

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 8 JANUARY 2024** at **7pm** to transact the following business -

- AGENDA – (A)

Welcome **7.00 pm**

Public Question Time

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

2324 87 **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 88 **To accept apologies for absence** **7.16 pm**

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

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

2324 89 **To receive Members’ and Officers’ personal and disclosable pecuniary interests in items on the agenda** **7.17 pm**

2324 90 **To consider written requests for new DPI dispensations** **7.18 pm**

2324 91 **To consider whether items on the agenda should be discussed in private session** **7.19 pm**

2324 92 **To confirm the Minutes of the previous Committee meeting** **7.20 pm**

- To approve the Minutes of the Finance & Management Committee Meeting held on 27 November 2023, numbered 2324 70 to 2324 86 inclusive. **(B)**

2324 93 **To elect a Vice-Chair of this Committee** **7.21 pm**

Holme Valley Parish Council

2324 94

Grants

7.25 pm

- i. **To note**, the rolling list of all grants awarded by the Parish Council. RFO/Deputy Clerk to report. **(C)**
- ii. **To note**, the rolling list of Finance and Management grants awarded, updated to reflect the virements approved at December full Council. RFO/Deputy Clerk to report. **(D)**
- iii. **To consider**, any action with regard to the grants ahead of the next grants cycle for Finance and Management 26 February 2024 with a closing date of 31 January.
- iii. **To note**, the following newly completed Grant Evaluation Forms of Finance and Management grants awarded:
 - 2022-23 Grant 33 – Wooldale Community Association - boilers **(E)**
- iv. **To note**, the RFO will be sending out Grant Evaluation Forms in February to those groups awarded grants between August 2023 and November 2023, for completion and return.
- v. Friends of Cliff Rec who were awarded £427 towards its Carols on the Cliff event, are not now to hold the event, because of safety concerns regarding the shelter at the recreation ground.
To consider, any further action with regard to the grant award.
- vi. **Grants Working Group**
To consider, arrangements for a first meeting of the Group.

2324 95

Chair's Expenses

7.45 pm

To note, the Chair's Expenses budget is £1,000. Only expenditure to date, has been £28 for Cllr Colling's attendance, on the Chair's behalf, at the Holme Valley Lions Annual Charter Dinner.

2324 96

Schedule of Payments

7.46 pm

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

Holme Valley Parish Council

2324 97

Financial Statements

7.47 pm

To note the accounting summaries – copies enclosed

For November 2023 (G):

- (1) Bank Reconciliations All Accounts (to end 30 November 2023)
- (2) Cash Books All Accounts Receipts and Payments (to end 30 November 2023)
- (3) Trial Balance (to end 30 November 2023)
- (4) Income and Expenditure by Budget Heading (to end 30 November 2023)
- (5) Balance Sheet (to end 30 November 2023)
- (6) Cash and Investment Reconciliation (to end 30 November 2023)
- (7) Earmarked Reserves (to end 30 November 2023)
- (8) Schedule of Payments (to end 30 November 2023)
- (9) VAT Return – quarter-to-date (not for submission).

The financial records for December will be added to the Parish Council website in due course.

2324 98

Tenancies

7.50 pm

In its budget considerations, the Parish Council resolved to raise rents on allotment plots and garage plots by 20%. Rent charges are recalculated as:

- Garages £120/a for a single garage; £240/a for a double garage;
- Allotment plots £30 for a ½ plot; £48 for a full plot.

To note, the RFO will be mailing out document packs to tenants in February with a letter regarding the new fees, tenancy agreements to be signed and returned, and invoice.

To consider, any other actions relevant to the tenancies.

2324 99

Risk Assessments

7.52 pm

- i. **To consider**, approval of the risk assessment for the allotments. **(H)**
- ii. **To consider**, approval of the risk assessment for Holmfirth toilets. **(I)**

2324 100

Fixed Assets

7.55 pm

To note, the Holme Valley Parish Council fixed assets updated with the Holme Moss topograph. **(J)**

Holme Valley Parish Council

- 2324 101 Holme Valley Parish Council budget 2024-25 7.56 pm**
- The Parish Council approved its Budget, Reserves and Assets at its meeting 18 December 2023. That was a provisional approval given that calculations were based on Kirklees Tax Base calculation for the Holme Valley for the current year 2023-24 rather than the year to which the budget applies. The tax base 2023-24 is 10482.86. The precept calculated using this figure and the £30.53 Band D charge is £320,042.
- Since then, Kirklees has sent us its draft calculation for the Tax Base 2024-25. The new tax base is 10741.38. This is an increase of 258.52. Using the Parish Council's new, approved Band D household charge of £30.53, this translates into a final precept figure 2024-25 of £327,934 and an increase in the Special Expense Grant 2024-25 to £3,437. The total annual amount to be requested from Kirklees is £331,371. This increase in the tax base would mean that the Parish Council's level of general reserves would be 27% of projected expenditure, an excess of 2%. RFO to report.
- To approve, the revised Parish Council's Budget, Reserves and Precept 2024-25. **(K)**
- 2324 102 Internal Control Check 8.00 pm**
- To note**, arrangements had been made for Cllr Liles to undertake the Internal Control Check Tuesday 2nd January 2024, but this meeting was cancelled by the RFO/Deputy Clerk due to a family bereavement. It may not now be possible to get the check done ahead of the Interim Internal Audit visit.
- To approve**, a date and time for the Internal Controls Check to be completed.
- 2324 103 Banking 8.05 pm**
- i. **To note**, Cllr Blacka, Cllr Colling and the Vice-Chair of this Committee, are mandated signatories on the CCLA account as per Council 2324 28 and will be attending to fill in the required mandate forms.
 - ii. **To note**, the RFO/Deputy Clerk delayed the movement of the Parish Council's main banking account to Unity Trust bank until after the election of the new Chair of Finance and Management. The RFO/Deputy Clerk will now be moving forward with the transfer in the new year.
- 2324 104 Financial Records for the website 8.10 pm**
- To note**, the financial records for November 2023 have been added to the website. December's records will be included in due course.
- 2324 105 Publicising the work of Holme Valley Parish Council 8.11 pm**
- To consider**, recent events or news that this Committee wishes to publicise via the press, Parish Council website or social media.

Holme Valley Parish Council

Close of Meeting

8.15 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

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DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 27 NOVEMBER 2023

Those present:

Chair: Cllr C Greaves

Vice Chair: Cllr P Colling

Councillors: Cllr L Baylin, Cllr M Blacka, Cllr D Brook, Cllr A Fenwick, Cllr J Holmes, Cllr G Kirkby, Cllr J Rylah, Cllr A Wilson

Officer: Mr R McGill (RFO/Deputy Clerk)

Also present: Mrs Jen McIntosh (Clerk)

Welcome

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

Public Question Time

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

2324 70 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 71 To accept apologies for absence

NOTED: The Committee noted that Cllrs Barnett, Fernandes and Liles were absent.

Cllrs Fernandes had a dispensation in place. Cllrs Barnett and Liles had tendered apologies.

RESOLVED: The Committee approved the reasons for their apologies.

2324 72 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

Cllr Blacka declared a personal interest in 2324 76 iv, - the grant award to Friends of Cliff Rec.

The Clerk declared a personal interest in 2324 80 – tenancies; her husband is on the waiting list for a garage tenancy.

Signed: _____

Holme Valley Parish Council

2324 73 To consider written requests for new DPI dispensations

NOTED: The Committee noted that Cllr Colling had submitted a revised DPI form which had been shared by the Clerk with Members. A redacted copy of the document would be added to the website in due course.

2324 74 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.

2324 75 To confirm the Minutes of the previous Committee meeting

APPROVED: Members approved the Minutes of the Finance and Management Committee Meeting held on 25 September 2023, numbered 2324 53 to 2324 69 inclusive.

2324 76 Grants

- i. **NOTED:** The Committee noted the updated rolling list of grants awarded, and the RFO's report on his difficulties getting timely notifications from grant award winners regarding 1. Receipt of payment 2. Grant Evaluation Forms. The RFO/Deputy Clerk would chase them again.

As an action, it was suggested that the RFO should forward any longstanding issues he had regarding communication with community groups to Ward Councillors for their input. Ward councillors would be copied into relevant emails.

- ii. **NOTED:**, The Committee noted the following newly completed Grant Evaluation Forms of Finance and Management grants awarded:

- 2022-23 Grant 9, 38 – Holmbridge Cricket Club - equipment
- 2022-23 Grant 22 – Friends of Honley
- 2022-23 Grant 29 – Holme Valley Scouts – training for Jamboree
- 2022-23 Grant 30 – Holmbridge Cricket Club - shower
- 2022-23 Grant 52 – Upperthong Cricket Club
- 2022-23 Grant 58 – Holme Valley Lions
- 2022-23 Grant 67 – The Children's Art School
- 2022-23 Grant 70 – Honley Village Community Trust – Magdale tree survey - revised
- 2023-24 Grant 29 – Honley Village Community Trust – Magdale map

There was discussion of the amount of photographs that some groups were sharing in their Evaluation Forms. There was an acknowledgement that seeing positive photos of how money is spent is a good thing, but it did lead to very large pdf files. It was suggested that, if the Grants Working Group is re-convened, this could be part of the discussion.

Signed: _____

Holme Valley Parish Council

With regard to the tree survey commissioned by Honley Village Community Trust, Cllr Fenwick suggested advising groups in future to contact Kirklees Council for a BS3998 tree survey, as Kirklees undertake such surveys free of charge.

- iii. The Committee considered a request from fairandfunky to change the scope of their project. At the last meeting of this Committee, fairandfunky CIC had been awarded £750 (against total project costs of £1,500) towards 10 climate change awareness raising assemblies and 4 climate change workshops for Holme Valley schools. At the time of the award, the Parish Council affirmed that it supported the full project as described but did not want to be its sole funder. fairandfunky CIC said subsequently that they had no other options for grant funding than the Parish Council, so would like the Parish Council to consider approving a more limited project, - only undertaking the 10 school assemblies, not the 4 workshops.
- RESOLVED:** The Committee resolved that the £750 award could be used to fund the reduced project of delivering 10 school assemblies, but that the RFO/Deputy Clerk should write to the group to share that the Parish Council would have preferred the completion of the full project and would expect a more proactive approach from the group in future in respect of applying elsewhere for grant funding for its work.
- iv. **NOTED:** The Committee noted that Friends of Cliff Rec, who were awarded £427 at the last meeting towards its Carols on the Cliff event, had reported that they were likely now to cancel the event because of safety concerns regarding the shelter at the recreation ground. Kirklees was to undertake an investigation of the safety of the shelter but, due to the timeframes so close to Christmas, the group will in all probability pre-emptively cancel the event, and the grant will likely need to be returned.
- v. At the February Finance and Management Committee meeting, where grants were awarded, the Committee resolved to recommend a number of the awards to the Climate Action, Communications and Engagement (CACE) Committee for consideration against its climate emergency budget funds.

NOTED: This was CACE's resolution.

The Climate Action, Communications and Engagement Standing Committee at its meeting voted to recommend to Council to vire funds from its climate emergency budget lines to Finance and Management budget lines to fund the following grant awards approved by Finance and Management 27th September 2023 as per below:

A. Virement from CACE 4805 Community Mobilisation to F&M 4315 Community Assets:

- Upperthong Village Hall – roof repairs – £4,000

Total virement from 4805 Community Mobilisation to 4315 Community Assets - £4,000.

