
Emulsion troughs 2 sizes x 10 £23.66 each	£236.60	£236.60
Fabric	£300	£300
T-shirts £3.00 x 100	£300	£300
Gas/ electric rent of room £20 per week x 52 weeks.	£1040	£1040
<b>TOTALS</b>	<b>£2890.00</b>	<b>£2890.00</b>

<b>OTHER FUNDING</b>
<p><b>Has the group applied elsewhere for other grants to fund this project?</b></p> <p>No</p>
<p>Other sources of funding for this project, e.g. donations, reserves, fund raising. Please list, with amounts.</p> <p>N/A</p>

<b>BANK ACCOUNT DETAILS</b>	
<b>Account name</b>	
<b>Sort code</b>	
<b>Account number</b>	

### Declaration

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

- I am authorised to make the application on behalf of the above organisation.
- 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.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- 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.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

**Name:** [REDACTED]

**Signature:** [REDACTED]

**Date:** 29/01/2022

<b>Name of Organisation</b>	
<b>CHECKLIST</b>	
Please enclose the following with your application	
	<b>Please Tick</b>
Signed application form, with every question answered	
Have you addressed sustainability issues? See the criteria on the council website ( section 1.8).	
Last three years audited annual accounts (if available)	
Constitution or set of rules (if not applicable please state so)	
Copy of bank statements for past six months	
Copies of written estimates/quotations for capital purchases?	
For projects or items over £5000 have you completed a Business Plan or for grants over £2.000 have you provided a forward plan of activities for the next year ?	
If possible, please email a copy of the grant application to the Clerk ( <a href="mailto:clerk@holmevalleyparishcouncil.gov.uk">clerk@holmevalleyparishcouncil.gov.uk</a> ). With the Application in WORD not PDF.	
<b>and send completed application form (with all supporting documentation) to: Holme Valley Parish Council, Holmfirth Civic Hall, Huddersfield Road Holmfirth, HD9 3AS</b>	
If you have any queries, please contact the Clerk - Tel: 01484 687460 Email: <a href="mailto:clerk@holmevalleyparishcouncil.gov.uk">clerk@holmevalleyparishcouncil.gov.uk</a>	
<i>You are advised to keep a copy of this application for your own records.</i>	
<b>For internal admin use only:</b>	
Date application received:	
Application meets criteria:	Yes/No*
Meeting Date/Minute No.	
Grant approved . Yes/No	
Legislation under which grant is made.	

Date applicant notified of outcome:	
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# HOLME VALLEY PARISH COUNCIL

HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS  
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CONTACT DETAILS
<b>Name of organisation</b> Holmfirth Breastfeeding Support Group
<b>Contact person for this application:</b> [REDACTED]
<b>Position e.g. Chair, Secretary, Treasurer:</b> Chair
<b>Correspondence address:</b> [REDACTED]
<b>Email address:</b> [REDACTED]
<b>Telephone numbers:</b> [REDACTED]

## TYPE OF COMMUNITY GRANT APPLIED FOR

If you are unsure, please tick any that might apply, and our clerk will consider which Committee the application should be considered by.

Community Assets

Community Services  YES

Community Events or Projects

**What will your grant pay for?** Room hire – the room at Holmfirth Methodist Church costs £11.20 per hour. We use the room for 2 hours per meeting.

Therefore a year's funding would be £582.40.

As there are only two of us trained to provide breastfeeding support, we would also like to fund one other person to train with the ABM so that they are also able to provide high-quality, inclusive breastfeeding support. This would also improve the sustainability of the group moving forward (in case of illness, holidays etc). One place on the ABM's 'Peer Supporter' course would be £45.

TOTAL: £627

### ABOUT YOUR GROUP

<b>What type of group are you?</b>	<ul style="list-style-type: none"> <li>Unregistered community group</li> </ul>
<b>Charity registration no. (if applicable)</b>	
<b>When did the group start?</b>	September 2021
<b>Do you have a constitution or a set of governing rules?</b>	Yes
<b>What area does your group cover?</b> <i>The Council can only fund grants to groups which directly benefit residents of the Holme Valley</i>	Primarily Holmfirth and the surrounding villages (the Holme Valley). As there is limited in-person provision in the Huddersfield area, we do sometimes have attendees from the Colne Valley.
<b>Describe the people you <u>mainly</u> work with:</b>	<ul style="list-style-type: none"> <li>New parents</li> <li>Babies</li> </ul>
<b>How many people are involved in running your group?</b>	<b>Paid staff: 0</b>
	<b>Volunteers, including Committee members: 2</b> – [REDACTED], Chair [REDACTED] Volunteer

<b>FINANCES</b>	
<b>Financial year</b>	
<b>Income</b>	£ 100
<b>Expenditure</b>	£ 55
<b>Reserves</b>	£0
<b>Please describe your current financial reserves and account for expected expenditure from these.</b>	
<b>Has the group previously received a grant from the Parish Council?</b>	NO

<b>YOUR PROJECT</b>			
<b>How much money are you requesting from the Parish Council?</b>		<b>£627</b>	
<b>Project start date:</b>	<b>As soon as possible</b>	<b>Project end date:</b>	<b>After 12 months</b>
<p>We are a voluntary group offering fortnightly breastfeeding support meetings to all breastfeeding parents (and expectant parents) in the Holme Valley. Our first meeting was on 5<sup>th</sup> October 2021. We have grown from around 4-5 attendees to frequently having around 8-15 attendees at each fortnightly meeting. Some are regular attendees, but many drop in for one or two sessions for urgent support to help them overcome feeding challenges. I have included some feedback from attendees in this letter.</p> <p>Our group offers:</p> <ul style="list-style-type: none"> <li>• Breastfeeding support by trained volunteers.</li> <li>• A place for parents to come and feel supported by, and learn from, their peers.</li> <li>• A non-judgemental space to discuss feeding challenges and issues.</li> <li>• An inclusive community.</li> </ul> <p>There is no other breastfeeding group in the Holme Valley, and in fact due to Covid the in-person group meetings are extremely limited in the wider Huddersfield area.</p> <p>Breastfeeding is a skill to be learned by parents and babies. It is common to experience challenges, and support is vital to overcome those challenges. We know that breastfeeding has many benefits to the physical and mental health and wellbeing of mother and baby. We do support parents with whatever their feeding goals might be, but our emphasis is on breastfeeding support.</p>			

We are passionate about providing this support free at the point of access. It is important that no parent is prohibited from accessing support due to cost. The Association of Breastfeeding Mothers, whose principles we abide by, stipulates that support should be provided free of charge, and that includes not asking for donations from attendees.

The group is considered a success by:

Attendance – regular attendees and new drop in attendees at each meeting.  
 Feedback from attendees – we ask for feedback (some are attached to this letter).

<b>PROJECT BUDGET</b>		
<b>Item</b>	<b>Total cost</b>	<b>Requested from the Parish Council</b>
	£	£
Room hire	582.40	582.40
Training to help group sustainability	45	45
Refreshments for the year	130	
Printing costs	30	
<b>TOTALS</b>	<b>£787.40</b>	<b>£627.40</b>

<b>OTHER FUNDING</b>
<p><b>Has the group applied elsewhere for other grants to fund this project?</b></p> <p>Not yet, but we plan to apply to the Locala fund when it opens later in the year. In the medium/long-term, we would like the group to meet weekly and improve it's sustainability further. Other grants may be able to help with this.</p> <p>Please note that our bank account was only set up in February 2022.</p>
<p>Other sources of funding for this project, e.g. donations, reserves, fund raising. Please list, with amounts.</p> <p>I have personally donated £100 to the group, and have been paying for refreshments myself but this is not sustainable in the longer term.            The Methodist Church kindly agreed to free hire of the room for an initial period which has now ended.</p>

We have plans to organise a coffee morning which we would hope would raise a small amount of money.

#### BANK ACCOUNT DETAILS

Account name

Sort code

Account number

#### Declaration

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

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- 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.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- 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.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

Name

Signature:

Date: 22 February 2022

<b>Name of Organisation</b>	
<b>CHECKLIST</b>	
Please enclose the following with your application	
	<b>Please Tick</b>
Signed application form, with every question answered	YES
Have you addressed sustainability issues? See the criteria on the council website ( section 1.8).	YES
Last three years audited annual accounts (if available)	N/A
Constitution or set of rules (if not applicable please state so)	YES
Copy of bank statements for past six months	N/A
Copies of written estimates/quotations for capital purchases?	N/A
For projects or items over £5000 have you completed a Business Plan or for grants over £2.000 have you provided a forward plan of activities for the next year ?	N/A
If possible, please email a copy of the grant application to the Clerk ( <a href="mailto:clerk@holmevalleyparishcouncil.gov.uk">clerk@holmevalleyparishcouncil.gov.uk</a> ). With the Application in WORD not PDF.	YES
<b>and send completed application form (with all supporting documentation) to: Holme</b>	

**Valley Parish Council, Holmfirth Civic Hall, Huddersfield Road  
Holmfirth, HD9 3AS**

If you have any queries, please contact the Clerk - Tel: 01484 687460  
Email: [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)

*You are advised to keep a copy of this application for your own records.*

**For internal admin use only:**

Date application received:	
Application meets criteria:	Yes/No*
Meeting Date/Minute No.	
Grant approved . Yes/No	
Legislation under which grant is made.	
Date applicant notified of outcome:	

# HOLME VALLEY PARISH COUNCIL



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CONTACT DETAILS	
<b>Name of organisation</b>	Holmfirth Forward
<b>Contact person for this application:</b>	[REDACTED]
<b>Position e.g. Chair, Secretary, Treasurer:</b>	Director of Holmfirth Forward
<b>Correspondence address:</b>	[REDACTED]
<b>Email address:</b>	[REDACTED]
<b>Telephone numbers:</b>	[REDACTED]



## TYPE OF COMMUNITY GRANT APPLIED FOR

If you are unsure, please tick any that might apply, and our clerk will consider which Committee the application should be considered by.

**Community Assets**

**Community Services**

**Community Events or Projects**

## What will your grant pay for?

The grant will fund the production of a map of Holmfirth Town Centre which will show all its retail and business outlets. A quote has been obtained from a graphic designer who has done similar work for other towns.

The end product will be:

- A fixed map which could be displayed on notice boards around the town
- A printed map in leaflet form that could be distributed from the Tourist Information Centre and other locations in and around the town
- A digital map which could be posted on web sites

The design cost and cost of producing maps for distribution is estimated at £1,000. This will cover:

- **Professional design of a Holmfirth town centre map** to be used by tourists and locals. Designed so that it identifies eateries, shops, community/culture landmarks on a clear and attractive map. This can be updated and changed digitally as changes occur.
- **Printing costs** – To cover the cost of producing posters which can be displayed in public notice board and leaflets that can be handed out.

There will be future costs to amend the map to take account of changes to businesses. An annual update is highly recommended. Costings for this have not been included in this application as we want to see whether the map has any demonstrable effect on footfall and trade.

If the map helps to increase footfall, the idea may be applied for Honley.

<b>ABOUT YOUR GROUP</b>	
<b>What type of group are you?</b>	<ul style="list-style-type: none"> <li>• Unregistered community group</li> <li>• Registered charity</li> <li>• Other (please state):</li> <li>•</li> </ul> Company Limited by Guarantee (i.e. not for profit company with limited liability)
<b>Charity registration no. (if applicable)</b>	N/A
<b>When did the group start?</b>	April 2019
<b>Do you have a constitution or a set of governing rules?</b>	<b>Yes / No</b> <i>If yes, please provide copy with this application</i> <i>If no, please explain your management structure on a separate sheet.</i>  Memorandum and Articles of Association attached
<b>What area does your group cover?</b> <i>The Council can only fund grants to groups which directly benefit residents of the Holme Valley</i>	Holmfirth and HD9
<b>Describe the people you <u>mainly</u> work with:</b>	<ul style="list-style-type: none"> <li>• Children under 16</li> <li>• Young people under 25</li> <li>• Older people over 60</li> <li>• People with disabilities</li> <li>• People of minority ethnic origin</li> <li>• Other groups (please state):</li> </ul> Holmfirth Forward was set up to promote the town centre through collaboration with other parties interested in its success.
<b>How many people are involved in running your group?</b>	<b>Paid staff: 0</b>
	<b>Volunteers, including Committee members: 8</b>

<b>FINANCES</b>	
<b>Financial year</b>	2021-22
<b>Income</b>	£0
<b>Expenditure</b>	£0
<b>Reserves</b>	£0
<b>Please describe your current financial reserves and account for expected expenditure from these.</b>	<p>Not yet financially active but accounts filed.</p> <p>The Grant, if awarded, will be administered by Holmfirth Tech</p>
<b>Has the group previously received a grant from the Parish Council?</b>	<p>No</p> <p>This is the first project which requires financial support.</p> <p>(Holmfirth Tech has received grants from the Parish Council on its own behalf and administers grants for other organisations such as Good Footing, Random Acts of Kindness, It's Blooming Marvellous and the Cinderhills Community Project. Its annual accounts are attached)</p> <p><i>If 'Yes' please give the date and brief details of any grants received in the last five years.</i></p>

## YOUR PROJECT

<b>How much money are you requesting from the Parish Council?</b>		<b>£1,000</b>	
<b>Project start date:</b>	<b>ASAP</b>	<b>Project end date:</b>	<b>April 2022</b>

Please describe what you want to do with the money. Use no more than 500 words. Please answer the following questions in your answer:

### **Who will benefit from this project?**

- Holmfirth attracts visitors from all over Yorkshire/Greater Manchester and the layout of the town can be difficult to navigate. Tourists often go into shops and the Tourist Information Centre for directions and recommendations and struggle with the very poor paper maps currently available.
- Many businesses are in hard to find locations and creating a map classified into retail, hospitality, services etc will help both locals and tourists to access what we have.
- Even local people appear to be unaware of some of the hidden gems we have in the town and we should do all we can to support those local businesses to promote their existence.
- It will help to create a more professional and branded approach to tourism in Holmfirth.
- Given the forthcoming investment to the town centre is it important to send out a clear message saying the town is open for business

### **How do you know there is a need for this project?**

- By comparison to other similar towns such as Uppermill, Ilkley, Chester who all have similar maps provided by local councils. Holmfirth is an anomaly and in supporting this project, the Parish Council is able to demonstrate its backing for local businesses.
- The pandemic has certainly encouraged more people to shop locally. Now we need to make the most of this to discourage people from going back to larger shopping centres/online for their purchases.
- Some people denigrate the town and create a negative impression which is easily believed and promulgated. The map will demonstrate clearly the size of the town centre offer and confirm how well it is doing.

### **Are you working in partnership with other groups?**

Yes – Holmfirth Forward has close links with the Conservation Group, the various festivals, town centre businesses, Holmfirth Tech and the Civic, HVCAP and the Parish Council.

### **How many people are involved in your activities each year?**

The latest footfall report counted 562,578 people crossing the bottom of Victoria Street in the last year. As this does not record people walking across the top of the street or visiting other parts of the town, it is not unreasonable to estimate that around 1 million people visit the town centre each year.

### **How will you know that the project is a success?**

- Increased footfall
- Survey of business owners/anecdotal tourist feedback

<b>PROJECT BUDGET</b>		
<b>Item</b>	<b>Total cost</b>	<b>Requested from the Parish Council</b>
Map design	£750	£1,000
Printing	£250	£250
<b>TOTALS</b>	<b>£1,000</b>	<b>£1,000</b>

<b>OTHER FUNDING</b>
<p><b>Has the group applied elsewhere for other grants to fund this project?</b></p> <p>No</p> <p><i>If yes, please give details below. Include date of application, amount requested and the outcome (if known).</i></p>
<p>Other sources of funding for this project, e.g. donations, reserves, fund raising. Please list, with amounts.</p> <p>None</p>

<b>BANK ACCOUNT DETAILS</b>	
<b>Account name</b>	[REDACTED]
<b>Sort code</b>	[REDACTED]
<b>Account number</b>	[REDACTED]

### Declaration

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

- I am authorised to make the application on behalf of the above organisation.
- 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.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- 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.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

**Name:** [REDACTED]

**Signature:**

**Date:** 22 February 2022

Name of Organisation	
<b>CHECKLIST</b>	
Please enclose the following with your application	
	<b>Please Tick</b>
Signed application form, with every question answered	/
Have you addressed sustainability issues? See the criteria on the council website ( section 1.8).	/
Last three years audited annual accounts (if available)	/
Constitution or set of rules (if not applicable please state so)	/
Copy of bank statements for past six months	/
Copies of written estimates/quotations for capital purchases?	
For projects or items over £5000 have you completed a Business Plan or for grants over £2.000 have you provided a forward plan of activities for the next year ?	N/A as this is a discrete, time limited

	project
If possible, please email a copy of the grant application to the Clerk ( <a href="mailto:clerk@holmevalleyparishcouncil.gov.uk">clerk@holmevalleyparishcouncil.gov.uk</a> ). With the Application in WORD not PDF.	
<b>and send completed application form (with all supporting documentation) to: Holme Valley Parish Council, Holmfirth Civic Hall, Huddersfield Road Holmfirth, HD9 3AS</b>	
If you have any queries, please contact the Clerk - Tel: 01484 687460 Email: <a href="mailto:clerk@holmevalleyparishcouncil.gov.uk">clerk@holmevalleyparishcouncil.gov.uk</a>	
<i>You are advised to keep a copy of this application for your own records.</i>	
<b>For internal admin use only:</b>	
Date application received:	
Application meets criteria:	Yes/No*
Meeting Date/Minute No.	
Grant approved . Yes/No	
Legislation under which grant is made.	
Date applicant notified of outcome:	



# HOLME VALLEY PARISH COUNCIL

HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS  
Tel: 01484 687460 Email: [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)

Please complete this form as clearly as possible and return it to the clerk by email or by post to the above address.

From April 2021 there will be two dates in the Council Year on which grants are considered. Your application needs to be submitted by the last day of August to be considered in September or by the last day of January to be considered in February.

CONTACT DETAILS	
<b>Name of organisation</b>	Honley Silver Band
<b>Contact person for this application:</b>	[REDACTED]
<b>Position e.g. Chair, Secretary, Treasurer:</b>	Fundraiser, Committee Member, Playing Band Member
<b>Correspondence address:</b>	[REDACTED]
<b>Email address:</b>	[REDACTED]
<b>Telephone numbers</b>	[REDACTED] and [REDACTED]

## TYPE OF COMMUNITY GRANT APPLIED FOR

If you are unsure, please tick any that might apply, and our clerk will consider which Committee the application should be considered by.

Community Assets

Yes

Community Services

Yes



## What will your grant pay for? Servicing and repair of our instruments

ABOUT YOUR GROUP	
What type of group are you?	<ul style="list-style-type: none"> <li>• Unregistered community group <b>YES</b></li> <li>• Registered charity</li> <li>• Other (please state):</li> </ul>
Charity registration no. (if applicable)	N/A
When did the group start?	1865
Do you have a constitution or a set of governing rules?	<p><b>Yes - included/ No</b>  <i>If yes, please provide copy with this application</i>  <i>If no, please explain your management structure on a separate sheet.</i></p>
<p><b>What area does your group cover?</b>  <i>The Council can only fund grants to groups which directly benefit residents of the Holme Valley</i></p>	<b>Holme Valley</b>

<p><b>Describe the people you <u>mainly</u> work with:</b></p>	<ul style="list-style-type: none"> <li>• Children under 16</li> <li>• Young people under 25</li> <li>• Older people over 60</li> <li>• People with disabilities</li> <li>• People of minority ethnic origin</li> <li>• Other groups (please state):</li> </ul> <p>All these groups - ages range from five to eighty years old of both genders. Brass Banding is a Community-based tradition helping to bring communities together to learn new skills and to make new friends, and providing quality entertainment within the local community of Kirklees. The Band has members with ages ranging from five to eighty years old, with no discrimination against players with minimal ability, because within the structure there is room for top, mediocre and novice players. We also have a Training Band which is open to all ages, nationalities and gender, helping people to learn a new skill and develop socially.</p>
<p><b>How many people are involved in running your group?</b></p>	<p><b>Paid staff: One - our Conductor</b></p> <p><b>Volunteers, including Committee members: Currently our Committee has 9 members, and we have 4 Trustees.</b></p>

**FINANCES**

<b>Financial year</b>	
<b>Income</b>	£
<b>Expenditure</b>	£
<b>Reserves</b>	£
<b>Please describe your current financial reserves and account for expected expenditure from these.</b>	
<b>Has the group previously received a grant from the Parish Council?</b>	<p>Yes / <b>No</b></p> <p><i>If 'Yes' please give the date and brief details of any grants received in the last five years.</i></p>

<b>YOUR PROJECT</b>			
<b>How much money are you requesting from the Parish Council?</b>		<b>£4230</b>	
<b>Project start date:</b>	<b>June 2022</b> All our instruments are in need of servicing but these dates are approximate and based entirely upon whether we are able to secure funding.	<b>Project end date:</b>	<b>September 2022</b>

Please describe what you want to do with the money. Use no more than 500 words. Please answer the following questions in your answer:

- Who will benefit from this project?
- How do you know there is a need for this project?
- Are you working in partnership with other groups?
- How many people are involved in your activities each year?
- How will you know that the project is a success?

Honley Silver Band consists of at least 25 members that play an instrument, plus several family members and friends that assist with other duties such as serving on the Committee, helping with arranging functions, cleaning and maintaining the Band Room, helping with transport to and from venues, etc.

The Band has 25 regular players all of whom play a brass instrument, plus our percussion section. Some of the instruments are at least 50 years old and are beautiful quality instruments, and others are newer, but of equal quality. Because of regular use all of them are in need of a complete service, which involves deep cleaning, descaling, rebuilding and lubricating professionally. Some of the instruments need broken joints and stuck slides repairing and dent removal and rectification of intermittent sticky valves. When an instrument becomes completely unusable we have it repaired professionally, but with extremely limited funds this is a rare occurrence and mostly we 'make do', often to the detriment of the overall sound of the Band. The larger instruments are very costly to repair and several are on a 'waiting list' at the moment.

If we have the instruments serviced the morale of each member of the Band would be raised tremendously as our instruments will look and feel and function much more efficiently. This will be a huge benefit for the whole Band. Our wider audiences of many hundreds of people will all appreciate the much sweeter sound produced, if we are able to obtain funding for this project.

We have applied for and received two quotations for work on the instruments, and the request for £4500 comes between the two quotations. To repeat a phrase from one quotation received from Hanson Music in Marsden: *Your instrument will play as good or better than new after it is restored by us.* The Band is committed to creating a pleasing sound for our many audiences, with hard work and regular practices, and this promise from Hanson Music is by far the most important result of knowing that the project has been a success.

We do not normally work in partnership with other groups, although we do occasionally join with other groups including the children's choirs in Newsome High School, Honley Male Voice Choir and the Holme Valley Singers for some joint-run Community Concerts.

<b>PROJECT BUDGET</b>		
<b>Item</b>	<b>Total cost</b>	<b>Requested from the Parish Council</b>
Cornet / Flugel horn x 10	£140 each	£1400
Tenor Horn x 3	£140 each	£420
Euphonium x 2	£150	£300
Baritone x 3	£180	£540
Eb Bass x 2	£260	£520
Bb Bass x 2	£300	£600
Trombone x 3	£150	£450
<b>TOTALS</b>	<b>£</b>	<b>£4230</b>

<b>OTHER FUNDING</b>
<p><b>Has the group applied elsewhere for other grants to fund this project?</b></p> <p>Yes / <b>No</b></p> <p><i>If yes, please give details below. Include date of application, amount requested and the outcome (if known).</i></p>

Other sources of funding for this project, e.g. donations, reserves, fund raising. Please list, with amounts.

Because of the Band's inactivity last year due to covid, we were unable to perform and the Band has survived by means of our weekly subs of £2 contributed by each member, for well over twelve months. We have our own Band Room which has needed payment for overheads such as ongoing insurance, and heating throughout the colder months of the pandemic in order to protect the uniforms and thousands of music scores held in the building. This has depleted our funds. Thankfully because the Band was able to play at venues again over the 2021 Christmas period this helped to build up some funds again to help towards normal running costs throughout the coming 2022 year.

When the Band is invited to play at local galas and park events, whenever possible we have a stall run by volunteers and family members of the Band, at which we sell bric-a-brac contributed by Band Members and our friends, plus cakes baked by Band members. The income received from these fundraising projects helps the Band to stay afloat and we normally break even by the end of each financial year, but we have no reserves to go towards instrument servicing and repair and other Band needs.

