

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 21 AUGUST 2023** at **7pm** to transact the following business -

- AGENDA – (A)

Welcome **7.00 pm**

Public Question Time

Prior to the commencement of the business session of the Council, there will be an open session lasting 15 minutes, for members of the public to speak to the Council.

2324 36 **Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014** **7.15 pm**

As Local (Parish & Town) Council meetings can now be recorded, the Chairman to check if anybody wishes to record the meeting, to ensure reasonable facilities can be provided. The Officer will be recording the meeting in video format for upload to the Parish Council's YouTube channel.

2324 37 **To accept apologies for absence** **7.16 pm**

To note, apologies for absence given in advance of the meeting.

To consider, the approval of reasons given for absence.

2324 38 **To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda** **7.17 pm**

2324 39 **To consider written requests for new DPI dispensations** **7.18 pm**

2324 40 **To consider whether items on the agenda should be discussed in private session** **7.19 pm**

2324 41 **To confirm the Minutes of the previous Committee meeting** **7.20 pm**

- To approve the Minutes of the Finance & Management Committee Meeting held on 12 June 2023, numbered 2324 16 to 2324 35 inclusive.

(B)

- i. **To note**, the updated rolling list of grants awarded. This includes the full list of grants awarded in 2021-22 and 2022-23 as well as the grants awarded to date this Council year (at the top of the sheet). The RFO/Deputy Clerk is now using the spreadsheet to record the Grant Evaluation Reports, - sent in red and received in black. See below. RFO/Deputy Clerk to report. **(C)**
- ii. **To note**, the updated rolling list of grants against budgets for the current Council year 2023-24. **(D)**
- iii. **To consider**, a grant application from Holmfirth Food and Drink Festival, – application enclosed, – for £1,500 towards street-cleaning. The legal power for this would be Local Government Act 1972 S144-45 – provision of entertainment and support for tourism. **(E)**
- iv. **To consider**, a grant application from Sharing Memories, – application enclosed, – for £1,500 towards room hire and taxis for the Sing Your Soul Sunny project. The legal power for this would be Local Government Act 1972 S145 – provision of entertainment. **(F)**
- v. The next grants cycle of this Committee will be September 25th 2023 with a closing date of August 31st 2023 for applications.
To consider, any further actions on this process.
- vi. **To note**, the following completed Grant Evaluation Forms of Finance and Management grants awarded **(G.a...G.u)**:
 - a. 2022-23 Grant 6 - Holmfirth Food and Drink Festival
 - b. 2022-23 Grant 10, 25, 39 – Holmfirth Arts Festival
 - c. 2022-23 Grant 15 – Hade Edge Band
 - d. 2022-23 Grant 16 – Holme Silver Band
 - e. 2022-23 Grant 18 – Scholes Cricket Club
 - f. 2022-23 Grant 20 – Upperthong Village Hall
 - g. 2022-23 Grant 21 – Wooldale Wanderers
 - h. 2022-23 Grant 26 – Holmfirth Forward
 - i. 2022-23 Grant 27 – Honley Village Community Trust – wreath-making
 - j. 2022-23 Grant 30 – Holmbridge Cricket Club – shower
 - k. 2022-23 Grant 31, 32 – Hepworth Utd FC
 - l. 2022-23 Grant 42 – fairandfunky
 - m. 2022-23 Grant 47 – Brockholes Village Trust
 - n. 2022-23 Grant 55 – Festival of Folk
 - o. 2022-23 Grant 57 – Honley Business Association – Garden Festival
 - p. 2022-23 Grant 59 – Holmfirth Cricket Club
 - q. 2022-23 Grant 65 – Friends of Cliff Rec
 - r. 2022-23 Grant 71 – Honley Business Association – Village Map
 - s. 2022-23 Grant 72 – Holmfirth Film Festival
 - t. 2023-24 Grant 01 – Choppards Mission – Coronation grant

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- vii. **To consider**, a request from Friends of Cliff Rec to be able to use the £184.28 underspend on their award last year on their Christmas “Carols on the Cliff” event. If, asked to return the underspend, the group will apply again in the September cycle. If not asked to return the underspend, the group will not apply in the September cycle. **(G.u.) (H)**
- viii. **To consider**, a request from 6th Holme Valley Scouts to be able to use the £973 underspend on their award last year to purchase gas urns to heat large supplies of water when camping. **(I)**
- ix. **To consider**, any further actions regarding the Grant Evaluation Forms either to do with:
 - a. The completed forms and the information shared. (eg Wooldale Wanderers have an underspend of £123.74)
 - b. The format of the forms or the process.
- x. **To consider**, a request from Holmfirth Forward for the Parish Council to take responsibility and financial control of the business map of Holmfirth. This has been produced by Holmfirth Forward the last few years, but they have asked if the Parish Council would consider taking full responsibility for the publication of the map. (Alternatively, they will apply for a grant in the September cycle and this could be considered as a multi-year grant.) **(J)**

2324 43

Accounts for Payment

7.58 pm

- i. **To note**, the Chairman’s Expenses budget is £1,000. Nothing has been spent through this budget yet. A new policy regarding Chairman’s Expenses will go before Council 9th October 2023 deferred from 26th June 2023.
- ii. **To consider**, approval of the draft month-to-date schedule of payments for August 2023. **(K)**

2324 44

Financial Statements

8.00 pm

To note the accounting summaries – copies enclosed

- i. For May 2023 (L):
 - (1) Bank Reconciliations All Accounts (to end 31 May 2023)
 - (2) Cash Books All Accounts Receipts and Payments (to end 31 May 2023)
 - (3) Trial Balance (to end 31 May 2023)
 - (4) Balance Sheet (to end 31 May 2023)
 - (5) Cash and Investment Reconciliation (to end 31 May 2023)
 - (6) Income and Expenditure by Budget Heading (to end 31 May 2023)
 - (7) Earmarked Reserves (to end 31 May 2023)
 - (8) Schedule of Payments (to end 31 May 2023)
 - (9) VAT Return – quarter-to-date (not for submission).

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ii. For June 2023 (M):

- (1) Bank Reconciliations All Accounts (to end 30 June 2023)
- (2) Cash Books All Accounts Receipts and Payments (to end 30 June 2023)
- (3) Trial Balance (to end 30 June 2023)
- (4) Balance Sheet (to end 30 June 2023)
- (5) Cash and Investment Reconciliation (to end 30 June 2023)
- (6) Income and Expenditure by Budget Heading (to end 30 June 2023)
- (7) Earmarked Reserves (to end 30 June 2023)
- (8) Schedule of Payments (to end 30 June 2023)
- (9) VAT Return – full quarter APR-JUN (Submitted 13/07/2023 and repayment £630.40 received 19/07/2023).

iii. For July 2023 (N):

- (1) Bank Reconciliations All Accounts (to end 31 July 2023)
- (2) Cash Books All Accounts Receipts and Payments (to end 31 July 2023)
- (3) Trial Balance (to end 31 July 2023)
- (4) Balance Sheet (to end 31 July 2023)
- (5) Cash and Investment Reconciliation (to end 31 July 2023)
- (6) Income and Expenditure by Budget Heading (to end 31 July 2023)
- (7) Earmarked Reserves (to end 31 July 2023)
- (8) Schedule of Payments (to end 31 July 2023)
- (9) VAT Return – full quarter APR-JUN (to end 31 July 2023).

iv. Income and Expenditure by Budget Heading

Councillors to review the draft Income and Expenditure report for the financial year-to-date 2023. **(O)**

Notes:

- The first point to note, is that the Parish Council's income YTD is £150,913 but it's expenditure YTD is £148,109. Given that the Parish Council will have no significant, additional income until November when the second part of the precept is paid, we are likely to have not enough money in our working HSBC current bank account. This will need action (see 2324 48iii).
- The reason for this situation is that expenditure outside of the budget has been very high with £10,000 being paid to Friends of Honley Library from an earmarked reserve, £10,000 to Holmfirth Civic Hall Community Trust (HCHCT) from an earmarked reserve and £7,317 from general reserves. The Parish Council also had a £24,860 cost relating to the Council elections which is a big outlay in one lump.
- On the income side, the Parish Council has received 50% of 1076 Precept and 50% of 1078 Special Expenses Grant as agreed with Kirklees Council. The next instalments as stated will be in early November. 100% of 1200 Allotment Rents and 100% of 1300 Garage Income has been received. Around four months into the year, we have received 34% of projected donations on 1092 Donations - Holmfirth Toilets so that is on target. The Parish Council has received 168% of its projected income from 1090 Interest on Investments, so that was very much under-calculated, but better under-calculated than over-. 1095 Other income includes the repayment of a grant of £1,700 returned by Honley FC Under 9s.

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- The tenant of the shop unit next to Holmfirth toilets continues to pay his rent and electricity recharge in a timely fashion. However, unfortunately, it looks likely that he will be surrendering his lease soon. 1250 Gartside Building.

On the expenditure side, some things the RFO/Deputy Clerk would like to highlight:

- Salaries and oncosts are on target at 40% 5 months into the year.
- 4060 Staff Training is already at 80% of the annual budget after five months. This is because the Assistant Clerk has started and undertaken a number of induction courses but, more relevantly, the Clerk and Deputy Clerk will both be doing the Certificate in Local Council Administration which is not a cheap qualification. The Staff Training policy does state, "If enrolment for CiLCA training is anticipated then this amount will need to include an extra £800." This was not, however, committed in the original budget as it was set for this year.
- 4225 Elections has spent £24,860 against a budget of £29,789. This expenditure was markedly higher than the previous full Council election.
- 4235 Insurance is significantly over-budget. When the Parish Council's insurance was calculated, this was before we took ownership of Honley Library, hence the overspend. However, we are reimbursed by Holmfirth Civic Hall Community Trust to the tune of £4,460 for their share of their insurance so that will offset the overspend.
- 4610 Publications and Publicity This records the £1,000 to sponsor Honley Show programme which Council approved would come from general reserves. Members need to be aware of this when calculating available spending in that budget line, - ie there is £4,039 remaining.
- Regarding 4640 Holme Moss Topograph, there were some unanticipated expenses in respect of the topograph which Service Provision has recommended to Council for consideration October 9.
- 4710 New Mill Churchyard is at 68% of the annual budget. Expenditure is normally in the summer months, but one suspects that this budget may be in the red in due course. This budget amount will probably need increasing in next year's budget.
- Other than these, most budget lines are on target. There are perhaps more concerns that some major budgets will be significantly underspent at the year's end without a clear, strategic focus. As in previous years, this applies to the climate emergency budget lines.

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

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v. Earmarked Reserves

The earmarked reserves as presented represents the situation year-to-date. Councillors to review this first report of the year 2023-24. **(O)**

- i. EMR 323 Other Community Assets in the Holme Valley now consists solely of £2,017 for 10th Holme Valley (New Mill) Scouts (towards a new scout hut).
- ii. The 325 EMR Election Fund is at £0, as £19,789 was moved into the budget to pay towards this year's elections. The Parish Council will need to build this reserve back up to £30,000 for the next elections cycle.
- iii. 329 EMR Holmfirth Civic Hall is now at 0 following the expenditure of £10,000 towards the fire escape and the condition survey.
- iv. 335 EMR Honley Library Energy is also now at 0 following the expenditure of £10,000 on energy efficiency measures.
- v. £15,000 remains in 332 EMR Honley Library.
- vi. £50,000 remains in 338 EMR Children's Playgrounds and the Parish Council previously approved working with Kirklees Council on this as a co-funding priority.
- vii. As agreed at the end of last year, all Climate Emergency Committee reserves were dis-consolidated and the underspend on that Committee's budgets 2022-23 were added to a newly created earmarked reserve 341 EMR Climate Emergency Projects.
- viii. Two earmarked reserves for the Planning Committee were created from its planned underspend, - 342 EMR Holmfirth Market (£3,000) and 343 EMR Road Safety (£7,000). There is likely to be imminent expenditure of £3,675 from the latter reserve; an order has been placed for a mobile road safety speed indicator device (SID) and attendant costs. This is already approved by Council.

New earmarked reserves can be constituted by Council as it sees fit at any Council meeting from general reserves or from reconfiguring existing earmarked reserves.

To consider, any further actions on earmarked reserves.

2324 45	Annual Governance and Accountability Return (AGAR) 2022-23	8.28 pm
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To note, no electors chose to review the Parish Council's accounts during the period allowed for inspection under legislation. The AGAR is still with the external auditor.

2324 46	Tenancies	8.30 pm
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- i. **To note**, the tenant opened the unit next to the public toilets as a shop, but it has not been profitable, in part due to the poor summer. The tenant seems likely to give up the lease on the unit. The Clerk is looking into alternatives with the Service Provision Committee.
- ii. **To note**, all counter-signed tenancy agreements have been returned to tenants of the allotments and garages.

2324 47 **Internal Control Check** **8.32 pm**

To note, Cllr Liles has made arrangements to undertake the Internal Controls Check for the quarter APR-JUN 2023 on 17 August 2023. Cllr Liles to report.

2324 48 **Banking** **8.35 pm**

- i. **To consider**, approving Councillors for the mandates for the CCLA Public Sector Deposit Fund.

The Parish Council does not tend to use this fund for transactions, - it is primarily an interest-earning savings fund which currently holds £75,000, which is the maximum level. The RFO suggests that the Chair of this Committee, and the Chair and Vice Chair of Council are named on the mandate this year.

- ii. **To consider**, the bank mandates for the Handelsbanken account.

The Parish Council does not tend to use this account for transactions. It currently holds £84,259. As per the item below, it may be sensible to close the account, so the RFO suggests that the Chair of the Committee, and the Chair and Vice Chair of Council are named on the mandate this year.

- iii. **To consider**, closing the Handelsbanken account.

Points to consider:

- a) The Parish Council doesn't use this account for transactions; it was set up to reduce risk to the Parish Council if banks went into administration.
- b) This particular account pays no interest.
- c) It costs £25 per month to maintain the account.
- d) The Parish Council is considering moving its main account to Unity Trust bank (see below).
- e) As above **2324 44 iii**, due to high expenditure in the first half of the financial year, it is likely that the Parish Council does not have enough money in its working HSBC current account to cover likely expenditure until the next half of the precept is paid in early November. Currently, the Parish Council has under £30,000 left in its HSBC current account. Given that this Committee alone may commit to grant awards up to £73,000 in September, there is simply not enough money in our HSBC current account to cover anticipated expenditure. Closing the Handelsbanken account may be one solution.

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- iv. **To consider**, moving the Parish Council's main working account to Unity Trust bank, and simultaneously to open a savings account with them. The previous Council considered this a sensible idea but resolved to leave any action to the new Council. The motive for the proposed move came via a recommendation from the internal auditor, who suggested that the Parish Council needed a dual-authorisation system for its banking. Under HSBC, the RFO sets up payments and makes the payment, no one else is involved. This leaves the Parish Council at risk of fraud and theft. Under Unity Trust, a Parish Council Officer would set up a payment to be paid, but it would need authorised Councillors to log on to the bank's website to approve the payment and the payment would not be made until two Councillors had approved it. Councillors, under this system, would not be allowed to set up payments. Additionally, Unity Trust may be seen to be more ethically constituted than some High Street banks. **(Pi, Pii, Piii)**

Another advantage of Unity Trust is that the bank offers a Multipay card that would allow Officers to purchase items and services via the web (Dropbox, Microsoft 365, anti-virus, Canva) rather than, as at present, paying out of their own money and being reimbursed. The card is essentially a credit card, but the agreement makes it mandatory that there is a direct debit in place for the card for it to be automatically paid off every month.

To consider, signing up to the Multipay card. Part of this would involve agreeing i. a limit per transaction, ii. a limit per day, and iii. a limit per month. The Officers' suggestion at this point is £200 per transaction, £200 per day and £500 per month, but the amount may be amended in the future. Officers would not anticipate using it to withdraw cash so that facility would not be needed. **(Qi, Qii)**

To note, in any case, the Parish Council would maintain its savings account with HSBC. This currently holds £55,679.

2324 49	Financial Records for the website	8.50 pm
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To note, the financial records for May, June and July 2023 have been added to the website.

2324 50	Identification of Holme Valley Parish Council and Finance and Management Committee priorities and key actions 2023-27	8.51 pm
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The chair of Holme Valley Parish Council has signalled her intention to table a motion regarding the identification of key priorities for full Council and, within that, of each of the Standing Committees, for the term 2023-27. This will go to full Council 9 October 2023.

Ahead of this, feedback is requested regarding the selection of key priorities and actions for both Holme Valley Parish Council as a whole and the Finance and Management Committee in particular via the Priorities 2023-27 proforma **(R)**.

TO CONSIDER: selection of key priorities and actions to recommend to full Council for 9 October 2023 via the proforma.

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2324 51

Training and Development

8.58 pm

Councillor Training:

Supplied documentation is the Training and Development Policy, the year-to-date record of training by Councillors and the training report proforma for Councillors and Officers to report on training they have undertaken. **(Si, Sii, Siii)**

To note, Councillor training commitments 2023-24 to date.

To consider, further actions regarding councillor training.

2324 52

Publicising the work of Holme Valley Parish Council

8.59 pm

The RFO/Deputy Clerk and the Assistant Clerk have reported on social media on, for example, grant awards, advertising the next grants cycle and publicising the AGAR 2022-23 to web, social media and noticeboard. No electors asked to see the accounts this year.

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

Close of Meeting

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.

Mr Richard McGill

Responsible Finance Officer and Deputy Clerk to the Council

Holme Valley Parish Council

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DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 12 JUNE 2023

Those present:

Chair: Cllr C Greaves

Councillors: Cllr I Barnett, Cllr L Baylin, Cllr M Blacka, Cllr D Brook, Cllr P Colling, Cllr A Fenwick, Cllr K Fernandes, Cllr J Holmes, Cllr J Liles, Cllr J Rylah, Cllr A Wilson

Officer: Mr R McGill (RFO/Deputy Clerk)

Welcome

The Chair welcomed Councillors and Officers to this first Finance and Management Committee meeting of the Civic year.

Public Question Time

No members of the public were present, and no Councillor spoke in the open session.

2324 16 Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

The RFO/Deputy Clerk recorded the meeting for upload to the Parish Council's YouTube channel.

No-one else wished to record the meeting.

2324 17 To accept apologies for absence

Cllr Kirkby was not present.

2324 18 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

The Chair explained the process of disclosing personal and pecuniary interests and the importance of so doing.

No interests were disclosed.

2324 19 To consider written requests for new DPI dispensations

NOTED: Cllr Barnett's DPI had been approved at Service Provision 5 June 2023.

2324 20 To consider whether items on the agenda should be discussed in private session

RESOLVED: Members resolved that no item should be heard in private session.

Signed: _____

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2324 21 To confirm the Minutes of the previous Committee meeting

APPROVED: Members approved the Minutes of the Finance and Management Committee Meeting held on 24 April 2023, numbered 2324 01 to 2324 15 inclusive.

2324 22 To elect a Vice Chair of the Committee

RESOLVED: Members elected Cllr Colling as Vice Chair of the Committee.

2324 23 The work of this Committee

NOTED: The Chair and the RFO reported on the role of the Finance and Management Committee and the work that it undertakes with regard, especially, to monitoring financial systems, anti-fraud monitoring, awarding community grants, budget setting and monitoring and so on.

2324 24 Grants

The Chair advised Members to familiarise themselves with the grants processes and paperwork on the Parish Council website.

- i The RFO reported on the Parish Council's grants process, its timeframes, priorities, exclusions and considerations.
NOTED: The Committee noted the RFO's report.
- ii **NOTED:** The Committee noted the updated rolling list of grants against budgets. This included the full list of grants awarded in 2021-22 and 2022-23 as well as the single grant awarded to date this Council year.
- iii The RFO reported that the Grants Working Group last year proposed allowing certain regular applicants/awardees of grants to be paid a grant annually over an agreed multi-year period like, say, a full Council term. This would allow community groups to plan better for the future and to know money that they have guaranteed coming in. Suggested groups as regular applicants had been: Holmfirth Film Festival, Holmfirth Arts Festival, the Festival of Folk, Holme Valley Patient Transport, Holmfirth Christmas Team, Honley Business Association for Christmas lights, Honley Business Association for CCTV, Holmfirth Tech. Any long-term financial planning in this way will need to be consolidated into an earmarked reserve and factored against subsequent annual budgets. The Committee considered how to agree which applicants might be identified for multi-year awards.
RESOLVED: It was decided that in the next and ongoing grants cycles, individual applications would be treated on a case-by-case basis to identify which ones would be potentially offered a multi-year award. Any award would be contingent on meeting due-diligence requirements, - submitting regular accounts, annual evaluation forms and so on as agreed.
RESOLVED: The Officer would identify potential candidates for rolling multi-year awards from forthcoming grant application cycles.

Signed: _____

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The Committee considered which Committee would oversee the rolling grants process in future since, at present, some of the most regular re-applicants apply to Finance and Management and some to Service Provision.

RESOLVED: Rolling grant awards currently overseen by the Finance and Management Standing Committee and the Service Provision Standing Committee would remain under those Committees' oversight.

- iv **NOTED:** The Committee noted that the next grants cycle of this Committee will be in September 2023. Members considered any further actions on this process.

RESOLVED: Members were encouraged to prompt local community groups to apply.

RESOLVED: The Grants Working Group's report from 2022-23 would be forwarded to Committee Members.

2324 25 List of Regular Payments

The RFO reported on the List of Regular Payments 2023-24 and its function, - to facilitate quicker payment to individuals and businesses on the list. Members considered approval of the revised List of Regular Payments 2023-24 adding the Assistant Clerk, adding Norton, adding Friends of Honley Library, and deleting Bullguard.

RESOLVED: The new List of Regular Payments 2023-24 was approved.

2324 26 Accounts for Payment

- i. The RFO explained the purpose of the Chair's Expenses Budget.

NOTED: The Committee noted that the Chair's Expenses budget is £1,000. Nothing had been spent through this budget yet. A new policy regarding Chair's Expenses will go before Council 26th June 2023.

- ii. The RFO reported on the draft schedule of payments for May 2023.

NOTED: The draft schedule of payments was noted.

- iii. The month-to-date schedule of payments for June 2023 was considered.

NOTED: As there were no payments on this list not on the List of Regular Payments, no decision on any specific payment had to be made and the item needed only to be noted.

2324 27 Financial Statements

The RFO presented the accounting summaries for April 2023 as below.

NOTED: The accounting summaries were noted by the Committee.

- i. For April 2023:

- (1) Bank Reconciliations All Accounts (to end 30 April 2023)
- (2) Cash Books All Accounts Receipts and Payments (to end 30 April 2023)
- (3) Trial Balance (to end 30 April 2023)
- (4) Balance Sheet (to end 30 April 2023)
- (5) Cash and Investment Reconciliation (to end 30 April 2023)
- (6) VAT Return – quarter-to-date (not for submission).

Signed: _____

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ii. Income and Expenditure by Budget Heading

Councillors reviewed the draft Income and Expenditure report for the financial year-to-date 2023.

The RFO's notes on this report:

- On the income side, the Parish Council had received 50% of 1076 Precept and 50% of 1078 Special Expenses Grant as agreed with Kirklees Council. 100% of 1200 Allotment Rents and 100% of 1300 Garage Income had been received. Two months into the year, we had received 20% of projected donations on 1092 Donations - Holmfirth Toilets so that is on target. The Parish Council had already received 65% of its calculated income from 1090 Interest on Investments, so that was very much under-calculated, but better to be under-calculated than over-. 1095 Other income included the repayment of a grant of £1,700 returned by Honley Junior FC Under 9s. The tenant of the shop unit next to Holmfirth toilets continued to pay in a timely fashion to 1250 Gartside Building.

On the expenditure side, the RFO/Deputy Clerk highlighted the following:

- Salaries and oncosts were on target. The RFO/Deputy Clerk reported that he had made a mistake and forgot to change the amount of the standing order for HMRC in April. The payment in May then had to be changed to offset that mistake. This would be flagged to the internal control checker in due course.
- 4060 Staff Training was already at 40% of the annual budget after only two months, but much of this was annual membership of the Society for Local Council Clerks for three Clerks and induction training and ILCA application for the new Assistant Clerk.
- 4225 Elections had £29,789 in because it is currently an election year. We would normally be expected to be billed the costs of the election towards the end of the year.
- 4235 Insurance was significantly over-budget. When the Parish Council's insurance was calculated, this was before we took ownership of Honley Library, hence the overspend. However, we are reimbursed by Holmfirth Civic Hall Community Trust to the tune of £4,460 for their share of their insurance so that will offset the overspend in due course.
- 4610 Publications and Publicity This recorded the £1,000 to sponsor Honley Show programme which Council approved would come from general reserves. The RFO will be talking to the people from Rialtas, how to record this.
- Regarding 4640 Holme Moss Topograph, there had been some unanticipated expenses so £108 was additionally spent on this. There was a significant underspend last year.

RESOLVED: The RFO's report as above was noted. No further action was considered.

Signed: _____

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v. Earmarked Reserves

The RFO/Deputy Clerk reported on the current levels of earmarked reserves which represented the situation as agreed at the time of budget setting and then took account of some movements in reserves since then. Councillors reviewed this first report of the year 2023-24.

- i. EMR 323 Other Community Assets in the Holme Valley now consisted solely of £2,017 for 10th Holme Valley (New Mill) Scouts (towards a new scout hut). The RFO reported that this would be paid over once the group had made more progress with their fundraising.
- ii. The 325 EMR Election Fund is at £0, as £19,789 had been moved into the budget to pay towards this year's elections. The RFO reported that the Parish Council will need to build this reserve back up to £30,000 for the next elections cycle.
- iii. £10,000 had carried over from 329 EMR Holmfirth Civic Hall.
- iv. £50,000 remained in 338 EMR Children's Playgrounds and the Parish Council previously approved working with Kirklees Council on this as a co-funding priority.
- v. As agreed at the end of last year, all Climate Emergency Committee reserves were dis-consolidated and the underspend on that Committee's budgets 2022-23 were added to a newly created earmarked reserve 341 EMR Climate Emergency Projects.
- vi. Two earmarked reserves for the Planning Committee had been created from its planned underspend, - 342 EMR Holmfirth Market (£3,000) and 343 EMR Road Safety (£7,000).

RESOLVED: The Committee resolved to monitor earmarked reserves to make sure that public money was being used effectively to meet genuine Parish Council targets.

RESOLVED: The Committee resolved to refer the earmarked reserve 338 EMR Children's Playgrounds to Council for oversight.

The RFO would calculate the underspend on the Climate Emergency 2022-23 budget that was subsequently earmarked as 341 EMR Climate Emergency Projects.

2324 28

Risk Assessment 2023-24

The RFO/Deputy Clerk reported on the revised Holme Valley Parish Council risk assessment taking account of the purchase of Honley Library.

RESOLVED: The updated risk assessment was approved.

The Holme Moss topograph will need to be added to the risk assessment in due course.

Cllr Barnett thanked the RFO/Deputy Clerk for undertaking the risk assessment.

Signed: _____

2324 29

Annual Governance and Accountability Return (AGAR) 2022-23

NOTED: Members noted that the internal auditor was visiting 14th June 2023 to do her end-of-year audit.

The RFO/Deputy Clerk reported on the process of the Annual Governance and Accountability Return (AGAR) for the previous Council year, the AGAR Form 3 and its supporting paperwork as listed below.

1. Annual Governance and Accountability Return – Form 3
2. Making Provision for the Exercise of Public Rights
3. Confirmation of the Dates for the Exercise of Public Rights
4. Bank Reconciliation with Box 8
5. Explanation of Variances
6. Reconciliation between Box 7 and Box 8
7. Contact Details
8. Letter re Precept

RESOLVED: The Committee resolved to recommend the Annual Governance and Accountability Return (AGAR) as presented, together with its supporting paperwork, to Council 26th June 2023 for final approval before publication.

2324 30

Tenancies

- i. **NOTED:** Members noted that the tenant for the Gartside building continues to pay the rent on time. The invoices for electricity usage had also been paid in a timely fashion. The tenant was opening the space as a shop again, so works had been undertaken in line with Building Control requirements. (Expenditure approved by the Service Provision Committee, and already paid.)
- ii. **NOTED:** Members noted that all receipts related to tenancies for the allotments and garages had now been received. The Clerk had arranged to sign all the new tenancy agreements to return to the tenants.

2324 31

Internal Control Check

Members considered arrangements to appoint an internal control checker from the Committee Members to undertake internal control checks of the Parish Council for the year ahead. This is done quarterly, so the first check would be in July for the quarter APR-JUN 2023. The check takes around an hour and involves reviewing accounts for anti-fraud purposes.

RESOLVED: Cllr J Liles would take on the role of internal control checker for the year ahead.

Signed: _____

2324 32

Banking

NOTED: The Committee noted that the RFO/Deputy Clerk had updated the HSBC bank mandates as per resolution at Council. The Chair and Vice Chair of Council and all Committee Chairs were now mandated Councillors.

2055hrs Cllrs Barnett and Fernandes left the meeting at this point.

NOTED: The Committee noted the RFO's report that, last year, the Council had resolved to move its main working account to Unity Trust bank. This was, largely, for anti-fraud purposes. This would be put to the Committee for resolution in the August meeting.

2324 33

Financial Records for the website

NOTED: The Committee noted that the financial records for April 2023 had been added to the website. The May records would be added once bank statements had all been received which would be mid-June.

2324 34

Councillor Training/Induction

NOTED: The Committee noted that the Clerk had offered the following induction/training sessions to all councillors: Thursday 1 June 10am-12pm; Thursday 22 June 6.30-8.30pm; and Wednesday 12 July 4.14-6.15pm. All Councillors were invited to sign up for one of the latter two sessions.

The sessions would attempt to cover:

- i. Standing Orders
- ii. Terms of Reference/Scheme of Delegation
- iii. Financial Regulations
- iv. Code of Conduct
- v. DPLs/Declarations of interests
- vi. Attendance
- vii. The council year
- viii. Committees
- ix. Getting motions onto agendas
- x. Resolutions
- xi. The Parish Council's assets
- xii. Understanding the role of a councillor
- xiii. Understanding the roles of council officers
- xiv. Communicating with officers/councillors/the public
- xv. Training/resources
- xvi. Holme Valley Land Charity
- xvii. Frequently asked questions

Signed: _____

Holme Valley Parish Council

As part of the session(s) the clerk would be sharing printed copies of The Good Councillor Guide and also a YLCA-produced Councillor Job Description. As this is the first time the latter has been used the clerk asked the Committee to note the document and that these induction sessions have been offered.

NOTED: The dates, times and content outline of these induction/training sessions open to all councillors and the use of the YLCA-produced Councillor Job Description as a training material were noted.

2324 35

Publicising the work of Holme Valley Parish Council

The RFO/Deputy Clerk has continued to report on social media on, for example, grant awards and the annual report, and will, of course, post the AGAR 2022-23 to web, social media and noticeboard once approved by Council.

RESOLVED: The Officer would publish to our website and social media regarding the upcoming September grants cycle and timeframes.

Close of Meeting 2058hrs

.....
Chairman

Signed: _____



Holme Valley Parish Council - Grants to Community Groups

current year to the top

										AWARD	When Paid	Receipt Notification	Grant Evaluation Received
No	COMMITTEE	WHEN	NAME	GROUP	TYPE	REGISTRATION NUMBER	CODE	BUDGET LINE	HOW MUCH APPLIED	WHAT FOR	LEGAL POWER		
	COUNCIL	26/06/2023					4310	Holmfirth Civic Hall via EMR 329		Payment of £10,000 from EMR			
5	COUNCIL	26/06/2023	The Civic, Holmfirth	Charity		1172232	4310	Holmfirth Civic Hall via EMR 329	£7,800.00	Towards full condition survey	LGMFPA 1976 S19	£7,800.00	28/06/2023 29/06/2023 WORK NOT YET DONE
4	COUNCIL	26/06/2023	The Civic, Holmfirth	Charity		1172232	4310	Holmfirth Civic Hall via EMR 329	£9,517.39	Fire Escape Additional Costs	LGMFPA 1976 S19	£9,517.39	28/06/2023 29/06/2023 05/07/2023
	COUNCIL	26/06/2023					4300	Honley Library		Payment of £10,000 from EMR			
3	COUNCIL	26/06/2023	Friends of Honley Library	Charity		1181829	4300	Honley Library	£10,000	Towards energy efficiency measures	LGMFPA 1976 S19	£10,000	28/06/2023 29/06/2023 23/05/2023
2	COUNCIL	26/06/2023	Friends of Honley Library	Charity		1181829	4300	Honley Library	£15,000	Towards running costs	LGMFPA 1976 S19	£15,000	28/06/2023 29/06/2023 23/05/2023
1	F&M	24/04/2023	Choppards Community Group	Unregd Group			4405	Projects and Events	£95.00	Coronation - Coronation Lunch	LGA 1972 S145	£95	02/05/2023 03/05/2023 01/06/2023
2023-24 Budget at Year Start												£95	
82	COUNCIL	27/03/2023	Square Peg	Charity		1186527	5020	Step-free access map	£183.63	Reprint of step-free access map	LGA 1972 S144	£183.63	30/03/2023 18/04/2023 31/07/2023
	COUNCIL	27/03/2023					4615	Royal Events via EMR 336		Payment of £439.96 from EMR			
81	COUNCIL	27/03/2023	Holme Village Residents Association	Unregd Group			4615	Royal Events	£439.96	Coronation - gazebos	LGA 1972 S145	£439.96	30/03/2023 31/03/2023 31/07/2023
	COUNCIL	27/03/2023					4310	Holmfirth Civic Hall via EMR 329		Payment of £30,000 from EMR			
	COUNCIL	27/03/2023					4615	Royal Events via EMR 336		Payment of £550 from EMR			
80	P&C	20/03/2023	Burhouse Court Residents Group	Unregd Group			4615	Royal Events	£100	Coronation - decorations	LGA 1972 S145	£100	29/03/2023 30/03/2023 31/07/2023
79	P&C	20/03/2023	Towngate Courtyard Group	Unregd Group			4615	Royal Events	£50	Coronation - bunting and flags display	LGA 1972 S145	£50	29/03/2023 18/04/2023 05/07/2023
78	P&C	20/03/2023	Wooddale Allotment Association	Unregd Group			4615	Royal Events	£100	Coronation - Big Lunch	LGA 1972 S145	£100	29/03/2023 29/03/2023 11/08/2023
77	P&C	20/03/2023	Friends of Nabb School	Charity		1040723	4615	Royal Events	£100	Coronation - tea party and dance	LGA 1972 S145	£100	29/03/2023 21/04/2023 31/07/2023
76	P&C	20/03/2023	Upperthong Residents Coronation Group	Unregd Group			4615	Royal Events	£100	Coronation - street party	LGA 1972 S145	£100	29/03/2023 30/03/2023 01/06/2023
75	P&C	20/03/2023	Holmepride	Unregd Group			4615	Royal Events	£100	Coronation - materials for bunting	LGA 1972 S145	£100	29/03/2023 29/03/2023 01/06/2023
	COUNCIL									Payment of £1,560 from EMR			
74	SP	27/02/2022	Honley Business Association	Unregd Group			4700	CCTV	£1,560	CCTV	LGBA 1997 S31	£1,560	29/03/2023 30/03/2023 11/04/2023
73	SP	27/02/2022	The Civic, Holmfirth	Charity		1172232	4310	Holmfirth Civic Hall via EMR 329	£30,000	Internal Capital Works	LGMFPA 1976 S19	£30,000	29/03/2023 30/03/2023 05/07/2023
72	F&M	20/02/2022	Holmfirth Film Festival	CIC		8875828	4405	Projects and Events	£1,000	Venue hire for film festival	LGA 1972 144	£1,000	23/03/2023 23/03/2023 10/08/2023
71	F&M	20/02/2022	Honley Business Association	Unregd Group			4405	Projects and Events	£1,000	Towards a business map of Honley	LGA 1972 144	£1,000	23/03/2023 28/03/2023 27/07/2023
70	F&M	20/02/2022	Honley Village Community Trust	Charity		1195759	4405	Projects and Events	£750	Towards a tree survey at Magdale	LGA 1972 137	£750	23/03/2023 06/04/2023 01/08/2023
69	F&M	20/02/2022	Honley Village Community Trust	Charity		1195759	4405	Projects and Events	£780	Towards easter events - bonnet making, egg hunt, afternoon tea etc	LGA 1972 S145	£780	23/03/2023 18/04/2023 01/08/2023
68	F&M	20/02/2022	Honley Village Community Trust	Charity		1195759	4405	Projects and Events	£850	Towards Coronation Afternoon Tea for people of Honley	LGA 1972 S145	£850	23/03/2023 18/04/2023 01/08/2023
67	F&M	20/02/2022	Children's Art School	Charity		1161225	4405	Projects and Events	£1,000	Artist fees for art classes for children and young people	LGA 1972 S145	£1,000	23/03/2023 23/03/2023 01/08/2023
66	F&M	20/02/2022	Wooddale Community Group (Youth Club, Mother and Baby Club)	Unregd Group			4405	Projects and Events	£1,000	Youth Club / Mother and Baby Club - rent and equipment	LGA 1972 S145	£1,000	23/03/2023 30/03/2023 31/07/2023
65	F&M	20/02/2022	Friends of Cliff Rec	Unregd Group			4405	Projects and Events	£951	Services etc for Coronation event	LGA 1972 S145	£951	23/03/2023 24/03/2023 14/06/2023
64	F&M	20/02/2022	The Nest Holmfirth CIC	CIC		14063345	4405	Projects and Events	£555	Equipment, supplies - classes etc for parents and babies	LGMFPA 1976 S19 / LGA 1972 137	£555	23/03/2023 24/03/2023 PROJECT INCOMPLETE
63	F&M	20/02/2022	Holme Valley District Scouts	Charity		1029847	4405	Projects and Events	£1,000	Toolkit to promote scouting in the HV - table, gazebo, banners, fliers	LGMFPA 1976 S19	£1,000	23/03/2023 30/03/2023 01/08/2023
62	F&M	20/02/2022	Holmfirth Town Juniors FC	Unregd Group			4405	Projects and Events	£1,980	Coaching; Hardship Fund; Summer Gala; Equipment	LGA 1972 S145	£1,980	23/03/2023 27/03/2023 01/08/2023
61	F&M	20/02/2022	Last of the Summer Wine 50th - '50 Golden Summers'	Unregd Group			4405	Projects and Events	£1,000	Towards weekend of events for LOTSW 50th anniversary	LGA 1972 S145	£1,000	29/03/2023 Due 01/08/2023
60	F&M	20/02/2022	Upperthong School Support Group	Charity		1079370	4405	Projects and Events	£1,000	Trips to places of worship for pupils	LGA 1972 137	£0	NO AWARD
59	F&M	20/02/2022	Holmfirth Cricket Club	Unregd Group			4405	Projects and Events	£1,000	Equipment for junior cricketers	LGMFPA 1976 S19	£600	23/03/2023 31/03/2023 08/04/2023
58	F&M	20/02/2022	Holme Valley Lions	Charity		1180437	4405	Projects and Events	£460	Upgrade of Santa's sleigh	LGA 1972 S145	£460	23/03/2023 31/03/2023 PROJECT INCOMPLETE
57	F&M	20/02/2022	Honley Business Association	Unregd Group			4405	Projects and Events	£1,000	Honley Open Gardens Festival	LGA 1972 S145	£1,000	23/03/2023 28/03/2023 17/06/2023
56	F&M	20/02/2022	Friends of Honley Library	Charity		1181829	4405	Projects and Events	£750	Towards Children's Book Festival	LGA 1972 S145	£750	29/03/2023 Due 01/08/2023
55	F&M	20/02/2022	Holmfirth Festival of Folk	Unregd Group			4405	Projects and Events	£1,000	Traffic management and road closure	LGA 1972 S145	£1,000	23/03/2023 23/03/2023 04/06/2023
54	F&M	20/02/2022	Friends of Cinderhills	Unregd Group			4315	Other community assets	£2,369	Gazebo for the park	LGMFPA 1976 S19	£0	NO AWARD
53	F&M	20/02/2022	Upperthong Cricket Club	Unregd Group			4315	Other community assets	£4,169.61	Outdoor seating for spectators	LGMFPA 1976 S19	£3,299.61	23/03/2023 30/03/2023 01/08/2023
52	F&M	20/02/2022	(Holme Valley District Scouts) 6th Holme Valley (Trinity) Scouts	Charity		524744	4315	Other community assets	£5,000	Bollards and Tables	LGMFPA 1976 S19	£5,000	23/03/2023 24/03/2023 01/08/2023
51	F&M	20/02/2022	Hepworth Band	Charity		1161654	4315	Other community assets	£5,000	Replacement windows to rehearsal facilities	LGMFPA 1976 S19	£3,195.04	23/03/2023 18/04/2023 PROJECT INCOMPLETE
50	F&M	20/02/2022	Thongsbridge Cricket Club	Unregd Group			4315	Other community assets	£1,500	Picnic Tables x 3	LGMFPA 1976 S19	£0	NO AWARD
49	F&M	20/02/2022	Netherton Community Centre	CIC		9988909	4315	Other community assets	£2,000	To offset increased energy costs - Honley Community Centre	LGMFPA 1976 S19	£0	NO AWARD
48	F&M	20/02/2022	Friends of Wooddale (re New Mill J+H School)	Charity		1105960	4315	Other community assets	£3,470	Raised beds at school allotments	LGA 1972 137	£0	NO AWARD
47	F&M	20/02/2022	Brockholes Village Trust	Charity		509001	4315	Other community assets	£2,000	Village Hall Energy Audit	LGMFPA 1976 S19	£1,620	23/03/2023 23/03/2023 23/03/2023 15/04/2023
46	F&M	20/02/2022	Honley Under 8s	Regd Jnr FC			4315	Other community assets	£2,800	Wheeled Goals x 2; all-weather jackets x 30	LGA 1972 S145	£1,700	23/03/2023 23/03/2023 Returned
45	COUNCIL	06/02/2023	Friends of Honley Library	Charity		1181829	4300	Honley Library	£15,000	Towards library running costs	LGMFPA 1976 S19	£15,000	17/02/2023 23/05/2023
44	COUNCIL	06/02/2023	Friends of Honley Library	Charity		1181829	4300	Honley Library	£10,000	Towards library costs - snagging and transition costs	LGMFPA 1976 S19	£10,000	21/02/2023 23/05/2023
	COUNCIL	06/02/2023					4300	Honley Library		Payment of £10,000 from EMR			
	COUNCIL	06/02/2023					4315	Other community assets		Virement from 4315 Other Comm Assets to 4305 Holmfirth Tech			
43	F&M	16/01/2023	Holmfirth Tech	CBS			4305	Other community assets to 4305	£5,000	To offset increased energy costs	LGMFPA 1976 S19	£5,000	07/02/2023 01/08/2023
42	F&M	21/11/2022	fairandfunky	CIC		08016821	4315	Other community assets	£995	Purchase replacement smoothie bike	LGA 1972 S137	£995	13/12/2022 03/08/2023
41	COUNCIL	10/10/2022	Project Communities	CIC		12550929	4755	Youth Facilities	£1,950	Towards sports sessions for girls	LGMFPA 1976 S19	£1,950.00	25/11/2022 01/08/2023
40	COUNCIL	10/10/2022	Honley Youth (Honley Village Community Trust)	Charity		1195759	4755	Youth Facilities	Total of £4,775	Training workshops for young people	LGMFPA 1976 S19	£2,387.50	25/11/2022 08/08/2023
39	COUNCIL	10/10/2022	Holmfirth Arts Festival	Charity		1141623	4755	Youth Facilities	Total of £1,000	Training for young music makers	LGA 1972 S145	£500	25/11/2022 03/08/2023
38	COUNCIL	10/10/2022	Holmbridge Cricket Club	CASC			4755	Youth Facilities	Total of £1,385	Equipment for junior cricketers	LGMFPA 1976 S19	£405	25/11/2022 08/08/2023
37	COUNCIL	10/10/2022	Enabling Youth and Motocross CIC	Charity		10220918	4755	Youth Facilities	Total of £4,959	Youth Clubs	LGMFPA 1976 S19	£2,479.50	25/11/2022 08/08/2023
36	COUNCIL	10/10/2022	Cafe 100	Charity		1086161	4755	Youth Facilities	Total of £4,292	Running costs and staff wages	LGA 1972 S145	£2,146	25/11/2022 08/08/2023
35	COUNCIL	10/10/2022	Holmfirth Forward	Ltd Company		11928547	4315	Other community assets	£5,000	Holmfirth Market startup costs	Fixed Asset 2084 100	£0	NO AWARD
	COUNCIL	10/10/2022					4315	Other community assets		Payment of £10,000 from EMR			
34	COUNCIL	10/10/2022	Holmfirth Tech	CBS			4305	Holmfirth Tech from EMR 333	£10,000	Replace kitchen	LGMFPA 1976 S19	£10,000	25/11/2022 01/08/2023
33	COUNCIL	10/10/2022	Wooddale Community Association	Charity		1159314	4315	Other community assets	£5,000	Towards replacement of 2 boilers	LGMFPA 1976 S19	£5,000	25/11/2022 01/08/2023
	COUNCIL	10/10/2022					4315	Other community assets		Virement of £5,000 from CESC 4810 Energy Strategy			
	COUNCIL	10/10/2022					4315	Other community assets		Payment of £5,000 from EMR			
See 22	COUNCIL	22/11/2021	Hepworth Playgroup and Pre-school				4315	Other community assets		Playground surface	LGMFPA 1976 S19		01/08/2023
32	COUNCIL	10/10/2022	Hepworth Utd FC	Charity		1163904	4315	Other community assets	As below	Solar batteries - £2,500 recommended to CESC	LGMFPA 1976 S19	£2,500	25/11/2022 14/08/2023
	COUNCIL	10/10/2022					4315	Other community assets		Virement of £2,500 from CESC 4810 Energy Strategy			
31	F&M	10/10/2022	Hepworth Utd FC	Charity		1163904	4315	Other community assets	£5,000	Solar batteries	LGMFPA 1976 S19	£2,500	11/10/2022 14/08/2023
30	F&M	19/09/2022	Holmbridge Cricket Club	CASC			4315	Other community assets	Total of £1,385	New shower	LGMFPA 1976 S19	£575	11/10/2022 08/08/2023
29	F&M	19/09/2022	Holme Valley District Scouts	Charity		1029847	4405	Projects and Events	£1,000	Scout Jamboree training for x5 Scouts	LGA 1972 S137	£1,000	11/10/2022 PROJECT INCOMPLETE
28	F&M	19/09/2022	Sharing Memories	Unregd Group			4405	Projects and Events	£1,000	Indeep Project - sub-project	LGA 1972 S145	£0	NO AWARD
27	F&M	19/09/2022	Honley Village Community Trust	Charity		1195759	4405	Projects and Events	£1,000	Wreath-making workshops for marginalised people	LGA 1972 S145	£1,000	11/10/2022 03/03/2023
26	F&M	19/09/2022	Holmfirth Forward	Ltd Company		11928547	4405	Projects and Events	£1,000	Second printing of the Holmfirth map	LGA 1972 S145	£500	11/10/2022 02/08/2023
25	F&M	19/09/2022	Holmfirth Arts Festival	Charity		1141623	4405	Projects and Events	£1,000	Outdoor events production costs	LGA 1972 S145	£1,000	11/10/2022 03/08/2023
24	F&M	19/09/2022	Hepworth Band	Charity		1161654	4405	Projects and Events	£1,000	Towards staging concert series	LGA 1972 S145	£0	NO AWARD
23	F&M	19/09/2022	Friends of Honley (Honley Village Community Trust)	Charity		1195759	4405	Projects and Events	£1,541	Village centre improvements project	LGA 1972 S137	£0	NO AWARD
22	F&M	19/09/2022	Friends of Honley (Honley Village Community Trust)	Charity		1195759	4315	Other community assets	£3,374	Village centre improvements project	LGA 1972 S137	£2,000	11/10/2022 01/08

Holme Valley Parish Council - Grants to Community Groups																Projects and Events		Other Community Assets		Honley Library		Holmfirth Civic Hall	
current year to the top																							
No	COMMITTEE	WHEN	NAME	GROUP	TYPE	REGISTRATION NUMBER	CODE	BUDGET LINE	HOW MUCH APPLIED	WHAT FOR	LEGAL POWER	AWARD	When Paid	Receipt Notification	Grant Evaluation Received	4405 AWARD	4405 REMAINING	4315 AWARD	4315 REMAINING	4300 AWARD	4300 REMAINING	4310 AWARD	4310 REMAINING
7	F&M	21/08/2023	Holmfirth Food and Drink Festival	CIC		11965504	4405	Projects and Events	£1,500	Refuse collection and street cleaning	UGA 1972 S145						£19,905	£53,000.00		£0		-£7,317	
6	F&M	21/08/2023	Sharing Memories	Unregd Group			4405	Projects and Events	£1,500	Indeep Project - sub-project	UGA 1972 S145						£19,905	£53,000.00		£0		-£7,317	
	COUNCIL	26/06/2023					4310	Holmfirth Civic Hall via EMR 329		Payment of £10,000 from EMR							£19,905	£53,000		£0	-£10,000	-£7,317	
5	COUNCIL	26/06/2023	The Civic, Holmfirth	Charity		1172232	4310	Holmfirth Civic Hall via EMR 329	£7,800.00	Towards full condition survey	UG(M)FA 1976 S19	£7,800.00	28/06/2023	29/06/2023	WORK NOT YET DONE		£19,905	£53,000		£0	£7,800	-£17,317	
4	COUNCIL	26/06/2023	The Civic, Holmfirth	Charity		1172232	4310	Holmfirth Civic Hall via EMR 329	£9,517.39	Fire Escape Additional Costs	UG(M)FA 1976 S19	£9,517.39	28/06/2023	29/06/2023	05/07/2023		£19,905	£53,000		£0	£9,517	-£9,517	
	COUNCIL	26/06/2023					4300	Honley Library		Payment of £10,000 from EMR							£19,905	£53,000	-£10,000	£0		£0	
3	COUNCIL	26/06/2023	Friends of Honley Library	Charity		1181829	4300	Honley Library	£10,000	Towards energy efficiency measures	UG(M)FA 1976 S19	£10,000	28/06/2023	29/06/2023	23/05/2023		£19,905	£53,000	£10,000	-£10,000		£0	
2	COUNCIL	26/06/2023	Friends of Honley Library	Charity		1181829	4300	Honley Library	£15,000	Towards running costs	UG(M)FA 1976 S19	£15,000	28/06/2023	29/06/2023	23/05/2023		£19,905	£53,000	£15,000	£0		£0	
1	F&M	24/04/2023	Choppards Community Group	Unregd Group			4405	Projects and Events	£95.00	Coronation - Coronation Lunch	UGA 1972 S145	£95	02/05/2023	03/05/2023	01/06/2023	£95	£19,905	£53,000		£15,000		£0	
2023-24 Budget at Year Start												£95						£20,000	£53,000		£15,000		£0

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Application Form

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

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

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

In under 20 words, tell us what the grant would pay for?