Signed: _____

Holme Valley Parish Council

B. Virement from CACE 4820 Waste Strategy to F&M 4315 Community Assets:

- Upperthong Village Hall – roof repairs – £500

Total virement from 4820 Waste Strategy to 4315 Community Assets - £500.

C. Virement from CACE 4810 Energy Strategy to F&M 4315 Community Assets:

- Brockholes Village Trust – energy survey – £588
- Cartworth Moor Cricket Club – LED lights, ceiling insulation – £3,038
- Wooldale Wanderers AFC – 6 wall heaters – £2,500
- Honley Village Community Trust – Magdale dam - £250

Total virement from 4810 Energy Strategy to 4315 Community Assets - £6,376.

D. Virement from CACE 4830 Business and Economy to F&M 4315 Community Assets:

- Honley Village Community Trust – Magdale dam –£2,000

Total virement from 4830 Business and Economy to 4315 Community Assets - £2,000.

E. Virement from CACE 4825 Environment to F&M 4405 Projects and Events:

- Honley Village Community Trust – Magdale map –£405

Total virement from 4825 Environment to F&M 4405 Projects and Events - £405.

If approved at Council, this would represent virements totalling £13,281, with £12,876 being vired to 4315 Community Assets and £405 being vired to 4405 Projects and Events.

4315 Community Assets would then have £45,779.40 remaining to spend.

4405 Projects and Events would then have £4,285.34 remaining to spend.

There was discussion of the possibility of viring money from 4315 to 4405. This would be up for discussion in the January meeting, potentially for recommendation to the February meeting of full Council.

- vi. **NOTED:** The next grants cycle of this Committee will be February 26th 2024 with a closing date of January 31st 2023 for applications.

Signed: _____

Holme Valley Parish Council

- vii. The Committee considered reconstituting the Grants Working Group to further work on, for example:
- identifying key priorities for grant awards;
 - being more strategic regarding where money goes;
 - amending the application form and evaluation form to better frame Council priorities regarding i. climate emergency ii. social inclusion &c.
 - a formal grants policy.

RESOLVED: The Committee considered to reconstitute the Grants Working Group. Members voted onto the Working Group were Cllr Blacka, Cllr Colling, Cllr Holmes and Cllr Kirkby. In addition, the RFO/Deputy Clerk was asked to join the Group.

- viii. Members considered a recommendation from the Service Provision Standing Committee that potential rolling grants for i. Holme Valley Patient Transport and ii. Honley Business Association for the CCTV be transferred to the Finance and Management Committee 2024-25, which already oversees other rolling grants. This would necessitate a change in the Scheme of Delegation at Council.

RESOLVED: The Committee resolved that these potential rolling grants would fall under the remit of the Finance and Management Standing Committee.

The RFO/Deputy Clerk would, again, write to Holme Valley Patient Transport for their Grant Evaluation Form and copy the Chair, Cllr Greaves, into the email.

2324 77 Chair's Expenses

NOTED: The Committee noted that the Chair's Expenses budget is £1,000, and that the only expenditure to date had been £28 for Cllr Colling's attendance, on the Chair's behalf, at the Holme Valley Lions Annual Charter Dinner.

2324 78 Schedule of Payments

RESOLVED: The Committee approved the draft month-to-date schedule of payments as presented for November 2023.

Signed: _____

Holme Valley Parish Council

2324 79 Financial Statements

NOTED: The Committee noted the following accounting summaries:

i. For September 2023:

- (1) Bank Reconciliations All Accounts (to end 30 September 2023)
- (2) Cash Books All Accounts Receipts and Payments (to end 30 September 2023)
- (3) Trial Balance (to end 30 September 2023)
- (4) Income and Expenditure by Budget Heading (to end 30 September 2023)
- (5) Balance Sheet (to end 30 September 2023)
- (6) Cash and Investment Reconciliation (to end 30 September 2023)
- (7) Earmarked Reserves (to end 30 September 2023)
- (8) Schedule of Payments (to end 30 September 2023)
- (9) VAT Return – for the quarter JUL-SEP 6th October 2023 and £535.11 VAT repayment received 12/10/2023.

ii. October 2023:

- (1) Bank Reconciliations All Accounts (to end 31 October 2023)
- (2) Cash Books All Accounts Receipts and Payments (to end 31 October 2023)
- (3) Trial Balance (to end 31 October 2023)
- (4) Cash and Investment Reconciliation (to end 31 October 2023)
- (5) Balance Sheet (to end 31 October 2023)
- (6) Cash and Investment Reconciliation (to end 31 October 2023)
- (7) Earmarked Reserves (to end 31 October 2023)
- (8) Schedule of Payments (to end 31 October 2023)
- (9) VAT Return – quarter-to-date (not for submission).

2324 80 Tenancies

The Committee considered the Parish Council's charges to tenants for the Council year 2024-25. The current prices are as follows:

- Garages £100/a for a single garage; £200/a for a double garage;
- Allotment plots £25 for a ½ plot; £40 for a full plot;
- Gartside building (currently without a tenant) £400/month.

The price of a ½ allotment plot was increased from £20 to £25 this Council year (2023-24). The price of a full plot has not changed since 2014-15. The price of garages has not changed, again, since 2014-15. The price of the rental of the Gartside shop unit has remained the same for the last three years, though, it would appear, successive tenants have struggled to make it profitable.

RESOLVED: The price of garages and allotments would be increased by 20% for 2024-25.

The Service Provision Committee would separately consider the rental charges for the Gartside building shop unit.

Signed: _____

Holme Valley Parish Council

2324 81 The Civic Holmfirth

NOTED: The Committee noted the report on behalf of Holmfirth Civic Hall Community Trust ahead of budget-setting.

2324 82 Holme Valley Parish Council budget 2024-25

The Parish Council considered recommendation of a Budget for the Council year 2024-25. This would go before Council 18th December 2023.

Cllr Blacka requested that the RFO/Deputy Clerk be thanked for his preparatory work on the budget in these minutes.

The RFO/Deputy Clerk reported on the current situation for the Parish Council in respect of its projected expenditure, income and reserves. He also reported on national trends with regard to precepts over the previous five years, - the change in precept amount and the charge to Band D households.

The RFO/Deputy Clerk presented a Budget Planner based on projected outturns for the rest of the financial year whilst also fulfilling all the Parish Council Committees' budgetary and reserves requests for the year ahead. This was not drawn up for consideration per se, but as a starting point for deliberations.

The Budget Planner had to be recalculated after the meeting because the Committee had resolved to increase rental fees of garage and allotment tenancies. This would have an impact on projected income. The outturns would then be:

Version 1:

Projected Expenditure 2023-24	£409,446
Earmarked Reserves	£144,669
General Reserves	£5,452
General Reserve as % of NRE	1.78%
Projected Expenditure 2024-25	£332,010
Contribution to reserves needed	£78,000
NEW General Reserve as % of NRE	25.00%
Precept	£389,231
Projected Income	£20,779
Surplus/Deficit	+£78,000
Band D Charge	£37.13
Change in Band D charge	+£9.95

The issues with this Budget, Reserves and Precept Planner v1 were that the increase in the charge to Band D households was around £10 and the level of general reserves as a percentage of net revenue expenditure was only 1.78% when it should be 25%.

The RFO/Deputy Clerk then proposed two resolutions that would help towards resolving these issues.

Signed: _____

Holme Valley Parish Council

In Budget, Reserves and Precept Planner v2, the RFO/Deputy Clerk suggested that the Parish Council might reduce its overall expenditure if the Finance and Management Committee commits to pay for the pending roof repairs (estimated at £22,490 before tax) from its Community Assets grant pot. The RFO/Deputy Clerk pointed out that, even after committing to spend £22,490 the Committee would still have a remaining £23,289 to spent on community assets grants in the February cycle. This is due in part to the recommended virements from CACE budget lines to Finance and Management budget lines.

Again, the Budget Planner had to be recalculated after the meeting because the Committee had resolved to increase rental fees of garage and allotment tenancies. This would have an impact on projected income. The outturns would then be:

Version 2:

Projected Expenditure 2023-24	£386,956
Earmarked Reserves	£144,669
General Reserves	£27,942
General Reserve as % of NRE	9.12%
Projected Expenditure 2024-25	£332,010
Contribution to reserves needed	£55,000
NEW General Reserve as % of NRE	25.00%
Precept	£366,231
Projected Income	£20,779
Surplus/Deficit	+£55,000
Band D Charge	£34.94
Change in Band D charge	+£7.76

This showed a significantly lower increase in the Band D charge, and general reserves as a percentage of net revenue expenditure had increased to over 9%.

Signed: _____

Holme Valley Parish Council

Then, in Budget, Reserves and Precept Planner v3, the RFO/Deputy Clerk outlined the impact if Council moved £35,000 from the 338 EMR Children's Playgrounds earmarked reserve into general reserves. Doing so would have this impact, cumulative on Version 2 being undertaken:

Version 3:

Projected Expenditure 2023-24	£386,956
Earmarked Reserves	£109,669
General Reserves	£62,942
General Reserve as % of NRE	20.55%
Projected Expenditure 2024-25	£332,010
Contribution to reserves needed	£20,061
NEW General Reserve as % of NRE	25.00%
Precept	£331,292
Projected Income	£20,779
Surplus/Deficit	+£20,061
Band D Charge	£31.60
Change in Band D charge	+£4.40

This showed a significantly lower increase in the Band D charge, - up by £4.40, - and general reserves as a percentage of net revenue expenditure had increased to over 20% before contributions from reserves.

Again, the Budget Planner had to be recalculated after the meeting because the Committee had resolved to increase rental fees of garage and allotment tenancies. This would have an impact on projected income.

The Committee considered whether to move any money from earmarked reserves to general reserves or whether to disestablish some earmarked reserves to reduce pressure on the budget and precept, but decided against this.

RESOLVED: The Finance and Management Committee voted:

- To recommend to Council to approve expenditure up to £22,490 from its Community Assets budget line on roof repairs to The Civic.
- To recommend to full Council to move £35,000 from 338 EMR Children's Playgrounds to general reserves.

RESOLVED: The Committee resolved:

- not to further amend Budget, Reserves and Precept Planner v3.
- not to present multiple Budget, Reserves and Precept Planner options to full Council.
- Therefore, Budget, Reserves and Precept Planner v3 in principle would be recommended to full Council 18th December 2023.

Cllr Baylin reported on the inflationary trend which the Bank of England calculated at 21.4% over the previous four years.

Signed: _____

Holme Valley Parish Council

2324 83 Internal Control Check

NOTED: The Committee noted that, whilst arrangements had been made for Cllr Liles to undertake the Internal Control Check Thursday 23rd November, the RFO/Deputy Clerk had had to cancel this due to a family emergency. New arrangements would be made in due course.

2324 84 Banking

- i. **NOTED:** It was noted that Cllr Blacka, Cllr Colling and Cllr Greaves, were mandated signatories on the CCLA account as per Council 2324 28, and would be completing the required mandate forms.
- ii. **NOTED:** The Committee noted that, as per resolution, the Handelsbanken account had been closed in September, and the money deposited in the Parish Council's main HSBC current account.
- iii. **NOTED:** The Committee noted that the RFO/Deputy Clerk had delayed the movement of the Parish Council's main banking account to Unity Trust bank until after the second instalment of the precept had been paid by Kirklees Council in November 2023. The RFO/Deputy Clerk would now be moving forward with the transfer, hopefully, before Christmas 2023.
- iv. **NOTED:** As per above, the Parish Council noted that 1st November 2023 it had received a payment of £144,139.50 from Kirklees Council representing £142,462 as 50% of Precept and £1,677.50 as 50% of Special Expenses Grant. Both Precept and Special Expenses Grant had, therefore, been received in full for the year 2023-24.