#### BANK ACCOUNT DETAILS

Account name

[REDACTED]

Sort code

[REDACTED]

Account number

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

#### Declaration

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

- I am authorised to make the application on behalf of the above organisation.
- 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.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- 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.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

**Name:**

**Signature:**

**Date:**

**Name of Organisation**

**CHECKLIST**

Please enclose the following with your application	
	<b>Please Tick</b>
Signed application form, with every question answered	
Have you addressed sustainability issues? See the criteria on the council website ( section 1.8).	
Last three years audited annual accounts (if available)	
Constitution or set of rules (if not applicable please state so)	
Copy of bank statements for past six months	
Copies of written estimates/quotations for capital purchases?	
For projects or items over £5000 have you completed a Business Plan or for grants over £2.000 have you provided a forward plan of activities for the next year ?	
If possible, please email a copy of the grant application to the Clerk ( <a href="mailto:clerk@holmevalleyparishcouncil.gov.uk">clerk@holmevalleyparishcouncil.gov.uk</a> ). With the Application in WORD not PDF.	
<b>and send completed application form (with all supporting documentation) to: Holme Valley Parish Council, Holmfirth Civic Hall, Huddersfield Road Holmfirth, HD9 3AS</b>	
If you have any queries, please contact the Clerk - Tel: 01484 687460 Email: <a href="mailto:clerk@holmevalleyparishcouncil.gov.uk">clerk@holmevalleyparishcouncil.gov.uk</a>	
<i>You are advised to keep a copy of this application for your own records.</i>	
<b>For internal admin use only:</b>	
Date application received:	
Application meets criteria:	Yes/No*
Meeting Date/Minute No.	
Grant approved . Yes/No	



Legislation under which grant is made.	
Date applicant notified of outcome:	

# HOLME VALLEY PARISH COUNCIL

HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS  
Tel: 01484 687460 Email: [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)



Please complete this form as clearly as possible and return it to the clerk by email or by post to the above address.

**From April 2021 there will be two dates in the Council Year on which grants are considered. Your application needs to be submitted by the last day of August to be considered in September or by the last day of January to be considered in February.**

CONTACT DETAILS
<b>Name of organisation</b>
Honley Village Community Trust CIO
<b>Contact person for this application:</b>
[REDACTED]
<b>Position e.g. Chair, Secretary, Treasurer:</b>
Deputy Secretary, Trustee
<b>Correspondence address:</b>
[REDACTED]
<b>Email address:</b>
[REDACTED]
<b>Telephone numbers</b> [REDACTED]

TYPE OF COMMUNITY GRANT APPLIED FOR
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If you are unsure, please tick any that might apply, and our clerk will consider which Committee the application should be considered by.

Community Assets

Community Services

Community Events or Projects

What will your grant pay for?

ABOUT YOUR GROUP	
<b>What type of group are you?</b>	<ul style="list-style-type: none"><li>Registered charity</li></ul>
<b>Charity registration no. (if applicable)</b>	1195759
<b>When did the group start?</b>	HVCT started in 1994 as an unincorporated charitable organisation (UCO) in September 2020 we registered as a CIO. At our AGM on 14 December members agreed to dissolve the UCO and transfer all property to the CIO.with effect from 31 December 2021
<b>Do you have a constitution or a set of governing rules?</b>	Yes <i>If yes, please provide copy with this application</i> <i>If no, please explain your management structure on a separate sheet.</i>
<b>What area does your group cover?</b> <i>The Council can only fund grants to groups which directly benefit residents of the Holme Valley</i>	The village of Honley

<p><b>Describe the people you <u>mainly</u> work with:</b></p>	<p>HVCT CIO exists to benefit all residents of Honley. Magdale Fields and Dam is green space adjacent to the village centre and is used as a recreation area by a range of age groups.</p> <p>The Village Hall (currently used as a Vaccination Centre) is under normal circumstance used by a range of community groups (e.g. Rainbows, weight watchers, pilates, church group etc. )</p> <p>Friends of Honley undertake litter picking and arrange for hanging baskets/troughs etc. to improve the appearance of the village all year round.</p>
<p><b>How many people are involved in running your group?</b></p>	<p><b>Paid staff:</b> None</p> <p><b>Volunteers, including Committee members:</b> 70+</p>

<b>FINANCES</b>	
<b>Financial year</b>	<b>2020</b>
<b>Income</b>	£12,715.00
<b>Expenditure</b>	£25,464
<b>Reserves</b>	£30,526.00
<p><b>Please describe your current financial reserves and account for expected expenditure from these.</b></p>	<p>This Contingency Fund is held in reserve for major unforeseen emergencies e.g. essential land, dam or property repairs. Its value is based on average 12 month operating costs</p>

<p><b>Has the group previously received a grant from the Parish Council?</b></p>	<p>Yes</p> <p>2020: £200 towards VE Day events</p> <p>2019: £1714.50 (Memorial Bench Seat for Honley Remembers (WW1 Centenary Event)</p> <p>.</p> <p>2017: £1000 towards Village Hall refurb.</p> <p>June 2021: £4570 from towards Village Hall roof repairs</p> <p>June 2021: £500 towards Friends of Honley Open Gardens event</p>
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YOUR PROJECT			
<p><b>How much money are you requesting from the Parish Council?</b></p>	<p><b>£1000</b></p>		
<p><b>Project start date:</b></p>	<p><b>March 2022</b></p>	<p><b>Project end date:</b></p>	<p><b>March 2025</b></p>

Please describe what you want to do with the money. Use no more than 500 words. Please answer the following questions in your answer:

- Who will benefit from this project?
- How do you know there is a need for this project?
- Are you working in partnership with other groups?
- How many people are involved in your activities each year?
- How will you know that the project is a success?

Honley Village Community Trust CIO are planting a community orchard on some of the land at Magdale Fields. We have involved Honley JIN School in this process and are taking advice from the Chair of the Northern Fruit Group (Hilary Dodson). In November approximately 60 Year 4 pupils took part in an apple tasting event at the school to identify the apples they liked from a range of varieties. This was the start of the project and informed the choice of apple varieties to select for the orchard. Young apple trees are now being sourced to plant in March 2022. It is also hoped to hold a lesson with the same pupils to graft some apple trees on to root stock in March and these will contribute to additional trees to plant in 2023. There are a number of sources of educational material on community orchards which can be used by schools which fit in with the curriculum.

Magdale Land Volunteers (15 -20 people) manage the land at Magdale Fields and will be involved in preparing the land and helping with the planting. Our plan is for this joint enterprise to involve the volunteers and the pupils, teachers and parents in maintaining the orchard. We also hope that in later years we can organise traditional celebrations associated with orchards - for example wassailing, the celebration of the blossom and Apple Day in October. One of our volunteers is a musician and has already composed a song about the value of apples.

Recently we have felled some diseased trees on the land and some of these trunks have been used to create rustic benches that will be used in the orchard once it has been planted. Further possibilities to enhance the area include the creation of a bee bank for solitary bees, and the introduction of more wildflower species, including as a covering for the bee bank structure. We may also create structures such as archways as entrances into the orchard. In future years, once the orchard is established, there is the possibility of generating income from pressing apples for apple juice that can be sold at local events, for example the Christmas Fair in Honley.

Some funding was raised during 2021 through The Big Give Green Match Fund (£2000 allocated for the orchard) and from the Hirst Brierley Fund (£1000 towards a scythe cutter). We have made a significant purchase of a commercial scythe cutter (at a cost of £3600) to help prepare the area and ensure the grass is cut on a regular basis as appropriate for the encouragement of wildflowers. This machine will also be used in other parts of Magdale Fields.

We are at the very beginning of an ongoing project in which we are involving children and volunteers with a view to creating a valued and sustainable community venture. There is great potential for the community orchard to be beneficial for many people in the village of Honley in years to come. It is a project that will make a contribution to local actions in relation to climate change. The success of the project will be judged by the community orchard being planted and maintained by the community, the continued involvement of children and it becoming a centre for celebratory activity and a place to relax.







<b>PROJECT BUDGET</b>		
<b>Item</b>	<b>Total cost</b>	<b>Requested from the Parish Council</b>
	£	£
Creation of a Bee Bank - including railway sleepers, bulk bags of sand, cement and hire of digger if required.	740	
3kg Bees and Butterfly wildflower seed mix	495	400
Purchase of apple trees - Over 3 years allowing for some to fail	1125	600
Stakes, tree protection cylinders etc.	100	
Commercial scythe cutter - also to be used on other parts of Magdale Fields	3600	
<b>TOTALS</b>	<b>£6060</b>	<b>£1000</b>

<b>OTHER FUNDING</b>
<p><b>Has the group applied elsewhere for other grants to fund this project?</b></p> <p>Yes - as detailed below.</p>
<p>Other sources of funding for this project, e.g. donations, reserves, fund raising. Please list, with amounts.</p> <p>Big Green Match Fund - £2000  Hirst Brierley Fund - £1000  HVCT CIO contribution - £2000</p>

<b>BANK ACCOUNT DETAILS</b>	
<b>Account name</b>	[REDACTED]
<b>Sort code</b>	[REDACTED]
<b>Account number</b>	[REDACTED]

### Declaration

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

- I am authorised to make the application on behalf of the above organisation.
- 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.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- 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.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

Name

Signature

Date: 15 January 2022

<b>Name of Organisation</b>	
<b>CHECKLIST</b>	
Please enclose the following with your application	
	<b>Please Tick</b>
Signed application form, with every question answered	X
Have you addressed sustainability issues? See the criteria on the council website ( section 1.8).	X
Last three years audited annual accounts (if available)	X
Constitution or set of rules (if not applicable please state so)	X
Copy of bank statements for past six months	To Follow
Copies of written estimates/quotations for capital purchases?	N/A
For projects or items over £5000 have you completed a Business Plan or for grants over £2.000 have you provided a forward plan of activities for the next year ?	N/A
If possible, please email a copy of the grant application to the Clerk ( <a href="mailto:clerk@holmevalleyparishcouncil.gov.uk">clerk@holmevalleyparishcouncil.gov.uk</a> ). With the Application in WORD not PDF.	
<b>and send completed application form (with all supporting documentation) to: Holme Valley Parish Council, Holmfirth Civic Hall, Huddersfield Road Holmfirth, HD9 3AS</b>	
If you have any queries, please contact the Clerk - Tel: 01484 687460 Email: <a href="mailto:clerk@holmevalleyparishcouncil.gov.uk">clerk@holmevalleyparishcouncil.gov.uk</a>	
<i>You are advised to keep a copy of this application for your own records.</i>	
<b>For internal admin use only:</b>	
Date application received:	

Application meets criteria:	Yes/No*
Meeting Date/Minute No.	
Grant approved . Yes/No	
Legislation under which grant is made.	
Date applicant notified of outcome:	

# HOLME VALLEY PARISH COUNCIL

HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS  
Tel: 01484 687460 Email: [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)



Please complete this form as clearly as possible and return it to the clerk by email or by post to the above address.

From April 2021 there will be two dates in the Council Year on which grants are considered. Your application needs to be submitted by the last day of August to be considered in September or by the last day of January to be considered in February.

CONTACT DETAILS	
<b>Name of organisation</b>	Honley Village Community Trust CIO Charity Number 1195759
<b>Contact person for this application:</b>	[REDACTED]
<b>Position e.g. Chair, Secretary, Treasurer:</b>	Events Co-ordinator
<b>Correspondence address:</b>	[REDACTED]
<b>Email address:</b>	[REDACTED]
<b>Telephone numbers:</b>	[REDACTED]
TYPE OF COMMUNITY GRANT APPLIED FOR	

If you are unsure, please tick any that might apply, and our clerk will consider which Committee the application should be considered by.

- Community Assets
- Community Services
- Community Events or Projects

What will your grant pay for? Food for the Afternoon Teas, Keepsake Badges for all children and elderly residents. Hand held Union Jack flags for children. + 3 Benches

<b>ABOUT YOUR GROUP</b>	
<b>What type of group are you?</b>	<ul style="list-style-type: none"> <li>• Unregistered community group</li> <li>• Registered charity</li> <li>• Other (please state):</li> <li>• <b>REGISTERED CHARITY CIO</b></li> </ul>
<b>Charity registration no. (if applicable)</b>	1195759
<b>When did the group start?</b>	1993
<b>Do you have a constitution or a set of governing rules?</b>	<p>Yes / No</p> <p><i>If yes, please provide copy with this application</i></p> <p><i>If no, please explain your management structure on a separate sheet.</i></p>
<b>What area does your group cover?</b> <i>The Council can only fund grants to groups which directly benefit residents of the Holme Valley</i>	Honley and its surrounding areas
<b>Describe the people you <u>mainly</u> work with:</b>	<ul style="list-style-type: none"> <li>• Children under 16</li> <li>• Young people under 25</li> <li>• Older people over 60</li> <li>• People with disabilities</li> <li>• People of minority ethnic origin</li> <li>• Other groups (please state):</li> </ul> <p>All of the above</p>
<b>How many people are involved in running your group?</b>	<b>Paid staff:</b> None
	<b>Volunteers, including Committee members:</b> 100's

<b>FINANCES</b>	
<b>Financial year</b>	Y/E 31 Dec 2020
<b>Income (excluding Grants)</b>	£ 12,715
<b>Expenditure (excluding Depreciation)</b>	£ 25,264
<b>Reserves</b>	£ 30,526
<b>Please describe your current financial reserves and account for expected expenditure from these.</b>	Emergency repairs for land and property assets. Nothing foreseen in immediate future
<b>Has the group previously received a grant from the Parish Council?</b>	<p>Yes / No</p> <p><i>If 'Yes' please give the date and brief details of any grants received in the last five years.</i></p> <p>2021: £5k for Village Hall roof repairs</p> <p>2019: £1k + Memorial Bench for WW1 Peace Day Project</p> <p>2017: £1k for Village Hall refurbishments</p>

<b>YOUR PROJECT</b>			
<b>How much money are you requesting from the Parish Council?</b>		<b>£1,000.00</b>	
<b>Project start date:</b>	<b>26/05/22</b>	<b>Project end date:</b>	<b>4 June 2022</b>
<p>Please describe what you want to do with the money. Use no more than 500 words. Please answer the following questions in your answer:</p> <ul style="list-style-type: none"> <li>• Who will benefit from this project?</li> <li>• How do you know there is a need for this project?</li> <li>• Are you working in partnership with other groups?</li> <li>• How many people are involved in your activities each year?</li> <li>• How will you know that the project is a success?</li> </ul>			



HVCT are planning a celebration of the Queen's Platinum Jubilee this May/June but involving many members of our community and a lasting legacy with the pupils of Honley Junior and Infant School visiting our elderly people's sheltered housing with flags and a sweet treat for the residents while singing songs for their entertainment, alongside organising Union Jack flags throughout the main village and holding two separate afternoon teas for our elderly residents and families to be held in the village hall. We would also like to hand out a pin badge keepsake to each person taking part over the celebrations. (The pin badges alone comes to £516.20).

We would also like to have a lasting legacy of 3 picnic benches located in Honley Park with plaques to show they were installed for the celebration of the Queen's Platinum Jubilee. These will be there for all our community to use throughout the coming years that will also fulfil a request from our community on "Ask Honley" for picnic benches to be available for families and the elderly to use within the village.



PROJECT BUDGET		
Item	Total cost	Requested from the Parish Council
	£2,170.00	£1,000.00
Food for 120 people	£400.00	
500 keepsake badges	<del>£445.00</del> 516.20	
Hand held Union Jack flags	£233.00	
3 Benches	£600.00	
Plaques for Benches	?	
Installation of Benches	?	
<b>TOTALS</b>	<b>£2,170.00</b>	<b>£1,000.00</b>

OTHER FUNDING
<p><b>Has the group applied elsewhere for other grants to fund this project?</b></p> <p>Yes / No</p> <p><i>If yes, please give details below. Include date of application, amount requested and the outcome (if known).</i></p>
<p>Other sources of funding for this project, e.g. donations, reserves, fund raising. Please list, with amounts.</p> <p>We will charge a small amount of £5 pp towards the Afternoon Teas, however we will not exclude anyone due to their inability to pay. Benches have been ordered at a cost of £600 with plaques and installation still to be paid for.</p>

BANK ACCOUNT DETAILS	
Account name	[REDACTED]
Sort code	[REDACTED]
Account number	[REDACTED]

### Declaration

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

- I am authorised to make the application on behalf of the above organisation.
- 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.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- 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.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

Name: [REDACTED]

Signature: [REDACTED]

Date: 3 March 2022

<b>Name of Organisation</b>	
<b>CHECKLIST</b>	
Please enclose the following with your application	
	<b>Please Tick</b>
Signed application form, with every question answered	X
Have you addressed sustainability issues? See the criteria on the council website ( section 1.8).	NA
Last three years audited annual accounts (if available)	X
Constitution or set of rules (if not applicable please state so)	X
Copy of bank statements for past six months	X
Copies of written estimates/quotations for capital purchases?	NA
For projects or items over £5000 have you completed a Business Plan or for grants over £2.000 have you provided a forward plan of activities for the next year ?	NA
If possible, please email a copy of the grant application to the Clerk ( <a href="mailto:clerk@holmevalleyparishcouncil.gov.uk">clerk@holmevalleyparishcouncil.gov.uk</a> ). With the Application in WORD not PDF.	X
<b>and send completed application form (with all supporting documentation) to: Holme Valley Parish Council, Holmfirth Civic Hall, Huddersfield Road Holmfirth, HD9 3AS</b>	
If you have any queries, please contact the Clerk - Tel: 01484 687460 Email: <a href="mailto:clerk@holmevalleyparishcouncil.gov.uk">clerk@holmevalleyparishcouncil.gov.uk</a>	
<i>You are advised to keep a copy of this application for your own records.</i>	
<b>For internal admin use only:</b>	
Date application received:	
Application meets criteria:	Yes/No*
Meeting Date/Minute No.	
Grant approved . Yes/No	
Legislation under which grant is made.	
Date applicant notified of outcome:	



# HOLME VALLEY PARISH COUNCIL

HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS  
 Tel: 01484 687460 Email: [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)

Please complete this form as clearly as possible and return it to the clerk by email or by post to the above address.

**From April 2021 there will be two dates in the Council Year on which grants are considered. Your application needs to be submitted by the last day of August to be considered in September or by the last day of January to be considered in February.**

CONTACT DETAILS
<b>Name of organisation</b>
From Tiny Seeds Community Interest Company
<b>Contact person for this application:</b>
<div style="background-color: black; width: 100px; height: 15px;"></div>
<b>Position e.g. Chair, Secretary, Treasurer:</b>
Director
<b>Correspondence address:</b>
<div style="background-color: black; width: 550px; height: 15px;"></div>

**Email address:**

**Telephone numbers:**

TYPE OF COMMUNITY GRANT APPLIED FOR

If you are unsure, please tick any that might apply, and our clerk will consider which Committee the application should be considered by.

**Community Assets**

**Community Services**

**Community Events or Projects X**

<b>What will your grant pay for?</b> Stay & Play, Toddlers Love To Cook, Cooking On A Budget, Messy Sensory Play and Baby Massage
<b>ABOUT YOUR GROUP</b>
<b>What type of group are you? Community Interest Company</b>  <b>Charity registration no. (if applicable) N/A</b>  <b>When did the group start?</b> The company started in June 2021
<b>Do you have a constitution or a set of governing rules?</b> We have memorandum and articles of association
<b>What area does your group cover?</b> New Mill, Wooldale, Thongsbridge, Scholes

2

<b>Describe the people you <u>mainly</u> work with:</b> We work with families who are living below the breadline, have suffered Domestic Violence, looking for employment and pre/postnatal support.
<b>How many people are involved in running your group?</b> <b>Paid staff:</b> Two <b>Volunteers, including Committee members:</b> Ten

<b>FINANCES</b>
<b>Financial year</b> No accounts
<b>Income</b> Still in year one <b>Expenditure</b> N/A

**Reserves** £4,000

**Please describe your current financial reserves and account for expected expenditure from these.**

We currently have the remaining £4,00 from the Awards For All and this will be put towards Cooking On A Budget

**Has the group previously received a grant from the Parish Council?**

No

3

**YOUR PROJECT**

**How much money are you requesting from the Parish Council?**

£ 3,000

**Project start date:** April 2022

**Project end date:** April 2023

Please describe what you want to do with the money. Use no more than 500 words. Please answer the following questions in your answer:

Who will benefit from this project?

- We would like to run a range of provisions that have been identified and are currently inaccessible to families non low income in the area.

How do you know there is a need for this project?

- We have consulted with local community groups including parents of toddlers, domestic support groups and families on a low income, to help gain awareness of what they would like. We have consulted and appointed officers from local education, council, health and local residents to join our planning and development meetings. We have conducted questionnaires, consultation forms, looked at local and national statistics and listened to local businesses and listened to local businesses and health care providers who have shared research compliment with GDPR

Are you working in partnership with other groups?

- Discussions with local schools (teachers and parents) churches, community centres and community hub officers.

How many people are involved in your activities each year?

- 40+ x weekly in term time.
- This is due to the different activities we provide. Some are drop-in sessions that around 23 per week attend and 3 book on courses that around 8 attend

How will you know that the project is a success?

- We will complete evaluations, feedback forms, case studies and follow up service users.

### **PROJECT BUDGET**

#### **Total requested form the local parish council**

Cost for 2 staff at £30 per hour x 2 x 39 weeks = £1,340

Venue hire at 39 sessions at £10 pw = £390

Marketing = £300

Materials = £780

Volunteers expenses at £5 per session x 39 weeks = £195

**TOTALS £ 3,005**



<b>OTHER FUNDING</b>
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**Has the group applied elsewhere for other grants to fund this project?**

We ask for a small donation of £2.50 when parents attend the groups. This enables those who can afford to contribute. There is no pressure and also it is totally anonymous, therefore nobody knows who has paid and who hasn't.

This money will generate around £1000 a year which will be put towards snack for the children, supplies and the ability to buy new materials when needed.

<b>BANK ACCOUNT DETAILS</b>
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<b>Account name</b>	
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<b>Sort code</b>	
------------------	--

<b>Account number</b>	
-----------------------	--

<b>Declaration</b>
--------------------

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

- I am authorised to make the application on behalf of the above organisation. ● 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.
- I certify that the information contained in this application is correct. ● If the information in the application changes, I will inform the Council. ● 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.

- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

**Name:** ██████████

**Signature:** ██████████

**Date:** 28<sup>th</sup> Feb 2022

**Name of Organisation**

**CHECKLIST**

Please enclose the following with your application

**Please Tick**

Signed application form, with every question answered

Have you addressed sustainability issues? See the criteria on the council website ( section 1.8).

Last three years audited annual accounts (if available)

Constitution or set of rules (if not applicable please state so)

6

Copy of bank statements for past six months

Copies of written estimates/quotations for capital purchases?

For projects or items over £5000 have you completed a Business Plan or for grants over £2.000 have you provided a forward plan of activities for the next year ?

If possible, please email a copy of the grant application to the Clerk ([clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)). With the Application in WORD not PDF.

**and send completed application form (with all supporting documentation)  
to: Holme Valley Parish Council, Holmfirth Civic Hall, Huddersfield Road  
Holmfirth, HD9 3AS**

If you have any queries, please contact the Clerk - Tel: 01484  
687460 Email: [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)

*You are advised to keep a copy of this application for your own records.*

**For internal admin use only:**

Date application received:

Application meets criteria: Yes/No\*

Meeting Date/Minute No.

Grant approved . Yes/No

Legislation under which grant is made.

Date applicant notified of outcome:

# HOLME VALLEY PARISH COUNCIL

HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS  
Tel: 01484 687460 Email: [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)



Please complete this form as clearly as possible and return it to the clerk by email or by post to the above address.

**From April 2021 there will be two dates in the Council Year on which grants are considered. Your application needs to be submitted by the last day of August to be considered in September or by the last day of January to be considered in February.**

CONTACT DETAILS
<b>Name of organisation</b>
Upperthong School Support Group
<b>Contact person for this application:</b>
[REDACTED]
<b>Position e.g. Chair, Secretary, Treasurer:</b>
Chair
<b>Correspondence address:</b>
[REDACTED]
<b>Email address:</b>
[REDACTED]
<b>Telephone numbers</b>
[REDACTED]

## TYPE OF COMMUNITY GRANT APPLIED FOR

If you are unsure, please tick any that might apply, and our clerk will consider which Committee the application should be considered by.