Contribution towards running costs of Holmfirth Food & Drink Festival

1 Contact Details	
Name of organisation	Holmfirth Food & Drink Festival
Address	3 Victoria Square Holmfirth
Postcode	HD9 2DN
Contact person	
Position in group	Treasurer
Correspondence address	
Postcode	
Daytime phone	
Evening phone	
Email	

2 About your organisation		
What sort of group are you? - put an 'x' in the box	<ul style="list-style-type: none"> Unregistered community group <input type="checkbox"/> Registered charity <input type="checkbox"/> Other (please state) <input checked="" type="checkbox"/> <p>➤ ...Community Interest Company (CIC)</p>	
Charity Registration No	If applicable	
When did the group start?	2010 approx	
How many people are involved in running your group?	Trustees	0
	Unpaid Management Committee	5
	Paid F/T Staff	0
	Paid P/T Staff	0
	Volunteers (excluding Management Committee)	10

3 Your Finances (your last full financial year)	
Financial Year	30/04/2022
Income	0
Expenditure	(3734)
Reserves held	595
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	

4 Your Bank Account		
If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)		NOT APPLICABLE

Account Name	
Sort Code	
Account Number	

Outline the project that you are seeking a grant for

The Food & Drink Festival was cancelled due to Covid in 2020 and 2021. This left finances in a poor state and it was doubtful that we would recover sufficiently to stage the festival in 2022 particularly as businesses were not in a strong enough position to offer the same levels of sponsorship they had done previously. However, against all odds – and after many set backs - we managed to put on a very successful festival which actually generated a surplus of around £6k which provided some much needed reserves to provide a cushion for future years. As a Community Interest Company (CIC) we are a not-for-profit organisation. However, in 2022 as well as building some much-needed reserves we were also able to give a donation of £500 to the Holmfirth Food Bank from last year's surplus.

The financial accounts provided in this application go up to April 2022 and therefore do not show the result of last year's festival which takes place in September.

For 2023, we are facing similar problems in generating sponsorship and we are currently forecasting a loss of nearly £3k. The grant applied for in this application would reduce this loss by half and make a successful outcome more achievable. Last year, we applied the parish Council grant towards the cost charged by Kirklees for street cleaning (£1950) and we intend to do the same again this year if successful.

Why do you feel your project is worthwhile?

The festival brings c40,000 people into Holmfirth over the two-day festival, many of whom are from outside the area and the festival is seen as one of the core events that happen in the town throughout the year. This has the benefit of raising the profile of the town as a visitor destination.

How will your project benefit the people of the Holme Valley?

The Parish Council can only give out grants that directly benefit the people of the Holme Valley

Local businesses benefit with the increased footfall from visitors to the festival, many of whom will return on other occasions. The general population benefit from having the amenity of a food and drink festival running in the town.

Who in the Holme Valley will benefit? How many people will benefit?

- ♦ the general population, ♦ children under 16, ♦ young people under 25, ♦ older people over 60,
- ♦ disabled people, ♦ people of minority ethnic origin, ♦ particular groups, ♦ other

The general population will benefit. There are circa 40,000 visitors and whilst a very high proportion of these will be from the Holme Valley, it is very difficult to be precise.

How will your project address the ongoing climate emergency?

- We specify to stall holders that all takeaway items (incl cups and cutlery) must be made from re-cycled materials. Single use plastic and polystyrene are not allowed
- All licensed drinks vendors operate a deposit scheme for recyclable plastic 'glasses'
- Drinking water is made available for all visitors to refill their own containers

6

Grants from Holme Valley Parish Council

Put an "X"

Grant 1: Assets Grants

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



Grant 2: Community Benefits Grants

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



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

7

Your Project Budget Plan

Item	Cost	Where will the funding come from? - <small>reserves, fundraising, donations, other</small>	Amount requested from the
------	------	---	---------------------------

		grant awards or Holme Valley PC	Parish Council
SEE ATTACHED			
Project Total Cost	38,460	Total amount requested from HVPC	1,500

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

No

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

YES

£1000 grant awarded in 2022

Please give details

8 Documentation

Please ensure you enclose the following with your application:

1. This Application form	YES
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet) **SEE END OF APPLICATION BELOW**	YES
3. Last 3 years accounts (if you have them)	YES
4. Copy of bank statements for the last 6 months	YES
5. Copies of written estimates/quotations for capital purchases (if relevant)	N/A
6. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	N/A
7. Anything else: - Budget for 2023 festival with comparison to 2022	YES

- 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 have filled in every section of the application form.
- 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.

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

Name

Signature

Date

13.6.23

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

For internal use only

Date application received	13 th June 2023
Application meets criteria	Yes / No
Name of Committee reviewing application	Finance and Management
Date of meeting	21/08/2023
Minute number	2324 44
Grant awarded	Yes / No
Amount awarded	

Legal power under which award is made	
Date applicant is notified by email/phone of the outcome	
Date when formal letter of award is posted	
Date when payment is made	
Date blank Grant Audit Form is posted	
Date completed Grant Audit Form received	
or Date report received after project is complete	

Holmfirth Food & Drink Festival

Constitution

The Food & Drink Festival formed as a Community Interest Company. As such we have a small number of directors who also make up the management committee. We meet at least monthly to look at finances and discuss actions and matters arising. Our accounts are audited by Langricks in Holmfirth.

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



F

Grant Application Form

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

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

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

In under 20 words, tell us what the grant would pay for?

Taxis for members for our next 20-week project and room hire at The Tech for 12 of those weeks

1	Contact Details
Name of organisation	Holme Valley Sharing Memories
Address	
Postcode	
Contact person	
Position in group	Project Manager
Correspondence address	
Postcode	
Daytime phone	
Evening phone	
Email	

2 About your organisation	
What sort of group are you? - put an 'x' in the box	<ul style="list-style-type: none"> Unregistered community group <input checked="" type="checkbox"/> Registered charity <input type="checkbox"/> Other (please state) <input type="checkbox"/> <p>➤</p>
Charity Registration No	
	If applicable
When did the group start?	1994
How many people are involved in running your group?	Trustees
	Unpaid Management Committee 3
	Paid F/T Staff
	Paid P/T Staff 4 (freelance)
	Volunteers (excluding Management Committee) 3

3 Your Finances (your last full financial year)	
Financial Year	Ended 31 march 2023
Income	£20155.50
Expenditure	£23799.54
Reserves held	At the year end reserves were £8673.92
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	£5481.79 was reserved for specific projects – a mix of finishing the project which was already underway and finished on 17 June and some for the next project which we have just started and will finish 20 July 2023

4 Your Bank Account		
If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)		NOT APPLICABLE

Account Name	
---------------------	--

Sort Code	
Account Number	

5	Your Project
Outline the project that you are seeking a grant for	
<p>The project is called “Sing your Soul Sunny”. It will run from September 23 through to Feb 2024. It is a project dedicated to bringing joy and singing to both our 10 elderly members and other groups that we will work with in the valley. We intend to write three up-beat songs (the lyrics and the music), inspired by our locality, with the help of our resident artist / musician Richard Loughridge and a selection of local choir groups.</p> <p>We will meet every Thursday afternoon in term time and work with Dan Price and The Soul Choir who rehearse every Wednesday & Thursday in Holmfirth, and Jenny Goodman a local singer, workshop and choir leader, song-writer & performer, and one other choir group yet to be identified/ We will teach “our song” to them & learn a song of their choice. We will put on a community concert at the end, in Holmfirth Church to bring people together to showcase and promote wellbeing through song and the fabulous choirs we have in our local area.</p> <p>Some weeks, we will work with The Bridgewood Trust in Armitage Bridge, a day centre for adults with learning disabilities and also Enfield Down in Honley, a residential centre for adults recovering from mental illness. With these groups we will teach them “our song” so they can join in the concert at the end, and we will make both costumes and decorations for the concert, inspired by the song lyrics.</p> <p>We are actively recruiting more Sharing Memories members so think that the 10 members we have now will increase to circa 15 as singing is a popular activity right now, especially as we will start this in The Kirklees Year of Music.</p> <p>We would like the grant to fund the taxis for our elderly members most of whom no longer drive and would likely not venture out if they had to come by public transport. The average cost of the taxis is £30 / week. The grant would also fund 12 weeks of room hire at The Tech, which we feel is a friendly, accessible, welcoming environment to run the project from. The weeks when we are not at the Tech, we would be at either The Bridgewood Trust or Enfield Down, using their premises which would act as support in kind.</p>	
Why do you feel your project is worthwhile?	

Singing has been proven to aid wellbeing, helping both physical and mental health. There is an increasing amount of evidence that singing releases endorphins, serotonin and dopamine – the ‘happy’ chemicals that boost your mood, and confidence, help pain relief and make you feel good about yourself.

Singing can help improve mental alertness, memory and concentration as it involves focusing on multiple things at once, engaging many areas of the brain in the process. Music is also increasingly becoming a feature of dementia care, in part because it has proved a powerful tool in sparking memories often long after other forms of communication have diminished. Two of our current members have dementia so it should directly benefit them in this way.

Writing the lyrics will invoke precious memories amongst our members and the participants from Enfield Down & Bridgewood Trust.

Singing together will also create a strong sense of community in the valley and the beauty of singing is that everyone can participate.

We conducted a survey in May 23 at both the Knit & Natter group upstairs at Holmfirth library and at a Thursday coffee morning at The Tech, and received a great deal of interest in the project with several interested new members.

How will your project benefit the people of the Holme Valley?

The Parish Council can only give out grants that directly benefit the people of the Holme Valley

All of our elderly members live in the Holme Valley – Hepworth, Holmfirth, Honley ...The other organisations we will partner with are also in the valley: The Bridgewood Trust at Armitage Bridge and Enfield Down in Honley. The guest musicians are based in the Holme Valley and will benefit from the project work. The final performance will be a real community event, open to all and will take part in Holmfirth Parish Church. The project will help cement the various groups and people in the community together, forging friendships and associations not previously made.

Who in the Holme Valley will benefit? How many people will benefit?

- ♦ the general population, ♦ children under 16, ♦ young people under 25, ♦ older people over 60,
- ♦ disabled people, ♦ people of minority ethnic origin, ♦ particular groups, ♦ other

The project will benefit elderly people over 60 (our members who are mainly in their 80's and 90's), disabled people (those attending The Bridgewood Trust) and people with mental illness (those residing at Enfield Down). The valley guest musicians will benefit from the work. The general population will also benefit as members in the choirs that we interact with participate, and there will be a real community event at the end that they their friends and family can attend. The general public will also be able to attend. It will be a free to enter concert. It is estimated that there will be in excess of 150 people benefitting altogether:

15 Sharing Memories Members

4 Sharing Memories staff members (freelance)

75 people across 3 choirs

15 people at Bridgewood Trust
10 people at Enfield Down
50 members of the general public

How will your project address the ongoing climate emergency?

Whilst our last project very much addressed the climate change emergency, as it was a year-long project focusing on the deep problems our oceans are facing, building an exhibition / installation entirely from recycled materials, this project is of a different nature as it is all about a community coming together to sing. It is based entirely in the valley, with only short distances for people to travel. We will also use recycled materials once again to make the costumes and decorations. It will have very little impact on the climate.

6

Grants from Holme Valley Parish Council

Put an "X"

Grant 1: Assets Grants

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



Grant 2: Community Benefits Grants

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



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

7

Your Project Budget Plan

Item	Cost	Where will the funding come from?	Amount requested from the
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		reserves, fundraising, donations, other grant awards or Holme Valley PC	Parish Council
Lead Artist 20 weeks @ £200 / session	£4000	Grant awards	
Project Manager – 20 weeks @ £200 / session	£4000	Grant awards	
1 support artists – 20 weeks @ 110 / session	£2200	Grant awards	
Guest musicians – 9 weeks @ £150 / session	£1350	Donations / fund raising. The Last of the summer wine weekend that has just taken place raised significant funds for us which we will combine with some fundraising that we will do ourselves.	
Room Hire – The Tech – 12 weeks @ £75 / week	£900	Holme valley PC	✓
Materials – 7 weeks @ £40 / week	£280	Members weekly sub donations	
Refreshments 20 weeks @ £5 / week	£100	Donated Vouchers from Coop	
Insurance 20 weeks @ £7 / week	£140	Reserves	
Design & Print for concert publicity	£200	Members weekly sub donations	
Taxis – 20 weeks @ £30 / week	£600	Holme Valley PC	✓
Project Total Cost	£13770	Total amount requested from HVPC	£1500

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

Yes

To Darkwoods Coffee Small Grants Scheme for £500 – not heard yet, will hear by beginning Sept

To Central England Coop Community Fund for £2670 – waiting to hear any day

To Community Plus Fund, for the whole project £13770 in partnership with The Tech – not successful

To Scops Arts Trust £6550 – not successful

I will also be applying to One Community.

Has the group received a grant from the Parish Council in the last five years?	<p>YES – we were awarded £987 in January 2022 towards the first phase of our “InDeep” project.</p> <p>We applied again in the next f/y but were unsuccessful as some of our sessions were to take place in schools.</p> <p>Please give details</p>
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8 Documentation	
Please ensure you enclose the following with your application:	
1. This Application form	YES
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES
3. Last 3 years accounts (if you have them)	YES
4. Copy of bank statements for the last 6 months	YES
5. Copies of written estimates/quotations for capital purchases (if relevant)	N/A
6. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	N/A
7. Anything else: -	N/A

9 Declaration	
<ul style="list-style-type: none"> • 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 have filled in every section of the application form. • 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. <p>This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.</p>	
Name	

Signature	
Date	05/07/2023

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

For internal use only	
Date application received	
Application meets criteria	Yes / No
Name of Committee reviewing application	
Date of meeting	
Minute number	
Grant awarded	Yes / No
Amount awarded	
Legal power under which award is made	
Date applicant is notified by email/phone of the outcome	
Date when formal letter of award is posted	
Date when payment is made	
Date blank Grant Audit Form is posted	
Date completed Grant Audit Form received	
or Date report received after project is complete	

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
- As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed

Name of Organisation	Holmfirth Food & Drink Festival
Amount of award	£ 1000
Purpose for which the grant was awarded	To assist with the cost of refuse collection and street cleaning service provided by Kirklees council.

The Story of Your Project

- *Tell us what you did with the money awarded to you*
- *Attach a few photos*

The festival took place in September 2022 after a two year break due to Covid. It was very successful and attracted many visitors during a sunny weekend. There was a lot of positive feedback from visitors, stall holders and local businesses who benefitted from increased trade over the weekend. We estimate that there were c 40,000 visitors to Holmfirth during the two days.

We applied the grant towards the cost of refuse collection and street cleaning.

The Story of Your Project contd.

What you achieved

What were the benefits of your project?

The purpose of the event is to:

- showcase Holmfirth to visitors from outside the area
- encourage visitors to visit the town again
- provide locals with a vibrant event on their doorstep

	- increase trade to other businesses within the town during the weekend.
Who benefited from the project and the grant awarded?	Visitors, local residents and businesses in the town
How many people benefited?	we estimate c40,000
Did you achieve what you were trying to do?	Yes, it was a successful event.

Finance and Expenditure

We ask groups to retain their receipts and invoices, and to keep a record of what they've spent for auditing purposes

Grant awarded			£ 1000
Date	Description of expenditure	Amount	Remaining
26.10.22		£ 1849	£ nil
		£	£
		£	£

		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£

Any amount of the award unspent may have to be returned to the Parish Council

Person completing this form	[REDACTED]	Date	2.8.23
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Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
- As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed

Name of Organisation	Holmfirth Art and Music Ltd (Holmfirth Arts Festival)
Amount of award	£ 2000
Purpose for which the grant was awarded	Holmfirth Arts Festival 2023 £1,000 towards the production costs of the outdoor activities on Saturday 17 June and £1,000 towards the costs of working with young people as music makers, music/event technicians and supporting artists

The Story of Your Project

- *Tell us what you did with the money awarded to you*
- *Attach a few photos*

£1,000 contributed to the production costs of the outdoor festival by helping us to hire an open-sided marquee in Holmside Gardens and the towards the costs of the road closure for the parade.

Performances from local groups in the marquee included Banda Na Rua (a 20 piece percussion band); Sooner or Later (a young rock band); Cafe Orchestra (classical); Ability Options (young people with disabilities who had worked with Josh Haslam to learn songs – see training below also) and the Soul Choir.

On this day Holme Valley based Urban Angels Aerial performed “Flying Compo and Flamin’ Nora” from the Church Belltower accompanied with live music from Hade Edge

Band.

Also on this day, the Handmade Productions worked with local families, Callaloo Carnival Arts and The Children's Art School to create the Forces of Nature parade in which Hade Edge Band and Banda Na Rua also performed.

The Story of Your Project contd.

A further £1,000 contributed to the costs of providing music making and music event mentoring activities for people with disabilities, teenagers and young adults from the Holme Valley. As part of this project, the Jam Factory delivered 15 music making sessions, trained and mentored 6 young adults as event technicians and sourced 4 local emerging musicians as support acts in our ticketed programme.

Feedback from the audience and participants about the music making/mentoring activities and the parade have been overwhelmingly positive.

The following comments were received on Facebook:

"Saturday was exceptional! Loved everything. Hade Edge Band were fabulous, the parade stunning, Nora and Compo spell binding and all the helpers were fantastic."

"Amazing! Thank you to all the HAF volunteers! 🙌🙌🙌" Jason McCartney MP

BBC Look North filmed Flying Compo and Flamin' Nora and a video shared by Sid's Café has had 41,000 views to date.

The Festival Weekend video can be viewed here: <https://youtu.be/J7oVFKol2aw>

Images attached

What you achieved

What were the benefits of your project?

The project provided post pandemic, healthy, outdoor, fun and inspirational family activity. The parade and street theatre programmes provided opportunities for local people to come together, learn about their area, explore caring for their environment, celebrate the Holme Valley and present their valley in its best possible light to the wider region. The marquee and supporting act programme provided a platform for local talent by teaming young and emerging talent with

	<p>highly regarded professionals and profiling their work in our festival programme. The music making and mentoring programme contributed to the confidence, creativity and employability of local young people.</p> <p>An added outcome is that local musician/producer/teacher, Josh Haslam of Jam Factory, has recently taken on our Freelance Festival Manager role.</p>
Who benefited from the project and the grant awarded?	<p>In addition to the artists mentioned above young/emerging/local artists Toby Cooper, Reuben Monroe, Faith Swindell and Café Orchestra all performed in support, whilst a further 6 young adults have had mentoring and event technician training, assisting Josh with technical production at professional live ticketed events.</p> <p>In addition to Ability Options mentioned above, Square Peg Activities (adults with disabilities) and young people from the Future Creative Volunteer Programme participated in music making activities.</p> <p>The audience benefited by having free access to quality art activity in the outdoors and ticketed access to some of the UKs most respected performers on their doorstep in rural venues across the Holme Valley.</p> <p>100% of audience members said Festival Saturday was excellent or very good.</p> <p>95% of respondents to our evaluation say Holmfirth Arts Festival is good for Holmfirth's image.</p>
How many people benefited?	<p>180 participants in Music Making Activities/training/mentoring of which 35 identify as diverse/disabled</p> <p>189 participants in parade making activities of which identify as diverse/disabled</p> <p>250 parade participants of which 20 identify as diverse/disabled</p> <p>85 performers/artists of which 50% were female and 2 identify as diverse/disabled</p> <p>3,600 audience throughout the day</p>
Did you achieve what	We will leave this for our audiences to explain.

<p>you were trying to do?</p>	<p>They said:</p> <p>“The way it was all put together was excellent. Something for Everyone, different music etc”</p> <p>“Joyful uplifting events & great community feel. “</p> <p>“The thing that really stands out is the parade. Clearly the organisation was fantastic. Impressed that there were so many participants, real community effort, real community involvement.”</p> <p>“Holmfirth Arts Festival weekend is life affirming!</p> <p>Holmfirth Arts Festival was the highlight of our trip to the UK (from Australia)”</p> <p>“It was unusual interesting engaging and thought provoking nice to see so many community groups participating”</p> <p>“The best thing about Saturday was whole street atmosphere...lots of smiling faces”</p> <p>“The parade - it’s great to see so may young people involved but actually, all sections of the community were represented and came together - very nice to see.”</p> <p>“The parade - so colourful & enjoyed by so many, lots of effort put into themes of dress, colours, participation before the event”</p>
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Finance and Expenditure

We ask groups to retain their receipts and invoices, and to keep a record of what they’ve spent for auditing purposes

			Grant awarded	£ 2,000
Date	Description of expenditure	Amount	Remaining	
2 August 23	Doocey Traffic Management (Sat) £2394 and Maharaja Marquees	£ 1,000	£ 0	

	Jam Factory – Music Making, Training, Mentoring £820, fees for supporting musicians £400 = £1220	£ 1000	£ 0
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
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		£	£
		£	£
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		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£

Any amount of the award unspent may have to be returned to the Parish Council

Person completing this form		Date	02 August 2023
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Forces of Nature Parade



Flying Compo Flamin' Nora photo by John Coombes



Hade Edge Band outside Sid's Cafe



Forces of Nature Parade



Music making with Square Peg Activities



Toby Cooper supports Kyla Brox – Brockholes Village Hall



Faith Swindell supports The Weaving at Choppards

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
- As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed

Name of Organisation	Hade Edge Band
Amount of award	£ 1,000
Purpose for which the grant was awarded	Assistance in purchasing new uniforms for the Senior Band.

Your Project

- *Tell us the story of what you did with the money awarded to you.*
- *Attach a few photos if you can.*

Over the last ten years the Senior band uniforms (red jackets) have become badly worn etc and required replacing in order to maintain the best professional outlook of the band whilst they are out on band duties representing Hade Edge Band at many public events.
In order to replace a full set of band jackets they need to be ordered through a supplier who is only prepared to provide a full set of band jackets at the same time in order to achieve the cost benefits. (This means at min of 30 jackets purchased at the same time, rough cost of £8k)
It was also agreed that the products would be sourced through a company that had links with mills in the Yorkshire area.

What you achieved


What were the benefits of your project?	To provide the band members with a smart uniform that they would be proud to wear and whilst representing the band at many public events throughout the next 10-15 years
Who benefited from the project and the grant awarded?	Mainly the band members who wear the jackets- proud to present the band in a professional outlook and the pleasure of the public seeing the band smartly presented and representing the Holme Valley
How many people benefited?	Firstly - 30 band members and then the pleasure brought to the public
Have you achieved what you were trying to do?	Yes - we have been able to purchase a full set of band uniform jks.

Finance and Expenditure

We ask groups to retain their receipts and invoices, and to keep a record of what they've spent for auditing purposes

Grant awarded			£ 1,000	
Date	Description of expenditure	Amount	Remaining	
Nov 2022	Deposit paid in order to secure order	£	£	
April 2023	Final payment made on receipt of the order	£ 7,289.65	£	
		£	£	
		£	£	
		£	£	
		£	£	
		£	£	
		£	£	
		£	£	

Any money unspent may have to be returned to the Parish Council

Person completing this form		Date	1.8.2023
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Description	Quantity	Unit Price	VAT	Amount GBP
Carriage to	1.00	10.75	20%	10.75

[REDACTED]

Subtotal	6,074.71
Total VAT 20%	1,214.94
Total GBP	7,289.65
Less Amount Paid	7,289.65
Amount Due GBP	0.00

BACS Details:

Account Name: [REDACTED]
Account Sort Code: [REDACTED]
Account Number: [REDACTED]

IGAN: GB06BUKB20161243781941

Swiftbic: BUKBGB22

PLEASE PAY PARTICULAR ATTENTION TO: Garment/Garment Colour/Size/Quantity/Decoration required/Delivery address.

PLEASE ADVISE ANY AMMENDMENTS PRIOR TO SETTLING THIS INVOICE.

By payment of this invoice you are excepting that the items are correct and that no responsibility can be held to Muiscwear etc on any discrepancies.

Registered Office: FAO Everything Answered, Suite 7, Rookery House, The Guineaas Shopping Centre, NEWMARKET, CB8 8EQ

Musicwear etc
_____.CO.UK

To	Hade Edge Band. [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
Invoice Number	[REDACTED]
Reference	QU-0166
Issued	15 November 2022
Due	15 November 2022

VAT Number

397510666

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
- As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed

Name of Organisation	Honley Silver Band
Amount of award	£ 5000
Purpose for which the grant was awarded	The repair and replace half of the floor in the Bandroom , that had been held up by a temporary installation of a telegraph pole 40 years ago.

The Story of Your Project

- *Tell us what you did with the money awarded to you*
- *Attach a few photos*

The part of the bandroom floor over the cellar was supported by a telegraph pole and there was a ridge across the room between the section over the cellar and the section on solid foundations.



With the chairs and music stands removed to the work can be done, the flooring is exposed, with the visible dark line across the floor marking the ridge between the two sections of the floor.



During the Easter break, the building work began, removing the old flooring over the cellar and disposing of the waste and the new floor installed and soundproofing carpet tiles laid.



The new floor is even and flat and also has resulted in a major uplift to the playing environment.

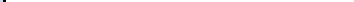
What you achieved	
What were the benefits of your project?	To ensure a permanent, secure repair to the bandroom floor, removing a trip hazard (the ridge across the room) and installing sound deadening flooring to help reduce potential disturbance to our neighbours
Who benefited from the project and the grant awarded?	The band members benefit directly along with our supporters and our audience will benefit as the quality of our music develops further as the band rehearses in its improved rehearsal space
How many people benefited?	30 bandmembers
Did you achieve what you were trying to do?	<p>Yes, there is a significant improvement with the floor and a trip hazard has been removed.</p> <p>The project was completed within the estimated budget.</p>

Finance and Expenditure

We ask groups to retain their receipts and invoices, and to keep a record of what they've spent for auditing purposes

Grant awarded			£ 5000
Date	Description of expenditure	Amount	Remaining
	New timber and flooring	£ 2260	£ 2740
	Brackets and fittings	£ 96	£ 2644
	Skips	£ 520	£ 2124
	Insulation	£ 420	£ 1704
	Carpet tiles and fitting	£ 1500	£ 204
	Labour	£ 3600	£ 0
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
	Total	£ 8396	£
	Grant	£ 5000	£
	Band funds	£ 3396	£

Any amount of the award unspent may have to be returned to the Parish Council

Person completing this form		Date	01 Aug '23
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Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

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Tel: 01484 687460



Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
- As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed

Name of Organisation	Scholes Cricket Club
Amount of award	£ 5000
Purpose for which the grant was awarded	The upgrade of our changing rooms with a specific female changing area and overall refurbishment.

The Story of Your Project

- *Tell us what you did with the money awarded to you*
- *Attach a few photos*

The whole of the ground floor of the building was gutted and refurbished to a very high standard, with new showers, flooring, heating for the first time, new lighting, efficient boiler system and new scoring facility. A specific female only changing facility was created for use when mixed teams are playing.

The Story of Your Project contd.

The project was started in October 2022 and completed in early April 2023 – where possible local trades people were used in the project. A lot of the work was carried out by club members and supporters – many worked for material costs only and many members gave time voluntarily.

What you achieved

What were the benefits of your project?	<p>The overall impact of the improved changing facilities has been enormous – we have had great comments from our players and our visitors alike. We very much hope that facilities such as we have created will help players of all ages and all capabilities want to play or continue playing cricket at Scholes Cricket Club.</p> <p>The whole club also benefitted as it showed us all working together with a common aim.</p>
Who benefited from the project and the grant awarded?	<p>All our playing members have benefitted – we run teams from under nines to open age – we have for the first time in quite a number of years run a women’s team. All who have played or practiced at Scholes over the summer have benefitted from these improved facilities.</p>
How many people benefited?	<p>We have 60 open age male players, 120 junior players, 20 registered female players – all of whom have benefitted. Plus our many hundreds of visiting players of all ages both male and female who have played at Scholes this summer.</p>
Did you achieve what you were trying to do?	<p>Without a doubt – the facilities are superb, second to none in West Yorkshire cricket. Plus the feel good factor they have generated around our club.</p>


Finance and Expenditure

We ask groups to retain their receipts and invoices, and to keep a record of what they’ve spent for auditing purposes

Grant awarded			£ 5000
Date	Description of expenditure	Amount	Remaining
9/1/2023	Glass doors, balustrade and windows	£ 6290.40	£
6/3/2023	Sanitary Ware	£ 1629.80	£

24/3/23	Tiling – labour and materials	£ 1118.00	£
9/3/2023	Electric window blinds	£ 818.44	£
18/3/2023	Plumbing – second fix	£ 1150	£
		£	£
	Please note that the female specific changing	£	£
	Facilities are not costed separately – but as part	£	£
	Of the whole works	£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£

Any amount of the award unspent may have to be returned to the Parish Council

Person completing this form		Date	07/08/2023
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Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
- As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed

Name of Organisation	Upperthong Village Hall
Amount of award	£ 2000
Purpose for which the grant was awarded	Towards the cost of repairs to our roof/gable end wall where there was ongoing water entry.

The Story of Your Project

- *Tell us what you did with the money awarded to you*
- *Attach a few photos*

15:07



Transactions

Upperthong Village Hall Charity No 1027546

Treasurers Account

30-94-43 | 03079973



£6,207.30

Dec 2022

January

February

SUMMARY

TOTALS

KATH THORPE

£25.00

30 Jan 23

£4,126.92

A J SIMPSON

£4,200.00

25 Jan 23

£8,326.92

PAYPAL INC.

+ £87.17

23 Jan 23

£8,239.75

KATH THORPE

£25.00

23 Jan 23

£8,264.75

MURRAY CJ

+ £2.00

17 Jan 23

£8,262.75

ANNA CONNOR

+ £125.00

17 Jan 23

£8,137.75

VODAFONE LTD

£21.50

16 Jan 23

£8,159.25

KATH THORPE

£25.00



Home



Apply



Pay & transfer



Support



More

The Story of Your Project contd.

KAM

Holmfirth Building and Dry Stone Walling Services
07831809376 / 07791375068

VAT no. 317501038

Invo 128

24/01/23

[REDACTED]
Upperthong Village Hall
Upperthong

Invoice of works on building

Various roof repairs Completed, using slate ripper to take out broken slates, supply new stone slates to match existing. 23 slates in total.
Take off old stone coping upside above the kitchen.
Build up gap with concrete blocks, ready to be pointed over.
Knock out/ grind out old crumbling cement on ridges and verges
Make cavity trays down side of verge into stone slates.
Supply and mix sand & cement to repoint ridges and verge.
Various parts of soft pointing grinded out and use strong mix cement to seal joints around building.
Supply and use belzona 5122 clear cladding to area around kitchen including verges and gable end of building.
Take down the damaged parts of the ceiling in the kitchen, supply and fit new plaster boarding and plaster. Re-skim to quality finish

All waste disposed of in the correct manner.

Labour £2,250
Materials £1,250
Subtotal for works £3,500
VAT @20% £700

Total cost of works £4,200.00

Natwest Account details.

[REDACTED] Personal account
[REDACTED]
Sort code [REDACTED]

www.holmfirthbuildingservices.co.uk

Upperthong Village Hall is a registered charity. The hall is used by a variety of user groups (representing all members of our local community) on a regular and an adhoc basis. We also host events such as comedy nights, film evenings and wine tasting.

The building is listed and very exposed. In the last few years we have replaced all of the windows. We had noticed a persistent rain leak from the gable end of the building which was causing water damage to the wall and ceiling in the kitchen. We had this area repaired (see attached invoice and proof of payment to A J Simpson). So far we have not had any more rain ingress, but it was apparent during these repairs that we need to replace the roof in it's entirety. Our ultimate aim is to renovate the kitchen and bar area, but prior to this we want to ensure the building is rain tight (as much as it can be!)

The grant from HVPC was extremely generous and helped us considerably – many thanks.

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What you achieved	
What were the benefits of your project?	Building now appears more watertight. This hopefully should allow us to progress with internal renovations.
Who benefited from the project and the grant awarded?	All the users of the village hall. The damage to the kitchen ceiling and walls was unsightly.

How many people benefited?	All of the hall users. I would estimate this to be circa 500 people
Did you achieve what you were trying to do?	Yes, the repairs were undertaken.

Finance and Expenditure

We ask groups to retain their receipts and invoices, and to keep a record of what they've spent for auditing purposes

Grant awarded			£ 2000
Date	Description of expenditure	Amount	Remaining
30/1/23	Building works	£ 4200	£ 0
		£	£
		£	£
		£	£
		£	£
		£	£

		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£

Any amount of the award unspent may have to be returned to the Parish Council

Person completing this form		Date	2/8/23
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Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
- As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed

Name of Organisation	Wooldale Wanderers AFC (WWAFC)
Amount of award	£ 4,911.35
Purpose for which the grant was awarded	Creation of separate toilet facilities for men and women, refurbishment and creation of separate kitchen facilities

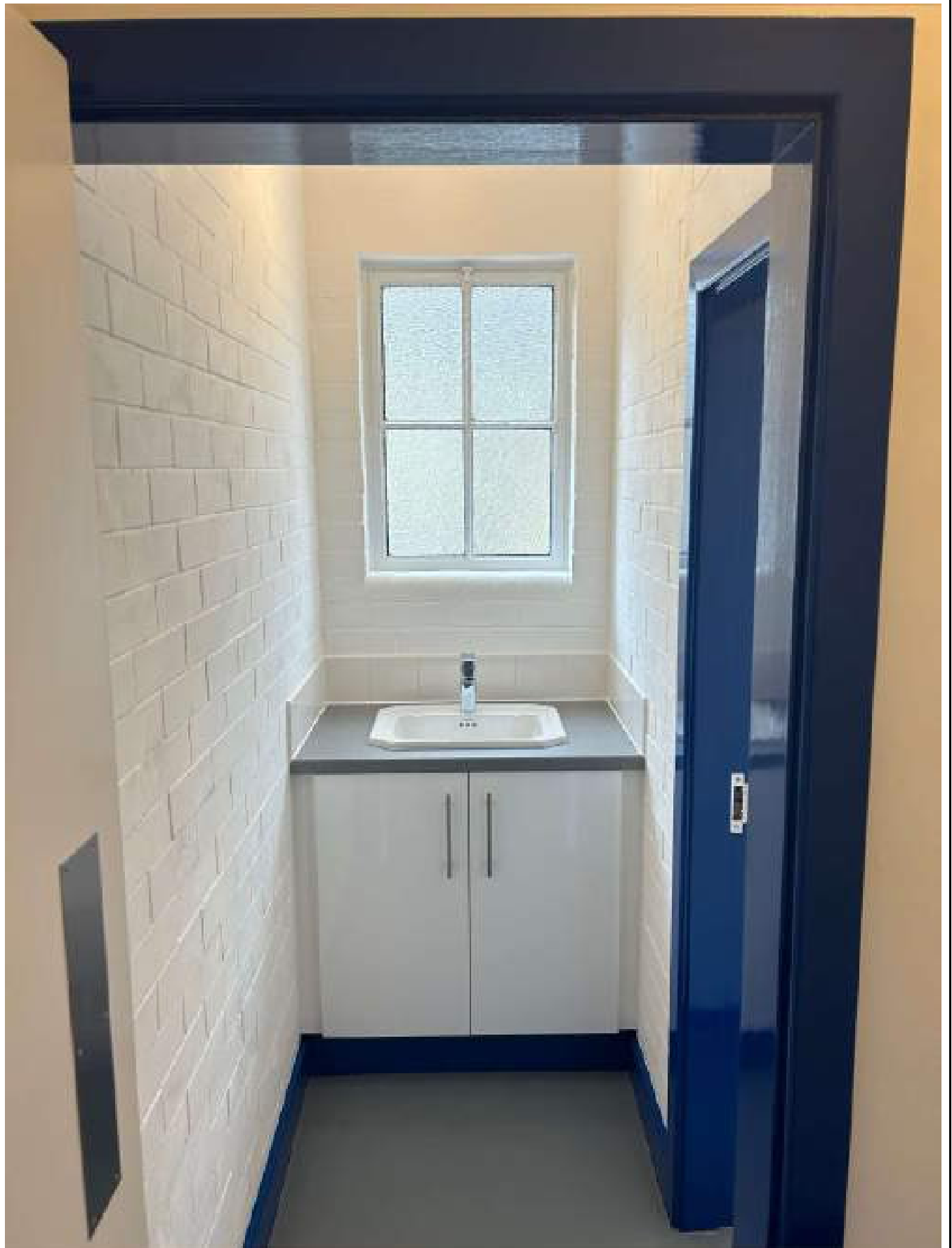
The Story of Your Project

- *Tell us what you did with the money awarded to you*
- *Attach a few photos*





The Story of Your Project contd.





The pictures above show the following: 1. The refurbished clubhouse (with the famous original white tiles of the former Co-op Bakehouse) and the smart gray floor which now runs throughout the facility 2. Paul Berry, our committee member, who undertook the vast majority of the installation work himself (pro bono). He is standing in our new kitchen, where we can now wash the kit of the teams, as well as prepare light refreshments. 3. The new cloak room with the vanity unit 4. The entrance to the cloakroom and the new Women's toilet facilities.

The work that has been undertaken is as follows:

- Modification of existing toilets to form an additional Women's toilet
- Structural formation of a working kitchen, 3 metres by 2.5 metres, with wall units and the necessary base units, as well as cooker, fridge and washing machine housing

What you achieved

What were the benefits of your project?	<ol style="list-style-type: none">1. We can now grant access to the club house to neighbouring groups in Wooldale – for example, the Allotment Society - to allow them to use our toilet facilities.2. We now have toilet facilities for men and women which will allow us to embark upon fulfilling aspects of the Club's Strategic Plan (adopted at its AGM in June 2023), including our desire to establish a Women's football team.3. The tremendous new kitchen facilities give the Club the option of hiring out the space to generate income, as well as offering the opportunity for club socials and suitable matchday facilities for our players.4. Parish Councillors Sarah Whitelaw and Trish Stewart have expressed an interest in holding meetings of relevant Parish Council committees in the clubhouse, at the heart of our community.5. We have beautifully refurbished a key part of a building which is very important to the Wooldale community, the former Co-op Bakehouse, and started the process of making it more sustainable.
Who benefited from the project and the grant awarded?	All the players and officials of WWAFC; neighbouring groups, such as the Allotment Society; and the Wooldale community, who value the former Co-op Bakehouse and want to see it used productively for the benefit of the community.
How many people benefited?	100 members of the club, 50 members of other societies – all 2000 people in Wooldale!
Did you achieve what you were trying to do?	We actually achieved more – the generous grant from the Parish Council has not only ensured we completed all the work we had outlined in our original grant application but has stimulated the committee to embark upon further fundraising activities to install secondary glazing and make the building as sustainable as we possibly can. Everyone who visits the building is amazed at its new internal appearance (which as you can see from the attached photographs has been most sympathetically undertaken) and we owe an enormous debt of gratitude to the Parish Council. We are also very grateful to Kirklees Councillor Paul Davies and Parish Council Chair, Mary Blacka, for agreeing to open the refurbished

clubhouse for us on Saturday 16th September.

Finance and Expenditure

We ask groups to retain their receipts and invoices, and to keep a record of what they've spent for auditing purposes

Grant awarded			£ 4911.35
Date	Description of expenditure	Amount	Remaining
09/06/23	Plumbbase – heater kit and water heater unit	£ 194.37	£
03/06/23	Wickes – kitchen worktops and accessories	£ 554.40	£
19/05/23	KG bathrooms – sanitary ware	£ 1,089.50	£
26/05/23	CTS Ironmongery - ironmongery	£ 167.51	£
29/04/23	Electric Centre – electric accessories	£ 332.44	£
24/03/23	PPG Architectural Coatings	£ 105.35	£
12/01/23	Timber Specialists - timber	£ 302.19	£
21/02/23	Wickes – bathroom equipment	£ 277.84	£
21/01/23	JTD Building Supplies – plasterboard	£ 296.51	£
19/01/23	Wickes – Slab base units	£ 613.00	£
01/04/23	Electric Centre – electrical equipment	£ 854.50	£
		£	£
	Total	£ 4787.61	£
	Remaining	£ 123.74	£
		£	£
		£	£
		£	£
		£	£

Any amount of the award unspent may have to be returned to the Parish Council

Person completing
this form

[REDACTED]

Date

03/08/23

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
- As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed

Name of Organisation	Holmfirth Forward
Amount of award	£ £1,500 (£1,000 and £500)
Purpose for which the grant was awarded	To contribute to the cost of the second print of the Holmfirth Town Centre Map.

The Story of Your Project

- *Tell us what you did with the money awarded to you*
- *Attach a few photos*

For ages, people have claimed Holmfirth is dying on its feet and they can't buy what they want locally, they are forced further afield. When people asked how many shops there are in the town centre, the typical reply is 50 – 60. (What's the actual number?)

These views could be further from the truth and the number way too low but such perceptions have to be taken seriously. Perhaps the reason for these perceptions was simply a lack of information. People – locals as well as visitors - didn't know what is available. The solution was to produce a map, as many towns do, to show the location, and variety of shops, cafes and other businesses.

The map's first print run was for 2,000 copies as well as fliers and posters. These were quickly dispersed around the town centre. Within a month, shops and other outlets were asking for more. Some corrections and additions were needed, and the decision made to increase the size of the second run to 5,000 copies.

The map has proven to be an overwhelming success. Most copies have disappeared,

and not into waste bins. The feedback has been very positive and now, with the Town Centre Access Plan and associated disruption on the horizon, there is a need to produce a third run.

What you achieved

What were the benefits of your project?

Proof it is possible to show all the businesses on one page in a readable form.

The value of a map in promoting the town centre.

Helped the town centre recover from Covid.

Who benefited from the project and the grant awarded?

Local businesses.

Local people who now know what is on their doorstep.

How many people benefited?

Would be wrong to guess.

Did you achieve what you were trying to do?

Absolutely.