2324 85 Financial Records for the website

NOTED: The Committee noted that the financial records for September and October 2023 had been added to the website.

2324 86 Publicising the work of Holme Valley Parish Council

The Committee considered recent events or news that this Committee wished to publicise via the press, Parish Council website or social media.

RESOLVED: The RFO/Deputy Clerk would continue to add completed Grant Evaluation Forms to the website and would notify about grant awards and the pending February grants cycle. Cllr Baylin reinforced that the Parish Council needed a schedule of publicity of the works that the Parish Council does leading up to the new Council year in April to show that the Parish Council is good value. The Clerk reported that the Assistant Clerk had this in hand.

The meeting closed at 2030hrs.

Signed: _____

Holme Valley Parish Council

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Chair

Signed: _____



Holme Valley Parish Council - Grants to Community Groups

most recent and pending to the top

No	COMMITTEE	WHEN	NAME	GROUP	TYPE	REGISTRATION NUMBER	CODE	BUDGET LINE	HOW MUCH APPLIED	WHAT FOR	LEGAL POWER	AWARD	Informed	When Paid	Receipt Notification	Grant Evaluation Received	Projects and Events		Other Community Assets			
																	4405 AWARD	4405 REMAINING	4315 AWARD	4315 REMAINING		
	COUNCIL	18/12/2023					4405	Projects and Events		Virement of £405 to 4405 from CACE 4825 Environment							-£405	£3,535.34		£23,289.40		
	COUNCIL	18/12/2023					4315	Community Assets		Virement of £12,876 to 4315 from CACE budget lines								£3,130.34	-£12,876.00	£23,289.40		
	COUNCIL	18/12/2023					4315	Community Assets		Virement of £22,490 from 4315 to 4310 Holmirth Civic Hall								£3,130.34	£22,490.00	£10,413.40		
41	F&M	25/09/2023	Yorkshire Wellbeing Group	Unregd Group			4405	Projects and Events	£1,123.00	Craft therapy sessions for isolated people	UGA 1972 S145	£0	28/09/2023	NO AWARD						£32,903.40		
40	F&M	25/09/2023	Holmirth Film Festival	CIC		8875828	4405	Projects and Events	£500.00	Launch Holme Valley Culture Voucher to 18-year-olds	UGA 1972 S145	£500	29/09/2023	17/10/2023	17/10/2023		£500	£3,130.34		£32,903.40		
39	F&M	25/09/2023	fairandfunky	CIC		08016821	4405	Projects and Events	£1,500.00	Climate change workshops for x10 Holme Valley Schools	UGA 1972 S145	£750	29/09/2023	17/10/2023	03/11/2023		£750	£3,630.34		£32,903.40		
38	F&M	25/09/2023	Past Truisms	CIC		12055218	4405	Projects and Events	£840.00	Produce "Living Legends of the Holme Valley" booklet	UGA 1972 S144 or S137	£0	28/09/2023	NO AWARD					£4,380.34	£32,903.40		
37	F&M	25/09/2023	Holme Valley Community Land Trust Limited t/a EcoHolmes	CBS			4405	Projects and Events	£1,464.00	Raise awareness re low-energy, affordable homes	UGA 1972 S111 or S137	£0	28/09/2023	NO AWARD					£4,380.34	£32,903.40		
36	F&M	25/09/2023	Honley Village Community Trust	Charity		1195759	4405	Projects and Events	£390.00	Children's Arts and Crafts Workshops	UGA 1972 S145	£390	29/09/2023	17/10/2023	17/10/2023		£390	£4,380.34		£32,903.40		
35	F&M	25/09/2023	Umbrella Yoga CIC	CIC		12516725	4405	Projects and Events	£1,320.50	Accessible yoga classes	UGA 1972 S145	£0	28/09/2023	NO AWARD					£4,770.34	£32,903.40		
34	F&M	25/09/2023	Honley Village Community Trust	Charity		1195759	4405	Projects and Events	£1,000.00	Christmas wreath-making workshops	UGA 1972 S145	£500	29/09/2023	17/10/2023	17/10/2023		£500	£4,770.34		£32,903.40		
33	F&M	25/09/2023	Arts for Health	CIC		14346479	4405	Projects and Events	£1,500.00	Equipment for music, animation project/classes	UGA 1972 S145	£1,500	29/09/2023	17/10/2023	17/10/2023		£1,500	£5,270.34		£32,903.40		
32	F&M	25/09/2023	Honley Village Community Trust	Charity		1195759	4405	Projects and Events	£850.00	Children's Christmas Party	UGA 1972 S145	£850	29/09/2023	17/10/2023	17/10/2023		£850	£6,770.34		£32,903.40		
31	F&M	25/09/2023	Holmirth Chess Club	Unregd Group			4405	Projects and Events	£784.94	New chess equipment	UGA 1972 S145	£784.94	29/09/2023	17/10/2023	24/10/2023		£784.94	£7,620.34		£32,903.40		
30	F&M	25/09/2023	Crafters Cottage CIC	CIC		14925768	4405	Projects and Events	£1,179.50	Subsidised craft courses for the Holme Valley	UGA 1972 S145	£0	28/09/2023	NO AWARD					£8,405	£32,903.40		
29	F&M	25/09/2023	Honley Village Community Trust	Charity		1195759	4405	Projects and Events	£405.00	Magdale Map	UGA 1972 S144	£405	29/09/2023	17/10/2023	17/10/2023		£405	£8,405		£32,903.40		
28	F&M	25/09/2023	St David's Church Organ Group	Unregd Group			4405	Projects and Events	£400.00	Woofyt Organ Workshops	UGA 1972 S145	£0	28/09/2023	NO AWARD					£8,810	£32,903.40		
27	F&M	25/09/2023	Holmirth Arts Festival	Charity		1141623	4405	Projects and Events	£2,000/year x3	Flow project - River Holme	UGA 1972 S145	£1,500	29/09/2023	17/10/2023	18/10/2023		£1,500	£8,810		£32,903.40		
26	F&M	25/09/2023	Holmirth Women's Institute	Charity			4405	Projects and Events	£388.00	Equipment for outdoor events	UGA 1972 S145	£388	29/09/2023	17/10/2023	23/10/2023		£388	£10,310		£32,903.40		
25	F&M	25/09/2023	Holmirth Forward	Ltd Company		11928547	4405	Projects and Events	£1,050.00	Town Centre Map	UGA 1972 S144	£0	28/09/2023	NO AWARD					£10,698	£32,903.40		
24	F&M	25/09/2023	Holmirth Festival of Folk	Unregd Group			4405	Projects and Events	£1,500.00	Traffic management and insurance	UGA 1972 S145	£1,500	29/09/2023	17/10/2023	17/10/2023		£1,500	£10,698		£32,903.40		
23	F&M	25/09/2023	Hade Edge Residents Association	Unregd Group			4405	Projects and Events	£1,500.00	Marquee and sound system for village gala	UGA 1972 S145	£1,500	29/09/2023	17/10/2023	03/11/2023		£1,500	£12,198		£32,903.40		
22	F&M	25/09/2023	Honley Village Community Trust	Charity		1195759	4405	Projects and Events	£910.00	Welcome Club activities and equipment	UGA 1972 S145	£910	29/09/2023	17/10/2023	17/10/2023		£910	£13,698		£32,903.40		
21	F&M	25/09/2023	Hepworth Band	Charity		1161654	4405	Projects and Events	£1,244.00	Free band workshops and performances with youth groups	UGA 1972 S145	£1,244	29/09/2023	17/10/2023	03/11/2023		£1,244	£14,608		£32,903.40		
20	F&M	25/09/2023	Square Peg	Charity		1186527	4405	Projects and Events	£810.00	Arts materials, music sessions and room hire	UGA 1972 S145	£810	29/09/2023	17/10/2023	21/10/2023		£810	£15,852		£32,903.40		
	F&M	27/11/2023					4405	Projects and Events		£184.28 returned by Friends of Cliff Rec							-£184	£16,662.28	£32,903.40			
19	F&M	25/09/2023	Friends of Cliff Rec	Unregd Group			4405	Projects and Events	£427.00	Carols on the Cliff Christmas event	UGA 1972 S145	£427	29/09/2023	17/10/2023	22/10/2023		£427	£16,478		£32,903.40		
18	F&M	25/09/2023	Meltham Cricket Club	CASC			4315	Other community assets	£5,000.00	All-weather cricket practise facility	UGMPJA 1976 S19	£0	28/09/2023	NO AWARD					£16,905	£32,903.40		
17	F&M	25/09/2023	Honley Village Community Trust	Charity		1195759	4315	Other community assets	£2,250.00	Magdale Dam - improve access and biodiversity	UGA 1972 uch14, para 27	£2,250	29/09/2023	17/10/2023	17/10/2023				£16,905	£2,250	£32,903.40	
16	F&M	25/09/2023	Huddersfield Ukrainian Club	Ltd Company		446916	4315	Other community assets	£5,000.00	Children's communal area at the Huddersfield base	UGMPJA 1976 S19	£0	28/09/2023	NO AWARD					£16,905	£35,153.40		
15	F&M	25/09/2023	Choppards Community Association	Unregd Group			4315	Other community assets	£1,500.00	New tables and chairs	UGMPJA 1976 S19	£1,500	29/09/2023	17/10/2023	04/11/2023				£16,905	£1,500	£35,153.40	
14	F&M	25/09/2023	Netherthong Community Partnership	Charity		1184212	4315	Other community assets	£5,000.00	Repair plaster and decorate Netherthong Community Hall	UGMPJA 1976 S19	£0	28/09/2023	NO AWARD					£16,905	£36,653.40		
13	F&M	25/09/2023	Upperthong Village Hall	Charity		1027546	4315	Other community assets	£4,500.00	Repairs to village hall roof	UGMPJA 1976 S19	£4,500	29/09/2023	17/10/2023	17/10/2023				£16,905	£4,500	£36,653.40	
12	F&M	25/09/2023	Holmirth Tech	CBS		FCA 7739	4305	Other community assets to 4305	£12,348.69	Refurbish 'Rock Room'	UGMPJA 1976 S19	£5,000	28/09/2023	NO AWARD					£16,905	£5,000	£41,153.40	
11	F&M	25/09/2023	Wooldale Wanderers AFC	CASC			4315	Other community assets	£2,500.00	x6 energy-efficient wall heaters to clubhouse	UGMPJA 1976 S19	£2,500	28/09/2023	17/10/2023	17/10/2023				£16,905	£2,500	£46,153.40	
10	F&M	25/09/2023	Honley Silver Band	Unregd Group			4315	Other community assets	£1,441.20	Replace chairs	UGMPJA 1976 S19	£720.60	28/09/2023	17/10/2023	23/10/2023				£16,905	£720.60	£48,653.40	
9	F&M	25/09/2023	Cartworth Moor Cricket Club	CASC			4315	Other community assets	£3,038	Ceiling cladding and strip lights	UGMPJA 1976 S19	£3,038	28/09/2023	17/10/2023	17/10/2023				£16,905	£3,038	£49,374	
8	F&M	25/09/2023	Brockholes Village Trust	Charity		509001	4315	Other community assets	£588	Heat loss survey and draft-proofing	UGMPJA 1976 S19	£588	28/09/2023	17/10/2023	17/10/2023				£16,905	£588	£52,412	
7	F&M	21/08/2023	Holmirth Food and Drink Festival	CIC		11965504	4405	Projects and Events	£1,500	Refuse collection and street cleaning	UGA 1972 S145	£1,500	26/09/2023	03/11/2023				£1,500	£16,905	£53,000		
6	F&M	21/08/2023	Sharing Memories	Unregd Group			4405	Projects and Events	£1,500	Sing Your Soul Sunny' Project - taxis and room hire	UGA 1972 S145	£1,500	26/09/2023	26/09/2023				£1,500	£18,405	£53,000		
1	F&M	24/04/2023	Choppards Community Association	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		
2023-24 Budget at Year Start												£95,718								£20,000		£53,000

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 COMMUNITY ASSOCIATION
Amount of award	£5000-00
Purpose for which the grant was awarded	BOILER REPLACEMENTS.