Community Assets

Community Services

Community Events or Projects

What will your grant pay for? Coaches to transport children to Chester Zoo

<b>ABOUT YOUR GROUP</b>	
<b>What type of group are you?</b>	<ul style="list-style-type: none"> <li>Registered charity</li> </ul>
<b>Charity registration no. (if applicable)</b>	1079370
<b>When did the group start?</b>	Nov 1997
<b>Do you have a constitution or a set of governing rules?</b>	<p>Yes</p> <p><i>If yes, please provide copy with this application</i></p> <p><i>If no, please explain your management structure on a separate sheet.</i></p>
<b>What area does your group cover?</b> <i>The Council can only fund grants to groups which directly benefit residents of the Holme Valley</i>	All the children & families of Upperthong J&I School in Holmfirth
<b>Describe the people you <u>mainly</u> work with:</b>	<ul style="list-style-type: none"> <li>Children under 16</li> </ul>
<b>How many people are involved in running your group?</b>	<b>Paid staff: None</b>
	<b>Volunteers, including Committee members: 15</b>

<b>FINANCES</b>	
<b>Financial year</b>	2020 - 2021
<b>Income</b>	£10,829.18
<b>Expenditure</b>	£9,160.14
<b>Reserves (as at Jan 2022)</b>	£5,200
<b>Please describe your current financial reserves and account for expected expenditure from these.</b>	We currently have £5,200 in our bank account. We have earmarked £3,000 for items identified on the school wish list and are waiting for further quotes for additional items. We keep £1,000 as a float in the account for when we run fairs and need lots of change for stalls.
<b>Has the group previously received a grant from the Parish Council?</b>	<p>No</p> <p><i>If 'Yes' please give the date and brief details of any grants received in the last five years.</i></p>

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<b>YOUR PROJECT</b>
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<b>How much money are you requesting from the Parish Council?</b>	<b>£1,000</b>
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<b>Project start date:</b>	<b>March 22</b>	<b>Project end date:</b>	<b>Nov 22</b>
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Please describe what you want to do with the money. Use no more than 500 words. Please answer the following questions in your answer:

- Who will benefit from this project?
- How do you know there is a need for this project?
- Are you working in partnership with other groups?
- How many people are involved in your activities each year?
- How will you know that the project is a success?

The Headteacher at Upperthong J&I School has managed to secure free tickets for the whole school to visit Chester Zoo via an initiative Chester Zoo were offering. The USSG have agreed to fund the whole cost for coaches to transport everyone so that this is a free visit for the school and is in our view an amazing enrichment activity for the children. And especially amazing considering the restrictions and lockdowns the kids have endured over the past 2 years. Ordinarily this kind of trip would not be possible as it would be cost prohibitive. We've had a quote and the cost for 5 coaches to transport everyone there and back will be £2,195. It would be amazing if this could be part funded by the Parish Council. I believe this could be classed as an extra-curricular activity as this is not something that would normally take place. We're asking for a grant of £1,000 to contribute towards the whole cost. The USSG would then be able to put that money towards other items on the school's wish list.

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<b>PROJECT BUDGET</b>
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Item	Total cost	Requested from the Parish Council
	£	£
Coach costs	2,195.00	1,000.00

### OTHER FUNDING

**Has the group applied elsewhere for other grants to fund this project?**

No

*If yes, please give details below. Include date of application, amount requested and the outcome (if known).*

Other sources of funding for this project, e.g. donations, reserves, fund raising. Please list, with amounts.

We will add further funds from fundraising events we are running this year. We are planning a KS2 Disco, Easter trail, Easter egg raffle, break the rules day, enterprise challenge.....plus others tbc.

### BANK ACCOUNT DETAILS

**Account name**

**Sort code**

**Account number**

### Declaration

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

- I am authorised to make the application on behalf of the above organisation.
- 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.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- 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.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of

completion.

**Name** [REDACTED]

**Signature:**

**Date: 18.02.22**

<b>Name of Organisation</b>	
<b>CHECKLIST</b>	
Please enclose the following with your application	
	<b>Please Tick</b>
Signed application form, with every question answered	
Have you addressed sustainability issues? See the criteria on the council website ( section 1.8).	
Last three years audited annual accounts (if available)	
Constitution or set of rules (if not applicable please state so)	
Copy of bank statements for past six months	
Copies of written estimates/quotations for capital purchases?	
For projects or items over £5000 have you completed a Business Plan or for grants over £2.000 have you provided a forward plan of activities for the next year ?	
If possible, please email a copy of the grant application to the Clerk ( <a href="mailto:clerk@holmevalleyparishcouncil.gov.uk">clerk@holmevalleyparishcouncil.gov.uk</a> ). With the Application in WORD not PDF.	
<b>and send completed application form (with all supporting documentation) to: Holme Valley Parish Council, Holmfirth Civic Hall, Huddersfield Road Holmfirth, HD9 3AS</b>	
If you have any queries, please contact the Clerk - Tel: 01484 687460 Email: <a href="mailto:clerk@holmevalleyparishcouncil.gov.uk">clerk@holmevalleyparishcouncil.gov.uk</a>	
<i>You are advised to keep a copy of this application for your own records.</i>	
<b>For internal admin use only:</b>	
Date application received:	
Application meets criteria:	Yes/No*
Meeting Date/Minute No.	



Grant approved . Yes/No	
Legislation under which grant is made.	
Date applicant notified of outcome:	

# HOLME VALLEY PARISH COUNCIL

HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS  
 Tel: 01484 687460 Email: [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)



Please complete this form as clearly as possible and return it to the clerk by email or by post to the above address.

**From April 2021 there will be two dates in the Council Year on which grants are considered. Your application needs to be submitted by the last day of August to be considered in September or by the last day of January to be considered in February.**

CONTACT DETAILS	
<b>Name of organisation</b>	10th Holme Valley (New Mill) Scout Group
<b>Contact person for this application:</b>	[REDACTED]
<b>Position e.g. Chair, Secretary, Treasurer:</b>	Chairman
<b>Correspondence address:</b>	[REDACTED]
<b>Email address</b>	[REDACTED]
<b>Telephone numbers</b>	[REDACTED]

## TYPE OF COMMUNITY GRANT APPLIED FOR

If you are unsure, please tick any that might apply, and our clerk will consider which Committee the application should be considered by.

- Community Assets**
- Community Services**
- Community Events or Projects**

What will your grant pay for? It will go toward the cost of a new scout hut

<b>ABOUT YOUR GROUP</b>	
<b>What type of group are you?</b>	<ul style="list-style-type: none"> <li>• Registered charity</li> <li>•</li> </ul>
<b>Charity registration no. (if applicable)</b>	502703
<b>When did the group start?</b>	1950's
<b>Do you have a constitution or a set of governing rules?</b>	Yes
<b>What area does your group cover?</b> <i>The Council can only fund grants to groups which directly benefit residents of the Holme Valley</i>	New Mill
<b>Describe the people you <u>mainly</u> work with:</b>	<ul style="list-style-type: none"> <li>• Children under 16</li> </ul>
<b>How many people are involved in running your group?</b>	<b>Paid staff: None</b>
	<b>Volunteers, 10</b>

<b>FINANCES</b>	
<b>Financial year</b>	20/21
<b>Income</b>	£12,249.54 (Includes £10,000 Covid Grant)
<b>Expenditure</b>	£3,598.66
<b>Reserves</b>	£32,052.25 (Includes £10,000 Covid Grant)

<p><b>Please describe your current financial reserves and account for expected expenditure from these.</b></p>	<p>These are saving accumulated over the years, for the aim of a new scout hut. These funds are also used to subsidise the deficit of income. We are completely charity run and rely on sub and donations for this to happen.</p>
<p><b>Has the group previously received a grant from the Parish Council?</b></p>	<p>No</p>

<b>YOUR PROJECT</b>
---------------------

<p><b>How much money are you requesting from the Parish Council?</b></p>	<p><b>£5000</b></p>
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<p><b>Project start date:</b></p>		<p><b>Project end date:</b></p>	
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Please describe what you want to do with the money. Use no more than 500 words. Please answer the following questions in your answer:

- Who will benefit from this project?  
*The children who attend the 10<sup>th</sup> Holme Valley scouts – currently around 40*
- How do you know there is a need for this project?  
*I am the chairman of the group and having been I the scout hut and being a building surveyor I can vouch that the building is beyond reasonable repair.*
- Are you working in partnership with other groups?  
*No other groups are involved, however when this unit is built we intend to try to use it as more of a community hub. Letting other groups and organisations use it for meeting etc..*
- How many people are involved in your activities each year?  
*Currently there are 40 children that use the hut twice a week. We are looking to expand the section to include the new scout initiative that is squirrels that will cater for children 4 to 6. However at the moment it felt the current hut is not suitable for it.*
- How will you know that the project is a success?



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<b>PROJECT BUDGET</b>		
<b>Item</b>	<b>Total cost</b>	<b>Requested from the Parish Council</b>
Previous quotes for a new hut came to	£50,000	£5000
<b>TOTALS</b>	<b>£</b>	<b>£5000</b>

<b>OTHER FUNDING</b>
<p><b>Has the group applied elsewhere for other grants to fund this project?</b></p> <p>Not as yet, but we are looking into applying for others. The total for the building is a large amount and we will need a number of various funds.</p>
<p>Other sources of funding for this project, e.g. donations, reserves, fund raising. Please list, with amounts.</p>

<b>BANK ACCOUNT DETAILS</b>	
<b>Account name</b>	
<b>Sort code</b>	
<b>Account number</b>	

<b>Declaration</b>
<p>This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.</p> <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 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>
<b>Name:</b>
<b>Signature:</b>
<b>Date:</b>

<b>Name of Organisation</b>	
<b>CHECKLIST</b>	
Please enclose the following with your application	
	<b>Please Tick</b>
Signed application form, with every question answered	Yes
Have you addressed sustainability issues? See the criteria on the council website ( section 1.8).	
Last three years audited annual accounts (if available)	
Constitution or set of rules (if not applicable please state so)	
Copy of bank statements for past six months	
Copies of written estimates/quotations for capital purchases?	
For projects or items over £5000 have you completed a Business Plan or for grants over £2.000 have you provided a forward plan of activities for the next year ?	
If possible, please email a copy of the grant application to the Clerk ( <a href="mailto:clerk@holmevalleyparishcouncil.gov.uk">clerk@holmevalleyparishcouncil.gov.uk</a> ). With the Application in WORD not PDF.	
<b>and send completed application form (with all supporting documentation) to: Holme Valley Parish Council, Holmfirth Civic Hall, Huddersfield Road Holmfirth, HD9 3AS</b>	
If you have any queries, please contact the Clerk - Tel: 01484 687460 Email: <a href="mailto:clerk@holmevalleyparishcouncil.gov.uk">clerk@holmevalleyparishcouncil.gov.uk</a>	
<i>You are advised to keep a copy of this application for your own records.</i>	
<b>For internal admin use only:</b>	
Date application received:	
Application meets criteria:	Yes/No*
Meeting Date/Minute No.	
Grant approved . Yes/No	
Legislation under which grant is made.	



Date applicant notified of outcome:	
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# HOLME VALLEY PARISH COUNCIL

HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS  
Tel: 01484 687460 Email: [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)



Please complete this form as clearly as possible and return it to the clerk by email or by post to the above address.

From April 2021 there will be two dates in the Council Year on which grants are considered. Your application needs to be submitted by the last day of August to be considered in September or by the last day of January to be considered in February.

CONTACT DETAILS	
<b>Name of organisation</b>	
	Thongsbridge Cricket Club
<b>Contact person for this application:</b>	[REDACTED]
<b>Position e.g. Chair, Secretary, Treasurer:</b>	
	Committee Member
<b>Correspondence address:</b>	[REDACTED]
<b>Email address:</b>	[REDACTED]
<b>Telephone numbers</b>	[REDACTED]

## TYPE OF COMMUNITY GRANT APPLIED FOR

If you are unsure, please tick any that might apply, and our clerk will consider which Committee the application should be considered by.

Community Assets      Yes

Community Services     

Community Events or Projects     

What will your grant pay for? Furniture for our clubhouse.

<b>ABOUT YOUR GROUP</b>	
<b>What type of group are you?</b>	We are a local community group, which is run by volunteers.
<b>Charity registration no. (if applicable)</b>	N/A
<b>When did the group start?</b>	1860
<b>Do you have a constitution or a set of governing rules?</b>	Yes <i>If yes, please provide copy with this application</i> <i>If no, please explain your management structure on a separate sheet.</i>
<b>What area does your group cover?</b> <i>The Council can only fund grants to groups which directly benefit residents of the Holme Valley</i>	The Holme Valley and beyond.
<b>Describe the people you <u>mainly</u> work with:</b>	<ul style="list-style-type: none"> <li>• Children under 16</li> <li>• Young people under 25</li> <li>• Older people over 60</li> <li>• People with disabilities</li> <li>• People of minority ethnic origin</li> <li>• Other groups (please state)</li> </ul> <p>Our members are aged from 4 years old onwards and we have teams, including girls at every age group as well as 3 senior teams. Our volunteers are of all ages and we have several octogenarians amongst them. Our members include those with disabilities and we have members from minority origin groups. A casual team also uses our facility and we allow the local schools to use the ground and facilities free of charge. Charity groups regularly use the facility for fundraising. The facility has been used by members of the local community for a variety of events.</p>
<b>How many people are involved in running your group?</b>	<b>Paid staff: None</b>
	<b>Volunteers, including Committee members: 30</b>

<b>FINANCES</b>	
<b>Financial year</b>	2021
<b>Income</b>	£75,000
<b>Expenditure</b>	£73,000
<b>Reserves</b>	£5,600
<b>Please describe your current financial reserves and account for expected expenditure from these.</b>	The current reserves are required for general cash flow and would support the purchase of new furniture subject to the external support.
<b>Has the group previously received a grant from the Parish Council?</b>	<p>Yes . We received funding from HVPC to help with the rebuilding and refurbishment of our clubhouse in 2019</p> <p><i>If 'Yes' please give the date and brief details of any grants received in the last five years.</i></p>

<b>YOUR PROJECT</b>			
<b>How much money are you requesting from the Parish Council?</b>		£2000	
<b>Project start date:</b>	1 <sup>st</sup> April	<b>Project end date:</b>	30 <sup>th</sup> May

Please describe what you want to do with the money. Use no more than 500 words.

Please answer the following questions in your answer:

- Who will benefit from this project?
- How do you know there is a need for this project?
- Are you working in partnership with other groups?
- How many people are involved in your activities each year?
- How will you know that the project is a success?

In 2018, our volunteers completely rebuilt and refurbished the existing dilapidated clubhouse at Thongsbridge and the facility is now an asset to the Holme Valley. Since the completion of that facility, we have also added an outdoor bar and covered seating area (please see video attached to the email). We would now like to provide additional furniture, mainly seating, for inside the clubhouse.

People who would benefit from this addition would include our members, visitors to the club, local schools that use our ground, other community and charity groups, as well as people in the Holme Valley who hire the facility for events, as well as those who attend community events, would all benefit from the addition of more seating and it would enable more people to use the facility.

Our facility is now in demand and currently we do not have enough seating to meet our needs. We have some chairs on loan and borrow extra seating for events when we do not have enough for the number of people attending an event.

We allow other local groups to use our facility, including the local schools, charity groups, football clubs using the adjoining field and a casual cricket team that uses our facilities.

We have several thousand visitors to our ground each year and since completing the work to improve our clubhouse facility, we have become a hub for the local community. Before Covid, we hosted family fun days and regularly host a community bonfire. Over the last two years, events have been restricted because of Covid, however, we have been able to provide a safe space for many people to enjoy, throughout the pandemic, albeit mainly outdoors. We would like to provide indoor facilities for the future that are fully equipped, long lasting and furnished, so that we can host events out of season too. We would consider our project successful, when we are able to provide sufficient seating for indoor events at the club and the whole project, in its entirety, would be complete.

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**PROJECT BUDGET**

<b>Item</b>	<b>Total cost</b>	<b>Requested from the Parish Council</b>
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Clubhouse Furniture	£4,322.40	£2,000
<b>TOTALS</b>	<b>£4,322.40</b>	<b>£2,000</b>

**OTHER FUNDING**

**Has the group applied elsewhere for other grants to fund this project?**

No.. Our own fundraising and a donation will provide the remainder of the funding required for this project.

*If yes, please give details below. Include date of application, amount requested and the outcome (if known).*

Other sources of funding for this project, e.g. donations, reserves, fund raising.  
Please list, with amounts.

Donation from private individual £  
Funds raised by the club £

**BANK ACCOUNT DETAILS**

<b>Account name</b>	[REDACTED]
<b>Sort code</b>	[REDACTED]
<b>Account number</b>	[REDACTED]

### Declaration

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

- I am authorised to make the application on behalf of the above organisation.
- 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.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- 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.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

Name: 

Signature: 

Date: 18<sup>th</sup> January 2022 /



<b>Name of Organisation</b>	
<b>CHECKLIST</b>	
Please enclose the following with your application	
	<b>Please Tick</b>
Signed application form, with every question answered	Yes
Have you addressed sustainability issues? See the criteria on the council website ( section 1.8).	Yes
Last three years audited annual accounts (if available)	Yes
Constitution or set of rules (if not applicable please state so)	Yes
Copy of bank statements for past six months	Yes
Copies of written estimates/quotations for capital purchases?	Yes
For projects or items over £5000 have you completed a Business Plan or for grants over £2.000 have you provided a forward plan of activities for the next year ?	N/A
If possible, please email a copy of the grant application to the Clerk ( <a href="mailto:clerk@holmevalleyparishcouncil.gov.uk">clerk@holmevalleyparishcouncil.gov.uk</a> ). With the Application in WORD not PDF.	Yes
<b>and send completed application form (with all supporting documentation) to: Holme Valley Parish Council, Holmfirth Civic Hall, Huddersfield Road Holmfirth, HD9 3AS</b>	
If you have any queries, please contact the Clerk - Tel: 01484 687460 Email: <a href="mailto:clerk@holmevalleyparishcouncil.gov.uk">clerk@holmevalleyparishcouncil.gov.uk</a>	
<i>You are advised to keep a copy of this application for your own records.</i>	
<b>For internal admin use only:</b>	
Date application received:	
Application meets criteria:	Yes/No*
Meeting Date/Minute No.	
Grant approved . Yes/No	
Legislation under which grant is made.	
Date applicant notified of outcome:	

# HOLME VALLEY PARISH COUNCIL

HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS  
Tel: 01484 687460 Email: [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)

Please complete this form as clearly as possible and return it to the clerk by email or by post to the above address.

From April 2021 there will be two dates in the Council Year on which grants are considered. Your application needs to be submitted by the last day of August to be considered in September or by the last day of January to be considered in February.

CONTACT DETAILS	
<b>Name of organisation</b>	Friends of Cliff Recreation Ground
<b>Contact person for this application:</b>	[REDACTED]
<b>Position e.g. Chair, Secretary, Treasurer:</b>	Secretary
<b>Correspondence address:</b>	[REDACTED]
<b>Email address:</b>	[REDACTED]
<b>Telephone numbers:</b>	[REDACTED] or [REDACTED]
<b>TYPE OF COMMUNITY GRANT APPLIED FOR</b>	

If you are unsure, please tick any that might apply, and our clerk will consider which Committee the application should be considered by.

- Community Assets
- Community Services
- Community Events or Projects

What will your grant pay for?

Repair and re-erection of the jubilee beacon

**ABOUT YOUR GROUP**

<p><b>What type of group are you?</b></p>	<p>Other (please state):</p> <ul style="list-style-type: none"> <li>• Unincorporated association</li> </ul>
<p><b>Charity registration no. (if applicable)</b></p>	<p>N/A</p>
<p><b>When did the group start?</b></p>	<p>01/01/2010</p>
<p><b>Do you have a constitution or a set of governing rules?</b></p>	<p>Yes  <i>If yes, please provide copy with this application</i>  <i>If no, please explain your management structure on a separate sheet.</i></p>
<p><b>What area does your group cover?</b>  <i>The Council can only fund grants to groups which directly benefit residents of the Holme Valley</i></p>	<p>All of the Holme Valley but particularly Cliff, Wooldale, Cinderhills</p>
<p><b>Describe the people you <u>mainly</u> work with:</b></p>	<ul style="list-style-type: none"> <li>• Children under 16</li> <li>• Young people under 25</li> <li>• Older people over 60</li> <li>• People with disabilities</li> <li>• People of minority ethnic origin</li> <li>• Other groups (please state):</li> </ul> <p>Potentially all of the above although access is difficult for people with physical disabilities.</p>
<p><b>How many people are involved in running your group?</b></p>	<p><b>Paid staff:</b> None</p> <p><b>Volunteers, including Committee members:</b> 10</p>

## FINANCES

<b>Financial year</b>	January 2021 to December 2021
<b>Income</b>	£1219.08
<b>Expenditure</b>	£474.66
<b>Reserves</b>	£445.37
<b>Please describe your current financial reserves and account for expected expenditure from these.</b>	Unrestricted funds (reserves) reduced by £96.28 during the last financial year. Expected expenditure from reserves are for running costs / consumables, eg paper, printing ink.
<b>Has the group previously received a grant from the Parish Council?</b>	<p>Yes</p> <p><i>If 'Yes' please give the date and brief details of any grants received in the last five years.</i></p> <p>2017: £310.00 for Carols on the Cliff, 2017.</p> <p>2018: £100 for Battle's Over (national Armistice Day event) – grant returned as full costs were covered by a grant from Awards for All (Big Lottery)</p> <p>2020: £200 for VE75 – The event was cancelled because of Covid 19. The Friends obtained permission to use the grant towards the costs of Carols on the Cliff, 2021. It was used to pay the Hade Edge Band fees.</p> <p>2021: £525 for part costs for the Platinum Jubilee celebration, to be held on 2 June 2022.</p>

## YOUR PROJECT

<b>How much money are you requesting from the Parish Council?</b>	<b>£1000</b>
<b>Project start date:</b> <b>Asap</b>	<b>Project end date:</b> <b>Before 2<sup>nd</sup> June 2022</b>
<p>Please describe what you want to do with the money. Use no more than 500 words. Please answer the following questions in your response:</p> <ul style="list-style-type: none"> <li>• Who will benefit from this project?</li> <li>• How do you know there is a need for this project?</li> <li>• Are you working in partnership with other groups?</li> </ul>	

- How many people are involved in your activities each year?
- How will you know that the project is a success?

The beacon was erected in 2012, with material and labour donated free of charge by two local firms. It is the property - and responsibility - of the Friends of Cliff Rec. The strong winds that blew on 29 January 2022 resulted in the partial collapse of the beacon. The wooden main post was found to have rotted through below ground level and for safety reasons, the side supports were sawn through and the beacon collapsed to the ground by a member of Kirklees Council staff the following day.

The Friends have asked a structural engineer to look at the state of the beacon. The metal fire basket is still in good condition and it might be possible to re-use the wooden pole. The structural engineer is working with a representative of Walkers Timber and Fencing Ltd, which supplied the pole in 2012, on a solution to the problem of the wood rotting underground. It appears that the solution may be to fit a metal shoe, which will deflect water from the base of the pole. Incidentally, Walkers Timber is also working on the repair and re-erection of the sister beacon on Castle Hill, which is owned by Kirklees Council and has similarly collapsed recently.

On the 2 June 2022, the Friends are hosting a Platinum Jubilee celebration, which includes the lighting of the beacon, brass music from Hade Edge Band and a lone piper. We are also hoping to have written contributions from local schools. The Platinum Jubilee event is part funded by the Parish Council. Plans are well now advanced and the entire local community is invited. The last time that we held a similar, large scale event, in November 2018, to mark the armistice at the end of the First World War, over 500 people attended.

The Friends of Cliff Recreation Ground have attracted a loyal following over the years. Attendance at our annual Carols on the Cliff has increased year on year and whenever we have lit the beacon it has attracted hundreds of people.

We have recently developed a working relationship with the Friends of Cinderhills Park. Two joint events, a pumpkin trail and lantern making for the Carols on the Cliff were held in 2021. This connection has highlighted the importance of the short footpath which joins the two venues.

We will know that this project is a success if the beacon is repaired in time and several hundred people turn up and have an enjoyable evening in the company of family, friends, other local residents and visitors. Attendance at the Platinum Jubilee celebration will be dependent upon the weather, of course, as the event is wholly outdoors and the Rec is very exposed.

We do try to keep our carbon footprint small. Events organised by the Friends are very simple, which is part of their charm. We encourage people to attend on foot, if possible. As an organisation we try to re-use and re-cycle, as much as we can. Walking routes to the Rec. are something we feel very keen to promote, particularly as car parking is very restricted on Cliff Road. We have decided to hire a battery operated sound system, as opposed to a generator.

We will inform the Holmfirth community, through Facebook and our notice board, of progress with the repair.

**PROJECT BUDGET**

Item	Total cost	Requested from the Parish Council
Repair of the beacon	£ See note below	£1000.00
<b>TOTALS</b>	£ See note below	<b>£1000.00</b>

**OTHER FUNDING**

**Has the group applied elsewhere for other grants to fund this project?**

*If yes, please give details below. Include date of application, amount requested and the outcome (if known).*

We do not yet have an estimate for the cost of the repair but expect it will arrive within a week.

We have not submitted any other grant funding applications. However, we have approached the three Kirklees ward councillors to ask if they might be able to underwrite the repair costs, if necessary and have received a positive reply. We have also asked if Kirklees Council staff could re-erect the beacon, once the repairs have been completed.