Finance and Expenditure


We ask groups to retain their receipts and invoices, and to keep a record of what they've spent for auditing purposes

Grant awarded £ 1500.--

Date	Description of expenditure	Amount	Remaining
	Graphic design	£ 1020.00	£ 480.00
	Printing	£ 1360.80	-£ 880.80
		£	£
		£	£

Any amount of the award unspent may have to be returned to the Parish Council

Shortfall covered by Holmfirth Events and Keep Holmfirth Special

Person completing this form		Date	
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Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

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Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
- As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed

Name of Organisation	Honley Village Community Trust
Amount of award	£ 1000
Purpose for which the grant was awarded	Community Festive creative activities including wreath making

Your Project

- *Tell us the story of what you did with the money awarded to you.*
- *Attach a few photos if you can.*

This funding was used to host 2 x wreath making workshops at the village hall in Honley and also deliver festive craft activities for young people in village and support the festive craft activities of the Welcome club.



What you achieved

What were the benefits of your project?

This project brought different members of our village community together to learn new skills and celebrate Christmas with each other. It developed creative skills in young and old.

The workshops provided festive activities within the village that would otherwise not have existed. Attendees have given very positive feedback and are hoping we can re run the events next in December 2023.

Who benefited from the project and the grant awarded?	All of the attendees benefited and the community as a whole as it has highlighted a need for more local, accessible activities to celebrate key events throughout the year.
How many people benefited?	There were 12 x attendees on each of the Wreath making workshops and approx. 20 children
Have you achieved what you were trying to do?	Yes we have. We have also developed an understanding of what is needed within the village to continue to support the community and encourage participation in other events and activities.

Finance and Expenditure

We ask groups to retain their receipts and invoices, and to keep a record of what they've spent for auditing purposes

			Grant awarded		£ 1000
Date	Description of expenditure	Amount	Remaining		
9 th December	Wreath Making Workshop including hall hire and refreshments	£ 305	£		
10 th December	Children's Christmas crafts workshop including Hall hire and Refreshments	£ 115	£		
16 th December	Wreath Making Workshop including hall hire and refreshments	£ 305	£		
19 th December	Welcome Club Christmas Party and festive crafts including Hall hire and refreshments	£ 275	£		
		£	£		
		£	£		

Any money unspent may have to be returned to the Parish Council

Person completing this form	[REDACTED] on behalf of HVCT Trustees
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Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
- As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed

Name of Organisation	Holmbridge Cricket Club
Amount of award	£ 810
Purpose for which the grant was awarded	Installation of a shower in the womens/umpires changing room

The Story of Your Project

- *Tell us what you did with the money awarded to you*
- *Attach a few photos*

The club is investing continually in improving our facilities because we are invested in making the club as inclusive and open as possible. As we see an increase in the number of female players coming to the club on match days, we wanted to install a shower so that female players could change comfortably and properly. When women are not using the space, umpires also have the opportunity to shower after a match.

We have installed the shower, it is working nicely and we are

very happy. Thank you 😊

The Story of Your Project contd.

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What you achieved	
What were the benefits of your project?	Better facilities for people visiting the club
Who benefited from the project and the grant awarded?	Women players and umpires
How many people benefited?	30+

Did you achieve what you were trying to do?	Yes


Finance and Expenditure

We ask groups to retain their receipts and invoices, and to keep a record of what they've spent for auditing purposes

Grant awarded			£
Date	Description of expenditure	Amount	Remaining
01/05/23	Plumbers expenses for the installation of a shower in the umpires room	£ 1 , 0 0	£ - 1 9 0
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£

		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£

Any amount of the award unspent may have to be returned to the Parish Council

Person completing this form		Date	9/8/23
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Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

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Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
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Name of Organisation	Hepworth United Football Club
Amount of award	£ 5,000
Purpose for which the grant was awarded	<p>We were awarded the grant to purchase Solar Batteries to go with the Solar Panels we had installed early in 2022. In addition we purchased equipment that allows excess solar energy to be directed to the water tank and heat the water up.</p> <p>This grant along with a further grant and club funds allowed us to purchase 16kw of batteries.</p>

The Story of Your Project

- *Tell us what you did with the money awarded to you*
- *Attach a few photos*

We are a voluntary organisation and are a registered charity so all the work we do our aims are to be improve our status as a club for our members and ensure the club is sustainable and affordable so it will be here for the next 100 years like it has for the previous 100.

In 2018 we opened our new clubhouse at Hepworth United which was a transformation for the club and has hugely moved the club forward over the proceeding years.

The 3 years following the opening of the clubhouse our club aim was to pay the final instalments of the building work we had undertaken. In 2021 upon payment of the building we then realigned our strategy to look at reducing

our costs base and ensuring we were becoming sustainable both so that benefited the clubs costs lines and also the be more environmentally focused as a club. We had a perfect south facing roof and in 2021 we planned for the installation of Solare panels. With the help of grants and club funds we had 30 panels installed on our roof in February 2022

Since the installment of the panels it has made a big difference to our electrical costs and running of the club especially in the rising costs of fuel. What we did though find is that we would often produce more than needed especially in the months from March to October but as soon as the sun goes down we were back to using from the grid. This led to the next logical step was to look to get batteries so that we would not only give us storage of energy to use in the evening and also to cover short terms peaks were we see in the day when we have more usage that production such as a kettle going on. Our analysis showed us we could on nearly 80% of the days we could operate for free where we cover our electricity.

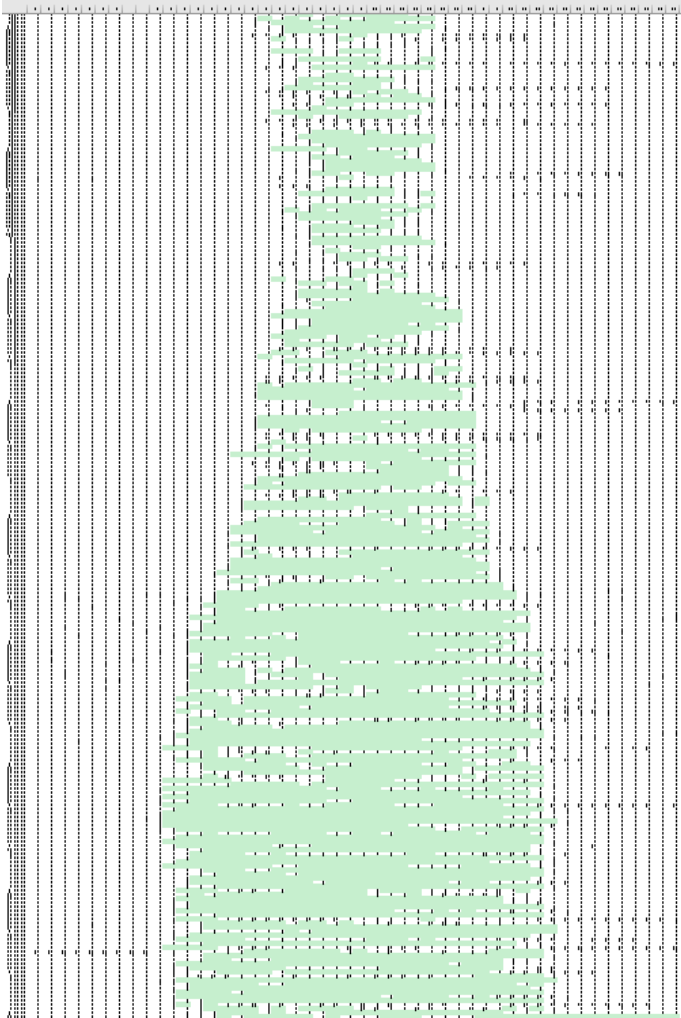
We also have a high LPG usage for our water boiler which is large due to the size of boiler we need for the showering of 2 teams but it needs to be kept warm all the week also so used LPG in quite high costs around £2000 per year so we also looked to a piece of technology that would allow excess solar energy to be diverted to the water heater.

So with that in mind we applied for grants to allow us to obtain batteries

Show below is a 24 hour 30 minute readings of our electricity usage. The greens are were we have zero use as its covered by the solar. You can see in a zoomed out view of the full year the fully covered green cells extend when the days extend but in the evening we are back to grid usage. You will the see the impact of the batteries in the later pictures with figures wince we recently installed

The graph is very zoomed out but tat the top is January and going down to July. You can see that in the evening we are always needing to use electricity but more of the day is covered in the Summer but this is before we installed the batteries which you will see the benefit of later

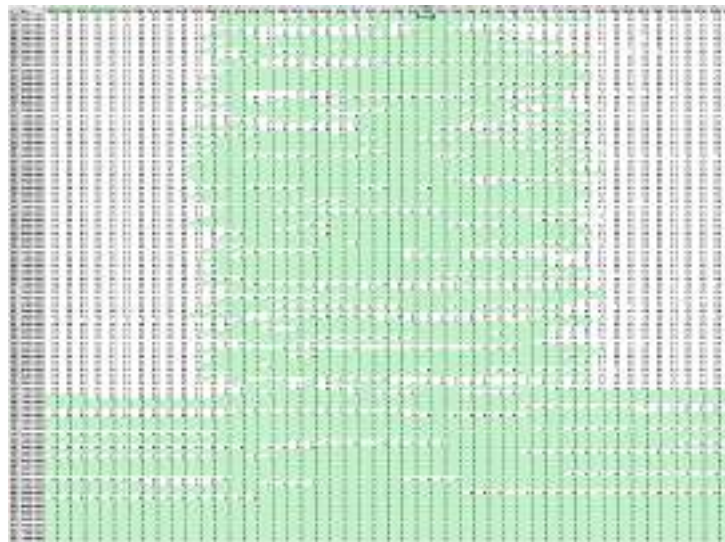
The Story of Your Project contd.



There was a significant lead time on the battery order due to global demand and when the grant was approved in November we did order the batteries then but they didn't get installed until July so we have just had them installed along with the water heating element but its been going really well even with the weather been poor in July

What you achieved

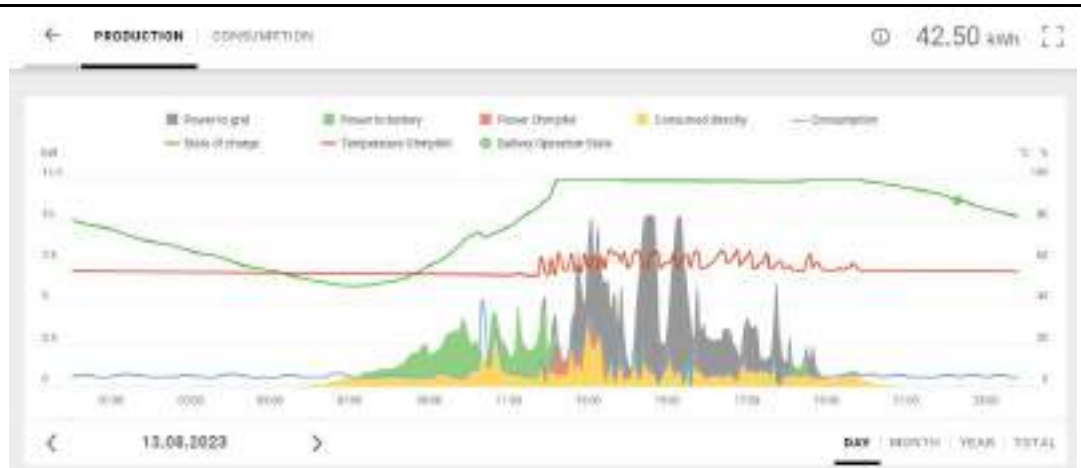
What were the benefits of your project?



Since we installed the batteries you can clearly see now for the last month the green is spanning nearly all the cells and showing that these days are nearly always covered with use from the solar or now from the battery. The last 10 days have been 100% free of grid usage and also we have used no LPG to heat the water which is amazing,



The above shows the yellow where we have consumed directly from solar production and now the green is when we get the power usage from the battery so still sustainable day. The only time we have used from the grid so far this month is the grey area which is 25kw of usage on a day when we had a function which was above every day and normal usage.



This is a typical day now with the green line showing the battery level from 100% full dropping down over night to cover the usage. The yellow is solar that is used to cover current demand, The green is charging the battery back up and the green line rises again.

Once the battery is full then energy goes in to the water heating and the water temp line the red one starts to rise.

The grey area is where we are sending excess above all that back to the grid

The positive is that this month August we are still covering our usage and heating and still sending significant back to the grid so in less sunnier months we still have a great chance of covering the majority of our days from the solar.

2 years ago before we had solar in 2021 our electricity bill for August was £211. So far this month on day 14 we have only used 26kw at £0.16 per KW so £4.16 of use but also sent 318kw back to the grid at £0.06 so £19.08 so for the month to date we have covered all our electric and heating costs and are also £15 in credit 😊 This is superb for the club and also the environment.

Who benefited from the project and the grant awarded?

The whole club benefits from this as we are able to keep our subs low and not have to inflate to cover these costs. We have over 560 junior members from our 21 teams and 45 mens team members and 20 ladies team. They all have use of the clubhouse and as a club this makes a huge difference to our running costs and our ability to stay open especially when our rates rise later this year

How many people benefited?

As above is over 600 people who are involved in the club


Did you achieve what you were trying to do?	Yes for sure although it is very early days yet the initial days are doing exactly what we set out to do and we look forward to a year whereby we should save between £2000-3000 per year on our electricity and gas bills which is a huge amount of benefit
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Finance and Expenditure
<i>We ask groups to retain their receipts and invoices, and to keep a record of what they've spent for auditing purposes</i>

Grant awarded			£ 5000
Date	Description of expenditure	Amount	Remaining
14.12.22	Purchase of Solar Panels and Solar water heating equipment	£ 5000	£ 0
		£	£
		£	£
		£	£
		£	£
		£	£
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		£	£
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Any amount of the award unspent may have to be returned to the Parish Council

Person completing this form		Date	14/08/23
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Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



G.I

Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
- As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed

Name of Organisation	fairandfunky CIC
Amount of award	£ 995.00
Purpose for which the grant was awarded	A new smoothie bike for fairandfunky CIC

The Story of Your Project

- *Tell us what you did with the money awarded to you*
- *Attach a few photos*

The Smoothie Bike is used in schools and in the community to kick-start conversations on healthy eating, Fairtrade, waste, and recycling. It is an excellent resource to demonstrate how we are all connected to the things we do, the food we eat and the actions we take; and how our consumer choices can change the world.

We have used the new Smoothie Bike for a variety of community events, such as a Fairtrade Fortnight celebration event in Holmfirth centre, Huddersfield Food and Drink Festival, a family event at Holmfirth Tech, as well as a great number of school workshops. We also have upcoming bookings for the smoothie bike at the Summer Celebration at New Mill Community Garden, the Holme Valley Great Big Green Week, Holme Valley Cycling Festival and for youth activity at Café 100.

Replacing the fairandfunky Smoothie Bike has allowed us to continue delivering the messages around healthy eating, waste and recycling, in a fun and tangible way.

The Story of Your Project contd.

What you achieved


What were the benefits of your project?	Replacing the fairandfunky Smoothie Bike has allowed us to continue delivering the messages around healthy eating, waste and recycling, in a fun and tangible way.
Who benefited from the project and the grant awarded?	fairandfunky as a community interest company based in the Holme Valley has certainly benefitted from replacing our old run-down smoothie bike with a brand new model. Families and young people in the Holme Valley have also benefitted from the use of the smoothie bike, which has triggered conversations about sustainability within their own households and daily routines.
How many people benefited?	Since receiving the delivery of the new smoothie bike in February 2023, we have made over 1000 smoothies with as many people pedaling!
Did you achieve what you were trying to do?	Yes, and will continue to do so for a number of years with this smoothie bike.

Finance and Expenditure	
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We ask groups to retain their receipts and invoices, and to keep a record of what they've spent for auditing purposes

[illegible]

Any amount of the award unspent may have to be returned to the Parish Council

Person completing this form		Date	3rd August 2023
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CYCLONE WORKS Ltd

Leicestershire, LE67 2BF

E: contact@cycloneworks.co.uk

www.cycloneworks.co.uk

Holmfirth

West Yorkshire

Quote No	05012023
Quote Date	5 th January 2023
Customer Ref	Fair & Funky

Description of goods/services

One Adjustable Smoothie Bike painted in RAL 6038	£790.00
Fair and Funky Frame Logo	£25.00
One Spare Jug	£60.00
A set of rubber feet for existing bike	£10.00
Delivery to the address above	£75.00

Total Net	£	960.00
Total VAT	£	192.00
Total	£	1152.00

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
- As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed

Name of Organisation	Brockholes Village Trust
Amount of award	£ £2,000 (NB Audit cost £1620 so £380 reimbursed to HVPC)
Purpose for which the grant was awarded	Carrying out of energy and environmental audit by Professional Energy Purchasing Ltd

The Story of Your Project

- *Tell us what you did with the money awarded to you*
- *Attach a few photos*

The grant enabled the Trust to commission consultants in order to carry out an energy audit of Brockholes Village Hall.

The hall is a grade 2 listed building, with single glazed windows, two boilers, one of which is about 30 years old and a building with high ceilings and little insulation. The hall has a full LED lighting system installed in 2021, supported by a previous HVPC grant, and this has helped reduce electricity use.

The intention of the audit was to identify and inform trustees of how to implement improvements, reduce running costs (which have increased considerably since earlier in the year) and, at the same time, support local and national targets for reducing carbon and reliance on fossil fuels.

The audit will now be used as a basis for the trust to consider its priorities, based on the cost of implementing specific elements identified, consideration of the time over which costs can be re-couped and, critically, as robust evidence to support future grant

applications.

A copy of the completed audit is attached to this evaluation.

The Story of Your Project contd.

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What you achieved	
What were the benefits of your project?	<p>The work will enable the trust to determine its priorities for improvement. Had an audit not been undertaken the Trust would have lacked empirical evidence on which to ensure money spent on improvements would have the greatest impact in terms of value for money, energy efficiencies and future running costs.</p>
Who benefited from the project and the grant awarded?	<p>The audit is an early stage in helping ensure the sustainability of the hall is assured for the benefit of Brockholes and Holme Valley residents.</p> <p>Improved efficiency will support all users of the hall including the before and after school club (Brocks), exercise and activity classes, events and casual bookings for parties and celebrations etc.</p>

How many people benefited?	<p>See above.</p> <p>Subject to the identification of priorities and successful grant applications, improvement work will not only support the local community but complement wider efforts to meet national targets in alleviating climate change.</p>
Did you achieve what you were trying to do?	<p>Yes. The audit provides a platform for the Trust to undertake detailed investigations for implementing specific improvements eg upgrading the heating system, assessing structural and listed building issues regarding the installation of solar panels etc.</p>

Finance and Expenditure

We ask groups to retain their receipts and invoices, and to keep a record of what they've spent for auditing purposes

Grant awarded			£ 2000.00
Date	Description of expenditure	Amount	Remaining
21.03.2023	Cost of Energy Audit	£ 1620	£ 380
		£	£

		£	£
		£	£
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		£	£

Any amount of the award unspent may have to be returned to the Parish Council

Person completing this form	██████████, Chair, Brockholes Village Trust
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Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



G.n.

Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
- As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed

Name of Organisation	Holmfirth Festival of Folk
Amount of award	£ 1000.00
Purpose for which the grant was awarded	Funding of road closure costs

The Story of Your Project

- *Tell us what you did with the money awarded to you*
- *Attach a few photos*

The Holmfirth Festival of Folk is an annual event taking place over three days in the first or second weekend in May.

There are concerts at the Civic Hall, folk bands in pubs and cafes around the town, street dancers adding colourful spectacle, and family and children's events taking place in the grounds of the Methodist Church and Memorial Gardens.

The event attracts thousands of people into the town centre giving a boost to the local economy.

The Story of Your Project contd.

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What you achieved	
What were the benefits of your project?	<p>Benefits were as follows:-</p> <ul style="list-style-type: none">• A community event that can be enjoyed by all.• Workshops to encourage young people to learn how to play musical instruments.• Family events such as a ceilidh• A boost to local businesses. Feedback forms suggest that on average attendees spend around £30.00 each which will equate to an additional £400k being spent in the town over the weekend plus any multiplier effect from re-spend.• Opportunities for local artists to perform.
Who benefited from the project and the grant awarded?	<p>All those that attended and the local businesses that enjoyed an increase in sales.</p>
How many people benefited?	<p>The footfall counter recorded an additional 5,000 people on the Saturday and 8,000 additional on the Sunday compared to the average count over the year.</p>

Did you achieve what you were trying to do?	<p>2023 was one of, if not the most successful, event that has been put on in terms of attendance and the quality of the acts and street dancing.</p> <p>The weather on Sunday made for a memorable outside experience for the 11,000 people in town that day.</p>
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Finance and Expenditure

We ask groups to retain their receipts and invoices, and to keep a record of what they've spent for auditing purposes

Grant awarded			£ 1000.00
Date	Description of expenditure	Amount	Remaining
28/02/2023	Traffic Management	£ 1500.00	£ 0.00
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
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		£	£
		£	£
		£	£

Any amount of the award unspent may have to be returned to the Parish Council

Person completing this form	[REDACTED] - Treasurer
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The Old Stables
Watery Lane, Off Alexandra Road
Tipton, West Midlands, DY4 8NA
Reg No: 3012149 VAT: 687 5083 90
T: 0330 9000 365
E: enquiries@dtmtraffic.co.uk

www.dtmtraffic.co.uk

QUOTE

Quote No: 507015

HOLMFIRTH FOLK FESTIVAL		HOLMFIRTHFOLK1	Site:	Hollowgate Holmfirth Huddersfield		
			Quote Date:	28/02/2023		
Quantity	Product	Category	Code	VAT Rate	Unit Price	Line Total
1	1 x TMO and VAN		on Saturday 6th May to close Hollowgate inc Diversion	20%	£375.00	£375.00
1	2 x TMO's and 2 x VANS		on site Sunday 7th May for Parade and Hollowgate closure	20%	£875.00	£875.00
Sunday 7th May - Additional Manager on site for the parade management around Holmfirth						

VAT No: 687 5083 90

Payment Terms: Strictly 30 days

IT IS THE HIRERS RESPONSIBILITY TO ENSURE ALL EQUIPMENT IS INSURED.

CPA TERMS & CONDITIONS.

Sub Total	£1,250.00
VAT	£250.00
TOTAL	£1,500.00







Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
- As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed

Name of Organisation	Honley Business Association
Amount of award	£ 1000
Purpose for which the grant was awarded	Honley Open Gardens to pay for Shuttle Buses, brochures, toilet hire

Your Project

- *Tell us the story of what you did with the money awarded to you.*
- *Attach a few photos if you can.*

Honley Open Gardens was organized by a small team of 4 with 11 gardens initially taking part. We also this year organized music around the library and in some gardens. This took place over the weekend of 10th and 11th June 2023 and the weather was fabulous sunshine the whole weekend which was a great bonus.

The whole village was buzzing and many of our restaurants, cafes and shops benefitted from the extra footfall as well. The library was very busy and ran a tombola and book sale. Friends of Honley organized pebble painting sessions prior to the weekend in the library and with scouts and these

were hidden around the village and surrounding land with a map for children to find the treasure 😊.

Holme Valley Climate Action have been in discussion and attended some meetings to advise on reducing carbon emissions and how to offset carbon emissions afterwards. They also had a table at the library over the weekend to promote “Adopt a tree”

Edens Forest also came to the library on Saturday to help children make Carrot Whistles and promote the use of Eden Forest.

Although final figures are not in yet we estimate a total takings of around £14k with a cost of £3.5k. We need to keep some of the income for 2025 costs of £4k so around £7k to pay for some tubs and refurbishment of the roundabout, flowers, soil, paint, bin bags, litter pickers, Hi Vis jackets and everything else we need to keep Honley looking fabulous.

What you achieved	
What were the benefits of your project?	Community coming together encouraging walking around the village or using the community buses provided. Lots of people were on their own and said how welcoming the garden owners, organisers and volunteers were. People coming from further away seeing all the village has to offer to encourage them to come back in the future. From the profits we are looking at ways to introduce a carbon reduction plan for Honley.
Who benefited from the project and the grant awarded?	Friends of Honley Library, Friends of Honley, Honley Scouts (Paid for the buses and 50% of the bucket donations from the buses) Holme Valley Climate Action received promotion of the cause and tree adoption, Eden Forest with PR for future bookings, Honley Businesses used for printing and new Hi Vis jackets alongside cafes. Restaurants etc and of course the people who came along


How many people benefited?	1200 visitors, cafes and restaurants, the various groups involved as they get exposure for their causes
Have you achieved what you were trying to do?	Yes totally

Finance and Expenditure

We ask groups to retain their receipts and invoices, and to keep a record of what they've spent for auditing purposes

			Grant awarded		£ 1000.00
Date	Description of expenditure	Amount	Remaining		
31.03.23	Brochures for Event	£ 1097	£	0	
23.02.23	Banners for promotion	£ 129.00	£	0	
		£	£		
		£	£		
		£	£		
		£	£		
		£	£		
		£	£		
		£	£		

Any money unspent may have to be returned to the Parish Council

Person completing this form	 HBA Secretary - Volunteer
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Zest for Print Ltd

Unit D6 Gate 4 Meltham Industrial Estate
Meltham, Holmfirth
HD9 4DS
chris@zestforprint.com
VAT Registration No.: 107195229



VAT Invoice

INVOICE TO
[Redacted]
Honley Business Association
[Redacted]
[Redacted]
[Redacted]
[Redacted]

INVOICE 2878
DATE 23/02/2023
TERMS Net 30
DUE DATE 25/03/2023

DATE	ACTIVITY	DESCRIPTION	VAT	QTY	RATE	AMOUNT
	Banner	Open Garden Banner 2500 x 620mm	20.0% S	3	36.00	108.00
SUBTOTAL						108.00
VAT TOTAL						21.60
TOTAL						129.60
BALANCE DUE						£129.60

VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	21.60	108.00

Payment by bank transfer to:

Sort Code: 09-01-29
Account No: 38391824

enterpriseprint^e

Enterprise Print, Enterprise Works, Long Lane, Honley, Holmfirth, West Yorkshire, HD9 6EA
Telephone: 01484 666677 Facsimile: 01484 667650
Email: print@enterpriseprint.net Website: www.enterpriseprint.net
Account Number: 01780072 Tax Code: 20 90 02

FRIENDS OF HONLEY (OPEN GARDENS)

INVOICE 426442
31/03/2023

MISC

Details

YOUR ORDER NO GLEN FILE X1449
A5 20 PAGE HONLEY OPEN GARDEN BOOKLETS

QTY: 5000

Net Amount	VAT Rate	VAT
1,097.00	0.00	0.00

Total Net Amount	1,097.00
Carriage Net	0.00
Total VAT Amount	0.00
Invoice Total	1,097.00

Enterprise Print is a Division of Leeds Graphic Press Ltd.
Registered in England Number: 1403800 VAT Number: 313 5773 65
Terms strictly 30 days from the month of invoice.
Queries relating to this invoice to be raised within 7 days of the invoice date.





Photo: Sandie
Nicholson

23 Town End Avenue,

Widmore,

Holmfirth WID9 16W



8 April, 2023

Dear Richard Jen,

GRANT OF £600 TO HOLMFIRTH CRICKET CLUB

Many thanks to you and your committee members for investing £600 in junior cricket at our club. £501.60 of the funding has paid for bats, wickets, gloves and storage bags. £92.40 helped to pay towards the cost of coaching backstops for all our junior players and coaches. The under-seventeen and under-fifteen squads have already enjoyed using their new gear.

I have arranged for some of our junior players to be photographed with their kit and I plan to send you a copy of that photograph by e-mail in the near future.

Thanks once again for your support.

Best wishes,


Holmfirth C.C. Coach

C.C.

P.S. I will let you have invoices and receipts as soon as I can.

Clerks for Holme Valley Parish Council

INVOICE/RECEIPTHolmfirth C.C. (FROM ROMIDA)

To: [REDACTED] - 01484 685603

5 x	Swingaballs @ 11.95	59.75
1 x	Windballs @ 3.95	47.40
2 x	Country Crown R/W Jnr @ 14.95	29.90
2 x	KKB Flexi Stumps @ 37.95	75.90
2 x	Cloud Catcher @ 44.95	89.90
2 x	606 Wheelie @ 39.95	79.90
2 x	GM Ball Bag @ 14.95	29.90
1 x	Rawling Catchers mitt @ 94.95	<u>94.95</u>

£ 507.60

(Still to arrive)

1 x 606 wheelie	} Received from paid for 28/3/23
1 x Catchers mitt	

07.04.23.

Ring when they arrive ☒ Collected
08.04.23

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
- As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed

Name of Organisation	The Friends of Cliff Recreation Ground
Amount of award	£ 951.00
Purpose for which the grant was awarded	To part fund a Coronation Celebration, on Cliff Recreation Ground, on the special Bank Holiday, Monday 8 May '23. The event started at 2-00pm and lasted about two hours.

The Story of Your Project

- *Tell us what you did with the money awarded to you*
- *Attach a few photos*

Cliff Recreation Ground has been the site of royal and national celebrations, since Queen Victoria's Diamond Jubilee in 1897. In the thirteen years of its existence the Friends have organised a number of similar celebrations, the last being the highly successful Platinum Jubilee celebration, in June 2022.

King Charles strongly expressed the wish that no beacons should be lit, as part of the coronation celebrations. The Friends, therefore, took the opportunity to move this coronation event into the afternoon, in the hope that more children would be able to attend, with their families.

The celebration was a simple event, in compliance with the wishes of the King. Music was supplied by Hade Edge Band and refreshments by the 1st Holme Valley Scout Group and New Mill Scouts. Activities for children were provided by the Scouts and there was a face painter.

Our event was attended by a number of distinguished guests: Jon Hammond Booth, Deputy Lord Lieutenant of West Yorkshire, the Mayor of Kirklees, Councillor Masood Ahmed and Jason Mc Cartney MP, all of whom gave brief speeches.

The Story of Your Project contd.

What you achieved

What were the benefits of your project?	<p>In these post-Covid times, when many have lost confidence in going out, it is important to provide opportunities for people to congregate in safe spaces, to enjoy themselves and take part in the mood of national celebration.</p> <p>Moving the event to the afternoon did, as the Friends had hoped, attract more children and families. There were queues for the face painter during the entire event and even after it finished!</p> <p>All the events which the Friends organise are simple and would be easily recognisable to participants in similar events a hundred years ago. This is a considerable part of their charm. It is important to keep old traditions alive</p> <p>Visitors are encouraged to come on foot, as they did in the past. The only concession to modern technology was a battery operated amplifier.</p>
Who benefited from the project and the grant awarded?	<p>All those attended – over 500 people – benefited.</p> <p>The event also strengthened relationships between local groups and organisations. Hade Edge Band, has played for all Friends' events.</p> <p>Ist Holme Valley Scouts have provided refreshments for several of our more recent events. This time they also provided activities for children. For the first time, New Mill Scouts were also involved in providing refreshments and children's activities. As they have done so for previous larger events Wooldale Wanderers provided stewards.</p>
How many people benefited?	<p>As there were no tickets issued and it is an open site, which people can access and leave at will, we do not have an accurate number of participants.</p> <p>We estimate that about 500 people - of all ages - visited the event during its two hours. This included a number of families, with children. There were also a number of well behaved dogs.</p>
Did you achieve what you were trying to do?	<p>The Friends believe that we did achieve what we set out to do, which was to provide an afternoon of entertainment, for children and adults, as a contribution to national celebrations.</p> <p>The site is very exposed, so that we are very dependent on the vagaries of the weather. As the forecast was very poor, we decided in the early afternoon, to move Hade Edge Band into the shelter on the Rec, to protect them, their instruments and music.</p>

Finance and Expenditure

We ask groups to retain their receipts and invoices, and to keep a record of what they've spent for auditing purposes

Grant awarded			£ 951.-00
Date	Description of expenditure	Amount	Remaining
8 May '23	Hade Edge Band – Performance fee	£ 250.00	£ 701.00
8 May '23	St John Ambulance – First Aid	£ 126.72	£ 574.28
8 May '23	Wooldale Wanderers - Stewarding	£ 100.00	£ 474.28
8 May '23	Holmfirth Colour Print – Printing flyers / posters	£ 60.00	£ 414.28
8 May '23	Facepainting – children's activities	£ 110.00	£ 304.28
8 May '23	George Shaw - Toilet hire	£ 120.00	£ 184.28
	TOTAL	£ 766.72	

Any amount of the award unspent may have to be returned to the Parish Council

Person completing this form	(signature) (secretary)
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An amazing Coronation Community Monday was had by all
on Holmfirth Cliff Rec







Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
- As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed

Name of Organisation	Honley Business Association
Amount of award	£ 1000
Purpose for which the grant was awarded	Map of Honley with HBA members

Your Project

- *Tell us the story of what you did with the money awarded to you.*
- *Attach a few photos if you can.*

HBA organized for a map of Honley to be produced, A3 sized but folds down to A5 including iconic buildings in Honley such as the library, St. Mary's Church, Trinity Church, Magdale Land, cricket club/football fields, Train station and Southgate theatre to show many highlights of the village alongside adding a directory of HBA members.

We had a first run of 2000 printed which have nearly all been handed out and well received. As businesses change, we decided smaller runs would be better, to ensure it is updated at least twice a year.

We are currently, although with the final £5 HVCT funding going towards the costs, having the map made interactive to include on the village website www.honley.info that should be available within 4 weeks.

What you achieved

What were the	We delivered maps further afield to guest houses, hotels,
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benefits of your project?	caravan parks, libraries, tourist information offices, community buses and Powell train line etc to try to encourage people to come into the village to see everything that Honley has to offer.
Who benefited from the project and the grant awarded?	<p>We hope that the map will encourage people from afar to come into the village and show people who are staying or live in the village the numerous offerings to them. There are links to Honley Civic Society who produce many books about the village and a link to the village website that has walks, runs, cycle routes alongside history and many other interesting things about the village.</p> <p>We are currently negotiating with Penistone Line Partnership to have an enlarged copy of the map in the train station wall so all passengers travelling through Honley will be able to see what the village has to offer.</p>
How many people benefited?	120 businesses, 6000 residents and all visitors to Honley
Have you achieved what you were trying to do?	Yes we are spreading the word of visiting Honley and in these very difficult times we need all the help we can to keep customers using the local shops and businesses and bring new customers into the village.

Finance and Expenditure

We ask groups to retain their receipts and invoices, and to keep a record of what they've spent for auditing purposes

			Grant awarded		£ 1000
Date	Description of expenditure	Amount	Remaining		
17.03.23	Katie Walden design/production 1 st payment	£ 225.00	£	775.00	
28.03.23	Katie Walden completed production final payment	£ 225.00	£	550.00	
	Printing of 2000 maps Gate 9 Printing	£ 545.00	£	005.00	
	Invoice yet to be raised as not	£ 005.00	£	00000	

	complete			
		£	£	

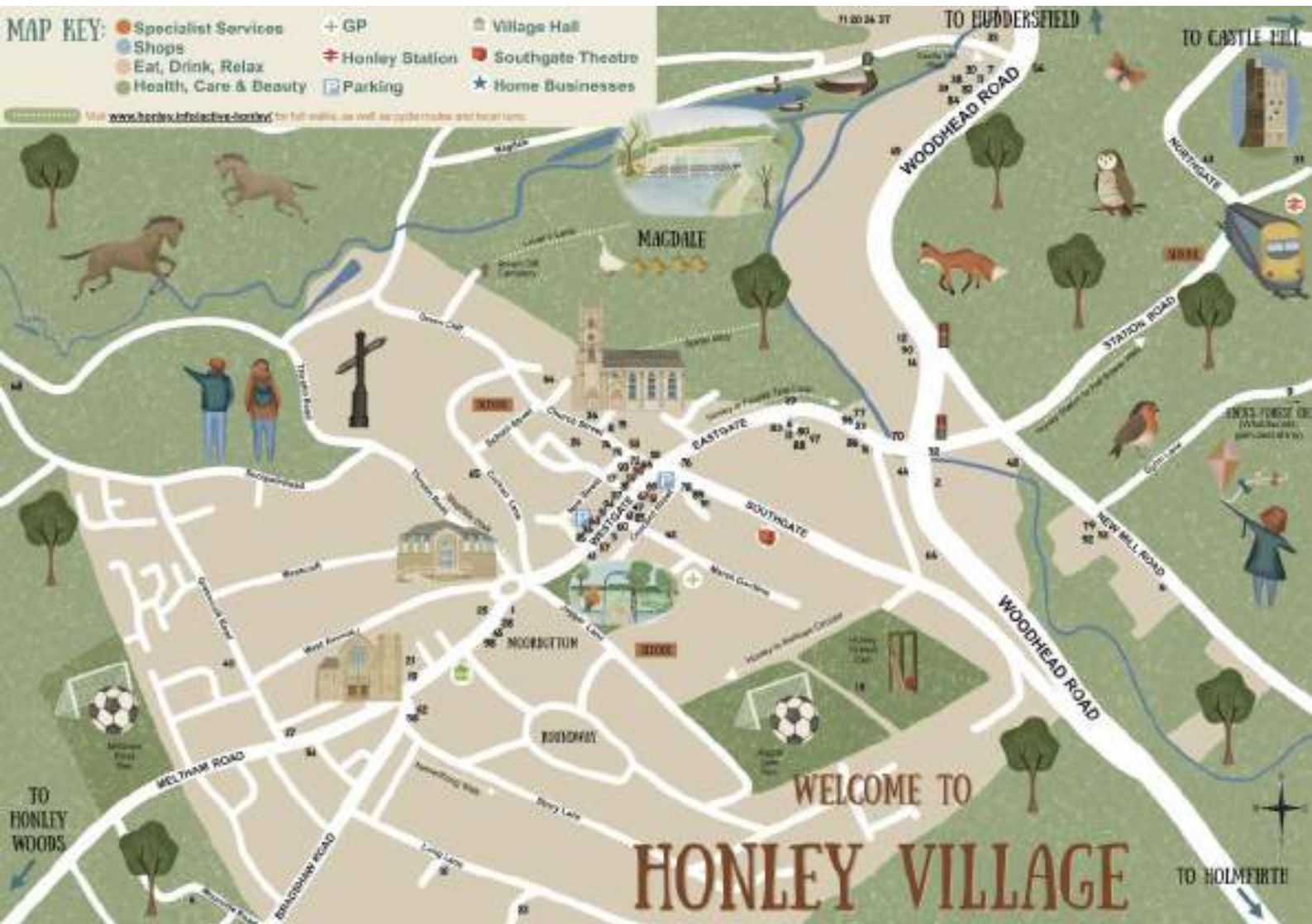
Any money unspent may have to be returned to the Parish Council

Person completing this form	
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MAP KEY:

● Specialist Services	+ GP	🏠 Village Hall
🏪 Shops	🚉 Honley Station	🎪 Southgate Theatre
🍷 Eat, Drink, Relax	🚗 Parking	★ Home Businesses
💆 Health, Care & Beauty		

Visit www.honley.info/active-honley/ for full details as well as sports clubs and local events.





A SMALL, FRIENDLY VILLAGE WITH A BIG HEART



SPECIALIST SERVICES

- 1 Alto Comms Limited
- 2 AMPL On-Trade Limited
- 3 Belong
- 4 Breathing Space (Child & Adolescent Psychology Services Ltd)
- 5 C.A.T. Alarms
- 6 Chris Foulds Motors
- 7 Coffee Brothers
- 8 Commercial Occupational Health Services Ltd
- ★ Copywrite
- ★ Creating Memories
- ★ Diane Andrew Life Coach Ltd
- ★ Dolphin Healing Ltd
- 9 Eden's Forest CIC
- ★ Ellen Gray Hypnobirthing
- 10 Enterprise Print Ltd
- ★ Evolve Electrical Contractors Ltd
- ★ Fotini Coaching & Consultancy
- 11 Fuel Doctor Ltd
- 12 Gate 9
- 13 Hall Glazing
- 14 HB Bearings
- 15 Holme Valley Clinic
- 16 Holme Valley Hearing Centre
- 17 Holme Valley Venetan
- 18 Honley Cricket Club
- 19 Honley Drama & Speech School
- 20 Honley Trinity Church
- 21 JAW Engineering Ltd
- 22 Laura Hanson - Mortgage & Protection Advisor
- 23 Liz Gill Mortgages Ltd
- 24 Magdale Testing Station
- 25 Marcus Hall Properties
- 26 Merchant's Cottage, Honley
- 27 Michael Dyson Associates
- 28 MJC Residential Limited
- ★ NKALKA
- 29 Open Low
- 30 Queen's Square Properties
- 31 Radcliffe Funeral Services
- ★ Rebecca Antcliff Interiors
- 32 Social Progress
- ★ Sophie Seddon PR

- 33 South Pennine Community Transport
- 34 St Mary's Church
- 35 Stead Robinson Chartered Accountants
- ★ Stephenson Trees & Landscapes Ltd
- 36 Switaskis Solicitors Ltd/ Honley Law Practice
- 37 Tatchell Motors
- 38 The Care Collection
- 39 The Modern Language School
- 40 The Stables Experience Ltd
- 41 T.L. Dallas & Co Ltd
- 42 Tom Moorhouse & Sons Ltd
- 43 Waygood Financial Planning
- ★ West Yorkshire Bushcraft
- 44 White Rose Garden Rooms
- ★ Wildflower Pinterest Management
- ★ Woo B Woo
- 45 Your Business Mobile Ltd

SHOPS

- 46 Crafters Cottage
- 47 Dixon and Florrie
- 48 Fitzpatrick's
- 49 Holmsbuild Supplies
- 50 Holme Valley News
- 51 Honley DIY & Pet Supplies
- ★ Kids' Beds Online Ltd
- 52 Oak & Pine By Design
- 53 Redress Boutique
- 54 Taylor's Food Store
- 55 The Original Chien Reaction
- 56 Sleep Matters
- 57 Zebra

EAT, DRINK, RELAX

- 58 Blue Tiger
- 59 Burger Burger Honley
- 60 Cafe Plus/Elm Church
- 61 Canton Chef
- 62 Forester's Arms
- 63 Gallery Cafe
- 64 Honley Golf Club
- 65 Honley Liberal Club

- 66 Jacobs Well
- 67 Krally Kutta
- 68 Moll Springs Brewery
- 69 Purns Tapas
- 70 Rarebits
- 71 Roasted & Toasted
- 72 Savers Restaurant
- ★ Stop Out Coffee
- 74 The Allied
- 75 Wind Coffee & Cakes

HEALTH CARE & BEAUTY

- 76 2812 Hair and Beauty
- 77 Aesthetics by Sarah Taylor-Wilkins
- ★ Aromatherapy by Samantha
- 78 Brows by Lucy Ward
- 79 Coach JT Ltd
- 80 Elizabeth Gunson Dance
- 81 GSi Handressing & Religious Gifts
- 82 Holistic Wellbeing Yorkshire Ltd
- 83 Honley Foot Clinic
- 84 Inspire Photos
- ★ Lashes by Mandi
- 85 Lash Lounge & Secret Release
- 86 Maan's
- 87 Medicare
- 88 Phoenix Squash & Fitness Club
- 89 Redefined Medspa at Kynil
- 90 Strands Handressing
- 91 The Sole Room
- 92 The Unit Fitness
- 93 Tipiary Hair & Beauty
- 94 Tracy Peto Hair & Beauty
- 95 Vain Opticians
- 96 Vision of Beauty
- 97 Wellnorth
- 98 You Hair Salon

Find out all about the history of Honley from
Honley Civic Society
www.honley.info/listings/honley-civic-society/



Take a look at the Honley Business
Association website for everything Honley
www.honley.info



This map was funded by
Honley Business Association and Holme Valley Parish Council
Whilst every effort has been made to ensure the accuracy of all information
included, no responsibility can be accepted for any error or omission.
Designed by Kate Walden Illustration



Invoice #18

17 Mar 2023

BILL TO

Honley Business Association
[REDACTED]

FROM

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] honleyillustration@gmail.com
[REDACTED]

INVOICE ITEMS

AMOUNT

Draft stage of Honley Map completed and approved by client. Changes/next steps discussed and agreed upon (50% of total fee)

£225.00

£225.00

PAYMENT DUE **3 APR 2023**

PAYMENT DETAILS

Bank [REDACTED]
Sort code: [REDACTED]
Account number [REDACTED]

MESSAGE

Thank you very much for supporting my small business!



Invoice #20

28 Apr 2023

BILL TO

Honley Business Association

FROM

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

INVOICE ITEMS

AMOUNT

Final draft of the map completed and approved by client, complete with amendments as agreed.

£225.00

1 unit x £225.00/unit

£225.00

PAYMENT DUE 12 MAY 2023

PAYMENT DETAILS

Bank [REDACTED] C

Sort code [REDACTED]

Account number [REDACTED]

MESSAGE

Thank you very much for supporting my small business!

GATENINE

DESIGNERS & PRINTERS

☎ 01484 664861
📱 07967 592111
✉ info@gate9design.com
🌐 www.gate9design.com

UNIT 2, THE FORMER COUNCIL OFFICE, EASTGATE, HONLEY, HOLMFIRTH, HD9 6PA

Honley Business Association
C/O [REDACTED]
[REDACTED]
[REDACTED]

Invoice

Invoice No. 04144

Date. 9th May 2023

Description. Honley Businesses Banner	Unit Price	Price.
Supply Of:- 2000 x Honley Maps A3 Cross Foleded To A5 200gsm Silk - Full Colour		£545.00

TERMS: 14 DAYS

Sub Total. **£545.00**

+VAT @ 20% **£Zero Rated**

Grand Total. **£545.00**

Gate 9 Design Limited
Registered Office: Unit 2, Eastgate, Honley, Holmfirth, HD9 6P
Company Registered Number (UK): 04318079
VAT Registration Number: 817370920

Directors, B.T.Ingram BA (Hons) Graphic Arts and Design.

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
- As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed

Name of Organisation	Holmfirth Film Festival
Amount of award	£ 1,000
Purpose for which the grant was awarded	Film Festival venues during 2023

The Story of Your Project

- *Tell us what you did with the money awarded to you*
- *Attach a few photos*

Over the past year Holmfirth Film Festival has screened over fifty films from around the world in venues across the Holme Valley. With two long weekends, monthly Sunday films, and one-off events the Festival has attracted over two and half thousand people and enabled them to see films on a big screen to which they would otherwise have little access.

The Festival has worked closely with Hepworth Film Society, and community venues such as the Civic, Honley Southgate Theatre, Netherthong Community Partnership, Choppards Mission and New Mill Church in putting on films, and has also recently advised Farnley Tyes on setting up a film society which will start in September.

As a member of *Kirklees Declares* a climate emergency, the Festival has been committed to putting on events, talks and films themed with Climate Change, including working with the local group, River Connections.