Your Project

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

2 NEW BOILERS HAVE NOW BEEN
INSTALLED ON 22/8/23 BY DELSOKTD
SEE ATTACHED COPY INVOICE, WHICH WAS
PAID IN FULL ON 7/9/23.

SEE PHOTO OF NEW INSTALLATION

What you achieved

What were the benefits of your project?	REPLACEMENT OF AGEING BOILERS REDUCTION IN FUTURE ENERGY COST.
Who benefited from the project and the grant awarded?	USERS OF WOODALE COMMUNITY CENTRE.
How many people benefited?	CENTRE IS USED BY APPROX 350 USERS PER WEEK.
Have you achieved what you were trying to do?	YES FOR THE INSTALLATION IT WILL BE SOME 12 MONTHS RE ENERGY COST REDUCTION

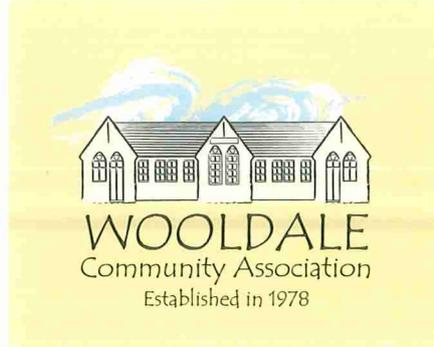
Finance and Expenditure

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

		Grant awarded	£5000-00	
Date	Description of expenditure	Amount	Remaining	
22/8/23	NEW BOILERS	£16560-00	£	NIL
		£	£	
		£	£	
		£	£	
		£	£	
		£	£	
		£	£	
		£	£	
		£	£	

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

Person completing this form	J. M. HIRST	Date	8/9/23
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10/9/2023

Mr Richard McGill

Holme Valley Parish Council

Holmfirth Civic Hall

Huddersfield Road

Holmfirth

HD9 3AS

Dear Sir

Grant Award

Enclosed please find Grant Evaluation form together with 3 photos.

The first photo shows the new 2 boiler installation.

The second photo shows the connections to the existing pipework that Del Sol undertook.

The third photo shows the existing Trend Control system ,installed some years ago, which controls the new heating system to the individual rooms in the Community Centre.

Once again thank you for your continuing support.

Please let me know if you require further information.

Yours sincerely

Mike Hirst

Treasurer.



Registered Charity Number 1159314
Robert Lane · Wooldale · Holmfirth
HD9 1XZ



Del Sol Ltd

GAS SAFE REGISTERED
DEL SOL AIR SYSTEMS LTD
Unit 14 Bankfield Mills Huddersfield Road
Mirfield West Yorkshire WF14 9DQ
Tel Mirfield 01924 498971
Fax 01924 499554

VAT Reg No: 891 7171 96

Wooldale Community Centre
Robert Lane
Holmfirth
West Yorkshire
HD9 1XZ

Invoice

Document No.	19454
Date/Tax Point	22/08/2023
Your Order No.	JMH8/5/27
Account No.	WOO010

Terms: Strictly 30 Days

Details	Net Amount
Installing new heater and boilers as quoted	13,800.00

Total Net Amount	13,800.00
Carriage Net	0.00
Total VAT Amount	2,760.00
Invoice Total	16,560.00

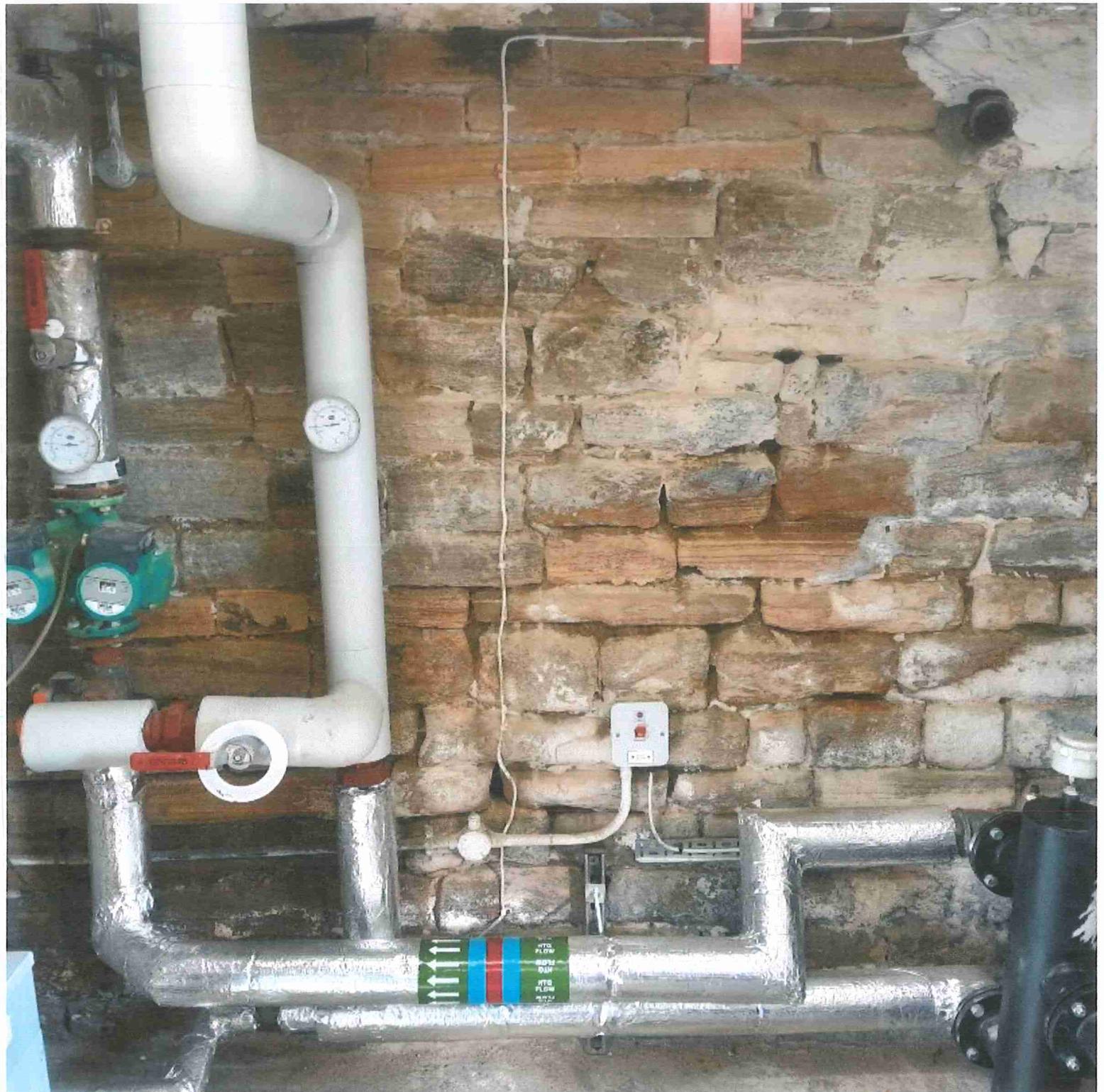
For BACS Payments - Account Number: 60316377 Sort Code: 20-26-08
(Barclays Bank, Dewsbury Branch)
Registered in England No 936959

2 NEW KESTON BOILERS



EXISTING PIPEWORK.

CONNECTED TO NEW BOILERS





EXISTING & TRENID HEATING CONTROLER



Holme Valley Parish Council Cash Book 2023-24

HSBC Community Current Account

Schedule of Payments January 2024

No	HVPC ref	Payment Sent Date	Payment method	Check v Statement	To pay	Inv date	Inv number	Description	Net	Vat	Gross	Authorisation to Pay	Legislation
				<input type="checkbox"/>	STAFF 04			REIMBURSEMENT - WALL PLANNER	£7.99	£0.00	£7.99	F&M 2324 25	LGA 1972 S111
				<input type="checkbox"/>	STAFF 04			REIMBURSEMENT - MINCE PIES AND JUICE	£10.00	£0.00	£10.00	F&M 2324 25	LGA 1972 S111
				<input type="checkbox"/>	PRINCIPAL HYGIENE			SUPPLY AND SERVICE NAPPY UNITS	£54.50	£10.90	£65.40	F&M 2324 25	PHA 1936 S87
				<input type="checkbox"/>	PRINCIPAL HYGIENE			SUPPLY AND SERVICE SANITARY UNITS	£220.00	£44.00	£264.00	F&M 2324 25	PHA 1936 S87
				<input type="checkbox"/>	YLCA			TRAINING CLLR 12 - PRECEPT	£17.50	£0.00	£17.50	F&M 2324 25	LGA 1972 S111
				<input type="checkbox"/>	SLCC			CILCA EXTENSION STAFF 04	£50.00	£0.00	£50.00	F&M 2324 25	LGA 1972 S112
				<input type="checkbox"/>					£359.99	£54.90	£414.89		



**Bank Reconciliation Statement as at 30/11/2023
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	30/11/2023		177,795.42
			<hr/> 177,795.42
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			177,795.42
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			177,795.42
		Balance per Cash Book is :-	177,795.42
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/11/2023
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	30/11/2023		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 30/11/2023
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	30/11/2023		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