Other sources of funding for this project, e.g. donations, reserves, fund raising. Please list, with amounts.

We will start a crowd funding appeal, as soon as we receive an estimate for the cost of repairs.

If the crowd funding appeal is successful and the amount raised covers the cost of the repairs, we will return the grant monies to the Parish Council.

**BANK ACCOUNT DETAILS**

**Account name**



**Sort code**



**Account number**



### Declaration

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

- I am authorised to make the application on behalf of the above organisation.
- 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.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- 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.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

**Name:** [REDACTED]

**Signature:** [REDACTED]

**Date:** 9 February 2022



Name of Organisation	
CHECKLIST	
Please enclose the following with your application	
	Please Tick
Signed application form, with every question answered	✓
Have you addressed sustainability issues? See the criteria on the council website ( section 1.8).	✓
Last three years audited annual accounts (if available)	✓
Constitution or set of rules (if not applicable please state so)	✓
Copy of bank statements for past six months	✓
Copies of written estimates/quotations for capital purchases?	To follow
For projects or items over £5000 have you completed a Business Plan or for grants over £2.000 have you provided a forward plan of activities for the next year ?	
If possible, please email a copy of the grant application to the Clerk ( <a href="mailto:clerk@holmevalleyparishcouncil.gov.uk">clerk@holmevalleyparishcouncil.gov.uk</a> ). With the Application in WORD not PDF.	
<b>and send completed application form (with all supporting documentation) to: Holme Valley Parish Council, Holmfirth Civic Hall, Huddersfield Road Holmfirth, HD9 3AS</b>	
If you have any queries, please contact the Clerk - Tel: 01484 687460 Email: <a href="mailto:clerk@holmevalleyparishcouncil.gov.uk">clerk@holmevalleyparishcouncil.gov.uk</a>	
<i>You are advised to keep a copy of this application for your own records.</i>	
<b>For internal admin use only:</b>	
Date application received:	
Application meets criteria:	Yes/No*
Meeting Date/Minute No.	
Grant approved . Yes/No	
Legislation under which grant is made.	
Date applicant notified of outcome:	





## HOLME VALLEY PARISH COUNCIL

HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS  
 Tel: 01484 687460 Email: [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)

Please complete this form as clearly as possible and return it to the clerk by email or by post to the above address.

**From April 2021 there will be two dates in the Council Year on which grants are considered. Your application needs to be submitted by the last day of August to be considered in September or by the last day of January to be considered in February.**

CONTACT DETAILS
<b>Name of organisation</b>
Holme Village Community Centre
<b>Contact person for this application:</b>
[REDACTED]
<b>Position e.g. Chair, Secretary, Treasurer:</b>
Fund-raising Trustee
<b>Correspondence address:</b>
[REDACTED]
<b>Email address:</b>
[REDACTED]
<b>Telephone numbers:</b>
[REDACTED]

## TYPE OF COMMUNITY GRANT APPLIED FOR

If you are unsure, please tick any that might apply, and our clerk will consider which Committee the application should be considered by.

- Community Assets**
- Community Services**
- Community Events or Projects**

<b>What will your grant pay for?</b> A new electricity supply to be brought into the building	
<b>ABOUT YOUR GROUP</b>	
<b>What type of group are you?</b>	Our legal status is that of a registered charity but we are also a community group
<b>Charity registration no. (if applicable)</b>	1172459
<b>When did the group start?</b>	Constitution drawn up and agreed on 6 <sup>th</sup> April 2017
<b>Do you have a constitution or a set of governing rules?</b>	Yes
<b>What area does your group cover?</b> <i>The Council can only fund grants to groups which directly benefit residents of the Holme Valley</i>	Based in the village of Holme and catering for this community and the people of the wider Holme Valley
<b>Describe the people you <u>mainly</u> work with:</b>	All in the community. Once the Community Centre is opened it will provide: <ul style="list-style-type: none"> <li>• A centre for arts and other workshops and activities for adults</li> <li>• A centre for talks and courses</li> <li>• A base for children for out of school activities. These will focus on environmental themes to help educate young people to develop a love of the environment and to understand how they can care for it</li> </ul>

	<ul style="list-style-type: none"> <li>• A base from which environmental studies and activities can be hosted. The centre will be run in a carbon neutral way.</li> <li>• A bookable space for groups or individuals</li> </ul>
<b>How many people are involved in running your group?</b>	<b>Paid staff: None</b>
	<b>Volunteers, including Committee members:</b>  Six on the Committee. A membership scheme is just being established and there are others who volunteer on an occasional basis to undertake chores with practical work to get the centre ready

<b>FINANCES</b>	
<b>Financial year</b>	2020/21
<b>Income</b>	£ 30,513
<b>Expenditure</b>	£ 24,403
<b>Reserves</b>	£ 34,431
<b>Please describe your current financial reserves and account for expected expenditure from these.</b>	<p>The group have raised including the reserves mentioned above, around £74,000. So far about £40k has been spent on survey and planning work, roofing works, new windows and doors. The building is now weather-proof. The reserves listed above (ca £34,000) are committed to planned building work including, plumbing, kitchen and a complete electrical re-wiring.</p> <p>This leaves us currently a little over £5000 short for a new electrical supply for the building (the subject of this bid) and then a further estimated £20k to find for re-plastering and re-decoration</p>
<b>Has the group previously received a grant from the Parish Council?</b>	No

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<b>YOUR PROJECT</b>
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<b>How much money are you requesting from the Parish Council?</b>	£ 5,000
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<b>Project start date:</b>	May 1 <sup>st</sup> 2022	<b>Project end date:</b>	May 31 <sup>st</sup> 2022
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Please describe what you want to do with the money. Use no more than 500 words. Please answer the following questions in your answer:

- Who will benefit from this project?
- How do you know there is a need for this project?
- Are you working in partnership with other groups?
- How many people are involved in your activities each year?
- How will you know that the project is a success?

The Holme Village Community Centre has not been in use for over 30 years. Already in a poor state of repair at the time it closed, it was by now in danger of becoming derelict. The Community Centre Trust was formed in 2017 with the intention of renovating the building and getting it into use again. Beneficiaries will include everyone living in or close to the village and the centre with programmes of activities aimed particularly at reducing rural and social isolation, improving mental health, and raising awareness and opportunities designed to help everyone enjoy and better understand our beautiful environment.

The Trust have overseen work to repair the building's roof, and replace all windows and doors. Work is starting soon to improve toilet/kitchen facilities and begin the re-wiring of the building. The Trust have raised funding for all of this work.

The Trust though do not have the funding to pay for the new electricity supply that the building needs and if this bid is successful then the electricity board will provide the new power line and the internal re-wiring that the Trust will pay for can commence.

Clearly a safe and adequate electricity supply is needed if the building is to be fit for modern use. Ultimately the activities the building will benefit all local residents from children taking part in out-of-school activities and environmental studies, through all local residents interested in workshops, classes and art activities. It will provide a central meeting place and resource centre to help support everyone including the elderly.

The Trust undertook research at the beginning of it's work to establish how the local community could see the Community Centre working to benefit everyone and there has been such interest in the plans that a membership scheme has been launched. The Trust is working with representatives from the Resident's Association, the Church, the Village School and the local pub. The school is very small and has no rooms big

enough for community use and struggle to manage to find space for practical workshops for their children. The pub has no meeting or conference rooms, so a village Community Centre would be invaluable in providing a base for activities that would bring people together.

We are hoping to complete all works this calendar year so that activities can begin no later than 2023. Success criteria for the project will be built around the number of activity sessions operating in the building, the number of attendees and through use of questionnaires to capture public opinion. The membership scheme will help create a system to generate income, and to identify volunteers and this scheme too will provide a rich source of feedback on how effectively the project is operating

You will understand that for the purpose of this bid the project is defined as the installation of a new electricity supply to the building, but we have explained the whole project in fuller terms to ensure the benefits of the new electricity supply can be seen.

<b>PROJECT BUDGET</b>		
<b>Item</b>	<b>Total cost</b>	<b>Requested from the Parish Council</b>
New electrical supply for Holme Village Community Centre	£5,391.23	£5,000
<b>TOTALS</b>	<b>£5,391.23</b>	<b>£5,000</b>

<b>OTHER FUNDING</b>
<p><b>Has the group applied elsewhere for other grants to fund this project?</b></p> <p>No</p> <p>If this bid is successful, then the Trust can pay the residual costs from the reserve we hold. The rest of the reserve will pay for planned work in the kitchen/toilet area of the building and the re-wiring electrical work that is necessary. That leaves the Trust looking to raise another £20k to pay for re-plastering and re-decoration, although some of the re-decoration might be undertaken by our volunteers.</p>

Other sources of funding for this project, e.g. donations, reserves, fund raising.  
Please list, with amounts.

Reserves - £391.23

### BANK ACCOUNT DETAILS

Account name

Sort code

Account number

### Declaration

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

- I am authorised to make the application on behalf of the above organisation.
- 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.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- 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.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

Name:

Signature:

Date:

22<sup>nd</sup> February 2022

<b>Name of Organisation - Holme Village Community Centre</b>	
<b>CHECKLIST</b>	
Please enclose the following with your application	
	<b>Please Tick</b>
Signed application form, with every question answered	✓
Have you addressed sustainability issues? See the criteria on the council website ( section 1.8).	✓
Last three years audited annual accounts (if available)	✓ (figures for 2020 and 2021 only)
Constitution or set of rules (if not applicable please state so)	✓
Copy of bank statements for past six months	✓
Copies of written estimates/quotations for capital purchases?	✓
For projects or items over £5000 have you completed a Business Plan or for grants over £2.000 have you provided a forward plan of activities for the next year ?	✓
If possible, please email a copy of the grant application to the Clerk ( <a href="mailto:clerk@holmevalleyparishcouncil.gov.uk">clerk@holmevalleyparishcouncil.gov.uk</a> ). With the Application in WORD not PDF.	✓
<b>and send completed application form (with all supporting documentation) to: Holme Valley Parish Council, Holmfirth Civic Hall, Huddersfield Road Holmfirth, HD9 3AS</b>	
If you have any queries, please contact the Clerk - Tel: 01484 687460 Email: <a href="mailto:clerk@holmevalleyparishcouncil.gov.uk">clerk@holmevalleyparishcouncil.gov.uk</a>	
<i>You are advised to keep a copy of this application for your own records.</i>	
<b>For internal admin use only:</b>	
Date application received:	
Application meets criteria:	Yes/No*
Meeting Date/Minute No.	
Grant approved . Yes/No	
Legislation under which grant is made.	
Date applicant notified of outcome:	







# HOLME VALLEY PARISH COUNCIL



HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS  
Tel: 01484 687460 Email: [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)

Please complete this form as clearly as possible and return it to the clerk by email or by post to the above address.

**From April 2021 there will be two dates in the Council Year on which grants are considered. Your application needs to be submitted by the last day of August to be considered in September or by the last day of January to be considered in February.**

CONTACT DETAILS	
Name of organisation:	HEPWORTH COMMUNITY ASSOCIATION
Contact person for this application:	[REDACTED]
Position e.g. Chair, Secretary, Treasurer:	SECRETARY / TRUSTEE
Correspondence address:	[REDACTED]
Email address:	[REDACTED]
Telephone numbers:	[REDACTED] [REDACTED]

## TYPE OF COMMUNITY GRANT APPLIED FOR

If you are unsure, please tick any that might apply, and our clerk will consider which Committee the application should be considered by.

Community Assets

Community Services

Community Events or Projects

What will your grant pay for? STRUCTURAL REMEDIAL WORK TO VILLAGE HALL

<b>ABOUT YOUR GROUP</b>	
<b>What type of group are you?</b>	<ul style="list-style-type: none"> <li>Registered charity</li> </ul>
<b>Charity registration no. (if applicable)</b>	1023644
<b>When did the group start?</b>	JULY 1993
<b>Do you have a constitution or a set of governing rules?</b>	<p>Yes. Original 1993, updated 2013.</p> <p><i>If yes, please provide copy with this application</i></p> <p><i>If no, please explain your management structure on a separate sheet.</i></p>
<b>What area does your group cover?</b> <i>The Council can only fund grants to groups which directly benefit residents of the Holme Valley</i>	HEPWORTH and surrounding villages
<b>Describe the people you <u>mainly</u> work with:</b>	<ul style="list-style-type: none"> <li>Children under 16</li> <li>Young people under 25</li> <li>Older people over 60</li> <li>People with disabilities</li> <li>Amateur Dramatics</li> <li>People of all ages</li> </ul>
<b>How many people are involved in running your group?</b>	<b>Paid staff: 0</b>
	<b>Volunteers, including Committee members: 15</b>

<b>FINANCES</b>			
<b>Financial year</b>	2018	2019	2020
<b>Income</b>	£16,837	£18,599	£18,142
<b>Expenditure</b>	£38,451	£13,313	£6,860
<b>Reserves</b>	£13,836	£18,480	£30,114
<b>Please describe your current financial reserves and account for expected expenditure from these.</b>	£22,000 (Balance December 2021) £4,000 minimum reserve policy £12,200 operational costs see below £5,800 remaining reserve for this project		
<b>Has the group previously received a grant from the Parish Council?</b>	No – not in last 5 years  <i>If 'Yes' please give the date and brief details of any grants received in the last five years.</i>		

## YOUR PROJECT

<b>How much money are you requesting from the Parish Council?</b>	<b>£ 10,000</b>
---	-----------------

<b>Project start date:</b>	<b>June 2022</b>	<b>Project end date:</b>	<b>December 2022</b>
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Please describe what you want to do with the money. Use no more than 500 words. Please answer the following questions in your answer:

- Who will benefit from this project?
- How do you know there is a need for this project?
- Are you working in partnership with other groups?
- How many people are involved in your activities each year?
- How will you know that the project is a success?

Hepworth Village Hall was originally constructed in 1852 as a Church school. In the late 1800s an extension classroom was built to the north supported on steel compound beams and pillars which now forms the stage area. Cracks have recently been discovered between the old and new (new is a relative term).

A professional structural consulting engineer (Sawyer Consulting Engineers) was commissioned to conduct a full structural survey and his report (copy attached) recommended the following to prevent further movement and potential collapse.

Phase 1. Erect a new pair of steel pillars on new concrete foundation pads to support the steel beams under the extension structure near to the original building.

Phase 2. Once these remedial pillars are in place and taking the weight, a structural stitch repair of the existing cracks around and beneath the bearings will be carried out using a propriety "sock anchor" system of stainless steel tubes in cored holes pressure grouted in place to provide a tie across the open joints and cracks.

Phase 3. An intrusive investigation of the steel beam bearing areas concealed in masonry will be carried out and any plating and remedial repair carried out. Formal quotes have been obtained for the steel pillars and the "stitch repair" process but it is difficult to get precise costings, only informal estimates, for the rest as the amount of work needed is unknown until significant investigation work is done.

These measures should stabilise the structure so the remaining cracks and open joints can then be made good, hopefully securing the building for the village for another 150 years.

The village hall is a vital part of the village. Regular weekday groups (badminton, table tennis, Art group, Ladies who Stitch, Young at Heart, Parents and Toddlers) are attended by a total of about 60 people.

Regular monthly events such as film nights, music nights and coffee mornings attract audiences of between 40 and 100 people.

Each year the hall is used for about 20 private events such as parties, simple wedding receptions and charity fund raisers, most of which are attended by up to 100 people.

Hepworth Church use the hall for a number of social events each year which attract 50 to 100 people.

The Friends of Hepworth J & I school (FOHS) organise three or four social and fundraising events every year which are usually full to capacity (100).  
 The lower part of the hall is occupied 7:30am to 6:00pm every weekday in termtime by the Hepworth preschool and out-of-school club, a not-for-profit charity (reg No 1035654) staffed with professional child carers which caters for some 20 children.

<b>PROJECT BUDGET</b>		
<b>Item</b>	<b>Total cost</b>	<b>Requested from the Parish Council</b>
Foundation pads for pillars	£2,500 - £5,000	
Steel pillars and installation	£3,180 - £6,588	
Propriety sock anchors	£3,744 - £4,954	
Steelwork bearing refurbishment	£5,000 estimate	
Making good	£5,000 estimate	
<b>TOTALS</b>	<b>£19,424 - £26,542</b>	<b>£10,000</b>

<b>OTHER FUNDING</b>								
<p><b>Has the group applied elsewhere for other grants to fund this project?</b>  <i>If yes, please give details below. Include date of application, amount requested and the outcome (if known).</i></p> <p>Yes. Huddersfield Common Good Trust 31/01/2022, £10,000, application pending</p>								
<p>Other sources of funding for this project, e.g. donations, reserves, fund raising. Please list, with amounts.</p> <p>Reserves: The HCA currently (December 2021) has a general fund balance of £22,000, having had very little income during 2021. The reserves policy requires that at least £4,000 is maintained as an operational reserve for conducting day-to day business. Operational costs for 2022 with the current reduced income levels are estimated at £6,000. Essential remedial electrical work (following a periodic inspection) costing £1,200 is planned for April and £5,000 for roof repair work. The rest, £5,800, is classified designated funds set aside for projects. There is currently one other project: replacement of some rotten doors and window frames (£5,500) which will be postponed. This leaves <b>£5,800</b> which we propose to use for this project.</p> <p>Fundraising: We intend to do some fundraising, but the current pandemic situation makes planning any social events difficult.</p> <p>Summary</p> <table> <tr> <td>HVPC</td> <td>£10,000</td> </tr> <tr> <td>HCGT</td> <td>£10,000</td> </tr> <tr> <td>HCA reserves</td> <td>£5,800</td> </tr> <tr> <td><b>Total</b></td> <td><b>£25,800</b></td> </tr> </table>	HVPC	£10,000	HCGT	£10,000	HCA reserves	£5,800	<b>Total</b>	<b>£25,800</b>
HVPC	£10,000							
HCGT	£10,000							
HCA reserves	£5,800							
<b>Total</b>	<b>£25,800</b>							

<b>BANK ACCOUNT DETAILS</b>	
<b>Account name</b>	[REDACTED]
<b>Sort code</b>	[REDACTED]
<b>Account number</b>	[REDACTED]

<b>Declaration</b>
<p>This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.</p> <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 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>
<b>Name</b> [REDACTED]
<b>Signature:</b>
<b>Date:</b>

<b>Name of Organisation</b>	
<b>CHECKLIST</b>	
Please enclose the following with your application	
	Please Tick
Signed application form, with every question answered	y
Have you addressed sustainability issues? See the criteria on the council website ( section 1.8).	N/A
Last three years audited annual accounts (if available)	y
Constitution or set of rules (if not applicable please state so)	y
Copy of bank statements for past six months	y

Copies of written estimates/quotations for capital purchases?	y
For projects or items over £5000 have you completed a Business Plan or for grants over £2.000 have you provided a forward plan of activities for the next year ?	y
If possible, please email a copy of the grant application to the Clerk ( <a href="mailto:clerk@holmevalleyparishcouncil.gov.uk">clerk@holmevalleyparishcouncil.gov.uk</a> ). With the Application in WORD not PDF.	y
<b>and send completed application form (with all supporting documentation) to: Holme Valley Parish Council, Holmfirth Civic Hall, Huddersfield Road Holmfirth, HD9 3AS</b>	
If you have any queries, please contact the Clerk - Tel: 01484 687460 Email: <a href="mailto:clerk@holmevalleyparishcouncil.gov.uk">clerk@holmevalleyparishcouncil.gov.uk</a>	
<i>You are advised to keep a copy of this application for your own records.</i>	
<b>For internal admin use only:</b>	
Date application received:	
Application meets criteria:	Yes/No*
Meeting Date/Minute No.	
Grant approved . Yes/No	
Legislation under which grant is made.	
Date applicant notified of outcome:	

## List of Payments made between 01/01/2022 and 31/01/2022



<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/01/2022	HSBC	2122/10/01	8.00		Bank Charges
05/01/2022	British Telecom	2122/10/02	46.24	Council 2122 57	Internet and Phone
06/01/2022	Grenke	2122/10/03	141.59	Council 2122 57	Photocopier Lease
12/01/2022	O2	2122/10/04	76.94	Council 2122 57	iPad and iPhone Contracts
17/01/2022	West Yorkshire Pension Fund	2122/10/05	684.23	Council 2122 57	Pensions
17/01/2022	Salaries Staff	2122/10/06	1,455.35	Council 2122 57	Salary Staff 02
17/01/2022	Salaries Staff	2122/10/07	917.64	Council 2122 57	Salary Staff 03 - JAN 2022
17/01/2022	Salaries Staff	2122/10/08	1,554.62	Council 2122 57	Salary Staff 04 - JAN 2022
17/01/2022	HMRC	2122/10/09	1,300.20	Council 2122 57	PAYE Tax and NI
18/01/2022	Staff 04	2122/10/10	35.00	Council 2122 57	Reimbursement - Flowers
18/01/2022	Staff 04	2122/10/11	2.70	Council 2122 57	Reimbursement - Card
18/01/2022	Staff 04	2122/10/12	27.99	Council 2122 57	Reimbursement - Ink Carts
18/01/2022	Staff 02	2122/10/13	14.39	Council 2122 57	Reimbursement Zoom
18/01/2022	Staff 02	2122/10/14	94.99	Council 2122 57	Reimbursement McAfee
18/01/2022	Document Logic	2122/10/15	128.35	Council 2122 57	Photocopying
18/01/2022	West Yorks Combined Authority	2122/10/16	1,971.00	Council 2122 57	HV Minibus Service OCT
18/01/2022	West Yorks Combined Authority	2122/10/17	1,908.00	Council 2122 57	HV Minibus Service NOV
18/01/2022	Save Our Shropshire CIO	2122/10/18	10.00	F&M 2122 76 (3)	Carbon Literacy Course Fee
20/01/2022	Business Stream	2122/10/19	996.09	Council 2122 57	Water and Sewerage Charges
21/01/2022	Maintenance Contractor	2122/10/20	192.28	Council 2122 57	Expenses
21/01/2022	Maintenance Contractor	2122/10/21	1,579.05	Council 2122 57	Maintenance
<b>Total Payments</b>			<b>13,144.65</b>		



# Holme Valley Parish Council Cash Book 2021-22

## HSBC Community Current Account

### Payments February 2022

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
1	2122/11/01	01/02/2022	BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR			REPAIR OF BUS SHELTER NEW MILL RD	£1,100.00	£0.00	£1,100.00	Council 2122.57	LGA 1894 S8 11
2	2122/11/02	03/01/2022	CHG	<input type="checkbox"/>	HSBC			BANK CHARGE	£8.00	£0.00	£8.00	Council 2122.57	LGA 1972 S111
3	2122/11/03	03/02/2022	BACS	<input type="checkbox"/>	NPOWER			ELECTRICITY HOLMFIRTH TOILETS - DEC	£243.46	£12.17	£255.63	Council 2122.57	PHA 1936 S87
4	2122/11/04	03/02/2022	BACS	<input type="checkbox"/>	KIRKLEES COUNCIL			BUILDING REGULATIONS REGULARISATION - GARTSIDE	£595.74	£0.00	£595.74	Council 2122.109	LGA 1894 S8 11
5	2122/11/05	03/02/2022	BACS	<input type="checkbox"/>	HOLMFIRTH FILM FESTIVAL			GRANT: VENUE HIRE & PUBLICITY	£1,000.00	£0.00	£1,000.00	Council 2122.109	LGMPA 1976 S19
6	2122/11/06	03/02/2022	BACS	<input type="checkbox"/>	SHARING MEMORIES			GRANT: ART PROJECT FOR OLDER PEOPLE	£987.00	£0.00	£987.00	Council 2122.109	LGMPA 1976 S19
7	2122/11/07	03/02/2022	BACS	<input type="checkbox"/>	HONLEY JUNIOR FOOTBALL CLUB			GRANT: POPUP SHELTERS FOR UNDER 7S	£350.00	£0.00	£350.00	Council 2122.109	LGMPA 1976 S19
8	2122/11/08	03/02/2022	BACS	<input type="checkbox"/>	STAFF 02			REIMBURSEMENT: HAND SANITISER (NO RECEIPT)	£4.50	£0.00	£4.50	Council 2122.57	LGA 1972 S111
9	2122/11/09	03/02/2022	BACS	<input type="checkbox"/>	DOCUMENT LOGIC			PHOTOCOPYING	£25.00	£5.00	£30.00	Council 2122.57	LGA 1972 S111
10	2122/11/10	03/02/2022	BACS	<input type="checkbox"/>	VIKING			PAPER, STAMPS, LABELS	£255.89	£8.38	£264.27	Council 2122.57	LGA 1972 S111
11	2122/11/11	03/02/2022	BACS	<input type="checkbox"/>	YLCA			WEBINAR: BROADENING YOUR PLANNING KNOWLEDGE CLLR 04	£22.50	£0.00	£22.50	Council 2122.57	LGA 1972 S112
12	2122/11/12	07/02/2022	DD	<input type="checkbox"/>	BT			INTERNET AND PHONE	£30.95	£6.19	£37.14	Council 2122.57	LGA 1972 S111
13	2122/11/13	10/02/2022	DD	<input type="checkbox"/>	O2			IPAD AND IPHONE CONTRACTS	£64.12	£12.82	£76.94	Council 2122.57	LGA 1972 S137
14	2122/11/14	15/02/2022	SO	<input type="checkbox"/>	STAFF 02			SALARY	£1,455.35	£0.00	£1,455.35	Council 2122.57	LGA 1972 S112
15	2122/11/15	15/02/2022	SO	<input type="checkbox"/>	STAFF 03			SALARY	£917.64	£0.00	£917.64	Council 2122.57	LGA 1972 S137
16	2122/11/16	15/02/2022	SO	<input type="checkbox"/>	STAFF 04			SALARY	£1,554.62	£0.00	£1,554.62	Council 2122.57	LGA 1972 S112
17	2122/11/17	16/02/2022	SO	<input type="checkbox"/>	WYPF			PENSIONS	£684.23	£0.00	£684.23	Council 2122.57	LGA 1972 S112
18	2122/11/18	16/02/2022	SO	<input type="checkbox"/>	HMRC			PAYE TAX AND NI	£1,300.20	£0.00	£1,300.20	Council 2122.57	LGA 1972 S112
19	2122/11/19	28/02/2022	BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR			EXPENSES - 1. BENCHES AND SHELTERS; 2. TOILETS	£251.94	£50.38	£302.32	Council 2122.57	PCA 1971 S1, S4
20	2122/11/20	28/02/2022	BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR			MAINTENANCE OCT - I. BENCHES AND SHELTERS; 2. TOILETS	£1,660.84	£0.00	£1,660.84	Council 2122.57	PCA 1971 S1, S4
21	2122/11/21	28/02/2022	BACS	<input type="checkbox"/>	KIRKLEES COUNCIL			CHRISTMAS TREES X 4	£2,873.32	£574.66	£3,447.98	Council 2122.57	LGA 1972 S137
									<b>£15,385.30</b>	<b>£669.60</b>	<b>£16,054.90</b>		