The Festival again put on fund-raising screening of a recently released Ukrainian film with proceeds sent to the Ukrainian Red Cross.

The Festival received extremely good feedback from filmgoers for its ability to put on a wide and diverse range

of films, and for the very fact that it is still going strongly after 14 years. Whilst Covid still has an effect with about a 20% overall drop in numbers – mostly from an older audience – we have seen a welcome rise in younger visitors and volunteers. There has recently been a noticeable arrival of new people to the Valley from London and other places who have come to the film festival on a regular basis which is good for the future.

We have a very loyal group of volunteers and a very hard-pressed small group of technical people which has enabled the Festival to keep going with continuing enthusiasm. In particular we are blessed with a small coterie of wonderful people who do a tremendous amount of work promoting our films on social media.

Despite major rising costs, the Festival has been able to sustain its financial position and keep ticket prices to the same level as previously - £5.00 – due to continuing help from the Parish Council and the British Film Institute, whose Film Hub North has been overwhelmingly supportive. We also received support from a surprising quarter, namely Netflix, which allowed us to screen some of its previously off-limits films. The Council grant was hugely important for us and specifically went to support local community-run venues who are, in turn, also having to deal with cost-of-living problems. For instance, our main venue cost has risen in four years from £1,000 to £1,700. We have encountered similar rises in the cost of putting films on such as licenses and, in particular, DVDs. We have, however, made strenuous efforts to deal with this and have been able to bear down on costs in other areas such as printing, production of the brochure and delivery throughout the Valley, and have developed a very efficient overall set-up.

The Festival would not exist if it were it not for the tremendous feedback we get at screenings and support of the local population, who, despite the continuing rise of streaming and the decline in general of cinemas, want to see interesting British, international and independent films on a big screen, and enjoy the communal experience of doing so.

The Story of Your Project contd.

What you achieved

What were the benefits of your project?

We are a part of the community of volunteer-run cultural groups which includes the various festivals, arts and environmental groups and community-run venues which we, and others, contribute to which, in turn, gives an identity to the Valley as a creative area.

We provide access to films which otherwise people would not

	<p>be able to see on a big screen unless they travelled some considerable distance. We have also over the last couple years provided a space for discussion about major issues such as climate change through our various themes for film screenings and by working with other local volunteer and community groups.</p> <p>We also help to understand and appreciate the area through our screenings of historical films and talks.</p> <p>It continues to help focus attention on the creative side of the Holme Valley which will become increasingly important as an attraction.</p> <p>It also helps through its wide range of films, to illustrate the diversity of the world through portrayals of different cultures, backgrounds, sexualities and ethnic groupings, which is important, particularly in an area which can seem ethnically mono-cultural.</p>
<p>Who benefited from the project and the grant awarded?</p>	<p>Primarily local people in the Holme Valley who would not otherwise have access to screenings of British Independent films and World Cinema. We worked closely with volunteer and community groups such as River Connections and environmental groups.</p> <p>Directly benefiting were the local community-run venues such as the Civic, The Tech, Southgate Theatre, Hepworth, Choppards Mission, New Mill Church and Netherthong Church.</p>

	The grant also helped us to keep prices down and give people an opportunity to interesting cultural activities in a period of rising living costs which have impinged on people's ability to go out and attend such events.
How many people benefited?	2,500 people attended screenings and events put on by the Film Festival during the year.
Did you achieve what you were trying to do?	<p>Post-Covid, one aim was simply to survive and we did that. It was a successful festival year. We managed to put on two festival weekends, plus films on a monthly basis. We screened 50 films over the year and brought to the Holme Valley a wide selection of films from the UK and the world. It was a good to see a slightly younger audiences emerge with people we had not seen before. It was also good to see the return of Hepworth Film Society which we have been helping and anew initiative at Farnley Tyes.</p> <p>In the medium term it is to keep innovating, trying to present as up-to-date as possible films and to contribute to the cultural life of the Valley, which is what I think we do successfully.</p>

Finance and Expenditure

We ask groups to retain their receipts and invoices, and to keep a record of what they've spent for auditing purposes

Grant awarded			£ 1,000
Date	Description of expenditure	Amount	Remaining
Up to June	Venue: Civic Halls, Holmfirth	£ 1,700	£ nil

[illegible]

Any amount of the award unspent may have to be returned to the Parish Council

Person completing this form	[REDACTED] (Director)
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Holmfirth Film Festival Spring 2023

*Celebrating the
best of British
European and
World Cinema*

holmfirth
bringing film to
the holme valley
film
festival



FRI 14TH APRIL



Decision to Leave

Friday 14 April 7.00 | £5 | Civic Hall

Dir. Park Chan-Wook (Korea 2022, 139mins 15)

One of the best of last year - got snubbed by the Oscars but won everywhere else. A twisted, obsessive, Hitchcockian-style romantic mystery. A detective investigating a man's death falls for the dead man's wife/suspect.



Emily

Friday 14 April 7.00 | £5 | Southgate Theatre Honley

Dir. Frances O'Connor (UK 2022, 125mins 15)

An imagined Emily Bronte brought to life in a very good biographical period drama with a wondrous central performance (Emma Mackey), excellent first-time direction and great visuals. Hugely enjoyable.



HEPWORTH FILM NIGHT

Mothering Sunday

Friday 14 April 7.00 | £5 | Hepworth Village Hall

Dir. Eva Husson (UK 2021, 110mins 15)

Excellent acting from Colin Firth and Olivia Colman in a slow-burning, gut-wrenching atmospheric romantic period drama based on the masterful Graham Swift novel.



PLATFORM FILMS PRESENT

Oh Jeremy Corbyn: The Big Lie

Saturday 15 April 2.00 | FREE | Lesser Civic Hall

(UK 2023, 80mins)

Alexei Sayle narrates "a story of deceit and anti-Semitism smears. Uncovers the central role played by Labour leader Keir Starmer. Can Corbyn rise again."



She Said

Saturday 15 April 7.00 | £5 | Southgate Theatre Honley

Dir. Maria Schrader (US 2022, 129mins 15)

Timely, powerful and excellent. Two New York Times journalists doggedly pursue and expose the long-time and appalling sexual abuse of numerous women in the film industry by the powerful Hollywood producer and serial predator, Harvey Weinstein.



Nostalgia

Saturday 15 April 7.00 | £5 | Civic Hall

Dir. Mario Martone (Italy 2022, 118mins 15)

Wonderfully shot, superbly acted and richly detailed tale of Felice who, after forty years, returns to his hometown, Naples and meets the local priest who fights the Camorra and tries to give hope to young people. Then things become complicated.



All that Breathes

Sunday 16 April 7.00 | £5 | Civic Hall

Dir. Shaunak Sen (India 2023, 91mins 12)

Amid the darkening backdrop of Delhi's apocalyptic air and escalating violence two brothers devote their lives to protecting a majestic black kite. Oscar nominated, the best documentary of the year is a whimsical, wonderous, beautiful sliver of hope.



Brian and Charles

Sunday 16 April 7.00 | £5 | Southgate Theatre Honley

Dir. Jim Archer (UK 2022, 90mins PG)

Utterly charming odd-couple comedy set in Wales. Delightfully ridiculous and poignant, a lonely, oddball inventor constructs a seven-foot, cabbage eating robot from various spare parts. The surprise hit of the year.



Hive

Sunday 16 April 7.00 | £5 | Hepworth Village Hall

Dir. Blerta Basholli (Kosovo 2021, 83mins 15)

Outstanding, inspiring and searing debut drama based on a true story that won the audience award at Sundance. Fahrrije's husband is missing from the War in Kosovo, she and other women set up a co-operative business selling honey but are immediately met with misogyny and hostility by the remaining men in the village.



Fadia's Tree

Monday 17 April 7.00 | £5 | Christ Church New Mill

Dir. Sarah Beddington (UK 2022, 83mins 15)

Deeply affecting and compelling documentary filmed over many years. A Palestinian refugee in Lebanon sets out to find the ancient tree which bore witness to her family's displacement from their homeland. In the background are the birds who migrate freely in the sky above.



FUNDRAISER FOR UKRAINE

Ashes and Diamonds

Tuesday 18 April 7.00 | £5 | Christ Church New Mill

Dir. Andrzej Wajda (Poland 1958, 103mins 12)

HFF Director introduces a classic of East European cinema. The James Dean-like Zbigniew Cybulski stars in the beautiful and complex climax of Wajda's trilogy on the Second World War. Communist officials and Polish resistance fighters meet in May 1945 but reconciliation proves impossible.

All proceeds to the Ukraine Red Cross



EO

Wednesday 19 April 7.00 | £5 | Christ Church New Mill

Dir. Jerzy Skolimowski (Poland 2022, 88mins 15)

Unique mix of the absurd and the profound. A grey donkey encounters the good and bad of humans on his trip through life. Breathtaking imagery, bizarre, deeply moving and thought provoking.



Tar

Saturday 29 April 7.00 | £5 | Civic Hall

Dir. Todd Field (US 2022, 158mins 15)

Cate Blanchett is outstanding in a delirious, sensual Oscar-nominated drama as the 'monster' Composer/Conductor who, at the height of her creative powers in the Classical world, sees her life rapidly fall apart.



LOCAL FILM PREMIER

The Move

Sunday 30 April 2.00 | FREE | Civic Hall

Dir. Will Haynes & Dan Hobson (UK 2022, 72mins 15)

In a chaotic house move, Roy's girlfriend gives him 60 minutes to walk out on his dysfunctional family in order to start a new life with her. A callous, yet simple task, soon spirals out of control as he discovers there can be no 'clean break'. An exceedingly well-produced first feature from Holme Valley film-makers Will and Dan.



All Quiet on the Western Front

Sunday 30 April 7.00 | £5 | Civic Hall

Dir. Edward Berger (Germany 2022, 143mins 15)

Visually stunning, impassioned and gripping, Erich Maria Remarque's epic anti-war novel of a naïve young German soldier on the Western front in the last days of the First World War is brought to the big screen with the permission of Netflix.

FRI 14TH APRIL



THE DAY'S ALTERNATIVE...

Cromwell

Saturday 6 May 2.00 | FREE | Hepworth Village Hall

Dir. Ken Hughes (UK 1970, 157mins 12)

Richard Harris (Cromwell) and Sir Alec Guinness (Charles 1st) star in the last of the British film industry epics with the divine crowned King involved in a power struggle with Parliament that leads to Civil War. We know how it ends.



HEPWORTH FILM NIGHT

Ali & Ava

Friday 12 May 7.00 (Doors open) | £5 | Hepworth Village Hall

Dir. Clio Barnard (UK 2022, 95mins 15)

A middle-aged love story set in Bradford celebrating the miracle of connection. Excellent British realist film with very good lead acting and fine direction from the ever impressive Barnard.



FRENCH FILM AND FOOD

Delicious

Saturday 13 May 7.00 | £15 Limited Numbers - Booking Essential | Choppards Mission

Dir. Eric Besnard (France 2022, 112mins 12)

The French do historical dramas better than anyone else and this is an excellent example. Just before the 1789 Revolution, a chef is sacked by his aristocratic master and after a number of trials creates the first restaurant. Gorgeous to watch and mouth-watering.



The Beasts

Sunday 28 May 7.00 | £5 | Civic Hall

Dir. Rodrigo Sorogoyen (Spain 2022, 137mins 15)

Terrific award-winning psychological thriller from a highly talented director. A French couple move to a Spanish village seeking closeness to nature. But things go wrong and they are met with increasing hostility from two brothers.



HEPWORTH FILM NIGHT + SOUL DISCO

Summer of Soul

Friday 9 June 6.30 | £5 | Hepworth Village Hall

Dir. Ahmir Thompson (US 2022, 118mins 12A)

Or, when the revolution could not be televised... Multi-award-winning documentary on the 1969 Harlem Cultural Festival celebrating Afro-American music (Stevie Wonder, Nina Simone and many others...) followed by dancing to the summer sounds of 60s Soul Music.



Clara Sola

Sunday 25 June 7.00 | £5 | Civic Hall

Dir. Nathalie Alvarez Mesen (Costa Rica 2021, 106mins 15)

Terrific entry to the Oscars. Powerful and poetic, a 40 year-old woman endures a repressively religious-bound and withdrawn life but finds an affinity with the earth and wildlife, and awakens to new experiences in a miraculous drama.

WELCOME TO THE 14TH ANNUAL HOLMFIRTH FILM FESTIVAL



This year, the Festival is putting on a series of great films from around the world during the Spring and early Summer with a weekend of screenings in mid-April.

We are particularly looking forward to the **French Film and Food** event at Choppards – surely the most perfect setting in the world – and the series of films at New Mill. We hope you will support the fundraiser for Ukraine, the premier of a new film, **The Move**, by local film-makers Will and Dan, and the revived Hepworth Film Nights.

UK distributors have been very helpful in allowing us to screen some brilliant award-winning films – **Clara Sola**, **Nostalgia**, **Hive** and the astonishing **All That Breathes** - which have had limited release. We thank Netflix for generously allowing us to screen **All Quiet on the Western Front** on a big screen.

We thank the Parish Council for their generous support at a time when arts funding is in decline. HFF is secure for a couple of years and we are keeping tickets prices low despite ever rising costs. However, due to a lack of volunteers we are forced to stop issuing physical tickets. We also have a serious shortage of technical volunteers. If you think you may be able to help and have the time please get in touch.

We plan to put on a **Film and Music** weekend during the summer with some of the Valley's best musical talent from all genres and the very latest music documentaries, and a full-weekend of world films in October.

We hope there is a film here for you. As our audiences have rediscovered post-Covid, film is best seen in the company of others, as a communal experience.

"I recall as a young boy being entranced by films like War of the Worlds. I could have stayed in the local cinema and watched films all day. Film changed my life and it can yours."

Sir Patrick Stewart

Sir Patrick has enjoyed 60 successful years acting in film and on the stage and is patron of the Holmfirth Film Festival.



BOOKING INFORMATION

GENERAL ENQUIRIES

- Tel: 01484 681388
- Email: info@holmfirthfilmfestival.co.uk

WHERE TO BUY TICKETS

All tickets available online: www.holmfirthfilmfestival.co.uk

All venues accept cash on door.

We hope shortly to have a card reader for the Civic.

VENUES

- Christ Church, Sude Hill, New Mill newmillpc.org.uk
- Civic Hall, Huddersfield Road, Holmfirth www.holmfirthcivic hall.co.uk
- Hepworth Village Hall Towngate, Hepworth HD9 1TE hepworthvillagehall.org.uk/film-night
- Southgate Theatre Southgate, Honley HD9 6NT www.southgatetheatre.org

IMPORTANT INFORMATION

There is disabled access to all our venues but if you have a particular requirement, please let us know and we will do all we can to facilitate your access to films.

Please note film start times. Doors open 30 minutes before screening. Refreshments available at all venues. There may be a short interval in long films.

BOOKING SEATS FOR FREE EVENTS

To ensure seats at the FREE film/event you want to attend, please book online via the festival website (you will not be charged).

holmfirthfilmfestival.co.uk

 Holmfirth Film Festival

 @holmfirthfilm

Holmfirth Film Festival is supported by Film Hub North with National Lottery funding on behalf of the BFI Film Audience Network

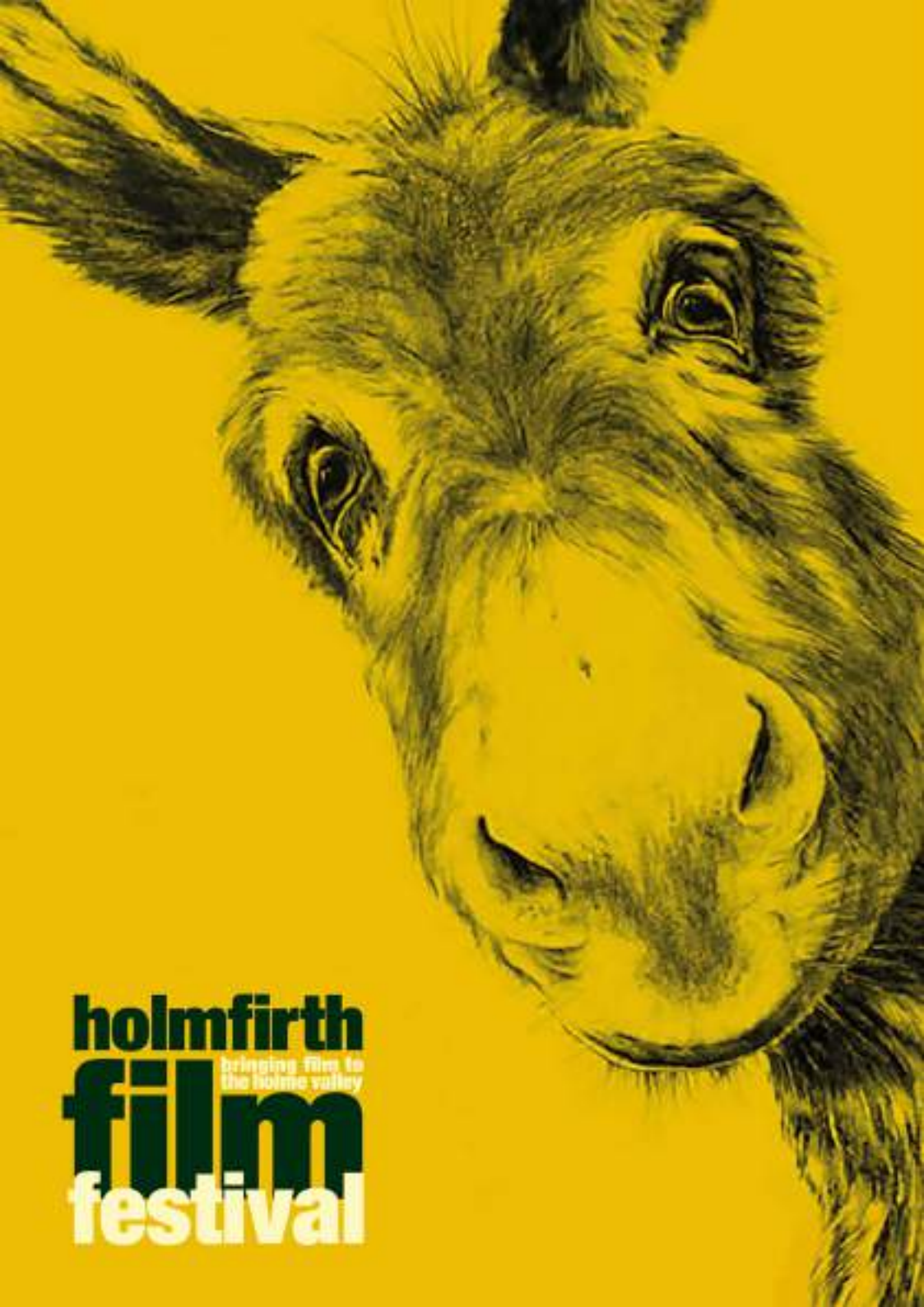
 Created with help from Simon @ Otsos











holmfirth
bringing film to
the holme valley
film
festival

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
- As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed

Name of Organisation	Choppards Mission
Amount of award	£ 95
Purpose for which the grant was awarded	Bunting and napkins for Coronation Street Party

The Story of Your Project

- *Tell us what you did with the money awarded to you*
- *Attach a few photos*

A Coronation Street Party was held on Sunday 7th June 2023.

The beautiful weather meant that we could lay out tables on the road outside Choppards (road closure having been granted) overlooking the beautiful Ribble Valley.

Approximately fifty residents, old and new, attended, each family bringing food to share. People arrived at 12.30 pm and left around 5 pm. We had arranged some coronation-related activities for children, such as decorating a crown. Everyone said they had really enjoyed meeting neighbours,

some for the first time. We are a spread-out community, and these events which bring us together are really valued.

The Parish Council grant was spent on 25 metres of cotton Union Jack bunting, which can be used at other events, and coronation napkins. The bunting decorated the whole length of Choppards Mission. It looked really festive –thank you very much.

The Story of Your Project contd.

<div></div>

What you achieved	
What were the benefits of your project?	It was a great community occasion and brought people together who might not normally meet. This is particularly important as a number of people moved into the area during Covid.
Who benefited from the project and the grant awarded?	The local residents and Choppards Mission, which looked particularly attractive decked out with bunting. Some people had not seen the interior of the beautiful building which is such a focal point in the Ribble Valley. We are hoping that some will return and hire it for functions.

How many people benefited?	Approximately fifty.
Did you achieve what you were trying to do?	

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Finance and Expenditure

We ask groups to retain their receipts and invoices, and to keep a record of what they've spent for auditing purposes

		Grant awarded	£ 95
Date	Description of expenditure	Amount	Remaining
24/03/23	Purchase of cotton bunting from Cotton Bunting	£ 82.50	£ 12.50
24/03/23	6 packs Coronation Napkins	£ 18.00	£ -5.50
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
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		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£

Any amount of the award unspent may have to be returned to the Parish

Council	
Person completing this form	

Subject: Your order has been shipped
From: "The Cotton Bunting Company" <info@cottonbunting.co.uk>
Sent: 24/03/2023 12:34:50
To: [REDACTED]

cottonbunting
company



Hello Jill, your order is on its way
and you should receive it soon.

Payment method
Credit/Debit Card

Shipping method
FREE Royal Mail 2nd Class - usually arrives in
4-6 working days

Your Order Details

The Cotton Bunting x 1
 Cotton Bunting x 1 (11m) 2 x 960cm x 500mm

£ 68.75

Shipping price:

£0.00

Tax:

£13.75

Total price:

£82.50

Do you have an Instagram account?

Inspire others with your
 photos and show us
 how you hang it!

1. Give us a follow at
[@thecottonbuntingcompany](#)
2. Snap a picture of your order
3. Tag it with **#cottonbuntingcompany**
4. We'll upload the best ones to our account!



The Cotton Bunting Company
 Unit 2, House 2, Lynderswood Farm, Lynderswood
 Lane, Brighthelm, CM77 6JT, United Kingdom



**Arriving between
8:00am - 8:00pm**

**Bill Martin
HD9 2SP**

Your items



**John Lewis King Charles III Coronation
Napkins, Pack of 16**

Product code: 11090205

Qty: 6

£18.00

What happens next

**We'll notify you via email when your order has left
our warehouse and we'll also confirm the name of the
carrier that will be delivering your order.**

Delivery charge

£4.50

Total

£22.50

Payment method

PayPal

£22.50

Helpful information

If you need to cancel

**If it's still possible to cancel your order, you'll see this
option in your order details. If this is not possible, we'll
deliver your order as agreed and you can return the items
once you receive them.**

Start a return for small items

You can request a return for a small item in the order

Subject: Confirmation of order 394870461
From: "John Lewis & Partners" <noreplyJL.CCI@johnlewis.co.uk>
Sent: 24/03/2023 11:52:32
To: [REDACTED]
Attachments: VAT receipt 1.pdf

JOHN LEWIS
& PARTNERS

Home & Garden Electricals Women Men

YOUR ORDER CONFIRMATION

Dear [REDACTED]

This is to confirm that your order has now been processed.

Your VAT receipt can be found attached to this email.

You can [view items or make changes](#) from your order details.

Order number: 394870461

Placed: 24 March 2023

Standard UK delivery within 5 days

Standard delivery

Delivery to

details area. If your item is damaged or faulty, read our refund policy.

Returning large items

Please contact us to arrange collection for large items such as furniture, ovens, large appliances and TVs.

Here to help

For help with any other queries, please visit the Customer Services area or read our terms and conditions.



THIS IS A NO-REPLY EMAIL

To find help go to our Customer Services area

John Lewis plc Registered office 171 Victoria Street, London SW1E 5NH.

Registered in England. Company registration number 133462 VAT no

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Privacy notice

----- Forwarded Message -----

Subject:Cliff Rec and funds

Date:Fri, 23 Jun 2023 16:51:23 +0100 (BST)

From: [REDACTED]

To:deputyclerk@holmevalleyparishcouncil.gov.uk

I would appreciate knowing if the underspend from the Friends of Cliff Recreation ground grant (May coronation event for which we received a grant from the HVPC) can be retained in our funds.

The reason being, we need to know if we should put in an application for running the December 'Carols on the Cliff' event.

If we can keep our underspend we should have enough money to go ahead in December 2023 without applying in the forthcoming funding round.

Hope that makes sense.

I am hopeful this gives the HVPC enough time to comment before the August cut off for applications.

Many thanks

Regards

[REDACTED]

From: [REDACTED] >
Date: 6 July 2023 at 09:07:46 BST
To: clerk@holmevalleyparishcouncil.gov.uk
Subject: 6th Holme Valley Scouts - grant application

Dear Parish Council

Following the generous provision of a grant for our Scout Hut we now have our new bollards and our new tables - which are being put into full effect. You would not believe how pleased our new leaders are with the bollards.

I will be taking pictures and sending them through in the next couple of weeks - we have got the market on Saturday so you will see them in all their glory.

We managed to source tables that were as good as, but cheaper than the ones that we had provided the original quotations for. This leaves us with a surplus of £973. I have explained to Exec that we cannot just spend this money - so it remains in our account.

I have been asked by Exec to query whether it is possible to use the remaining money towards other purchases for our group. You will know that as Scouts that camping is 'our thing' and we have regular camps for our young people. The camp sites are pretty basic and the Leaders have flagged that gas urns (for heating large amounts of water) would be a real help with making hot drinks/heating water for washing pots etc.

These urns are very expensive - in excess of £300 each. To run one of our big camps we could really do with two. The request is for permission to use the remaining money to purchase two gas boilers. If the spending is approved then there will be discussion with the Leaders as to what would be the best to buy (i know some are very keen to have urns that are fully insulated - so there is no risk of burns if it is inadvertently touched).

If you require any more information please do not hesitate to contact me.

I realise that the committee will need to discuss this further and I await hearing from you.

Kind regards

[REDACTED]

13th June 2023

Dear Deputy Clerk

Map of Holmfirth Town Centre

With the generous support of Holme Valley Parish Council, Holmfirth Info and Keep Holmfirth Special, Holmfirth Forward produced two editions of the Holmfirth Town Centre map in 2022. 8,000 copies of the map have been distributed about town and posters displayed at key points. The map is also on the Holmfirth Info web site and has been sent out electronically. An interactive version is now freely available ⁱ. Feedback has been very positive and the business community has appreciated the map.

The cost of the town centre map has been comparatively modest:

Expenditure

Graphic design	£1,020
Printing	£1,360.80
Total	£2,380.80

Funded by

Parish Council	£1,500
Holmfirth Info and KHS	£880.80
Total	£2,380.80

The reason for producing the map was primarily to inform local people and visitors about the extent of the business offer in the town centre. When asked how many outlets there are in Holmfirth, most say between 50 and 60. In reality there is over 180. People say the town is full of charity shops. In reality there are 4 i.e. just under 3%. Nearly 95% of the businesses are independent. So much for clone towns!

Some people say the town is dead on its feet. This is not the case. The vacancy rate, a key measure of town centre performance, is consistently half the national average. Most of the empty units are large and highly visible and are under offer. The reason they have been empty for so long is because of complexities of lease transactions, not because no one wants them.

Footfall, another key measure of success, has returned and is exceeding 2019 levels. The town is thriving. But it could do better.

The forthcoming road works on Hollowgate are a threat. Kirklees Council will do its best to minimise disruption but there will still be some impact on trade during the works. Careful messaging and marketing is essential to help Holmfirth through the transitional phase while the road works are being done and to help realise its potential.

Kirklees has also, as part of the Holmfirth Blueprint, made funds available for work on Holmfirth's branding and promotional activities. This project is being taken forward by the town centre businesses working collaboratively under the name of Holmfirth Business Together.

The town centre map is a key adjunct to this action plan but its funding has not been included. The map needs to be updated and republished. The cost of doing so, based on previous expenditure is estimated to be £1,000.

It is not possible for Holmfirth Info and Keep Holmfirth Special to contribute to the map's cost indefinitely. An obvious source of funding would be from the local business community. However, the businesses do not yet have a formal organisation and they previously relied on Holmfirth Tech to act as banker. Inevitably, if businesses were asked to contribute individually not all would do so. This begs the question of which businesses should be shown on the map. Should those who have not contributed be excluded? We are aware that Honley Business Association has published a map, also with the help of the Parish Council and Honley Civic Society. However, only Honley Business Association members are shown which, we understand has angered non members.

Perhaps the Parish Council, rather than making repeated grants, would like to consider including the cost of producing maps for both towns in its service provision budget. This would enable it to take on some responsibility for promoting the town as a thriving place where people work, live, visit and have fun rather than just as a shopping destination. Regardless of the budget head, funding from the 'common purse' would overcome the question of who should or should not be included.

Therefore, we respectfully request the Parish Council to consider providing £1,000 to Holmfirth Forward so it can update and republish the Holmfirth Town Centre Map.

We look forward to hearing from you.

Yours sincerely

A solid black rectangular box used to redact a signature.

For Holmfirth Forward

ⁱ <https://holmfirth.info/interactive-town-centre-map/>

Holme Valley Parish Council Cash Book 2023-24

HSBC Community Current Account

Schedule of Payments August 2023

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	2324/05/01	03/08/2023	CHARGE	<input type="checkbox"/>	HSBC			BANK CHARGES	£14.98	£0.00	£14.98	F&M 2324 25	LGA 1972 S111
2	2324/05/02	07/08/2023	DD	<input type="checkbox"/>	BT			INTERNET AND PHONE	£46.79	£9.36	£56.15	F&M 2223 90	LGA 1972 S111
			SO	<input type="checkbox"/>	STAFF 02			SALARY AUG 2023	£1,630.37	£0.00	£1,630.37	F&M 2324 25	LGA 1972 S112
			SO	<input type="checkbox"/>	STAFF 04			SALARY AUG 2023	£1,420.77	£0.00	£1,420.77	F&M 2324 25	LGA 1972 S112
			SO	<input type="checkbox"/>	STAFF 05			SALARY AUG 2023	£1,358.65	£0.00	£1,358.65	F&M 2324 25	LGA 1972 S112
			SO	<input type="checkbox"/>	WYPF			PENSIONS AUG 2023	£781.25	£0.00	£781.25	F&M 2324 25	LGA 1972 S112
			SO	<input type="checkbox"/>	HMRC			PAYE TAX AND NI AUG 2023	£1,435.17	£0.00	£1,435.17	F&M 2324 25	LGA 1972 S112
			BACS	<input type="checkbox"/>	STAFF 02			REIMBURSEMENT LAND REGISTRY SEARCHES	£9.00	£0.00	£9.00	F&M 2324 25	LGA 1972 S111
			BACS	<input type="checkbox"/>	STAFF 02			REIMBURSEMENT DROPBOX	£95.88	£0.00	£95.88	F&M 2324 25	LGA 1972 S111
			BACS	<input type="checkbox"/>	SLCC			CLIMATE ACTION TRAINING - STAFF 05	£30.00	£6.00	£36.00	F&M 2324 25	LGA 1972 S112
			BACS	<input type="checkbox"/>	WEST YORKSHIRE COMBINED AUTHORITY			HV MINIBUS JUN 2023	£1,908.00	£0.00	£1,908.00	F&M 2324 25	LG&RA 1997 S27
			BACS	<input type="checkbox"/>	FAIRANDFUNKY			HIRE OF SMOOTHIE BIKE	£350.00	£0.00	£350.00		LGA 1972 S137
			BACS	<input type="checkbox"/>	ENTERPRISE PRINT			LEAFLETS (IF IT'S NOT FAR; GRANTS CYCLE)	£52.00	£0.00	£52.00		LGA 1972 S111
			BACS	<input type="checkbox"/>	GEORGE WH SHAW LTD			TOILET HIRE FOR CYCLING FESTIVAL	£160.00	£32.00	£192.00		LGA 1972 S137
			BACS	<input type="checkbox"/>	NPOWER			ELECTRICITY HOLMFIRTH TOILETS JUN	£175.40	£8.77	£184.17	F&M 2324 25	PHA 1936 S87
			BACS	<input type="checkbox"/>	PATRICK WALLS SCULPTOR			COMPLETION OF FABRICATION HOLME MOSS TOPOGRAPH	£2,500.00	£0.00	£2,500.00		LGA 1972 S137
			BACS	<input type="checkbox"/>	DOCUMENT LOGIC			PHOTOCOPYING	£43.78	£8.76	£52.54	F&M 2324 25	LGA 1972 S111
			BACS	<input type="checkbox"/>	STAFF 02			REIMBURSEMENT ZOOM AUG	£12.99	£2.60	£15.59	F&M 2324 25	LGA 1972 S111
			BACS	<input type="checkbox"/>	ROYAL BRITISH LEGION			POPPY WREATHS	£160.00	£0.00	£160.00	F&M 2324 25	LGA 1972 S137
			BACS	<input type="checkbox"/>	JRB ENTERPRISES			POO BAGS	£403.50	£80.70	£484.20		LITTER A 1983 S5
			BACS	<input type="checkbox"/>	WEST YORKSHIRE COMBINED AUTHORITY			HV MINIBUS JUL 2023	£1,971.00	£0.00	£1,971.00	F&M 2324 25	LG&RA 1997 S27
			BACS	<input type="checkbox"/>	ENTERPRISE PRINT			LEAFLETS (A5 CYCLING FESTIVAL X 150)	£23.00	£0.00	£23.00		LGA 1972 S111
			BACS	<input type="checkbox"/>	YORKSHIRE & HUMBER REGL TRAINING PARTNERSHIP			CILCA TUTORING MENTORING STAFF 04	£475.00	£0.00	£475.00		LGA 1972 S112
			BACS	<input type="checkbox"/>	YLCA			TRAINING CLLR 6 NIMBLE - BEHAVIOURAL AGILITY	£17.50	£0.00	£17.50	F&M 2324 25	LGA 1972 S111
				<input type="checkbox"/>					£15,075.03	£148.19	£15,223.22		

**Bank Reconciliation Statement as at 31/05/2023
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	31/05/2023		142,728.51
			<u>142,728.51</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			142,728.51
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			142,728.51
		Balance per Cash Book is :-	142,728.51
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/05/2023
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	31/05/2023		55,679.13
			0.00
			<u>55,679.13</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			55,679.13
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			55,679.13
		Balance per Cash Book is :-	55,679.13
		Difference is :-	0.00

















































**Bank Reconciliation Statement as at 31/05/2023
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	31/05/2023		84,308.96
			<u>84,308.96</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			84,308.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			84,308.96
		Balance per Cash Book is :-	84,308.96
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/05/2023
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	31/05/2023		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
		Balance per Cash Book is :-	75,000.00
		Difference is :-	0.00


Bank Reconciliation up to 31/05/2023 for Cashbook No 1 - HSBC Current A/C

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
02/05/2023	2324/02/01	20.00		20.00		R 	Holmfirth Art Week
02/05/2023	2324/02/02	76.33		76.33		R 	Maintenance Contractor
02/05/2023	2324/02/03	1,630.99		1,630.99		R 	Maintenance Contractor
02/05/2023	2324/02/04	95.00		95.00		R 	JM - Choppards Community Group
02/05/2023	2324/02/01		144,139.50	144,139.50		R 	Receipt(s) Banked
02/05/2023	2324/02/02		270.00	270.00		R 	Receipt(s) Banked
03/05/2023	2324/02/03		240.55	240.55		R 	Receipt(s) Banked
04/05/2023	2324/02/05	10.78		10.78		R 	HSBC
04/05/2023	2324/02/04		40.00	40.00		R 	Receipt(s) Banked
05/05/2023	2324/02/05		430.00	430.00		R 	Receipt(s) Banked
05/05/2023	2324/02/05		1,702.00	1,702.00		R 	Receipt(s) Banked
09/05/2023	2324/02/06	49.09		49.09		R 	British Telecom
09/05/2023	2324/02/06		200.00	200.00		R 	Receipt(s) Banked
10/05/2023	2324/02/07		24.15	24.15		R 	Receipt(s) Banked
11/05/2023	2324/02/07	273.01		273.01		R 	Viking
15/05/2023	2324/02/08	1,630.37		1,630.37		R 	Salaries Staff
15/05/2023	2324/02/09	1,420.77		1,420.77		R 	Salaries Staff
15/05/2023	2324/02/10	252.00		252.00		R 	Time In Time Out Media
16/05/2023	2324/02/11	652.76		652.76		R 	West Yorkshire Pension Fund
16/05/2023	2324/02/12	1,190.80		1,190.80		R 	HMRC
17/05/2023	2324/02/13	1,317.55		1,317.55		R 	Salaries Staff
26/05/2023	2324/02/14	65.40		65.40		R 	Principal Hygiene
26/05/2023	2324/02/15	2,403.00		2,403.00		R 	YLCA
26/05/2023	2324/02/16	199.00		199.00		R 	SLCC
26/05/2023	2324/02/17	144.00		144.00		R 	Society Local Council Clerks
26/05/2023	2324/02/18	222.00		222.00		R 	Society Local Council Clerks
26/05/2023	2324/02/19	10,000.00		10,000.00		R 	HCHCT
26/05/2023	2324/02/20	50.00		50.00		R 	Honley Show Society Ltd
26/05/2023	2324/02/21	7.20		7.20		R 	Staff 04
26/05/2023	2324/02/22	44.80		44.80		R 	Staff 02
26/05/2023	2324/02/23	148.19		148.19		R 	npower
26/05/2023	2324/02/24	177.49		177.49		R 	npower
26/05/2023	2324/02/25	40.80		40.80		R 	Former Councillor RH
26/05/2023	2324/02/26	28.80		28.80		R 	Former Councillor RH
26/05/2023	2324/02/27	60.00		60.00		R 	Former Councillor RH
26/05/2023	2324/02/28	14.50		14.50		R 	Staff 04
26/05/2023	2324/02/29	45.00		45.00		R 	Holme Start Computers
26/05/2023	2324/02/30	50.00		50.00		R 	YLCA
26/05/2023	2324/02/31	78.85		78.85		R 	Rialtas
26/05/2023	2324/02/32	15.59		15.59		R 	Staff 02
26/05/2023	2324/02/33	365.50		365.50		R 	Electric Avenue Electric
26/05/2023	2324/02/35	37.30		37.30		R 	Document Logic
26/05/2023	2324/02/36	35.10		35.10		R 	Staff 05
26/05/2023	2324/02/37	6.00		6.00		R 	Staff 04
26/05/2023	2324/02/38	1,000.00		1,000.00		R 	Honley Show Society Ltd
26/05/2023	2324/02/39	1,971.00		1,971.00		R 	West Yorks Combined Authority
26/05/2023	2324/02/40	1,908.00		1,908.00		R 	West Yorks Combined Authority
26/05/2023	2324/02/41	3.00		3.00		R 	Staff 02

Bank Reconciliation up to 31/05/2023 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>
26/05/2023	2324/02/42	8,366.58		8,366.58		R <input type="checkbox"/>	Town and Country
26/05/2023	2324/02/43	59.63		59.63		R <input type="checkbox"/>	Maintenance Contractor
26/05/2023	2324/02/44	1,766.25		1,766.25		R <input type="checkbox"/>	Maintenance Contractor
26/05/2023	2324/02/34	15.59		15.59		R <input type="checkbox"/>	Staff 02
26/05/2023	2324/02/08		220.00	220.00		R <input type="checkbox"/>	Receipt(s) Banked
27/05/2023	2324/02/09		400.00	400.00		R <input type="checkbox"/>	Receipt(s) Banked
31/05/2023	2324/02/10		50.00	50.00		R <input type="checkbox"/>	Receipt(s) Banked
		<u>37,948.02</u>	<u>147,716.20</u>				

Bank Reconciliation up to 31/05/2023 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>
16/05/2023	2324/02/45	25.00		25.00		R 	Handelsbanken
		<u>25.00</u>	<u>0.00</u>				

Receipts for Month 2				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
Balance Brought Fwd :		32,960.33					32,960.33
2324/02/01	Banked: 02/05/2023	144,139.50					
2324/02/01	Kirklees Council	144,139.50			1076	100	142,462.00 Precept
					1078	100	1,677.50 Special Expenses Grant
2324/02/02	Banked: 02/05/2023	270.00					
2324/02/02	Holmfirth Toilets	270.00			1092	100	270.00 Donations
2324/02/03	Banked: 03/05/2023	240.55					
2324/02/03	CCLA	240.55			1090	100	240.55 PSDA Interest
2324/02/04	Banked: 04/05/2023	40.00					
2324/02/04	Tenancies	40.00			1200	100	40.00 Rent Allotment - S & K N
2324/02/05	Banked: 05/05/2023	430.00					
2324/02/05	Tenancies	430.00			1200	100	230.00 Rent Allotments
					1300	100	200.00 Rent Garages
2324/02/05	Banked: 05/05/2023	1,702.00					
2324/02/05	Miscellaneous	1,702.00			1095	100	1,700.00 from Honley Juniors FC
					1095	100	2.00 Wayleave National Grid
2324/02/06	Banked: 09/05/2023	200.00					
2324/02/06	Tenancies	200.00			1300	100	200.00 Rent Garage MSB
2324/02/07	Banked: 10/05/2023	24.15					
2324/02/07	CJM Enterprises	24.15			1250	100	24.15 Electricity Reimbursement
2324/02/08	Banked: 26/05/2023	220.00					
2324/02/08	Holmfirth Toilets	220.00			1092	100	220.00 Donations
2324/02/09	Banked: 27/05/2023	400.00					
2324/02/09	CJM Enterprises	400.00			1250	100	400.00 Rent Gartside Building
2324/02/10	Banked: 31/05/2023	50.00					
2324/02/10	CM	50.00			1260	100	50.00 Donation for memorial bench
Total Receipts for Month		147,716.20	0.00	0.00			147,716.20
Cashbook Totals		180,676.53	0.00	0.00			180,676.53

Payments for Month 2				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/05/2023	Holmfirth Art Week	2324/02/01	20.00			4265	150	20.00	Subscription
02/05/2023	Maintenance Contractor	2324/02/02	76.33		12.73	4320	400	63.60	Expenses
02/05/2023	Maintenance Contractor	2324/02/03	1,630.99			4740	400	731.99	Maintenance - seats & shelters
						4320	400	899.00	Maintenance - toilets
02/05/2023	JM - Choppards Community Group	2324/02/04	95.00			4405	250	95.00	Grant - Coronation Lunch
04/05/2023	HSBC	2324/02/05	10.78			4215	150	10.78	Bank Charges
09/05/2023	British Telecom	2324/02/06	49.09		8.18	4275	150	40.91	Internet and Phone
11/05/2023	Viking	2324/02/07	273.01		15.67	4205	150	257.34	Paper, Stamps
15/05/2023	Salaries Staff	2324/02/08	1,630.37			4000	110	1,630.37	Salary Staff 02
15/05/2023	Salaries Staff	2324/02/09	1,420.77			4000	110	1,420.77	Salary Staff 04
15/05/2023	Time In Time Out Media	2324/02/10	252.00		42.00	4610	350	210.00	Council News
16/05/2023	West Yorkshire Pension Fund	2324/02/11	652.76			4000	110	326.38	Pensions - employee contribs
						4010	110	326.38	Pensions - employer contribs
16/05/2023	HMRC	2324/02/12	1,190.80			4000	110	932.20	PAYE Tax & NI - employee
						4005	110	258.60	PAYE NI - employer
17/05/2023	Salaries Staff	2324/02/13	1,317.55			4000	110	1,317.55	Salary Staff 05
26/05/2023	Principal Hygiene	2324/02/14	65.40		10.90	4320	400	54.50	Service Nappy Units
26/05/2023	YLCA	2324/02/15	2,403.00			4265	150	2,403.00	Membership 2023-24
26/05/2023	SLCC	2324/02/16	199.00			4060	110	199.00	Membership Staff 05
26/05/2023	Society Local Council Clerks	2324/02/17	144.00			4060	110	144.00	ILCA Qualification Staff 05
26/05/2023	Society Local Council Clerks	2324/02/18	222.00			4060	110	222.00	Membership Staff 02
26/05/2023	HCHCT	2324/02/19	10,000.00			4250	150	10,000.00	Annual Rental Fee
26/05/2023	Honley Show Society Ltd	2324/02/20	50.00			4805	450	50.00	Honley Show Pitch
26/05/2023	Staff 04	2324/02/21	7.20			4205	150	7.20	Reimbursement
26/05/2023	Staff 02	2324/02/22	44.80		7.47	4805	450	37.33	Reimbursement
26/05/2023	npower	2324/02/23	148.19		7.06	4320	400	141.13	Electricity Toilets
26/05/2023	npower	2324/02/24	177.49		8.45	4320	400	169.04	Electricity Toilets
26/05/2023	Former Councillor RH	2324/02/25	40.80		6.80	4640	350	34.00	Payment re topograph
26/05/2023	Former Councillor RH	2324/02/26	28.80		4.80	4640	350	24.00	Payment re topograph
26/05/2023	Former Councillor RH	2324/02/27	60.00		10.00	4640	350	50.00	Topograp - extra checks
26/05/2023	Staff 04	2324/02/28	14.50			4205	150	3.50	Reimbursement
						4245	150	11.00	Reimbursement
26/05/2023	Holme Start Computers	2324/02/29	45.00			4230	150	45.00	Laptop Reconfigure
26/05/2023	YLCA	2324/02/30	50.00			4060	110	50.00	New Clerk Induction
26/05/2023	Rialtas	2324/02/31	78.85		13.14	4400	150	65.71	Subscriptn Making Tax Digital
26/05/2023	Staff 02	2324/02/32	15.59		2.60	4400	150	12.99	Reimbursement Zoom
26/05/2023	Electric Avenue Electric	2324/02/33	365.50			4325	400	365.50	Gartside - smoke detectors
26/05/2023	Document Logic	2324/02/35	37.30		6.22	4205	150	31.08	Photocopying
26/05/2023	Staff 05	2324/02/36	35.10			4060	110	35.10	Travel Expenses Training
26/05/2023	Staff 04	2324/02/37	6.00		1.00	4205	150	5.00	Reimbursement
26/05/2023	Honley Show Society Ltd	2324/02/38	1,000.00			4610	350	1,000.00	Sponsorship of programme
26/05/2023	West Yorks Combined Authority	2324/02/39	1,971.00			4730	400	1,971.00	HV Minibus Service MAR
26/05/2023	West Yorks Combined Authority	2324/02/40	1,908.00			4730	400	1,908.00	HV Minibus Service APR
26/05/2023	Staff 02	2324/02/41	3.00			4205	150	3.00	Reimbursement Batteries