Time: 16:32

Bank Reconciliation up to 30/11/2023 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>
01/11/2023	2324/08/01		144,139.50	144,139.50		R <input type="checkbox"/>	Receipt(s) Banked
02/11/2023	2324/08/02		343.12	343.12		R <input type="checkbox"/>	Receipt(s) Banked
03/11/2023	2324/08/01	14.30		14.30		R <input type="checkbox"/>	HSBC
07/11/2023	2324/08/02	51.54		51.54		R <input type="checkbox"/>	British Telecom
09/11/2023	2324/08/03	175.00		175.00		R <input type="checkbox"/>	Honley Business Association
09/11/2023	2324/08/04	60.82		60.82		R <input type="checkbox"/>	Document Logic
09/11/2023	2324/08/05	46.93		46.93		R <input type="checkbox"/>	Document Logic
13/11/2023	2324/08/06	35.00		35.00		R <input type="checkbox"/>	Information Commissioner's Off
15/11/2023	2324/08/07	1,630.37		1,630.37		R <input type="checkbox"/>	Salaries Staff
15/11/2023	2324/08/08	1,420.77		1,420.77		R <input type="checkbox"/>	Salaries Staff
15/11/2023	2324/08/09	252.00		252.00		R <input type="checkbox"/>	Time In Time Out Media
15/11/2023	2324/08/10	1,329.05		1,329.05		R <input type="checkbox"/>	Salaries Staff
16/11/2023	2324/08/11	774.85		774.85		R <input type="checkbox"/>	West Yorkshire Pension Fund
16/11/2023	2324/08/12	1,414.32		1,414.32		R <input type="checkbox"/>	HMRC
30/11/2023	2324/08/13	70.00		70.00		R <input type="checkbox"/>	YLCA
30/11/2023	2324/08/14	25.00		25.00		R <input type="checkbox"/>	YLCA
30/11/2023	2324/08/15	33.40		33.40		R <input type="checkbox"/>	YLCA
30/11/2023	2324/08/16	770.00		770.00		R <input type="checkbox"/>	EPIKS
30/11/2023	2324/08/17	57.21		57.21		R <input type="checkbox"/>	Maintenance Contractor
30/11/2023	2324/08/18	1,691.57		1,691.57		R <input type="checkbox"/>	Maintenance Contractor
30/11/2023	2324/08/19	475.00		475.00		R <input type="checkbox"/>	Yorkshire & Humber RTP
30/11/2023	2324/08/20	42.26		42.26		R <input type="checkbox"/>	Viking
30/11/2023	2324/08/21	24.49		24.49		R <input type="checkbox"/>	Staff 04
		<u>10,393.88</u>	<u>144,482.62</u>				

Receipts for Month 8**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 :		43,706.68					43,706.68	
2324/08/01	Banked: 01/11/2023	144,139.50						
2324/08/01	Kirklees Council	144,139.50			1076	100	142,462.00	Precept
					1078	100	1,677.50	Special Expenses Grant
2324/08/02	Banked: 02/11/2023	343.12						
2324/08/02	CCLA	343.12			1090	100	343.12	PSDF Interest
Total Receipts for Month		144,482.62	0.00	0.00			144,482.62	
Cashbook Totals		<u>188,189.30</u>	<u>0.00</u>	<u>0.00</u>			<u>188,189.30</u>	

Payments for Month 8

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/11/2023	HSBC	2324/08/01	14.30			4215	150	14.30	Bank Charges
07/11/2023	British Telecom	2324/08/02	51.54		8.59	4275	150	42.95	Internet and Phone
09/11/2023	Honley Business Association	2324/08/03	175.00			4815	450	175.00	Hire of gazebos and tables
09/11/2023	Document Logic	2324/08/04	60.82		10.14	4205	150	50.68	Photocopying
09/11/2023	Document Logic	2324/08/05	46.93		7.82	4205	150	39.11	Photocopying
13/11/2023	Information Commissioner's Off	2324/08/06	35.00			4625	350	35.00	Data Protection Certificate
15/11/2023	Salaries Staff	2324/08/07	1,630.37			4000	110	1,630.37	Salary Staff 02
15/11/2023	Salaries Staff	2324/08/08	1,420.77			4000	110	1,420.77	Salary Staff 04
15/11/2023	Time In Time Out Media	2324/08/09	252.00		42.00	4610	350	210.00	Council News
15/11/2023	Salaries Staff	2324/08/10	1,329.05			4000	110	1,329.05	Salary Staff 05
16/11/2023	West Yorkshire Pension Fund	2324/08/11	774.85			4000	110	328.04	Pensions - Employee Contribs
						4010	110	446.81	Pensions - Employer Contribs
16/11/2023	HMRC	2324/08/12	1,414.32			4000	110	947.63	PAYE Tax and NI - Employee
						4005	110	466.69	PAYE Tax and NI - Employer
30/11/2023	YLCA	2324/08/13	70.00			4061	150	70.00	Webinar - Talking Tables
30/11/2023	YLCA	2324/08/14	25.00			4061	150	25.00	Webinar - Finance and Budgets
30/11/2023	YLCA	2324/08/15	33.40			4060	110	33.40	Webinar - Grant Applications
30/11/2023	EPIKS	2324/08/16	770.00			4815	450	770.00	Cycling Festival Demonstration
						341	0	-770.00	Cycling Festival Demonstration
						6000	450	770.00	Cycling Festival Demonstration
30/11/2023	Maintenance Contractor	2324/08/17	57.21		9.54	4320	400	47.67	Expenses - Toilets
30/11/2023	Maintenance Contractor	2324/08/18	1,691.57			4740	400	836.82	Maintenance - Seats & Shelters
						4320	400	854.75	Maintenance - Toilets
30/11/2023	Yorkshire & Humber RTP	2324/08/19	475.00			4060	110	475.00	CLCA Mentoring Staff 02
30/11/2023	Viking	2324/08/20	42.26		7.04	4205	150	35.22	Flip Charts, Markers, Pens
30/11/2023	Staff 04	2324/08/21	24.49		4.08	4205	150	20.41	Reimbursement - printer ink
Total Payments for Month			10,393.88	0.00	89.21			10,304.67	
Balance Carried Fwd			177,795.42						
Cashbook Totals			188,189.30	0.00	89.21			188,100.09	

Receipts for Month 8**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 :		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		<u>55,679.13</u>	<u>0.00</u>	<u>0.00</u>			<u>55,679.13</u>	

Payments for Month 8

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			<u>55,679.13</u>	0.00	<u>0.00</u>			<u>55,679.13</u>	

Receipts for Month 8

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 8

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		<u>75,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>75,000.00</u>	

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			410.26	
200	HSBC Current A/C			177,795.42	
205	Money Manager - HSBC			55,679.13	
220	CCLA Deposit Fund			75,000.00	
310	General Reserves				127,412.76
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				13,697.00
342	EMR Holmfirth Market				3,000.00
343	EMR Road Safety				7,000.00
344	EMR Staff Pay				5,500.00
1076	Precept	100	Income		284,924.00
1078	Special Expenses Grant	100	Income		3,355.00
1090	Bank Interest	100	Income		2,780.54
1092	Toilets Donations	100	Income		1,745.00
1095	Other income	100	Income		1,702.00
1200	Allotment Rents	100	Income		270.00
1250	Gartside Building	100	Income		2,079.72
1260	Memorial Bench Donations	100	Income		50.00
1300	Garage plot income	100	Income		700.00
4000	Salaries	110	Staff Expenditure	46,209.56	
4005	Employer's N.I	110	Staff Expenditure	3,866.39	
4010	Employer's Pension	110	Staff Expenditure	3,473.56	
4060	Staff Training	110	Staff Expenditure	1,723.50	
4061	Councillor Training	150	Administration	355.40	
4200	Chairman's Expenses	150	Administration	28.00	
4205	Council Office Expenditure	150	Administration	1,076.28	
4210	Audit	150	Administration	1,213.31	
4215	Bank Charges	150	Administration	261.39	
4225	Elections	150	Administration	24,860.13	
4230	Repairs & Maintenance	150	Administration	98.72	
4235	Insurance	150	Administration	8,366.58	
4245	Office Equipment	150	Administration	39.78	
4250	Office/Room Hire	150	Administration	10,048.75	
4265	Subscriptions	150	Administration	2,423.00	
4275	Telephone and Broadband	150	Administration	318.37	
4285	Remembrance Sunday	150	Administration	160.00	
4300	Honley Library	400	Service Provision	25,000.00	

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>
4310	Holmfirth Civic Hall- Projects	400	Service Provision	17,317.39	
4315	Other Community Assets	250	Finance & Management	20,096.60	
4320	Public Toilet - Day to Day	400	Service Provision	9,285.98	
4325	Public Toilet - Lettable Space	400	Service Provision	365.50	
4400	Electronic Support	150	Administration	786.40	
4405	Grants - Projects and Events	250	Finance & Management	16,119.66	
4610	Publications and Publicity	350	Publications & Communication	2,780.00	
4625	Website & Media	350	Publications & Communication	637.13	
4640	Holme Moss Topograph	350	Publications & Communication	4,198.57	
4705	Christmas Provision	400	Service Provision	2,250.00	
4710	New Mill - Churchyard	400	Service Provision	678.49	
4720	Dog Waste	400	Service Provision	403.50	
4730	Minibus	400	Service Provision	13,608.00	
4735	Phone Boxes	400	Service Provision	158.50	
4740	Seats & Shelters-Maintenance	400	Service Provision	7,397.78	
4760	Youth Work in the Holme Valley	400	Service Provision	14,000.00	
4805	Community Mobilisation	450	Climate Emergency	567.30	
4815	Transport Strategy	450	Climate Emergency	1,824.69	
6000	Transfer from EMR	400	Service Provision		20,000.00
6000	Transfer from EMR	450	Climate Emergency		770.00
Trial Balance Totals :				550,883.02	550,883.02
Difference				0.00	

Detailed Income & Expenditure by Budget Heading 01/11/2023

Month No: 8

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	284,924	284,924	0			100.0%	
1078 Special Expenses Grant	1,678	3,355	3,355	0			100.0%	
1090 Bank Interest	343	2,781	750	(2,031)			370.7%	
1092 Toilets Donations	0	1,745	2,500	755			69.8%	
1095 Other income	0	1,702	3,776	2,074			45.1%	
1200 Allotment Rents	0	270	270	0			100.0%	
1250 Gartside Building	0	2,080	4,800	2,720			43.3%	
1260 Memorial Bench Donations	0	50	0	(50)			0.0%	
1300 Garage plot income	0	700	700	0			100.0%	
Income :- Income	144,483	297,606	301,075	3,469			98.8%	0
Net Income	144,483	297,606	301,075	3,469				
110 Staff Expenditure								
4000 Salaries	5,656	46,210	79,792	33,582		33,582	57.9%	
4005 Employer's N.I	467	3,866	0	(3,866)		(3,866)	0.0%	
4010 Employer's Pension	447	3,474	0	(3,474)		(3,474)	0.0%	
4060 Staff Training	508	1,724	1,500	(224)		(224)	114.9%	
Staff Expenditure :- Indirect Expenditure	7,078	55,273	81,292	26,019	0	26,019	68.0%	0
Net Expenditure	(7,078)	(55,273)	(81,292)	(26,019)				
150 Administration								
4061 Councillor Training	95	355	900	545		545	39.5%	
4200 Chairman's Expenses	0	28	1,000	972		972	2.8%	
4205 Council Office Expenditure	145	1,076	2,000	924		924	53.8%	
4210 Audit	0	1,213	1,550	337		337	78.3%	
4215 Bank Charges	14	261	500	239		239	52.3%	
4220 Conference / Seminars	0	0	500	500		500	0.0%	
4225 Elections	0	24,860	29,789	4,929		4,929	83.5%	
4230 Repairs & Maintenance	0	99	1,000	901		901	9.9%	
4235 Insurance	0	8,367	6,500	(1,867)		(1,867)	128.7%	
4240 Travel Allowance	0	0	300	300		300	0.0%	
4245 Office Equipment	0	40	300	260		260	13.3%	
4250 Office/Room Hire	0	10,049	10,200	151		151	98.5%	
4260 FOIA/EIR requests	0	0	500	500		500	0.0%	
4265 Subscriptions	0	2,423	3,000	577		577	80.8%	
4275 Telephone and Broadband	43	318	500	182		182	63.7%	
4285 Remembrance Sunday	0	160	150	(10)		(10)	106.7%	
4400 Electronic Support	0	786	1,650	864		864	47.7%	
Administration :- Indirect Expenditure	298	50,036	60,339	10,303	0	10,303	82.9%	0
Net Expenditure	(298)	(50,036)	(60,339)	(10,303)				