# Holme Valley Parish Council Cash Book 2021-22

## HSBC Community Current Account

### Payments March 2022

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
			BACS	<input type="checkbox"/>	YLCA			WEBINAR: CLIMATE EMERGENCY STAFF 03	£15.00	£0.00	£15.00	Council 2122 57	LGA 1972 S112
			BACS	<input type="checkbox"/>	WEST YORKSHIRE COMBINED AUTHORITY			HV MINIBUS SERVICE DEC	£1,971.00	£0.00	£1,971.00	Council 2122 57	LG&RA 1997 S27
			BACS	<input type="checkbox"/>	STAFF 02			REIMBURSEMENT: ZOOM - FEB	£11.99	£2.40	£14.39	Council 2122 57	LGA 1972 S111
			BACS	<input type="checkbox"/>	STAFF 02			REIMBURSEMENT: VONHAUS PROJECTOR STAND	£45.82	£9.17	£54.99	Council 2122 57	LGA 1972 S111
			BACS	<input type="checkbox"/>	STAFF 02			REIMBURSEMENT: FLOOR CABLE TIDY	£32.07	£6.42	£38.49	Council 2122 57	LGA 1972 S111
			CREDIT	<input type="checkbox"/>	NPOWER			CREDIT NOTE RE 2122/09/22 ELECTRICITY HOLMFIRTH TOILETS - NOV	-£221.75	-£11.09	-£232.84	Council 2122 57	PHA 1936 S87
			BACS	<input type="checkbox"/>	NPOWER			ELECTRICITY HOLMFIRTH TOILETS - NOV RECALCULATED	£172.46	£8.62	£181.08	Council 2122 57	PHA 1936 S87
			BACS	<input type="checkbox"/>	NPOWER			ELECTRICITY HOLMFIRTH TOILETS - DEC	£265.58	£13.28	£278.86	Council 2122 57	PHA 1936 S87
			BACS	<input type="checkbox"/>	PRINCIPAL HYGIENE			SERVICE SANITARY DISPOSAL UNIT HOLMFIRTH TOILETS 6 MONTHS	£220.00	£44.00	£264.00	Council 2021 57	PHA 1936 S87
			BACS	<input type="checkbox"/>	ENVIRONMENT KIRKLEES LTD			GRANT: CARGO BIKE	£6,900.00	£0.00	£6,900.00		LGA 1972 S137
			BACS	<input type="checkbox"/>	PRINCIPAL HYGIENE			SERVICE NAPPY DISPOSAL UNIT HOLMFIRTH TOILETS 6 MONTHS	£54.50	£10.90	£65.40	Council 2021 57	PHA 1936 S87
			BACS	<input type="checkbox"/>	YLCA			WEBINAR: INTERNAL CONTROLS STAFF 04	£30.00	£0.00	£30.00	Council 2122 57	LGA 1972 S112
			BACS	<input type="checkbox"/>	HADE EDGE BAND			HIRE OF BAND ROOM 31/01/2022	£45.00	£0.00	£45.00		LGA 1972 S111
			BACS	<input type="checkbox"/>	BALLCRAFT			COMMUNITY CHAMPIONS TROPHIES AND ENGRAVING	£359.91	£0.00	£359.91		LGA 1972 S137
			BACS	<input type="checkbox"/>	KIRKLEES COUNCIL			CHRISTMAS TREES X 4	£2,873.32	£574.66	£3,447.98		LGA 1972 S137
			BACS	<input type="checkbox"/>	JRB			POO BAGS	£450.00	£90.00	£540.00		LITTERA 1983 S5
			BACS	<input type="checkbox"/>	PRINCIPAL HYGIENE			SERVICE NAPPY DISPOSAL UNIT HOLMFIRTH TOILETS 6 MONTHS	£52.00	£10.40	£62.40	Council 2021 57	PHA 1936 S87
			DD	<input type="checkbox"/>	BT			INTERNET AND PHONE	£31.07	£6.21	£37.28	Council 2122 57	LGA 1972 S111
			DD	<input type="checkbox"/>	O2			IPAD AND IPHONE CONTRACTS	£64.52	£12.90	£77.42	Council 2122 57	LGA 1972 S137
			BACS	<input type="checkbox"/>	SLCC			MEMBERSHIP FEE - STAFF 04	£215.00	£0.00	£215.00	Council 2122 57	LGA 1972 S137
			BACS	<input type="checkbox"/>	SLCC			MEMBERSHIP FEE - STAFF 02	£215.00	£0.00	£215.00	Council 2122 57	LGA 1972 S137
			BACS	<input type="checkbox"/>	VISION ICT			2 X HOSTED EMAIL ACCOUNT	£36.00	£7.20	£43.20	Council 2122 57	LGA 1972 S111
			BACS	<input type="checkbox"/>	DOCUMENT LOGIC			PHOTOCOPYING	£143.53	£28.71	£172.24	Council 2122 57	LGA 1972 S111
			BACS	<input type="checkbox"/>	BOK ARTISTIC SWIMMING CLUB			GRANT: TOWARDS NEW MUSIC SYSTEM	£700.00	£0.00	£700.00		LGMPA 1976 S19
			BACS	<input type="checkbox"/>	PROJECT COMMUNITIES			GRANT: ACTIVITIES FOR GIRLS	£1,986.50	£0.00	£1,986.50		LGMPA 1976 S19
			BACS	<input type="checkbox"/>	FRIENDS OF HONLEY J&I SCHOOL			GRANT: EXTRA-CURRICULAR TRIP TO EDEN CAMP	£700.00	£0.00	£700.00		LGMPA 1976 S19
			BACS	<input type="checkbox"/>	AUTOBIND DENBY DALE			PRINTING: HOLME VALLEY NDP X 25	£360.00	£0.00	£360.00		T&CPA 1990 S63f1
									<b>£17,728.52</b>	<b>£813.78</b>	<b>£18,542.30</b>		



**Bank Reconciliation Statement as at 31/12/2021  
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	31/12/2021		184,928.92
			<hr/> 184,928.92
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			184,928.92
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			184,928.92
		<b>Balance per Cash Book is :-</b>	<b>184,928.92</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/12/2021  
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	31/12/2021		55,679.13
			<hr/> 55,679.13
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			55,679.13
<u>Receipts not Banked/Cleared (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>

**Bank Reconciliation Statement as at 31/12/2021  
for Cashbook 3 - Notice Deposit-Handelsbanken**

---

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Notice Deposit - Handelsbanken	31/12/2021		0.00
			<hr/> 0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		<b>Balance per Cash Book is :-</b>	<b>0.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/12/2021  
for Cashbook 4 - Current Account-Handelsbanken**

---

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken Current A/C	31/12/2021		84,733.96
			<hr/> 84,733.96
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			84,733.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			84,733.96
		<b>Balance per Cash Book is :-</b>	<b>84,733.96</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/12/2021  
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	31/12/2021		75,000.00
			<hr/> 75,000.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			75,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 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>

**Bank Reconciliation Statement as at 31/12/2021  
for Cashbook 6 - Petty Cash**

---

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/12/2021		0.00
			<hr/> 0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		<b>Balance per Cash Book is :-</b>	<b>0.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

Time: 13:13

## Bank Reconciliation up to 31/12/2021 for Cashbook No 1 - HSBC Current A/C


<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/12/2021	2122/09/01	102.25		102.25		R <input type="checkbox"/>	Maintenance Contractor
01/12/2021	2122/09/02	1,762.20		1,762.20		R <input type="checkbox"/>	Maintenance Contractor
02/12/2021	2122/09/01		2.59	2.59		R <input type="checkbox"/>	Receipt(s) Banked
05/12/2021	2122/09/02		1.39	1.39		R <input type="checkbox"/>	Receipt(s) Banked
07/12/2021	2122/09/03	38.84		38.84		R <input type="checkbox"/>	British Telecom
09/12/2021	2122/09/03		400.00	400.00		R <input type="checkbox"/>	Receipt(s) Banked
12/12/2021	2122/09/04		100.00	100.00		R <input type="checkbox"/>	Receipt(s) Banked
13/12/2021	2122/09/04	77.30		77.30		R <input type="checkbox"/>	O2
14/12/2021	2122/09/06	4,450.00		4,450.00		R <input type="checkbox"/>	Holmfirth Tech
14/12/2021	2122/09/07	2,000.00		2,000.00		R <input type="checkbox"/>	Holmfirth Cricket Club
14/12/2021	2122/09/08	3,432.00		3,432.00		R <input type="checkbox"/>	Underbank Rangers
14/12/2021	2122/09/09	1,680.00		1,680.00		R <input type="checkbox"/>	1st HV (Holmfirth) Scouts
14/12/2021	2122/09/10	1,000.00		1,000.00		R <input type="checkbox"/>	Holmfirth Festival of Folk
14/12/2021	2122/09/11	689.99		689.99		R <input type="checkbox"/>	Hepworth Singers
14/12/2021	2122/09/12	1,000.00		1,000.00		R <input type="checkbox"/>	Holmfirth Art and Music
14/12/2021	2122/09/13	1,000.00		1,000.00		R <input type="checkbox"/>	Holmfirth Art and Music
14/12/2021	2122/09.14	1,000.00		1,000.00		R <input type="checkbox"/>	Hade Edge Band
14/12/2021	2122/09/15	5,000.00		5,000.00		R <input type="checkbox"/>	Holmfirth Tech
14/12/2021	2122/09/16	57.43		57.43		R <input type="checkbox"/>	Viking
14/12/2021	2122/09/17	69.23		69.23		R <input type="checkbox"/>	Document Logic
14/12/2021	2122/09/18	681.60		681.60		R <input type="checkbox"/>	Ramsdens Solicitors
14/12/2021	2122/09/19	12.23		12.23		R <input type="checkbox"/>	Staff 04
14/12/2021	2122/09/20	49.95		49.95		R <input type="checkbox"/>	Staff 03
14/12/2021	2122/09/21	14.39		14.39		R <input type="checkbox"/>	Staff 02
14/12/2021	2122/09/22	232.84		232.84		R <input type="checkbox"/>	npower
14/12/2021	2122/09/23	1,359.10		1,359.10		R <input type="checkbox"/>	Maintenance Contractor
14/12/2021	2122/09/24	300.00		300.00		R <input type="checkbox"/>	Barnsley Chronicle
14/12/2021	2122/09/25	300.00		300.00		R <input type="checkbox"/>	SD & TJ Kirk
14/12/2021	2122/09/26	100.00		100.00		R <input type="checkbox"/>	SD & TJ Kirk
15/12/2021	2122/09/27	1,455.35		1,455.35		R <input type="checkbox"/>	Salaries Staff
15/12/2021	2122/09/28	917.64		917.64		R <input type="checkbox"/>	Salaries Staff
15/12/2021	2122/09/29	1,245.55		1,245.55		R <input type="checkbox"/>	Salaries Staff
16/12/2021	2122/09/30	601.90		601.90		R <input type="checkbox"/>	West Yorkshire Pension Fund
16/12/2021	2122/09/31	1,076.69		1,076.69		R <input type="checkbox"/>	HMRC
16/12/2021	2122/09/32	525.00		525.00		R <input type="checkbox"/>	Friends of Cliff Rec
23/12/2021	2122/09/05		500.00	500.00		R <input type="checkbox"/>	Receipt(s) Banked
31/12/2021	2122/09/05	2,950.00		2,950.00		R <input type="checkbox"/>	Hepworth Band
		<u>35,181.48</u>	<u>1,003.98</u>				



Time: 13:26

**Bank Reconciliation up to 31/12/2021 for Cashbook No 4 - Current Account-Handelsbanken**

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<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
14/12/2021	2122/09/33	25.00		25.00		R 	Handelsbanken
		<u>25.00</u>	<u>0.00</u>				

## Receipts for Month 9

## 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>219,106.42</b>					<b>219,106.42</b>	
2122/09/01	Banked: <b>02/12/2021</b>	<b>2.59</b>						
2122/09/01	CCLA	2.59			1090	100	2.59	Interest on PSDA
2122/09/02	Banked: <b>05/12/2021</b>	<b>1.39</b>						
2122/09/02	HSBC	1.39			1090	100	1.39	Gross Interest ACC41061348
2122/09/03	Banked: <b>09/12/2021</b>	<b>400.00</b>						
2122/09/03	Monty's Loft	400.00			1250	100	400.00	Rent - December
2122/09/04	Banked: <b>12/12/2021</b>	<b>100.00</b>						
2122/09/04	Monty's Loft	100.00			1250	100	100.00	Rent - arrears
2122/09/05	Banked: <b>23/12/2021</b>	<b>500.00</b>						
2122/09/05	Monty's Loft	500.00			1250	100	500.00	Rent - JAN plus arrears
<b>Total Receipts for Month</b>		1,003.98	0.00	0.00			1,003.98	
<b>Cashbook Totals</b>		<u>220,110.40</u>	<u>0.00</u>	<u>0.00</u>			<u>220,110.40</u>	

## Payments for Month 9

## 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>
01/12/2021	Maintenance Contractor	2122/09/01	102.25		12.81	4740	400	18.66	Expenses - Benches
						4320	200	70.78	Expenses - Toilets
01/12/2021	Maintenance Contractor	2122/09/02	1,762.20			4740	400	803.20	Maintenance - Benches
						4320	200	959.00	Maintenance - Toilets
07/12/2021	British Telecom	2122/09/03	38.84		6.47	4275	150	32.37	Internet and Phone
13/12/2021	O2	2122/09/04	77.30		12.88	4805	450	64.42	iPad and iPhone Contracts
14/12/2021	Holmfirth Tech	2122/09/06	4,450.00			4315	200	4,450.00	Grant: Friends of Cinderhills
14/12/2021	Holmfirth Cricket Club	2122/09/07	2,000.00			4315	200	2,000.00	Grant: Towards New Fencing
14/12/2021	Underbank Rangers	2122/09/08	3,432.00			4315	200	3,432.00	Grant: towards new lighting
14/12/2021	1st HV (Holmfirth) Scouts	2122/09/09	1,680.00			4315	200	1,680.00	Grant: new awning
14/12/2021	Holmfirth Festival of Folk	2122/09/10	1,000.00			4405	250	1,000.00	Grant: towards road closure
14/12/2021	Hepworth Singers	2122/09/11	689.99			4405	250	689.99	Grant: new piano
14/12/2021	Holmfirth Art and Music	2122/09/12	1,000.00			4405	250	1,000.00	Grant: Children's Parade
14/12/2021	Holmfirth Art and Music	2122/09/13	1,000.00			4405	250	1,000.00	Grant: Cross-Festival Training
14/12/2021	Hade Edge Band	2122/09.14	1,000.00			4405	250	1,000.00	Grant: instruments uniforms
14/12/2021	Holmfirth Tech	2122/09/15	5,000.00			4305	200	5,000.00	Grant: kitchen equipment
						333	0	-5,000.00	Grant: kitchen equipment
						6000	200	5,000.00	Grant: kitchen equipment
14/12/2021	Viking	2122/09/16	57.43		4.47	4245	150	14.18	Kettle
						4205	150	38.78	Planner, Stamps
14/12/2021	Document Logic	2122/09/17	69.23		11.54	4205	150	57.69	Photocopying
14/12/2021	Ramsdens Solicitors	2122/09/18	681.60			4300	200	681.60	HVPC Searches
14/12/2021	Staff 04	2122/09/19	12.23			4205	150	12.23	Reimbursement - Xmas Cards
14/12/2021	Staff 03	2122/09/20	49.95			4805	450	49.95	Reimbursement GoDaddy
14/12/2021	Staff 02	2122/09/21	14.39		2.40	4400	250	11.99	Reimbursement Zoom
14/12/2021	npower	2122/09/22	232.84		11.09	4320	200	221.75	Electricity Holmfirth Toilets
14/12/2021	Maintenance Contractor	2122/09/23	1,359.10			4740	400	418.60	Maintenance - Benches
						4320	200	940.50	Maintenance - Toilets
14/12/2021	Barnsley Chronicle	2122/09/24	300.00		50.00	4610	350	250.00	Holme Valley Review - DEC
14/12/2021	SD & TJ Kirk	2122/09/25	300.00		50.00	4705	400	250.00	Christmas Trees
14/12/2021	SD & TJ Kirk	2122/09/26	100.00		16.67	4705	400	83.33	Christmas Trees
15/12/2021	Salaries Staff	2122/09/27	1,455.35			4000	110	1,455.35	Salary Staff 02
15/12/2021	Salaries Staff	2122/09/28	917.64			4000	450	917.64	Salary Staff 03 - DEC 2021
15/12/2021	Salaries Staff	2122/09/29	1,245.55			4000	110	1,245.55	Salary Staff 04 - DEC 2021
16/12/2021	West Yorkshire Pension Fund	2122/09/30	601.90			4000	110	471.90	Pensions - Staff 02 and 04
						4000	450	130.00	Pensions - Staff 03
16/12/2021	HMRC	2122/09/31	1,076.69			4000	110	1,016.04	PAYE Tax and NI - Staff 02 04
						4000	450	60.65	PAYE Tax and NI - Staff 03
16/12/2021	Friends of Cliff Rec	2122/09/32	525.00			4405	250	525.00	Grant: Platinum Jubilee Event
31/12/2021	Hepworth Band	2122/09/05	2,950.00			4315	200	2,950.00	Grant: towards roof insulation

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<b>Total Payments for Month</b>	35,181.48	0.00	178.33	35,003.15
<b>Balance Carried Fwd</b>	184,928.92			
<b>Cashbook Totals</b>	<u>220,110.40</u>	<u>0.00</u>	<u>178.33</u>	<u>219,932.07</u>

**Receipts for Month 9****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>	

**Payments for Month 9****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	

**Receipts for Month 9****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>
	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>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

**Payments for Month 9****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>		0.00						
	<b>Cashbook Totals</b>		0.00	0.00	0.00			0.00	



**Receipts for Month 9****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>84,758.96</b>					<b>84,758.96</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>84,758.96</u>	<u>0.00</u>	<u>0.00</u>			<u>84,758.96</u>	

**Payments for Month 9****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>
14/12/2021	Handelsbanken	2122/09/33	25.00			4215	150	25.00	Bank Charges
<b>Total Payments for Month</b>			25.00	0.00	0.00			25.00	
<b>Balance Carried Fwd</b>			84,733.96						
<b>Cashbook Totals</b>			84,758.96	0.00	0.00			84,758.96	

## Receipts for Month 9

## 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>	

Payments for Month 9

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>		75,000.00	0.00	0.00			75,000.00	

**Receipts for Month 9****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>
	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>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

**Payments for Month 9****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>		0.00						
	<b>Cashbook Totals</b>		0.00	0.00	0.00			0.00	

## 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>
100	Debtors			4,613.23	
105	VAT Control A/c			1,088.24	
110	Prepayments				4,613.23
200	HSBC Current A/C			184,928.92	
205	Money Manager - HSBC			55,679.13	
215	Current Account-Handelsbanken			84,733.96	
220	CCLA Deposit Fund			75,000.00	
310	General Reserves				187,274.05
320	EMR Sub-Contractor Services				5,000.00
321	EMR Legal Advice Contingency				5,000.00
322	EMR CCTV				5,000.00
323	EMR Com Asset-Others in Valley				14,723.00
325	EMR Election Fund				19,789.00
326	EMR Defibrillator Special Resr				2,000.00
327	EMR Covid Response - HCHCT				10,000.00
328	EMR Covid Response - HVCMA				13,315.00
329	EMR Holmfirth Civic Hall (capi				30,000.00
330	EMR Office/Meeting Room				15,000.00
331	EMR Holmfirth Toilets				5,000.00
332	EMR Honley Library				30,000.00
1076	Precept	100	Income		274,326.00
1078	Special Expenses Grant	100	Income		3,230.00
1090	Bank Interest	100	Income	3.63	
1092	Toilets Donations	100	Income		1,140.00
1100	Neighbourhood Plan-Grants	300	Planning		2,100.00
1200	Allotment Rents	100	Income		240.00
1250	Garside Building	100	Income		2,248.44
1300	Garage plot income	100	Income		700.00
4000	Salaries	110	Staff Expenditure	35,957.80	
4000	Salaries	450	Climate Emergency	9,830.92	
4005	Employer's N.I	110	Staff Expenditure	304.03	
4005	Employer's N.I	450	Climate Emergency	36.98	
4010	Employer's Pension	110	Staff Expenditure	264.03	
4010	Employer's Pension	450	Climate Emergency	72.00	
4060	Staff Training	110	Staff Expenditure	280.50	
4061	Councillor Training	150	Administration	315.00	
4200	Chairman's Expenses	150	Administration	163.98	
4205	Council Office Supplies	150	Administration	1,286.92	
4210	Audit	150	Administration	1,346.62	
4215	Bank Charges	150	Administration	200.00	
4225	Elections	150	Administration	4,589.99	
4230	Repairs & Maintenance	150	Administration	45.00	

## 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>
4235	Insurance	150	Administration	6,378.86	
4245	Office Equipment	150	Administration	107.68	
4250	Office/Room Hire	150	Administration	10,247.50	
4255	Legal Advice Contingency	150	Administration	450.00	
4260	FOIA/EIR requests	150	Administration	35.00	
4265	Subscriptions	150	Administration	2,404.00	
4275	Telephone and Broadband	150	Administration	232.88	
4300	Honley Library	200	CASC	681.60	
4305	Holmfirth Tech	200	CASC	10,000.00	
4310	Holmfirth Civic Hall-Projects	200	CASC	40,000.00	
4315	Other Community Assets	200	CASC	50,982.60	
4320	Public Toilet - Day to Day	200	CASC	12,876.66	
4400	Electronic Support	250	Finance & Management	2,062.46	
4405	Grants	250	Finance & Management	7,817.49	
4505	Neighbourhood Plan	300	Planning	4,571.23	
4610	Publications	350	Publications & Communication	3,470.23	
4630	Special Projects	350	Publications & Communication	636.00	
4705	Christmas Provision	400	Service Provision	1,333.33	
4710	New Mill - Churchyard	400	Service Provision	663.74	
4720	Dog Waste	400	Service Provision	613.50	
4730	Minibus	400	Service Provision	11,637.00	
4735	Phone Boxes	400	Service Provision	64.40	
4740	Seats & Shelters-Maintenance	400	Service Provision	9,106.91	
4805	Community Mobilisation	450	Climate Emergency	2,984.77	
4815	Transport Strategy	450	Climate Emergency	600.00	
6000	Transfer from EMR	200	CASC		10,000.00
<b>Trial Balance Totals :</b>				<b>640,698.72</b>	<b>640,698.72</b>
<b>Difference</b>				<b>0.00</b>	



## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

## 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	274,326	274,326	0			100.0%	
1078 Special Expenses Grant	0	3,230	3,230	0			100.0%	
1090 Bank Interest	4	(4)	600	604			(0.6%)	
1092 Toilets Donations	0	1,140	2,000	860			57.0%	
1200 Allotment Rents	0	240	240	0			100.0%	
1250 Garside Building	1,000	2,248	4,800	2,552			46.8%	
1260 Memorial Bench Donations	0	0	50	50			0.0%	
1300 Garage plot income	0	700	700	0			100.0%	
<b>Income :- Income</b>	<b>1,004</b>	<b>281,881</b>	<b>285,946</b>	<b>4,065</b>			<b>98.6%</b>	<b>0</b>
<b>Net Income</b>	<b>1,004</b>	<b>281,881</b>	<b>285,946</b>	<b>4,065</b>				
<b>110 Staff Expenditure</b>								
4000 Salaries	4,189	35,958	53,000	17,042		17,042	67.8%	
4005 Employer's N.I	0	304	0	(304)		(304)	0.0%	
4010 Employer's Pension	0	264	0	(264)		(264)	0.0%	
4060 Staff Training	0	281	900	620		620	31.2%	
<b>Staff Expenditure :- Indirect Expenditure</b>	<b>4,189</b>	<b>36,806</b>	<b>53,900</b>	<b>17,094</b>	<b>0</b>	<b>17,094</b>	<b>68.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,189)</b>	<b>(36,806)</b>	<b>(53,900)</b>	<b>(17,094)</b>				
<b>150 Administration</b>								
4061 Councillor Training	0	315	900	585		585	35.0%	
4200 Chairman's Expenses	0	164	1,000	836		836	16.4%	
4205 Council Office Supplies	109	1,287	1,500	213		213	85.8%	
4210 Audit	0	1,347	1,200	(147)		(147)	112.2%	
4215 Bank Charges	25	200	300	100		100	66.7%	
4220 Conference / Seminars	0	0	500	500		500	0.0%	
4225 Elections	0	4,590	5,000	410		410	91.8%	
4230 Repairs & Maintenance	0	45	1,000	955		955	4.5%	
4235 Insurance	0	6,379	2,250	(4,129)		(4,129)	283.5%	
4240 Travel Allowance	0	0	300	300		300	0.0%	
4245 Office Equipment	14	108	300	192		192	35.9%	
4250 Office/Room Hire	0	10,248	10,000	(248)		(248)	102.5%	
4255 Legal Advice Contingency	0	450	0	(450)		(450)	0.0%	
4260 FOIA/EIR requests	0	35	500	465		465	7.0%	
4265 Subscriptions	0	2,404	3,000	596		596	80.1%	
4270 Local Council Award Scheme	0	0	100	100		100	0.0%	
4275 Telephone and Broadband	32	233	500	267		267	46.6%	
4280 Civic Regalia	0	0	750	750		750	0.0%	
<b>Administration :- Indirect Expenditure</b>	<b>180</b>	<b>27,803</b>	<b>29,100</b>	<b>1,297</b>	<b>0</b>	<b>1,297</b>	<b>95.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(180)</b>	<b>(27,803)</b>	<b>(29,100)</b>	<b>(1,297)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

## 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
<u>200 CASC</u>								
4300 Honley Library	682	682	15,000	14,318		14,318	4.5%	
4305 Holmfirth Tech	5,000	10,000	0	(10,000)		(10,000)	0.0%	10,000
4310 Holmfirth Civic Hall-Projects	0	40,000	10,000	(30,000)		(30,000)	400.0%	
4315 Other Community Assets	19,512	50,983	53,000	2,017		2,017	96.2%	
4320 Public Toilet - Day to Day	2,192	12,877	17,000	4,123		4,123	75.7%	
4325 Public Toilet - Lettable Space	0	0	1,000	1,000		1,000	0.0%	
CASC :- Indirect Expenditure	<b>27,386</b>	<b>114,541</b>	<b>96,000</b>	<b>(18,541)</b>	<b>0</b>	<b>(18,541)</b>	<b>119.3%</b>	<b>10,000</b>
<b>Net Expenditure</b>	<b>(27,386)</b>	<b>(114,541)</b>	<b>(96,000)</b>	<b>18,541</b>				
6000 plus Transfer from EMR	5,000	10,000						
<b>Movement to/(from) Gen Reserve</b>	<b>(22,386)</b>	<b>(104,541)</b>						
<u>250 Finance &amp; Management</u>								
4400 Electronic Support	12	2,062	1,650	(412)		(412)	125.0%	
4405 Grants	5,215	7,817	20,000	12,183		12,183	39.1%	
Finance & Management :- Indirect Expenditure	<b>5,227</b>	<b>9,880</b>	<b>21,650</b>	<b>11,770</b>	<b>0</b>	<b>11,770</b>	<b>45.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(5,227)</b>	<b>(9,880)</b>	<b>(21,650)</b>	<b>(11,770)</b>				
<u>300 Planning</u>								
1100 Neighbourhood Plan-Grants	0	2,100	0	(2,100)			0.0%	
Planning :- Income	<b>0</b>	<b>2,100</b>	<b>0</b>	<b>(2,100)</b>				<b>0</b>
4505 Neighbourhood Plan	0	4,571	5,000	429		429	91.4%	
Planning :- Indirect Expenditure	<b>0</b>	<b>4,571</b>	<b>5,000</b>	<b>429</b>	<b>0</b>	<b>429</b>	<b>91.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(2,471)</b>	<b>(5,000)</b>	<b>(2,529)</b>				
<u>350 Publications &amp; Communication</u>								
4600 Community Champion	0	0	250	250		250	0.0%	
4605 Community Engagement	0	0	100	100		100	0.0%	
4610 Publications	250	3,470	6,000	2,530		2,530	57.8%	
4615 Royal Events	0	0	1,000	1,000		1,000	0.0%	
4620 Tidy Trader Awards	0	0	100	100		100	0.0%	
4625 Website & Media	0	0	1,000	1,000		1,000	0.0%	
4630 Special Projects	0	636	1,000	364		364	63.6%	
Publications & Communication :- Indirect Expenditure	<b>250</b>	<b>4,106</b>	<b>9,450</b>	<b>5,344</b>	<b>0</b>	<b>5,344</b>	<b>43.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(250)</b>	<b>(4,106)</b>	<b>(9,450)</b>	<b>(5,344)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

## 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>400 Service Provision</b>								
4705 Christmas Provision	333	1,333	5,500	4,167		4,167	24.2%	
4710 New Mill - Churchyard	0	664	800	136		136	83.0%	
4720 Dog Waste	0	614	1,000	387		387	61.4%	
4725 Patient Transport Scheme	0	0	1,000	1,000		1,000	0.0%	
4730 Minibus	0	11,637	25,000	13,363		13,363	46.5%	
4735 Phone Boxes	0	64	400	336		336	16.1%	
4740 Seats & Shelters-Maintenance	1,240	9,107	13,000	3,893		3,893	70.1%	
4755 Youth Facilities	0	0	8,000	8,000		8,000	0.0%	
Service Provision :- Indirect Expenditure	<b>1,574</b>	<b>23,419</b>	<b>54,700</b>	<b>31,281</b>	<b>0</b>	<b>31,281</b>	<b>42.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,574)</b>	<b>(23,419)</b>	<b>(54,700)</b>	<b>(31,281)</b>				
<b>450 Climate Emergency</b>								
4000 Salaries	1,108	9,831	0	(9,831)		(9,831)	0.0%	
4005 Employer's N.I	0	37	0	(37)		(37)	0.0%	
4010 Employer's Pension	0	72	0	(72)		(72)	0.0%	
4805 Community Mobilisation	114	2,985	17,500	14,515		14,515	17.1%	
4810 Energy Strategy	0	0	4,000	4,000		4,000	0.0%	
4815 Transport Strategy	0	600	13,000	12,400		12,400	4.6%	
4820 Waste Strategy	0	0	500	500		500	0.0%	
4825 Environment Strategy	0	0	1,000	1,000		1,000	0.0%	
Climate Emergency :- Indirect Expenditure	<b>1,223</b>	<b>13,525</b>	<b>36,000</b>	<b>22,475</b>	<b>0</b>	<b>22,475</b>	<b>37.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,223)</b>	<b>(13,525)</b>	<b>(36,000)</b>	<b>(22,475)</b>				
Grand Totals:- Income	<b>1,004</b>	<b>283,981</b>	<b>285,946</b>	<b>1,965</b>			<b>99.3%</b>	
Expenditure	<b>40,028</b>	<b>234,652</b>	<b>305,800</b>	<b>71,148</b>	<b>0</b>	<b>71,148</b>	<b>76.7%</b>	
<b>Net Income over Expenditure</b>	<b>(39,024)</b>	<b>49,329</b>	<b>(19,854)</b>	<b>(69,183)</b>				
plus Transfer from EMR	<b>5,000</b>	<b>10,000</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>(34,024)</b>	<b>59,329</b>						

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## Holme Valley Parish Council

### Bank - Cash and Investment Reconciliation as at 31 December 2021

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

31/12/2021	HSBC Current A/C	184,928.92
31/12/2021	HSBC - Money Manager	55,679.13
31/12/2021	Notice Deposit - Handelsbanken	0.00
31/12/2021	Handelsbanken Current A/C	84,733.96
31/12/2021	CCLA Deposit Fund	75,000.00
31/12/2021	Petty Cash	0.00

**400,342.01**

##### Receipts not on Bank Statement

**0.00**

##### **Closing Balance**

**400,342.01**

##### All Cash & Bank Accounts

1	HSBC Current A/C	184,928.92
2	Money Manager - HSBC	55,679.13
3	Notice Deposit-Handelsbanken	0.00
4	Current Account-Handelsbanken	84,733.96
5	CCLA Deposit Fund	75,000.00
6	Petty Cash	0.00
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>400,342.01</b>

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Sub-Contractor Services	5,000.00		5,000.00
321 EMR Legal Advice Contingency	5,000.00		5,000.00
322 EMR CCTV	5,000.00		5,000.00
323 EMR Com Asset-Others in Valley	9,723.00	5,000.00	14,723.00
324 EMR Neighbourhood Planning	0.00		0.00
325 EMR Election Fund	19,789.00		19,789.00
326 EMR Defibrillator Special Resr	2,000.00		2,000.00
327 EMR Covid Response - HCHCT	10,000.00		10,000.00
328 EMR Covid Response - HVCMA	13,315.00		13,315.00
329 EMR Holmfirth Civic Hall (capi	30,000.00	0.00	30,000.00
330 EMR Office/Meeting Room	15,000.00		15,000.00
331 EMR Holmfirth Toilets	5,000.00		5,000.00
332 EMR Honley Library	30,000.00		30,000.00
333 EMR Holmfirth Tech	10,000.00	-10,000.00	0.00
	<u>159,827.00</u>	<u>-5,000.00</u>	<u>154,827.00</u>

**Date** 31/12/2021      **Month No: 9**      **Current Period**      **Journal Ref: 36**

<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
4315	Other Community Assets	200	CASC	Add to 323 Other Comm Assets	5,000.00	
323	EMR Com Asset-Others in Valley	0		Add to 323 Other Comm Assets		5,000.00

**Narrative:** Council 13/12/2021 agreed to earmark £5000 from the current 4315 Other Community Assets budget line to the 323 Other Community Assets earmarked reserve. This was so as to ringfence £5000 for use by Hepworth Pre-School as per 2122 79.

**Journal Totals**      **5,000.00**      **5,000.00**

## List of Payments made between 01/12/2021 and 31/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2021	Maintenance Contractor	2122/09/01	102.25	Council 2122 57	Expenses
01/12/2021	Maintenance Contractor	2122/09/02	1,762.20	Council 2122 57	Maintenance
07/12/2021	British Telecom	2122/09/03	38.84	Council 2122 57	Internet and Phone
13/12/2021	O2	2122/09/04	77.30	Council 2122 57	iPad and iPhone Contracts
14/12/2021	Holmfirth Tech	2122/09/06	4,450.00	Council 2122 88	Grant: Friends of Cinderhills
14/12/2021	Holmfirth Cricket Club	2122/09/07	2,000.00	Council 2122 88	Grant: Towards New Fencing
14/12/2021	Underbank Rangers	2122/09/08	3,432.00	Council 2122 88	Grant: towards new lighting
14/12/2021	1st HV (Holmfirth) Scouts	2122/09/09	1,680.00	Council 2122 88	Grant: new awning
14/12/2021	Holmfirth Festival of Folk	2122/09/10	1,000.00	Council 2122 88	Grant: towards road closure
14/12/2021	Hepworth Singers	2122/09/11	689.99	Council 2122 88	Grant: new piano
14/12/2021	Holmfirth Art and Music	2122/09/12	1,000.00	Council 2122 88	Grant: Children's Parade
14/12/2021	Holmfirth Art and Music	2122/09/13	1,000.00	Council 2122 88	Grant: Cross-Festival Training
14/12/2021	Hade Edge Band	2122/09.14	1,000.00	Council 2122 88	Grant: instruments uniforms
14/12/2021	Holmfirth Tech	2122/09/15	5,000.00	Council 2122 88	Grant: kitchen equipment
14/12/2021	Viking	2122/09/16	57.43	Council 2122 88	Kettle, Planner, Stamps
14/12/2021	Document Logic	2122/09/17	69.23	Council 2122 57	Photocopying
14/12/2021	Ramsdens Solicitors	2122/09/18	681.60	Council 2122 88	HVPC Searches
14/12/2021	Staff 04	2122/09/19	12.23	Council 2122 57	Reimbursement - Xmas Cards
14/12/2021	Staff 03	2122/09/20	49.95	Council 2122 57	Reimbursement GoDaddy
14/12/2021	Staff 02	2122/09/21	14.39	Council 2122 57	Reimbursement Zoom
14/12/2021	npower	2122/09/22	232.84	Council 2122 57	Electricity Holmfirth Toilets
14/12/2021	Maintenance Contractor	2122/09/23	1,359.10	Council 2122 57	Maintenance
14/12/2021	Barnsley Chronicle	2122/09/24	300.00	Council 2122 57	Holme Valley Review - DEC
14/12/2021	SD & TJ Kirk	2122/09/25	300.00	Council 2122 82	Christmas Trees
14/12/2021	SD & TJ Kirk	2122/09/26	100.00	Council 2122 82	Christmas Trees
15/12/2021	Salaries Staff	2122/09/27	1,455.35	Council 2122 57	Salary Staff 02
15/12/2021	Salaries Staff	2122/09/28	917.64	Council 2122 57	Salary Staff 03 - DEC 2021
15/12/2021	Salaries Staff	2122/09/29	1,245.55	Council 2122 57	Salary Staff 04 - DEC 2021
16/12/2021	West Yorkshire Pension Fund	2122/09/30	601.90	Council 2122 57	Pensions
16/12/2021	HMRC	2122/09/31	1,076.69	Council 2122 57	PAYE Tax and NI
16/12/2021	Friends of Cliff Rec	2122/09/32	525.00	Council 2122 88	Grant: Platinum Jubilee Event
31/12/2021	Hepworth Band	2122/09/05	2,950.00	F&M 2122 62	Grant: towards roof insulation
<b>Total Payments</b>			<b>35,181.48</b>		

Date: 24/01/2022

Holme Valley Parish Council

Page 1

Time: 14:31

VAT Return for Month 7 to 9 (01/10/2021 - 31/12/2021)

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		7		3,666.96	3,666.96	0.00
Cashbook	1		8		138,779.64	138,779.64	0.00
Cashbook	1		9		1,003.98	1,003.98	0.00
		<b>OUTPUT</b>		<b>Total Rate: Z</b>	<b>143,450.58</b>	<b>143,450.58</b>	<b>0.00</b>
Cashbook	1		7		43.99	43.99	0.00
		<b>INPUT</b>		<b>Total Rate: E</b>	<b>43.99</b>	<b>43.99</b>	<b>0.00</b>
Cashbook	1		7		237.36	226.06	11.30
Cashbook	1		8		138.50	131.90	6.60
Cashbook	1		9		232.84	221.75	11.09
		<b>INPUT</b>		<b>Total Rate: F</b>	<b>608.70</b>	<b>579.71</b>	<b>28.99</b>
Cashbook	1		7		2,552.26	2,126.88	425.38
Cashbook	1		8		2,799.80	2,333.17	466.63
Cashbook	1		9		1,003.43	836.19	167.24
		<b>INPUT</b>		<b>Total Rate: S</b>	<b>6,355.49</b>	<b>5,296.24</b>	<b>1,059.25</b>
Cashbook	1		7		11,308.92	11,308.92	0.00
Cashbook	4		7		25.00	25.00	0.00
Cashbook	1		8		13,216.81	13,216.81	0.00
Cashbook	4		8		25.00	25.00	0.00
Cashbook	1		9		33,945.21	33,945.21	0.00
Cashbook	4		9		25.00	25.00	0.00
		<b>INPUT</b>		<b>Total Rate: Z</b>	<b>58,545.94</b>	<b>58,545.94</b>	<b>0.00</b>

<b>VAT Return Summary:</b>	<b>Total Outputs</b>	<b>143,450.58</b>	<b>143,450.58</b>	<b>0.00</b>
	<b>Total Inputs</b>	<b>65,554.12</b>	<b>64,465.88</b>	<b>1,088.24</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>1,088.24</u>		
<b>Net VAT to reclaim from HMRC</b>	<b>5</b>	<u><b>1,088.24</b></u>		
<b>Total value of sales and all other outputs excluding any VAT</b>	<b>6</b>			<b>143,450.00</b>
<b>Total value of purchases and all other inputs excluding any VAT</b>	<b>7</b>			<b>64,465.00</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>



**Virement Date:** 31/12/2021**Virement Ref No:** 2

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased	
4810	Energy Strategy	450	Climate Emergency	To 4310	10,000		
4310	Holmfirth Civic Hall-	200	CASC	From 4810		10,000	
<b>Narrative:</b> Virement to transfer £10000 from 4810 Climate Emergency Energy Strategy budget to 4310 Holmfirth Civic Hall - Projects budget to pay for energy savings project in Holmfirth Civic Hall as approved by Council 13th December 2022 Agenda 2122 80.					<b>Virement Totals</b>	10,000	10,000

**Bank Reconciliation Statement as at 31/01/2022  
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	31/01/2022		173,378.23
			<u>173,378.23</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			173,378.23
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			173,378.23
		<b>Balance per Cash Book is :-</b>	<b>173,378.23</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/01/2022  
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	31/01/2022		55,679.13
			<hr/> 55,679.13
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			55,679.13
<u>Receipts not Banked/Cleared (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>

**Bank Reconciliation Statement as at 31/01/2022  
for Cashbook 3 - Notice Deposit-Handelsbanken**

---

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Notice Deposit - Handelsbanken	31/01/2022		0.00
			<hr/> 0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		<b>Balance per Cash Book is :-</b>	<b>0.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/01/2022  
for Cashbook 4 - Current Account-Handelsbanken**

---

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken Current A/C	31/01/2022		84,708.96
			<hr/> 84,708.96
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			84,708.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			84,708.96
		<b>Balance per Cash Book is :-</b>	<b>84,708.96</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/01/2022  
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	31/01/2022		75,000.00
			<hr/> 75,000.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			75,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 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>

**Bank Reconciliation Statement as at 31/01/2022  
for Cashbook 6 - Petty Cash**

---

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/01/2022		0.00
			<hr/> 0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		<b>Balance per Cash Book is :-</b>	<b>0.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

Time: 13:10

**Bank Reconciliation up to 31/01/2022 for Cashbook No 1 - HSBC Current A/C**


<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
03/01/2022	2122/10/01	8.00		8.00		R <input type="checkbox"/>	HSBC
05/01/2022	2122/10/02	46.24		46.24		R <input type="checkbox"/>	British Telecom
05/01/2022	2122/10/01		5.72	5.72		R <input type="checkbox"/>	Receipt(s) Banked
05/01/2022	2122/10/02		1,088.24	1,088.24		R <input type="checkbox"/>	Receipt(s) Banked
06/01/2022	2122/10/03	141.59		141.59		R <input type="checkbox"/>	Grenke
12/01/2022	2122/10/04	76.94		76.94		R <input type="checkbox"/>	O2
17/01/2022	2122/10/05	684.23		684.23		R <input type="checkbox"/>	West Yorkshire Pension Fund
17/01/2022	2122/10/06	1,455.35		1,455.35		R <input type="checkbox"/>	Salaries Staff
17/01/2022	2122/10/07	917.64		917.64		R <input type="checkbox"/>	Salaries Staff
17/01/2022	2122/10/08	1,554.62		1,554.62		R <input type="checkbox"/>	Salaries Staff
17/01/2022	2122/10/09	1,300.20		1,300.20		R <input type="checkbox"/>	HMRC
18/01/2022	2122/10/10	35.00		35.00		R <input type="checkbox"/>	Staff 04
18/01/2022	2122/10/11	2.70		2.70		R <input type="checkbox"/>	Staff 04
18/01/2022	2122/10/12	27.99		27.99		R <input type="checkbox"/>	Staff 04
18/01/2022	2122/10/13	14.39		14.39		R <input type="checkbox"/>	Staff 02
18/01/2022	2122/10/14	94.99		94.99		R <input type="checkbox"/>	Staff 02
18/01/2022	2122/10/15	128.35		128.35		R <input type="checkbox"/>	Document Logic
18/01/2022	2122/10/16	1,971.00		1,971.00		R <input type="checkbox"/>	West Yorks Combined Authority
18/01/2022	2122/10/17	1,908.00		1,908.00		R <input type="checkbox"/>	West Yorks Combined Authority
18/01/2022	2122/10/18	10.00		10.00		R <input type="checkbox"/>	Save Our Shropshire CIO
20/01/2022	2122/10/19	996.09		996.09		R <input type="checkbox"/>	Business Stream
21/01/2022	2122/10/20	192.28		192.28		R <input type="checkbox"/>	Maintenance Contractor
21/01/2022	2122/10/21	1,579.05		1,579.05		R <input type="checkbox"/>	Maintenance Contractor
28/01/2022	2122/10/03		500.00	500.00		R <input type="checkbox"/>	Receipt(s) Banked
		<u>13,144.65</u>	<u>1,593.96</u>				



Time: 13:23

**Bank Reconciliation up to 31/01/2022 for Cashbook No 4 - Current Account-Handelsbanken**

---

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
17/01/2022	2122/10/22	25.00		25.00		R 	Handelsbanken
		<u>25.00</u>	<u>0.00</u>				

**Receipts for Month 10****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>184,928.92</b>					<b>184,928.92</b>	
2122/10/01	Banked: <b>05/01/2022</b>	<b>5.72</b>						
2122/10/01	CCLA	5.72			1090	100	5.72	Interest on PSDA
2122/10/02	Banked: <b>05/01/2022</b>	<b>1,088.24</b>						
2122/10/02	HMRC VAT Return	1,088.24			105		1,088.24	VAT Repayment
2122/10/03	Banked: <b>28/01/2022</b>	<b>500.00</b>						
2122/10/03	Monty's Loft	500.00			1250	100	500.00	Rent - February plus arrears
<b>Total Receipts for Month</b>		1,593.96	0.00	0.00			1,593.96	
<b>Cashbook Totals</b>		<u>186,522.88</u>	<u>0.00</u>	<u>0.00</u>			<u>186,522.88</u>	