Payments for Month 2				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>
26/05/2023	Town and Country	2324/02/42	8,366.58			4235	150	8,366.58	HVPC Insurance
26/05/2023	Maintenance Contractor	2324/02/43	59.63		9.95	4740	400	17.04	Expenses - Seats & Shelters
						4320	400	32.64	Expenses - Toilets
26/05/2023	Maintenance Contractor	2324/02/44	1,766.25			4740	400	882.00	Maintenance - Seats & Shelters
						4320	400	869.50	Maintenance - Toilets
						4805	450	14.75	Maintenance - Water Fountain
26/05/2023	Staff 02	2324/02/34	15.59		2.60	4400	150	12.99	Reimbursement Zoom
Total Payments for Month			37,948.02	0.00	169.57			37,778.45	
Balance Carried Fwd			142,728.51						
Cashbook Totals			180,676.53	0.00	169.57			180,506.96	

Receipts for Month 2				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		55,679.13					55,679.13	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		55,679.13	0.00	0.00			55,679.13	

Payments for Month 2				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						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		55,679.13						
	Cashbook Totals		55,679.13	0.00	0.00			55,679.13	

Receipts for Month 2				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>
Balance Brought Fwd :		84,333.96					84,333.96	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		84,333.96	0.00	0.00			84,333.96	

Payments for Month 2				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>
16/05/2023	Handelsbanken	2324/02/45	25.00			4215	150	25.00	Bank Charges
Total Payments for Month			25.00	0.00	0.00			25.00	
Balance Carried Fwd			84,308.96						
Cashbook Totals			84,333.96	0.00	0.00			84,333.96	

Receipts for Month 2

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>
Balance Brought Fwd :		75,000.00					75,000.00	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>75,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>75,000.00</u>	

Payments for Month 2

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						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		75,000.00						
	Cashbook Totals		75,000.00	0.00	0.00			75,000.00	

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			290.20	
200	HSBC Current A/C			142,728.51	
205	Money Manager - HSBC			55,679.13	
215	Current Account-Handelsbanken			84,308.96	
220	CCLA Deposit Fund			75,000.00	
310	General Reserves				132,912.76
322	EMR CCTV				1,880.00
323	EMR Com Asset-Others in Valley				2,017.00
326	EMR Defibrillator Special Resr				2,000.00
329	EMR Holmfirth Civic Hall (capi				10,000.00
331	EMR Gartside Building				5,000.00
332	EMR Honley Library				15,000.00
335	EMR Honley Library Energy				10,000.00
338	EMR Children's Playgrounds				50,000.00
341	EMR Climate Emergency Projects				14,467.00
342	EMR Holmfirth Market				3,000.00
343	EMR Road Safety				7,000.00
1076	Precept	100	Income		142,462.00
1078	Special Expenses Grant	100	Income		1,677.50
1090	Bank Interest	100	Income		494.23
1092	Toilets Donations	100	Income		490.00
1095	Other income	100	Income		1,702.00
1200	Allotment Rents	100	Income		270.00
1250	Gartside Building	100	Income		824.15
1260	Memorial Bench Donations	100	Income		50.00
1300	Garage plot income	100	Income		700.00
4000	Salaries	110	Staff Expenditure	10,792.64	
4005	Employer's N.I	110	Staff Expenditure	861.75	
4010	Employer's Pension	110	Staff Expenditure	625.97	
4060	Staff Training	110	Staff Expenditure	650.10	
4205	Council Office Expenditure	150	Administration	417.91	
4215	Bank Charges	150	Administration	74.41	
4230	Repairs & Maintenance	150	Administration	45.00	
4235	Insurance	150	Administration	8,366.58	
4245	Office Equipment	150	Administration	11.00	
4250	Office/Room Hire	150	Administration	10,000.00	
4265	Subscriptions	150	Administration	2,423.00	
4275	Telephone and Broadband	150	Administration	40.91	
4320	Public Toilet - Day to Day	400	Service Provision	2,511.76	
4325	Public Toilet - Lettable Space	400	Service Provision	365.50	
4400	Electronic Support	150	Administration	91.69	
4405	Grants - Projects and Events	250	Finance & Management	95.00	

Date : 12/07/2023

Holme Valley Parish Council

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Time: 12:02

Trial Balance for Month No: 2

User : RFO

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4610	Publications and Publicity	350	Publications & Communication	1,420.00	
4640	Holme Moss Topograph	350	Publications & Communication	108.00	
4730	Minibus	400	Service Provision	3,879.00	
4735	Phone Boxes	400	Service Provision	158.50	
4740	Seats & Shelters-Maintenance	400	Service Provision	899.04	
4805	Community Mobilisation	450	Climate Emergency	102.08	
Trial Balance Totals :				401,946.64	401,946.64
Difference				0.00	

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 31/05/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control A/c	290	
200	HSBC Current A/C	142,729	
205	Money Manager - HSBC	55,679	
215	Current Account-Handelsbanken	84,309	
220	CCLA Deposit Fund	75,000	
	Total Current Assets		358,007
	<u>Represented by :-</u>		
300	Current Year Fund	104,730	
310	General Reserves	132,913	
322	EMR CCTV	1,880	
323	EMR Com Asset-Others in Valley	2,017	
326	EMR Defibrillator Special Resr	2,000	
329	EMR Holmfirth Civic Hall (capi	10,000	
331	EMR Gartside Building	5,000	
332	EMR Honley Library	15,000	
335	EMR Honley Library Energy	10,000	
338	EMR Children's Playgrounds	50,000	
341	EMR Climate Emergency Projects	14,467	
342	EMR Holmfirth Market	3,000	
343	EMR Road Safety	7,000	
	Total Equity		358,007

Holme Valley Parish Council

Bank - Cash and Investment Reconciliation as at 31 May 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

31/05/2023	HSBC Current A/C	142,728.51
		0.00
31/05/2023	HSBC - Money Manager	55,679.13
31/05/2023	Handelsbanken Current A/C	84,308.96
31/05/2023	CCLA Deposit Fund	75,000.00

357,716.60

Receipts not on Bank Statement

0.00

Closing Balance

357,716.60

All Cash & Bank Accounts

1	HSBC Current A/C	142,728.51
2	Money Manager - HSBC	55,679.13
4	Current Account-Handelsbanken	84,308.96
5	CCLA Deposit Fund	75,000.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	357,716.60

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

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
100	Income								
1076	Precept	142,462	142,462	284,924	142,462			50.0%	
1078	Special Expenses Grant	1,678	1,678	3,355	1,678			50.0%	
1090	Bank Interest	241	494	750	256			65.9%	
1092	Toilets Donations	490	490	2,500	2,010			19.6%	
1095	Other income	1,702	1,702	3,776	2,074			45.1%	
1200	Allotment Rents	270	270	270	0			100.0%	
1250	Gartside Building	424	824	4,800	3,976			17.2%	
1260	Memorial Bench Donations	50	50	0	(50)			0.0%	
1300	Garage plot income	400	700	700	0			100.0%	
	Income :- Income	147,716	148,670	301,075	152,405			49.4%	0
	Net Income	147,716	148,670	301,075	152,405				
110	Staff Expenditure								
4000	Salaries	5,627	10,793	79,792	68,999		68,999	13.5%	
4005	Employer's N.I	259	862	0	(862)		(862)	0.0%	
4010	Employer's Pension	326	626	0	(626)		(626)	0.0%	
4060	Staff Training	650	650	1,500	850		850	43.3%	
	Staff Expenditure :- Indirect Expenditure	6,862	12,930	81,292	68,362	0	68,362	15.9%	0
	Net Expenditure	(6,862)	(12,930)	(81,292)	(68,362)				
150	Administration								
4061	Councillor Training	0	0	900	900		900	0.0%	
4200	Chairman's Expenses	0	0	1,000	1,000		1,000	0.0%	
4205	Council Office Expenditure	307	418	2,000	1,582		1,582	20.9%	
4210	Audit	0	0	1,550	1,550		1,550	0.0%	
4215	Bank Charges	36	74	500	426		426	14.9%	
4220	Conference / Seminars	0	0	500	500		500	0.0%	
4225	Elections	0	0	29,789	29,789		29,789	0.0%	
4230	Repairs & Maintenance	45	45	1,000	955		955	4.5%	
4235	Insurance	8,367	8,367	6,500	(1,867)		(1,867)	128.7%	
4240	Travel Allowance	0	0	300	300		300	0.0%	
4245	Office Equipment	11	11	300	289		289	3.7%	
4250	Office/Room Hire	10,000	10,000	10,200	200		200	98.0%	
4260	FOIA/EIR requests	0	0	500	500		500	0.0%	
4265	Subscriptions	2,423	2,423	3,000	577		577	80.8%	
4275	Telephone and Broadband	41	41	500	459		459	8.2%	
4285	Remembrance Sunday	0	0	150	150		150	0.0%	
4400	Electronic Support	92	92	1,650	1,558		1,558	5.6%	
	Administration :- Indirect Expenditure	21,321	21,471	60,339	38,869	0	38,869	35.6%	0
	Net Expenditure	(21,321)	(21,471)	(60,339)	(38,869)				

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

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
250 Finance & Management								
4315 Other Community Assets	0	0	53,000	53,000		53,000	0.0%	
4405 Grants - Projects and Events	95	95	20,000	19,905		19,905	0.5%	
Finance & Management :- Indirect Expenditure	95	95	73,000	72,905	0	72,905	0.1%	0
Net Expenditure	(95)	(95)	(73,000)	(72,905)				
300 Planning								
4505 Neighbourhood Plan	0	0	3,000	3,000		3,000	0.0%	
Planning :- Indirect Expenditure	0	0	3,000	3,000	0	3,000	0.0%	0
Net Expenditure	0	0	(3,000)	(3,000)				
350 Publications & Communication								
4600 Community Champion	0	0	300	300		300	0.0%	
4610 Publications and Publicity	1,210	1,420	5,000	3,580		3,580	28.4%	
4615 Royal Events	0	0	1,000	1,000		1,000	0.0%	
4620 Awards	0	0	300	300		300	0.0%	
4625 Website & Media	0	0	1,000	1,000		1,000	0.0%	
4630 Special Projects	0	0	1,000	1,000		1,000	0.0%	
4635 Civic Events	0	0	1,000	1,000		1,000	0.0%	
4640 Holme Moss Topograph	108	108	0	(108)		(108)	0.0%	
Publications & Communication :- Indirect Expenditure	1,318	1,528	9,600	8,072	0	8,072	15.9%	0
Net Expenditure	(1,318)	(1,528)	(9,600)	(8,072)				
400 Service Provision								
4300 Honley Library	0	0	15,000	15,000		15,000	0.0%	
4320 Public Toilet - Day to Day	2,229	2,512	22,000	19,488		19,488	11.4%	
4325 Public Toilet - Lettable Space	366	366	1,000	635		635	36.5%	
4705 Christmas Provision	0	0	5,500	5,500		5,500	0.0%	
4710 New Mill - Churchyard	0	0	500	500		500	0.0%	
4720 Dog Waste	0	0	1,200	1,200		1,200	0.0%	
4725 Patient Transport Scheme	0	0	1,000	1,000		1,000	0.0%	
4730 Minibus	3,879	3,879	23,500	19,621		19,621	16.5%	
4735 Phone Boxes	0	159	400	242		242	39.6%	
4740 Seats & Shelters-Maintenance	1,631	899	13,000	12,101		12,101	6.9%	
4760 Youth Work in the Holme Valley	0	0	25,000	25,000		25,000	0.0%	
Service Provision :- Indirect Expenditure	8,105	7,814	108,100	100,286	0	100,286	7.2%	0
Net Expenditure	(8,105)	(7,814)	(108,100)	(100,286)				

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

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>450 Climate Emergency</u>								
4805 Community Mobilisation	102	102	8,500	8,398		8,398	1.2%	
4810 Energy Strategy	0	0	10,000	10,000		10,000	0.0%	
4815 Transport Strategy	0	0	1,000	1,000		1,000	0.0%	
4820 Waste Strategy	0	0	500	500		500	0.0%	
4825 Environment Strategy	0	0	500	500		500	0.0%	
4830 Business and Economy	0	0	2,000	2,000		2,000	0.0%	
Climate Emergency :- Indirect Expenditure	<u>102</u>	<u>102</u>	<u>22,500</u>	<u>22,398</u>	<u>0</u>	<u>22,398</u>	<u>0.5%</u>	<u>0</u>
Net Expenditure	<u>(102)</u>	<u>(102)</u>	<u>(22,500)</u>	<u>(22,398)</u>				
Grand Totals:- Income	147,716	148,670	301,075	152,405			49.4%	
Expenditure	37,803	43,940	357,831	313,891	0	313,891	12.3%	
Net Income over Expenditure	<u>109,913</u>	<u>104,730</u>	<u>(56,756)</u>	<u>(161,486)</u>				
Movement to/(from) Gen Reserve	<u>109,913</u>	<u>104,730</u>						

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Sub-Contractor Services	0.00		0.00
321 EMR Legal Advice Contingency	0.00		0.00
322 EMR CCTV	1,880.00		1,880.00
323 EMR Com Asset-Others in Valley	2,017.00		2,017.00
324 EMR Neighbourhood Planning	0.00		0.00
325 EMR Election Fund	19,789.00	-19,789.00	0.00
326 EMR Defibrillator Special Resr	2,000.00		2,000.00
327 EMR Covid Response - HCHCT	0.00		0.00
328 EMR Covid Response - HVCMA	0.00		0.00
329 EMR Holmfirth Civic Hall (capi	10,000.00		10,000.00
330 EMR Office/Meeting Room	15,000.00	-15,000.00	0.00
331 EMR Gartside Building	5,000.00		5,000.00
332 EMR Honley Library	20,000.00	-5,000.00	15,000.00
333 EMR Holmfirth Tech	0.00		0.00
334 EMR Holme Moss Topograph	2,935.00	-2,935.00	0.00
335 EMR Honley Library Energy	10,000.00		10,000.00
336 EMR Royal Events	6,710.04	-6,710.04	0.00
337 EMR COVID Memorial	5,000.00	-5,000.00	0.00
338 EMR Children's Playgrounds	50,000.00		50,000.00
339 EMR If It's Not Far Leave Car	1,000.00	-1,000.00	0.00
340 EMR CESC Living Streets	0.00		0.00
341 EMR Climate Emergency Projects	0.00	14,467.00	14,467.00
342 EMR Holmfirth Market	0.00	3,000.00	3,000.00
343 EMR Road Safety	0.00	7,000.00	7,000.00
	151,331.04	-30,967.04	120,364.00

List of Payments made between 01/05/2023 and 31/05/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/05/2023	Holmfirth Art Week	2324/02/01	20.00	F&M 2223 90	Subscription
02/05/2023	Maintenance Contractor	2324/02/02	76.33	F&M 2223 90	Expenses
02/05/2023	Maintenance Contractor	2324/02/03	1,630.99	F&M 2223 90	Maintenance
02/05/2023	JM - Choppards Community Group	2324/02/04	95.00	F&M 2223 08i	Grant - Coronation Lunch
04/05/2023	HSBC	2324/02/05	10.78	F&M 2223 90	Bank Charges
09/05/2023	British Telecom	2324/02/06	49.09	F&M 2223 90	Internet and Phone
11/05/2023	Viking	2324/02/07	273.01	F&M 2223 90	Paper, Stamps
15/05/2023	Salaries Staff	2324/02/08	1,630.37	F&M 2223 90	Salary Staff 02
15/05/2023	Salaries Staff	2324/02/09	1,420.77	F&M 2223 90	Salary Staff 04
15/05/2023	Time In Time Out Media	2324/02/10	252.00	F&M 2223 90	Council News
16/05/2023	West Yorkshire Pension Fund	2324/02/11	652.76	F&M 2223 90	Pensions
16/05/2023	HMRC	2324/02/12	1,190.80	F&M 2223 90	PAYE Tax & NI
17/05/2023	Salaries Staff	2324/02/13	1,317.55	F&M 2223 90	Salary Staff 05
26/05/2023	Principal Hygiene	2324/02/14	65.40	F&M 2223 90	Service Nappy Units
26/05/2023	YLCA	2324/02/15	2,403.00	F&M 2223 90	Membership 2023-24
26/05/2023	SLCC	2324/02/16	199.00	F&M 2223 90	Membership Staff 05
26/05/2023	Society Local Council Clerks	2324/02/17	144.00	F&M 2223 90	ILCA Qualification Staff 05
26/05/2023	Society Local Council Clerks	2324/02/18	222.00	F&M 2223 90	Membership Staff 02
26/05/2023	HCHCT	2324/02/19	10,000.00	F&M 2223 90	Annual Rental Fee
26/05/2023	Honley Show Society Ltd	2324/02/20	50.00		Honley Show Pitch
26/05/2023	Staff 04	2324/02/21	7.20	F&M 2223 90	Reimbursement
26/05/2023	Staff 02	2324/02/22	44.80	F&M 2223 90	Reimbursement
26/05/2023	npower	2324/02/23	148.19	F&M 2223 90	Electricity Toilets
26/05/2023	npower	2324/02/24	177.49	F&M 2223 90	Electricity Toilets
26/05/2023	Former Councillor RH	2324/02/25	40.80	Council 2324 22	Payment re topograph
26/05/2023	Former Councillor RH	2324/02/26	28.80	Council 2324 22	Payment re topograph
26/05/2023	Former Councillor RH	2324/02/27	60.00	Council 2324 22	Topograp - extra checks
26/05/2023	Staff 04	2324/02/28	14.50	F&M 2223 90	Reimbursement
26/05/2023	Holme Start Computers	2324/02/29	45.00	Council 2324 22	Laptop Reconfigure
26/05/2023	YLCA	2324/02/30	50.00	F&M 2223 90	New Clerk Induction
26/05/2023	Rialtas	2324/02/31	78.85	F&M 2223 90	Subscriptn Making Tax Digital
26/05/2023	Staff 02	2324/02/32	15.59	F&M 2223 90	Reimbursement Zoom
26/05/2023	Electric Avenue Electric	2324/02/33	365.50		Gartside - smoke detectors
26/05/2023	Document Logic	2324/02/35	37.30	F&M 2223 90	Photocopying
26/05/2023	Staff 05	2324/02/36	35.10	Council 2324 22	Travel Expenses Training
26/05/2023	Staff 04	2324/02/37	6.00	F&M 2223 90	Reimbursement
26/05/2023	Honley Show Society Ltd	2324/02/38	1,000.00		Sponsorship of programme
26/05/2023	West Yorks Combined Authority	2324/02/39	1,971.00	F&M 2223 90	HV Minibus Service MAR
26/05/2023	West Yorks Combined Authority	2324/02/40	1,908.00	F&M 2223 90	HV Minibus Service APR
26/05/2023	Staff 02	2324/02/41	3.00	F&M 2223 90	Reimbursement Batteries
26/05/2023	Town and Country	2324/02/42	8,366.58	F&M 2223 90	HVPC Insurance
26/05/2023	Maintenance Contractor	2324/02/43	59.63	F&M 2223 90	Expenses
26/05/2023	Maintenance Contractor	2324/02/44	1,766.25	F&M 2223 90	Maintenance
26/05/2023	Staff 02	2324/02/34	15.59	F&M 2223 90	Reimbursement Zoom
Total Payments			37,948.02		

Date: 12/07/2023

Holme Valley Parish Council

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Time: 12:09

VAT Return: 01/04/2023 - 30/06/2023

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		1		2,803.82	2,803.82	0.00
Cashbook	1		2		147,716.20	147,716.20	0.00
		OUTPUT	Total Rate:	Z	150,520.02	150,520.02	0.00
Cashbook	1		2		325.68	310.17	15.51
		INPUT	Total Rate:	F	325.68	310.17	15.51
Cashbook	1		1		723.80	603.17	120.63
Cashbook	1		2		924.19	770.13	154.06
		INPUT	Total Rate:	S	1,647.99	1,373.30	274.69
Cashbook	1		1		8,217.82	8,217.82	0.00
Cashbook	4		1		25.00	25.00	0.00
Cashbook	1		2		36,698.15	36,698.15	0.00
Cashbook	4		2		25.00	25.00	0.00
		INPUT	Total Rate:	Z	44,965.97	44,965.97	0.00

VAT Return Summary:	Total Outputs	150,520.02	150,520.02	0.00
	Total Inputs	46,939.64	46,649.44	290.20

VAT due in the period on sales and other outputs **Box 1** 0.00

VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States **2** 0.00

Total VAT due **3** **0.00**

VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states) **4** 290.20

Net VAT to reclaim from HMRC **5** **290.20**

Total value of sales and all other outputs excluding any VAT **6** **150,520.00**

Total value of purchases and all other inputs excluding any VAT **7** **46,649.00**

Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States **8** 0.00

Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States **9** 0.00

VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States **0.00**



Date: 13/07/2023

Holme Valley Parish Council

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Time: 12:27

**Bank Reconciliation Statement as at 30/06/2023
for Cashbook 1 - HSBC Current A/C**

User: RFO

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current A/C	30/06/2023		87,861.57
			<hr/> 87,861.57
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			87,861.57
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			87,861.57
		Balance per Cash Book is :-	87,861.57
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/06/2023
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	30/06/2023		55,679.13
			0.00
			<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
		Balance per Cash Book is :-	55,679.13
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/06/2023
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	30/06/2023		84,283.96
			<u>84,283.96</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			84,283.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			84,283.96
		Balance per Cash Book is :-	84,283.96
		Difference is :-	0.00

Date: 13/07/2023

Holme Valley Parish Council

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Time: 12:23

**Bank Reconciliation Statement as at 30/06/2023
for Cashbook 5 - CCLA Deposit Fund**


User: RFO

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Deposit Fund	30/06/2023		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
		Balance per Cash Book is :-	75,000.00
		Difference is :-	0.00

Bank Reconciliation up to 30/06/2023 for Cashbook No 1 - HSBC Current A/C

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
02/06/2023	2324/03/01		296.00	296.00		R 	Receipt(s) Banked
03/06/2023	2324/03/01	23.15		23.15		R 	HSBC
05/06/2023	2324/03/02		189.81	189.81		R 	Receipt(s) Banked
08/06/2023	2324/03/02	57.25		57.25		R 	British Telecom
08/06/2023	2324/03/03	36.75		36.75		R 	Document Logic
14/06/2023	2324/03/04	37.29		37.29		R 	Document Logic
14/06/2023	2324/03/05	36.75		36.75		R 	Document Logic
14/06/2023	2324/03/06	15.59		15.59		R 	Staff 02
14/06/2023	2324/03/07	460.77		460.77		R 	Rialtas
14/06/2023	2324/03/08	324.00		324.00		R 	Vision ICT
14/06/2023	2324/03/09	21.60		21.60		R 	Vision ICT
14/06/2023	2324/03/10	91.20		91.20		R 	Phone Co-op
14/06/2023	2324/03/11	17.50		17.50		R 	YLCA
15/06/2023	2324/03/12	1,630.37		1,630.37		R 	Salaries Staff
15/06/2023	2324/03/13	1,420.77		1,420.77		R 	Salaries Staff
15/06/2023	2324/03/14	252.00		252.00		R 	Time In Time Out Media
15/06/2023	2324/03/17	1,310.94		1,310.94		R 	Salaries Staff
16/06/2023	2324/03/15	770.93		770.93		R 	West Yorkshire Pension Fund
16/06/2023	2324/03/16	1,401.55		1,401.55		R 	HMRC
23/06/2023	2324/03/18	189.86		189.86		R 	O2
26/06/2023	2324/03/03		365.00	365.00		R 	Receipt(s) Banked
27/06/2023	2324/03/04		400.00	400.00		R 	Receipt(s) Banked
28/06/2023	2324/03/19	193.48		193.48		R 	npower
28/06/2023	2324/03/20	60.00		60.00		R 	Society Local Council Clerks
28/06/2023	2324/03/21	1,971.00		1,971.00		R 	West Yorks Combined Authority
28/06/2023	2324/03/22	155.57		155.57		R 	Patrick Walls, Sculptor
28/06/2023	2324/03/23	49.99		49.99		R 	Staff 02
28/06/2023	2324/03/24	373.31		373.31		R 	Internal Audit Yorkshire
28/06/2023	2324/03/25	32.48		32.48		R 	Staff 05
28/06/2023	2324/03/26	9,517.39		9,517.39		R 	HCHCT
28/06/2023	2324/03/27	7,800.00		7,800.00		R 	HCHCT
28/06/2023	2324/03/28	27.75		27.75		R 	Holmfirth Tech
28/06/2023	2324/03/29	65.40		65.40		R 	Principal Hygiene
28/06/2023	2324/03/30	264.00		264.00		R 	Principal Hygiene
28/06/2023	2324/03/31	200.40		200.40		R 	YLCA
28/06/2023	2324/03/32	21.00		21.00		R 	Staff 02
28/06/2023	2324/03/33	50.99		50.99		R 	Maintenance Contractor
28/06/2023	2324/03/34	2,236.72		2,236.72		R 	Maintenance Contractor
28/06/2023	2324/03/35	15,000.00		15,000.00		R 	Friends of Honley Library
28/06/2023	2324/03/36	10,000.00		10,000.00		R 	Friends of Honley Library
		<u>56,117.75</u>	<u>1,250.81</u>				

Bank Reconciliation up to 30/06/2023 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>
14/06/2023	2324/03/37	25.00		25.00		R 	Handelsbanken
		<u>25.00</u>	<u>0.00</u>				

Receipts for Month 3				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
Balance Brought Fwd :		142,728.51					142,728.51
2324/03/01	Banked: 02/06/2023	296.00					
2324/03/01	CCLA	296.00			1090	100	296.00 PSDA Interest
2324/03/02	Banked: 05/06/2023	189.81					
2324/03/02	HSBC	189.81			1090	100	189.81 Gross Interest from HSBC BMM
2324/03/03	Banked: 26/06/2023	365.00					
2324/03/03	Holmfirth Toilets	365.00			1092	100	365.00 Donations
2324/03/04	Banked: 27/06/2023	400.00					
2324/03/04	CJM Enterprises	400.00			1250	100	400.00 Rent Gartside Building
Total Receipts for Month		1,250.81	0.00	0.00			1,250.81
Cashbook Totals		143,979.32	0.00	0.00			143,979.32

Payments for Month 3				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/06/2023	HSBC	2324/03/01	23.15			4215	150	23.15	Bank Charges
08/06/2023	British Telecom	2324/03/02	57.25		9.54	4275	150	47.71	Internet and Phone
08/06/2023	Document Logic	2324/03/03	36.75		6.13	4205	150	30.62	Photocopying
14/06/2023	Document Logic	2324/03/04	37.29		6.21	4205	150	31.08	Photocopying
14/06/2023	Document Logic	2324/03/05	36.75		6.13	4205	150	30.62	Photocopying
14/06/2023	Staff 02	2324/03/06	15.59		2.60	4400	150	12.99	Reimbursement Zoom
14/06/2023	Rialtas	2324/03/07	460.77		76.80	4400	150	383.97	Accounts Software Licence
14/06/2023	Vision ICT	2324/03/08	324.00		54.00	4625	350	270.00	Email Hosting
14/06/2023	Vision ICT	2324/03/09	21.60		3.60	4625	350	18.00	Email Hosting
14/06/2023	Phone Co-op	2324/03/10	91.20		15.20	4625	350	76.00	Website Domain
14/06/2023	YLCA	2324/03/11	17.50			4061	150	17.50	Nimble Training - Cllr 9
15/06/2023	Salaries Staff	2324/03/12	1,630.37			4000	110	1,630.37	Salary Staff 02
15/06/2023	Salaries Staff	2324/03/13	1,420.77			4000	110	1,420.77	Salary Staff 04
15/06/2023	Time In Time Out Media	2324/03/14	252.00		42.00	4610	350	210.00	Council News
15/06/2023	Salaries Staff	2324/03/17	1,310.94			4000	110	1,310.94	Salary Staff 05
16/06/2023	West Yorkshire Pension Fund	2324/03/15	770.93			4000	110	326.38	Pensions - employee
						4005	110	444.55	Pensions - employer
16/06/2023	HMRC	2324/03/16	1,401.55			4000	110	938.80	PAYE Tax & NI - employee
						4005	110	462.75	PAYE Tax & NI - employer
23/06/2023	O2	2324/03/18	189.86		31.64	4805	450	158.22	iPad and iPhone Contracts
28/06/2023	npower	2324/03/19	193.48		9.21	4320	400	184.27	Electricity Toilets
28/06/2023	Society Local Council Clerks	2324/03/20	60.00			4060	110	60.00	Planning Summit Staff 05
28/06/2023	West Yorks Combined Authority	2324/03/21	1,971.00			4730	400	1,971.00	HV Minibus Service MAY
28/06/2023	Patrick Walls, Sculptor	2324/03/22	155.57			4640	350	155.57	Topograph Materials
28/06/2023	Staff 02	2324/03/23	49.99		8.33	4400	150	41.66	Reimbursement Norton Antivirus
28/06/2023	Internal Audit Yorkshire	2324/03/24	373.31			4210	150	373.31	Interim Internal Audit
28/06/2023	Staff 05	2324/03/25	32.48		5.41	4205	150	27.07	Reimbursements
28/06/2023	HCHCT	2324/03/26	9,517.39			4310	400	2,200.00	Grant - add costs fire escape
						329	0	-2,200.00	Grant - add costs fire escape
						6000	400	2,200.00	Grant - add costs fire escape
						4310	400	7,317.39	Grant - add costs fire escape
28/06/2023	HCHCT	2324/03/27	7,800.00			4310	400	7,800.00	Grant - full condition survey
						329	0	-7,800.00	Grant - full condition survey
						6000	400	7,800.00	Grant - full condition survey
28/06/2023	Holmfirth Tech	2324/03/28	27.75			4250	150	27.75	Room Booking
28/06/2023	Principal Hygiene	2324/03/29	65.40		10.90	4320	400	54.50	Service Nappy Units
28/06/2023	Principal Hygiene	2324/03/30	264.00		44.00	4320	400	220.00	Service Sanitary Units
28/06/2023	YLCA	2324/03/31	200.40			4061	150	200.40	Webinars OTaFL Cllrs 13 17 21
28/06/2023	Staff 02	2324/03/32	21.00			4250	150	21.00	Reimbursement - room hire
28/06/2023	Maintenance Contractor	2324/03/33	50.99		8.50	4320	400	42.49	Expenses - Toilets
28/06/2023	Maintenance Contractor	2324/03/34	2,236.72			4740	400	979.97	Maintenance - seats & shelters
						4320	400	917.50	Maintenance - toilets

Payments for Month 3					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>
						4710	400	339.25	Maintenance - Churchyard
28/06/2023	Friends of Honley Library	2324/03/35	15,000.00			4300	400	15,000.00	Grant - running costs
28/06/2023	Friends of Honley Library	2324/03/36	10,000.00			4300	400	10,000.00	Grant - energy efficiency
						335	0	-10,000.00	Grant - energy efficiency
						6000	400	10,000.00	Grant - energy efficiency
Total Payments for Month			56,117.75	0.00	340.20			55,777.55	
Balance Carried Fwd			87,861.57						
Cashbook Totals			143,979.32	0.00	340.20			143,639.12	

Receipts for Month 3				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		55,679.13					55,679.13	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		55,679.13	0.00	0.00			55,679.13	

Payments for Month 3

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						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		55,679.13						
	Cashbook Totals		55,679.13	0.00	0.00			55,679.13	

Receipts for Month 3				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		84,308.96					84,308.96	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		84,308.96	0.00	0.00			84,308.96	

Payments for Month 3				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>
4/06/2023	Handelsbanken	2324/03/37	25.00			4215	150	25.00	Bank Charges
Total Payments for Month			25.00	0.00	0.00			25.00	
Balance Carried Fwd			84,283.96						
Cashbook Totals			84,308.96	0.00	0.00			84,308.96	

Receipts for Month 3

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>
Balance Brought Fwd :		75,000.00					75,000.00	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>75,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>75,000.00</u>	

Payments for Month 3

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						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		75,000.00						
	Cashbook Totals		75,000.00	0.00	0.00			75,000.00	

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			630.40	
200	HSBC Current A/C			87,861.57	
205	Money Manager - HSBC			55,679.13	
215	Current Account-Handelsbanken			84,283.96	
220	CCLA Deposit Fund			75,000.00	
310	General Reserves				132,912.76
322	EMR CCTV				1,880.00
323	EMR Com Asset-Others in Valley				2,017.00
326	EMR Defibrillator Special Resr				2,000.00
331	EMR Gartside Building				5,000.00
332	EMR Honley Library				15,000.00
338	EMR Children's Playgrounds				50,000.00
341	EMR Climate Emergency Projects				14,467.00
342	EMR Holmfirth Market				3,000.00
343	EMR Road Safety				7,000.00
1076	Precept	100	Income		142,462.00
1078	Special Expenses Grant	100	Income		1,677.50
1090	Bank Interest	100	Income		980.04
1092	Toilets Donations	100	Income		855.00
1095	Other income	100	Income		1,702.00
1200	Allotment Rents	100	Income		270.00
1250	Gartside Building	100	Income		1,224.15
1260	Memorial Bench Donations	100	Income		50.00
1300	Garage plot income	100	Income		700.00
4000	Salaries	110	Staff Expenditure	16,419.90	
4005	Employer's N.I	110	Staff Expenditure	1,324.50	
4010	Employer's Pension	110	Staff Expenditure	1,070.52	
4060	Staff Training	110	Staff Expenditure	710.10	
4061	Councillor Training	150	Administration	217.90	
4205	Council Office Expenditure	150	Administration	537.30	
4210	Audit	150	Administration	373.31	
4215	Bank Charges	150	Administration	122.56	
4230	Repairs & Maintenance	150	Administration	45.00	
4235	Insurance	150	Administration	8,366.58	
4245	Office Equipment	150	Administration	11.00	
4250	Office/Room Hire	150	Administration	10,048.75	
4265	Subscriptions	150	Administration	2,423.00	
4275	Telephone and Broadband	150	Administration	88.62	
4300	Honley Library	400	Service Provision	25,000.00	
4310	Holmfirth Civic Hall- Projects	400	Service Provision	17,317.39	
4320	Public Toilet - Day to Day	400	Service Provision	3,930.52	
4325	Public Toilet - Lettable Space	400	Service Provision	365.50	

Date : 13/07/2023

Holme Valley Parish Council

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Time: 12:45

Trial Balance for Month No: 3

User : RFO

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4400	Electronic Support	150	Administration	530.31	
4405	Grants - Projects and Events	250	Finance & Management	95.00	
4610	Publications and Publicity	350	Publications & Communication	1,630.00	
4625	Website & Media	350	Publications & Communication	364.00	
4640	Holme Moss Topograph	350	Publications & Communication	263.57	
4710	New Mill - Churchyard	400	Service Provision	339.25	
4730	Minibus	400	Service Provision	5,850.00	
4735	Phone Boxes	400	Service Provision	158.50	
4740	Seats & Shelters-Maintenance	400	Service Provision	1,879.01	
4805	Community Mobilisation	450	Climate Emergency	260.30	
6000	Transfer from EMR	400	Service Provision		20,000.00
Trial Balance Totals :				403,197.45	403,197.45
Difference				0.00	

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 30/06/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control A/c	630	
200	HSBC Current A/C	87,862	
205	Money Manager - HSBC	55,679	
215	Current Account-Handelsbanken	84,284	
220	CCLA Deposit Fund	75,000	
	Total Current Assets		303,455
	<u>Represented by :-</u>		
300	Current Year Fund	50,178	
310	General Reserves	152,913	
322	EMR CCTV	1,880	
323	EMR Com Asset-Others in Valley	2,017	
326	EMR Defibrillator Special Resr	2,000	
331	EMR Gartside Building	5,000	
332	EMR Honley Library	15,000	
338	EMR Children's Playgrounds	50,000	
341	EMR Climate Emergency Projects	14,467	
342	EMR Holmfirth Market	3,000	
343	EMR Road Safety	7,000	
	Total Equity		303,455

Holme Valley Parish Council

Bank - Cash and Investment Reconciliation as at 30 June 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

30/06/2023	HSBC Current A/C	87,861.57
		0.00
30/06/2023	HSBC - Money Manager	55,679.13
30/06/2023	Handelsbanken Current A/C	84,283.96
30/06/2023	CCLA Deposit Fund	75,000.00

302,824.66

All Cash & Bank Accounts

1	HSBC Current A/C	87,861.57
2	Money Manager - HSBC	55,679.13
4	Current Account-Handelsbanken	84,283.96
5	CCLA Deposit Fund	75,000.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	302,824.66

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

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
100 Income								
1076 Precept	0	142,462	284,924	142,462			50.0%	
1078 Special Expenses Grant	0	1,678	3,355	1,678			50.0%	
1090 Bank Interest	486	980	750	(230)			130.7%	
1092 Toilets Donations	365	855	2,500	1,645			34.2%	
1095 Other income	0	1,702	3,776	2,074			45.1%	
1200 Allotment Rents	0	270	270	0			100.0%	
1250 Gartside Building	400	1,224	4,800	3,576			25.5%	
1260 Memorial Bench Donations	0	50	0	(50)			0.0%	
1300 Garage plot income	0	700	700	0			100.0%	
Income :- Income	1,251	149,921	301,075	151,154			49.8%	0
Net Income	1,251	149,921	301,075	151,154				
110 Staff Expenditure								
4000 Salaries	5,627	16,420	79,792	63,372		63,372	20.6%	
4005 Employer's N.I	463	1,325	0	(1,325)		(1,325)	0.0%	
4010 Employer's Pension	445	1,071	0	(1,071)		(1,071)	0.0%	
4060 Staff Training	60	710	1,500	790		790	47.3%	
Staff Expenditure :- Indirect Expenditure	6,595	19,525	81,292	61,767	0	61,767	24.0%	0
Net Expenditure	(6,595)	(19,525)	(81,292)	(61,767)				
150 Administration								
4061 Councillor Training	218	218	900	682		682	24.2%	
4200 Chairman's Expenses	0	0	1,000	1,000		1,000	0.0%	
4205 Council Office Expenditure	119	537	2,000	1,463		1,463	26.9%	
4210 Audit	373	373	1,550	1,177		1,177	24.1%	
4215 Bank Charges	48	123	500	377		377	24.5%	
4220 Conference / Seminars	0	0	500	500		500	0.0%	
4225 Elections	0	0	29,789	29,789		29,789	0.0%	
4230 Repairs & Maintenance	0	45	1,000	955		955	4.5%	
4235 Insurance	0	8,367	6,500	(1,867)		(1,867)	128.7%	
4240 Travel Allowance	0	0	300	300		300	0.0%	
4245 Office Equipment	0	11	300	289		289	3.7%	
4250 Office/Room Hire	49	10,049	10,200	151		151	98.5%	
4260 FOIA/EIR requests	0	0	500	500		500	0.0%	
4265 Subscriptions	0	2,423	3,000	577		577	80.8%	
4275 Telephone and Broadband	48	89	500	411		411	17.7%	
4285 Remembrance Sunday	0	0	150	150		150	0.0%	
4400 Electronic Support	439	530	1,650	1,120		1,120	32.1%	
Administration :- Indirect Expenditure	1,294	22,764	60,339	37,575	0	37,575	37.7%	0
Net Expenditure	(1,294)	(22,764)	(60,339)	(37,575)				

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

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
250 Finance & Management								
4315 Other Community Assets	0	0	53,000	53,000		53,000	0.0%	
4405 Grants - Projects and Events	0	95	20,000	19,905		19,905	0.5%	
Finance & Management :- Indirect Expenditure	0	95	73,000	72,905	0	72,905	0.1%	0
Net Expenditure	0	(95)	(73,000)	(72,905)				
300 Planning								
4505 Neighbourhood Plan	0	0	3,000	3,000		3,000	0.0%	
Planning :- Indirect Expenditure	0	0	3,000	3,000	0	3,000	0.0%	0
Net Expenditure	0	0	(3,000)	(3,000)				
350 Publications & Communication								
4600 Community Champion	0	0	300	300		300	0.0%	
4610 Publications and Publicity	210	1,630	5,000	3,370		3,370	32.6%	
4615 Royal Events	0	0	1,000	1,000		1,000	0.0%	
4620 Awards	0	0	300	300		300	0.0%	
4625 Website & Media	364	364	1,000	636		636	36.4%	
4630 Special Projects	0	0	1,000	1,000		1,000	0.0%	
4635 Civic Events	0	0	1,000	1,000		1,000	0.0%	
4640 Holme Moss Topograph	156	264	0	(264)		(264)	0.0%	
Publications & Communication :- Indirect Expenditure	730	2,258	9,600	7,342	0	7,342	23.5%	0
Net Expenditure	(730)	(2,258)	(9,600)	(7,342)				
400 Service Provision								
4300 Honley Library	25,000	25,000	15,000	(10,000)		(10,000)	166.7%	10,000
4310 Holmfirth Civic Hall- Projects	17,317	17,317	0	(17,317)		(17,317)	0.0%	10,000
4320 Public Toilet - Day to Day	1,419	3,931	22,000	18,069		18,069	17.9%	
4325 Public Toilet - Lettable Space	0	366	1,000	635		635	36.5%	
4705 Christmas Provision	0	0	5,500	5,500		5,500	0.0%	
4710 New Mill - Churchyard	339	339	500	161		161	67.8%	
4720 Dog Waste	0	0	1,200	1,200		1,200	0.0%	
4725 Patient Transport Scheme	0	0	1,000	1,000		1,000	0.0%	
4730 Minibus	1,971	5,850	23,500	17,650		17,650	24.9%	
4735 Phone Boxes	0	159	400	242		242	39.6%	
4740 Seats & Shelters-Maintenance	980	1,879	13,000	11,121		11,121	14.5%	
4760 Youth Work in the Holme Valley	0	0	25,000	25,000		25,000	0.0%	
Service Provision :- Indirect Expenditure	47,026	54,840	108,100	53,260	0	53,260	50.7%	20,000
Net Expenditure	(47,026)	(54,840)	(108,100)	(53,260)				
6000 plus Transfer from EMR	20,000	20,000						
Movement to/(from) Gen Reserve	(27,026)	(34,840)						

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

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>450 Climate Emergency</u>								
4805 Community Mobilisation	158	260	8,500	8,240		8,240	3.1%	
4810 Energy Strategy	0	0	10,000	10,000		10,000	0.0%	
4815 Transport Strategy	0	0	1,000	1,000		1,000	0.0%	
4820 Waste Strategy	0	0	500	500		500	0.0%	
4825 Environment Strategy	0	0	500	500		500	0.0%	
4830 Business and Economy	0	0	2,000	2,000		2,000	0.0%	
Climate Emergency :- Indirect Expenditure	<u>158</u>	<u>260</u>	<u>22,500</u>	<u>22,240</u>	<u>0</u>	<u>22,240</u>	<u>1.2%</u>	<u>0</u>
Net Expenditure	<u>(158)</u>	<u>(260)</u>	<u>(22,500)</u>	<u>(22,240)</u>				
Grand Totals:- Income	1,251	149,921	301,075	151,154			49.8%	
Expenditure	55,803	99,742	357,831	258,089	0	258,089	27.9%	
Net Income over Expenditure	<u>(54,552)</u>	<u>50,178</u>	<u>(56,756)</u>	<u>(106,934)</u>				
plus Transfer from EMR	20,000	20,000						
Movement to/(from) Gen Reserve	<u>(34,552)</u>	<u>70,178</u>						

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Sub-Contractor Services	0.00		0.00
321 EMR Legal Advice Contingency	0.00		0.00
322 EMR CCTV	1,880.00		1,880.00
323 EMR Com Asset-Others in Valley	2,017.00		2,017.00
324 EMR Neighbourhood Planning	0.00		0.00
325 EMR Election Fund	19,789.00	-19,789.00	0.00
326 EMR Defibrillator Special Resr	2,000.00		2,000.00
327 EMR Covid Response - HCHCT	0.00		0.00
328 EMR Covid Response - HVCMA	0.00		0.00
329 EMR Holmfirth Civic Hall (capi	10,000.00	-10,000.00	0.00
330 EMR Office/Meeting Room	15,000.00	-15,000.00	0.00
331 EMR Gartside Building	5,000.00		5,000.00
332 EMR Honley Library	20,000.00	-5,000.00	15,000.00
333 EMR Holmfirth Tech	0.00		0.00
334 EMR Holme Moss Topograph	2,935.00	-2,935.00	0.00
335 EMR Honley Library Energy	10,000.00	-10,000.00	0.00
336 EMR Royal Events	6,710.04	-6,710.04	0.00
337 EMR COVID Memorial	5,000.00	-5,000.00	0.00
338 EMR Children's Playgrounds	50,000.00		50,000.00
339 EMR If It's Not Far Leave Car	1,000.00	-1,000.00	0.00
340 EMR CESC Living Streets	0.00		0.00
341 EMR Climate Emergency Projects	0.00	14,467.00	14,467.00
342 EMR Holmfirth Market	0.00	3,000.00	3,000.00
343 EMR Road Safety	0.00	7,000.00	7,000.00
	151,331.04	-50,967.04	100,364.00