Detailed Income & Expenditure by Budget Heading 01/11/2023

Month No: 8

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	20,097	53,000	32,903		32,903	37.9%	
4405 Grants - Projects and Events	0	16,120	20,000	3,880		3,880	80.6%	
Finance & Management :- Indirect Expenditure	0	36,216	73,000	36,784	0	36,784	49.6%	0
Net Expenditure	0	(36,216)	(73,000)	(36,784)				
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	2,780	5,000	2,220		2,220	55.6%	
4620 Awards	0	0	300	300		300	0.0%	
4625 Website & Media	35	637	1,000	363		363	63.7%	
4630 Special Projects	0	0	1,000	1,000		1,000	0.0%	
4635 Civic Events	0	0	1,000	1,000		1,000	0.0%	
4640 Holme Moss Topograph	0	4,199	1,000	(3,199)		(3,199)	419.9%	
Publications & Communication :- Indirect Expenditure	245	7,616	9,600	1,984	0	1,984	79.3%	0
Net Expenditure	(245)	(7,616)	(9,600)	(1,984)				
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	902	9,286	22,000	12,714		12,714	42.2%	
4325 Public Toilet - Lettable Space	0	366	1,000	635		635	36.5%	
4705 Christmas Provision	0	2,250	5,500	3,250		3,250	40.9%	
4710 New Mill - Churchyard	0	678	500	(178)		(178)	135.7%	
4720 Dog Waste	0	404	1,200	797		797	33.6%	
4725 Patient Transport Scheme	0	0	1,000	1,000		1,000	0.0%	
4730 Minibus	0	13,608	23,500	9,892		9,892	57.9%	
4735 Phone Boxes	0	159	400	242		242	39.6%	
4740 Seats & Shelters-Maintenance	837	7,398	13,000	5,602		5,602	56.9%	
4760 Youth Work in the Holme Valley	0	14,000	25,000	11,000		11,000	56.0%	
Service Provision :- Indirect Expenditure	1,739	90,465	108,100	17,635	0	17,635	83.7%	20,000
Net Expenditure	(1,739)	(90,465)	(108,100)	(17,635)				
6000 plus Transfer from EMR	0	20,000						
Movement to/(from) Gen Reserve	(1,739)	(70,465)						

Detailed Income & Expenditure by Budget Heading 01/11/2023

Month No: 8

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	567	8,500	7,933		7,933	6.7%	
4810 Energy Strategy	0	0	10,000	10,000		10,000	0.0%	
4815 Transport Strategy	945	1,825	1,000	(825)		(825)	182.5%	770
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>945</u>	<u>2,392</u>	<u>22,500</u>	<u>20,108</u>	<u>0</u>	<u>20,108</u>	<u>10.6%</u>	<u>770</u>
Net Expenditure	<u>(945)</u>	<u>(2,392)</u>	<u>(22,500)</u>	<u>(20,108)</u>				
6000 plus Transfer from EMR	770	770						
Movement to/(from) Gen Reserve	<u>(175)</u>	<u>(1,622)</u>						
Grand Totals:- Income	144,483	297,606	301,075	3,469			98.8%	
Expenditure	10,305	241,998	357,831	115,833	0	115,833	67.6%	
Net Income over Expenditure	<u>134,178</u>	<u>55,608</u>	<u>(56,756)</u>	<u>(112,364)</u>				
plus Transfer from EMR	770	20,770						
Movement to/(from) Gen Reserve	<u>134,948</u>	<u>76,378</u>						

Detailed Balance Sheet - Excluding Stock Movement

Month 8 Date 30/11/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
105	VAT Control A/c	410
200	HSBC Current A/C	177,795
205	Money Manager - HSBC	55,679
220	CCLA Deposit Fund	75,000
Total Current Assets		308,885
<u>Represented by :-</u>		
300	Current Year Fund	55,608
310	General Reserves	148,183
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	13,697
342	EMR Holmfirth Market	3,000
343	EMR Road Safety	7,000
344	EMR Staff Pay	5,500
Total Equity		308,885

Holme Valley Parish Council

Bank - Cash and Investment Reconciliation as at 30 November 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

30/11/2023	HSBC Current A/C	177,795.42
		0.00
30/11/2023	HSBC - Money Manager	55,679.13
30/11/2023	Handelsbanken Current A/C	0.00
30/11/2023	CCLA Deposit Fund	75,000.00

308,474.55

Receipts not on Bank Statement

0.00

Closing Balance

308,474.55

All Cash & Bank Accounts

1	HSBC Current A/C	177,795.42
2	Money Manager - HSBC	55,679.13
4	Current Account-Handelsbanken	0.00
5	CCLA Deposit Fund	75,000.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	308,474.55

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
322 EMR CCTV	1,880.00		1,880.00
323 EMR Com Asset-Others in Valley	2,017.00		2,017.00
325 EMR Election Fund	19,789.00	-19,789.00	0.00
326 EMR Defibrillator Special Resr	2,000.00		2,000.00
329 EMR Holmfirth Civic Hall (capi	10,000.00	-10,000.00	0.00
330 EMR Office/Meeting Room	15,000.00	-15,000.00	0.00
331 EMR Gartside Building	5,000.00		5,000.00
332 EMR Honley Library	20,000.00	-5,000.00	15,000.00
334 EMR Holme Moss Topograph	2,935.00	-2,935.00	0.00
335 EMR Honley Library Energy	10,000.00	-10,000.00	0.00
336 EMR Royal Events	6,710.04	-6,710.04	0.00
337 EMR COVID Memorial	5,000.00	-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
341 EMR Climate Emergency Projects	0.00	13,697.00	13,697.00
342 EMR Holmfirth Market	0.00	3,000.00	3,000.00
343 EMR Road Safety	0.00	7,000.00	7,000.00
344 EMR Staff Pay	0.00	5,500.00	5,500.00
	<u>151,331.04</u>	<u>-46,237.04</u>	<u>105,094.00</u>

HSBC Current A/C

List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/11/2023	HSBC	2324/08/01	14.30	F&M 2424 25	Bank Charges
07/11/2023	British Telecom	2324/08/02	51.54	F&M 2324 25	Internet and Phone
09/11/2023	Honley Business Association	2324/08/03	175.00	F&M 2324 78	Hire of gazebos and tables
09/11/2023	Document Logic	2324/08/04	60.82	F&M 2324 25	Photocopying
09/11/2023	Document Logic	2324/08/05	46.93	F&M 2324 25	Photocopying
13/11/2023	Information Commissioner's Off	2324/08/06	35.00	F&M 2324 25	Data Protection Certificate
15/11/2023	Salaries Staff	2324/08/07	1,630.37	F&M 2324 25	Salary Staff 02
15/11/2023	Salaries Staff	2324/08/08	1,420.77	F&M 2324 25	Salary Staff 04
15/11/2023	Time In Time Out Media	2324/08/09	252.00	F&M 2324 25	Council News
15/11/2023	Salaries Staff	2324/08/10	1,329.05	F&M 2324 25	Salary Staff 05
16/11/2023	West Yorkshire Pension Fund	2324/08/11	774.85	F&M 2324 25	Pensions
16/11/2023	HMRC	2324/08/12	1,414.32	F&M 2324 25	PAYE Tax and NI
30/11/2023	YLCA	2324/08/13	70.00	F&M 2324 25	Webinar - Talking Tables
30/11/2023	YLCA	2324/08/14	25.00	F&M 2324 25	Webinar - Finance and Budgets
30/11/2023	YLCA	2324/08/15	33.40	F&M 2324 25	Webinar - Grant Applications
30/11/2023	EPIKS	2324/08/16	770.00	F&M 2324 78	Cycling Festival Demonstration
30/11/2023	Maintenance Contractor	2324/08/17	57.21	F&M 2324 25	Expenses
30/11/2023	Maintenance Contractor	2324/08/18	1,691.57	F&M 2324 25	Maintenance
30/11/2023	Yorkshire & Humber RTP	2324/08/19	475.00	F&M 2324 78	CiLCA Mentoring Staff 02
30/11/2023	Viking	2324/08/20	42.26	F&M 2324 78	Flip Charts, Markers, Pens
30/11/2023	Staff 04	2324/08/21	24.49	F&M 2324 25	Reimbursement - printer ink
Total Payments			10,393.88		

Previewed Draft - Do Not Submit to HMRC

Date: 14/12/2023

Holme Valley Parish Council

Page 1

Time: 16:55

VAT Return: 01/10/2023 - 31/12/2023

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		7		1,162.14	1,162.14	0.00
Cashbook	1		8		144,482.62	144,482.62	0.00
		OUTPUT		Total Rate: Z	145,644.76	145,644.76	0.00
Cashbook	1		7		1,926.21	1,605.16	321.05
Cashbook	1		8		535.25	446.04	89.21
		INPUT		Total Rate: S	2,461.46	2,051.20	410.26
Cashbook	1		7		67,158.42	67,158.42	0.00
Cashbook	1		8		9,858.63	9,858.63	0.00
		INPUT		Total Rate: Z	77,017.05	77,017.05	0.00

VAT Return Summary:	Total Outputs	145,644.76	145,644.76	0.00
	Total Inputs	79,478.51	79,068.25	410.26
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		410.26	
Net VAT to reclaim from HMRC	5		410.26	
Total value of sales and all other outputs excluding any VAT	6			145,644.00
Total value of purchases and all other inputs excluding any VAT	7			79,068.00
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



HOLME VALLEY PARISH COUNCIL

Holmfirth Civic Hall
Huddersfield Road
Holmfirth HD9 3AS

Clerk to the Council: Mrs Jen McIntosh
RFO and Deputy Clerk to the Council: Rich McGill

Phone: 01484 687460
E-mail: clerk@holmevalleyparishcouncil.gov.uk
deputyclerk@holmevalleyparishcouncil.gov

.uk

ALLOTMENTS RISK ASSESSMENT 2024

Our Obligations

Under civil law, and as set out in the Occupiers' Liability Act 1957, all plot-holders have a duty of care to anyone accessing their plot, and the pathways for which they are responsible. This includes both authorised and unauthorised visitors. As a Parish Council, we have a duty to ensure that common areas, such as the barn and the main access paths are safe. The law requires that in all these areas we exercise at least a 'reasonable' level of care regarding safety. It is not possible in English law to exclude liability, for example by way of a notice.

This assessment is subject to a review every 12 months by the Finance and Management Standing Committee if in any situation a change occurs or extra items are identified.

A hazard is something that can cause injury, for example the road access, the parking area, power tools, and exposed sharp edges. Hazards can sometimes be removed but may be inevitable. Risks are the potential threats caused by the hazards, for example injury from a hidden sharp edge or a vehicle accident. Risks can usually be avoided.

Injuries and "near-misses", and any other safety-related issues must be reported as soon as possible to Parish Council Officers so that any existing hazard or risk can be eliminated and prevented in the future.

Hazard	Risk (Before)	Actions / Controls	Risk (After)	Date for review/further controls/ responsibility
Wall around perimeter of allotment site	M	Review on regular basis. Check for deterioration and repair as required.	L	Annual review and maintenance.
Barn	M	Review on regular basis. Check for deterioration and repair as required.	L	Annual review and maintenance.
Paths and surfaces (around entire internal site)	L	Review on regular basis suitability and coverage/ condition and repair as required.	L	Annual or on walk round review and repair as required.

Fencing around individual plots	M	Inspect broken down/inadequate fencing and advise tenant of required actions and timescales to address the issues.	M	Quarterly walk rounds and enforcement if required.
Water troughs/butts on individual plots	H	Check covering applied.	L	Quarterly on walk round and advise tenant if covering is required.
Tenants' buildings – sheds/polytunnels etc	M	Inspect derelict or dangerous structures individually and advise tenant of required actions and timescales to address the issues.	M	Quarterly walk rounds and enforcement required.
Tenants' gardening equipment	M	Ensure no gardening tools etc are left out on the plot overnight. All equipment to be stored away in a fully lockable shed.	M	Quarterly walk arounds and enforcement if required.

Degree of Risk L=Low, M = Medium H = High;

Hazard	Risk (Before)	Actions / Controls	Risk (After)	Date for review/further controls / responsibility
Violent tenants	H	No tenant is to be approached if there is a potential for physical violence to any member of the sub-Committee. The Clerk must be informed prior to any contact to seek legal advice.	M	No individual is left to handle issues. Rules state violent behaviour results in immediate dismissal of the tenant from the site.
Theft of gardening equipment	M	Ensure all equipment is stored securely overnight.	M	Report to Police on 101
Anti-social activities on site	L	The Proper Officer to write to tenants if issues arise and clarify rules and issues of tenancy agreement. Legal advice to be sought via the Clerk if necessary.	M	No individual tenant or sub-Committee member is left to handle issues. Inform the police of any suspected anti-social or illegal activity continues after initial correspondence from the sub-Committee
Untenanted plots	L	Ensure that no plot is left vacant for more than one month	L	Continuous

Complete by: Signatures _____

Names _____

Position _____

Date _____

Degree of Risk L=Low, M = Medium H = High;



HOLME VALLEY PARISH COUNCIL

Holmfirth Civic Hall
Huddersfield Road
Holmfirth HD9 3AS

Clerk to the Council: Mrs Jen McIntosh
RFO and Deputy Clerk to the Council: Rich McGill

Phone: 01484 687460
E-mail: clerk@holmevalleyparishcouncil.gov.uk
deputyclerk@holmevalleyparishcouncil.gov.uk

What is being risk assessed? Persons at risk? Assessment date? Assessor name?	Public Toilets, Station Road, Holmfirth All users 13 December 2023 Rich McGill, Deputy Clerk
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No	Hazard descriptor	Controls already in place	Likelihood	Severity	Risk rating	Further action required	Date action required by	Remedial action taken
1	Slips, trips, falls	Regular checks of surfaces. Wet floor signs in use when cleaning. No obstacles in the facilities. Litter bin fixed to wall outside.	2	4	8	Ongoing by maintenance team		
2	Fire	Electrical safety checks in place. Site is made up of mainly non-combustible materials.	1	5	5	Ongoing by maintenance team		

3	Legionella	Health and Safety Guidance document L8 compliant control measures in place along with separate independent RA by Kingfisher Environmental Services Ltd or G E S Limited. In the event of an outbreak the facilities will be locked.	1	4	4	Ongoing by maintenance team		
4	Toilet not working or damage to facilities	Facilities checked each week day. Out of order signs in use when necessary.	2	2	4	Ongoing by maintenance team		

No	Hazard descriptor	Controls already in place	Likelihood	Severity	Risk rating	Further action required	Date action required by	Remedial action taken
5	Somebody locked into the facilities behind the metal gates and fencing	<p>Whoever locks up must call out to say the facilities are to be locked and must wait a few minutes to give users a chance to exit the premises.</p> <p>Information board in place with telephone and email contact details in case of emergency.</p> <p>Information about the toilets published on the website.</p>	1	5	5	<p>Monitoring ongoing by maintenance team</p> <p>Review procedures for locking the facilities if necessary.</p>		
6	Somebody locked into a cubicle	Door locks can be unlocked from outside the cubicle to enable access in case of emergency	1	2	2	None.		
7	Injury from climbing on the premises	Information board in place with telephone and email contact details in case of emergency.	1	5	5	<p>Monitor.</p> <p>If an incident is reported then consideration may be given to removing the spikes from the top of the security railings; painting the railings with anti-vandal paint; installing security lighting with movement detectors.</p>		

Review date:

A handwritten signature in cursive script, appearing to read "K. M. Gull".

Approved signature:

Key: Likelihood and severity ratings on a scale 1 – 5, with 1 being lowest risk

Risk rating derived by multiplying likelihood and severity, with 1 being the lowest risk

Fixed Asset List

Purchase Date	Description	Account	(A) Original Cost	Asset No	(B)	(C)	Notes
					Annual Return Value 2022-23, i.e. 31/03/23	Insurance Value @ 01/04/23	
	Chairman's Chain of Office	10 - Civic Items	£0.00	10	£4,729.39	£5,592.86	
	Chairman's Escort's Chain of Office with badge	10 - Civic Items	£0.00	11	£443.33	£519.08	
	Silver Gilt VC's Badge of Office	10 - Civic Items	£0.00	12	£343.30	£401.96	
01/06/2009	VC's Pendant & Chain	10 - Civic Items	£1,825.50	13	£2,181.46	£2,554.19	
	7 Limited Edition signed prints	10 - Civic Items	£0.00	15	£1,037.71	£1,167.96	
	Civic Furniture	30 - Office Furniture & Equipment	£21,089.63	20	£500.00	£562.75	Majority of furniture disposed of in 2017-18. 3 chairs and 1 long table retained.
	Office Furniture	30 - Office Furniture & Equipment	£3,220.26	25	£3,350.04	£3,922.46	Insurance includes Honours Board, Notice Boards etc
	Filing Cabinets and Contents	30 - Office Furniture & Equipment				£1,159.28	
16/12/2005	Samsung Digimax U-CAS Camera	30 - Office Furniture & Equipment	£109.98	33	£245.53	£287.49	
01/02/2015	Laptops	30 - Office Furniture & Equipment	£833.30	41	£841.63	£985.44	
01/04/15 - printer 01/03/15 - cabling	HP Colour Laser Printer, Wifi Network hub and cabling	30 - Office Furniture & Equipment			£500.00	£1,375.76	
01/01/2011	Casio 135 LEIXGA Digital Projector	30 - Office Furniture & Equipment	£750.00	51	£822.75	£972.96	
	Barn - Holme Allotments - off Watery Lane, Holme HD9 2QG Land Registry: WYK821758	50 - Land & Buildings	£0.00	100	£57,368.17	£74,237.50	
	K6 Telephone Kiosks (5) Uppertong 20120331, Fulstone 20120331, Honley South 20120331, Netherthong 20170731, Holme 20120331	70 - Community Assets	£5.00	105	£15,758.13	£18,860.30	
29/03/2018	Closed Churchyard, Sude Hill, New Mill, HD9 7ER	70 - Community Assets	£0.00	110	£0.00	£0.00	Closed Churchyard and stones not insured, other than public liability ins
	Bus Shelters x 24	70 - Community Assets	£0.00	70	£0.00	£0.00	Shelters not insured
	Public Seats	70 - Community Assets	£16,000.00	75	£0.00	£0.00	Ord Seats not insured
28/02/2013	Queen's Diamond Jubilee Seats (12)	70 - Community Assets	£12,000.00	76	£12,858.11	£15,055.14	
06/07/2014	Tdf Seats (2)	70 - Community Assets	£2,000.00	77	£2,080.60	£2,436.11	
	Holme Allotments - off Watery Lane, Holme HD9 2QG Land Registry: WYK821758	50 - Land & Buildings	£25,000.00	80	£0.00	£0.00	Allotment land not insured, only barn
	Thirstin Rd Garage Site - adjoining 34, Thirston Road, Honley HD9 6UG Land Registry: WYK821750	50 - Land & Buildings	£0.00	85	£0.00	£0.00	Land not insured; buildings are resp of tenant
	Dover Lane Garage Site - Dover Lane, Underbank, Holmfirth HD9 2BB Land Registry: WYK539066	50 - Land & Buildings	£0.00	86	£0.00	£0.00	Land not insured; buildings are resp of tenant
30/09/2012	Handrails (2) - Holmfirth Centre	70 - Community Assets	£1,300.00	90	£1,324.38	£1,550.67	
09/01/2012	Street Nameplate - Victoria St (on YBS bldg)	70 - Community Assets	£307.50	91	£329.49	£385.79	
07/03/2013	Heritage Business Signboard - Norridge Bottom	70 - Community Assets	£2,300.00	92	£2,464.47	£2,885.57	
	War Memorials Holmfirth Public Conveniences and adjoining shop unit, Towngate, Holmfirth HD9 1HA Land Registry: YY71581	70 - Community Assets	£0.00	95	£0.00	£0.00	
05/08/2016		50 - Land & Buildings	£1.00	96	£150,000.00	£184,864.82	
31/03/2017	Holmfirth Civic Hall, Huddersfield Road, Holmfirth HD9 3AS Land Registry: WYK809802	50 - Land & Buildings	£1.00	97	£5,000,000.00	£5,731,288.00	
29/08/2017	HCG Interpretation Board	70 - Community Assets	£1,000.00	98	£1,000.00	£1,159.28	
29/03/2018	WW1 commemorative seat	70 - Community Assets	£1,000.00	99	£1,000.00	£1,225.51	
	Display Board - women's suffrage	70 - Community Assets		100	£1,000.00	£1,125.51	
12/2018 01/2019	Defibrillators x 2	70 - Community Assets	£1,400.40	101	£1,400.40	£3,151.43	
	Dog Waste Bag Dispensers x 15	70 - Community Assets	£2,775.00	102	£2,775.00	£2,944.00	
14/08/2019	Ricoh MPC 2503 Leased copier/scanner/printer	30 - Office Furniture & Equipment	£3,000.00	103	£3,000.00	£3,278.18	
20/08/2020	Outdoor bottle filling station - Holmfirth toilets with decal	70 - Community Assets	£2,052.50	104	£2,052.50	£2,052.50	
20/08/2020	Plaques x 2 for Civic Hall and Holmfirth toilets	70 - Community Assets	£798.00	105	£798.00	£798.00	
15/09/2020	iPad	30 - Office Furniture & Equipment	£459.00	106	£459.00	£459.00	Apple replacement cost
04/01/2021	HP Laptops x 2 for Clerk and CEC	30 - Office Furniture & Equipment	£831.66	107	£831.66	£831.66	
21/11/2020	iPhone	30 - Office Furniture & Equipment	£399.00	108	£399.00	£399.00	Apple replacement cost
09/12/2021	K6 Telephone Kiosk (1 additional Holmfirth centre)	70 - Community Assets	£1.00	109	£1.00	£3,000.00	
29/04/2022	K6 Telephone Kiosk (1 additional Wooddale)	70 - Community Assets	£1.00	110	£1.00	£3,000.00	
16/12/2022	Honley Library, West Avenue, Honley HD9 6HF Registry: WYK809802	50 - Land & Buildings	£1.00	111	£1.00	£830,000	
22/09/2023	Holme Moss Topograph	70 - Community Assets	£9,446.90	112	£9,446.90	£9,446.90	
	Total Values		£109,908.63		£5,281,343.95	£6,913,937.06	

Key (with ref to Practitioners' Guide re assets):

(A) Column A is original purchase cost, where known. Where original cost not known, may substitute with insurance value.

(B) Figures in Column B should not change, year on year (as PKF guidance - email of 14/9/15 refers) except where items disposed of or acquired; total of Col B transferred onto Annual Return (Box 9)

(C) Column C is for insurance purposes only (to check sufficient insurance cover and will fluctuate to tie in with actual insurance cover)

(D) 31/3/17 Original valuation £5m, then revised to £4.59m by specialist valuer (for insurance purposes) on behalf of Norris & Fisher in Sept 2017, then £4,805,730 on 20/2/18 at renewal time; then £4729980 in February 2019; should re-value at least every 5 years. As agreed with Internal Auditor, col C revised accordingly, but col B only changes if disposal or additional asset acquired.

Schedule of Disposals 2023-24:

Purchase Date	Description	Account	(A) Original Cost	Asset No	(B)	(C)
					Annual Return Value 2022-23, i.e. 31/03/23	Insurance Value @ 01/04/23
Total disposal value:					£0.00	

Income & Expenditure against Budget 2023-24

Projections and Budget Planner 2024-25

As approved by Council 19th December 2023 recalculated with new, draft tax base figure for 2024-25

CODE	DESCRIPTION	Starting Budget	Virements	Reconcile 2022-23	April	May	June	July	August	September	October	November	December	January	February	March	Total	Payments from EMR	Movements to from General Reserve	Available Funds	NEXT YEAR PROPOSED BUDGET	CODE	
INCOME																						INCOME	
1076	Precept	100.00%	£284,924	£0.00	£0.00	£142,462.00	£0.00	£0.00	£0.00	£0.00	£0.00	£142,462.00	£0.00	£0.00	£0.00	£0.00	£284,924.00	£0.00	£284,924.00	£0.00	£331,292.00	1076	
1078	Special Expenses Grant	100.00%	£3,355	£0.00	£0.00	£1,677.50	£0.00	£0.00	£0.00	£0.00	£0.00	£1,677.50	£0.00	£0.00	£0.00	£0.00	£3,355.00	£0.00	£3,355.00	£0.00	£3,355.00	1078	
1090	Interest on Investments	587.22%	£750	£0.00	£253.68	£240.55	£485.81	£281.47	£310.65	£558.23	£307.03	£300.00	£333.36	£300.00	£300.00	£533.36	£3,404.14	£0.00	£4,404.14	£0.00	£4,404.14	1090	
1092	Donations - Holmfirth Public Toilets	109.80%	£2,500	£0.00	£0.00	£490.00	£365.00	£0.00	£250.00	£320.00	£320.00	£200.00	£200.00	£200.00	£200.00	£200.00	£2,745.00	£0.00	£2,745.00	£0.00	£2,500.00	1092	
1095	Other Income	163.19%	£3,776	£0.00	£0.00	£1,702.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,459.96	£0.00	£0.00	£0.00	£0.00	£6,161.96	£0.00	£6,161.96	£0.00	£4,460.00	1095	
1200	Allotment Rents	100.00%	£1,270	£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	£270.00	£0.00	£324.00	1200	
1250	Gartside Building	76.66%	£4,800	£0.00	£400.00	£424.15	£400.00	£400.00	£455.57	£0.00	£0.00	£0.00	£400.00	£400.00	£400.00	£400.00	£3,679.72	£0.00	£3,679.72	£1,120.28	£4,800.00	1250	
1260	Memorial Bench Donations	£0	£0.00	£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	£0.00	£50.00	£0.00	£0.00	1260	
1300	Garage Plot Income	100.00%	£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	£700.00	£0.00	£840.00	1300	
			£301,075	£0.00	£953.68	£147,716.20	£1,250.81	£681.47	£1,016.22	£878.23	£627.03	£144,639.50	£5,593.32	£900.00	£900.00	£1,133.36	£306,289.82	£0.00	£306,289.82	£-5,214.82	£352,071.00		
				OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK			OK				
EXPENDITURE																						EXPENDITURE	
110 Staff Expenditure																						110	
4000	Salaries	92.37%	£79,792	£0.00	£0.00	£5,165.37	£5,627.27	£5,627.26	£5,627.26	£5,702.57	£5,655.86	£7,148.11	£5,655.86	£10,527.01	£5,655.86	£5,655.86	£5,655.86	£73,704.15	£5,500.00	£68,204.15	£11,587.85	£0	4000
4005	Employer's NI	£0	£0.00	£0.00	£0.00	£603.15	£258.60	£462.75	£462.75	£473.14	£466.69	£672.62	£466.69	£466.69	£466.69	£466.69	£466.69	£5,733.15	£0.00	£5,733.15	£-5,733.15	£0	4005
4010	Employer's Pension	£0	£0.00	£0.00	£299.59	£328.38	£444.55	£494.22	£450.50	£446.81	£564.70	£446.81	£446.81	£446.81	£446.81	£446.81	£446.81	£5,260.80	£0.00	£5,260.80	£-5,260.80	£0	4010
	Total Staff costs	106.15%	£79,792	£0.00	£6,068.11	£6,212.25	£6,534.56	£6,584.23	£6,626.21	£6,569.36	£8,385.43	£6,569.36	£11,440.51	£6,569.36	£6,569.36	£6,569.36	£6,569.36	£84,698.10	£5,500.00	£79,198.10	£593.90	£87,700	
4060	Staff Training	165.81%	£1,500	£0.00	£0.00	£650.10	£60.00	£0.00	£505.00	£0.00	£0.00	£950.00	£25.00	£25.00	£25.00	£247.00	£2,487.10	£0.00	£2,487.10	£-987.10	£2,300	4060	
	Total Staff Expenditure	107.25%	£81,292	£0.00	£6,068.11	£6,862.35	£6,594.56	£6,584.23	£7,131.21	£6,569.36	£8,385.43	£7,519.36	£11,465.51	£6,594.36	£6,594.36	£6,816.36	£87,185.20	£5,500.00	£81,685.20	£-939.20	£90,000		
150 Administration																						150	
4051	Councillor Training	42.82%	£900	£0.00	£0.00	£0.00	£217.90	£0.00	£17.50	£25.00	£0.00	£25.00	£25.00	£25.00	£25.00	£25.00	£385.40	£0.00	£385.40	£514.60	£900.00	4051	
4200	Chairman's Expenses	100.00%	£1,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£28.00	£0.00	£0.00	£0.00	£0.00	£972.00	£1,000.00	£0.00	£1,000.00	£0.00	£1,000.00	4200	
4205	Council Office Expenditure	93.25%	£2,000	£0.00	£-72.00	£117.99	£307.12	£124.80	£120.32	£52.78	£102.47	£117.99	£170.00	£135.00	£252.99	£235.74	£1,865.00	£0.00	£1,865.00	£135.00	£2,000.00	4205	
4210	Audit	102.36%	£1,500	£0.00	£0.00	£0.00	£373.31	£0.00	£0.00	£0.00	£840.00	£0.00	£0.00	£0.00	£0.00	£373.31	£1,586.62	£0.00	£1,586.62	£-36.62	£1,650.00	4210	
4215	Bank Charges	63.27%	£500	£0.00	£0.00	£38.63	£35.78	£48.15	£38.30	£39.98	£38.75	£8.00	£13.75	£13.75	£13.75	£13.75	£316.34	£0.00	£316.34	£183.66	£500.00	4215	
4220	Conference / Seminars	£0.00%	£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	£500.00	£0.00	£500.00	£0.00	£500.00	4220	
4225	Electrons	83.45%	£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	£0.00	£24,860.13	£4,928.87	£0.00	4225	
4230	Repairs & Maintenance	9.87%	£1,000	£0.00	£0.00	£45.00	£0.00	£0.00	£0.00	£53.72	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£98.72	£0.00	£98.72	£901.28	£1,000.00	4230	
4235	Insurance	128.72%	£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	£0.00	£8,366.58	£-1,866.58	£8,750.00	4235	
4240	Travel Allowance	0.00%	£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	£0.00	£0.00	£300.00	£300.00	4240	
4245	Office Equipment	100.00%	£300	£0.00	£0.00	£11.00	£0.00	£0.00	£28.78	£0.00	£0.00	£15.00	£15.00	£15.00	£15.00	£200.22	£300.00	£0.00	£300.00	£0.00	£300.00	4245	
4250	Office/Room Hire	98.52%	£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	£0.00	£10,048.75	£151.25	£10,200.00	4250	
4260	FOIA/EIR requests	0.00%	£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	£0.00	£0.00	£500.00	£500.00	4260	
4265	Subscriptions	80.77%	£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	£0.00	£2,423.00	£577.00	£3,000.00	4265	
4275	Telephone and Broadband	101.87%	£500	£0.00	£-46.27	£46.27	£40.91	£47.71	£54.11	£46.79	£42.95	£42.95	£46.79	£46.79	£46.79	£46.79	£509.37	£0.00	£509.37	£-9.37	£500.00	4275	
4285	Remembrance Sunday	106.67%	£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	£0.00	£160.00	£-10.00	£160.00	4285	
4290	Children's Playgrounds	£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	£0.00	£0.00	£0.00	£0.00	4290	
4400	Electric Support Maintenance	59.73%	£1,650	£0.00	£0.00	£93.59	£438.52	£12.99	£217.12	£0.00	£25.98	£12.99	£12.99	£12.99	£12.99	£45.98	£985.34	£0.00	£985.34	£664.66	£1,650.00	4400	
	Total Administration	87.68%	£60,339	£0.00	£-53.47	£202.89	£21,321.08	£1,299.24	£25,085.85	£562.95	£209.17	£1,116.64	£283.53	£248.53	£366.52	£248.53	£2,013.79	£52,905.25	£0.00	£52,905.25	£7,433.75	£32,910.00	
	Total Council	98.91%	£141,631	£0.00	£-53.47	£6,271.00	£28,183.43	£7,893.80	£31,670.08	£7,694.16	£6,778.53	£9,502.07	£7,802.89	£11,714.04	£6,960.88	£6,842.89	£8,830.15	£140,090.45	£5,500	£134,590.45	£1,540.55	£122,910.00	
Finance & Management Committee																							
4305	Holmfirth Tech	£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	£0.00	£0.00	£0.00	£0.00	4305	
4315	Grants - Other Community Assets	100.00%	£53,000	£-9,614.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£20,096.60	£0.00	£0.00	£0.00	£23,289.40	£0.00	£43,386.00	£0	£43,386.00	£0.00	£53,000	4315	
4405	Grants - Projects and Events	100.00%	£20,000	£405.00	£-750.00	£750.00	£95.00	£0.00	£0.00	£3,000.00	£13,024.66	£0.00	£0.00	£0.00	£4,285.34	£0.00	£20,405.00	£0	£20,405.00	£0.00	£16,500	4405	
	Total Finance & Management	100.00%	£73,000	£-9,209.00	£-750.00	£750.00	£95.00	£0.00	£0.00	£0.00	£3,000.00	£33,121.26	£0.00	£0.00	£0.00	£27,574.74	£0.00	£63,791.00	£0.00	£63,791.00	£0.00	£69,500	
Planning Committee																							
4505	Neighbourhood Plan	172.50%	£3,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,500.00	£0.00	£0.00	£0.00	£3,675.03	£5,175.03						