## Payments for Month 10

## 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>
03/01/2022	HSBC	2122/10/01	8.00			4215	150	8.00	Bank Charges
05/01/2022	British Telecom	2122/10/02	46.24		7.71	4275	150	38.53	Internet and Phone
06/01/2022	Grenke	2122/10/03	141.59		23.60	4205	150	117.99	Photocopier Lease
12/01/2022	O2	2122/10/04	76.94		12.82	4805	450	64.12	iPad and iPhone Contracts
17/01/2022	West Yorkshire Pension Fund	2122/10/05	684.23			4000	110	554.23	Pensions - Staff 02 and 04
						4000	450	130.00	Pensions - Staff 03
17/01/2022	Salaries Staff	2122/10/06	1,455.35			4000	110	1,455.35	Salary Staff 02 - JAN 2022
17/01/2022	Salaries Staff	2122/10/07	917.64			4000	450	917.64	Salary Staff 03 - JAN 2022
17/01/2022	Salaries Staff	2122/10/08	1,554.62			4000	110	1,554.62	Salary Staff 04 - JAN 2022
17/01/2022	HMRC	2122/10/09	1,300.20			4000	110	1,239.55	PAYE Tax and NI - Staff 02 04
						4000	450	60.65	PAYE Tax and NI - Staff 03
18/01/2022	Staff 04	2122/10/10	35.00			4200	150	35.00	Reimbursement - Flowers
18/01/2022	Staff 04	2122/10/11	2.70			4200	150	2.70	Reimbursement - Card
18/01/2022	Staff 04	2122/10/12	27.99		4.66	4205	150	23.33	Reimbursement - Ink Carts
18/01/2022	Staff 02	2122/10/13	14.39		2.40	4400	250	11.99	Reimbursement Zoom
18/01/2022	Staff 02	2122/10/14	94.99			4400	250	94.99	Reimbursement McAfee
18/01/2022	Document Logic	2122/10/15	128.35		21.39	4205	150	106.96	Photocopying
18/01/2022	West Yorks Combined Authority	2122/10/16	1,971.00			4730	400	1,971.00	HV Minibus Service OCT
18/01/2022	West Yorks Combined Authority	2122/10/17	1,908.00			4730	400	1,908.00	HV Minibus Service NOV
18/01/2022	Save Our Shropshire CIO	2122/10/18	10.00			4805	450	10.00	Carbon Literacy Course Fee
20/01/2022	Business Stream	2122/10/19	996.09			4320	200	996.09	Water and Sewerage Charges
21/01/2022	Maintenance Contractor	2122/10/20	192.28		32.04	4740	400	19.51	Expenses - Seats Shelters
						4320	200	140.73	Expenses - Toilets
21/01/2022	Maintenance Contractor	2122/10/21	1,579.05			4740	400	656.05	Maintenance - Benches
						4320	200	923.00	Maintenance - Toilets
<b>Total Payments for Month</b>			13,144.65	0.00	104.62			13,040.03	
<b>Balance Carried Fwd</b>			173,378.23						
<b>Cashbook Totals</b>			186,522.88	0.00	104.62			186,418.26	

**Receipts for Month 10****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>	

**Payments for Month 10****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	

**Receipts for Month 10****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>
	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>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

**Payments for Month 10**

**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>		0.00						
	<b>Cashbook Totals</b>		0.00	0.00	0.00			0.00	

## Receipts for Month 10

## 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>84,733.96</b>					<b>84,733.96</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>84,733.96</u>	<u>0.00</u>	<u>0.00</u>			<u>84,733.96</u>	



**Payments for Month 10****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>
17/01/2022	Handelsbanken	2122/10/22	25.00			4215	150	25.00	Bank Charges
<b>Total Payments for Month</b>			25.00	0.00	0.00			25.00	
<b>Balance Carried Fwd</b>			84,708.96						
<b>Cashbook Totals</b>			84,733.96	0.00	0.00			84,733.96	

**Receipts for Month 10****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>	

Payments for Month 10

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>		75,000.00	0.00	0.00			75,000.00	

**Receipts for Month 10**

**Nominal Ledger Analysis**

Receipt Ref Name of Payer £ Amnt Received £ Debtors £ VAT A/c Centre £ Amount Transaction Detail

Banked:

**0.00**

0.00

0.00

**Total Receipts for Month**

0.00

0.00

0.00

0.00

**Cashbook Totals**

0.00

0.00

0.00

0.00

**Payments for Month 10**

**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>		0.00						
	<b>Cashbook Totals</b>		0.00	0.00	0.00			0.00	

## 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			104.62	
200	HSBC Current A/C			173,378.23	
205	Money Manager - HSBC			55,679.13	
215	Current Account-Handelsbanken			84,708.96	
220	CCLA Deposit Fund			75,000.00	
310	General Reserves				187,274.05
320	EMR Sub-Contractor Services				5,000.00
321	EMR Legal Advice Contingency				5,000.00
322	EMR CCTV				5,000.00
323	EMR Com Asset-Others in Valley				14,723.00
325	EMR Election Fund				19,789.00
326	EMR Defibrillator Special Resr				2,000.00
327	EMR Covid Response - HCHCT				10,000.00
328	EMR Covid Response - HVCMA				13,315.00
329	EMR Holmfirth Civic Hall (capi				30,000.00
330	EMR Office/Meeting Room				15,000.00
331	EMR Holmfirth Toilets				5,000.00
332	EMR Honley Library				30,000.00
1076	Precept	100	Income		274,326.00
1078	Special Expenses Grant	100	Income		3,230.00
1090	Bank Interest	100	Income		2.09
1092	Toilets Donations	100	Income		1,140.00
1100	Neighbourhood Plan-Grants	300	Planning		2,100.00
1200	Allotment Rents	100	Income		240.00
1250	Garside Building	100	Income		2,748.44
1300	Garage plot income	100	Income		700.00
4000	Salaries	110	Staff Expenditure	40,761.55	
4000	Salaries	450	Climate Emergency	10,939.21	
4005	Employer's N.I	110	Staff Expenditure	304.03	
4005	Employer's N.I	450	Climate Emergency	36.98	
4010	Employer's Pension	110	Staff Expenditure	264.03	
4010	Employer's Pension	450	Climate Emergency	72.00	
4060	Staff Training	110	Staff Expenditure	280.50	
4061	Councillor Training	150	Administration	315.00	
4200	Chairman's Expenses	150	Administration	201.68	
4205	Council Office Supplies	150	Administration	1,535.20	
4210	Audit	150	Administration	1,346.62	
4215	Bank Charges	150	Administration	233.00	
4225	Elections	150	Administration	4,589.99	
4230	Repairs & Maintenance	150	Administration	45.00	
4235	Insurance	150	Administration	6,378.86	
4245	Office Equipment	150	Administration	107.68	

## 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>
4250	Office/Room Hire	150	Administration	10,247.50	
4255	Legal Advice Contingency	150	Administration	450.00	
4260	FOIA/EIR requests	150	Administration	35.00	
4265	Subscriptions	150	Administration	2,404.00	
4275	Telephone and Broadband	150	Administration	271.41	
4300	Honley Library	200	CASC	681.60	
4305	Holmfirth Tech	200	CASC	10,000.00	
4310	Holmfirth Civic Hall-Projects	200	CASC	40,000.00	
4315	Other Community Assets	200	CASC	50,982.60	
4320	Public Toilet - Day to Day	200	CASC	14,936.48	
4400	Electronic Support	250	Finance & Management	2,169.44	
4405	Grants	250	Finance & Management	7,817.49	
4505	Neighbourhood Plan	300	Planning	4,571.23	
4610	Publications	350	Publications & Communication	3,470.23	
4630	Special Projects	350	Publications & Communication	636.00	
4705	Christmas Provision	400	Service Provision	1,333.33	
4710	New Mill - Churchyard	400	Service Provision	663.74	
4720	Dog Waste	400	Service Provision	613.50	
4730	Minibus	400	Service Provision	15,516.00	
4735	Phone Boxes	400	Service Provision	64.40	
4740	Seats & Shelters-Maintenance	400	Service Provision	9,782.47	
4805	Community Mobilisation	450	Climate Emergency	3,058.89	
4815	Transport Strategy	450	Climate Emergency	600.00	
6000	Transfer from EMR	200	CASC		10,000.00
<b>Trial Balance Totals :</b>				<b>636,587.58</b>	<b>636,587.58</b>
<b>Difference</b>				<b>0.00</b>	

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2022

Month No: 10

## 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	274,326	274,326	0			100.0%	
1078 Special Expenses Grant	0	3,230	3,230	0			100.0%	
1090 Bank Interest	6	2	600	598			0.3%	
1092 Toilets Donations	0	1,140	2,000	860			57.0%	
1200 Allotment Rents	0	240	240	0			100.0%	
1250 Garside Building	500	2,748	4,800	2,052			57.3%	
1260 Memorial Bench Donations	0	0	50	50			0.0%	
1300 Garage plot income	0	700	700	0			100.0%	
<b>Income :- Income</b>	<b>506</b>	<b>282,387</b>	<b>285,946</b>	<b>3,559</b>			<b>98.8%</b>	<b>0</b>
<b>Net Income</b>	<b>506</b>	<b>282,387</b>	<b>285,946</b>	<b>3,559</b>				
<b>110 Staff Expenditure</b>								
4000 Salaries	4,804	40,762	53,000	12,238		12,238	76.9%	
4005 Employer's N.I	0	304	0	(304)		(304)	0.0%	
4010 Employer's Pension	0	264	0	(264)		(264)	0.0%	
4060 Staff Training	0	281	900	620		620	31.2%	
<b>Staff Expenditure :- Indirect Expenditure</b>	<b>4,804</b>	<b>41,610</b>	<b>53,900</b>	<b>12,290</b>	<b>0</b>	<b>12,290</b>	<b>77.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,804)</b>	<b>(41,610)</b>	<b>(53,900)</b>	<b>(12,290)</b>				
<b>150 Administration</b>								
4061 Councillor Training	0	315	900	585		585	35.0%	
4200 Chairman's Expenses	38	202	1,000	798		798	20.2%	
4205 Council Office Supplies	248	1,535	1,500	(35)		(35)	102.3%	
4210 Audit	0	1,347	1,200	(147)		(147)	112.2%	
4215 Bank Charges	33	233	300	67		67	77.7%	
4220 Conference / Seminars	0	0	500	500		500	0.0%	
4225 Elections	0	4,590	5,000	410		410	91.8%	
4230 Repairs & Maintenance	0	45	1,000	955		955	4.5%	
4235 Insurance	0	6,379	2,250	(4,129)		(4,129)	283.5%	
4240 Travel Allowance	0	0	300	300		300	0.0%	
4245 Office Equipment	0	108	300	192		192	35.9%	
4250 Office/Room Hire	0	10,248	10,000	(248)		(248)	102.5%	
4255 Legal Advice Contingency	0	450	0	(450)		(450)	0.0%	
4260 FOIA/EIR requests	0	35	500	465		465	7.0%	
4265 Subscriptions	0	2,404	3,000	596		596	80.1%	
4270 Local Council Award Scheme	0	0	100	100		100	0.0%	
4275 Telephone and Broadband	39	271	500	229		229	54.3%	
4280 Civic Regalia	0	0	750	750		750	0.0%	
<b>Administration :- Indirect Expenditure</b>	<b>358</b>	<b>28,161</b>	<b>29,100</b>	<b>939</b>	<b>0</b>	<b>939</b>	<b>96.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(358)</b>	<b>(28,161)</b>	<b>(29,100)</b>	<b>(939)</b>				



## Detailed Income &amp; Expenditure by Budget Heading 31/01/2022

Month No: 10

## 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
<u>200 CASC</u>								
4300 Honley Library	0	682	15,000	14,318		14,318	4.5%	
4305 Holmfirth Tech	0	10,000	0	(10,000)		(10,000)	0.0%	10,000
4310 Holmfirth Civic Hall-Projects	0	40,000	10,000	(30,000)		(30,000)	400.0%	
4315 Other Community Assets	0	50,983	53,000	2,017		2,017	96.2%	
4320 Public Toilet - Day to Day	2,060	14,936	17,000	2,064		2,064	87.9%	
4325 Public Toilet - Lettable Space	0	0	1,000	1,000		1,000	0.0%	
CASC :- Indirect Expenditure	<b>2,060</b>	<b>116,601</b>	<b>96,000</b>	<b>(20,601)</b>	<b>0</b>	<b>(20,601)</b>	<b>121.5%</b>	<b>10,000</b>
<b>Net Expenditure</b>	<b>(2,060)</b>	<b>(116,601)</b>	<b>(96,000)</b>	<b>20,601</b>				
6000 plus Transfer from EMR	0	10,000						
<b>Movement to/(from) Gen Reserve</b>	<b>(2,060)</b>	<b>(106,601)</b>						
<u>250 Finance &amp; Management</u>								
4400 Electronic Support	107	2,169	1,650	(519)		(519)	131.5%	
4405 Grants	0	7,817	20,000	12,183		12,183	39.1%	
Finance & Management :- Indirect Expenditure	<b>107</b>	<b>9,987</b>	<b>21,650</b>	<b>11,663</b>	<b>0</b>	<b>11,663</b>	<b>46.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(107)</b>	<b>(9,987)</b>	<b>(21,650)</b>	<b>(11,663)</b>				
<u>300 Planning</u>								
1100 Neighbourhood Plan-Grants	0	2,100	0	(2,100)			0.0%	
Planning :- Income	<b>0</b>	<b>2,100</b>	<b>0</b>	<b>(2,100)</b>				<b>0</b>
4505 Neighbourhood Plan	0	4,571	5,000	429		429	91.4%	
Planning :- Indirect Expenditure	<b>0</b>	<b>4,571</b>	<b>5,000</b>	<b>429</b>	<b>0</b>	<b>429</b>	<b>91.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(2,471)</b>	<b>(5,000)</b>	<b>(2,529)</b>				
<u>350 Publications &amp; Communication</u>								
4600 Community Champion	0	0	250	250		250	0.0%	
4605 Community Engagement	0	0	100	100		100	0.0%	
4610 Publications	0	3,470	6,000	2,530		2,530	57.8%	
4615 Royal Events	0	0	1,000	1,000		1,000	0.0%	
4620 Tidy Trader Awards	0	0	100	100		100	0.0%	
4625 Website & Media	0	0	1,000	1,000		1,000	0.0%	
4630 Special Projects	0	636	1,000	364		364	63.6%	
Publications & Communication :- Indirect Expenditure	<b>0</b>	<b>4,106</b>	<b>9,450</b>	<b>5,344</b>	<b>0</b>	<b>5,344</b>	<b>43.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(4,106)</b>	<b>(9,450)</b>	<b>(5,344)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2022

Month No: 10

## 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>400 Service Provision</b>								
4705 Christmas Provision	0	1,333	5,500	4,167		4,167	24.2%	
4710 New Mill - Churchyard	0	664	800	136		136	83.0%	
4720 Dog Waste	0	614	1,000	387		387	61.4%	
4725 Patient Transport Scheme	0	0	1,000	1,000		1,000	0.0%	
4730 Minibus	3,879	15,516	25,000	9,484		9,484	62.1%	
4735 Phone Boxes	0	64	400	336		336	16.1%	
4740 Seats & Shelters-Maintenance	676	9,782	13,000	3,218		3,218	75.2%	
4755 Youth Facilities	0	0	8,000	8,000		8,000	0.0%	
Service Provision :- Indirect Expenditure	<b>4,555</b>	<b>27,973</b>	<b>54,700</b>	<b>26,727</b>	<b>0</b>	<b>26,727</b>	<b>51.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,555)</b>	<b>(27,973)</b>	<b>(54,700)</b>	<b>(26,727)</b>				
<b>450 Climate Emergency</b>								
4000 Salaries	1,108	10,939	0	(10,939)		(10,939)	0.0%	
4005 Employer's N.I	0	37	0	(37)		(37)	0.0%	
4010 Employer's Pension	0	72	0	(72)		(72)	0.0%	
4805 Community Mobilisation	74	3,059	17,500	14,441		14,441	17.5%	
4810 Energy Strategy	0	0	4,000	4,000		4,000	0.0%	
4815 Transport Strategy	0	600	13,000	12,400		12,400	4.6%	
4820 Waste Strategy	0	0	500	500		500	0.0%	
4825 Environment Strategy	0	0	1,000	1,000		1,000	0.0%	
Climate Emergency :- Indirect Expenditure	<b>1,182</b>	<b>14,707</b>	<b>36,000</b>	<b>21,293</b>	<b>0</b>	<b>21,293</b>	<b>40.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,182)</b>	<b>(14,707)</b>	<b>(36,000)</b>	<b>(21,293)</b>				
Grand Totals:- Income	<b>506</b>	<b>284,487</b>	<b>285,946</b>	<b>1,459</b>			<b>99.5%</b>	
Expenditure	<b>13,065</b>	<b>247,717</b>	<b>305,800</b>	<b>58,083</b>	<b>0</b>	<b>58,083</b>	<b>81.0%</b>	
<b>Net Income over Expenditure</b>	<b>(12,559)</b>	<b>36,770</b>	<b>(19,854)</b>	<b>(56,624)</b>				
plus Transfer from EMR	<b>0</b>	<b>10,000</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>(12,559)</b>	<b>46,770</b>						

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## Holme Valley Parish Council

### Bank - Cash and Investment Reconciliation as at 31 January 2022

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

31/01/2022	HSBC Current A/C	173,378.23
31/01/2022	HSBC - Money Manager	55,679.13
31/01/2022	Notice Deposit - Handelsbanken	0.00
31/01/2022	Handelsbanken Current A/C	84,708.96
31/01/2022	CCLA Deposit Fund	75,000.00
31/01/2022	Petty Cash	0.00

**388,766.32**

##### Receipts not on Bank Statement

**0.00**

##### **Closing Balance**

**388,766.32**

##### All Cash & Bank Accounts

1	HSBC Current A/C	173,378.23
2	Money Manager - HSBC	55,679.13
3	Notice Deposit-Handelsbanken	0.00
4	Current Account-Handelsbanken	84,708.96
5	CCLA Deposit Fund	75,000.00
6	Petty Cash	0.00
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>388,766.32</b>

## Detailed Balance Sheet - Excluding Stock Movement

Month 10 Date 31/01/2022

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
105	VAT Control A/c	105
200	HSBC Current A/C	173,378
205	Money Manager - HSBC	55,679
215	Current Account-Handelsbanken	84,709
220	CCLA Deposit Fund	75,000
<b>Total Current Assets</b>		<b>388,871</b>
<u>Represented by :-</u>		
300	Current Year Fund	36,770
310	General Reserves	197,274
320	EMR Sub-Contractor Services	5,000
321	EMR Legal Advice Contingency	5,000
322	EMR CCTV	5,000
323	EMR Com Asset-Others in Valley	14,723
325	EMR Election Fund	19,789
326	EMR Defibrillator Special Resr	2,000
327	EMR Covid Response - HCHCT	10,000
328	EMR Covid Response - HVCMA	13,315
329	EMR Holmfirth Civic Hall (capi	30,000
330	EMR Office/Meeting Room	15,000
331	EMR Holmfirth Toilets	5,000
332	EMR Honley Library	30,000
<b>Total Equity</b>		<b>388,871</b>

**Earmarked Reserves**

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Sub-Contractor Services	5,000.00		5,000.00
321 EMR Legal Advice Contingency	5,000.00		5,000.00
322 EMR CCTV	5,000.00		5,000.00
323 EMR Com Asset-Others in Valley	9,723.00	5,000.00	14,723.00
324 EMR Neighbourhood Planning	0.00		0.00
325 EMR Election Fund	19,789.00		19,789.00
326 EMR Defibrillator Special Resr	2,000.00		2,000.00
327 EMR Covid Response - HCHCT	10,000.00		10,000.00
328 EMR Covid Response - HVCMA	13,315.00		13,315.00
329 EMR Holmfirth Civic Hall (capi	30,000.00	0.00	30,000.00
330 EMR Office/Meeting Room	15,000.00		15,000.00
331 EMR Holmfirth Toilets	5,000.00		5,000.00
332 EMR Honley Library	30,000.00		30,000.00
333 EMR Holmfirth Tech	10,000.00	-10,000.00	0.00
	<b><u>159,827.00</u></b>	<b><u>-5,000.00</u></b>	<b><u>154,827.00</u></b>

## HSBC Current A/C

## List of Payments made between 01/01/2022 and 31/01/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/01/2022	HSBC	2122/10/01	8.00		Bank Charges
05/01/2022	British Telecom	2122/10/02	46.24	Council 2122 57	Internet and Phone
06/01/2022	Grenke	2122/10/03	141.59	Council 2122 57	Photocopier Lease
12/01/2022	O2	2122/10/04	76.94	Council 2122 57	iPad and iPhone Contracts
17/01/2022	West Yorkshire Pension Fund	2122/10/05	684.23	Council 2122 57	Pensions
17/01/2022	Salaries Staff	2122/10/06	1,455.35	Council 2122 57	Salary Staff 02
17/01/2022	Salaries Staff	2122/10/07	917.64	Council 2122 57	Salary Staff 03 - JAN 2022
17/01/2022	Salaries Staff	2122/10/08	1,554.62	Council 2122 57	Salary Staff 04 - JAN 2022
17/01/2022	HMRC	2122/10/09	1,300.20	Council 2122 57	PAYE Tax and NI
18/01/2022	Staff 04	2122/10/10	35.00	Council 2122 57	Reimbursement - Flowers
18/01/2022	Staff 04	2122/10/11	2.70	Council 2122 57	Reimbursement - Card
18/01/2022	Staff 04	2122/10/12	27.99	Council 2122 57	Reimbursement - Ink Carts
18/01/2022	Staff 02	2122/10/13	14.39	Council 2122 57	Reimbursement Zoom
18/01/2022	Staff 02	2122/10/14	94.99	Council 2122 57	Reimbursement McAfee
18/01/2022	Document Logic	2122/10/15	128.35	Council 2122 57	Photocopying
18/01/2022	West Yorks Combined Authority	2122/10/16	1,971.00	Council 2122 57	HV Minibus Service OCT
18/01/2022	West Yorks Combined Authority	2122/10/17	1,908.00	Council 2122 57	HV Minibus Service NOV
18/01/2022	Save Our Shropshire CIO	2122/10/18	10.00	F&M 2122 76 (3)	Carbon Literacy Course Fee
20/01/2022	Business Stream	2122/10/19	996.09	Council 2122 57	Water and Sewerage Charges
21/01/2022	Maintenance Contractor	2122/10/20	192.28	Council 2122 57	Expenses
21/01/2022	Maintenance Contractor	2122/10/21	1,579.05	Council 2122 57	Maintenance
<b>Total Payments</b>			<b>13,144.65</b>		

Date: 14/02/2022

Holme Valley Parish Council

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Time: 13:35

VAT Return: 01/01/2022 - 31/03/2022

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		1,593.96	1,593.96	0.00
		<b>OUTPUT</b>	<b>Total Rate:</b>	<b>Z</b>	<b>1,593.96</b>	<b>1,593.96</b>	<b>0.00</b>
Cashbook	1		10		627.78	523.16	104.62
		<b>INPUT</b>	<b>Total Rate:</b>	<b>S</b>	<b>627.78</b>	<b>523.16</b>	<b>104.62</b>
Cashbook	1		10		12,516.87	12,516.87	0.00
Cashbook	4		10		25.00	25.00	0.00
		<b>INPUT</b>	<b>Total Rate:</b>	<b>Z</b>	<b>12,541.87</b>	<b>12,541.87</b>	<b>0.00</b>

<b>VAT Return Summary:</b>		<b>Total Outputs</b>	<b>1,593.96</b>	<b>1,593.96</b>	<b>0.00</b>
		<b>Total Inputs</b>	<b>13,169.65</b>	<b>13,065.03</b>	<b>104.62</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>104.62</u>
<b>Net VAT to reclaim from HMRC</b>			<b>5</b>		<b><u>104.62</u></b>
<b>Total value of sales and all other outputs excluding any VAT</b>			<b>6</b>		<b>1,593.00</b>
<b>Total value of purchases and all other inputs excluding any VAT</b>			<b>7</b>		<b>13,065.00</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>

**HOLME VALLEY PARISH COUNCIL**

Holmfirth Civic Hall  
Huddersfield Road  
Holmfirth HD9 3AS



Clerk to the Council: Mrs Jen McIntosh  
Deputy Clerk to the Council: Mr Richard McGill

Phone No: 01484 687460  
E-mail: [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)  
[deputyclerk@holmevalleyparishcouncil.gov.uk](mailto:deputyclerk@holmevalleyparishcouncil.gov.uk)

08/02/2022

To Amy Whibley  
Senior Finance Officer  
Kirklees Council

Dear Amy

Re: the Precept and Budget for Holme Valley Parish Council for the year 2022/23

I am writing to confirm that at the Full Council Meeting on 31 January 2022 Holme Valley Parish Council resolved to approve adoption of a budget for 2022/23 of £317,000.

Within this budget, the Parish Council calls on Kirklees Council for the following amounts:

- Precept £282,693 (Band D charge £27.18 x 10400.79 tax base)
- Special Expenses Grant £3328 (£0.32 x 10400.79 tax base)

The total amount due from Kirklees Council will be £286,021.

We would appreciate receiving the money in two amounts as 2021-22.

Yours sincerely,

Jen McIntosh  
Clerk to Holme Valley Parish Council





# Holme Valley Parish Council Internal Audit Report [Interim]

Financial Year Ending 31st March 2022

Date of Interim Visit: 25 January 2022

Date Report Issued: 10 February 2022

Status: Final

**Prepared by Internal Audit Yorkshire**

**Internal Auditor: Ms Safia Kauser**

Tel: 07553 960 125

Email: [info@internalaudityorkshire.co.uk](mailto:info@internalaudityorkshire.co.uk)

Web: [www.internalaudityorkshire.co.uk](http://www.internalaudityorkshire.co.uk)

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**This internal audit report takes into account the best practice and internal auditing standards referenced within the Practitioners' Guide to Governance and Accountability for Local Authorities.**

The Internal audit report should inform the authority's responses to Assertions 2 and 6 in the Annual Governance Statement that forms part of the Annual Governance and Accountability Return [AGAR]. This internal audit report should therefore be made available to support and inform members considering the authority's approval of the annual governance statement.

**Internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.**

[Source 'Governance and Accountability for Small Authorities in England Practitioners Guide 2020']

# 1. Background

- 1.1 Authorities in England operate within a legal framework which provides them with the necessary statutory powers and authority to deliver local public services. Authorities and their clerks/chief executives/RFOs should always be aware of, and have regard to, the legal power they are exercising when deciding on any action including to spend public money.
- 1.2 The proper practices for smaller authorities (Town and Parish Council's) are included in the Governance and Accountability for Smaller Authorities [March 2020], a Practitioners Guide. Smaller authorities in England must complete an Annual Return and an Annual Governance Statement to the public. The Annual Return must be submitted to the external auditor within the statutory deadline of 30 June.

# 2. Purpose of Internal Audit

- 2.1 Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.
- 2.2 The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective. The internal audit function must be independent from the management of the financial controls and procedures of the authority which are the subject of review. The person or persons carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the authority.
- 2.3 The objectives for Internal Audit Yorkshire are to undertake a programme of work to help discharge the statutory internal audit responsibilities and form a judgement of the effectiveness of internal control arrangements during the financial year. The list is not exhaustive and can vary from each authority who can agree a specific programme of work with its internal auditor provider each year. The key systems and processes will range from:
- Proper book-keeping including the cash book; bank reconciliations
  - Standing orders and financial regulations;
  - Payment controls/petty cash; Income controls;
  - Budgetary controls; Petty cash procedure;
  - Payroll controls; Asset control;
  - Year-end procedures; and risk management arrangements.

# 3. Our Objectives and Programme of Work

- 3.1 Our programme of cover has been designed to afford reasonable assurance that the Councils financial systems are robust and are operating in an effective manner and in compliance with the statutory legal framework. Our reasonable internal audit assurance definition indicates that 'There is generally a good system of governance, risk management and control in place. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of objectives in the control area audited'.
- 3.2 Our work during the interim visit and the year-end visit will enable us to reach judgements on the internal control objectives in the Annual Internal Audit Report which forms part of the Councils Annual Governance and Accountability Return [AGAR].

## 4. Our Scope of Work During the Interim Visit

4.1 We covered the following areas during our interim visit on the 25<sup>th</sup> January 2022.

- Book Keeping
- Standing Orders and Financial Regulations
- Payment Controls and Expenditure Testing
- Credit / Debit /Charge Card
- VAT
- Risk Management Arrangements
- Back-up of Electronic Files
- Budgetary Controls and Financial Health
- Income Controls including the precept
- Petty Cash Procedures
- Payroll Controls and Chairman's Allowances
- Asset Management
- Periodic Bank Reconciliations

We would like to thank the Clerk and Deputy Clerk/RFO for all their help and assistance during the audit.

## 5.1 Findings

**Internal Control Objective: Appropriate accounting records have been kept properly throughout the year.**

**Aim:** To provide assurance that the books of account have been properly kept throughout the year and that data input controls are accurate.

**Internal Audit Response**

**Yes**

## 5.2 Book Keeping

5.3 The council is now in the second year of using the RBS Omega Accounting System to manage the day to day finances of the Parish Council. The RBS system continues to be maintained by the RFO who is the main user of the system.

5.4 We reviewed the active bank accounts with the council and note that the Hannelsbanken deposit account which held no monies in the account had been closed by the banking provider. The last statement we reviewed was dated 01 April 2021 which confirmed the zero balance. We are informed by the RFO that a call to the bank confirmed that the account had been closed off when it had transpired that the council were no longer receiving the bank statements. There are currently three active bank accounts and one deposit account: The active accounts are:

- 1) HSBC Current Account
- 2) HSBC Money Manager
- 3) Hannelsbanken Current Account
- 4) CCLA Deposit Fund

5.5 We reviewed the cashbook to confirm that the previous year's annual return figure in box 7 '£347,101' agreed with the current year's opening balances in the cash book. We can confirm that the documentation reviewed did correspond with the closing balances that had been carried forward correctly to the 01 April 2021.

5.6 A sample of invoices were selected for data check input against the invoice and the RBS Omega accounting software for the month of July and November 2021. The entries were verified against the invoices and the bank statements and the online banking transactions which was appended to each individual invoice. There were no issues identified in this area.

**Internal Control Objective: This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.**

**Aim:** To provide assurance that Standing Orders, Financial Regulations and Appropriate payment controls (payments supported by invoices, expenditure is approved, VAT is correctly accounted for) are in place and are followed.

**Internal Audit Response**

**Yes**

## 5.7 Standing Orders and Financial Regulations

5.8 The Standing Orders were reviewed and readopted at the council meeting held on the 12 July 2021 with revisions made to paragraphs Sections 4, 19 and 26 (minute reference 2122 16). The Financial Regulations were reviewed and readopted at the council meeting held on the 12 July 2021 with one change to the expenditure limit for the Clerk and Deputy Clerk to bring this in line with the change to correspond to the Scheme of Delegation. We can confirm that the requirements for formal tenders corresponded correctly in both the Standing Orders and the Financial Regulations.

5.9 We note that on the front cover of the Standing Orders and Financial Regulations, it contains a history of document changes that corresponded to minute references however there is no date to confirm the date the council readopted the documents. We would recommend that the adoption date is clearly shown on both the documents for clarity and audit purposes.

## 5.10 Payment Controls and Expenditure Testing

5.11 The payment controls in the Financial Regulations remain unchanged. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items over £500; or
- the Clerk or Deputy Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1000 Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

5.12 Financial Regulation 5.7 requires a record of regular payments made under 5.6 above to be drawn up and be signed by two members on each and every occasion when the payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made. The list of continuing contracts for the current financial year 2021/22 was approved by council at the meeting held on 22 March 2021. The list was reviewed and re-adopted by council on the 11<sup>th</sup> October 2021 for the new financial year (2023/23). No new contracts had been added to the list. We noted that the list had not been signed by two members in accordance with the requirements of the Financial Regulations. We discussed the payments list with the RFO and how improvements could be made to reduce the risk of duplicate payments being made. We would recommend that the list of regular payments is shown under separate sections for long term contracts, short terms contracts / ad-hoc purchases and salaries. Additional columns should be added within the long-term contracts section to include details of the start

date, end date of the contract and the total contract value. This will assist both the RFO and the council to reduce the level of risk in duplication of payments and the document could assist with the procurement of contracts. A review of the long-term contracts should be carried out periodically to ensure that the market is tested and to ensure best value for money.

5.13 We reviewed the Scheme of Delegation to confirm the delegated expenditure authority for committees. We note that the Assets Support Committee was dissolved by full council at the meeting held on the 12 July 2021. We noted that the standing committees appointed by council had authority to approve expenditure which was referenced within the committee terms of reference:

- 1) **Finance and Management Committee** - Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
- 2) **Planning Committee** - Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
- 3) **Publication and Communication Committee** - Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
- 4) **Service Provisions Committee**: Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
- 5) **Staffing Committee**: Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
- 6) **Climate Emergency Committee**: Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.

5.14 The authorisation for making the payments to suppliers was reviewed and remains unchanged. All payments are made to the suppliers once the schedule had been approved by formal resolution by the council or finance committee unless the payment had already been approved as part of the regular payments list. We noted that each payment set-out in the payment schedule corresponded to an authorisation reference that could be linked back to underlying financial records. In addition to this, we note that the RFO records the power the council is relying on to incur the expenditure which is exemplary and good practice.

5.15 All of the council's expenditure transactions are made via bank transfer or direct debit/standing order arrangement. We noted that during lockdown councillors gave consent via email for payments to be made electronically. A review of the invoices was carried out we note councillors have now restarted signing off invoices for payment following the lifting of lockdown restrictions. The online payments were made by the RFO and a copy of the online banking transaction was appended to the invoice for audit purposes. The authorisation details on the purchase orders and forms were recorded routinely for all transactions that were reviewed during the audit. The books of accounts and record keeping in general has been maintained to a high standard by the RFO.

5.16 We discussed the payments process with the RFO who is responsible for making online payments. We discussed the weaknesses in internal controls with the RFO and the Parish Clerk and the risks this can present to the council against loss of funds/fraud. We would recommend that the online banking arrangements are reviewed to ensure that there are a minimum of two individuals involved in the process and that the individual who sets up the online banking transaction is not the same individual whom authorises the payment. We would recommend that there that there is a limit agreed on the maximum

amount of funds that can be authorised by the RFO under the current arrangements and that the bank mandate is updated accordingly.

5.17 We carried out a review of the grant payments made during the year. The council has several budget lines with agreed budgets that were identified as Grants £20,000 (F&M Committee), Other Community Assets £53,000 (CASC Committee) and Youth Facilities £8,000 (Service Provision Committee). In addition to this there is a budget of £10,000 set aside for Holmfirth Civic Hall Projects. We noted that a total of £40,000 was made payable in two instalments on the 13 July 2021. We reviewed the documentation for the fire doors grant and can confirm that grant procedures were followed correctly and where appropriate estimates were provided which formed part of the grant application and retained by the RFO. Previously we have made recommendations that an audit expenditure report is submitted to the RFO by the grant recipient at least 3-6 months after the completion of the project to evidence the payments made and any outstanding grant funds should be returned to the council. We note that although this recommendation had not been addressed it is in progress and we would recommend that it is implemented as soon as practicable.

5.18 We discussed section 137 payments with the RFO and the limits relating to this expenditure and other powers the council relies on when considering the legality of a proposed purchase for the supply of goods and services. The expenditure under s137 remains within the current limit however as discussed with the RFO we would recommend that further advice is obtained if required for clarity purposes from the YLCA or the SLCC in regards to powers in general to specific council expenditure. We note that the Council currently does not qualify for the General Power of Competence 'power of first resort' however it should be noted that long-term this would assist the council with broader powers in general.

## 5.19 Credit / Debit / Charge Card

5.20 The consideration of a business credit/charge card has not been progressed by the council in the last year and remains under review. It is understood that this is to be considered as part of a research exercise members are undertaking to review the councils bank account providers.

## 5.21 VAT

5.22 The council is not registered for VAT and reclaims are submitted on a quarterly basis prepared by the RBS Omegas accounting system. VAT records from the computerised accounting system were checked against a sample of invoices to ensure that the VAT had been correctly claimed. There were no issues identified in this area.

Month	Date Submitted	Reclaim (£)
Quarter 1	27 July 2021	£403.17
Quarter 2	20 October 2021	£1,446.40
Quarter 3	24 January 2022	£1,088.24

### RECOMMENDATIONS

<b>R1:</b>	That the adoption date on the Standing Orders and Financial Regulations is clearly documented on the cover of the documents.
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<b>R2:</b>	That improvements are made to the list of continuing contracts and obligations. Recommended changes to display regular payments in separate sections for long term contracts, short terms contracts / ad-hoc purchases and salaries. Additional columns should be added within the long-term contracts section to include details of the start date, end date of the contract and the total contract value. This will assist both the RFO and the council to reduce the level of risk in duplication of payments and the document could assist with the procurement of contracts.
<b>R3:</b>	That the arrangements for online banking reviewed to ensure that there are a minimum of two individuals involved in the process and that the individual who sets up the online banking transaction is not the same individual whom authorises the payment. We would recommend that there that there is a limit agreed on the maximum amount of funds that can be authorised by the RFO under the current arrangements and that the bank mandate is updated accordingly.
<b>R4:</b>	That all grant applicants are requested to submit a grant expenditure audit form with accompany receipts within 3-6 months of the grant expenditure being incurred.

**Internal Control Objective: This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.**

**Aim:** To obtain assurance that risk management arrangements are adequate to manage all identified risks.

**Internal Audit Response**

**To be reviewed at year-end**

## 5.23 Risk Management Arrangements

5.24 Risk management is the process whereby authorities methodically address the risks associated with what they do and the services which they provide. Risk management is an ongoing activity that comprises four elements: identifying risks; assessing risks; addressing risks; and reviewing and reporting. This is demonstrated by key documents the council should have in place which include a Risk Assessment and a system of internal controls. This should be reviewed and adopted by the authority at least on an annual basis or when the risks change.

5.25 We recommended in our last year audit report that the council considers the development of a risk management policy statement to comply with the requirements of Financial Regulation 17.1 We note that this is in progress and a draft policy statement was considered by the Finance and Management committee at their meeting held on the 17<sup>th</sup> January 2022 and is due to be considered by full council next month to be formally adopted.

5.26 The council continues to have an adopted internal control checklist. Internal control checks would assist the council with responding to assertion two on their annual governance statement at year end. Due to the Covid-19 pandemic checks have not been carried out. We would recommend that this is undertaken prior to the 31<sup>st</sup> March 2022.

5.27 The corporate risk assessment document has not been reviewed and adopted by council during this financial year. We were informed by the RFO that this would be actioned prior to the year end (31<sup>st</sup> March 2022). We will review the risk assessment document at our year end audit visit.

5.28 The insurance policy was reviewed which is due to be renewed in February 2022. The main insurable risks of public liability, employer's liability and fidelity guarantee were in place. On inspection of the



insurance documents, a list of specific council assets was insured in separate categories on the insurance document. We would recommend that consideration is given to cyber security insurance as part of the insurance cover for the council and that the purchase of any assets during the year are reported to the insurance company to ensure new assets are insured.

## 5.29 Back-Up of Electronic Files

5.30 The arrangements for the back-up of data and electronic files remains unchanged. Current arrangements include back-ups on the cloud in addition to a physical hard-drive back up which is kept off-site from the council offices.

RECOMMENDATIONS	
<b>R5:</b>	That internal control checks are carried prior to the 31 <sup>st</sup> March 2022 and that the review outcome is reported to council and formally documented in council minutes. This will assist the council to respond to assertion two in the annual governance statement at year end.
<b>R6:</b>	That the risk assessment document is reviewed and adopted by full council prior to the 31 <sup>st</sup> March 2022.

**Internal Audit Objective - The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored and reserves were appropriate.**

**Aim:** Verify the annual precept request is the result of a proper budget process, that budget progress has been regularly monitored and the Councils reserves are appropriate.

**Internal Audit Response**

**To be reviewed at year-end**

## 5.31 Budgetary Controls and Financial Health

5.32 The draft budget document was reviewed and we were informed by the RFO that the level of precept to be levied was scheduled to be agreed by full council in the next week. We noted that the budget document had not included a three-year forecast in accordance with the requirements of the Financial Regulations. In discussion with the RFO we recommended that if the council is unsure what level of budget to set for the next three years, as a minimum this could include a base budget of three years which would give some indication that the budget forecast would remain unchanged. We understand that committees considered their committee budgets and the request was considered as part of the budgeting process however we were unable to undertake any testing in this area due to the website that was down at the time of our audit visit. We will review the earmarked reserves and budget document at our year-end audit visit.

5.33 The budget monitoring reports were reviewed and each spending committee is provided with a copy of the report. The reports are produced by cost centre using the RBS Omega accounting software which details actual spend against agreed budget. We noted one variance on the budget for Holmfirth Civic Hall Projects line which showed an actual year to date figure of £40,000 against an agreed budget of £10,000. This represented a significant variance and we were informed by the RFO *'that the £40k was built into the previous year's budget for the Civic to use for their projects. Holmfirth Civic Hall Community Trust said they would call on the money 2020-21. Then, with everything happening pandemic-wise, that didn't happen. The £40k slipped into general reserves. There was nothing built into the budget 2021-22 but obviously the cash was still there and the Trust still needed the money. Consulted Rialtas. They said*



*don't bother accounting a movement of money from general reserves to budget. As it is (kind of) unexpected expenditure, just pay from the excess general reserves we hold and accept the budget deficit due to the circumstances'.*

5.34 In accordance with Financial Regulation 8 the reports should include an explanation of any significant variances in excess of 15% of the budget.

<b>RECOMMENDATION</b>	
<b>R7:</b>	That in accordance with Financial Regulation 8, budget monitoring reports to detail an explanation of any significant variances in excess of 15% of the budget.

**Internal Audit Objective: Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.**

**Aim:** Obtain assurance that income controls are in place and operating effectively.

**Internal Audit Response**

**Yes**

## 5.35 Income Controls Including the Precept

5.36 The council's income records for allotment rents and garage plots were reviewed. The rents for allotments, although reviewed on an annual basis remain unchanged since 2014. The total of £240.00 (as budgeted) of allotment rent was paid and banked during the financial year and the full income of £700.00 was received for the garage plot. Historically the council has received approximately £5,000 of toilet donations however due to the covid pandemic the annual budget was reduced to £2,000 and year to date figures as at 01 December 2021 document £1,140 actual year to date money received. The council has continued with the arrangement of the council contractor being responsible for the collection of toilet donations and payment to the Post Office. We recommended in our last year audit report that the council should ensure that the collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO in accordance with Financial Regulation 9.1. We would recommend again that monies donated are verified under the supervision of the RFO prior to banking and that the current arrangements are appropriately risk assessed and included in the risk register.

5.37 The precept represented the largest income received by the council. We tested the precept approved by the council at the meeting held on the 01 February 2021 to confirm that it agreed to the authority notification and the money received and banked. The precept of £305,800 included a special expense grant of £3,230. The first instalment of £138,778 was received and banked from Kirklees council on the 04 May 2021 and the second instalment of £138,778 was received on the 01 November 2021.

5.38 Checks were carried against the bank statements to confirm that the VAT reclaims were received and banked:

- Quarter 1 - £403.17 – received 03 August 2021
- Quarter 2 - £1,446.40 – received 26 October 2021
- Quarter 3 - £1,088.24 – received 28 January 2022

## RECOMMENDATION

**R8:** Toilet Donations - That the council should ensure that the collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO in accordance with Financial Regulation 9.1 and that the current arrangements are appropriately risk assessed and included in the risk register.

**Internal Audit Objective: Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.**

**Aim:** Petty Cash: Obtain assurance that income controls are in place and operating effectively.

**Internal Audit Response**

**Not applicable**

### 5.39 Petty Cash Procedures

5.40 In accordance with Financial Regulation 6.21 the council does not hold a petty cash float.

**Salaries to employees and allowances to members were paid in accordance with the authority's approval, and PAYE and NI requirements were properly applied.**

**Aim:** Obtain assurance that payroll costs are supported by employment contracts, expenditure is approved and PAYE/NIC is properly operated. Review Members Allowances to ensure PAYE and NI requirements are met.

**Internal Audit Response**

**Yes**

### 5.41 Payroll Controls

5.42 The payroll continues to be administrated by the RFO using the HMRC basis PAYE tools and eligible employees are part of the Local Government pension scheme. It is noted that full council at their meeting held on the 29 June 2020 approved the payments for staff wages, tax, N.I. and pension to be paid by standing order. It was resolved that if the clerks work overtime, then they are required to record it on their timesheets and take lieu time as agreed with their line manager.

5.43 Employment contracts were reviewed for all three employees. The contracts are based on the NALC model contract of employment. All employees are paid on the 15<sup>th</sup> date of the month (two weeks in advance and two weeks in arrears). This can present challenges for financial year-end purposes and we would recommend that the council considers changing the pay date to the end of the month in consultation with the employees. A contract variation letter would need to be issued to all employees to confirm the changes to the payment date. We note that the new Parish Clerk was appointed on the 16 August 2021 and that the contract for the Climate Emergency Officer was extended for another year. It was brought to our attention that there has now been an increase to the Clerks working hours that have been increased from 25 to 32 hours per week.

5.44 We carried out payroll testing for the month of October and checked that the gross salaries were calculated in accordance with the contracts of employment. We found no issues in this area with the exception of one employee where the calculation was not correct resulting in an overpayment. The detailed breakdown of the calculation was provided to the RFO and we had initially recommended that

the salary information is reviewed for this employee from the start of the financial year and that the overpayments are recovered from future pay slips however it was brought to our attention that the employee was awarded an additional increment from August 2021 (see minute reference *Staffing Committee 21/06/2021 2122 25*). We would therefore recommend that a confirmatory letter is issued to the employee as this forms part of their contract of employment and that the letter is retained in their personnel file. NI, Tax and Pension Contributions for all employees were calculated appropriately.

## 5.45 Chairman's Allowance

5.46 In accordance with the Local Government Act 1972 (s.15) a council can pay its Chairman a reasonable allowance to meet the expenses of the Chairman's office. The council has an annual budget of £1,000 for 'Chairman's Expenses' which are reimbursed by the RFO following the submission of receipts by the Chairman. The council does not pay its members any allowances.

<b>RECOMMENDATIONS</b>	
<b>R9:</b>	That the payment date for employees is reviewed in consultation with employees to be changed from the 15 <sup>th</sup> of the month to the last day or week of the month and that contract variation letters are issued to all employees once the changes are agreed.
<b>R10:</b>	That a confirmatory letter is issued to the employee to confirm the additional SCP incremental increase from August 2021 in addition to the annual increase referred to within the contract of employment. The confirmatory letter to be retained in the employee personnel file.

**Internal Audit Objective - Asset and investments registers were complete and accurate and properly maintained.**

**Aim:** To provide assurance that all material assets are accounted for correctly

**Internal Audit Response**

**To be reviewed at the year end audit visit**

## 5.47 Asset Register

5.48 To be reviewed at the year-end audit visit.

**Periodic and year-end bank account reconciliations were properly carried out.**

**Aim:** To provide assurance that bank reconciliations were carried out on a regular basis and reported to Council.

**Internal Audit Response**

**Yes**

## 5.49 Periodic Bank Reconciliations

5.50 The bank reconciliation is a key tool for the management of the accounts as it assists with regular monitoring of cash flow which aids the authority with their decision making. Internal audit testing in this control area requires the auditor to provide assurance that the bank reconciliations are prepared routinely and are subject to independent scrutiny and sign off by members. We can confirm that the bank

reconciliations are completed on a monthly basis by the RFO for all the councils bank accounts and are routinely reported to the Finance and Management committee and documented in the council minutes.

### **5.51 Year End Bank Reconciliation**

We will undertake testing in this area at our year-end audit visit.

### **5.52 Remaining Internal Audit Objectives**

- The remaining internal audit objectives will be considered at the year-end visit. Some of these objectives may not apply to the parish council.

## **6. Other Matters**

6.1 We note that the council held their annual council meeting in July 2021 due to the Covid-19 pandemic but this was not in accordance with the legal statutory framework as set out in the Local Government Act 1972, schedule 12 which requires annual council meetings to be held in May. We note that the Council did not have a qualified Clerk at this time and a new replacement Clerk took up post in August 2021.

-----**END OF REPORT – RECOMMENDATIONS ACTION PLAN ATTACHED**-----

# Holme Valley Parish Council

## Recommendations - Interim Internal Audit Report 2021/22

### 1. Appendix A – Recommendations Action Plan

No	Recommendation	Page No	Responsible Officer	Committee	Timescale
1	That the adoption date on the Standing Orders and Financial Regulations is clearly documented on the cover of the documents.	5			
2	That improvements are made to the list of continuing contracts and obligations. Recommended changes to display regular payments in separate sections for long term contracts, short terms contracts / ad-hoc purchases and salaries. Additional columns should be added within the long-term contracts section to include details of the start date, end date of the contract and the total contract value. This will assist both the RFO and the council to reduce the level of risk in duplication of payments and the document could assist with the procurement of contracts.	6			
3	That the arrangements for online banking reviewed to ensure that there are a minimum of two individuals involved in the process and that the individual who sets up the online banking transaction is not the same individual whom authorises the payment. We would recommend that there that there is a limit agreed on the maximum amount of funds that can be authorised by the RFO under the current arrangements and that the bank mandate is updated accordingly.	6			
4	That all grant applicants are requested to submit a grant expenditure audit form with accompany receipts within 3-6 months of the grant expenditure being incurred.	6			
5	That internal control checks are carried prior to the 31 <sup>st</sup> March 2022 and that the review outcome is reported to council and formally documented in council minutes. This will assist the council to respond to assertion two in the annual governance statement at year end.	7			
6	That the risk assessment document is reviewed and adopted by full council prior to the 31 <sup>st</sup> March 2022.	7			
7	That in accordance with Financial Regulation 8, budget monitoring reports to detail an explanation of any significant variances in excess of 15% of the budget.	8			

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8	Toilet Donations - That the council should ensure that the collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO in accordance with Financial Regulation 9.1 and that the current arrangements are appropriately risk assessed and included in the risk register.	9			
9	That the payment date for employees is reviewed in consultation with employees to be changed from the 15 <sup>th</sup> of the month to the last day or week of the month and that contract variation letters are issued to all employees once the changes are agreed.	10			
10	That a confirmatory letter is issued to the employee to confirm the additional SCP incremental increase from August 2021 in addition to the annual increase referred to within the contract of employment. The confirmatory letter to be retained in the employee personnel file.	10			