List of Payments made between 01/06/2023 and 30/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/06/2023	HSBC	2324/03/01	23.15	F&M 2223 90	Bank Charges
08/06/2023	British Telecom	2324/03/02	57.25	F&M 2223 90	Internet and Phone
08/06/2023	Document Logic	2324/03/03	36.75	F&M 2223 90	Photocopying
14/06/2023	Document Logic	2324/03/04	37.29	F&M 2324 25	Photocopying
14/06/2023	Document Logic	2324/03/05	36.75	F&M 2324 25	Photocopying
14/06/2023	Staff 02	2324/03/06	15.59	F&M 2324 25	Reimbursement Zoom
14/06/2023	Rialtas	2324/03/07	460.77	F&M 2325 25	Accounts Software Licence
14/06/2023	Vision ICT	2324/03/08	324.00	F&M 2324 25	Email Hosting
14/06/2023	Vision ICT	2324/03/09	21.60	F&M 2324 25	Email Hosting
14/06/2023	Phone Co-op	2324/03/10	91.20	F&M 2324 25	Website Domain
14/06/2023	YLCA	2324/03/11	17.50	F&M 2324 25	Nimble Training - Cllr 9
15/06/2023	Salaries Staff	2324/03/12	1,630.37	F&M 2324 25	Salary Staff 02
15/06/2023	Salaries Staff	2324/03/13	1,420.77	F&M 2324 25	Salary Staff 04
15/06/2023	Time In Time Out Media	2324/03/14	252.00	F&M 2324 25	Council News
15/06/2023	Salaries Staff	2324/03/17	1,310.94	F&M 2324 25	Salary Staff 05
16/06/2023	West Yorkshire Pension Fund	2324/03/15	770.93	F&M 2324 25	Pensions
16/06/2023	HMRC	2324/03/16	1,401.55	F&M 2324 25	PAYE Tax & NI
23/06/2023	O2	2324/03/18	189.86	F&M 2223 90	iPad and iPhone Contracts
28/06/2023	npower	2324/03/19	193.48	F&M 2324 25	Electricity Toilets
28/06/2023	Society Local Council Clerks	2324/03/20	60.00	F&M 2324 25	Planning Summit Staff 05
28/06/2023	West Yorks Combined Authority	2324/03/21	1,971.00	F&M 2324 25	HV Minibus Service MAY
28/06/2023	Patrick Walls, Sculptor	2324/03/22	155.57	F&M 2324 25	Topograph Materials
28/06/2023	Staff 02	2324/03/23	49.99	F&M 2324 25	Reimbursement Norton Antivirus
28/06/2023	Internal Audit Yorkshire	2324/03/24	373.31	F&M 2324 25	Interim Internal Audit
28/06/2023	Staff 05	2324/03/25	32.48	F&M 2324 25	Reimbursements
28/06/2023	HCHCT	2324/03/26	9,517.39	F&M 2324 25	Grant - add costs fire escape
28/06/2023	HCHCT	2324/03/27	7,800.00	F&M 2324 25	Grant - full condition survey
28/06/2023	Holmfirth Tech	2324/03/28	27.75	F&M 2324 25	Room Booking
28/06/2023	Principal Hygiene	2324/03/29	65.40	F&M 2324 25	Service Nappy Units
28/06/2023	Principal Hygiene	2324/03/30	264.00	F&M 2324 25	Service Sanitary Units
28/06/2023	YLCA	2324/03/31	200.40	F&M 2324 25	Webinars OTaFL Cllrs 13 17 21
28/06/2023	Staff 02	2324/03/32	21.00	F&M 2324 25	Reimbursement - room hire
28/06/2023	Maintenance Contractor	2324/03/33	50.99	F&M 2324 25	Expenses - Toilets
28/06/2023	Maintenance Contractor	2324/03/34	2,236.72	F&M 2324 25	Maintenance
28/06/2023	Friends of Honley Library	2324/03/35	15,000.00	F&M 2324 25	Grant - running costs
28/06/2023	Friends of Honley Library	2324/03/36	10,000.00	Council 2324 50	Grant - energy efficiency
Total Payments			56,117.75		

MTD Enabled - Do Not Manually Submit to HMRC

Date: 13/07/2023

Holme Valley Parish Council

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Time: 12:51

VAT Return: 01/04/2023 - 30/06/2023

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		1		2,803.82	2,803.82	0.00
Cashbook	1		2		147,716.20	147,716.20	0.00
Cashbook	1		3		1,250.81	1,250.81	0.00
OUTPUT			Total Rate:	Z	151,770.83	151,770.83	0.00
Cashbook	1		2		325.68	310.17	15.51
Cashbook	1		3		193.48	184.27	9.21
INPUT			Total Rate:	F	519.16	494.44	24.72
Cashbook	1		1		723.80	603.17	120.63
Cashbook	1		2		924.19	770.13	154.06
Cashbook	1		3		1,985.92	1,654.93	330.99
INPUT			Total Rate:	S	3,633.91	3,028.23	605.68
Cashbook	1		1		8,217.82	8,217.82	0.00
Cashbook	4		1		25.00	25.00	0.00
Cashbook	1		2		36,698.15	36,698.15	0.00
Cashbook	4		2		25.00	25.00	0.00
Cashbook	1		3		53,938.35	53,938.35	0.00
Cashbook	4		3		25.00	25.00	0.00
INPUT			Total Rate:	Z	98,929.32	98,929.32	0.00

VAT Return Summary:	Total Outputs	151,770.83	151,770.83	0.00
	Total Inputs	103,082.39	102,451.99	630.40

VAT due in the period on sales and other outputs **Box 1** 0.00

VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States **2** 0.00

Total VAT due **3** **0.00**

VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states) **4** 630.40

Net VAT to reclaim from HMRC **5** **630.40**

Total value of sales and all other outputs excluding any VAT **6** **151,770.00**

Total value of purchases and all other inputs excluding any VAT **7** **102,451.00**

Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States **8** 0.00

Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States **9** 0.00

VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States **0.00**

Date: 11/08/2023

Holme Valley Parish Council

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Time: 14:39

User: RFO

**Bank Reconciliation Statement as at 31/07/2023
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	31/07/2023		55,205.19
			<hr/> 55,205.19
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			55,205.19
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			55,205.19
		Balance per Cash Book is :-	55,205.19
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/07/2023
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	31/07/2023		55,679.13
			0.00
			<u>55,679.13</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			55,679.13
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			55,679.13
		Balance per Cash Book is :-	55,679.13
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/07/2023
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	31/07/2023		84,258.96
			<hr/> 84,258.96
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			84,258.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			84,258.96
		Balance per Cash Book is :-	84,258.96
		Difference is :-	0.00

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Deposit Fund	31/07/2023		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
		Balance per Cash Book is :-	75,000.00
		Difference is :-	0.00

Bank Reconciliation up to 31/07/2023 for Cashbook No 1 - HSBC Current A/C



Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
02/06/2023	2324/03/01		296.00	296.00		R 	Receipt(s) Banked
03/06/2023	2324/03/01	23.15		23.15		R 	HSBC
05/06/2023	2324/03/02		189.81	189.81		R 	Receipt(s) Banked
08/06/2023	2324/03/02	57.25		57.25		R 	British Telecom
08/06/2023	2324/03/03	36.75		36.75		R 	Document Logic
14/06/2023	2324/03/04	37.29		37.29		R 	Document Logic
14/06/2023	2324/03/05	36.75		36.75		R 	Document Logic
14/06/2023	2324/03/06	15.59		15.59		R 	Staff 02
14/06/2023	2324/03/07	460.77		460.77		R 	Rialtas
14/06/2023	2324/03/08	324.00		324.00		R 	Vision ICT
14/06/2023	2324/03/09	21.60		21.60		R 	Vision ICT
14/06/2023	2324/03/10	91.20		91.20		R 	Phone Co-op
14/06/2023	2324/03/11	17.50		17.50		R 	YLCA
15/06/2023	2324/03/12	1,630.37		1,630.37		R 	Salaries Staff
15/06/2023	2324/03/13	1,420.77		1,420.77		R 	Salaries Staff
15/06/2023	2324/03/14	252.00		252.00		R 	Time In Time Out Media
15/06/2023	2324/03/17	1,310.94		1,310.94		R 	Salaries Staff
16/06/2023	2324/03/15	770.93		770.93		R 	West Yorkshire Pension Fund
16/06/2023	2324/03/16	1,401.55		1,401.55		R 	HMRC
23/06/2023	2324/03/18	189.86		189.86		R 	O2
26/06/2023	2324/03/03		365.00	365.00		R 	Receipt(s) Banked
27/06/2023	2324/03/04		400.00	400.00		R 	Receipt(s) Banked
28/06/2023	2324/03/19	193.48		193.48		R 	npower
28/06/2023	2324/03/20	60.00		60.00		R 	Society Local Council Clerks
28/06/2023	2324/03/21	1,971.00		1,971.00		R 	West Yorks Combined Authority
28/06/2023	2324/03/22	155.57		155.57		R 	Patrick Walls, Sculptor
28/06/2023	2324/03/23	49.99		49.99		R 	Staff 02
28/06/2023	2324/03/24	373.31		373.31		R 	Internal Audit Yorkshire
28/06/2023	2324/03/25	32.48		32.48		R 	Staff 05
28/06/2023	2324/03/26	9,517.39		9,517.39		R 	HCHCT
28/06/2023	2324/03/27	7,800.00		7,800.00		R 	HCHCT
28/06/2023	2324/03/28	27.75		27.75		R 	Holmfirth Tech
28/06/2023	2324/03/29	65.40		65.40		R 	Principal Hygiene
28/06/2023	2324/03/30	264.00		264.00		R 	Principal Hygiene
28/06/2023	2324/03/31	200.40		200.40		R 	YLCA
28/06/2023	2324/03/32	21.00		21.00		R 	Staff 02
28/06/2023	2324/03/33	50.99		50.99		R 	Maintenance Contractor
28/06/2023	2324/03/34	2,236.72		2,236.72		R 	Maintenance Contractor
28/06/2023	2324/03/35	15,000.00		15,000.00		R 	Friends of Honley Library
28/06/2023	2324/03/36	10,000.00		10,000.00		R 	Friends of Honley Library
04/07/2023	2324/04/01	13.30		13.30		R 	HSBC
04/07/2023	2324/04/01		281.47	281.47		R 	Receipt(s) Banked
06/07/2023	2324/04/02	141.59		141.59		R 	Grenke
07/07/2023	2324/04/03	64.93		64.93		R 	British Telecom
13/07/2023	2324/04/04	12.00		12.00		R 	Society Local Council Clerks
13/07/2023	2324/04/05	49.67		49.67		R 	West Yorkshire Pension Fund
17/07/2023	2324/04/06	770.93		770.93		R 	West Yorkshire Pension Fund
17/07/2023	2324/04/07	1,310.94		1,310.94		R 	Salaries Staff

Time: 14:39

Bank Reconciliation up to 31/07/2023 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>
17/07/2023	2324/04/08	1,630.37		1,630.37		R <input type="checkbox"/>	Salaries Staff
17/07/2023	2324/04/09	1,420.57		1,420.57		R <input type="checkbox"/>	Salaries Staff
17/07/2023	2324/04/10	1,401.75		1,401.75		R <input type="checkbox"/>	HMRC
17/07/2023	2324/04/11	252.00		252.00		R <input type="checkbox"/>	Time In Time Out Media
19/07/2023	2324/04/02		630.40	630.40		R <input type="checkbox"/>	Receipt(s) Banked
21/07/2023	2324/04/12	2.33		2.33		R <input type="checkbox"/>	Document Logic
21/07/2023	2324/04/13	24,860.13		24,860.13		R <input type="checkbox"/>	Kirklees Council
21/07/2023	2324/04/14	15.59		15.59		R <input type="checkbox"/>	Staff 02
26/07/2023	2324/04/15	138.73		138.73		R <input type="checkbox"/>	Maintenance Contractor
26/07/2023	2324/04/16	1,783.42		1,783.42		R <input type="checkbox"/>	Maintenance Contractor
27/07/2023	2324/04/03		400.00	400.00		R <input type="checkbox"/>	Receipt(s) Banked
31/07/2023	2324/04/17	100.00		100.00		R <input type="checkbox"/>	Hepworth Community Association
		<u>90,086.00</u>	<u>2,562.68</u>				

Bank Reconciliation up to 31/07/2023 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>
14/06/2023	2324/03/37	25.00		25.00		R 	Handelsbanken
14/07/2023	2324/04/18	25.00		25.00		R 	Handelsbanken
		<u>50.00</u>	<u>0.00</u>				

Receipts for Month 4				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
Balance Brought Fwd :		87,861.57					87,861.57
2324/04/01	Banked: 04/07/2023	281.47					
2324/04/01	CCLA	281.47			1090	100	281.47 PSDF Interest
2324/04/02	Banked: 19/07/2023	630.40					
2324/04/02	HMRC VAT Return	630.40			105		630.40 VAT Repayment
2324/04/03	Banked: 27/07/2023	400.00					
2324/04/03	CJM Enterprises	400.00			1250	100	400.00 Rent Gartside Building
Total Receipts for Month		1,311.87	0.00	0.00			1,311.87
Cashbook Totals		89,173.44	0.00	0.00			89,173.44

Payments for Month 4				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
04/07/2023	HSBC	2324/04/01	13.30			4215	150	13.30	Bank Charges
06/07/2023	Grenke	2324/04/02	141.59		23.60	4205	150	117.99	Photocopier Lease
07/07/2023	British Telecom	2324/04/03	64.93		10.82	4275	150	54.11	Internet and Phone
13/07/2023	Society Local Council Clerks	2324/04/04	12.00		12.00	105			Planning Summit Staff 05
13/07/2023	West Yorkshire Pension Fund	2324/04/05	49.67			4010	110	49.67	Pensions - employer
17/07/2023	West Yorkshire Pension Fund	2324/04/06	770.93			4000	110	326.38	Pensions - employee
						4010	110	444.55	Pensions -employer
17/07/2023	Salaries Staff	2324/04/07	1,310.94			4000	110	1,310.94	Salary Staff 05
17/07/2023	Salaries Staff	2324/04/08	1,630.37			4000	110	1,630.37	Salary Staff 02
17/07/2023	Salaries Staff	2324/04/09	1,420.57			4000	110	1,420.57	Salary Staff 04
17/07/2023	HMRC	2324/04/10	1,401.75			4000	110	939.00	PAYE Tax and NI - employees
						4005	110	462.75	PAYE Tax and NI - employer
17/07/2023	Time In Time Out Media	2324/04/11	252.00		42.00	4610	350	210.00	Council News
21/07/2023	Document Logic	2324/04/12	2.33			4205	150	2.33	Photocopying
21/07/2023	Kirklees Council	2324/04/13	24,860.13			4225	150	24,860.13	Election Costs
21/07/2023	Staff 02	2324/04/14	15.59		2.60	4400	150	12.99	Reimbursement Zoom
26/07/2023	Maintenance Contractor	2324/04/15	138.73		23.13	4740	400	78.97	Expenses - seats & shelters
						4320	400	36.63	Expenses - toilets
26/07/2023	Maintenance Contractor	2324/04/16	1,783.42			4740	400	877.92	Maintenance - seats & shelters
						4320	400	905.50	Maintenance - toilets
31/07/2023	Hepworth Community Association	2324/04/17	100.00			4610	350	100.00	Hepworth Focus articles x 4
Total Payments for Month			33,968.25	0.00	114.15			33,854.10	
Balance Carried Fwd			55,205.19						
Cashbook Totals			89,173.44	0.00	114.15			89,059.29	

Receipts for Month 4				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		55,679.13					55,679.13	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		55,679.13	0.00	0.00			55,679.13	

Payments for Month 4

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						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		55,679.13						
	Cashbook Totals		55,679.13	0.00	0.00			55,679.13	

Receipts for Month 4

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>
Balance Brought Fwd :		84,283.96					84,283.96	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>84,283.96</u>	<u>0.00</u>	<u>0.00</u>			<u>84,283.96</u>	

Payments for Month 4				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>
14/07/2023	Handelsbanken	2324/04/18	25.00			4215	150	25.00	Bank Charges
Total Payments for Month			25.00	0.00	0.00			25.00	
Balance Carried Fwd			84,258.96						
Cashbook Totals			84,283.96	0.00	0.00			84,283.96	

Receipts for Month 4

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>
Balance Brought Fwd :		75,000.00					75,000.00	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>75,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>75,000.00</u>	

Payments for Month 4

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						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		75,000.00						
	Cashbook Totals		75,000.00	0.00	0.00			75,000.00	

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			114.15	
200	HSBC Current A/C			55,205.19	
205	Money Manager - HSBC			55,679.13	
215	Current Account-Handelsbanken			84,258.96	
220	CCLA Deposit Fund			75,000.00	
310	General Reserves				132,912.76
322	EMR CCTV				1,880.00
323	EMR Com Asset-Others in Valley				2,017.00
326	EMR Defibrillator Special Resr				2,000.00
331	EMR Gartside Building				5,000.00
332	EMR Honley Library				15,000.00
338	EMR Children's Playgrounds				50,000.00
341	EMR Climate Emergency Projects				14,467.00
342	EMR Holmfirth Market				3,000.00
343	EMR Road Safety				7,000.00
1076	Precept	100	Income		142,462.00
1078	Special Expenses Grant	100	Income		1,677.50
1090	Bank Interest	100	Income		1,261.51
1092	Toilets Donations	100	Income		855.00
1095	Other income	100	Income		1,702.00
1200	Allotment Rents	100	Income		270.00
1250	Gartside Building	100	Income		1,624.15
1260	Memorial Bench Donations	100	Income		50.00
1300	Garage plot income	100	Income		700.00
4000	Salaries	110	Staff Expenditure	22,047.16	
4005	Employer's N.I	110	Staff Expenditure	1,787.25	
4010	Employer's Pension	110	Staff Expenditure	1,564.74	
4060	Staff Training	110	Staff Expenditure	710.10	
4061	Councillor Training	150	Administration	217.90	
4205	Council Office Expenditure	150	Administration	657.62	
4210	Audit	150	Administration	373.31	
4215	Bank Charges	150	Administration	160.86	
4225	Elections	150	Administration	24,860.13	
4230	Repairs & Maintenance	150	Administration	45.00	
4235	Insurance	150	Administration	8,366.58	
4245	Office Equipment	150	Administration	11.00	
4250	Office/Room Hire	150	Administration	10,048.75	
4265	Subscriptions	150	Administration	2,423.00	
4275	Telephone and Broadband	150	Administration	142.73	
4300	Honley Library	400	Service Provision	25,000.00	
4310	Holmfirth Civic Hall- Projects	400	Service Provision	17,317.39	
4320	Public Toilet - Day to Day	400	Service Provision	4,872.65	

Date : 11/08/2023

Holme Valley Parish Council

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Time: 14:47

Trial Balance for Month No: 4

User : RFO

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4325	Public Toilet - Lettable Space	400	Service Provision	365.50	
4400	Electronic Support	150	Administration	543.30	
4405	Grants - Projects and Events	250	Finance & Management	95.00	
4610	Publications and Publicity	350	Publications & Communication	1,940.00	
4625	Website & Media	350	Publications & Communication	364.00	
4640	Holme Moss Topograph	350	Publications & Communication	263.57	
4710	New Mill - Churchyard	400	Service Provision	339.25	
4730	Minibus	400	Service Provision	5,850.00	
4735	Phone Boxes	400	Service Provision	158.50	
4740	Seats & Shelters-Maintenance	400	Service Provision	2,835.90	
4805	Community Mobilisation	450	Climate Emergency	260.30	
6000	Transfer from EMR	400	Service Provision		20,000.00
Trial Balance Totals :				403,878.92	403,878.92
Difference				0.00	

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control A/c	114	
200	HSBC Current A/C	55,205	
205	Money Manager - HSBC	55,679	
215	Current Account-Handelsbanken	84,259	
220	CCLA Deposit Fund	75,000	
	Total Current Assets		270,257
	<u>Represented by :-</u>		
300	Current Year Fund	16,981	
310	General Reserves	152,913	
322	EMR CCTV	1,880	
323	EMR Com Asset-Others in Valley	2,017	
326	EMR Defibrillator Special Resr	2,000	
331	EMR Gartside Building	5,000	
332	EMR Honley Library	15,000	
338	EMR Children's Playgrounds	50,000	
341	EMR Climate Emergency Projects	14,467	
342	EMR Holmfirth Market	3,000	
343	EMR Road Safety	7,000	
	Total Equity		270,257

Holme Valley Parish Council

Bank - Cash and Investment Reconciliation as at 31 July 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

31/07/2023	HSBC Current A/C	55,205.19
		0.00
31/07/2023	HSBC - Money Manager	55,679.13
31/07/2023	Handelsbanken Current A/C	84,258.96
31/07/2023	CCLA Deposit Fund	75,000.00

270,143.28

Receipts not on Bank Statement

0.00

Closing Balance

270,143.28

All Cash & Bank Accounts

1	HSBC Current A/C	55,205.19
2	Money Manager - HSBC	55,679.13
4	Current Account-Handelsbanken	84,258.96
5	CCLA Deposit Fund	75,000.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	270,143.28

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

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
100	Income								
1076	Precept	0	142,462	284,924	142,462			50.0%	
1078	Special Expenses Grant	0	1,678	3,355	1,678			50.0%	
1090	Bank Interest	281	1,262	750	(512)			168.2%	
1092	Toilets Donations	0	855	2,500	1,645			34.2%	
1095	Other income	0	1,702	3,776	2,074			45.1%	
1200	Allotment Rents	0	270	270	0			100.0%	
1250	Gartside Building	400	1,624	4,800	3,176			33.8%	
1260	Memorial Bench Donations	0	50	0	(50)			0.0%	
1300	Garage plot income	0	700	700	0			100.0%	
Income :- Income		681	150,602	301,075	150,473			50.0%	0
Net Income		681	150,602	301,075	150,473				
110	Staff Expenditure								
4000	Salaries	5,627	22,047	79,792	57,745		57,745	27.6%	
4005	Employer's N.I	463	1,787	0	(1,787)		(1,787)	0.0%	
4010	Employer's Pension	494	1,565	0	(1,565)		(1,565)	0.0%	
4060	Staff Training	0	710	1,500	790		790	47.3%	
Staff Expenditure :- Indirect Expenditure		6,584	26,109	81,292	55,183	0	55,183	32.1%	0
Net Expenditure		(6,584)	(26,109)	(81,292)	(55,183)				
150	Administration								
4061	Councillor Training	0	218	900	682		682	24.2%	
4200	Chairman's Expenses	0	0	1,000	1,000		1,000	0.0%	
4205	Council Office Expenditure	120	658	2,000	1,342		1,342	32.9%	
4210	Audit	0	373	1,550	1,177		1,177	24.1%	
4215	Bank Charges	38	161	500	339		339	32.2%	
4220	Conference / Seminars	0	0	500	500		500	0.0%	
4225	Elections	24,860	24,860	29,789	4,929		4,929	83.5%	
4230	Repairs & Maintenance	0	45	1,000	955		955	4.5%	
4235	Insurance	0	8,367	6,500	(1,867)		(1,867)	128.7%	
4240	Travel Allowance	0	0	300	300		300	0.0%	
4245	Office Equipment	0	11	300	289		289	3.7%	
4250	Office/Room Hire	0	10,049	10,200	151		151	98.5%	
4260	FOIA/EIR requests	0	0	500	500		500	0.0%	
4265	Subscriptions	0	2,423	3,000	577		577	80.8%	
4275	Telephone and Broadband	54	143	500	357		357	28.5%	
4285	Remembrance Sunday	0	0	150	150		150	0.0%	
4400	Electronic Support	13	543	1,650	1,107		1,107	32.9%	
Administration :- Indirect Expenditure		25,086	47,850	60,339	12,489	0	12,489	79.3%	0
Net Expenditure		(25,086)	(47,850)	(60,339)	(12,489)				

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

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
250 Finance & Management								
4315 Other Community Assets	0	0	53,000	53,000		53,000	0.0%	
4405 Grants - Projects and Events	0	95	20,000	19,905		19,905	0.5%	
Finance & Management :- Indirect Expenditure	0	95	73,000	72,905	0	72,905	0.1%	0
Net Expenditure	0	(95)	(73,000)	(72,905)				
300 Planning								
4505 Neighbourhood Plan	0	0	3,000	3,000		3,000	0.0%	
Planning :- Indirect Expenditure	0	0	3,000	3,000	0	3,000	0.0%	0
Net Expenditure	0	0	(3,000)	(3,000)				
350 Publications & Communication								
4600 Community Champion	0	0	300	300		300	0.0%	
4610 Publications and Publicity	310	1,940	5,000	3,060		3,060	38.8%	
4615 Royal Events	0	0	1,000	1,000		1,000	0.0%	
4620 Awards	0	0	300	300		300	0.0%	
4625 Website & Media	0	364	1,000	636		636	36.4%	
4630 Special Projects	0	0	1,000	1,000		1,000	0.0%	
4635 Civic Events	0	0	1,000	1,000		1,000	0.0%	
4640 Holme Moss Topograph	0	264	0	(264)		(264)	0.0%	
Publications & Communication :- Indirect Expenditure	310	2,568	9,600	7,032	0	7,032	26.7%	0
Net Expenditure	(310)	(2,568)	(9,600)	(7,032)				
400 Service Provision								
4300 Honley Library	0	25,000	15,000	(10,000)		(10,000)	166.7%	10,000
4310 Holmfirth Civic Hall- Projects	0	17,317	0	(17,317)		(17,317)	0.0%	10,000
4320 Public Toilet - Day to Day	942	4,873	22,000	17,127		17,127	22.1%	
4325 Public Toilet - Lettable Space	0	366	1,000	635		635	36.5%	
4705 Christmas Provision	0	0	5,500	5,500		5,500	0.0%	
4710 New Mill - Churchyard	0	339	500	161		161	67.8%	
4720 Dog Waste	0	0	1,200	1,200		1,200	0.0%	
4725 Patient Transport Scheme	0	0	1,000	1,000		1,000	0.0%	
4730 Minibus	0	5,850	23,500	17,650		17,650	24.9%	
4735 Phone Boxes	0	159	400	242		242	39.6%	
4740 Seats & Shelters-Maintenance	957	2,836	13,000	10,164		10,164	21.8%	
4760 Youth Work in the Holme Valley	0	0	25,000	25,000		25,000	0.0%	
Service Provision :- Indirect Expenditure	1,899	56,739	108,100	51,361	0	51,361	52.5%	20,000
Net Expenditure	(1,899)	(56,739)	(108,100)	(51,361)				
6000 plus Transfer from EMR	0	20,000						
Movement to/(from) Gen Reserve	(1,899)	(36,739)						

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

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>450 Climate Emergency</u>								
4805 Community Mobilisation	0	260	8,500	8,240		8,240	3.1%	
4810 Energy Strategy	0	0	10,000	10,000		10,000	0.0%	
4815 Transport Strategy	0	0	1,000	1,000		1,000	0.0%	
4820 Waste Strategy	0	0	500	500		500	0.0%	
4825 Environment Strategy	0	0	500	500		500	0.0%	
4830 Business and Economy	0	0	2,000	2,000		2,000	0.0%	
Climate Emergency :- Indirect Expenditure	<u>0</u>	<u>260</u>	<u>22,500</u>	<u>22,240</u>	<u>0</u>	<u>22,240</u>	<u>1.2%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(260)</u>	<u>(22,500)</u>	<u>(22,240)</u>				
Grand Totals:- Income	681	150,602	301,075	150,473			50.0%	
Expenditure	33,879	133,621	357,831	224,210	0	224,210	37.3%	
Net Income over Expenditure	<u>(33,198)</u>	<u>16,981</u>	<u>(56,756)</u>	<u>(73,737)</u>				
plus Transfer from EMR	0	20,000						
Movement to/(from) Gen Reserve	<u>(33,198)</u>	<u>36,981</u>						

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Sub-Contractor Services	0.00		0.00
321 EMR Legal Advice Contingency	0.00		0.00
322 EMR CCTV	1,880.00		1,880.00
323 EMR Com Asset-Others in Valley	2,017.00		2,017.00
324 EMR Neighbourhood Planning	0.00		0.00
325 EMR Election Fund	19,789.00	-19,789.00	0.00
326 EMR Defibrillator Special Resr	2,000.00		2,000.00
327 EMR Covid Response - HCHCT	0.00		0.00
328 EMR Covid Response - HVCMA	0.00		0.00
329 EMR Holmfirth Civic Hall (capi	10,000.00	-10,000.00	0.00
330 EMR Office/Meeting Room	15,000.00	-15,000.00	0.00
331 EMR Gartside Building	5,000.00		5,000.00
332 EMR Honley Library	20,000.00	-5,000.00	15,000.00
333 EMR Holmfirth Tech	0.00		0.00
334 EMR Holme Moss Topograph	2,935.00	-2,935.00	0.00
335 EMR Honley Library Energy	10,000.00	-10,000.00	0.00
336 EMR Royal Events	6,710.04	-6,710.04	0.00
337 EMR COVID Memorial	5,000.00	-5,000.00	0.00
338 EMR Children's Playgrounds	50,000.00		50,000.00
339 EMR If It's Not Far Leave Car	1,000.00	-1,000.00	0.00
340 EMR CESC Living Streets	0.00		0.00
341 EMR Climate Emergency Projects	0.00	14,467.00	14,467.00
342 EMR Holmfirth Market	0.00	3,000.00	3,000.00
343 EMR Road Safety	0.00	7,000.00	7,000.00
	151,331.04	-50,967.04	100,364.00

List of Payments made between 01/07/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/07/2023	HSBC	2324/04/01	13.30	F&M 2324 25	Bank Charges
06/07/2023	Grenke	2324/04/02	141.59	F&M 2324 25	Photocopier Lease
07/07/2023	British Telecom	2324/04/03	64.93	F&M 2324 25	Internet and Phone
13/07/2023	Society Local Council Clerks	2324/04/04	12.00	F&M 2324 25	Planning Summit Staff 05
13/07/2023	West Yorkshire Pension Fund	2324/04/05	49.67	F&M 2324 25	Pensions - employer
17/07/2023	West Yorkshire Pension Fund	2324/04/06	770.93	F&M 2324 25	Pensions
17/07/2023	Salaries Staff	2324/04/07	1,310.94	F&M 2324 25	Salary Staff 05
17/07/2023	Salaries Staff	2324/04/08	1,630.37	F&M 2324 25	Salary Staff 02
17/07/2023	Salaries Staff	2324/04/09	1,420.57	F&M 2324 25	Salary Staff 04
17/07/2023	HMRC	2324/04/10	1,401.75	F&M 2324 25	PAYE Tax and NI
17/07/2023	Time In Time Out Media	2324/04/11	252.00	F&M 2324 25	Council News
21/07/2023	Document Logic	2324/04/12	2.33	F&M 2324 25	Photocopying
21/07/2023	Kirklees Council	2324/04/13	24,860.13	F&M 2324 25	Election Costs
21/07/2023	Staff 02	2324/04/14	15.59	F&M 2324 25	Reimbursement Zoom
26/07/2023	Maintenance Contractor	2324/04/15	138.73	F&M 2324 25	Expenses
26/07/2023	Maintenance Contractor	2324/04/16	1,783.42	F&M 2324 25	Maintenance
31/07/2023	Hepworth Community Association	2324/04/17	100.00		Hepworth Focus articles x 4
Total Payments			<u>33,968.25</u>		

Date: 11/08/2023	Holme Valley Parish Council	Page 1
Time: 14:52	VAT Return: 01/07/2023 - 30/09/2023	User: RFO

Source	Ledger	Ref No	Month	Code	Gross	Net	VAT
Cashbook	1		4		1,311.87	1,311.87	0.00
		OUTPUT	Total Rate:	Z	1,311.87	1,311.87	0.00
Cashbook	1		4		624.84	510.69	114.15
		INPUT	Total Rate:	S	624.84	510.69	114.15
Cashbook	1		4		33,343.41	33,343.41	0.00
Cashbook	4		4		25.00	25.00	0.00
		INPUT	Total Rate:	Z	33,368.41	33,368.41	0.00

VAT Return Summary:	Total Outputs	1,311.87	1,311.87	0.00
	Total Inputs	33,993.25	33,879.10	114.15
VAT due in the period on sales and other outputs			Box 1	0.00
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States			2	<u>0.00</u>
Total VAT due			3	0.00
VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states)			4	<u>114.15</u>
Net VAT to reclaim from HMRC			5	<u>114.15</u>
Total value of sales and all other outputs excluding any VAT			6	1,311.00
Total value of purchases and all other inputs excluding any VAT			7	33,879.00
Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States			8	0.00
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States			9	0.00
VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States				0.00



Expenditure against Budget 2023-24

Budget Lines Year-to-Date

CODE	DESCRIPTION		Starting Budget	Revised Budget	Reconcile 2022-23	April	May	June	July	August	September	October	November	December	January	February	March	Total	Remaining
INCOME																			
1076	Precept	50.00%	£284,924	£284,924	£0.00	£0.00	£142,462.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£142,462.00	£142,462.00
1078	Special Expenses Grant	50.00%	£3,355	£3,355	£0.00	£0.00	£1,677.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,677.50	£1,677.50
1090	Interest on Investments	209.62%	£750	£750	£0.00	£253.68	£240.55	£485.81	£281.47	£310.65	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,572.16	-£822.16
1092	Donations - Holmfirth Public Toilets	34.20%	£2,500	£2,500	£0.00	£0.00	£490.00	£365.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£855.00	£1,645.00
1095	Other income	45.07%	£3,776	£3,776	£0.00	£0.00	£1,702.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,702.00	£2,074.00
1200	Allotment Rents	100.00%	£270	£270	£0.00	£0.00	£270.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£270.00	£0.00
1250	Gartside Building	33.84%	£4,800	£4,800	£0.00	£400.00	£424.15	£400.00	£400.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,624.15	£3,175.85
1260	Memorial Benches		£0	£0	£0.00	£0.00	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£50.00	-£50.00
1300	Garage Plot Income	100.00%	£700	£700	£0.00	£300.00	£400.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£700.00	£0.00
Total Income			£301,075	£301,075	£0.00	£953.68	£147,716.20	£1,250.81	£681.47	£310.65	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£150,912.81	£150,162.19
VAT Refund			£0	£0	-£1,850.14	£1,850.14	£0.00	£0.00	£630.40	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£630.40	
Total Receipts			£301,075	£301,075	-£1,850.14	£2,803.82	£147,716.20	£1,250.81	£1,311.87	£310.65	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£151,543.21	
					-£1,850.14	£2,803.82	£147,716.20	£1,250.81	£1,311.87	£310.65	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£151,543.21	
					OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
EXPENDITURE																			
110 Staff Expenditure																			
4000	Salaries	34.78%	£79,792	£79,792	£0.00	£5,165.37	£5,627.27	£5,627.26	£5,627.26	£5,702.57	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£27,749.73	£52,042.27
4005	Employer's NI		£0	£0	£0.00	£603.15	£258.60	£462.75	£462.75	£473.14	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,260.39	-£2,260.39
4010	Employer's Pension		£0	£0	£0.00	£299.59	£326.38	£444.55	£494.22	£450.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,015.24	-£2,015.24
Total Staff costs			£79,792	£79,792	£0.00	£6,068.11	£6,212.25	£6,534.56	£6,584.23	£6,626.21	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£32,025.36	£47,766.64
4060	Staff Training	81.01%	£1,500	£1,500	£0.00	£0.00	£650.10	£60.00	£0.00	£505.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,215.10	£284.90
Total Staff Expenditure			£81,292	£81,292	£0.00	£6,068.11	£6,862.35	£6,594.56	£6,584.23	£7,131.21	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£33,240.46	£48,051.54
150 Administration																			
4061	Councillor Training	26.16%	£900	£900	£0.00	£0.00	£0.00	£217.90	£0.00	£17.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£235.40	£664.60
4200	Chairman's Expenses	0.00%	£1,000	£1,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00
4205	Council Office Expenditure	35.79%	£2,000	£2,000	-£7.20	£117.99	£307.12	£124.80	£120.32	£52.78	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£715.81	£1,284.19
4210	Audit	24.08%	£1,550	£1,550	£0.00	£0.00	£0.00	£373.31	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£373.31	£1,176.69
4215	Bank Charges	15.17%	£500	£500	£0.00	£13.63	£10.78	£23.15	£13.30	£14.98	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£75.84	£424.16
4220	Conference / Seminars	0.00%	£500	£500	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00
4225	Elections	83.45%	£29,789	£29,789	£0.00	£0.00	£0.00	£0.00	£24,860.13	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£24,860.13	£4,928.87
4230	Repairs & Maintenance	4.50%	£1,000	£1,000	£0.00	£0.00	£45.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£45.00	£955.00
4235	Insurance	128.72%	£6,500	£6,500	£0.00	£0.00	£8,366.58	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£8,366.58	-£1,866.58
4240	Travel Allowance	0.00%	£300	£300	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£300.00
4245	Office Equipment	3.67%	£300	£300	£0.00	£0.00	£11.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£11.00	£289.00
4250	Office/Room Hire	98.52%	£10,200	£10,200	£0.00	£0.00	£10,000.00	£48.75	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£10,048.75	£151.25
4260	FOIA/EIR requests	0.00%	£500	£500	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00
4265	Subscriptions	80.77%	£3,000	£3,000	£0.00	£0.00	£2,423.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,423.00	£577.00
4275	Telephone and Broadband	37.90%	£500	£500	-£46.27	£46.27	£40.91	£47.71	£54.11	£46.79	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£189.52	£310.48
4285	Remembrance Sunday	106.67%	£150	£150	£0.00	£0.00	£0.00	£0.00	£0.00	£160.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£160.00	-£10.00
4400	Electronic Support Maintenance	56.98%	£1,650	£1,650	£0.00	£0.00	£0.00	£91.69	£726.62	£12.99	£108.87	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£940.17	£709.83
Total Administration			£60,339	£60,339	-£53.47	£177.89	£21,296.08	£1,562.24	£25,060.85	£400.92	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£48,444.51	£11,894.49
Total Council			£141,631	£141,631	-£53.47	£6,246.00	£28,158.43	£8,156.80	£31,645.08	£7,532.13	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£81,684.97	£59,946.03
Finance & Management Committee																			
4305	Holmfirth Tech		£0	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4315	Grants - Other Community Assets	0.00%	£53,000	£53,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£53,000.00
4405	Grants - Projects and Events	0.48%	£20,000	£20,000	-£750.00	£750.00	£95.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£95.00	£19,905.00
Total Finance & Management			£73,000	£73,000	-£750.00	£750.00	£95.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£95.00	£72,905.00
Planning Committee																			
4505	Neighbourhood Plan	0.00%	£3,000	£3,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£3,000.00
Total Planning Committee			£3,000	£3,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£3,000.00
Publications & Communications Committee																			
4600	Community Champion		£300	£300	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£300.00
4610	Publications and Publicity	39.22%	£5,000	£5,000	£0.00	£210.00													

Internet Banking

Your bank account at your fingertips

Spend more time making your organisation work

With our free Internet Banking service, you and your organisation can benefit from convenient online banking that can be accessed anywhere, anytime.

Internet Banking allows you to manage and keep track of all your Unity bank account activity where and when you need it. With our Internet Banking service, you will always know where your money is and where it is going.

As well as making your banking easy and efficient, it also means you can save money, as some actions are cheaper online than over the phone.

- ✔ **Monitor all your account activity**
- ✔ **Make future dated payments**
- ✔ **Pay bills**
- ✔ **Check your balance and statement**
- ✔ **Make payments and transfer money**
- ✔ **View and cancel direct debits**
- ✔ **Create, view and cancel standing orders**
- ✔ **Stop cheques***
- ✔ **Download the data to account packages including Sage and Quicken**
- ✔ **Order new cheque books and paying-in books**
- ✔ **Secure – we use 128 bit SSL security**
- ✔ **Multiple browser options (Internet Explorer, Google Chrome, Safari, Firefox etc.)**

*A £5 fee applies to this service



Tailored Internet Banking for organisations like yours

Our Internet Banking service proves that you can benefit from a high level of service and great features from Internet Banking, whilst remaining governance-friendly.

Choose your authority level

For your security and peace of mind, you can choose the level of authority for each user. Our different authority levels give you the freedom to make sure your online banking meets your organisational needs.

- ✓ **Single Authority**
Allows one person to authorise account activity
- ✓ **Dual Authority**
Allows two people to authorise account activity
- ✓ **Triple Authority**
Allows three people to authorise account activity

Choose your access level

You can make sure that everyone who needs to operate on your bank account can do so, whenever they need to.

- ✓ **Authorise Only**
Users have access to authorise payments only, they do not have access to view the account
- ✓ **View Only**
Users have access to the account to view activity only, they cannot carry out any activity
- ✓ **View and Submit**
Users can access the account and setup payments
- ✓ **View and Authorise**
Users can access the account and authorise payments, but they cannot setup payments
- ✓ **View, Submit and Authorise**
Users can view the account and make and authorise payments



Choosing levels of access means that your money is safe and the users you select can see and authorise your accounts making control and management easier.

Really secure, for your peace of mind



We hold all of your data securely in the UK, where there is also a central back-up store. We use minimum 128 up to 256-bit SSL encryption, which is protected by Norton Secured. On our website, you will see our valid SSL security certificate. Add this to our user privilege control and dual/triple authority

options, and online banking puts you in complete control of your money, without compromising your security.

Each user has their own User Name and password, and must be able to answer the security questions – that is all you need. No hardware, no software, no devices.

Registering for Internet Banking

Simply fill in the application form – we will do the rest

Existing customers

Visit www.unity.co.uk/customerforms to download the form or call our team on **0345 140 1000** to get a form sent out for you.

New customers

Just fill in the online banking section of your application form.

Forgotten passwords

Accidents happen, and if you do forget your password, our new even easier instant password resetting will mean you are back on your feet in no time. Simply log on and register your personal email address to receive the automated password reset if you need it.

Hear how Internet Banking has benefited some of our customers



We made the move to Unity and they immediately enabled viewing access for non-signatories, as well as enabling triple electronic authorisation and we now make all payments by Bacs. Making the move was so simple, their Internet Banking and standard of service have enabled us to reduce costs and time in processing payments, and improved our security.

Michael Dixon,
Chairman, Coedpoeth Community Council



Unity is really flexible and brilliant at helping our organisation achieve its objectives. We particularly like the online banking which, once set up, is easy to use and can be accessed from anywhere.

Catherine Stuart-Jervis,
Chief Executive Officer, The Charity Service



Unity's Internet Banking has proven really valuable for our organisation as it really simplifies our payment processes. We no longer have to worry about the timing of invoices and cheques because we can now pay for things straightaway and know where we are with our finances.

Betty McNerlin,
Chief Executive Officer, North West Life Long Learning

To enjoy the benefits of Internet Banking with our professional support, contact us:

t: 0345 140 1000 e: us@unity.co.uk www.unity.co.uk [@unitytrustbank](https://twitter.com/unitytrustbank)



Awarded 5 stars for our Small Organisation Custom Account



Awarded 5 stars for our Charity Current Account



Highly Commended Best Charity Account Provider



Awarded Bronze by Investors in People 2012



Accredited UK Living Wage Employer in 2013



2021 Impact Report

Bank with us. Bank on us.

unity trust
bank 

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CEO Business Update



Deborah Hazell
Chief Executive Officer

As the incoming Chief Executive Officer, it is my pleasure to share our Impact Report detailing our positive contribution to the communities that Unity Trust Bank serves.

In 2021, Unity achieved a record level of lending, increasing its total lending to £723.5m (2020: £601.8m) which contributed to pre-tax profits of £11.1m (£7.5m in 2020).

To ensure a disciplined framework for evaluation, we align our lending practices to the United Nations' 17 Sustainable Development Goals (SDGs). Irrespective of the commercial attractiveness of the opportunity, no loan was approved unless the positive impact of the financing could be clearly demonstrated against one of these SDGs.

This led to Unity helping to create and protect 795 jobs, house 1,024 people, provide 101 community facilities and create and renovate 789 bed spaces for the elderly and the most vulnerable in our society.

We also provided £56.77m funding to the healthcare, dental and pharmacy sectors, which have played a leading role during the pandemic, and £12.98m through responsible finance providers, which has supported 165 SMEs and social enterprises.

During the year, we raised an additional £8.5m of equity from existing shareholders. This allows Unity to continue to grow its lending and increase opportunities to create positive social impact.

Given the ongoing uncertainty around the pandemic, we sustained a tight control over costs in the early part of the year. As the bank continued to grow, it became evident that additional resources were needed to ensure that we maintained our high standards of customer service.

A combination of staff illness and turnover led to a deterioration in service towards the end of the year and to those customers who were affected, we offer a sincere apology. We have since hired experienced associates and have focused on training to ensure we return to the level of service that our customers have come to expect.

During 2021, Unity also took care to protect the health and wellbeing of our staff. At different times of the year we worked either fully remotely or hybrid working from our offices. We continued regular testing and quarantine periods to ensure our staff remained safe and provided private counselling and open sessions on bereavement and mental health to further support them.

As part of Unity's commitment to offer employees five paid days' leave a year to use their time and skills for volunteering, 145 days - the equivalent of 1,015 hours - were spent supporting good causes.

During the year we also signed up to the Race at Work Charter, became a Carbon Neutral Bank and were voted Socially Responsible Lender of the Year by the NACFB (National Association of Commercial Finance Brokers).



Our Impact Framework

Unity aligns its lending practices to the United Nations’ Sustainable Development Goals (SDGs) – a global framework for achieving a better and more sustainable future.

The 17 goals were adopted by UN member states as part of the 2030 Agenda for Sustainable Development and are a blueprint for governments, businesses and societies around the world to help end poverty, protect the planet’s future and improve the lives of everyone.

Unity’s vision is to create a better society; we help organisations to develop and improve facilities and services with particular focus on these key themes of the SDGs: health and wellbeing; community spaces and services; education, skills and employment; financial inclusion and the environment.



Health & Wellbeing



Skills, Education & Employment



Financial Inclusion



Community Facilities



Environment



Delivering Impact - Our Year in Review

Our vision is to become the bank of choice for all socially-minded organisations in the UK.

Through safe, sustainable growth and responsible lending, Unity demonstrates the positive role that banking can have in society.

Living by our principles of banking with integrity, Unity helps change the lives of people in local communities.



17.7%

CET 1 ratio,
£8.5m capital raised

2020: 16.7% CET 1

Earnings Per Share

£0.41

2020: £0.31

46%

increase in profit
before tax

Record £11.1m (2020: £7.5m)

20%
growth in loans to
customers

£723.5m (2020: £601.8m)

Top quartile of banks
for Shared Purpose¹
and Speaking Up²

2021 FSCB survey

11.4%
new customer
growth

Socially Responsible
Lender of the Year

NACFB Patron Awards



Achieved carbon
net zero
accreditation³

Employee ownership
share schemes
launched

Our drive to increase
employee ownership

Fair Tax
8th year



81%
Customer
satisfaction score

2020: 81%



367

Day care spaces



32

Apprenticeships,
training and internships



101

Community facilities
maintained or created



789

Bed spaces created
and renovated



1024

People supported with
housing and care



795

Jobs created
and protected

2020: 712

¹Defined as 'a core purpose (or purposes) across a firm' by the Financial Services Culture Board (FSCB). ²'Speaking Up' refers to a culture where employees feel free to share their ideas, opinions and concerns, without fear of retaliation or penalty. ³Offsetting carbon emissions by financially supporting projects that help provide solutions to climate change.

The 'overall' satisfaction score, is calculated as the mean average of customers' responses to the question "Having reflected in detail on the service from Unity Trust, overall, how satisfied are you with your experience of Unity Trust Bank's service to you?". Answers are given on a scale of '0' (Extremely dissatisfied) to '10' (Extremely satisfied).



Health & Wellbeing

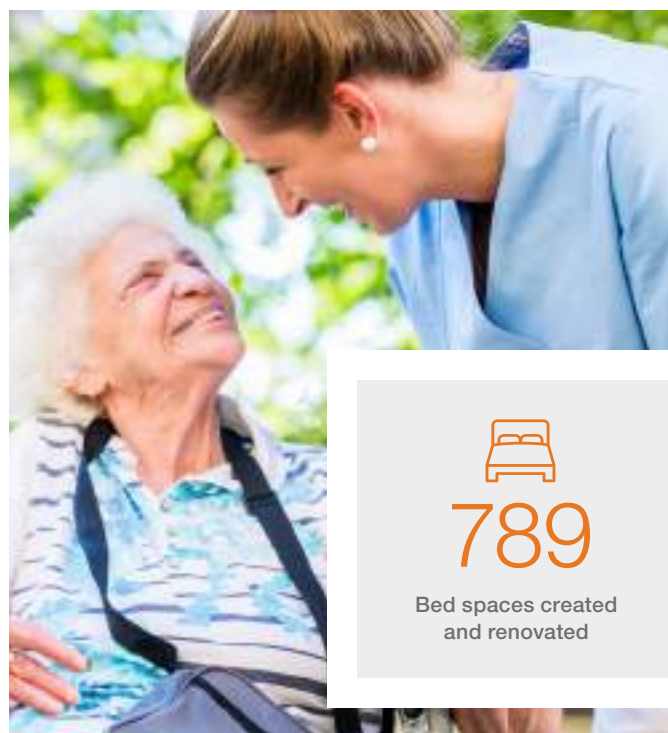
Positive physical and mental health and wellbeing for all, regardless of gender, ethnicity, disability, age or religion

SDG3 'Good health and wellbeing'

UN mission statement: Ensure healthy lives and promote wellbeing for all at all ages

SDG3 calls for universal access to essential healthcare services and safe, effective, affordable medicines and vaccines for all. It promotes good mental health and focuses on keeping people well and safe, healthy and independent in their communities.

The pandemic has brought many challenges for organisations that deliver essential healthcare services to local communities and Unity has provided financing for frontline operators such as dental practices and pharmacies. We have also supported residential care homes which have provided critical support for the most vulnerable members of society.



789

Bed spaces created and renovated



£6.96m
funding supported

7

dental practices

£27.45m
funding supported

22

pharmacies

Lenore Care

Unity Trust Bank funding helps Whitley Bay couple purchase second residential care home

The third-generation owners of a pioneering residential care home in Tyne and Wear have acquired a second property thanks to seven-figure funding from Unity Trust Bank.

Jack and Grace Jenkinson took over 23-bed Lenore Care Home in Charles Avenue, Whitley Bay in 2019 when Grace's parents put it up for sale.

The home caters for people with learning difficulties and mental health issues and was the first registered home of its kind in North Tyneside when it was founded in 1976 by Grace's grandmother, Maureen Bond, a former mental health nurse.

The couple have now purchased 22-bed Kendal House in Park Avenue thanks to a £1.4m refinance package from Unity.

Mr Jenkinson, a qualified dentist at South Tees Hospitals NHS Trust, said: "Grace has worked at Lenore since she was 16 and we both love working in the care industry so it was a natural progression for us to take over.

"We decided to buy Kendal House because the owners were retiring and it had an excellent reputation but the high street banks told us they would only fund 40-plus bed facilities. Thankfully a broker introduced us to Unity and they have been brilliant."

"Unity are keen to support smaller care homes and their relationship managers have specialist sector knowledge which is great as they already know the ins and outs of the industry"

Jack Jenkinson
Director, Lenore Care



Unity Relationship Manager Michael Wicks with Grace and Jack Jenkinson



Delivering Impact

Mr and Mrs Jenkinson, who employ 36 people, created six new full-time jobs when they first purchased Lenore.

These new carer roles offer additional support to residents - people with learning difficulties and mental health issues - by accompanying them when they are out in the community.

Specialist homes like this are in demand and local authorities refer people to Lenore from all over the North East.

Kendal House caters for elderly residents with dementia and there are plans to improve the facilities and increase the home's capacity.

Mr Jenkinson said: "Unity are keen to support smaller care homes and their relationship managers have specialist sector knowledge which is great as they already know the ins and outs of the industry.

"Our relationship manager Michael Wicks has been amazing; I don't think I've met a bank manager like him. He's been very pro-active, involved in all of the decision-making and very supportive.

"We had a relationship manager at our previous bank but that was a very different experience.

"It's nice to know that we're with a bank that invests in good things."

Carrick Care

Care home operator acquires two new residential homes in Fife, Scotland following a seven-figure loan from Unity Trust Bank

Businessman Razwan Latif bought his first care home, Ayr-based Carrick House, in 2018 because he wanted to 'do something for the greater good'.

Thanks to Unity's funding, Mr Latif was able to add two new care homes in Burntisland and Leven in Fife to his portfolio when the previous owner retired in 2021.

Mr Latif said: "I spent 10 years in retail running Post Offices and convenience stores but I aspired to find a more fulfilling career.

"The care industry is a virtuous sector to go into and I feel like I'm doing something for the greater good; I'm helping the community and doing my bit for society. It's something I can leave to my children in the future.

"We provide 70 bed spaces across the three properties and our philosophy is to be 'Your home from home'. We are a small and niche family-run organisation and there is a familiar and 'homely' feel in our homes.

"We focus highly on person-centred care and unlike other larger care homes, our rooms do not feel like a hotel - in our homes, residents feel like they live in their own house."

Delivering Impact

With an ageing demographic in the UK, demand for good quality elderly care beds remains high.

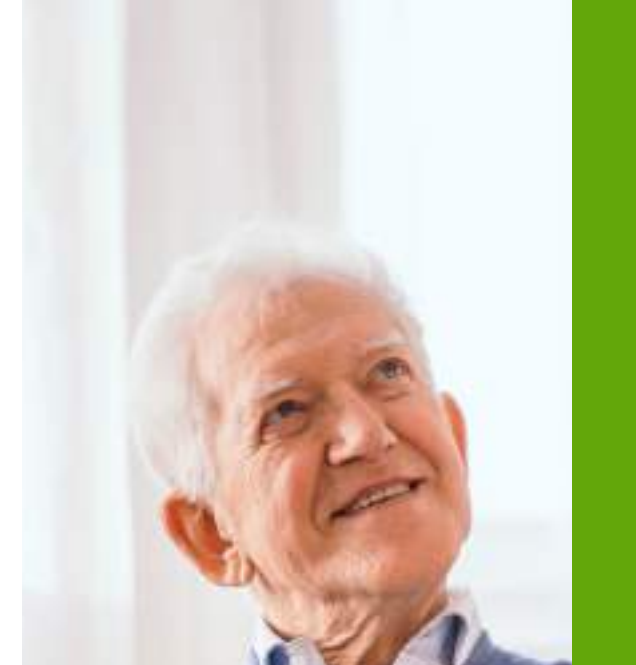
All three of Mr Latif's care homes provide dementia and elderly care for 70 residents, while Carrick also specialises in nursing care.

The acquisition of the Fife businesses by an experienced independent operator ensures they will continue as care homes and provide much-needed bed spaces for local people.

By securing the homes' future, Mr Latif has also safeguarded over 90 jobs - with many of his employees having many years of care industry experience.

Mr Latif said: "I had several offers of finance but I really liked my relationship manager Scott Hutchinson. His background in healthcare was a valuable asset to me. A lot of bank managers have no idea about the day-to-day running of a care home and the problems the sector faces but Scott understood everything I was talking about.

"I get a good feeling working with Unity because what they do is all community based."



Carrick House



"I get a good feeling working with Unity because what they do is all community based"

Razwan Latif
Director, Carrick Care



Steeton & Goxhill Pharmacies

Pharmacist purchases two new sites in rural Yorkshire thanks to six-figure funding from Unity Trust Bank

A £448,000 funding package from Unity enabled pharmacist Sachin Tammewar to add Steeton and Goxhill Pharmacies to his portfolio alongside Central Dales Pharmacy in Hawes.

Mr Tammewar manages all three pharmacies with his business partner Gowardhan Kotra, while Anshul Saini is also a partner at Steeton and Central Dales.

As well as providing vital day-to-day healthcare services in rural communities, Mr Tammewar and his team were on the frontline during the pandemic.

They administered more than 1,500 Covid jabs and provided specialist medicine and advice when members of the community couldn't get it through their GP or hospital.

Mr Tammewar said: "The nearest vaccination centre to Hawes is 15 miles away, which can take 40 minutes to get to around here, so it made a real difference to people who would have struggled to travel.

"We decided to buy these two new pharmacies as the previous owners were retiring and I chose to refinance with Unity because they came with a good reputation and have a lot of experience in the pharmacy industry.

"We had a two-month timeframe to complete this deal and Unity were flexible and could accommodate our needs.

"They showed a lot of interest in us and our relationship manager Andy Ball was really helpful."



Customers are delighted with the services provided by Steeton Pharmacy

"We had a two-month timeframe to complete this deal and Unity were flexible and could accommodate our needs"

Sachin Tammewar
Director, Steeton & Goxhill Pharmacies



Sachin Tammewar

Delivering Impact

With life expectancy increasing and an ageing population, demand for prescriptions and health services has put pressure on GP surgeries.

Pharmacies help support the NHS by providing advice and treatment for a range of minor illnesses and offer services such as blood pressure monitoring and flu jabs.

This is of particular benefit to the elderly, as they don't have to wait for a GP appointment or travel miles to their local surgery.

Mr Tammewar's three pharmacies, which also support several care homes in the area, employ 30 people.

He said: "The two new pharmacies are in small villages and around 70 per cent of residents are over 60 so we're providing a valuable service to the elderly.

"Pharmacies are no longer seen as a place to simply pick up a prescription and people know they can come to us and ask for help. We understand and are approachable.

"We can help with a range of ailments and with GP surgeries under pressure, we're providing a vital service and making a big difference to the local community."

The Dental Management Partners

Independent dental group acquires third practice in Hampshire following seven-figure funding thanks to Unity Trust Bank

An independent dental group in Hampshire which has a large NHS contract has expanded its portfolio thanks to seven-figure funding from Unity Trust Bank.

TDMP has purchased a private practice in Winchester, where it plans to combine resources in order to introduce new specialist services and create a training hub for apprentices and nurses.

Jamie Chaplin-Rogers, Director at TDMP, said: "We chose to refinance with Unity because we were really impressed with their proposition and with our bank manager, Paul Kelly, who was pragmatic and keen to do business.

"Paul has very specific sector knowledge and not only understood where the market was going but understood the limitations on surgery availability that we had with our NHS sites. He saw the potential that we saw of expanding our service delivery through connecting sites and his experience was extremely valuable."

Delivering Impact

Eighty-five per cent of the 19,500 patients at TDMP's Hampshire practice are registered through the NHS.

It was one of the only practices in the county to take on NHS patients in 2021 and was among a small number of practices around the country that provided care seven-days per week as an emergency hub during the pandemic.

Mr Chaplin-Rogers said: "We wanted to offer more services for patients privately as well as continue to deliver upon our contracts with NHS and our new private practice complements our other sites perfectly.

"We will introduce specialisms such as orthodontics, implantology and endodontics, and with only 3,800 patients there is room to accommodate an overflow from nearby practices which are heavily over-subscribed.

"Unity were particularly impressed with what we did during lockdown, providing emergency treatment for referrals from all over the county, as a lot of people in Hampshire wouldn't have had dental care if it wasn't for us."

Employing 54 people, TDMP has created two new jobs at the new private practice and there are plans for up to eight more in 2022.



Nick Forster, Jamie Chaplin-Rogers, Emmaline Hallum and Simon Chaplin-Rogers from TDMP



"We chose to refinance with Unity because we were really impressed with their proposition and with our bank manager, Paul Kelly, who was pragmatic and keen to do business"

Jamie Chaplin-Rogers
Director, TDMP



Community spaces & services

Creating services and spaces which are accessible to all and improve overall quality of life

SDG1 'No poverty'

UN mission statement: End poverty in all its forms everywhere

SDG1 calls for an increase in basic resources and services for the most disadvantaged. The goal aims to support communities that experience multiple indicators of deprivation such as low income, low employment levels, lack of educational attainment and accessible housing facilities, and to improve quality of life.

Creating social impact in communities across the UK is at the heart of Unity. Our funding supports organisations that provide affordable, safe living accommodation, social care and essential support facilities, helping to reduce the number of people living in poverty and ensuring people have access to basic services.


1024

People supported with housing and care

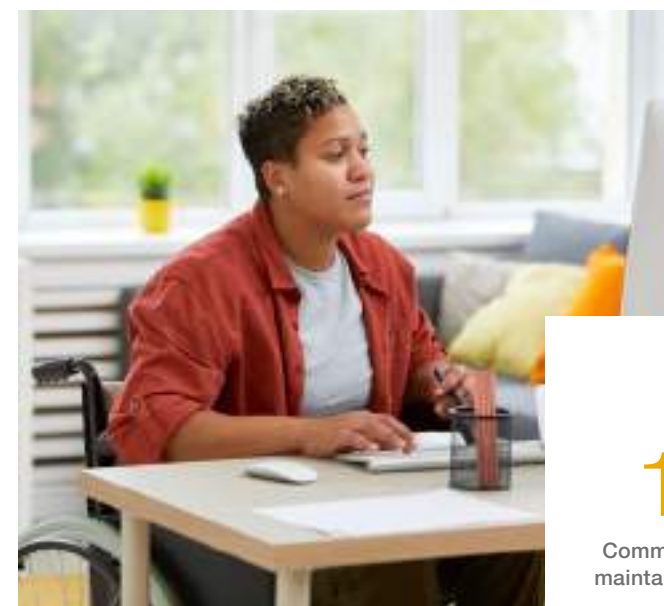


SDG11 – 'Sustainable cities and communities'

UN mission statement: Make cities and human settlements inclusive, safe, resilient and sustainable

SDG11 focuses on investment and creating employment and business opportunities, safe and affordable housing and resilient societies and economies. The goal aims to reduce the number of people experiencing homelessness and build community services and spaces that improve quality of life.

Unity is committed to helping organisations that address economic, social and environmental needs. We provide financing for affordable housing and social housing developments, and for community groups and organisations that maintain and develop new support services in local communities.



101

Community facilities maintained or created

Cornerstone Place

Unity Trust Bank helps fund unique homeless project in Greater Manchester



Two entrepreneurs who joined forces to find a new way of addressing homelessness in the UK are turning a Victorian villa in Tameside into 13 self-contained apartments, thanks to six-figure funding from Unity Trust Bank.

Richard Kennedy and David Ball, co-founders of social enterprise Cornerstone Place, are overseeing the £440,000 development in Audenshaw before handing it over to homeless charity Stepping Stone Projects to manage.

Capital for the Audenshaw project was also provided by The Key Fund and Power to Change. When the property is renovated, SSP will work with Ashton Pioneer Homes and Tameside Council to provide tenant support services.

Mr Kennedy, whose background is in social enterprise and Mr Ball, who worked in property development, source properties for charities, secure funding and develop them, and then share the net revenue so that the charity can eventually buy the building outright after five years.

Mr Kennedy said: "Our ambition over the next five years is to provide 1,000 extra rooms for homeless people."



Delivering Impact

Over the next 15 years the Audenshaw project will provide the equivalent of 71,200 bed nights for homeless people.

New jobs have also been created, from construction and security staff to care professionals who will provide support services.

Not reliant on public funding, the business model helps empower, strengthen and increase the sustainability of homeless charities.

Mr Kennedy said: "Smaller charities don't have huge resources so end up renting from the private sector. Our model gives them the tools to help their balance sheet and build their sustainability so we can start to have an impact.

"We chose Unity because they have a heart for this sector, for impact and social business.

"Unity have been absolutely brilliant. They have worked with us throughout and were instrumental in making this project happen. We couldn't have asked for more support."

Mr Ball added: "A member of my family spent a lot of time on the streets so this has personal resonance for me in terms of using my experience to help the homeless problem and Richard has the social sector running through his veins.

"If it wasn't for properties like this people would be on the streets. That's what drives us."

"We chose Unity because they have a heart for this sector, for impact and social business"

Richard Kennedy

Co-founder and Director, Cornerstone Place



Homelife Holdings

Disused engineering plant turned into 18 supported living units in Greater Manchester thanks to Unity Trust Bank funding



Castlewood Court



Andrew Hopkinson
Co-founder and Director of Homelife Holdings



A dilapidated engineering plant in Greater Manchester was transformed into supported living accommodation thanks to a seven-figure loan from Unity Trust Bank.

Unity's funding enabled Homelife Holdings to demolish the former Albion Works in Mottram Street, Stockport and replace it with 18 self-contained apartments called Castlewood Court.

The four-storey building, built to energy-efficient standards, caters for adults with disability needs and includes a hub for care workers to provide round-the-clock support.

Andrew Hopkinson, Co-founder and Director at Homelife Holdings, said: "We chose Unity because of their values. We've worked with them for six years because there's an alignment with what we do and what they want to invest in. They are willing to support this model and this market.

"Our relationship manager, Ian Heesom, is always there when we need him. It's great to have that support because at some banks you never speak to the same person twice."

Homelife Holdings has provided specially-designed homes for more than 130 people over the past six years.

"Our relationship manager, Ian Heesom, is always there when we need him. It's great to have that support because at some banks you never speak to the same person twice"

Andrew Hopkinson

Co-founder and Director, Homelife Holdings



Delivering Impact

Homelife Holdings works with local authorities and care providers across the country to provide specially-designed homes for people needing care.

Mr Hopkinson said: "Each area has different needs and in Stockport there was a shortage of supported living accommodation for people coming out of hospital, as you can't be discharged unless you have a suitable home.

"Castlewood Court is close to the town centre and provides residents with a home for life and the support they need to help rebuild their lives."

Fifteen new social care jobs have been created as part of the Stockport project.

Day-to-day support for the new residents will be provided by Making Space, a health and social care charity which also delivers comprehensive training for staff to gain advanced industry qualifications.

Mr Hopkinson added: "This development is a win-win for everyone. Not only does it provide homes for people who would have had to remain in hospital, but it boosts the local economy through job creation and upskilling staff.

"It delivers a cost saving to the social care budget and an eyesore building has been replaced with a nicer one."



Skills, education & employment

Skills, training and education which provides greater access to inclusive, meaningful, quality employment

SDG4 – Quality education

UN mission statement: Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all

The focus of SDG4 is the provision of quality education for all - regardless of geography, family circumstances, age or wealth. It spans from Early Years through to Further Education and Adult Education, including supporting those who are the hardest to reach.

Unity supports organisations that provide access to all levels of education and vocational and training courses.

We offer colleagues up to five paid days' leave a year to carry out voluntary work and as part of this programme, colleagues provide career advice and support to local students through the Government's Skills Builder Partnership.



367

Day care spaces



32

Apprenticeships, training and internships

SDG8 - Decent work and economic growth

UN mission statement: Promote inclusive and sustainable economic growth, employment and decent work for all

Through this goal, the intention is to increase the number of people in quality employment, ensuring good working conditions, fair pay and the development of schemes which support skills training and job creation.

Unity believes in inclusive and sustainable economic growth and we lend to organisations that protect and create jobs. We also support businesses that provide training and apprenticeship opportunities and promote good working practices and fair pay.

As the first bank in the UK to pay the Real Living Wage back in 2013, we encourage our customers to do the same. Our headquarters are in Brindleyplace and with one in four people in Birmingham working in low paid jobs we signed up with the Living Wage Foundation to help make Birmingham a Living Wage City.

As part of our volunteer programme, Unity also helps a number of organisations that equip people with the skills they need to find employment. These include Suited for Success, a Midlands-based charity that provides one-to-one coaching and suitable interview outfits and the Prince's Trust, where we support mentoring and back-to-work initiatives.



795

Jobs created and protected



Hazel Tree Montessori Nursery

North West nursery owner adds to her portfolio thanks to funding from Unity Trust Bank

A businesswoman acquired her third pre-school nursery in Greater Manchester following a refinance package from Unity Trust Bank.

Danielle Hignett added Hazel Wood Nursery in Stockport to her portfolio, which she renamed Hazel Tree Montessori Nursery, alongside Holly Tree Montessori Nursery in Edgeley, Stockport, and Pear Tree Montessori Nursery in Sale.

Mrs Hignett has a degree in chemistry and management and spent 12 years in senior global roles in the pharmaceutical industry before deciding to use her corporate experience to deliver social impact in the education sector.

She said: "I'm delighted to refinance with Unity. They are a very good fit for my portfolio from a social marketing side.

"Other banks were interested but I like the old-fashioned way of having a relationship manager and being able to speak to someone and something getting done immediately.

"Businesses like mine need relationship managers because we have so many complexities to talk about. Unity offered the best deal on the market but they also took a real interest in my nurseries and what we do with the children.

"They took a particular interest in our fundraising during the pandemic to pay for vaccines in India. I've never had a bank interested in something like that before and it was really nice."

Delivering Impact

Mrs Hignett has invested in her three businesses since setting up in 2015 and now provides 200 childcare places.

She has increased her staffing levels to 75 and plans to create another seven jobs once Hazel Tree is fully renovated.

All three nurseries are rated 'outstanding' by Ofsted.

Mrs Hignett is also spearheading the Manchester Montessori Academy which offers training on the Montessori methods of teaching for childcare professionals. These methods include self-directed activity, hands-on learning and collaborative play.

Mrs Hignett said: "The Montessori teaching method was developed by a doctor for children with additional needs and it was so successful it was rolled out to mainstream children.

"It's almost like going back to basics; teaching children grace and courtesy and giving them time and respect. It empowers them and gives them confidence and this really resonates me."



"Other banks were interested in my business but I like the old-fashioned way of having a relationship manager and being able to speak to someone and something getting done immediately"

Danielle Hignett
Director, Hazel Tree Montessori Nursery

Hackney Cooperative Developments CIC

Unity Trust Bank helps boost business opportunities and social inclusion in East London

A £1.8m funding package from Unity Trust Bank is helping to breathe new life into a unique public space in East London with the improvement and creation of new affordable business units and employment opportunities.

Hackney Cooperative Developments CIC (HCD), a local community development organisation, is using the loans from Unity Trust Bank, Trust for London, London Borough of Hackney and funding from Greater London Authority to expand its Bradbury Street premises overlooking Gillett Square in Dalston.

Gillett Square is a public open space with jazz bars and food outlets and is a popular meeting place for a diverse range of people.

Once complete, the building will provide 23 newly-refurbished office spaces, 10 new retail spaces and 457 square metres of new affordable workspace, safeguarding 265 jobs and creating 69 new ones.

Anthonia Onigbode, Chief Operations and Financial Officer at HCD said: "The support we have had from organisations such as Unity have been the bedrock of this redevelopment, which will enhance the overall facilities in Gillett Square.

"Unity is an ethical bank so perfectly fits our remit. I've recommended Unity to lots of other organisations."



"Unity is an ethical bank so perfectly fits our remit. I've recommended Unity to lots of other organisations"

Anthonia Onigbode
Chief Operations and Financial Officer, HCD

Delivering Impact

Dalston is in the 10 per cent most deprived wards in the UK.

By providing affordable workspace below market rate, into-work training courses and funding community and business activities, HCD will not only help boost the local economy but enhance the wellbeing of people who live in the area.

HCD owns seven properties and provides affordable rents for start-ups and support for hundreds of co-operatives and social enterprises.

It is an accredited training provider, delivering skills programmes for more than 500 people every year, and plays a key role in co-ordinating community events in Gillett Square, including outdoor play equipment.

Ms Onigbode said: "While our primary function is to provide affordable workspaces, the income we generate is reinvested back into the community through business support, training and initiatives.

"Gillett Square is a very vibrant place which attracts people of all ages, socio-economic and ethnic backgrounds.

"In recent years the area has suffered from anti-social behaviour and when the redevelopment is complete, Gillett Square will do what it does best again – providing a vital support network for the community."



Financial Inclusion

Access to fair and affordable financing through Responsible Finance intermediaries

SDG17 – Partnerships for the goals

UN mission statement: Strengthen the means of implementation and revitalise the global partnership for sustainable development

SDG17 promotes public, private and civil society partnerships which enable socio-economic growth and stability; collaborating with others to eliminate poverty and support the development of strong businesses.

Unity supports organisations that share our principles and deliver positive impact to local communities. We're committed to helping businesses to grow and prosper through responsible finance and work with Community Development Finance Institutions (CDFIs) that provide funding to SMEs and social enterprises which find it difficult to access finance through traditional routes

In 2021, Unity supported nine CDFIs with a total of £12.98m funding which, in turn, supported 165 businesses.

Unity's headquarters are in Birmingham and one of the biggest recipients was longstanding customer, Midlands-based ART Share. This pioneer CDFI, which is owned by its members who are both borrowers and investors, used £2.5m of Unity funding to assist 38 businesses in the region. See our case study on ART Share on the next page.

Other CDFIs we supported included BCRS Business Loans (West Midlands), Business Enterprise Fund (North East, North West, North and West Yorkshire, Humberside and North Lincolnshire), Big Issue Invest (UK wide), Enterprise Answers (North of England), Capitalise Business Support (South East), Finance For Enterprise (North of England) Key Fund (North and Midlands) and Small Business Loans (North West).



ART Business Loans lending team:
Martin Edmonds, Graham Donaldson and Roz Haque

£12.98m
funding to CDFIs
supported
165
small businesses



ART Share

Unity Trust Bank helps SMEs in the West Midlands during the Covid-19 pandemic

Birmingham-based ART Business Loans (ART) was established in 1997 to help alleviate poverty through enterprise by lending to businesses unable to access finance via mainstream banks.

It was a pioneer Community Development Finance Institution (CDFI) and its model – raising finance from member investors and from the public and private sectors to lend to businesses in a specific area – has since been replicated around the UK.

ART supports viable SMEs across the West Midlands that are unable to acquire their full financial needs from high street banks. It has proved a lifeline to many; supporting cashflow, protecting jobs and helping businesses in diverse sectors to survive, diversify or grow.

Since its formation 25 years ago, ART has lent more than £30m to 14,500 borrowers, enabling them to create or protect in excess of 8,000 jobs.

Unity is committed to supporting responsible finance providers and has provided £16.7m funding to ART since 2005.

During the Covid-19 pandemic, ART also became an accredited provider of the Coronavirus Business Interruption Loan Scheme (CBILS) and the Recovery Loan Scheme (RLS).

Delivering Impact

Many small businesses have been affected by the pandemic, from facing the threat of closure to being inundated with demand for products.

Between June 2020 and December 2021, Unity provided ART with loans of £4.8m which were distributed to 70 businesses.

Of this, £3.3m was distributed to 43 businesses in the West Midlands under CBILS and RLS, helping to ensure their future and safeguard jobs.

Dr Steve Walker, Chief Executive of ART, said: “The loans Unity provided during the pandemic have made a big difference to a lot of businesses.

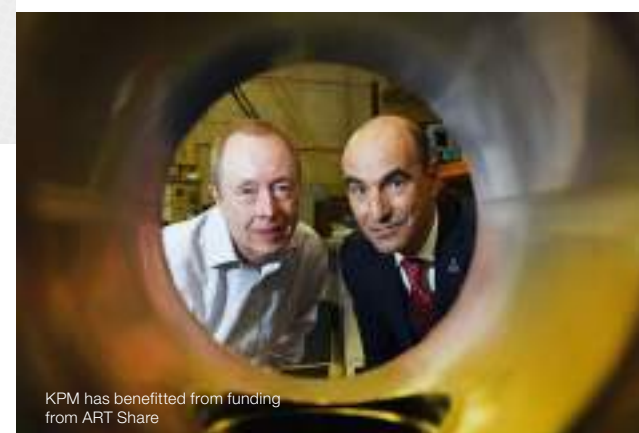
“It’s through Unity’s innovative support that ART was able to continue to deliver loans in 2021 using the new Recovery Loan Scheme.

“I can’t praise Unity enough for taking the time to understand how their funding could help us to help other people during these difficult times.

“Some businesses have prospered during the pandemic while others have obviously struggled, but thanks to Unity’s substantial support we have been able to meet demand from both existing and new clients.”



Reynolds Technology just one of the many small businesses ART Share have supported



KPM has benefitted from funding from ART Share

“It’s through Unity’s innovative support that ART was able to continue to deliver loans in 2021 using the new Recovery Loan Scheme”

Dr Steve Walker
Chief Executive, ART Share

Big Issue Invest

Social enterprises and charities across the UK benefit from six-figure funding from Unity Trust Bank

Big Issue Invest – the UK’s first ‘social merchant bank’ – used £500,000 funding from Unity in 2021 to support social enterprises and charities across the UK.

Founded in 2005, BII is the social investment arm of the Big Issue Group.

Its mission is to ‘build a world that works for everyone; to challenge, innovate and create self-help and sustainable business solutions, that dismantle poverty now and for future generations’.

Joshua Meek, Head of Impact at BII, said: “We seek to partner with mission-aligned organisations so Unity Trust Bank are natural players for our banking and lending needs.

“We’ve banked with Unity since 2013 and they have always provided flexible matching investment. Through our relationship manager Jason James, we’ve been able to talk about new product development in a collaborative way, which is important to us.

“Unity is also signed up to the Community Investment Tax Relief (CITR) scheme and this should be celebrated because when you have a social lender that backs social initiative you get double the benefit of it.

“We’re looking forward to keep working with Unity and keep pushing our mission to build a world that works for everyone.”

Delivering Impact

BII works with a diverse range of finance providers and has distributed more than £400m in funding to over 400 social enterprises since its inception.

Finance from Unity in 2021 contributed towards 184 investments which supported employment for 9,400 people.

Mr Meek said: “When we make investments we look at what impact a business delivers, how they deliver it, who’s benefitting from it and how our investment can support them.

“We align our lending with the United Nations’ Sustainable Development Goals (SDGs) and track our investees’ contributions towards the goal targets.

“We want to promote and share best practice across environmental, social and governance initiatives so we look at things like business standards, what environmental policies are in place and whether they are a living wage employer. Other key areas of due diligence and support include diversity, equality and inclusion practices to ensure an equitable employment experience.”

During the pandemic, BII also issued 118 grants worth £3.2million as part of the Social Enterprise Support Fund (SESF) with the National Lottery Community Fund and partnered with Social Investment Business to contribute to £25million of lending as part of the Resilience and Recovery Loan Fund (RRLF).



Big Issue Invest provides funding for social enterprises and charities

“We seek to partner with mission-aligned organisations so Unity Trust Bank are natural players for our banking and lending needs”

Joshua Meek
Head of Impact, Big Issue Invest



Big Issue Invest is the social investment arm of the Big Issue Group



Environment

Protecting the natural environment through renewable energy and sustainable practices

SDG7 – Affordable and clean energy

UN mission statement: Ensure access to affordable, reliable, sustainable and modern energy for all

The UK aims to achieve net zero carbon by 2050 and this goal is intended to stimulate and deliver investment in clean energy, implementing solutions and finance.

Unity supports organisations that pursue greener operating practices and demonstrate positive environmental impact.

We are also identifying the potential opportunities that will come through climate risk adaptation and how Unity can positively contribute to the UK's transition to a net zero carbon economy.



We supported
7
companies
to achieve their
environmental goals



SDG12 – Responsible consumption and production

UN mission statement: Ensure sustainable consumption and production patterns

This goal targets the sustainable management and efficient use of natural resources, helping customers understand costs, risks and opportunities within their supply chains to ensure sustainable consumption and production patterns.

Unity supports businesses, communities and individuals that focus on reducing their consumption of resources.

We were the first Carbon Literate Bank, achieving a bronze award, and as part of our accreditation employees undertake Carbon Literacy eLearning to provide them with the ability and motivation to reduce carbon emissions on an individual, community and organisational basis.

In 2021 Unity was also awarded net zero carbon status after being assessed by Carbon Footprint Ltd - a key achievement in our response to climate change.

We offset our carbon footprint by supporting the UK Tree Planting and Protecting the Amazon project, which plants a tree in the UK and the Brazilian rainforest to offset every tonne of carbon dioxide equivalent.



Radical Waste Group

Seven-figure funding helps East Anglia recycling and skip hire company to grow and expand its sustainable practices

Julian Knights, a former surveyor, set up Radical Waste Group in 2015 when he bought B&B Skip Hire in Suffolk in 2015.

He transformed it from a simple skip hire company into one that recycles a large percentage of the materials it receives.

A £1.8m refinance package from Unity has enabled RWG to consolidate its debt, install solar panels on site and create new office space.

The company also has plans to generate its own power by constructing a small-scale energy plant.

Mr Knights said: “While refurbishing my house and doing the waste disposal myself, I realised there were materials that had value and could be recycled. I also watched a BBC documentary about turning plastics into oil and it captivated me.

“I became so interested in what we do with waste that I bought B&B Skip Hire and turned it into a recycling facility.”

RWG works with commercial and domestic customers to provide a complete waste management solution.

Providing a direct skip service for general waste, it recycles and reprocesses a range of materials such as plastics, metals, paper and cardboard before selling it on.



Julian Knights with Unity Trust Bank Relationship Manager Andy Ball

Delivering Impact

Starting with a turnover of £1.2m and 13 staff, RWG now has a turnover of £2.65m and employs 20 people, including a former apprentice who has been taken on full time.

By the end of this year, the company expects to create another six jobs.

The company’s vision is to ‘end waste in all that we do’ and only works with commercial customers that share its values.

Mr Knights chose to finance with Unity because of its ethos and the sector knowledge of relationship managers Andy Ball and James Whittaker.

He said: “Our previous bank didn’t have a clue about the systems our business needs to follow or what we needed to invest in. Andy and James understood our business and what we’re trying to achieve.

“In Unity, I feel we have the right partner we can grow with.”

Of the plans to build a small-scale energy plant, Mr Knights added: “We want to become a self-sustainable site, providing power and heat to our processes while also recovering and recycling materials in a better way. If it can’t be recycled – I want to be able to turn it into power.”



B&B Skip Hire

Julian Knights
Director, Radical Waste Group

“In Unity, I feel we have the right partner we can grow with”

Julian Knights
Director, Radical Waste Group

Growing Impact

Unity Trust Bank is an award-winning, independent business bank that uses banking to improve local communities

Our mission is to create a better society, not simply maximise profits.

We provide exceptional banking services targeted to organisations that share our principles of acting with integrity and only lend to creditworthy organisations that share our values and deliver social impact.

Financial Strength

A 46% rise in pre-tax profits and a 20% increase in the loans we provided to customers demonstrates the resilience of Unity's financial performance in 2021.

These strong financial results enable us to continue to create impact in communities throughout the UK.

Our strategy is to positively impact society and the environment, provide excellent customer service, accrete capital to support growth, distribute dividends and develop employees and enhance our operations.

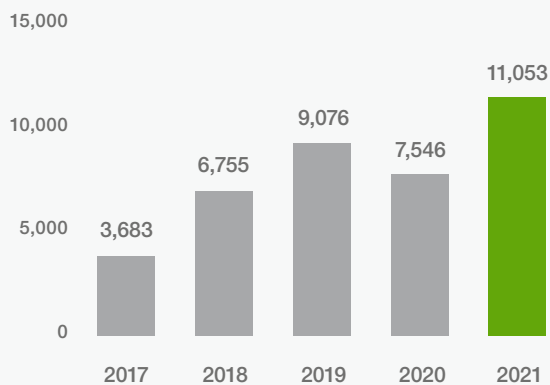
We support a range of sectors - from healthcare and education, to CDFI's and housing - and have helped thousands of SMEs, charities and organisations to develop and improve their facilities and services.

We provide specialist sector knowledge and support that enables our customers to focus on their business and deliver social impact.

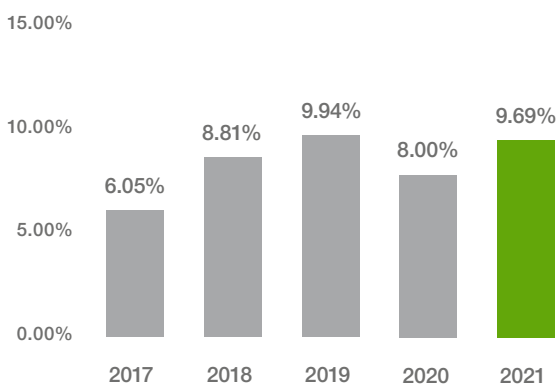
Every lending proposal that comes to us is aligned with one or more of the United Nations' Sustainable Development Goals (SDGs) to ensure that our funding has demonstrable impact.

Our values ensure we act in a way that helps to create a better society; they enable us to be at our best for customers, stakeholders, communities and society.

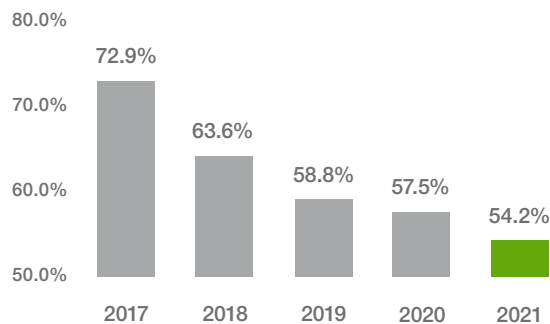
Profit before Tax (PBT) (£k)



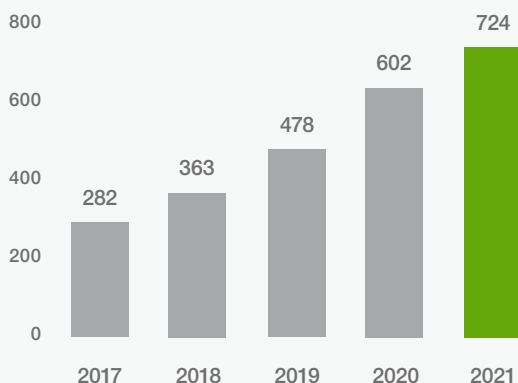
Return on Equity (ROE)



Cost income ratio



Loans and advances to customers (£m)



Unity in the Community

Employees are offered up to five paid days' leave a year to volunteer for good causes that are aligned to our values.

Unity Trust Bank supports the United Nations' Sustainable Development Goals (SDGs) with particular focus on these five areas – Health & Wellbeing, Community Spaces & Services, Skills, Education & Employment, The Natural Environment and Financial Inclusion.

In 2021, our colleagues spent 145 days - the equivalent of 1,015 hours – supporting initiatives in local communities. Here's a snapshot of the valuable work they carried out.

Francesca O'Keefe – Cookley Sebright Primary School

Creating inclusive green spaces in our communities and encouraging our children to embrace the natural environment is a key part of their early years' education and development.

Alongside her Unity colleagues, Fran spent a day at Cookley Sebright Primary School in Kidderminster, digging and laying slabs in the school playground to create a pond fishing area for pupils. Unity donated the funds for the materials and the equipment hire.

Fran said: "Volunteering is a fantastic way to give back to the community. The school was very grateful for the support and I know our team really enjoyed doing something to help the local community. Although, we had some aching backs afterwards!"



"I'm a firm believer that cycling is a key solution to many of society's current issues including mental and physical health, active travel, the environment and sustainable towns and cities"

Scott Hutchinson
Relationship Manager

Scott Hutchinson – Scottish Cycling

Cycling not only improves people's physical and mental health but it is one of the most environmentally-friendly forms of transport; emitting no harmful pollutants in the air and reducing noise and congestion in our communities.

Scott is a Non-Executive Director at Scottish Cycling, the sport's governing body in Scotland and home nation partner of British Cycling.

Its core strategy is to 'Develop a Nation of Cyclists' both at competition level and recreational grass roots cycling through involvement and support of local clubs and teams, all of which are operated by volunteers in their respective communities.

Scott said: "I'm a firm believer that cycling is a key solution to many of society's current issues including mental and physical health, active travel, the environment and sustainable towns and cities."

Unity in the Community



Puneet Patel – Headway, brain injury charity.

Unity supports a range of charities which provide invaluable support services in local communities; improving people's quality of life and promoting their physical and mental wellbeing.

Headway offers day care services and rehabilitation for those with brain injuries. The support they provide is a lifeline to the individuals, their families and to the local community in south Birmingham.

Puneet initiated a fundraiser campaign in his local area, raising over £1,000 for the replacement of stolen sport equipment from one of Headway's care centres.

Subsequently, Puneet and several colleagues volunteered to paint the fences and learn a bit more about the charity and what it does.

Puneet said: "Headway is an inspirational place to be; the care given by the excellent staff to the families and individuals is fantastic. The gratitude received from the fundraiser and fence painting show how seemingly small acts of support and volunteering go a long way to help."



Shana Roberts – Parish Council

Making communities safe, resilient and sustainable is a key focus of the UN's SDGs and Unity is proud to support initiatives that create a better quality of life for everyone.

Shana volunteers as a parish councillor and uses her volunteer hours to support initiatives and events that will benefit her community.

Being a parish councillor means that Shana can help ensure that families have access to the services they need and that their voices are being heard.

Shana works with schools, charities and local organisations to deliver projects that will improve her community, making it greener, cleaner and safer for all.

Shana said: "I spent so long wondering why no one did anything to make our community better, then I realised that I was someone and I was equally as responsible as anyone else in making the world a better place."

"I spent so long wondering why no one did anything to make our community better, then I realised that I was someone and I was equally as responsible as anyone else in making the world a better place"

Shana Roberts
Events and Partnership Marketing Manager

 145

Number of
volunteering days

Shana Roberts, Events and Partnership Marketing Manager
pictured with her niece

Unity in the Community



Unity Employees - Skills Builder

Providing young people with the skills, training and education they need to access meaningful employment is a key focus for Unity.

Unity Trust Bank colleagues took part in a Skills Builder Partnership session, helping to create educational video recourses aimed at secondary schools and colleges.

The session highlighted different job roles across the bank and shared an insight into how pupils can apply the Universal Framework to build essential skills in their careers.

We were delighted to support students' development and share our own knowledge and experience which will hopefully stand them in good stead in the future.



Luke Harbidge – Behind Every Kick

At Unity we believe in empowering young people and helping them to develop skills for later in life. Participation in sport also contributes greatly to young people's physical and mental wellbeing.

Luke volunteers at Behind Every Kick, a small London-based charity that empowers young people through a shared love of sport. He uses his own marketing background to support the charity's social media and digital strategy, creating impactful campaigns to help raise thousands of pounds in donations.

Behind Every Kick helps young people develop their skills through playing sport and shows them how these skills can be harnessed to create further opportunities.

Luke said: "Behind Every Kick leaves a lasting impression on the young people that take part, and it truly means so much to see the impact it can make."



Accreditations

Throughout our history, Unity Trust Bank is proud to have been awarded with a number of accreditations in recognition of the continuous work we do to positively impact our people and society.

From being the first bank to be accredited as a Living Wage Employer and the first to achieve the Fair Tax Mark, to our Bronze Standard in Carbon Literacy and Gold Standard in Investors in People, striving towards these achievements is not just for the 'badge', it's part of our values and what we do to provide a better future for everyone.



Investors in People is a standard for people management, offering accreditation to organisations that adhere to the Investors in People Standard.



Disability Confident is creating a movement of change, encouraging employers to think differently about disability and take action to improve how they recruit, retain and develop disabled people.



The Fair Tax Foundation was launched in 2014 and operates as a not-for-profit social enterprise. Our Fair Tax Mark accreditation scheme seeks to encourage and recognise businesses that pay the right amount of corporation tax at the right time and in the right place. We believe companies paying tax responsibly and transparently should be celebrated, and any race to the bottom resisted.



A Carbon Literate Organisation (CLO) is an organisation that has been accredited by The Carbon Literacy Project as having a substantial commitment to Carbon Literacy. CLO accreditation supports the development (and recruitment and retention) of a Carbon Literate workforce and requires an organisation to engage positively with its audience or community in developing and delivering low carbon behaviour.



The National Association of Commercial Finance Brokers (NACFB) is the UK's largest independent trade body for commercial finance brokers.



In order to become an accredited Living Wage Employer, you need to pay all of your directly employed staff a Living Wage, and have a plan in place to extend that to regular sub-contracted staff as well. The current Living Wage rates are £9.90 per hour and £11.05 in London.



An internationally recognised standard for demonstrating low carbon credentials: Unified and independent method to manage carbon and energy, recognises all stages of carbon management - from assessment, to carbon reductions and carbon neutrality. Applicable to organisations, businesses, products, projects, services and events. Aligned with international best practice / standards.



Becoming an FSCB member is entirely voluntary and to join is to make a statement that your firm recognises the importance of good organisational culture – to your employees, customers, clients, members and the financial services sector as a whole.



Working with members to continually improve responsible business practices. Leveraging their collective impact for the benefit of communities.



Introduced in 2011, the Time to Change Employer Pledge was a commitment to changing the way we all think and act about mental health in the workplace.



The Women in Finance Charter is a commitment by HM Treasury and signatory firms to work together to build a more balanced and fair industry. The Charter reflects the Government's aspiration to see gender balance at all levels across financial services firms.



Contact Us

 Call us: **0345 140 1000***

 Email us: **us@unity.co.uk**

 Visit us: **[unity.co.uk](https://www.unity.co.uk)**

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*Our call centre will be open Monday to Friday 8.30am-5pm with the exception of Thursday which will be open 9.30am-5pm. Calls are charged at local rate. Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Unity Trust Bank, Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes.

U420 (03/22)

Standard Service Tariff

Effective from 24 June 2021

Bank with us. Bank on us.

Standard Service Tariff

Account Charges

Unity Custom Account	
Turnover per annum*	£2m+
Fee	Negotiated
Charged	Negotiated
Opening deposit	Minimum £500
Interest	No credit interest paid

Unity Tier 2 Current Account	
Turnover per annum*	£100k — £2m
Fee	£6 per month plus 15p per individual transaction**
Charged	Quarterly
Opening deposit	Minimum £500
Interest	No credit interest paid

Unity Tier 1 Current Account***	
Turnover per annum*	Under £100k
Fee	£6 per month
Charged	Quarterly
Opening deposit	Minimum £500
Interest	No credit interest paid

*Turnover is the total value of payments received into your account, excluding internal transfers, in a 12-month period.

**Transaction charges include manual Bank Giro Credits, Standing Orders in (Faster Payment in), other automated credits, cheques issued, Standing Orders out (Faster Payment out), internet bill payments (Faster Payment out), Direct Debits and other automated debits.

***May also be used as a loan servicing account.

Tariff of Charges	
Audit letter	£35.00
Bank originated bill payment	£15.00
Bankers draft/cheque	£15.00
Bankers reference/ status enquiry	£15.00
Certificate of balance	£15.00
CHAPS payment	£28.00
Copy cheque/deposit slip (per item)	£6.00
Copy statement (per statement)	£8.00
Special presentation	£15.00
Stop cheque by phone by internet banking	£15.00 £8.00
Trace missing funds	£25.00
Unarranged overdraft letter (Where a payment has taken your account balance overdrawn, and we have honoured that payment, we will write to advise that the unarranged overdraft rate has been applied to the overdrawn)	£10.00
Unarranged overdraft rate	25% ABR (Above Base Rate) per annum
Unpaid cheque in (Where drawer's bank has returned a cheque unpaid, which you had previously deposited)	£6.00
Unpaid items out (per item)	£15.00, up to a maximum of £45.00 in any one day

We may charge for services which aren't set out in our Standard Service Tariff but we'll always tell you how much they'll be and check you're happy to pay them before we provide the service.

Standard Service Tariff

Account Charges

Paying in cash to your account

You can choose to pay into your account using the Post Office®, Bank Counters or our Freepost service.

Cash paid per £100.00	Cash paid in at Post Office 60p* Cash paid in at Bank Counters 50p*
Cheque collected, per item	30p**

*Cash paid in per £100 or part thereof, for each payment calculated monthly and charged quarterly.

Applies to all Instant Access Savings accounts and Current Accounts unless your account turnover is below £100k per annum, on our fixed £6 per month tariff and you pay in less than £1,500 cash or 15 cheques per month.

If you exceed the total amount of free cash paid in and/or the total number of free cheques paid per month, the charges will apply on the whole cash amount and/or all cheques paid in during that month.

**Cheques can be deposited at Bank Counters or via our Freepost service.

Reconciliation Service

This service gives customers the ability to reconcile receipts and payments by automated means.

Internet download set-up	£100.00 per account
Re-creation of internet download	£10.00
Daily internet download	£62.50 per quarter
Weekly internet download	£25.00
Monthly internet download	£12.50

Standard Service Tariff

Additional Services

Bacstel IP - Set up Costs	
Bacstel IP set up costs are set by NatWest.	
SUN	£200.00
AUDDIS	£200.00
Paperless Direct Debit	£200.00
New Smart Card*	£85.00 per card
Smart Card reader and software	£35.00
HSM certificate*	£1,100.00

*This is also payable when renewing the facility every 3 years.

AUDDIS: the process that enables the electronic set up of Direct Debits once your organisation has received instructions from your customer.

Paperless Direct Debits: the process that enables your organisation to receive your customers Direct Debit instructions over the telephone or internet i.e. there is no need for a paper instruction from your customer.

Please note that all customers originating direct debits must use AUDDIS.

Bacstel Transaction Costs - Standard	
Per transaction	14p*
File (Per file)	£8.00
Exceeding agreed credit limit	£100.00
Transfer of sponsorship	£100.00
File extractions/Stop/Reinput	£195.00
Recall Bacs payment	£20.00
File referral	£45.00

Unity e-Payments		
	Tariff 1	Tariff 2
Set up*	£300.00	£300.00
Template	£125.00	£125.00
Monthly charge**	£12.00	£28.00
Transaction per item***	48p	25.2p
File submissions (per file)	£2.75	£2.75
Exceeding agreed credit limit	£100.00	£100.00

If you require additional SUN or authorised users the following charges apply:

Additional SUN	£6.00 per month
Additional user	£6.00 per month

*These charges are set by NatWest or other third party provider.

**All prices include three SUN and six users

***This charge applies to all debit and credit payments and AUDDIS transactions. Please note that Unity e-Payment can be used for direct debit collection, however to do this, you would need to be set up as an AUDDIS originator.

We may charge for services which aren't set out in our Standard Service Tariff but we'll always tell you how much they'll be and check you're happy to pay them before we provide the service.

Standard Service Tariff

Additional Services

Bulk Faster Payments	
Transaction fee	*30p per transaction

*Negotiable as part of the Custom Account tariff.

MultiPay Card	
Set up fee (one off)	£50.00
Card fee	3.00 per month, per card
Transaction fee	Free
Cash Advance fee	2.5% (min £2.50) and min £50 withdrawal
Overseas transaction fee	2.75% of transaction
Non sterling transaction fee	1.75%
Returned payment charge	£30.00
Card re-issue at customer request	£10.00 (excluding lost, stolen, damaged or expiry)
Copy of sales voucher	£10.00
Copy of statement report	£10.00
Urgent card request	£25.00 (excluding delivery)
Emergency card replacement	£120.00
Settlement	14 days post statement date
Late payment fee	2% (min) of £10

Foreign Service Charges		
Foreign cheque	Minimum	Maximum
Negotiation with recourse	£10.00	£71.00
Collection	£20.00	£71.00
Inward collection (£10.00 of the charge is deducted from the outward proceeds)	£15.00	£21.00
Foreign cheque unpaid (cheque returned unpaid)	£10.00	

Foreign draft (sterling or currency)	£30.00	£36.00
Foreign transfer (sterling or currency)*	£20.00	£46.00

*Commission fees may also be payable per transaction.

Important information about Unity Foreign services

- All foreign payments and transactions are undertaken for us by third party agents, and the type of foreign service will determine which agent we use. The fee shown includes their charge for providing the service in addition to our charge for processing your request. This fee will be debited to your account as a separate item.
- Your account with Unity will be debited with the sterling equivalent of your foreign transfer, together with any associated fees, on the day we process your request.
- From time to time there may be additional charges made by foreign banks, relating to foreign payments, over which we have no control. These may be passed onto you when advised to us. We will notify you of the charges before we debit your account.

We may charge for services which aren't set out in our Standard Service Tariff but we'll always tell you how much they'll be and check you're happy to pay them before we provide the service.

Bank with us. Bank on us.

For more information on any of our products or services, contact us:

www.unity.co.uk
0345 140 1000



Unity Trust Bank is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham B1 2JB. Registered in England and Wales no. 1713124. Calls may be recorded or monitored for security, quality and training purposes.

U235 (06/21)

Corporate MultiPay

Conditions of use

Lloyds Bank Corporate MultiPay Conditions of Use

This is a copy of the current Conditions of Use for you to keep and is intended to act as a guide of how the Card must be used. We are providing the Card to enable you to access a Business Account which we have opened for the Business. These Conditions of Use do not form a contract between you and the Bank but explain how you can use the Card and when you need to contact us.

1 Definitions

1.1 Where the words set out below are used with capital letters in these Conditions of Use, they mean as follows:

Authorisation: the consent we give to a merchant or its payment service provider (via the relevant Payment Scheme) to submit a Card Transaction for processing and settlement.

Bank, we, us or our: Lloyds Bank plc registered in England and Wales with a registered office address of 25 Gresham Street, London EC2V 7HN and a registered company number of 2065 (and any successors or assigns of Lloyds Bank plc).

Billing Cycle: the period of one month between Cardholder Statements.

Business: the Bank's customer and entity at whose request a Card is issued to a Cardholder pursuant to an agreement between us and the Business.

Business Account: the control account which governs the Services provided by the Bank to the Business opened and maintained by the Bank in the name of the Business.

Business Day: a day (excluding Saturday and Sunday and public holidays) on which banks are generally open for business in England.

Card: the Lloyds Bank Corporate MultiPay card (including any renewal or replacement card) or an Embedded Card issued for use by Cardholders (or also a User in the case of an Embedded Card only) with the Cardholder Account on behalf of the Business and at the Business' request.

Card Number: the 16 digit number which identifies each individual Card and appears on the face of the Card.

Card Transaction: any purchase of goods and/or services and/or cash withdrawals made by you (or a User in the case of an Embedded Card only) using your Card or Card Number.

Cardholder, you or your: the person identified on a Card who is authorised by the Business to use that Card.

Cardholder Account: the sub-account opened by us in respect of a Card issued to the Cardholder pursuant to an agreement between us and the Business.

Cardholder Application: the application to the Bank from each Cardholder, containing the Conditions of Use.

Cardholder Limit: the maximum amounts of spending permitted by the Cardholder during a Billing Cycle (including any Card Transactions not yet debited and any Authorisations the Bank has given in respect of prospective Card Transactions).

Cardholder Statement: the statement of a Cardholder's Card Transactions provided or made available by the Bank to that Cardholder and the Business under condition 8.

Charges: the charges to be applied to the Cardholder Account (as may be varied from time to time). Details of charges can be found on the Website.

Company Pay Facility: the payment method by which the Business pays the Bank for Card Transactions and Charges that are not being settled using the Individual Pay Facility. Such method of payment for Card Transactions and Charges will be identified as "Company Pay" on the Corporate MultiPay Business application and Cardholder Application.

Diversion Account: a separate account from the account that initiated the transaction and to which the Business has chosen to post certain transaction types. All transactions on this account will be paid by the Business, even if the overall Service programme is an Individual Pay Facility.

Embedded Card: Card details (including any renewal or replacement details) issued to the Business under an agreement between us and your Business for use by Cardholder or Users to make purchases through a Supplier.

Individual Pay Facility: the payment method by which a Cardholder pays the Bank for Card Transactions and Charges on their Cardholder Account (at the Cardholder's option and without the Cardholder being liable to make any such payment).

Introducer Bank: the bank or financial institution named as such in section 1 of the Corporate Multipay Business Application completed by the Business.

Lloyds Banking Group: Lloyds Banking Group plc registered in Scotland with a company number of SC095000 and any of its subsidiaries from time to time.

Non-sterling Card Transaction: any transaction performed by a Cardholder or User with the Card in a currency other than sterling.

OCMS: online card management service tool which is the internet based Card enquiry and maintenance service provided in respect of a Card. OCMS includes but is not limited to the services called commercial card internet servicing (CCIS) and commercial cards data management (CCDM).

OCMS Conditions of Use: the conditions of use applicable to the use of OCMS which are accessed and agreed when a Programme Administrator and/or a Cardholder enrolls for OCMS via the Website.

Payment Instrument: (a) any personalised device; or (b) any personalised set of procedures agreed between you and us such as the use of a password, security details, Embedded Card details or a PIN used by you (or a User in the case of an Embedded Card only) to execute a Card Transaction.

Payment Scheme: Mastercard.

Payment Scheme Exchange Rate: the foreign exchange wholesale rate set by the Payment Scheme and applied to Non-sterling Card Transactions to convert them to the currency of the Cardholder Account which can be found at www.mastercard.com/global/currencyconversion.

PIN: the personal identification number issued to a Cardholder for use with a Card.

PIN Management Services: functionality available at the Bank's ATMs, which allows the Cardholder to change and unlock their PIN.

Programme Administrator(s): a representative or representatives nominated by the Business from time to time.

Services: the facilities to be provided by the Bank under an agreement between us and your Business together with any other services associated with the Card that the Bank or any other member of Lloyds Banking Group may make available from time to time.

Supplier: any person or entity who agrees, by arrangement with us and/or the Payment Scheme to accept the Card as payment for goods and/or services.

User: any employee, contractor or agent of the Business authorised by the Business from time to time to use Embedded Card details which are in a Cardholder's name to make purchases through a Supplier.

Website: the website and associated services of the Bank appearing at www.lloydsbankcommercial.com or any other URL as the Bank may notify to you from time to time.

2 Acceptance

Before signing the Card you will read these Conditions of Use and when using the Card follow these conditions, together with any conditions of use notified to you by your Business in your terms of employment or contract for services or otherwise in any case related to use of the Card. If you do not agree to comply with these Conditions of Use you must destroy the Card (cut it into two through the chip), and you may be required to return the Card to us.

3 The Cardholder Account

3.1 We will open and/or continue a Cardholder Account in respect of the Card issued to you on behalf of the Business which can only be used for such purposes as are authorised by your Business. The Cardholder Account may only be used for authorised business use as defined between yourself and the Business. You will be acting as an agent of the Business in connection with the receipt of the Services being provided by the Bank to the Business. If cash withdrawals are permitted by us they may only be used for purposes authorised by us and your Business.

- 3.2 We will debit the Cardholder Account with all Card Transactions made using your Card and will credit the Cardholder Account with all payments made by you or by the Business.
- 3.3 The Business may in some circumstances be entitled to give authorised third parties access to information about the Business Account. This may include details of Card Transactions.
- 3.4 A Cardholder Limit, a daily Card Transactions limit and an overall Card Transaction limit will be established from time to time and will be notified to you by your Business. You may also be notified of certain other restrictions and controls put in place by us or your Business from time to time, including a restriction on cash withdrawals.
- 3.5 To activate the Card, on receipt of the Card, you must follow the instructions on the sticker attached to the Card, or telephone 0345 030 6263 (abroad dial +441908 544056), available 24 hours, in order to complete the necessary security checks.

4 The Card

- 4.1 Subject to condition 2, on receipt of your Card you must sign it immediately.
- 4.2 Your Card remains our property at all times and we can recall or replace or change the Card Number or Cardholder Account at any time. If either we or your Business ask for your Card back, it must be returned immediately cut in two through the chip. A person acting for us or your Business may recover or retain your Card.
- 4.3 Your Card is only valid for the period shown on it and the Card must not be used outside this period. When your Card expires it must be destroyed by cutting it in two through the chip and you may be required to return the Card to us.
- 4.4 Either we (on our own behalf or on the instruction of the Introducer Bank) or your Business may cancel or suspend use of your Card at any time without prior notice. Your Card and/or Card Number must not be used once your Card has been cancelled or suspended.
- 4.5 Only the Business is liable to us for Card Transactions and Charges incurred on the Cardholder Account whether or not such Card Transactions or Charges are incurred in compliance with these Conditions of Use.
- 4.6 You may, however, at your option but without at any time being liable to do so, choose to pay for all Card Transactions incurred on your Cardholder Account whether or not such Card Transactions are incurred in compliance with these Conditions of Use.
- 4.7 Your Card and Card Number must not be used for any illegal purpose.
- 4.8 Your Card must only be used with Suppliers who are in the merchant category codes specified by your Business.

5 The PIN, security devices and Payment Instruments

- 5.1 If requested by your Business to do so, we may permit your Card to be used by you to obtain cash advances. All such cash advances will be debited to your Cardholder Account.
- 5.2 Unless it has been agreed between the Bank and the Business that your needs require the issuing of a signature Card, you will be issued with a PIN for use with your Card.
- 5.3 The PIN will allow you to use PIN Management Services, make cash withdrawals from ATMs or at branch counters (where the relevant facility has been allowed by your Business) and use your Card to execute Card Transactions. This is a security measure, designed to protect against unauthorised access to each Cardholder Account. The PIN will only be known by each individual Cardholder and must not be revealed to anyone else or be known by any member of Bank staff. When you receive your PIN you can change it and select a PIN of your own choice through any of our ATMs. As a fraud prevention measure we restrict use of some numbers as PINs which are easily guessed.
- 5.4 You must use any security devices and Payment Instruments provided by us in accordance with any instructions that we give to you from time to time and you must take all reasonable steps to keep them safe. You must:
- 5.4.1 not give or disclose details relating to any Cardholder Account to anyone else or allow anyone else to use them;
 - 5.4.2 not give or disclose details relating to any security devices or Payment Instruments to anyone else or allow anyone else to use them;
 - 5.4.3 not choose a PIN or any security details that are easy for someone else to guess;
 - 5.4.4 store all information relating to any Cards and any Cardholder Accounts safely and dispose of any information securely and permanently;
 - 5.4.5 inform us as soon as possible if you do not receive a Cardholder Statement or any other financial information that you are expecting to receive from us; and

- 5.4.6 ensure that you protect your PIN by memorising it and destroying the written notification of the PIN as soon as possible after receiving it and not writing your PIN or any security details on (or keeping them with) a Card or other financial documents. If you do write your PIN or any security details down, you must not write them in a recognisable way.

6 Card Transactions

- 6.1 Your Card or Card Number can be used to make or authorise payments to Suppliers who accept the Card (for example, a payment for goods or services supplied to you). The Card and PIN can be used in ATMs which accept the Card, when they are operating, to access PIN Management Services and to withdraw cash and to purchase currency or travellers' cheques from a travel bureau or other outlet providing similar services (only available where the cash advance facility is permitted by the Business according to condition 5.1.)
- 6.2 The authorisation of a Card Transaction can include authorising any single Card Transaction, a series of recurring Card Transactions or pre-authorising a future Card Transaction.
- 6.3 If you pre-authorise a future Card Transaction and the amount of the transaction is not known, we may reserve funds in the Cardholder Account for your Card if you consent to an exact amount of funds to be reserved. Reserved funds will be released when we are made aware of the amount of the Card Transaction.
- 6.4 We may refuse a Card Transaction. Reasons for this may include where:
- 6.4.1 a Card Transaction might take you over any Cardholder Limit or other limit attached to the Business Account;
 - 6.4.2 the terms of the account held by the beneficiary of the payment prevent completion of the Card Transaction; or
 - 6.4.3 the Card Transaction seems unusual when considering the way that the relevant Cardholder Account is normally used or we reasonably believe a Card Transaction may be fraudulent. The Bank will not be responsible for any loss if the Bank does not allow a Card Transaction to be made. If Authorisation is given, that Card Transaction will immediately reduce the total amount that can be drawn within the relevant Cardholder Limit.
- 6.5 A Card Transaction will be regarded as authorised by you where you or any other person authorise(s) the Card Transaction at the point of sale by following the instructions provided by the Supplier to authorise the transaction, which includes:
- 6.5.1 entering your PIN or providing any other security code;
 - 6.5.2 providing the CVV code to a Supplier;
 - 6.5.3 signing a sales voucher;
 - 6.5.4 waving or swiping the Card over a card reader;
 - 6.5.5 inserting the Card and entering your PIN to request a cash withdrawal at an ATM (where this facility has been allowed by the Business);
 - 6.5.6 where a Cardholder or User uses an Embedded Card to make a purchase through a Supplier; or
 - 6.5.7 making a request for a cash withdrawal at any bank counter or making a request to purchase currency or travellers' cheques from a travel bureau or other outlet providing similar services (where the cash advance facility has been allowed by the Business).
- 6.6 Once a Card Transaction is regarded as authorised by you in accordance with condition 6.5, such authorisation can only be withdrawn where we have been instructed to:
- 6.6.1 carry out a Card Transaction on a future date; or
 - 6.6.2 carry out a series of recurring Card Transactions, in which case, a Card Transaction can be cancelled by you by telling the Supplier, the other party that you have made the arrangement with or us, provided that you give notice no later than the end of the Business Day on the day before the relevant Card Transaction is due to be made.
- 6.7 By cancelling a recurring transaction arrangement you or your Business will have withdrawn authorisation for such future transactions. We may ask you for clarification of which Card Transaction you are stopping and/or, if appropriate, request written confirmation that authorisation to a recurring transaction arrangement has been withdrawn. We will treat any future Card Transactions made pursuant to that arrangement as unauthorised. You will need to contact the person you make a regular payment to if you want to cancel your arrangement with them, as we cannot do that for you. You will also need to tell anyone you make regular payments to if your Cardholder Account is closed or your Card Number changes, otherwise they may not be able to collect your payments. If you do miss a payment for this reason, we are not responsible for any loss or damage that you may suffer as a result.

- 6.8 If on review of your Cardholder Statement an item appears of which you have no record, you should contact Lloyds Bank plc, by telephone on 0800 096 4496 (24 hours) (if abroad +44 1908 544059) without undue delay and in any case within 13 months of the transaction date.
- 6.9 All Non-sterling Card Transactions will be converted to the Cardholder Account currency and debited to the Cardholder Account (or Diversion Account, where relevant). All Non-sterling Card Transactions will be converted to the Cardholder Account currency at the Payment Scheme Exchange Rate which is applicable on the day that the Card Transaction is debited to the Cardholder Account which may be after the day you carried out the Card Transaction. Any cash advances will be subject to a cash advance fee and if the non-sterling cash is withdrawn or purchased it will also be subject to the Non-sterling Card Transaction fee. The Non-sterling Card Transaction fee of 2.75% (which may be amended from time to time) is added to the converted Cardholder Account currency amount and this fee and the converted Cardholder Account currency amount will be shown on your Cardholder Statement. We will not be responsible where a currency conversion service is applied by a Supplier and the Supplier does not disclose any charges or the exchange rate to be used at the time of the transaction.
- 6.10 Where cash withdrawals are permitted, if your Card is used to withdraw cash from an ATM there may be a handling charge and we will deduct from your Cardholder Account the amount dispensed (if applicable, converted in accordance with condition 6.9 above), and any handling charges payable.
- 6.11 Where the Individual Pay Facility option is chosen, all Card Transactions which are not being settled by you will be applied to the Diversion Account.
- ## 7 OCMS
- 7.1 To access OCMS, you must agree to and comply with the online OCMS Conditions of Use. Upon enrolling for OCMS you must choose a user identification and a password. You agree that you will not engage in any unacceptable use of the OCMS, including without limitation, the activities set out in condition 7.4.
- 7.2 OCMS may contain inaccuracies and typographical errors and you acknowledge and agree that the OCMS, any related services and any information provided pursuant to OCMS will be provided on an "as is" and "as available" basis. If we are informed of any such errors we will endeavour to correct them as soon as practicable.
- 7.3 You must:
- 7.3.1 comply with any user guide and/or other instructions issued by the Bank in connection with the access to and use of OCMS;
 - 7.3.2 ensure that personal and other data provided to the Bank is properly maintained, accurate and up to date;
 - 7.3.3 comply with all applicable security procedures (including any instructions the Bank gives you from time to time) and keep secure and confidential all usernames, passwords and PINs and change the same no less frequently than recommended by the Bank from time to time or if at any time it is suspected that someone else may know them; and
 - 7.3.4 set up and maintain adequate security measures to safeguard the use of OCMS from unauthorised persons.
- 7.4 You must not:
- 7.4.1 monitor, copy, print out or otherwise reproduce OCMS or any part thereof (except as expressly permitted hereunder);
 - 7.4.2 modify, translate, alter, decompile, disassemble, hack, tamper with or reverse engineer any part of OCMS or create any derivative work or product based on OCMS or use OCMS for the creation of new applications of any kind or for the creation of other products or service offerings;
 - 7.4.3 use OCMS other than for the Business' business purposes;
 - 7.4.4 create a false identity or otherwise attempt to mislead any person as to their identity or the origin of any application transmitted through the OCMS;
 - 7.4.5 remove or alter any proprietary markings, copyright notices, confidential legends, trademarks or brand names appearing on OCMS or any material supplied by us under these Conditions of Use or any copies thereof whether in the form of user guides or otherwise;
 - 7.4.6 use accounts, account numbers or attempt to authorise transactions through accounts for which you do not have full authority to conduct such activities;
 - 7.4.7 disseminate or transmit any material or messages that do not pertain to the intended use of OCMS or that contain anything that is obscene, defamatory, harassing, offensive or malicious;
 - 7.4.8 disseminate or transmit files, graphics, software or other material that actually or potentially infringes the intellectual property rights of any person or entity;
 - 7.4.9 access or use any part of OCMS in respect of which the Bank has not granted express permission or interfere with or disrupt any information or accounts held on the OCMS;
 - 7.4.10 use or permit any third party to use OCMS in contravention of any applicable law or regulation, including without limitation, exporting, re-exporting or otherwise transferring data, information or software in violation of any import or export law, regulation or restriction;
 - 7.4.11 use any software or other tool or take or permit any third party to take any action which may interfere with the functionality of OCMS or compromise the security and control of access to OCMS by the Business or any other person;
 - 7.4.12 create or permit to be created any links to or from any website to any part of OCMS or cause OCMS to appear in any form (whether by framing or otherwise) other than that presented by the Bank;
 - 7.4.13 transmit or upload any material that contains viruses, Trojan horses, worms, time bombs or any other harmful programs which may interfere with or disrupt OCMS or any network connected thereto; or
 - 7.4.14 sublicense, relicence, distribute, disclose, use, market, rent, lease, loan or transfer to any third party, any part of OCMS for third party use, third party training, time sharing, use as an application service provider or service bureau use.
- 7.5 You acknowledge that the copyright, patent rights, trade secrets, trademarks and other intellectual property rights in and to OCMS and any material issued by the Bank in connection therewith are owned by the Bank and/or its licensors and save for the access rights expressly set out herein nothing contained in these Conditions of Use gives you any right, title or interest in any such intellectual property.
- 7.6 The Bank may accept as authentic and accurate and act upon any information that is accompanied by the appropriate identifier without further investigating the source of information.
- 7.7 The Bank gives no warranty or assurance with respect to OCMS and all implied warranties are excluded to the maximum extent permitted by law.
- 7.8 Although industry-customary security measures have been implemented to protect the privacy of information transmitted via OCMS the Bank does not warrant that any such information will be fully protected from unauthorised access.
- 7.9 The Bank will use reasonable efforts to enable access to OCMS on a 24/7 basis but does not warrant that the use of OCMS will be uninterrupted whether for scheduled maintenance or otherwise and the Bank will not be liable for your inability to use OCMS howsoever this arises.
- 7.10 The Bank may modify OCMS, suspend the availability or provision of OCMS or terminate your use of OCMS, at any time on reasonable grounds relating to:
- 7.10.1 maintenance or enhancement;
 - 7.10.2 breach of security or breach by you of any of its obligations hereunder;
 - 7.10.3 your, or the Business's, failure to agree to any changes to the terms of use relating to the OCMS; or
 - 7.10.4 your or the Business's use or attempted use of OCMS in an unauthorised manner; and whenever practicable the Bank will notify the Programme Administrator accordingly.
- 7.11 The Bank may at its discretion delay or decline to update on OCMS any transmitted information which it considers to be unacceptable for any reason, including suspected unauthorised access or fraud.
- 7.12 Unless terminated earlier by the Bank, the rights of access to OCMS will cease on termination of these Conditions of Use.
- ## 8 Statements
- If there have been any Card Transactions or Charges on the Card, details of all Card Transactions and Charges debited and all amounts credited to the Cardholder Account will be shown on your Cardholder Statement and available via OCMS. You must check your statement promptly on receipt to ensure that all Card Transactions are correct. In the event of any errors during the production or posting of the Card Transactions (including posting via OCMS), you may experience a delay in being able to view such Card Transactions.

9 Payment**9.1 Individual Pay Facility:**

Your Business is liable to us for settlement of the amount shown on your Cardholder Statement. You are not under any liability or obligation to us for settlement of the amount shown in your Cardholder Statement but you may make payment of the whole or any part of the amount shown, where this has been agreed by you with the Business. Payment must only be made via Direct Debit from a Business Account.

9.2 Company Pay Facility:

Your Business is liable to us for settlement of the amount shown in your Cardholder Statement and no payment is due from you to us.

10 Disputes and discrepancies

You should try to resolve any questions, problems, discrepancies or disputes concerning any Card Transaction directly with the relevant Supplier. If you are unable to resolve the issue please contact us immediately by calling 0800 096 4496 (24 hours) (if abroad +44 1908 544059) and we will take appropriate steps to provide the information you request or attempt to resolve your concern.

11 When we can stop the use of a Payment Instrument

11.1 We or the Introducer Bank can stop the use of a Payment Instrument, or refuse to renew, replace or reissue a Payment Instrument, if it is reasonable for us or the Introducer Bank to do so for reasons relating to:

- 11.1.1 the security of the Payment Instrument;
- 11.1.2 any suspected unauthorised or fraudulent use of the Payment Instrument;
- 11.1.3 a significantly increased risk that you will be unable to repay any credit line relating to the Payment Instrument; and/or
- 11.1.4 our legal or regulatory obligations, and neither we nor the Introducer Bank will have any responsibility to you in respect of any loss or damage that you may suffer as a result.

11.2 We will inform the Business as soon as is practicable if we are going to, or if we have, stopped the use of a Payment Instrument and we will advise the Business of any reasons, unless the law prevents us from doing so or it would undermine our security measures.

11.3 If you need to discuss the stop on a Payment Instrument with us, you can call us on 0800 096 4496 (if abroad +44 1908 544059) or write to us at Lloyds Bank Card Services, PO BOX 6061, Milton Keynes MK7 8LE.

11.4 Either you or the Business may at any time close the Cardholder Account if the Business, or you (at your option, if there is an Individual Pay Facility), pay to us all amounts outstanding on the Cardholder Account and destroy any Card issued for use with the Cardholder Account by cutting it into two through the chip, and you may be required to return the Card to us.

11.5 Subject to any notice we or the Introducer Bank are required by law to give you, we or the Introducer Bank may close the Cardholder Account at any time; in particular, the Cardholder Account may be closed if you exceed the Cardholder Limit or the daily Card Transaction limit or the overall Card Transaction limit for the Cardholder Account, or if you for any reason cease to be employed by, or contracted to supply services to, the Business.

11.6 If you cease for any reason to be an employee, agent or contractor of the Business you must cease to use the Card and the Cardholder Account and must destroy the Card (cut it into two through the chip), and you may be required to return the Card to us.

12 Charges

12.1 Your Business is liable for payment of all reasonable expenses incurred by us:

- 12.1.1 resulting from your (or a User in the case of an Embedded Card only) use of the Card including expenses incurred as a result of any breach by you of these Conditions of Use; and
- 12.1.2 in recovering any Cards which should have been destroyed and returned to us.

12.2 We may debit from the Cardholder Account any Charges we may make for information or services you ask for as agreed between us and your Business.

13 Suppliers

13.1 We are not responsible if any bank, Supplier, terminal or other machine does not accept your Card or if a Supplier fails to disclose any surcharge for use of your Card.

13.2 If a Supplier is liable to refund a Card Transaction, we will only credit your Cardholder Account with the amount of the refund when we receive an appropriate voucher or satisfactory confirmation from that Supplier.

14 Our Service Promise

14.1 We aim to provide excellent customer service whenever you deal with us. If we do not achieve this, please tell us so that we have the opportunity to put things right. You can write or speak to your relationship manager or customer services centre (or anyone in their teams). You can find details of what will happen next and how we will handle your complaint on our Website.

15 Lost or stolen Cards

15.1 If your Card is lost, stolen or the PIN becomes known to any person other than you, or the Card or the PIN are for any reason liable to misuse, you must notify the Bank without undue delay by telephone on 0800 096 4496 (this customer service helpline is available 24 hours a day seven days a week for lost or stolen Cards) (if abroad +44 1908 544059) so we can take steps to limit unauthorised use of the Cardholder Account. We may ask for written confirmation within seven days. Please always give your Cardholder Account number in such written confirmation. If a Card is subsequently found, it must not be used and must be destroyed (cut it into two through the chip) and you may be required to return it to us.

15.2 You will be required to assist us or our agents in the investigation of the loss, theft or possible misuse of your Card or the disclosure of the PIN, and in the recovery of your Card.

15.3 If we have stopped the use of your Card in accordance with condition 11 you will need to recover, destroy (cut it into two through the chip) or return all Cards issued to you if we or our agents so request. Following a request for return of a Card, it must be cut in two through the chip and promptly returned to us.

16 Data Protection

16.1 Your information will be held by Lloyds Bank plc which is part of the Lloyds Banking Group.

16.2 Your personal information will be shared within the Lloyds Banking Group so that we and any other companies in Lloyds Banking Group can look after your relationship with us. By sharing this information it enables us to better understand your needs, run your accounts, and provide products in the efficient way that you expect. We will also share your data with the Introducer Bank as they may require this for future discussions with your employer.

16.3 We may ask you to provide physical forms of identity verification when you open your Cardholder Account.

16.4 Under the General Data Protection Regulations ("GDPR") you have the right of access to your personal data. This is provided free of charge. If anything is inaccurate or incorrect, please let us know and we will correct it.

16.5 It is important that you understand how the personal information you give to us will be used. Therefore, we strongly advise that you read our Privacy Statement, which you can find at www.lloydsbankcommercial.com/privacy-statement or you can ask us for a copy. By using the Card, you agree to your personal information being used in the ways we describe in our Privacy Statement. Please let us know if you have any questions about the use of your personal information.

17 Changes to Conditions of Use

17.1 We may make changes to these Conditions of Use for any reason. For example, typically (but not exclusively), we may make changes to comply with changes to the law, rectify errors, to improve security, change the scope of the services that we provide or take account of reorganisations within Lloyds Banking Group. Your Programme Administrator(s) will be notified of the changes in writing by post or by email. Changes will then be notified to you via your Programme Administrator(s), who may direct you to the Website where details of the change are posted.

17.2 The Payment Scheme Exchange Rate changes on a daily basis; it is applied immediately without giving you any prior notice.

18 General

18.1 You must notify us of any change in name or address and, if we ask, confirm it in writing.

18.2 You consent to us providing any information referred to in the Conditions of Use on the Website.

18.3 These Conditions of use do not create or confer any rights or benefits enforceable by any person not party to them (within the meaning of the Contracts (Rights of Third Parties) Act 1999) except always that the Introducer Bank shall have the right to enforce the rights given to it under conditions 4.4, 11.1 and 11.5 of these Conditions of Use and no consent is required from the Introducer Bank for us to vary or terminate these Conditions of Use.

- Travel inconvenience benefits:

Corporate MultiPay – policy summary:

As a holder of a Corporate MultiPay you have access to certain insurance benefits. This is a summary of the policy and does not contain the full terms and conditions of the cover. For full details of our terms and conditions, please visit www.lloydsbankcommercial.com where you can access them as a downloadable file.

Name of insurer:

Insured by certain underwriters at Lloyd's of London, the world's specialist insurance market institution.

Type of insurance and cover:

The Corporate MultiPay policy provides cover for you and up to three colleagues, when all are travelling together on a business journey outside the United Kingdom for up to 90 days duration. Cover is provided when at least 50% of the total cost of business travel has been purchased with your Corporate MultiPay. Please note that this is not a full travel insurance policy.

Significant features and benefits:

- Document loss – insurance against the costs incurred if essential documents need to be replaced, up to a value of £1,000.
- Travel delay £25 per hour up to £300 – compensation if your ship, aircraft or train is delayed by more than four hours.
- Delayed baggage £40 per hour up to £480 – compensation if your luggage is delayed by the carrier by more than four hours.
- Hijack £30 per day up to £630 – a benefit for each day of your trip that you are subject to a hijack.
- Legal expenses up to £2,500 – cover for legal costs arising from the pursuit of a claim against a third party while you are on a trip.

Significant and unusual exclusions or limitations:

- Your policy excludes some situations. These generally involve anything you already know about or that is caused by war, fraud or criminal or deliberate acts on your part. For full details of exclusions please visit [www.lloydsbankcommercial.com/Products-and-Services/Cash-Management/ Card-Services](http://www.lloydsbankcommercial.com/Products-and-Services/Cash-Management/Card-Services), where you can access the policy booklet as a downloadable file.
- This coverage is only valid for travel undertaken on tickets where at least 50% of the total cost has been charged to your Corporate MultiPay.
- Excesses apply to certain benefits (an excess is the first part of a claim which is not covered by the insurance).
- Claims must be submitted no more than 30 days after the incident or loss occurs.

Duration of policy:

The benefits under the policy are available as soon as you receive your Corporate MultiPay and will remain in force as long as you hold this card or until such time as a policy covering these card types is no longer provided by Lloyds Bank plc.

Cancellation rights:

Access to benefits under this policy is provided free of charge by Lloyds Bank plc and can only be cancelled by them or certain underwriters at Lloyd's of London. If you cancel your card, you will no longer be able to claim under the benefits of this policy.

How to claim:

If you need to make a claim, please contact OSG by telephone on +353 1261 2002 or write to:

OSG Travel Claims Services, P.O. Box 1086, Belfast, BT1 9ES, United Kingdom.

Travel and Medical Assistance:

If you need travel or medical advice, please contact International SOS Assistance (UK) Ltd by telephone on +44 208 762 8146. This service is available 24 hours a day, 365 days a year.

Complaints:

If for any reason you are not satisfied with the insurance service you may contact OSG Travel Claims Services at:

The Complaints Officer, OSG Travel Claims Services, P.O. Box 1086, Belfast, BT1 9ES United Kingdom.

In the event that the matter remains unresolved, it may subsequently be referred to the Financial Ombudsman Service. Full details of the complaint address can be found in the insurance booklet.

Financial Services Compensation Scheme:

Lloyd's of London is a member of the Financial Services Compensation Scheme (FSCS). If they are unable to meet their obligations, you may be entitled to compensation from the scheme, depending on the type of insurance and circumstances of any claim.

Additional Information:

Full details of the terms and conditions of this insurance are available on request from your programme administrator.

Multipay fees and charges

Credit Limit	Application to Unity Trust Bank
Set up fee (one-off)	£50
Cash advance fee	2.5% of transaction Minimum fee £2.50 Minimum withdrawal £50
Overseas transaction fee	2.75% of transaction
Duplicate statement	£10
Copy Sales Purchase Voucher	£10
Default charge	2% of outstanding balance Minimum £10
Returned payment fee	£30.00
Balance	Full balance paid off at the end of each month
Urgent card request	£25 (excluding delivery)
Emergency card replacement	£120 (including delivery)
Statements	Online and/or Paper
Print statements	Via online account management tool
Account management	Online or telephone Lloyds Bank customer services
Amend individual card limits (not exceeding company limit)	Online (by Programme Administrator)
Amend overall company limit	Application to Unity Trust Bank
Change address and personal details	Online or telephone Lloyds Bank customer services
Extract transaction data	Via online account management tool
Monthly fee (per card)	£3 per month



At the FULL COUNCIL meeting on 9/10/2023 the Chair wishes to agree key priorities for the term of this current HOLME VALLEY PARISH COUNCIL 2023-27. Once priorities are identified - and an overview established of how these correlate to the work of each Committee - these can be used as the basis to form an ongoing strategic plan for the life of the Council. Each Committee is therefore asked to provide a response via this **summary proforma**. Responses can then be shared prior to the FULL COUNCIL meeting in October where it is hoped priorities can be resolved on. It is NOT the intention to cover ALL objectives but to identify priorities.

HVPC PRIORITIES 2023-27	COMMITTEE PRIORITIES	KEY ACTIONS 2023-24	KEY ACTIONS 2024-2027
	FINANCE AND MANAGEMENT		
	PLANNING		
	SERVICE PROVISION		
	CACE		
	STAFFING		



Website: holmevalleyparishcouncil.gov.uk

Address: The Civic, Huddersfield Road, Holmfirth HD9 3AS

Telephone: 01484 687460

Training and Development Policy for Staff, Elected Members and Volunteers

This is a review of the policy last approved 16 May 2022 Annual Council Meeting.

DATE FIRST ADOPTED: 11 July 2021 Annual Council Meeting

LAST REVIEWED: 23 January 2023 Staffing Committee

NEXT REVIEW: Spring 2025 Staffing Committee

1. The Holme Valley Parish Council's Commitment to Training & Development

Holme Valley Parish Council is committed to providing employees, elected members and volunteers with the necessary training and development opportunities to ensure the Council can meet its aims and objectives by providing the skills required to deliver high quality services along with management skills to manage and plan those services.

The **Holme Valley Parish Council** encourages employees, elected members and volunteers to undertake training and development provided from internal and external sources. Training requirements will be determined and prioritised according to the council's service delivery requirements and stated policies to ensure that training and development undertaken assist towards the achievement of the council's aims and objectives.

The council will commit itself to and adopt the following.

- i. To develop employees, elected members and volunteers to achieve the objectives of the council.
- ii. To regularly review the needs of, and to plan training and development for employees, elected members and volunteers.
- iii. To take action to train and develop individuals on recruitment/election and throughout their employment/term of office/volunteering.
- iv. To regularly evaluate the investment in training and development to assess achievement and to improve future effectiveness.

2. Identification of Training Needs

a. Employees

- i. Induction training and an employer's handbook for new employees will be provided.
- ii. Current or any new clerk to hold or obtain CiLCA or equivalent.
- iii. Current or any new deputy clerk to hold or obtain CiLCA or equivalent.

- iv. Current or any new RFO to hold or obtain an appropriate accountancy qualification.
- v. Clerks will be encouraged to read regular publications, 'Local Council Review' and 'The Clerk'.
- vi. Employees are encouraged to be proactive in identifying their own training and development needs linked to the aims of the council and the contribution of the individual employee.
- vii. Line managers will assess specific service-based training needs as a result of new legislation, IT skills, and any other skills/knowledge requirements for staff to achieve the council objectives.
- viii. Staff are to be provided the opportunity to complete Continuous Professional Development, this will be identified at the annual appraisal.
- ix. Additional training for employees may be requested via line managers at any time.

b. Elected Members

- i. Induction training and a member's handbook setting out the council's policies and procedures will be provided for all newly elected members in print or electronic form according to preference.
- ii. All future newly elected Chairs of Council are encouraged to attend YLCA's course 'Chairmanship Skills' as soon as possible after election.
- iii. Newly elected councillors are encouraged to attend YLCA's 'Off to a Flying Start' within 6 months of taking up office.
- iv. Councillors who wish to refresh their skill/knowledge can request to attend authorised courses at any time during their term of office.
- v. Specialist-in-house training will be provided on an ad-hoc basis.
- vi. Councillors who are elected to serve on a Disciplinary and Grievance sub-committee must attend training unless they are already qualified in the subject.

c. Volunteers

- i. Training for volunteers must be discussed with the Clerk and noted by the Staffing Committee.

3. Prioritisation of Training and Development

Training and development requirements will be prioritised as follows in order to ensure that the maximum value is gained from the available training resources:

- a. Training required for the service delivery or the planning or management of its delivery.
- b. Specialist needs of specific employees, elected members or volunteers for their individual roles.
- c. Improvement of existing skills
- d. Personal development

4. Training Resources/Providers

A budget of at least £1800 is set annually for employee and elected members training and is reviewed annually in the Finance and Management Committee. If enrolment for CiLCA training is anticipated then this amount will need to include an extra £800.

Training Providers for Employees, Elected Members and Volunteers

Training will be accessed through the organisations listed below and others as appropriate and reported to the Staffing Committee.

- Society of Local Council Clerks
- Yorkshire Local Councils Associations
- National Association of Local Councils
- Regional and National Seminars/Conferences
- Other recognised agencies providing training for local authorities.
- Principal authority, Kirklees Metropolitan Council.
- In-house i.e sharing of skills and experience.

5. Training Reports

Employees, councillors and volunteers will provide brief feedback on training attended, via an agreed form, see appendix A. This will be forwarded/handed to the Clerk as soon as possible following the completion of the training and within 6 weeks. Completed feedback forms are to be noted at the next scheduled Full Council meeting.

A yearly summary of employee, elected members and volunteer training will be presented to the Council.

6. Study Leave

Where an employee requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours.

Where employees require study leave to undertake study which is not mandatory but part of the individual's formal continuous professional development, the council will contribute up to 50% of study leave time, to a maximum of 3 days per annum.

Time off for study leave must be approved in advance. To make a request the employee is asked to write to the Clerk (or Chairman of the Council), setting out the details of the course of study, how it relates to their work, and the time being requested.

No study leave will be granted where employees undertake study, which is not required for their role, or not directly related to their role. However, the Clerk (or Chairman of the Council) will consider requests for flexible working to allow the study to take place, as long as the needs of the council can be met.

This is a non-contractual procedure which will be reviewed from time to time.

7. Review of this Policy

The Staffing Committee is to review this policy on a biennial basis and present it to the council in May of each year at the Annual General Meeting for approval for the upcoming council year.

Jen McIntosh, Clerk, HVPC

Councillor		Training May 2023-May 2027
Councillor training budget 4061 2023-24: £900		
Committed: £457.90 as of June 2023		
<i>Nb 2022-23 out of a budget of £900, £234 was spent.</i>		
1.	Barnett, Isaac	—
2.	Baylin, Lawrence	— New Councillor Induction; HVPC-based;12-7-2023; no cost
3.	Bellamy, Donna	—
4.	Blacka, Mary	— New Councillor Induction; HVPC-based;1-6-2023; no cost — Councillor code of Conduct; YLCA; 7-9-2023; £33.40
5.	Brook, Damian	—
6.	Colling, Pat	— Intro to Behavioural Agility; Nimble Training (e-learning); enrolled 14-8-2023; £17.50
7.	Dixon, Tom	—
8.	Fenwick, Andrew	—
9.	Fernandes, Kath	— New Councillor Induction; HVPC-based;15-8-2023; no cost — Intro to Planning; Nimble Training (e-learning); enrolled 6-6-2023; £17.50
10.	Firth, Donald	—
11.	Greaves, Charles	— Finance Introduction to Local Council Administration(filCA); SLCC; enrolled 7-6-2023 (tbc); £120
12.	Green, Chris	— New Councillor Induction; HVPC-based;12-7-2023; no cost
13.	Holmes, Jenny	— New Councillor Induction; HVPC-based;12-7-2023; no cost — Off to a Flying Start Part 1; YLCA; 15-6-2023; £33.40 — Off to a Flying Start Part 2; YLCA; 21-6-2023; £33.40
14.	James, Adrian	— New Councillor Induction; HVPC-based;12-7-2023; no cost
15.	Kirkby, Glenn	— New Councillor Induction; HVPC-based;15-8-2023; no cost
16.	Liles, Jo	— New Councillor Induction; HVPC-based;22-6-2023; no cost
17.	Morgan, Alison	— New Councillor Induction; HVPC-based;12-7-2023; no cost — Off to a Flying Start Part 1; YLCA; 15-6-2023; £33.40 — Off to a Flying Start Part 2; YLCA; 21-6-2023; £33.40
18.	Ransby, Steve	— New Councillor Induction; HVPC-based;22-6-2023; no cost
19.	Rostron, Martin	— New Councillor Induction; HVPC-based;1-6-2023; no cost
20.	Rylah, Jane	— New Councillor Induction; HVPC-based;1-6-2023; no cost
21.	Stewart, Tricia	— New Councillor Induction; HVPC-based;22-6-2023; no cost — Off to a Flying Start Part 1; YLCA; 15-6-2023; £33.40 — Off to a Flying Start Part 2; YLCA; 21-6-2023; £33.40
22.	Whitelaw, Sarah	— New Councillor Induction; HVPC-based;15-8-2023; no cost
23.	Wilson, Andy	—



HOLME VALLEY PARISH COUNCIL

Siii

TRAINING REPORT

Please complete this feedback form and forward to the Clerk either by email or paper copy as soon as possible and within six weeks of the training being completed.

Name of councillor/officer	
Title of training attended	
Training provider	
Date of training	
Main points of training worth feeding back to Council	
Are there any further documents to be submitted with this report? If yes, please list opposite and pass to the Clerk	
Do you recommend this training for other councillors/officers?	

*Completed training reports for Councillors will be noted at a meeting of the FULL COUNCIL.
Training reports for officers will be received by the STAFFING COMMITTEE.*

A statement regarding training received across the year will be received at the ANNUAL COUNCIL MEETING held in May each year.

Councillor/Officer Training Report

HOLME VALLEY PARISH COUNCIL

Received by Clerk: