

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 19th AUGUST 2024** at **7pm** to transact the following business -

- AGENDA – (A)

Welcome **7.00 pm**

Public Question Time

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

2425 39 **Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014** **7.15 pm**

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

2425 40 **To accept apologies for absence** **7.16 pm**

To note, members absent from the meeting.

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

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

2425 41 **To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda** **7.17 pm**

2425 42 **To consider written requests for new DPI dispensations** **7.18 pm**

2425 43 **To consider whether items on the agenda should be discussed in private session** **7.19 pm**

2425 44 **To confirm the Minutes of the previous Committee meeting** **7.20 pm**

- To note the Minutes of the Finance & Management Committee Meeting held on 10 June 2024, numbered 2425 19 to 2425 38 inclusive, already approved by Council. **(B)** As presented, the minutes now have to include the initialled schedule of payments, and the double-signed bank reconciliations.

2425 45

Grants

7.21 pm

i. Grant Evaluation Reports

The following Grant Evaluation Reports 2023-24 have been added to the Parish Council website, accessible from the Grants tab at the top of the home page:

- [Arts for Health](#)
- [Hepworth Band](#)
- [Holmfirth Chess Club](#)
- [Holmfirth Arts Festival](#)

To note, with 6 months having elapsed, the RFO/Deputy Clerk will be contacting those awarded grants at the February meeting for their grant evaluation reports in August.

To consider, any further action regarding Grant Evaluation Reports.

ii. Grants – next cycle September 2024

As Members will be aware, the next meeting for grants to be considered is 30th September 2024 with a closing date for application of 31 August. The Assistant Clerk and RFO/Deputy Clerk have been advertising the grants both on social media and via leaflets.

To consider, any further action regarding the next grants cycle.

iii. Councillor visits to community groups that have received awards

Have any Councillors made arrangements to visit any [organisations](#) that have been recipients of grant funding from the Parish Council? Such visits are useful to publicise the work of the Council and of its Councillors.

iv. Rolling Grants

To note, Holmfirth Arts Festival was approved for a rolling grant, but we had not received the Rolling Grant Agreement as the agenda went out. They have sent all the other documentation just not the Agreement.

At the last meeting, a decision on the Rolling Grant application **(C, D)** from Holme Valley Patient Transport was deferred pending a visit by Cllr Liles to the service. Cllr Liles to report.

To consider, any further action in respect of the Rolling Grant application of Holme Valley Patient Transport.

v. Grants Working Group

The working group has produced

- 1) a Report of its work **(E)**
- 2) Guidelines for applicants for grants **(F)**
- 3) an updated Application Form **(G)**
- 4) an updated Grant Evaluation Report **(H)**.

Chair of the working group to report.

To consider, recommending the presented Report, Guidelines, and updated forms to the Parish Council.

vi. Request for a grant award change of use**Budget Line 4315 Community Assets Grant**

At the Finance and Management Committee meeting of 26th February 2024, Upperthong Cricket Club was awarded £4,100 towards replacing the clubhouse carpets. The club had managed to get the carpets replaced cheaper than anticipated. At the last meeting of this Committee, the club asked to use the £800 underspend towards replacing furniture. This was refused. Since then, the club has asked if the £800 underspend could be spent on carpeting other rooms in the clubhouse. **(I)**

To consider, this request for a grant change of use.

2425 46**Chair's Expenses****7.50 pm**

To note, the Chair's Expenses budget for 2024-25 is £1,000. No expenditure from the current budget has been made this year.

2425 47**Schedule of Payments****7.51 pm**

- i. **To note**, the finalised schedule of payments for June 2024. This to be initialled by the Chair. **(J)**
- ii. **To consider**, approval of the month-to-date schedule of payments for August 2024. This to be initialled by the Chair. RFO to report. **(K)**

To note, the Finance Committee cannot authorise the payment of election costs to Kirklees Council, because only Council can authorise a payment from outside of the budget, but the Committee should be aware of the inflated cost of a single by-election for the Upper Holme Valley, - £9,016. Previously, by-elections have cost £1,000-£2,000.

2425 48

Financial Statements

7.53 pm

To note the accounting summaries – copies enclosed

i. For June 2024 (L):

- (1) Cash Books All Accounts Receipts and Payments (to end 30 June 2024) **(Li)**
- (2) Trial Balance (to end 30 June 2024) **(Lii)**
- (3) Balance Sheet (to end 30 June 2024) **(Liii)**
- (4) Cash and Investment Reconciliation (to end 30 June 2024) **(Liv)**
- (5) VAT Return – year-to-date for the quarter APR-JUN 2024 – submitted 25th July 2024. **(Lv)**

ii. **To note**, for July 2024, the RFO/Deputy Clerk has been on holiday so these records will not be available for this meeting.

RFO to report.

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

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

For May 2024:

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

For June 2024:

- HSBC Current Account Bank Statement **(Pi)** and HSBC Current Account Bank Reconciliation **(Pii)**
- HSBC Business Money Manager Bank Statement **(Qi)** and HSBC Business Money Manager Bank Reconciliation **(Qii)**
- CCLA PSDF Bank Statement **(Ri)** and CCLA PSDF Bank Reconciliation **(Rii)**.

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

iv. Councillors to review the Income and Expenditure report for June 2024. (S)

Notes from the RFO:

Income -

- 1076 Precept On the income side, the Parish Council 1st May 2024 received ½ of its annual precept from Kirklees Council. The next payment will be in November.
- 1078 Special Expenses Grant The Parish Council 1st May 2024 received ½ of the Special Expenses Grant from Kirklees Council. The next payment will be in November.
- 1090 Bank Interest Three months into the year, the Parish Council is a little up on projections regarding bank interest.
- 1200 Allotment Rents All rents have been received and banked.
- 1250 Gartside Building
- 1300 Garage Rents All rents have been received and banked.

Expenditure side:

- 4000 Salaries are a little over budget after three months. An earmarked reserve has been created to fund any subsequent pay uplifts.
- 4060 Staff Training is a little under-budget three months into the year.
- 4235 Insurance is, again, significantly over-budget by £3,101 or by 35%. However, it should be noted that the Parish Council will be reimbursed much of this increase by Holmfirth Civic Hall Community Trust under the terms of the lease.
- 4275 Telephone and Broadband is a little overbudget three months into the year.

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

v. Earmarked Reserves

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

- i. 322 EMR CCTV was closed as this is now a rolling grant.
- ii. 323 EMR 323 Other Community Assets in the Holme Valley consists of £2,017 for 10th Holme Valley (New Mill) Scouts (towards a new scout hut).
- iii. 325 EMR Election Fund holds £7,000 allocated directly from the precept. This will be added to every year until the next full-Council cycle of elections when the reserve should hold around £30,000.
- iv. 326 EMR Defibrillator Special Reserve holds £1,796.05. This is solely for maintenance of defibrillators the Parish Council is directly responsible for.
- v. 329 EMR Holmfirth Civic Hall has £30,000. This will be all gone by end August.
- vi. 331 EMR Gartside Building holds £5,000.
- vii. 332 EMR Honley Library holds £15,000.
- viii. 336 EMR Royal Events holds £1,000 in respect of operation Menai Bridge.
- ix. 337 EMR COVID Memorial holds £6,000.
- x. 338 EMR Children's Playgrounds was closed.
- xi. 341 EMR Climate Action Projects holds £13,946.68 with some expenditure on a planning application for the solar panels paid from it. Further expenditure on the solar panels project is anticipated soon.
- xii. 343 EMR Road Safety holds £12,526. Considerable expenditure is expected from this reserve in respect of two mobile speed indicator devices which we have still not been invoiced for.
- xiii. 344 Staff Pay £5,000 was added to this earmarked reserve after annual Council to safeguard staff pay in the event of a national pay award.
- xiv. 345 Rolling Grants holds £6,060 for anticipated rolling grant awards that have been agreed by this committee pending submission and approval of documentation. (£1,500 Holmfirth Arts Festival, £1,500 Festival of Folk, £1,500 Holme Valley Patient Transport, £1,560 CCTV Honley).
- xv. 346 EMR Public Transport holds £5,000.
- xvi. 347 EMR Tourism holds £5,000.
- xvii. 348 EMR Dog Waste and Litter holds £3,800.
- xviii. 349 EMR Community Engagement holds £3,609.87.
- xix. 350 EMR The Civic Roof Repairs at end June it held £22,490. It now holds £17,565.20.
- xx. 351 EMR Holmfirth Toilets Refurb was newly created after Annual Council and holds £4,104.

To consider, any further actions on earmarked reserves.

2425 49	Internal Audit Report	8.05 pm
	To note , the full year-end Internal Audit Report with the completed Action Report. (U)	
2425 50	Tenancies	8.06 pm
	<p>i. To note, all payments regarding garage and allotment tenancies have been received.</p> <p>ii. To note, all tenancy agreements have been counter-signed and returned to tenants.</p> <p>iii. To note, a new tenant has taken on the lease of the Gartside shop unit adjoining Holmfirth toilets at a rent of £350/month. A month's deposit and the first month's rent have been received.</p>	
2425 51	New model Financial Regulations from the National Association of Local Councils (NALC)	8.08 pm
	To note , the Financial Regulations Working Group, which consists of Cllr Wilson, Cllr Colling and the RFO is to meet for the first time on Tuesday 3 rd September to begin the process of updating the Parish Council's Financial Regulations based on the model Regulations. Part of the delay has been because of coming to terms with how the move to Unity Trust will affect some financial processes.	
2425 52	Internal Control Checks	8.10 pm
	To note , Cllr Liles arranged to undertake the internal controls check for the first quarter of the year (APR-JUN) on 19 th August 2024. Cllr Liles to report.	
2425 53	Banking	8.11 pm
	Unity Trust	
	<p>ia. To note, the Unity Trust accounts have been set up, - a T2 Current Account and an Instant Access (savings) Account. Mandated Councillors have started to register for the bank, as have officers. The RFO will be slowly moving the Council's business (direct debits; standing orders) over to Unity Trust from HSBC over the next few months.</p> <p>To approve, the addition of Unity Trust to the list of regular payments. (V)</p> <p>ib. To approve, the setting up of current direct debits from the HSBC current account to the Unity Trust T2 current account:</p> <ul style="list-style-type: none"> • BT (telephone and internet) • Grenke (photocopier lease) • Information Commissioner's Office (annual data protection fee) • Scottish Water / Business Stream (water/sewage to the toilets) <p>ic. To approve, two new direct debits to the Unity Trust T2 Current Account:</p> <ul style="list-style-type: none"> • Document Logic (photocopying) • Npower (electricity costs to Holmfirth toilets) 	

- id. **To approve**, the transfer of current standing orders from the HSBC current account to the Unity Trust T2 current account:
- Staff Salaries (Staff 02, Staff 04, Staff 05)
 - HMRC (PAYE tax and national insurance)
 - West Yorkshire Pensions Fund (Pensions)
 - Time In Time Out Media - TiTo (Parish Council monthly news)
 - Artweek (annual subscription)
- ie. **To note**, the RFO will be applying for the Unity Trust Corporate Multipay in due course but there will need to be approval of the limits on the card, - daily limits, transaction limits.

CCLA

- ia. **To note**, the Parish Council needs to submit new bank mandate paperwork for the CCLA Public Sector Deposit Fund account. Cllrs Colling, Dixon, Baylin, Blacka, Whitelaw and Wilson will be the mandated Councillors. They will be required to complete the relevant paperwork in due course.

2425 54 Financial Records for the website 8.20 pm

To note, the financial records for June 2024 have been added to the website. The July records will be added soon.

2425 55 Publicising the work of Holme Valley Parish Council 8.21 pm

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

Close of Meeting 8.25 pm

Please note that timings on the agenda are given for guidance of the Chairman and the Council only and should not be taken as the time at which discussion of a particular item will commence. The Committee may agree to defer (in whole or part) any items on the Agenda, if necessary.



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

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DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 15 APRIL 2024

Those present:

Chair: Cllr A Wilson

Vice Chair: Cllr G Kirkby

Councillors: Cllr M Blacka, Cllr D Brook, Cllr P Colling, Cllr C Greaves, Cllr J Holmes, Cllr J Liles, Cllr J Rylah

Officer: Mr R McGill (RFO/Deputy Clerk)

Welcome

The new Chair welcomed Members to this meeting of the Holme Valley Parish Council Finance and Management Standing Committee.

Public Question Time

No members of the public were in attendance, and no Councillor chose to speak as a member of the public.

Cllr Wilson hoped that the Committee could rationalise its work over the year ahead, and encouraged Members to be concise in their deliberations particularly when grant awards are debated. He said that it is a natural thing for there to be differences of opinion but hoped that this would never become disrespectful. Cllr Wilson said it was fortunate that the RFO/Deputy Clerk was able to advise the Committee and the Parish Council on financial matters.

2425 19 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.

2425 20 To accept apologies for absence

NOTED: It was noted that Cllrs Barnett, Baylin, Rostron, Whitelaw and Greaves were absent from the meeting.

Cllr Greaves had notified that he would be late.

The Committee received apologies for absence given in advance of the meeting from the above-named Councillors.

RESOLVED: The reasons given for absence by Cllrs Barnett, Baylin, Rostron and Whitelaw were approved by the Committee.

Signed: _____

2425 21 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

None were declared.

2425 22 To consider written requests for new DPI dispensations

Members acknowledged that new DPIs for all Councillors had been received or were pending.

2425 23 To consider whether items on the agenda should be discussed in private session

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

2425 24 To confirm the Minutes of the previous Committee meeting

NOTED: Members noted the Minutes of the Finance & Management Committee Meeting held on 15 April 2024, numbered 2425 01 to 2425 18 inclusive, already approved by Council. As presented, the minutes now include the initialled schedule of payments, and the double-signed bank reconciliations.

2425 25 To elect a Vice Chair of the Finance and Management Standing Committee

Cllr Glenn Kirkby was elected the Vice Chair of the Committee.

2425 26 Grants

- i. The Chair gave a briefing on his hopes and expectations of the committee with regard to the grants process. He thanked the working group for streamlining the process.

ii. Grant Evaluation Reports

NOTED: The Committee noted that the following Grant Evaluation Reports 2023-24 had been added to the Parish Council website:

- Holmfirth Film Festival
- Honley CCTV
- Wooldale Community Group
- Honley Village Community Trust Brushcutter/Trimmer training
- Choppards Community Association
- Cartworth Moor Cricket Club
- Sharing Memories
- Brockholes Village Trust
- Square Peg
- Holmfirth Festival of Folk

Signed: _____

The Officer reported that one report had not been on the standard Grant Evaluation Report format.

The Committee considered whether any further action regarding Grant Evaluation Reports was needed.

RESOLVED: While the report from the organisation which was submitted not using the official template would be allowed this time, in future this organisation would have to submit on the Holme Valley Parish Council proforma.

Cllr Holmes said she thought that the information and photos included in the Grant Evaluation Reports were valuable and interesting for demonstrating the wide range of community work that the Parish Council supports.

iii. Councillor visits to community groups that have received awards

Members considered arrangements for Councillors to visit community organisations that had been awarded money by the Parish Council as community grants. Such visits are useful to publicise the work of the Council and of its Councillors, and that of the organisation in question. It was thought especially significant that Parish Councillors would connect with groups in their wards.

RESOLVED: The Officer would circulate lists of grants awarded and ask Members to make contact with community groups.

iv. Rolling Grants

The Committee considered approval of the Rolling Grant Agreement (supplied with the Grant Evaluation Report) for Holme Valley Patient Transport. The Committee felt that the application was not comprehensive and there was a lack of explanation on the numbers of service users and how they were supported, and its geographical range. Councillors considered that it would be helpful if the service covered the whole parish area.

RESOLVED: It was resolved that Cllr Liles would visit the trustees of the charity, to find out more detail on the service offer and other considerations.

The Committee considered approval of the Rolling Grant Agreement (supplied with the Grant Evaluation Report) for Holmfirth Festival of Folk.

RESOLVED: The Rolling Grant Agreement was approved for the term of this Council (provisional on annual reviews of documentation). The Committee wanted to comment to the group that holding significant amounts of reserves might mean that the award is reviewed.

v. Grants Working Group

Cllr Colling reported on the work of the group. The final report would be prepared for the august meeting of this Committee.

NOTED: Cllr Colling's report was noted.

Signed: _____

vi. Request for a grant award change of use**Budget Line 4315 Community Assets Grant**

At the Finance and Management Committee meeting of 26th February 2024, Upperthong Cricket Club was awarded £2,050 towards replacing the clubhouse carpets. The club has managed to get the carpets replaced cheaper than anticipated and wants to use the £800 underspend towards replacing furniture. The Committee considered this request for a grant change of use.

RESOLVED: The Committee resolve that the underspend should be returned to the Parish Council. The cricket club would be encouraged to apply for furniture in the next grants cycle in September.

2425 27 Chair's Expenses

- i. **NOTED:** The Committee noted that the Chair's Expenses budget for 2024-25 is £1,000. No expenditure from the current budget had been made this year.
- ii. **NOTED:** The Committee noted that the Chair's Expenses budget for 2023-24 had been £1,000. £78 had been spent on the Chair's behalf on the lead-up to the end of the Council year. As per the Parish Council's Chair's Expenses Policy, the Chair had elected to donate the remaining £922 to local charities with £461 being paid to Full Life Church Foodbank and £461 to the Holme Valley Food Bank.

2425 28 The possibility of reclaiming VAT on payments pertaining to buildings the Parish Council owns

The RFO and Cllr Liles reported on advice given by Cllr Liles' accountant, Paul Bowden, of Paul Howley and Co, on the potential for the Parish Council to reclaim VAT on direct payments it makes to works on The Civic. Mr Bowden had reviewed the Parish Council's position in terms of business- and non-business- activities (Local Authorities and Similar Bodies VAT Notice 749) and had read ACRE Information sheet 18 "Village halls and VAT on building work and other purchases." Mr Bowden's considered opinion was that the Parish Council could reclaim VAT on payments it makes in respect of works to The Civic as long as 1) any such payment is approved by Holmfirth Civic Hall Community Trust and 2) that the Parish Council is the only payee of that particular project. Mr Bowden's perspective is that Holme Valley Parish Council is not a business and does not undertake business-activities, - that is, activities to generate a surplus, - in respect of The Civic.

RESOLVED: The Finance and Management Committee would recommend to Council to consider making payments direct to suppliers in respect of works on The Civic, in order to legally reclaim VAT on these payments.

Signed: _____

2425 29 Schedule of Payments

- i. **NOTED:** The Committee noted the finalised schedule of payments for April 2024. This was initialled by the Chair.
- ii. **NOTED:** The Committee noted the finalised schedule of payments for May 2024. This was initialled by the Chair.
- iii. The Committee considered the month-to-date schedule of payments for June 2024. **RESOLVED:** The Committee approved the month-to-date schedule of payments for June 2024. This was initialled by the Chair.

2425 30 Financial Statements

NOTED: The Committee noted the accounting summaries as presented:

- i. For April 2024:
 - (1) Cash Books All Accounts Receipts and Payments (to end 30 April 2024)
 - (2) Trial Balance (to end 30 April 2024)
 - (3) Income and Expenditure by Budget Heading (to end 30 April 2024)
 - (4) Balance Sheet (to end 30 April 2024)
 - (5) Cash and Investment Reconciliation (to end 30 April 2024)
 - (6) Earmarked Reserves (1 April 2024)
 - (7) Earmarked Reserves (to end 30 April 2024)
 - (8) VAT Return – year-to-date for the quarter APR-JUN 2024 not for submission.
 - (9) Journal reports for April – this is how movements of reserves are managed.
- ii. For May 2024:
 - (1) Cash Books All Accounts Receipts and Payments (to end 31 May 2024)
 - (2) Trial Balance (to end 31 May 2024)
 - (3) Balance Sheet (to end 31 May 2024)
 - (4) Cash and Investment Reconciliation (to end 31 May 2024)
 - (5) VAT Return –for the quarter APR-JUN 2024 not for submission.
 - (6) Journal reports for May – this is how movements of reserves are managed.
- iii. The Committee considered that, as per the recommendation in the internal audit report, the Committee must approve the bank reconciliations cross-referenced with bank statements.

RESOLVED: The Committee approved the bank reconciliations for April 2024 for:

 - HSBC Current Account
 - HSBC Business Money Manager Bank Account
 - CCLA PSDF Account.

The Chair and a second signatory on the bank mandates signed and dated the bank reconciliations on behalf of the Parish Council.

Signed: _____

- iv. Councillors reviewed the Income and Expenditure report for May 2024.
The RFO reported that:

In respect of the Parish Council's year-to-date income -

- 1076 Precept The Parish Council 1st May 2024 received ½ of its annual precept from Kirklees Council. The next payment would be in November.
- 1078 Special Expenses Grant The Parish Council 1st May 2024 received ½ of the Special Expenses Grant from Kirklees Council. The next payment would be in November.
- 1090 Bank Interest Two months into the year, the Parish Council was on-target regarding bank interest.
- 1200 Allotment Rents All rents had been received, and all had been banked.
- 1250 Gartside Building Some progress had been made with finding a new tenant for the Gartside shop unit.
- 1300 Garage Rents All rents had been received, and all had been banked.
- With regard to 1095 Other income and 1265 Memorial Bench Donations, the £2 cheque and £50 cash donation had been deposited 7th June to reconcile last year's debtors.

On the expenditure side, the RFO reported that:

- 4000 Salaries were a little over budget after two months. Part of this was due to having to pay an additional payment regarding pensions. An earmarked reserve has been created to fund any subsequent pay uplifts.
- 4060 Staff Training was a little over-budget two months into the year.
- 4235 Insurance was, again, significantly over-budget by £3,101 or by 34%. As Members will be aware, when the insurance budget was set, this was before the revaluation of The Civic to over £9,000,000, and the new £11,851 insurance premium reflects this. However, it should be noted that the Parish Council will be reimbursed much of this increase by Holmfirth Civic Hall Community Trust under the terms of the lease.
- 4300 Honley Library It is perhaps worth noting that whilst the Parish Council is contractually committed to pay the Friends of Honley Library £15,000 towards its running costs, there are often other payments, such as this last month for legal fees. It is likely to be worthwhile to budget a little over the £15,000 in future years.

The Committee any further actions on income and expenditure against budget.

RESOLVED: No further action.

v. Earmarked Reserves

The Chair reported on the levels of earmarked reserves held by the Parish Council. He advised that all earmarked reserves needed to have a specific purpose and be intended to fulfil a future project. Earmarked reserves should not be contingency funds.

Signed: _____

The RFO/Deputy Clerk reported on the different earmarked reserves established and latterly disestablished by the Parish Council:

- i. 322 EMR CCTV was closed as this was likely to become a rolling grant. See below.
- ii. 323 EMR 323 Other Community Assets in the Holme Valley consisted of £2,017 for 10th Holme Valley (New Mill) Scouts (towards a new scout hut) and an extra £1,000 had been added at year end to fund the defibrillator grant application from Honley Business Association. This expenditure had been approved at this meeting.
- iii. 325 EMR Election Fund held £7,000 allocated directly from the precept. This would be added to every year until the next full-Council cycle of elections when the reserve should hold around £30,000.
- iv. 326 EMR Defibrillator Special Reserve held £1,796.05. This reserve is solely for maintenance of defibrillators the Parish Council is directly responsible for.
- v. 329 EMR Holmfirth Civic Hall held £30,000.
- vi. 331 EMR Gartside Building held £5,000. This is separate to the newly created 351 EMR Holmfirth Toilets Refurb.
- vii. 332 EMR Honley Library held £15,000.
- viii. 336 EMR Royal Events held £1,000 in respect of operation Menai Bridge.
- ix. 337 EMR COVID Memorial held £6,000.
- x. 338 EMR Children's Playgrounds was closed after Annual Council 2024 and £15,000 returned to general reserves.
- xi. 341 EMR Climate Action Projects held £13,946.68 with some expenditure on a planning application for the solar panels paid from it. Further expenditure on the solar panels project is anticipated soon.
- xii. 343 EMR Road Safety held £12,526. Considerable expenditure is expected from this reserve in respect of two mobile speed indicator devices, and a second order of school parking bollards.
- xiii. 344 Staff Pay £5,000 was added to this earmarked reserve after annual Council to safeguard staff pay in the event of a national pay award.
- xiv. 345 Rolling Grants held £6,060 for anticipated rolling grant awards that have been agreed by this committee pending submission and approval of documentation. (£1,500 Holmfirth Arts Festival, £1,500 Festival of Folk, £1,500 Holme Valley Patient Transport, £1,560 CCTV Honley).
- xv. 346 EMR Public Transport held £5,000.
- xvi. 347 EMR Tourism held £5,000.
- xvii. 348 EMR Dog Waste and Litter held £3,800.
- xviii. 349 EMR Community Engagement held £3,609.87.
- xix. 350 EMR The Civic Roof Repairs held £22,490, the expenditure of which is being considered this meeting.
- xx. 351 EMR Holmfirth Toilets Refurb was newly created after Annual Council and held £4,104.

The Committee considered whether any further actions on earmarked reserves was needed.

RESOLVED: Committees would be expected to have a project plan for each earmarked reserve, explaining what it is for, and a timetabling of likely expenditure.

Signed: _____

2425 31 Fixed Assets List

The Committee considered approval of the revised Fixed Assets List to end 2023/24. This included the Holme Moss Topograph (recorded at original purchase cost) and the updated valuation of The Civic. The Annual Return Value (B) will be included on the Annual Governance and Accountability Return.

Members considered the content of the List. Some of the earlier pre-2019 entries seemed to contravene the guidance on the form, - that is, that original costs were would normally be carried over into the Annual Return Value column. Many of these entries had valuations where the Original Valuation (A) was different than the Annual Return Value (V).

RESOLVED: The Committee resolved to approve the Fixed Asset List as presented, with the proviso that the internal auditor should advise on whether there was any facility or, indeed, need to amend the earlier entries.

2425 32 Annual Governance and Accountability Return (AGAR) 2023-24

NOTED: The Committee noted that the internal auditor is visiting 18th June to undertake the year-end audit and complete the Annual Internal Audit Report section of the AGAR.

The Committee was asked to consider the AGAR and supporting documentation as presented (pending any amendments by the internal auditor) to full Council for consideration 24th June 2024:

- AGAR Annual Return 2023/24 Form 3
 - Section 1 Annual Governance Statement
 - Section 2 Accounting Statements
 - Section 3 Annual External Audit Report (currently blank)
 - Annual Internal Audit Report (currently blank)
- AGAR supporting documents to be sent to the external auditor
 - Making Provision for the Exercise of Public Rights – the notice would be posted Monday 24th June and members of the public could inspect accounts Tuesday 25th June to Monday 5th August 2024.
 - Confirmation of the dates of the period for the exercise of public rights
 - Bank Reconciliation with box 8
 - Reconciliation between box 7 and box 8
 - Explanation of variances
 - Contact details
 - Declaration that the accounts are unaudited
 - Letter to Kirklees notifying of the precept.

An error on the “Confirmation of the dates of the period for the exercise of public rights” was identified.

Signed: _____

RESOLVED: With the correction of the error as identified, and any further amendments required by the internal auditor, the Committee voted to recommend the AGAR and supporting documents to full Council 24th June 2024.

2425 33 Tenancies

- i. **NOTED:** All payments regarding garage and allotment tenancies had been received and banked.
- ii. **NOTED:** The Clerk had co-signed all tenancy agreements, except one outstanding, and these would be returned with receipts 16th June 2024.

2425 34 New model Financial Regulations from the National Association of Local Councils (NALC)

The RFO reported that NALC had updated its model Financial Regulations for the first time in five years. Whilst some aspects of the Financial Regulations are bound by legal constraints (**in bold in the model Financial Regulations**), with all other aspects of the Regulations, Councils could adapt the provisions of the document to suit the Council's size, structure and the way it wished to work. The RFO/Deputy Clerk suggested that a working group might undertake this work.

RESOLVED: Cllr Colling and Cllr Wilson with the RFO/Deputy Clerk would form the working group to adapt the new, model Financial Regulations to the needs, priorities, operation and functionality of the Council.

2425 35 Internal Control Checks

- i. Regulation 1.5 of the Parish Council's Financial Regulations says that: "At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices."
RESOLVED: The Finance and Management Committee approved the Parish Council's system of internal controls. This resolution was made with the understanding that internal controls systems are likely to need amendments after the move to Unity Trust bank, and after the review of the Financial Regulations as above.
- ii. **NOTED:** The final internal control check for the Council year 2023-24 had been undertaken by Cllr Liles. There were no significant problems identified. The amount on one payment authorisation form was corrected.
- iii. The Committee considered arrangements for a Member to undertake the Internal Control Checks of this financial year 2024-25.
RESOLVED: Cllr Liles was approved again for this role.

Signed: _____

2425 36 Banking**i. HSBC**

NOTED: Members noted that, since all Members included on the HSBC mandate 2023-24 were, again, elected 2024-25, no amendment was needed to the HSBC bank mandate. Cllr Colling, Cllr Dixon, Cllr Baylin, Cllr Blacka, Cllr Whitelaw and Cllr Wilson could still sign to order payments from the HSBC accounts (2 signatures needed to order a payment).

ii. Unity Trust

RESOLVED: The Committee approved six Councillors to be added to the bank mandates of the pending Unity Trust accounts. These would be the Chair of Council, the Vice Chair of Council, and Committee Chairs:

- Cllr Patricia Colling – Chair of Holme Valley Parish Council – known as “Pat”
- Cllr Thomas William Dixon – Vice Chair of Holme Valley Parish Council and Chair of Staffing – known as “Tom”
- Cllr Lawrence Michael Baylin – Chair of the Service Provision Committee – known as “Lawrence”
- Cllr Doris Mary Blacka – Chair of the Planning Committee – known as “Mary”
- Cllr Melvin Andrew Wilson – Chair of the Finance and Management Committee – known as “Andy”
- Cllr Sarah Ann Whitelaw – Chair of the Climate Action, Communications and Engagement Committee – known as “Sarah”

RESOLVED: The Committee approved the updated letter concerning the business of the Parish Council with the names and roles of those Councillors to be included on the bank mandate, the letter to be signed by mandated Councillors.

2425 37 Financial Records for the website

NOTED: The Committee noted that the financial records for April 2024 and May 2024 had been added to the website.

2425 38 Publicising the work of Holme Valley Parish Council

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

RESOLVED: The next grants applications cycle, - September with a closing date of 31 August, - would be advertised on social media.

The meeting closed at 9pm.

Signed: _____

Date: 07/05/2024

Holme Valley Parish Council

Page 1

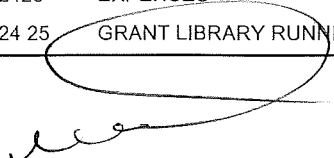
Time: 19:03

HSBC Current A/C

List of Payments made between 01/04/2024 and 30/04/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/04/2024	HSBC	2425/01/01	16.33	F&M 2324 25	BANK CHARGES
04/04/2024	Grenke	2425/01/02	141.59	F&M 2324 25	PHOTOCOPIER LEASE
04/04/2024	Grenke	2425/01/02	-141.59	F&M 2324 25	PHOTOCOPIER LEASE
04/04/2024	Grenke	2425/01/02	141.59	F&M 2324 25	PHOTOCOPIER LEASE
08/04/2024	British Telecom	2425/01/03	51.54	F&M 2324 25	TELEPHONE AND BROADBAND
11/04/2024	Viking	2425/01/04	127.14		PAPER, STAMPS
15/04/2024	West Yorkshire Pension Fund	2425/01/05	953.56	F&M 2324 25	PENSIONS
15/04/2024	HMRC	2425/01/06	1,467.95	F&M 2324 25	PAYE TAX AND NI
15/04/2024	Salaries Staff	2425/01/07	1,743.23	F&M 2324 25	SALARY STAFF 02
15/04/2024	Salaries Staff	2425/01/08	1,570.18	F&M 2324 25	SALARY STAFF 04
15/04/2024	Time In Time Out Media	2425/01/09	252.00	F&M 2324 25	COUNCIL NEWS
15/04/2024	Salaries Staff	2425/01/10	1,422.90	F&M 2324 25	SALARY STAFF 05
16/04/2024	npower	2425/01/11	105.70	F&M 2324 25	ELECTRICITY HOLMFIRTH TOILETS
16/04/2024	Staff 02	2425/01/12	15.59	F&M 2324 25	REIMBURSEMENT ZOOM
16/04/2024	Staff 02	2425/01/13	79.99	F&M 2324 25	REIMBURSEMENT MICROSOFT 365
16/04/2024	Rialtas	2425/01/14	666.00	F&M 2324 25	OMEGA ACCOUNTING LICENCE
16/04/2024	Rialtas	2425/01/15	132.00	F&M 2324 25	MAKING TAX DIGITAL SUBSCRIPT
16/04/2024	Society Local Council Clerks	2425/01/16	188.00	F&M 2324 25	MEMBERSHIP STAFF 05
16/04/2024	Society Local Council Clerks	2425/01/17	229.00	F&M 2324 25	MEMBERSHIP STAFF 02
16/04/2024	Vision ICT	2425/01/18	312.00	F&M 2324 25	HOSTED EMAIL ACCOUNTS
16/04/2024	YLCA	2425/01/19	2,488.00	F&M 2324 25	MEMBERSHIP
16/04/2024	Town and Country	2425/01/20	419.53	F&M 2324 25	INSURANCE ADJUSTMENT
16/04/2024	HCHCT	2425/01/21	10,000.00	F&M 2324 25	ANNUAL RENT
16/04/2024	Document Logic	2425/01/22	34.97	F&M 2324 25	PHOTOCOPYING
16/04/2024	Principal Hygiene	2425/01/23	65.40	F&M 2324 25	SERVICE NAPPY UNITS
16/04/2024	Ramsdens Solicitors LLP	2425/01/24	240.00	F&M 2324 25	FEES RE GARTSIDE BUILDING
16/04/2024	Ramsdens Solicitors LLP	2425/01/25	1,900.80	F&M 2425 10	FEES RE CIVIC BOUNDARY
16/04/2024	West Yorks Combined Authority	2425/01/26	1,971.00	F&M 2324 25	HV MINIBUS SERVICE MAR
16/04/2024	West Yorks Combined Authority	2425/01/27	1,971.00	F&M 2324 25	HV MINIBUS SERVICE JAN
16/04/2024	West Yorks Combined Authority	2425/01/28	1,971.00	F&M 2324 25	HV MINIBUS SERVICE DEC
16/04/2024	YLCA	2425/01/29	33.40	F&M 2324 25	WEBINAR BIODIVERSITY CLLR 17
16/04/2024	Maintenance Contractor	2425/01/30	200.00	F&M 2324 25	PAINT WAR MEMORIAL RAILINGS
19/04/2024	Business Stream	2425/01/31	611.40	F&M 2324 25	WATER SEWERAGE AT TOILETS
30/04/2024	Holmfirth Art Week	2425/01/32	20.00	F&M 2324 25	ANNUAL SUBSCRIPTION
30/04/2024	Staff 04	2425/01/33	359.00	F&M 2324 25	REIMBURSEMENT PLANNING APP
30/04/2024	Peak Parishes Forum	2425/01/34	6.00	F&M 2324 25	SUBSCRIPTION 2024-25
30/04/2024	Staff 04	2425/01/35	27.99	F&M 2324 25	REIMBURSEMENT PRINTER INK
30/04/2024	Society Local Council Clerks	2425/01/36	141.80	F&M 2324 25	LOCAL COUNCIL ADMIN 13TH ED
30/04/2024	Maintenance Contractor	2425/01/37	1,507.99	F&M 2324 25	MAINTENANCE
30/04/2024	Maintenance Contractor	2425/01/38	138.56	F&M 232425	EXPENSES
30/04/2024	Friends of Honley Library	2425/01/39	15,000.00	F&M 2324 25	GRANT LIBRARY RUNNING COSTS

Total Payments 48,582.54



Date: 03/06/2024

Holme Valley Parish Council

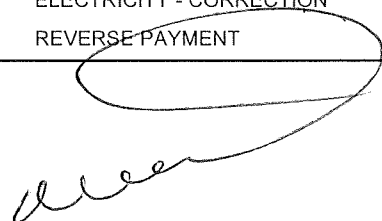
Page 1

Time: 15:00

HSBC Current A/C

List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/05/2024	HSBC	2425/02/01	11.90	F&M 2425 12	BANK CHARGES
08/05/2024	British Telecom	2425/02/02	56.47	F&M 2425 12	INTERNET AND PHONE
15/05/2024	West Yorkshire Pension Fund	2425/02/03	962.81	F&M 2425 12	PENSIONS
15/05/2024	HMRC	2425/02/04	1,491.70	F&M 2425 12	PAYE TAX AND NI
15/05/2024	Salaries Staff	2425/02/05	1,743.23	F&M 2425 12	SALARY STAFF 02
15/05/2024	Salaries Staff	2425/02/06	1,570.18	F&M 2425 12	SALARY STAFF 04
15/05/2024	Time In Time Out Media	2425/02/07	252.00	F&M 2425 12	COUNCIL NEWS
15/05/2024	Salaries Staff	2425/02/08	1,462.29	F&M 2425 12	SALARY STAFF 05
23/05/2024	Viking	2425/02/09	76.09	COUNCIL 2425 19	STATIONERY
23/05/2024	Ramsdens Solicitors LLP	2425/02/10	80.00	COUNCIL 2425 19	LAND REGISTRY HONLEY LIBRARY
23/05/2024	Staff 04	2425/02/11	116.94	F&M 2425 12	REIMBURSEMENT DBS CHECKS
23/05/2024	Document Logic	2425/02/12	30.00	F&M 2425 12	PHOTOCOPYING
23/05/2024	Town and Country	2425/02/13	11,851.16	F&M 2425 12	INSURANCE 2024/25
23/05/2024	Staff 02	2425/02/14	50.00	F&M 2425 12	REIMBURSEMENT HONLEY SHOW
23/05/2024	Staff 04	2425/02/15	2.48	F&M 2425 12	REIMBURSEMENT MILEAGE
23/05/2024	npower	2425/02/16	105.70	F&M 2425 12	ELECTRICITY HOLMFIRTH TOILETS
23/05/2024	Staff 04	2425/02/17	5.95	F&M 2425 12	REIMBURSEMENT BATTERIES
23/05/2024	West Yorkshire Pension Fund	2425/02/19	645.91	F&M 2425 12	PENSIONS UNDERPAYMENT 2023/24
23/05/2024	YLCA	2425/02/18	90.00	F&M 2425 12	WEBINARS GDPR STAFF 04
28/05/2024	Maintenance Contractor	2425/02/20	1,811.21	F&M 2425 12	MAINTENANCE
28/05/2024	Maintenance Contractor	2425/02/21	120.13	F&M 2425 12	EXPENSES
28/05/2024	HCHCT	2425/02/22	156.00	F&M 2425 12	COMMUNITY 1ST & ROOM HIRE
28/05/2024	Staff 02	2425/02/23	15.59	F&M 2425 12	REIMBURSEMENT ZOOM
28/05/2024	West Yorks Combined Authority	2425/02/24	1,844.00	F&M 2425 12	HV MINIBUS SERVICE APR 2024
28/05/2024	YLCA	2425/02/25	70.20	F&M 2425 12	WEBINARS - OTAFS CLLR 14
31/05/2024	npower	2425/02/26	1.47	F&M 2425 12	ELECTRICITY - CORRECTION
31/05/2024	npower	2425/02/26	-1.47		REVERSE PAYMENT
Total Payments			<u>24,621.94</u>		



Holme Valley Parish Council Cash Book 2024-25

HSBC Community Current Account

Schedule of Payments June 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"/>	NPOWER			ELECTRICITY HOLMFIRTH TOILETS APR - CORRECTING UNDERPAYMENT	£1.40	£0.07	£1.47	FAH 2204-25	PHA 1936-13P
				<input type="checkbox"/>	THE SCHOOL SIGN SHOP			THINK BEFORE YOU PARK PAVEMENT SIGNS	£474.00	£94.80	£568.80		WTR 1804-22
				<input type="checkbox"/>	HCHCT			GRANT - TOWARDS ROOF REPAIRS	£13,500.00	£0.00	£13,500.00	FAH 2425-12	LGADPPA 1952-139
				<input type="checkbox"/>	YLCA			WEBINAR - BREAKTHROUGH COMMUNICATIONS CLLR 22	£30.00	0.00	£30.00	FAH 2425-12	UGA 1972-1111
				<input type="checkbox"/>	BRITISH TELECOM			INTERNET AND PHONE	£47.06	9.41	£56.47	FAH 2425-12	UGA 1972-1111
				<input type="checkbox"/>	STAFF 04			REIMBURSEMENT DEFIB PAD	£47.95	£9.59	£57.54	FAH 2425-12	PHA 1936-1334
				<input type="checkbox"/>	HONLEY BUSINESS ASSOCIATION			GRANT - TOWARDS DEFIBRILLATOR MAINTENANCE	£1,000.00	£0.00	£1,000.00		PHA 1916-1244
				<input type="checkbox"/>	DOCUMENT LOGIC			PHOTOCOPYING	£35.39	7.08	£42.47	FAH 2425-12	UGA 1972-1111
				<input type="checkbox"/>					£15,135.80	£120.95	£15,256.75		

£15,256.75



Date:07/05/2024

Holme Valley Parish Council

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Time: 18:50

**Bank Reconciliation Statement as at 30/04/2024
for Cashbook 1 - HSBC Current A/C**

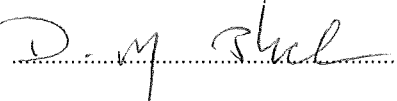
User: RFO

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current A/C	30/04/2024		53,793.56
			<u>53,793.56</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			53,793.56
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			53,793.56
		Balance per Cash Book is :-	53,793.56
		Difference is :-	0.00

Signatory 1:

Name M.A. Wilson Signed  Date 10/6/24

Signatory 2:

Name D M BLACKER Signed  Date 10 June '24

Date:07/05/2024

Holme Valley Parish Council

Page 1

Time: 18:53

**Bank Reconciliation Statement as at 30/04/2024
for Cashbook 2 - Money Manager - HSBC**

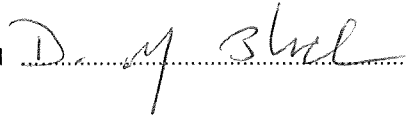
User: RFO

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC - Money Manager	30/04/2024		55,679.13
			<u>55,679.13</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			55,679.13
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			55,679.13
		Balance per Cash Book is :-	55,679.13
		Difference is :-	0.00

Signatory 1:

Name M.A. Wilson Signed  Date 10/6/24

Signatory 2:

Name D M BLACKBURN Signed  Date 10 June '24

Date:07/05/2024

Holme Valley Parish Council

Page 1


Time: 18:54

Bank Reconciliation Statement as at 30/04/2024
for Cashbook 5 - CCLA Deposit Fund

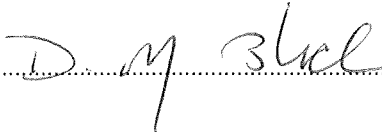
User: RFO

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Deposit Fund	30/04/2024		75,000.00
			<u>75,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			75,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			75,000.00
		Balance per Cash Book is :-	75,000.00
		Difference is :-	0.00

Signatory 1:

Name M.A. WILSON Signed  Date 10/6/24

Signatory 2:

Name D.M. BLACKA Signed  Date 10 June '24

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Rolling Grant Agreement- HOLME VALLEY TRANSPORT SCHEME

The Service Provision Committee of Holme Valley Parish Council has resolved to offer a rolling community benefit grant of £1,000 per annum to the HOLME VALLEY TRANSPORT SCHEME

This will be payable on or before 31 October 2023 and by the same date for each subsequent year for

- 2024 (financial year 2024-25)
- 2025 (financial year 2025-26)
- and
- 2026 (financial year 2026-27).

The purpose of the rolling grant is to offset in part the running costs of the Holme Valley Transport Scheme whereby a vehicle and driver are able to provide transport services to vulnerable or immobile patients within the Holme Valley to attend medical appointments.


Documentation required each year

In order to draw down the grant each year the HOLME VALLEY PATIENT TRANSPORT SCHEME will provide upon request to the Service Provision Committee:	2023-24	2024-25	2025-26	2026-27
1. The constitution or group rules - if they have changed from those initially submitted				
2. Last 3 years accounts (if you have them)				
3. Copy of bank statements for the last 6 months				
4. An evaluation of the use made of the previous year's grant – see appendix 1				

Declaration on behalf of Holme Valley Transport Scheme


- I am authorised to sign the rolling grant agreement on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this agreement and agree to abide by the conditions listed.
- I certify that the information contained in this agreement is correct.
- If the information in the agreement 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 agreement.
- I give permission for the Council to publicise the project in the local media and on its website.

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

Name	
Signature	
Position:	MANAGER
Date	

Declaration on behalf of Holme Valley Parish Council

- I am authorised to sign the rolling grant agreement on behalf of Holme Valley Parish Council.
- Holme Valley Parish Council will pay out a rolling community benefit grant of £1,000 per annum to the HOLME VALLEY TRANSPORT SCHEME
- This will be payable on or before 31 October 2023 and by the same date for each subsequent year for 2024 (financial year 2024-25), 2025 (financial year 2025-26) and 2026 (financial year 2026-27).
- Holme Valley Parish Council reserves the right to terminate this agreement prior to May 2027 if the stipulations within the agreement are not met or should it be obliged to do so due to any unforeseen circumstances beyond its reasonable control.

Name	
Signature	
Position:	PARISH CLERK
Date	

APPLICATION – to be completed in Year 1 only

1 Contact Details	
Name of organisation	Holme Valley Transport Scheme
Address	Honley Surgery Marsh Gardens Honley
Postcode	HD9 6AG
Contact person	[REDACTED]
Position in group	Manager
Correspondence address	As above
Postcode	
Daytime phone	01484 303366
Evening phone	N/A
Email	[REDACTED]

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 checked="" type="checkbox"/> Other (please state) <input type="checkbox"/> <p>➤</p>										
Charity Registration No	1119261										
When did the group start?	March 2007										
How many people are involved in running your group?	<table border="1"> <tbody> <tr> <td>Trustees</td> <td>4</td> </tr> <tr> <td>Unpaid Management Committee</td> <td>3</td> </tr> <tr> <td>Paid F/T Staff</td> <td>0</td> </tr> <tr> <td>Paid P/T Staff</td> <td>2</td> </tr> <tr> <td>Volunteers (excluding Management Committee)</td> <td>0</td> </tr> </tbody> </table>	Trustees	4	Unpaid Management Committee	3	Paid F/T Staff	0	Paid P/T Staff	2	Volunteers (excluding Management Committee)	0
Trustees	4										
Unpaid Management Committee	3										
Paid F/T Staff	0										
Paid P/T Staff	2										
Volunteers (excluding Management Committee)	0										

3 Your Finances (your last full financial year)	
Financial Year	April 2022 – March 2023
Income	8670.92
Expenditure	18201.67
Reserves held	0
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)	YES	NOT APPLICABLE

Account Name	Holme Valley Transport Scheme
Sort Code	■■■■■
Account Number	■■■■■■■■■■

5 Your Project
<p>Outline the project that you are seeking a grant for</p> <p>The principle activity and prime objective is to provide transport facilities in the Holme Valley to a population of approximately 32K in a rural setting with poor public transport. The service primarily is for patients who are elderly, financially burdened, disabled, have young children and vulnerable people who have no access to transport.</p> <p>Our transport scheme enables patients to attend primary care facilities: GP's, Nurses, Phlebotomist, Podiatrist, Midwife, Pharmacists, community support services.</p> <p>2 recent local government surveys carried out identified major concerns, particularly in the elderly due to a lack of public transport. Our service enables vulnerable people to access primary care services in the most appropriate setting whilst helping maintain independence.</p>

Why do you feel your project is worthwhile?

To enable patients especially the elderly to remain independent and will help reduce loneliness

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

As above

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

Anybody who is resisted with one of the practice in the Holme Valley who would find it difficult to attend the practice without the assistance

How will your project address the ongoing climate emergency?

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.



7

Your Project Budget Plan

Item	Cost	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
Car	2800.00	Fund raising/Donations	1000.00
Staff Salaries	18000.00	Fund raising/Donations	1000.00

Project Total Cost		Total amount requested from HVPC	£2,000

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

Has the group received a grant from the Parish Council in the last five years?	<p>YES – for Holme Valley Transport Scheme</p> <p>Please give details</p>
---------------------------------------------------------------------------------------	---------------------------------------------------------------------------

For internal use only

Date application received	
Application meets criteria	Yes / No
Name of Committee reviewing application	Service Provision Committee
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	Honley Surgery
Amount of award	£ 1000.00
Purpose for which the grant was awarded (Maximum 20 words)	Car maintenance and staff costs

The Story of Your Project

- *Tell us what you did with the money awarded to you (Maximum 500 words)*
- *Attach a few photos*

Used towards car insurance.

The Story of Your Project contd.

--

What you achieved	
What were the benefits of your project? (Maximum 500 words)	To enable the charity to continue for another year serving the population of the Holme Valley.
Who benefited from the project? (Maximum 200 words)	Patients of the 3 practices in the Holme Valley
How many people benefited? (Maximum 200 words)	Approx. 2600
Was the project inclusive? How were marginalised groups (elderly, disabled, young people etc) able to participate?	The project is to enable the elderly, disabled, vulnerable and financially burdened to be able to remain independent and helps reduce isolation by being able to attend appointments.
Reflecting on climate change, did the project address any aspects of the climate emergency? How?	No
Did you achieve what you were trying to do? (Maximum 200 words)	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 £ 1000.00

Date	Description of expenditure	Amount
29.2.24	Car Ins	£ 1000
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
Total expenditure		£ 1000
Amount of grant remaining (if any)		£ 0.00

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

Person completing this form	[REDACTED]	Date	23.5.24
Position in organisation	Manager		

Have you considered inviting a Member of the Parish Council to come and see your project and how your grant money has been spent? Why not give the Parish Council a ring and arrange a visit 01484 687460?

THE REPORT OF A GRANTS WORKING GROUP

July 2024

MEMBERS OF THE GROUP

Cllr Pat Colling, Chair

Cllr Mary Blacka

Cllr Jenny Holmes

Cllr Glenn Kirkby

Deputy Clerk Rich McGill

1. BACKGROUND AND OBJECTIVES

A working group reported in January 2023 and made numerous recommendations to reduce time and work for officers, committee members and, most importantly, the public. These recommendations were approved and adopted by Holme Valley Parish Council in December 2023.

Although the processes were slimmed-down and working was easier, unanticipated grey areas kept occurring and this working group was formed to clarify and provide further guidelines and principles.

2. SCOPE

The group agreed the following areas for scrutiny.

- Priorities for grant funding
- Application and report forms
- Exclusion criteria and processes
- Criteria for rolling grants

3. RECOMMENDATIONS

3.1 Priorities for grant funding

In line with HVPC's agreed objectives grants to be prioritised should:

- Promote social engagement
- Benefit those in greatest need
- Protect the social and physical environment
- Respect and improve the natural environment and biodiversity
- Protect and enhance the local heritage
- Address the Climate Emergency
- Support tourism and festivals

Some of these will be difficult to evaluate but proposed actions and some assessment of the impact in these areas will be required.

3.2 Application and assessment forms

See accompanying PDFs

3.3 Selection processes and criteria

Some applications will not match HVPC's objectives and priorities and are less likely to be considered. To save the time of applicants and councillors some probable exemptions are listed below.

There will be occasions when the funds available will not be sufficient to fulfil all applications. It is not always appropriate simply to reduce the amount given to each application. Where it is necessary to choose between applications the council's priorities should be considered and the examples below are useful guidelines.

These are guidelines only, we need to retain the flexibility to respond to community needs.

3.3.1 Grounds for possible rejection

3.3.1.i. Groups which could reasonably have been expected to obtain funding from another, perhaps more appropriate, source

3.3.1.ii. Groups which have previously received grants and have not submitted a Grant Evaluation Form

3.3.1.iii. Places of worship/religious bodies where the activity is for the furtherance of a religion or religious activity.

- HVPC will consider grant applications from groups who use church property for their activities and who need equipment, but not for improvements to the property itself.

3.3.1.iv. Schools and other Public Sector bodies

- HVPC will not usually award grants for items and activities previously provided by statutory bodies such as the Education Authority or the NHS.
- This would apply to capital investment, extra-curricular activities such as school trips, and projects/activities which benefit only the school and its children.
- Exceptions to this would be projects which benefit the wider community – for instance a school improving a garden for use by the whole neighbourhood - would be considered.

3.3.1.v. Individuals, or individuals within a group, e.g., one or two scouts from a local group going to an international jamboree.

This is recognised as difficult to define precisely, but the cause should benefit a reasonably-sized group of valley residents. Our aim is that the grants we agree should benefit as many people as possible.

3.3.1.vi. Fundraising.

Any costs of fundraising events even if the ultimate beneficiary is a local individual or organisation. Supporting fundraising activities would amount to HVPC underwriting the event without having any control of whether the beneficiaries fulfil its criteria.

3.3.1.vii. Projects where most of the costs requested in the application would go only to beneficiaries living outside of the HVPC area. Projects or activities which include, but spread beyond, the valley will be judged on their merits

3.3.1.viii. Limits on sports clubs, bands etc.

- Basic equipment which benefits only the members will not usually be considered
- Items/projects/activities which would benefit the wider community would be considered.

3.3.1.ix. Community Interest Companies and similar groups.

C.I.C.s vary considerably and, while most will qualify, not all will be considered.

- CICs which are run only by the paid workers themselves would probably be excluded

- Only those with a constitution or Aims and Objectives document and volunteer directors/a committee/board of trustees/management board will be considered
- CICs which hold money for volunteer-led projects could be considered

3.3.2. Processes

- A grants policy is needed so that inadmissible applications can be eliminated before they reach Committees
- These can be eliminated soon after the last date for submissions by a Screening Group comprising the Chair, Appropriate Clerk and at least one other councillor.
- Grant Evaluation Reports will be published on the HVPC web site.

3.4. Rolling grants

These will reduce administration time, enable the council to make more accurate and more timely forecasts of expenditure and will help us work towards our stated intention of creating 3-year plans

3.4.i. Rolling grants can be considered for any Community Asset or Project/Event.

3.4.ii Rolling grants can be considered by Finance & Management or Service Provision Committees.

3.4.ii. The process

- Initial applications to be made through the normal grant process.
- Where the application has been made for the same amount for 2 consecutive years, an annual rolling grant should be considered.
- Once approved by the appropriate Council Committee, a rolling grant form should be completed, and will be honoured for the term of the current Council.
- Groups must complete a brief application each year with an updated financial statement and accounts information for the continuance of their rolling grant.

Applying for a Parish Council Grant

Awarding grants is one of the key ways in which the Parish Council can help the community. We want to give grants that are in line with the Parish Council's stated objectives. So please read these guidelines before completing your application. But if you'd like help or advice about grants, the Parish Council Clerking Team will be happy to help.

WHEN TO APPLY

- Grant applications are considered twice yearly in September and February. Closing dates for applications are 31st August and 31st January.
- In an emergency, an application can be submitted outside of that cycle.

WHO CAN APPLY

Voluntary groups and societies, clubs, not-for-profit organisations and charities operating in the Holme Valley where the benefit will be for some or all of residents of the Holme Valley.

Community Interest Companies (CICs) or similar

- CICs vary considerably and not all CICs will be considered
- Local projects, rooted in the community, run by volunteers, doing something for local people are encouraged to apply for grants.
- CICs which hold money for volunteer-led projects could be considered.
- Only CICs with a constitution or Aims and Objectives document will be considered
- Only companies and groups with volunteer directors or with a committee/board of trustees/management board will be considered.
- CICs which are run only by the paid workers themselves would probably be excluded.

CRITERIA

- The grant must meet the needs of the community and be of positive benefit.
- The applicant must be financially sustainable.
- The applicant must provide appropriate and realistic costing.
- The group/organisation must be able to use the grant effectively

PRIORITIES

- Promote social engagement
- Benefit those in greatest need.
- Address the Climate Emergency
- Respect and improve the natural environment and biodiversity
- Protect the social and physical environment
- Protect and enhance the local heritage
- Promote prosperity through tourism and festivals

EXCLUSIONS

We want to be able to respond to the needs of the community but there are some exclusions that guide our decisions

1. Places of worship/religious bodies where the activity is for the furtherance of a religion or religious activity.
 - HVPC will consider grant applications from groups who use church property for their activities and who need equipment, but not for improvements to the property itself. So, for instance, a craft group could apply for funding for a loom, but not for a new window.
2. Schools and other Public Sector bodies
 - HVPC will not award grants for items and activities previously provided by statutory bodies such as the Education Authority or the NHS. This would apply to the bodies themselves, e.g., a school, or supporters e.g., 'friends' groups or PTAs. This would apply to capital investment, or extra-curricular activities. Examples include:
 - Activities/projects previously provided by statutory funds.
 - Trips.
 - Projects/activities which benefit only the school and its children and not the wider community. HOWEVER, if a school was, for instance, improving a garden for use by the whole neighbourhood, this will be considered.
3. Individuals, or individuals within a group, e.g., one or two scouts from a local group going to an international jamboree. This is recognised as difficult to define precisely, but the cause must benefit a reasonably sized group of valley residents. Our aim is that the grants we agree should benefit as many people as possible.
4. Groups who have previously received grants but have failed to submit evidence of how the grant was used.
5. Groups that could reasonably have been expected to obtain funding from another more appropriate source.

ACTIVITIES THAT WOULD NOT BE CONSIDERED

1. Fundraising. Any costs of fundraising events even if the ultimate beneficiary is a local individual or organisation. This could be a charity fund raiser events like black tie balls or local marathons. Funding these would amount to HVPC underwriting the event without having any control of whether the beneficiaries fulfil its criteria.
2. Projects where most of the beneficiaries are outside of the Holme Valley. Activities which spread beyond the valley will be judged on their merits
3. Basic equipment for sports clubs / bands etc. Items which would benefit the wider community could be considered. So, for instance, instruments would be excluded but grants for trainer instruments for younger members, or improvements to club facilities used by non-members could be awarded

ROLLING ANNUAL GRANTS

Some applications will be considered for Rolling Annual Grants.

- Rolling grants can be considered by Finance & Management or Service Provision Committees.
- Rolling grants can be considered for any Community Asset or Community Benefit project or event.

Rolling Grants Process

- Initial applications will made through the normal grant process.
- Where the application has been made for the same amount for 2 consecutive years, a rolling annual grant should be considered.
- If a similar grant has been applied for twice yearly and approved, i.e. 4 applications over the 2 consecutive years. The rolling grant should be only considered annually.
- If a grant for a project/event has been made for 2 years, but the budget spend is for slightly different items, a rolling grant form can still be considered.
- Once approved by the appropriate Council Committee, a rolling grant form, should be completed, and will be honoured for the term of the current Council.
- Groups will need to complete a brief application each year with an updated Financial Statement and appropriate Accounts.

All recipients of grants will be expected to supply receipts and finally submit a Grant Evaluation Report.

If you require any further guidance on completing the application form, the Parish Council Clerk or Deputy Clerk/RFO will be happy to help.

clerk@holmevalleyparishcouncil.gov.uk

deputyclerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 684670

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?

1 Contact Details	
Name of organisation	
Address	
Postcode	
Contact person	
Position in group	
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 type="checkbox"/> <p>➤</p>	
Charity Registration No	<div style="text-align: right;">If applicable</div>	
When did the group start?		
How many people are involved in running your group?	<div style="text-align: right;">Trustees</div>	
	<div style="text-align: right;">Unpaid Management Committee</div>	
	<div style="text-align: right;">Paid F/T Staff</div>	
	<div style="text-align: right;">Paid P/T Staff</div>	
	<div style="text-align: right;">Volunteers (excluding Management Committee)</div>	

3

Your Finances (your last full financial year)

Financial Year	
Income	
Expenditure	
Reserves held	
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)	YES	NOT APPLICABLE
Account Name		
Sort Code		
Account Number		

5**Your Project****Outline the project that you are seeking a grant for (Maximum 500 words)****Why do you feel your project is worthwhile? (Maximum 500 words)****How will your project benefit the people of the Holme Valley? (Maximum 200 words)**

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

Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)

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

How will your project address the ongoing climate emergency? (Maximum 200 words)

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: Projects, Events and Other Activities 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? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
Project Total Cost		Total amount requested from HVPC	

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

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

YES / NO

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)	YES	NO	N/A
3. Last 3 years accounts (if you have them)	YES	NO	N/A
4. Copy of bank statements for the last 6 months	YES	NO	N/A
5. Copies of written estimates/quotations for capital purchases (if relevant)	YES	NO	N/A
6. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	YES	NO	N/A
7. Anything else: -	YES	NO	N/A

9 Declaration

- 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	
Position in organisation	
Date	

Send the completed application form, together with all supporting documentation, preferably in PDF format to: clerk@holmevalleyparishcouncil.gov

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

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	
Amount of award	£
Purpose for which the grant was awarded (Maximum 20 words)	

The Story of Your Project

- *Tell us what you did with the money awarded to you (Maximum 500 words)*
- *Attach a few photos*

The Story of Your Project contd.

What you achieved	
What were the benefits of your project? (Maximum 500 words)	
Who benefited from the project? (Maximum 200 words)	
How many people benefited? (Maximum 200 words)	
Was the project inclusive? How were marginalised groups (elderly, disabled, young people etc) able to participate?	
Reflecting on climate change, did the project address any aspects of the climate emergency? How?	
Did you achieve what you were trying to do? (Maximum 200 words)	

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 (use another sheet if necessary)	Amount
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
	Total expenditure	£
	Amount of grant remaining (if any)	£

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

Person completing this form		Date	
Position in organisation			

Send the completed application form, together with all supporting documentation, preferably in PDF format to: clerk@holmevalleyparishcouncil.gov.uk

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

Have you considered inviting a Member of the Parish Council to come and see your project and how your grant money has been spent? Why not give the Parish Council a ring and arrange a visit 01484 687460?

Subject: Re: Notification of the payment of your grant award by Holme Valley Parish Council - Upperthong Cricket Club

From: Andrew Heap <andrewheap2001@yahoo.co.uk>

Date: 17/06/2024, 15:01

To: Deputy Clerk <deputyclerk@holmevalleyparishcouncil.gov.uk>

Hi Rich

Thank you for the clarification.

One further question I have is whether it would be permissible to use the surplus funds to extend the carpeting into further rooms within the clubhouse, on the basis that this counties to be a utilisation of funds for carpeting itself.

I appreciate you looking into this for us.

Kind regards,
Andrew

On Monday 17 June 2024 at 11:58:56 BST, Deputy Clerk <deputyclerk@holmevalleyparishcouncil.gov.uk> wrote:

Hi Andrew,

It wasn't good news, I'm afraid.

The Council has asked you to return the underspend on the grounds that the award has paid for what it was awarded to pay for.

However, Council said that you should definitely re-apply in the September grants cycle (closing date 31st August).

Rich

On 14/06/2024 08:13, Andrew Heap wrote:

Hi Rich

Just checking how the land lies in respect of the remaining funds being used for furniture at UCC please.

Many thanks,
Andrew

[Sent from Yahoo Mail for iPhone](#)

On Thursday, May 23, 2024, 2:32 PM, Andrew Heap <andrewheap2001@yahoo.co.uk> wrote:

Understood, thanks Rich.

Regards,
Andrew

On Thursday 23 May 2024 at 14:23:03 BST, Deputy Clerk
<deputyclerk@holmevalleyparishcouncil.gov.uk> wrote:

Thanks for letting us know, Andrew.

Nothings ever so straightforward with public money, I'm afraid.

I have to ask the Finance Committee, Andrew, to approve a change of use. So we won't know until 10th June. I'll put it on the agenda for then.

Rich

On 23/05/2024 14:20, Andrew Heap wrote:

Good afternoon Rich

Since the awarding of the much needed grant of £2,050 for Upperthong Cricket Club we have pleasingly been offered a discount to the cost of the carpets. This will result in the carpet purchase / fitting costing c£800 less than quoted.

The carpet installation is part of our overall renovation of the clubhouse, which includes furniture replacement as per the details in the grant application. Before going ahead with the furniture renewals I wanted to reach out to check that HVPC are comfortable with the savings achieved on the carpet fitting to be used towards the furniture replacements.

Thank you in advance.

Kind regards,
Andrew

[Sent from Yahoo Mail for iPhone](#)

On Tuesday, April 2, 2024, 11:38 AM, Deputy Clerk
[<deputyclerk@holmevalleyparishcouncil.gov.uk>](mailto:deputyclerk@holmevalleyparishcouncil.gov.uk) wrote:

Thanks, Andrew. The new Council starts in May and I'll see if the new Chair, whoever that may be, or someone else would like to visit the club to see what you're doing.

All the best,

Rich

On 23/03/2024 07:15, Andrew Heap wrote:

Hi Rich

The funds have been received, many thanks.

We too are looking forward to the new carpeting for the clubhouse prior to the new season. If you, or others from HVPC, would like to visit the club at some point during the summer it would be great for us to showcase how your help has improved the club facilities.

Kind regards,
Andrew

On Tuesday, 19 March 2024 at 16:32:21 GMT, Deputy Clerk
[<deputyclerk@holmevalleyparishcouncil.gov.uk>](mailto:deputyclerk@holmevalleyparishcouncil.gov.uk) wrote:

19th March 2024

Hi Andrew,

Just a quick email to inform you that I have today paid the **£2,050** awarded by the Parish Council to **Upperthong Cricket Club** towards **new carpets**.

If you could check that the money has got to your account and let me know as soon as possible by email that it has done so that would be much appreciated.

Because the grant is public money, we will expect a report on the project once it is complete and will send you a Grant Evaluation Form in 3-6 months' time.

We do now require that invoices and receipts be scanned and forwarded to the Parish Council, so bear that in mind.

We would also appreciate some photos and a brief story of how the money's been used.

The Parish Council hopes that the carpets, when fitted, will be a great feature of the clubhouse.

All the best,

Rich

On 11/03/2024 19:44, Andrew Heap wrote:

■

Hello Rich

This is great news, very many thanks to yourself and your colleagues at HVPC for this award.

I can safely say on behalf of the community in Upperthong that this will greatly assist us with regards to replacement of carpets inside the clubhouse - no doubt benefitting many children and parents over the coming season and beyond.

All the best,
Andrew

On Friday, 1 March 2024 at 12:34:51 GMT, Deputy Clerk
[<deputyclerk@holmevalleyparishcouncil.gov.uk>](mailto:deputyclerk@holmevalleyparishcouncil.gov.uk) wrote:

Hi **Andrew**,

I hope you're well.

Just a quick email to let you know that **Upperthong Cricket Club** was awarded the amount of **£2,050** by Holme Valley Parish Council at the meeting of its Finance and Management Committee 26th February 2024 towards **replacing clubhouse carpets**.

Congratulations!

As always with community grants, we ask that you provide us with a report in due course, outlining how the grant has been used, and what you achieved. I have attached the forms here, and will re-send them in a few months' time. The report will be published on the Parish Council website so that the public can understand how the Parish Council's money is being used. If you include photographs in your report, please bear this in mind and do not use photographs that identify individuals, especially children.

Our auditor has advised that we should ask grant award winners to keep invoices and receipts of purchases that have been paid from the money awarded. As your grant is public money, the auditor felt that it needed to be accounted for more formally to ensure public money is being used effectively. So, please, bear that in mind. This is covered in the Grant Evaluation Form. A failure to supply such proof may disallow future applications.

The payment will be paid into your account after the meeting of the Parish Council on the 18th March 2024. You will be advised when the money has been paid.

The Parish Council hopes that new carpets will be of great benefit to the club and its members and community.

Keep up the good work and pass on the Parish Council's best wishes to everyone involved.

All the best,

Rich

--

Rich McGill
Deputy Clerk and Responsible Finance Officer

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

Tel: 01484 687460

Email: deputyclerk@holmevalleyparishcouncil.gov.uk

--

Rich McGill
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Tel: 01484 687460

Email: deputyclerk@holmevalleyparishcouncil.gov.uk

Date: 25/07/2024

Holme Valley Parish Council

Page 1

Time: 12:58

HSBC Current A/C

List of Payments made between 01/06/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/06/2024	HSBC	2425/03/01	8.00	F&M 2425 12	BANK CHARGES
07/06/2024	British Telecom	2425/03/02	56.47	F&M 2425 12	INTERNET AND PHONE
11/06/2024	THE SCHOOL SIGN SHOP	2425/03/03	568.80	F&M 2425 29iii	THINK BEFORE YOU PARK SIGNS
11/06/2024	npower	2425/03/05	107.96	F&M 2425 12	ELECTRICITY HOLMFIRTH TOILETS
11/06/2024	YLCA	2425/03/06	30.00	F&M 2425 12	WEBINAR BREAKTHROUGH COMMUNICA
11/06/2024	Staff 04	2425/03/07	42.00	F&M 2425 12	REIMBURSE DEFIB PAD
11/06/2024	Honley Business Association	2425/03/08	1,000.00	F&M 2425 12	GRANT - DEFIB MAINTENANCE
11/06/2024	Document Logic	2425/03/09	42.47	F&M 2425 12	PHOTOCOPYING
11/06/2024	Staff 02	2425/03/10	15.59	F&M 2425 12	REIMBURSEMENT ZOOM
11/06/2024	Staff 05	2425/03/11	75.00	F&M 2425 12	Reimbursement - materials
17/06/2024	West Yorkshire Pension Fund	2425/03/12	958.19	F&M 2425 12	PENSIONS
17/06/2024	HMRC	2425/03/13	1,479.92	F&M 2425 12	PAYE TAX AND NI
17/06/2024	Salaries Staff	2425/03/14	1,743.23	F&M 2425 12	SALARY STAFF 02
17/06/2024	Salaries Staff	2425/03/15	1,569.98	F&M 2425 12	SALARY STAFF 04
17/06/2024	Time In Time Out Media	2425/03/16	252.00	F&M 2425 12	COUNCIL NEWS
17/06/2024	Salaries Staff	2425/03/17	1,442.69	F&M 2425 12	SALARY STAFF 05
24/06/2024	West Yorks Combined Authority	2425/03/18	2,035.00	F&M 2425 12	HV MINIBUS SERVICE APR 2024
25/06/2024	Principal Hygiene	2425/03/19	264.00	F&M 2425 12	SERVICE SANITARY DISPOSAL
25/06/2024	Maintenance Contractor	2425/03/20	2,052.87	F&M 2425 12	MAINTENANCE
25/06/2024	Maintenance Contractor	2425/03/21	48.89	F&M 2425 12	EXPENSES
25/06/2024	Staff 05	2425/03/22	14.08	F&M 2425 12	REIMBURSEMENT MATERIALS
25/06/2024	Internal Audit Yorkshire	2425/03/23	373.31	F&M 2425 12	INTERNAL AUDIT
25/06/2024	Enterprise Print	2425/03/24	157.00	F&M 2425 12	PRINTING - FLYERS ETC
25/06/2024	Principal Hygiene	2425/03/25	65.40	F&M 2425 12	SERVICE NAPPY UNIT
Total Payments			14,402.85		

Holme Valley Parish Council Cash Book 2024-25

HSBC Community Current Account

Schedule of Payments August 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
1	2425/05/01	01/08/2024	BACS	<input type="checkbox"/>	WEST YORKSHIRE COMBINED AUTHORITY			HV MINIBUS SERVICE JUN	£1,908.00	0.00	£1,908.00	F&M 2425 12	LG&RA 1997 S27
2	2425/05/02	01/08/2024	BACS	<input type="checkbox"/>	STAFF 04			REIMBURSEMENT DEFIB PAD (MISTAKE ON PREVIOUS PAYMENT 2425/03/07)	£15.54	£0.00	£15.54	F&M 2425 12	PHA 1936 S234
3	2425/05/03	01/08/2024	BACS	<input type="checkbox"/>	HCHCT			GRANT - TOWARDS ROOF REPAIRS (FROM EMR)	£4,924.80	£0.00	£4,924.80	F&M 2425 12	LG(MP)JA 1976 S19
4	2425/05/04	03/08/2024	BANK CHARGE	<input type="checkbox"/>	HSBC			BANK CHARGES	£18.50	0.00	£18.50	F&M 2425 12	UGA 1972 S111
5	2425/05/05	07/08/2024	DD	<input type="checkbox"/>	BRITISH TELECOM			INTERNET AND PHONE	£47.06	9.41	£56.47	F&M 2425 12	UGA 1972 S111
				<input type="checkbox"/>	WEST YORKSHIRE PENSIONS FUND			PENSIONS	£958.19	0.00	£958.19	F&M 2425 12	UGA 1972 S112
				<input type="checkbox"/>	HMRC			PAYE TAX AND NI	£1,480.12	0.00	£1,480.12	F&M 2425 12	UGA 1972 S112
				<input type="checkbox"/>	SALARIES STAFF			SALARY STAFF 02	£1,743.23	0.00	£1,743.23	F&M 2425 12	UGA 1972 S112
				<input type="checkbox"/>	SALARIES STAFF			SALARY STAFF 04	£1,569.98	0.00	£1,569.98	F&M 2425 12	UGA 1972 S112
				<input type="checkbox"/>	TIME IN TIME OUT MEDIA			TITO - MONTHLY COUNCIL NEWS - SEP 2024	£210.00	£42.00	£252.00	F&M 2425 12	UGA 1972 S142
				<input type="checkbox"/>	SALARIES STAFF			SALARY STAFF 05	£1,442.29	0.00	£1,442.29	F&M 2425 12	UGA 1972 S112
				<input type="checkbox"/>	KIRKLEES COUNCIL			ELECTION ADMIN COSTS	£9,016.17	£0.00	£9,016.17		UGA 1972 S111
				<input type="checkbox"/>	REDBAK			DESIGN AND PRINTING A6 FLYER PROMOTING COMMUNITY EVENT	£275.00	£55.00	£330.00		UGA 1972 S111
				<input type="checkbox"/>	ENTERPRISEPRINT			BUS FLYERS	£24.00	£0.00	£24.00		LG&RA 1997 S27
				<input type="checkbox"/>	ZONKEY			DEPOSIT WEBSITE CREATION	£772.50	£154.50	£927.00		UGA 1972 S111
				<input type="checkbox"/>	HOLMFIRTH CIVIC HALL COMMUNITY TRUST		4726	DEPOSIT - ROOM HIRE - LESSER HALL 09/11/2024	£100.00	£0.00	£100.00	F&M 2425 12	UGA 1972 S111
				<input type="checkbox"/>	DOCUMENT LOGIC			PHOTOCOPYING	£35.08	7.02	£42.10	F&M 2425 12	UGA 1972 S111
				<input type="checkbox"/>	HOLMFIRTH CIVIC HALL COMMUNITY TRUST			GRANT - TOWARDS PROGRAMME OF WORKS TO THE CIVIC	£40,000.00	£0.00	£40,000.00	F&M 2425 12	LG(MP)JA 1976 S19
				<input type="checkbox"/>	NPOWER			ELECTRICITY HOLMFIRTH TOILETS JUN	£102.64	£5.13	£107.77	F&M 2324 25	PHA 1936 S87
				<input type="checkbox"/>	WEST YORKSHIRE COMBINED AUTHORITY			HV MINIBUS SERVICE JUL	£1,971.00	0.00	£1,971.00	F&M 2425 12	LG&RA 1997 S27
				<input type="checkbox"/>	YLCA			WEBINAR - GREEN BELT AND CONSERVATION AREAS CLLR 04	£35.10	£0.00	£35.10	F&M 2425 12	UGA 1972 S111
				<input type="checkbox"/>	VISION ICT			HOSTED EMAIL X 1	£20.00	£4.00	£24.00	F&M 2324 25	UGA 1972 S111
				<input type="checkbox"/>	COLNE VALLEY DESIGN			DRAWINGS FOR SOLAR PANELS - HOLMFIRTH TOILETS (FROM EMR)	£420.00	£0.00	£420.00		UGA 1972 S137
									£67,089.20	£277.06	£67,366.26		

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 :		195,418.69					195,418.69	
2425/03/01	Banked: 04/06/2024	331.97						
2425/03/01	CCLA	331.97			1090	100	331.97	PSDF INTEREST
2425/03/02	Banked: 05/06/2024	272.26						
2425/03/02	HSBC	272.26			1090	100	272.26	INTEREST ON BMM ACCOUNT
2425/03/03	Banked: 07/06/2024	50.00						
2425/03/03	MEMBER OF PUBLIC	50.00			1260	100	50.00	BENCH DONATION
2425/03/04	Banked: 10/06/2024	320.00						
2425/03/04	VARIOUS BY CHEQUE	320.00			1300	100	120.00	RENTALS - GARAGE
					1200	100	198.00	RENTALS - ALLOTMENTS
					1200	100	2.00	WAYLEAVE - NORTHERN POWERGRID
2425/03/04	Banked: 10/06/2024	-2.00						
2425/03/04	NORTHERN POWERGRID	-2.00			1200	100	-2.00	REVERSE DUE TO INCORRECT CODE
2425/03/04	Banked: 10/06/2024	2.00						
2425/03/04	NORTHERN POWERGRID	2.00			1095	100	2.00	WAYLEAVE
2425/03/05	Banked: 28/06/2024	600.00						
2425/03/05	Holmfirth Toilets	600.00			1092	100	600.00	DONATION
Total Receipts for Month		1,574.23	0.00	0.00			1,574.23	
Cashbook Totals		196,992.92	0.00	0.00			196,992.92	

Date: 25/07/2024

Holme Valley Parish Council

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Time: 13:49

Cashbook 1

User: RFO

HSBC Current A/C

For Month No: 3

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>
11/05/2024	npower	2425/03/04	1.47		0.07	4320	400	1.40	CORRECTING UNDERPAY 2425/02/16
03/06/2024	HSBC	2425/03/01	8.00			4215	150	8.00	BANK CHARGES
07/06/2024	British Telecom	2425/03/02	56.47		9.41	4275	150	47.06	INTERNET AND PHONE
11/06/2024	THE SCHOOL SIGN SHOP	2425/03/03	568.80		94.80	4505	300	474.00	THINK BEFORE YOU PARK SIGNS
						343	0	-474.00	THINK BEFORE YOU PARK SIGNS
						6000	300	474.00	THINK BEFORE YOU PARK SIGNS
11/06/2024	npower	2425/03/05	107.96		5.14	4320	400	102.82	ELECTRICITY HOLMFIRTH TOILETS
11/06/2024	YLCA	2425/03/06	30.00			4061	150	30.00	WEBINAR BREAKTHROUGH COMMUNICA
11/06/2024	Staff 04	2425/03/07	42.00			4715	400	42.00	REIMBURSE DEFIB PAD
						326	0	-42.00	REIMBURSE DEFIB PAD
						6000	400	42.00	REIMBURSE DEFIB PAD
11/06/2024	Honley Business Association	2425/03/08	1,000.00			4315	250	1,000.00	GRANT - DEFIB MAINTENANCE
						323	0	-1,000.00	GRANT - DEFIB MAINTENANCE
						6000	250	1,000.00	GRANT - DEFIB MAINTENANCE
11/06/2024	Document Logic	2425/03/09	42.47		7.08	4205	150	35.39	PHOTOCOPYING
11/06/2024	Staff 02	2425/03/10	15.59		2.60	4400	150	12.99	REIMBURSEMENT ZOOM
11/06/2024	Staff 05	2425/03/11	75.00		10.83	4805	450	64.17	Reimbursement - materials
17/06/2024	West Yorkshire Pension Fund	2425/03/12	958.19			4000	110	958.19	PENSIONS
17/06/2024	HMRC	2425/03/13	1,479.92			4000	110	1,479.92	PAYE TAX AND NI
17/06/2024	Salaries Staff	2425/03/14	1,743.23			4000	110	1,743.23	SALARY STAFF 02
17/06/2024	Salaries Staff	2425/03/15	1,569.98			4000	110	1,569.98	SALARY STAFF 04
17/06/2024	Time In Time Out Media	2425/03/16	252.00		42.00	4610	350	210.00	COUNCIL NEWS
17/06/2024	Salaries Staff	2425/03/17	1,442.69			4000	110	1,442.69	SALARY STAFF 05
17/06/2024	Time In Time Out Media	2425/03/16	-252.00		-42.00	4610	350	-210.00	Reverse payment incorrect code
17/06/2024	Time In Time Out Media	2425/03/16	252.00		42.00	4650	350	210.00	COUNCIL NEWS
24/06/2024	West Yorks Combined Authority	2425/03/18	2,035.00			4730	400	2,035.00	HV MINIBUS SERVICE APR 2024
25/06/2024	Principal Hygiene	2425/03/19	264.00		44.00	4320	400	220.00	SERVICE SANITARY DISPOSAL
25/06/2024	Maintenance Contractor	2425/03/20	2,052.87			4740	400	854.72	MAINTENANCE - SEATS & SHELTERS
						4320	400	959.00	MAINTENANCE - TOILETS
						4710	400	239.15	MAINTENANCE - GRAVEYARD
25/06/2024	Maintenance Contractor	2425/03/21	48.89		8.15	4320	400	40.74	EXPENSES - TOILETS
25/06/2024	Staff 05	2425/03/22	14.08			4805	450	14.08	REIMBURSEMENT MATERIALS
25/06/2024	Internal Audit Yorkshire	2425/03/23	373.31			4210	150	373.31	INTERNAL AUDIT
25/06/2024	Enterprise Print	2425/03/24	157.00			4650	350	157.00	PRINTING - FLYERS ETC
25/06/2024	Principal Hygiene	2425/03/25	65.40		10.90	4320	400	54.50	SERVICE NAPPY UNIT

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Date: 25/07/2024

Holme Valley Parish Council

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Cashbook 1

User: RFO

HSBC Current A/C

For Month No: 3

Total Payments for Month	14,404.32	0.00	234.98	14,169.34
Balance Carried Fwd	182,588.60			
Cashbook Totals	196,992.92	0.00	234.98	196,757.94

Date: 25/07/2024

Holme Valley Parish Council

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Cashbook 2

User: RFO

Money Manager - HSBC

For Month No: 3

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 :		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>	

Date: 25/07/2024

Holme Valley Parish Council

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Cashbook 2

User: RFO

Money Manager - HSBC

For Month No: 3

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	

Date: 25/07/2024

Holme Valley Parish Council

Page: 1

Time: 12:53

Cashbook 5

User: RFO

CCLA Deposit Fund

For Month No: 3

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	

Date : 25/07/2024

Holme Valley Parish Council

Time: 12:55

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>
105	VAT Control A/c			1,024.13	
200	HSBC Current A/C			182,588.60	
205	Money Manager - HSBC			55,679.13	
220	CCLA Deposit Fund			75,000.00	
310	General Reserves				87,098.06
323	EMR Com Asset-Others in Valley				2,017.00
325	EMR Election Fund				7,000.00
326	EMR Defibrillator Special Resr				1,754.05
329	EMR Holmfirth Civic Hall (capi				30,000.00
331	EMR Gartside Building				5,000.00
332	EMR Honley Library				15,000.00
336	EMR Royal Events				1,000.00
337	EMR COVID Memorial				6,000.00
341	EMR Climate Action Projects				13,946.68
343	EMR Road Safety				12,052.00
344	EMR Staff Pay				5,000.00
345	EMR Rolling Grants				6,060.00
346	EMR Public Transport				5,000.00
347	EMR Tourism				5,000.00
348	EMR Dog Waste & Litter				3,800.00
349	EMR Community Engagement				3,609.87
350	EMR The Civic Roof Repairs				22,490.00
351	EMR Holmfirth Toilets Refurb				4,104.00
1076	Precept	100	Income		163,967.00
1078	Special Expenses Grant	100	Income		1,718.50
1090	Bank Interest	100	Income		1,259.20
1092	Toilets Donations	100	Income		600.00
1200	Allotment Rents	100	Income		324.00
1300	Garage plot income	100	Income		840.00
4000	Salaries	110	Staff Expenditure	22,227.95	
4060	Staff Training	110	Staff Expenditure	507.00	
4061	Councillor Training	150	Administration	133.60	
4205	Council Office Expenditure	150	Administration	356.66	
4210	Audit	150	Administration	373.31	
4215	Bank Charges	150	Administration	36.23	
4235	Insurance	150	Administration	11,851.16	
4250	Office/Room Hire	150	Administration	10,096.00	
4265	Subscriptions	150	Administration	2,574.00	
4275	Telephone and Broadband	150	Administration	137.07	
4300	Honley Library	400	Service Provision	15,080.00	
4315	Other Community Assets	250	Finance & Management	1,000.00	
4320	Public Toilet - Day to Day	400	Service Provision	2,645.08	

Continued over page

Date : 25/07/2024

Holme Valley Parish Council

Page 2

Time: 12:55

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	963.97	
4505	Neighbourhood Plan	300	Planning	474.00	
4610	Publications and Publicity	350	Publications & Communication	210.00	
4650	Communications & Engagement	350	Publications & Communication	627.00	
4710	New Mill - Churchyard	400	Service Provision	239.15	
4715	Defibrillators	400	Service Provision	42.00	
4730	Minibus	400	Service Provision	3,879.00	
4740	Seats & Shelters-Maintenance	400	Service Provision	1,656.74	
4750	War Memorial	400	Service Provision	200.00	
4805	Community Mobilisation	450	Climate Emergency	448.91	
6000	Transfer from EMR	250	Finance & Management		1,000.00
6000	Transfer from EMR	300	Planning		474.00
6000	Transfer from EMR	400	Service Provision		42.00
6000	Transfer from EMR	450	Climate Emergency		347.33
6001	Transfer to EMR	100	Income	16,453.00	
Trial Balance Totals :				406,503.69	406,503.69
Difference				0.00	

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 30/06/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
105	VAT Control A/c	1,024
200	HSBC Current A/C	182,589
205	Money Manager - HSBC	55,679
220	CCLA Deposit Fund	75,000
Total Current Assets		314,292
<u>Represented by :-</u>		
300	Current Year Fund	92,950
310	General Reserves	72,508
323	EMR Com Asset-Others in Valley	2,017
325	EMR Election Fund	7,000
326	EMR Defibrillator Special Resr	1,754
329	EMR Holmfirth Civic Hall (capi	30,000
331	EMR Gartside Building	5,000
332	EMR Honley Library	15,000
336	EMR Royal Events	1,000
337	EMR COVID Memorial	6,000
341	EMR Climate Action Projects	13,947
343	EMR Road Safety	12,052
344	EMR Staff Pay	5,000
345	EMR Rolling Grants	6,060
346	EMR Public Transport	5,000
347	EMR Tourism	5,000
348	EMR Dog Waste & Litter	3,800
349	EMR Community Engagement	3,610
350	EMR The Civic Roof Repairs	22,490
351	EMR Holmfirth Toilets Refurb	4,104
Total Equity		314,292

Holme Valley Parish Council

Bank - Cash and Investment Reconciliation as at 30 June 2024

<u>Confirmed Bank & Investment Balances</u>			
<u>Bank Statement Balances</u>			
30/06/2024	HSBC Current A/C	182,588.60	
30/06/2024	HSBC - Money Manager	55,679.13	
30/06/2024	CCLA Deposit Fund	75,000.00	
			313,267.73
<u>Receipts not on Bank Statement</u>			
			0.00
			313,267.73
<u>Closing Balance</u>			
<u>All Cash & Bank Accounts</u>			
1	HSBC Current A/C	182,588.60	
2	Money Manager - HSBC	55,679.13	
5	CCLA Deposit Fund	75,000.00	
	Other Cash & Bank Balances	0.00	
	Total Cash & Bank Balances		313,267.73

Date: 25/07/2024

Holme Valley Parish Council

Page 1

Time: 13:00

VAT Return for Month 1 to 3 (01/04/2024 - 30/06/2024)

User: RFO

Source	Ledger	Ref No	Month	Code	Gross	Net	VAT	
Cashbook	1		1		1,742.99	1,742.99	0.00	
Cashbook	1		2		166,247.07	166,247.07	0.00	
Cashbook	1		3		1,574.23	1,574.23	0.00	
OUTPUT			Total Rate:	Z	169,564.29	169,564.29	0.00	
Cashbook	1		1		105.70	100.67	5.03	
Cashbook	1		2		105.70	100.67	5.03	
Cashbook	1		3		109.43	104.22	5.21	
INPUT			Total Rate:	F	320.83	305.56	15.27	
Cashbook	1		1		4,074.13	3,395.10	679.03	
Cashbook	1		2		588.78	488.72	100.06	
Cashbook	1		3		1,388.62	1,158.85	229.77	
INPUT			Total Rate:	S	6,051.53	5,042.67	1,008.86	
Cashbook	1		1		44,402.71	44,402.71	0.00	
Cashbook	1		2		23,927.46	23,927.46	0.00	
Cashbook	1		3		12,906.27	12,906.27	0.00	
INPUT			Total Rate:	Z	81,236.44	81,236.44	0.00	
VAT Return Summary:					Total Outputs	169,564.29	169,564.29	0.00
					Total Inputs	87,608.80	86,584.67	1,024.13
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	1,024.13	
Net VAT to reclaim from HMRC						5	1,024.13	
Total value of sales and all other outputs excluding any VAT						6	169,564.00	
Total value of purchases and all other inputs excluding any VAT						7	86,584.00	
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	



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6 April to 5 May 2024

Your Statement

Account Name
Holme Valley Parish Council

Sortcode **Account Number** **Sheet Number**
40-24-24 11001043 877

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			70,609.90
	BP [REDACTED]			
	Reimbursement	27.99		
	BP SLCC			
	ORD509287-1	141.80		
	BP [REDACTED]			
	INVOICE 118	1,507.99		
	BP [REDACTED]			
	EXPENSES	138.56		
	BP Frnds of Hon Libr			
	Grant HVPC	15,000.00		
01 May 24	CR ADVICE CONFIRMS			
	RBC01054HTB6ZZI8			
	KIRKLEES METROPOLI		165,685.50	219,479.06
02 May 24	CR CCLA Investment Ma			
	PS3078504, holme v		321.57	219,800.63
04 May 24	DR TOTAL CHARGES			
	TO 12APR2024	11.90		219,788.73
05 May 24	BALANCE CARRIED FORWARD			219,788.73

MAY START

53,793.56

Information about the Financial Services Compensation Scheme

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

Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not applied			Debit interest		21.34%



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Your Statement

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



Account Summary

Opening Balance	219,788.73
Payments In	844.23
Payments Out	24,618.04
Closing Balance	196,014.92

6 May to 5 June 2024

International Bank Account Number
GB31HBUK40242411001043

Branch Identifier Code
HBUKGB4134V

Account Name
Holme Valley Parish Council

Sortcode Account Number Sheet Number
40-24-24 11001043 878

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
05 May 24	BALANCE BROUGHT FORWARD			219,788.73
07 May 24	CR Beardsell Michael			
			240.00	220,028.73
08 May 24	DD BT GROUP PLC	56.47		219,972.26
15 May 24	SO WEST YPF GEN			
	EMPLOYER NO 00166	962.81		
	SO HMRC PAYE/NIC CUMB			
	072PT00168148	1,491.70		
	SO			
	SALARY HVPC	1,743.23		
	SO			
	SALARY HVPC	1,570.18		
	SO TIME IN TIME OUT			
	HVPC	252.00		
	SO			
	SALARY HVPC	1,462.29		212,490.05
23 May 24	BP Viking			
	7683311	76.09		
	BP Ramsdens			
	HJD/CEM/84193-3	80.00		
	BP			
	Reimbursement	116.94		
	BP DOCUMENT LOGIC LTD			
	341502	30.00		
	BP Town and Country			
	025279/04/22	11,851.16		
	BP			
	REIMBURSEMENT	50.00		
	BALANCE CARRIED FORWARD			200,285.86



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6 May to 5 June 2024

Your Statement

Account Name
Holme Valley Parish Council

Sortcode Account Number Sheet Number
40-24-24 11001043 879

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			200,285.86
	BP [REDACTED]			
	Mileage	2.48		
	BP NPOWER			
	GT512222	105.70		
	BP [REDACTED]			
	Reimbursement	5.95		
	BP YLCA			
	Holme Valley PC	90.00		
	BP WYPF			
	EMPLOYER NO 00166	645.91		199,435.82
28 May 24	BP [REDACTED]			
	INVOICE 119	1,811.21		
	BP [REDACTED]			
	EXPENSES	120.13		
	BP HCHCT			
	REIMBURSE COMM 1ST	156.00		
	BP [REDACTED]			
	REIMBURSEMENT ZOOM	15.59		
	BP WYCA			
	W0005782	1,844.00		
	BP YLCA			
	INV-2332	70.20		
03 Jun 24	DR TOTAL CHARGES			
	TO 12MAY2024	8.00		195,410.69
04 Jun 24	CR CCLA Investment Ma			
	PS3078504, holme v		331.97	195,742.66
05 Jun 24	CR GROSS INTEREST			
	TO 04JUN2024			
	FOR ACCOUNT			
	402424 41061348		272.26	196,014.92
05 Jun 24	BALANCE CARRIED FORWARD			196,014.92

MAY END
195,418.69

Information about the Financial Services Compensation Scheme

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Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not applied			Debit interest		21.34%

Date:03/06/2024

Holme Valley Parish Council

Time: 14:42

**Bank Reconciliation Statement as at 31/05/2024
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	31/05/2024		195,418.69
			<u>195,418.69</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			195,418.69
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			195,418.69
		Balance per Cash Book is :-	195,418.69
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

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Your Statement



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

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

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

6 April to 5 May 2024

Account Name
Holme Valley Parish Council

International Bank Account Number
GB90HBUK40242441061348
Branch Identifier Code
HBUKGB4134V

Sortcode	Account Number	Sheet Number
40-24-24	41061348	422

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

Information about the Financial Services Compensation Scheme

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www.hsbc.co.uk

Your Statement



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

Account Summary

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

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

6 May to 5 June 2024

Account Name

Holme Valley Parish Council

International Bank Account Number

GB90HBUK40242441061348

Branch Identifier Code

HBUKGB4134V

Sortcode	Account Number	Sheet Number
40-24-24	41061348	423

Your Business Money Manager details

Date	Payment type and details	Paid out	Paid in	Balance
05 May 24	BALANCE BROUGHT FORWARD			55,679.13
05 Jun 24	BALANCE CARRIED FORWARD			55,679.13

Information about the Financial Services Compensation Scheme

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Bank Reconciliation Statement as at 31/05/2024
for Cashbook 2 - Money Manager - HSBC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC - Money Manager	31/05/2024		55,679.13
			<hr/> 55,679.13
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			55,679.13
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			55,679.13
		Balance per Cash Book is :-	55,679.13
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Statement of Account

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

5 June 2024

Account name: **HOLME VALLEY PARISH COUNCIL**
Account number: **PS3078504-001**
Statement period: **30/04/2024 to 31/05/2024**

Account summary

Total valuation as at 31 May 2024 **£75,000.00**
Total valuation as at last statement at 30 April 2024 **£75,000.00**

Holdings as at 31 May 2024

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

The average Fund yield for this period was 5.21% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Apr 2024	02/05/2024	Paid to Nominated Bank Details	£321.57	

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

clientservices@ccla.co.uk

Freephone 0800 022 3505

www.ccla.co.uk

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

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

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

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

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

**Bank Reconciliation Statement as at 31/05/2024
for Cashbook 5 - CCLA Deposit Fund**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Deposit Fund	31/05/2024		75,000.00
			<hr/> 75,000.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			75,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			75,000.00
		Balance per Cash Book is :-	75,000.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate



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6 May to 5 June 2024

Your Statement

Account Name
Holme Valley Parish Council

Sortcode Account Number Sheet Number
40-24-24 11001043 879

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			200,285.86
	BP [REDACTED] Mileage	2.48		
	BP NPOWER GT512222	105.70		
	BP [REDACTED] Reimbursement	5.95		
	BP YLCA Holme Valley PC	90.00		
	BP WYPF EMPLOYER NO 00166	645.91		199,435.82
28 May 24	BP [REDACTED] INVOICE 119	1,811.21		
	BP [REDACTED] EXPENSES	120.13		
	BP HCHCT REIMBURSE COMM 1ST	156.00		
	BP [REDACTED] REIMBURSEMENT ZOOM	15.59		
	BP WYCA W0005782	1,844.00		
	BP YLCA INV-2332	70.20		195,418.69
03 Jun 24	DR TOTAL CHARGES TO 12MAY2024	8.00		195,410.69
04 Jun 24	CR CCLA Investment Ma PS3078504, holme v		331.97	195,742.66
05 Jun 24	CR GROSS INTEREST TO 04JUN2024 FOR ACCOUNT 402424 41061348		272.26	196,014.92
05 Jun 24	BALANCE CARRIED FORWARD			196,014.92

JUNE START

Information about the Financial Services Compensation Scheme

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Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not applied			Debit interest		21.34%



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Your Statement

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



Account Summary	
Opening Balance	196,014.92
Payments In	1,290.73
Payments Out	14,552.16
Closing Balance	182,753.49

6 June to 5 July 2024

International Bank Account Number
GB31HBUK40242411001043
Branch Identifier Code
HBUKGB4134V

Account Name	Sortcode	Account Number	Sheet Number
Holme Valley Parish Council	40-24-24	11001043	880

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
05 Jun 24	BALANCE BROUGHT FORWARD			196,014.92
07 Jun 24	CR CASH IN AT HSBC BANK PLC Huddersfield Kingsgate		50.00	
	DD BT GROUP PLC	56.47		196,008.45
10 Jun 24	CR CHQ IN AT 402510		320.00	196,328.45
11 Jun 24	BP School Sign Shop INV-19890	568.80		
	BP NPOWER GT512222	1.47		
	BP NPOWER GT512222	107.96		
	BP YLCA INV-2281	30.00		
	BP [REDACTED] Reimbursement	42.00		
	BP Honley Bus Assoc Grant DEFIBS	1,000.00		
	BP DOCUMENT LOGIC LTD 341724	42.47		
	BP [REDACTED] REIMBURSEMENT ZOOM	15.59		
	BP [REDACTED] Reimbursement	75.00		194,445.16
17 Jun 24	SO WEST YPF GEN EMPLOYER NO 00166	958.19		
	SO HMRC PAYE/NIC CUMB 072PT00168148	1,479.92		
	BALANCE CARRIED FORWARD			192,007.05



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6 June to 5 July 2024

Your Statement

Account Name
Holme Valley Parish Council

Sortcode Account Number Sheet Number
40-24-24 11001043 881

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			192,007.05
	SO [REDACTED] SALARY HVPC	1,743.23		
	SO [REDACTED] SALARY HVPC	1,569.98		
	SO TIME IN TIME OUT HVPC	252.00		
	SO [REDACTED] SALARY HVPC	1,442.69		186,999.15
24 Jun 24	BP WYCA	2,035.00		184,964.15
25 Jun 24	BP MAY 24 MINIBUS PRINCIPAL HYGIENE 43916	264.00		
	BP [REDACTED] INVOICE 120	2,052.87		
	BP [REDACTED] EXPENSES	48.89		
	BP [REDACTED] Reimbursement	14.08		
	BP INTERNAL AUDIT YKS 24250000213	373.31		
	BP Riasca INV 244879	157.00		
	BP PRINCIPAL HYGIENE 43947	65.40		181,988.60
28 Jun 24	CR CASH IN P.O. JUN28 STATION ROAD@17:20 465941XXXXXX5960		600.00	182,588.60
02 Jul 24	CR CCLA Investment Ma PS3078504, holme v		320.73	182,909.33
03 Jul 24	DD GRENKELEASING LIM	141.59		182,767.74
04 Jul 24	DR TOTAL CHARGES TO 12JUN2024	14.25		182,753.49
05 Jul 24	BALANCE CARRIED FORWARD			182,753.49

JUNE END

Information about the Financial Services Compensation Scheme

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Date:25/07/2024

Holme Valley Parish Council

Time: 13:50

Bank Reconciliation Statement as at 30/06/2024
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	30/06/2024		182,588.60
			<u>182,588.60</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			182,588.60
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			182,588.60
		Balance per Cash Book is :-	182,588.60
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

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www.hsbc.co.uk

Your Statement



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

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

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

6 May to 5 June 2024

International Bank Account Number
GB90HBUK40242441061348
Branch Identifier Code
HBUKGB4134V

Account Name	Sortcode	Account Number	Sheet Number
Holme Valley Parish Council	40-24-24	41061348	423

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

Information about the Financial Services Compensation Scheme

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www.hsbc.co.uk

Your Statement



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

Account Summary

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

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

6 June to 5 July 2024

Account Name

Holme Valley Parish Council

International Bank Account Number

GB90HBUK40242441061348

Branch Identifier Code

HBUKGB4134V

Sortcode

40-24-24

Account Number Sheet Number

41061348 424

Your Business Money Manager details

Date	Payment type and details	Paid out	Paid in	Balance
05 Jun 24	BALANCE BROUGHT FORWARD			55,679.13
05 Jul 24	BALANCE CARRIED FORWARD			55,679.13

Information about the Financial Services Compensation Scheme

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Bank Reconciliation Statement as at 30/06/2024
for Cashbook 2 - Money Manager - HSBC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC - Money Manager	30/06/2024		55,679.13
			<hr/> 55,679.13
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			55,679.13
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			55,679.13
		Balance per Cash Book is :-	55,679.13
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Statement of Account

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

5 July 2024

Account name: **HOLME VALLEY PARISH COUNCIL**
Account number: **PS3078504-001**
Statement period: **31/05/2024 to 30/06/2024**

Account summary

Total valuation as at 30 June 2024 **£75,000.00**
Total valuation as at last statement at 31 May 2024 **£75,000.00**

Holdings as at 30 June 2024

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

The average Fund yield for this period was 5.20% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
May 2024	04/06/2024	Paid to Nominated Bank Details	£331.97	

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

clientservices@ccla.co.uk

Freephone 0800 022 3505

www.ccla.co.uk

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

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

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

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

Date:25/07/2024

Holme Valley Parish Council

Time: 12:50

Bank Reconciliation Statement as at 30/06/2024
for Cashbook 5 - CCLA Deposit Fund

User: RFO

Bank Statement Account Name (s)	Statement Date	Page No	Balances
CCLA Deposit Fund	30/06/2024		75,000.00
			75,000.00
Unpresented Payments (Minus)		Amount	
		0.00	0.00
			75,000.00
Unpresented Receipts (Plus)			
		0.00	0.00
			75,000.00
		Balance per Cash Book is :-	75,000.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Detailed Income & Expenditure by Budget Heading 30/06/2024

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	163,967	327,934	163,967			50.0%	16,453
1078 Special Expenses Grant	0	1,719	3,437	1,719			50.0%	
1090 Bank Interest	604	1,259	4,500	3,241			28.0%	
1092 Toilets Donations	600	600	2,500	1,900			24.0%	
1095 Other income	2	0	4,460	4,460			0.0%	
1200 Allotment Rents	198	324	324	0			100.0%	
1250 Gartside Building	0	0	4,800	4,800			0.0%	
1260 Memorial Bench Donations	50	0	0	0			0.0%	
1300 Garage plot income	120	840	840	0			100.0%	
Income :- Income	1,574	168,709	348,795	180,086			48.4%	16,453
Net Income	1,574	168,709	348,795	180,086				
6001 less Transfer to EMR	0	16,453						
Movement to/(from) Gen Reserve	1,574	152,256						
110 Staff Expenditure								
4000 Salaries	7,194	22,228	87,700	65,472		65,472	25.3%	
4060 Staff Training	0	507	2,300	1,793		1,793	22.0%	
Staff Expenditure :- Indirect Expenditure	7,194	22,735	90,000	67,265	0	67,265	25.3%	0
Net Expenditure	(7,194)	(22,735)	(90,000)	(67,265)				
150 Administration								
4061 Councillor Training	30	134	900	766		766	14.8%	
4200 Chairman's Expenses	0	0	1,000	1,000		1,000	0.0%	
4205 Council Office Expenditure	35	357	2,000	1,643		1,643	17.8%	
4210 Audit	373	373	1,650	1,277		1,277	22.6%	
4215 Bank Charges	8	36	500	464		464	7.2%	
4220 Conference / Seminars	0	0	500	500		500	0.0%	
4230 Repairs & Maintenance	0	0	1,000	1,000		1,000	0.0%	
4235 Insurance	0	11,851	8,750	(3,101)		(3,101)	135.4%	
4240 Travel Allowance	0	0	300	300		300	0.0%	
4245 Office Equipment	0	0	300	300		300	0.0%	
4250 Office/Room Hire	0	10,096	10,200	104		104	99.0%	
4260 FOIA/EIR requests	0	0	500	500		500	0.0%	
4265 Subscriptions	0	2,574	3,000	426		426	85.8%	
4275 Telephone and Broadband	47	137	500	363		363	27.4%	
4285 Remembrance Sunday	0	0	160	160		160	0.0%	
4400 Electronic Support	13	964	1,650	686		686	58.4%	
Administration :- Indirect Expenditure	507	26,522	32,910	6,388	0	6,388	80.6%	0
Net Expenditure	(507)	(26,522)	(32,910)	(6,388)				

25/07/2024

Holme Valley Parish Council

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Detailed Income & Expenditure by Budget Heading 30/06/2024

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>250 Finance & Management</u>								
4315 Other Community Assets	1,000	1,000	53,000	52,000		52,000	1.9%	1,000
4405 Grants - Projects and Events	0	0	16,500	16,500		16,500	0.0%	
Finance & Management :- Indirect Expenditure	<u>1,000</u>	<u>1,000</u>	<u>69,500</u>	<u>68,500</u>	<u>0</u>	<u>68,500</u>	<u>1.4%</u>	<u>1,000</u>
Net Expenditure	<u>(1,000)</u>	<u>(1,000)</u>	<u>(69,500)</u>	<u>(68,500)</u>				
6000 plus Transfer from EMR	1,000	1,000						
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>						
<u>300 Planning</u>								
4505 Neighbourhood Plan	474	474	1,500	1,026		1,026	31.6%	474
Planning :- Indirect Expenditure	<u>474</u>	<u>474</u>	<u>1,500</u>	<u>1,026</u>	<u>0</u>	<u>1,026</u>	<u>31.6%</u>	<u>474</u>
Net Expenditure	<u>(474)</u>	<u>(474)</u>	<u>(1,500)</u>	<u>(1,026)</u>				
6000 plus Transfer from EMR	474	474						
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>						
<u>350 Publications & Communication</u>								
4650 Communications & Engagement	367	837	15,000	14,163		14,163	5.6%	
Publications & Communication :- Indirect Expenditure	<u>367</u>	<u>837</u>	<u>15,000</u>	<u>14,163</u>	<u>0</u>	<u>14,163</u>	<u>5.6%</u>	<u>0</u>
Net Expenditure	<u>(367)</u>	<u>(837)</u>	<u>(15,000)</u>	<u>(14,163)</u>				
<u>400 Service Provision</u>								
4300 Honley Library	0	15,080	15,000	(80)		(80)	100.5%	
4310 Holmfirth Civic Hall- Projects	0	0	10,000	10,000		10,000	0.0%	
4320 Public Toilet - Day to Day	1,378	2,645	22,000	19,355		19,355	12.0%	
4325 Public Toilet - Lettable Space	0	0	1,000	1,000		1,000	0.0%	
4705 Christmas Provision	0	0	6,000	6,000		6,000	0.0%	
4710 New Mill - Churchyard	239	239	750	511		511	31.9%	
4715 Defibrillators	42	42	0	(42)		(42)	0.0%	42
4720 Dog Waste	0	0	1,200	1,200		1,200	0.0%	
4730 Minibus	2,035	3,879	23,500	19,621		19,621	16.5%	
4735 Phone Boxes	0	0	400	400		400	0.0%	
4740 Seats & Shelters-Maintenance	855	1,657	13,000	11,343		11,343	12.7%	
4750 War Memorial	0	200	500	300		300	40.0%	
4760 Youth Work in the Holme Valley	0	0	25,000	25,000		25,000	0.0%	
Service Provision :- Indirect Expenditure	<u>4,549</u>	<u>23,742</u>	<u>118,350</u>	<u>94,608</u>	<u>0</u>	<u>94,608</u>	<u>20.1%</u>	<u>42</u>
Net Expenditure	<u>(4,549)</u>	<u>(23,742)</u>	<u>(118,350)</u>	<u>(94,608)</u>				
6000 plus Transfer from EMR	42	42						
Movement to/(from) Gen Reserve	<u>(4,507)</u>	<u>(23,700)</u>						

Continued over page

25/07/2024

Holme Valley Parish Council

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Detailed Income & Expenditure by Budget Heading 30/06/2024

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</u> <u>Climate Emergency</u>								
4805 Community Mobilisation	78	449	5,000	4,551		4,551	9.0%	347
Climate Emergency :- Indirect Expenditure	<u>78</u>	<u>449</u>	<u>5,000</u>	<u>4,551</u>	<u>0</u>	<u>4,551</u>	<u>9.0%</u>	<u>347</u>
Net Expenditure	<u>(78)</u>	<u>(449)</u>	<u>(5,000)</u>	<u>(4,551)</u>				
6000 plus Transfer from EMR	0	347						
Movement to/(from) Gen Reserve	<u>(78)</u>	<u>(102)</u>						
Grand Totals:- Income	1,574	168,709	348,795	180,086			48.4%	
Expenditure	14,169	75,759	332,260	256,501	0	256,501	22.8%	
Net Income over Expenditure	<u>(12,595)</u>	<u>92,950</u>	<u>16,535</u>	<u>(76,415)</u>				
plus Transfer from EMR	1,516	1,863						
less Transfer to EMR	0	16,453						
Movement to/(from) Gen Reserve	<u>(11,079)</u>	<u>78,360</u>						

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
322 EMR CCTV	320.00	-320.00	0.00
323 EMR Com Asset-Others in Valley	2,017.00	0.00	2,017.00
325 EMR Election Fund	0.00	7,000.00	7,000.00
326 EMR Defibrillator Special Resr	1,796.05	-42.00	1,754.05
329 EMR Holmfirth Civic Hall (capi	0.00	30,000.00	30,000.00
331 EMR Gartside Building	5,000.00		5,000.00
332 EMR Honley Library	15,000.00		15,000.00
336 EMR Royal Events	0.00	1,000.00	1,000.00
337 EMR COVID Memorial	6,000.00		6,000.00
338 EMR Children's Playgrounds	15,000.00	-15,000.00	0.00
341 EMR Climate Action Projects	13,697.00	249.68	13,946.68
343 EMR Road Safety	10,000.00	2,052.00	12,052.00
344 EMR Staff Pay	0.00	5,000.00	5,000.00
345 EMR Rolling Grants	0.00	6,060.00	6,060.00
346 EMR Public Transport	0.00	5,000.00	5,000.00
347 EMR Tourism	0.00	5,000.00	5,000.00
348 EMR Dog Waste & Litter	0.00	3,800.00	3,800.00
349 EMR Community Engagement	0.00	3,609.87	3,609.87
350 EMR The Civic Roof Repairs	0.00	22,490.00	22,490.00
351 EMR Holmfirth Toilets Refurb	0.00	4,104.00	4,104.00
	68,830.05	80,003.55	148,833.60

Internal Audit Yorkshire

For Town & Parish Councils

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Holme Valley Parish Council Internal Audit Report [Year-End]

Financial Year Ending 31st March 2024

Date of Interim Visit: 09th January 2024

Date Report Issued: 18th June 2024

Prepared by: Internal Audit Yorkshire

Date of Year-End Visit: 18th June 2024

Status: Draft

Internal Auditor: Ms Safia Kauser

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

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Statement of Responsibility

1.1 Background

The Accounts and Audit Regulations 2015; 5 (1) require a relevant authority to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.' The Governance and Accountability Practitioners Guide is regarded as the 'non-statutory' guidance referred to within the above act. A copy of the guide is available from the National Association of Local Councils website. Smaller authorities in England must complete an Annual Return and an Annual Governance Statement to the public. The Annual Return must be submitted to the external auditor within the statutory deadline of 30 June.

1.2 Purpose of Internal Audit

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. Internal auditing tests the continuing existence and adequacy of the authority's internal controls. The internal audit function must be independent from the management of the financial controls and procedures of the authority which are the subject of review. The person or persons carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the authority. It results in an annual assurance report to members designed to improve effectiveness and efficiency of the activities and operating procedures under the authority's control. Managing the authority's internal controls is a day-to-day function of the authority's staff and management, and not the responsibility of internal audit.

1.3 Responsibility

The internal audit work was undertaken in accordance with the agreed scope of assignment and in accordance with the letter of engagement. The council as a corporate body is responsible for ensuring that council business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for. This report and findings are based on the information that was made available during the course of the audit. The matters raised in this report should not be read as a comprehensive statement of all the weaknesses identified or all improvements to be made. Internal Audit work should not be relied upon to identify all circumstances of fraud and irregularity, should there be any. Internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

1.4 Our Objectives & Programme of Work

Our work during the interim and year-end audit has enabled us to reach the judgements on the internal control objectives in the Annual Internal Audit Report which forms part of the Councils Annual Governance and Accountability Return [AGAR] on whether, in all significant aspects, the control objectives were being achieved throughout the year to an adequate standard. Negative responses (if any) are supported by the findings in the internal audit report. Where the response is negative, the council is required to explain to the external auditor the corrective action being taken to address the weaknesses in the control identified. The Internal audit report should inform the authority's responses to Assertions 2 and 6 in the Annual Governance Statement that forms part of the Annual Governance and Accountability Return [AGAR]. This internal audit report should therefore be made available to support and inform members considering the authority's approval of the annual governance statement.

Our Scope of Work During the Interim Visit

1.1 We covered the following areas during our interim visit in January 2024.

- Accounting Records
- Payment Controls [Standing Orders, Financial Regulations, Expenditure Testing & VAT]
- Risk Management
- Budgetary Controls and Financial Health
- Income Controls including the precept
- Petty Cash (Not applicable)
- Payroll Controls and Members Allowances
- Asset and Investment Registers
- Bank Reconciliations

1.2 The following areas were covered during the year-end visit in June 2024.

- Budgetary Controls and Financial Health [remaining internal audit testing]
- Asset and Investment Register
- Bank Reconciliation at 31st March 2024
- Accounting Statements Year Ending 31st March 2024
- Publication Requirements in accordance with the Relevant Legislation
- Exercise of Public Rights (2022/2023)
- Publication Requirements for 2022/2023 (Previous Year AGAR)
- Trust Funds

1.3 Internal control objectives F and K were not applicable to the Parish Council.

1.4 We would like to thank the Responsible Financial Officer for all his help and assistance during the audit.

Internal Audit Findings and Recommendations

Budgetary Controls And Financial Health

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

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

Note: This control area was tested at the interim audit. The remaining testing was carried out at the year-end audit.

Internal Audit Testing	Compliance	Comments / Recommendations
Is there an annual budget to support precept? Has the budget been discussed and adopted by council? Is the precept demand correctly recorded in the minutes?	Yes	<p>The key stages of the budgeting process are set out in the Governance and Accountability Practitioners Guide, These include:</p> <ul style="list-style-type: none"> • deciding the form and level of detail of the budget; • reviewing the current year budget and spending; • determining the cost of spending plans; • assessing levels of income; • bringing together spending and income plans; • providing for contingencies and consider the need for general and earmarked reserves; • approving the budget; • confirming and submitting the precept or rates and special levies <p>The internal controls relating to the budget setting are set out in Financial Regulation 3. This requires each committee to review its three year forecast and submit proposals for the following financial year to the council no later than November each year including proposals for revising the forecast. The RFO is required to prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year to be considered by the relevant committee and council.</p> <p>We reviewed the minutes of the Finance and Management committee (27th November 2023 minute reference 2324 82) and Full Council (18th December 2023 minute reference 2324 95) (29th January 2024 minute reference 2324 122) relating to the budget setting and the supporting budget documents prepared by the Clerk and RFO. We found that a comprehensive budget exercise had been undertaken and various options presented to members following advice from council officers.</p>

We note that the council resolved to levy a precept of £327,934 and confirmed the additional amount of £3,437 of the Special Expenses Grant that is received from the Kirklees authority.

In our previous internal audits we have recommended that the budget calculations summary clearly demonstrate the council's overall balances and financial position and how this is linked to the level of precept to be levied. We tested the precept requirements that were underpinned by the councils three-year forecast and the overall financial position of the council at the 31st March 2024; the following year budget and the deficit (ie difference that is to be raised via the precept). It is noted that budget included a review of the ear-marked and general reserves. For narrative purposes, we have included our findings from the budget and precept testing. Overall we have found that the council have carried out a comprehensive budget exercise and that improvements have been made to demonstrate the overall financial position of the council in a clear precept summary document and supported papers that were underpinned by the precept request.

Opening Cashbook Balance 01 April 2023 (box 7 carry forward)	£ 253,277	A
Actual Precept Received 2023/2024	£ 284,924	B
Projected Income 2023/2024	£ 19,658	C
Projected Expenditure 2023-24 (inc reserves)	£ 335,299	D
Total	£ 222,560	A + B + C - D
Earmarked Reserves	£ 149,144	E
Projected General Reserves to 31.03.24	£ 73,416	F
Projected Balance at 31 March 2024 - Contribution towards 24-25 Budget	£ -	G
Projected Year End Balances 31 March 24	£ 222,560	E + F + G
Projected Opening Balance 01 April 2024	£ 222,560	A
Agreed Income Budget 24/25 (less precept)	£ 20,779	B
Agreed Expenditure Budget 24/25	£ 332,260	C
Earmarked Reserves 2024/2024	£ 149,144	D
General Reserves 2024/2025	£ 89,869	E

		Projected Closing Balance - Deficit to be raised via the Precept 2024/2025	-£ 327,934	A + B - C - D - E = Precept Requirement
Level of reserves within Proper Practices? I.e. between 3 and 12 months running costs. Review earmarked reserves.	See comments	<p>The Governance and Accountability Practitioners Guide refers to the level of general reserves that should be maintained at between three and twelve months of net revenue expenditure. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.</p> <p>The councils general reserves during the 2023/2024 financial year were £101,946 which were higher than the recommended level based on the three months of the net revenue expenditure. The budget document was reviewed during the audit. We found that the earmarked and general reserves were reviewed as part of the budgetary process and that following a review, the level of general reserves to be retained during the 2024/2025 was recalculated and any additional sums were re-allocated towards other projects.</p> <p>It is noted that the council have adopted a Reserves Policy which was found to have been followed in regards to the review of the general and earmarked reserves as part of the budget planning.</p>		

Asset And Investment Registers

Objective : Asset and investments registers were complete and accurate and properly maintained

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

Internal Audit Testing	Compliance	Comments / Recommendations
Does the council keep a register of all material assets owned? Is asset register up to date?	Yes	<p>Authorities need to maintain a register of the fixed assets, long-term investments and other non-current assets that they hold. The Governance and Accountability Practitioners Guide refers to the definition of 'fixed assets' which means property, plant and equipment with a useful life of more than one year used by the authority to deliver its services. Fixed assets are also known as non-current assets.</p> <p>The key information needed in the asset register is: date of acquisition, cost of acquisition, useful life estimate and location along with value held for investments.</p> <p>The councils asset register as at 31st March 2024 was reviewed and was found to include data to record the purchase date, description, original cost, an annual return value and an insurance value and an additional column for notes.</p> <p>It is noted that the council have adopted an Asset Register Policy. A discussion was held with the RFO during the audit regarding the differences between the purchase cost and annual return values and it was explained that some of the values had been recorded in the asset register which had been inherited from the previous Council/Clerk/RFO and no changes had been made to the values recorded in the Annual Return value column.</p> <p>The Practitioners Guide states that:</p> <ul style="list-style-type: none"> • <i>Assets should be first recorded in the asset register at their actual purchase cost. Where an authority receives an asset as a gift at zero cost, for example by community asset transfer, it should be included with a nominal one-pound (£1) value as a proxy for the zero cost. The particular method of asset valuation is not specified in proper practices so authorities may use any reasonable approach to be applied consistently from year to year. The method of asset valuation adopted should be set out in a policy approved by the authority and recorded in the authority's minutes and in the asset register.</i> • <i>Authorities need to apply a reasonable approach to asset valuation which is consistent from year to year. Where an authority changes its method of asset valuation it will need to restate the prior year's figure in line 9 of the AGAR.</i>

		<p>A further discussion was held with the RFO regarding the valuation of the land assets. The RFO confirmed that the figures for the land had been adjusted following a professional valuation report.</p> <p>The council should note that the Practitioners Guide requires the council to apply a reasonable approach to asset valuation which is consistent from year to year. Where the council changes its method of asset valuation it will need to restate the prior year's figure in line 9 of the AGAR.</p> <p>The asset register had been updated to include the purchase of an additional asset which related to the Holme Moss Topograph with the purchase value of £9,446.90. This asset was discussed with the RFO who explained that this related to a slab of stone with design/artwork that had been allocated to a contractor to undertake the work. A breakdown of the total was reviewed and it is noted that some of the payments for the deposit and materials were made in the previous financial year however as the council had not received the actual asset, the value could not be added to the register for the last financial year.</p> <p>£4,183.33 – Deposit and materials (paid 29/03/2023) £5,263.57 – Remaining costs and installation of asset during 2023/24</p> <p>A review of the cashbook purchases was carried out and three assets were identified for inclusion in the register. This related to x3 signs at Upperthong Phone Box £158.50; x6 Pavement Signs for School at £474.00 and an office Chair at £154.00. The RFO updated the asset register during the audit and a copy was provided and the asset value in line 9 had been updated accordingly.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>RECOMMENDATION 1:</p> <p>That the asset register includes a breakdown of the invoices relating to the purchase of the Holme Moss Topograph to correspond with the summary total reported in the asset register for audit purposes.</p> </div>
Does the asset register record the insurance value for insurance purposes and to assist in forward planning for asset replacement?	Yes	This data was found to be recorded in the asset register.

Compare the Asset Register value reported in section 2, box 9 prior year reported figure, adjusted to include new assets / and/or disposals. Is there a record of disposals to record non-serviceable/disposed assets?	Yes	The total asset value reported in box 9 of the AGAR accounting statement at the 31 st March 2023 was £5,271,897. The value recorded as at 31 st March 2024 was £5,282,130.45 which included the additional assets as referenced above.
Does the Asset Register value correspond to box 9 of the Annual Return?	Yes	The asset register value as at 31 st March 2024 was found to correspond to the value reported in the accounting statements, line 9 (updated version provided by the RFO).
Does the register of assets correspond to the insurance schedule to ensure that all assets are insured or self-insured by the council?	Yes	The councils insurance schedule was found to include a list of land and buildings and a separate list of insured assets.
Does the council hold any long-term investments? Are these held in accordance with the councils investment strategy?	No	Not applicable.

Periodic Bank Reconciliations

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

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

Note: This control area was tested at the interim audit. The remaining testing was carried out at the year-end audit.

Internal Audit Testing	Compliance	Comments / Recommendations
Bank Reconciliation to the 31 March?	Yes	A combined bank reconciliation had been carried out by the RFO. For audit purposes we have included the balances held at the 31 st March 2024 which were reviewed against the bank statements. The total value corresponded with line 8 of the accounting statements. (1) HSBC Current Account (£100,633.11 – 31 st March 2024) (2) HSBC Money Manager (£55,679.13 – 05 th March 2024 – RFO confirmed balance remained unchanged as at 31 st March 2024) (3) CCLA Deposit Fund (£75,000 – interest on account paid into the HSBC current account) £231,312.24 – Total bank balances corresponded with line 8 of the AGAR

Accounting Statements

Internal Control Objective : Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Aim: Obtain assurance that accounts prepared on correct statements (income and expenditure, debtors and creditors, over £200,000) or (summary receipts and payments, under £200,000) and that working papers can be followed through to final document

Internal Audit Testing	Compliance	Comments / Recommendations
Year-end accounts prepared on correct accounting basis? Do these agree to the cash-book and are they supported by an adequate audit trail?	Yes	<p>The accounts continue to be prepared on an income and expenditure basis. The internal auditor is required to verify that the detail recorded in the accounting statements reflects the detail in the accounting records maintained for the financial year. This does not require the internal auditor to verify the detail disclosed in the accounting statements.</p> <p>The RFO had prepared the year-end accounts using the Rialtas accounting software. We found that the figures recorded in the AGAR had an adequate audit trail to the underlying accounting records.</p>
Do the Bank statements and ledger reconcile at 31 March?	Yes	Refer to the findings above.
Is the explanation of significant variances from completed? Explanations are now required for all variances of £100,000 or more regardless of the % variance. All responses should comprise both narrative and numerical explanations.	Yes	This is part of the submission requirements for external audit and we can confirm that the RFO had completed the paperwork which is subject to review by the external auditors.
Is there a reconciliation between boxes 7 and 8? Where appropriate, debtors and creditors properly recorded?	Yes	A breakdown of the debtors and creditors at year-end were provided and these had found to be properly recorded and had included the outstanding VAT reclaim for the 31 st March 2024.

Publication Requirements in accordance with the Relevant Legislation

Internal Control Objective: The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.

Aim: Obtain assurance that the council has complied with the publication of the AGAR for the last five years; compliance with the Local Government Data Transparency Code and Freedom of Information Act, Publication Scheme.

Note: Testing has been carried out to seek assurance on the publication requirements of the Accounts and Audit Regulations 2015 - Section 13 (2) (b) to ensure that Councils display the AGARs for the last five years 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23 on their website; compliance with the Local Government Data Transparency Code (if applicable) and confirmation of a Publication Scheme.

Data Transparency Code

The Government has published the 'Local Government Transparency Code' as a code of recommended practice under section 2 of the Local Government, Planning & Land Act 1980. This Code, which can be found at [Title \(publishing.service.gov.uk\)](http://title.publishing.service.gov.uk) came into effect on the 01 April 2015. This is applicable to parish and town councils where gross income or gross expenditure exceeds £200,000. The Code does not replace or supersede the existing framework for access to and re-use of public sector information provided by the:

- Freedom of Information Act 2000 (as amended by the Protection of Freedoms Act 2012)
- Environmental Information Regulations 2004
- Re-use of Public Sector Information Regulations 2005
- Infrastructure for Spatial Information in the European Community regulations 2009
- Sections 25 and 26 of the Local Audit and Accountability Act 2014 which provides rights for persons to inspect a local authority's accounting records and supporting documentation, and to make copies of them.

The Code provides for publication of a comprehensive set of information, including Unique Property Reference Numbers of land and building assets (principal authorities may be able to help with these). There is no prescribed Code for councils where gross turnover is between £25,000 and £200,000 but all councils must have a Publication Scheme complying with the Information Commissioner's requirements.

Internal Audit Testing	Compliance	Comments / Recommendations
Local Government Data Transparency Code?	Yes	<p>There is no prescribed Code for councils where gross turnover is between £25,000 and £200,000 but all councils must have a Publication Scheme complying with the Information Commissioner's requirements.</p> <p>This Code is issued by the Secretary of State for Communities and Local Government in exercise of his powers under section 2 of the Local Government, Planning and Land Act 1980 ("the Act") to issue a Code of Recommended Practice (the Code) as to the publication of information by local authorities about the discharge of their functions and other matters which he considers to be related. It is issued following consultation in accordance with section 3(11) of the Act.</p>

Audit testing was carried out using the data on the Holme Valley Parish Council website, see link: [2023-24 - Holme Valley Parish Council](#). Our findings are summarised for each individual part of the publication requirements to seek confirmation that where applicable, the information was published in accordance with the publication requirements set out in the code.

1) Expenditure Exceeding £500: Quarterly Publication (no later than one month after the quarter to which the data and information is applicable)

- Data for expenditure exceeding £500.00 was found to be published on the website for the full financial year, see links: [A1. Expenditure Exceeding £500 01APR-03JUN 2022.xlsx \(holmevalleyparishcouncil.gov.uk\)](#); [A1. Expenditure Exceeding £500 04JUL-06SEP 2023.xlsx \(holmevalleyparishcouncil.gov.uk\)](#); [A1. Expenditure Exceeding £500 07OCT-09DEC 2022.xlsx \(holmevalleyparishcouncil.gov.uk\)](#); [A1. Expenditure Exceeding £500 10JAN-12MAR 2023.xlsx \(holmevalleyparishcouncil.gov.uk\)](#)

2) Government Procurement Card Transactions: Quarterly Publication (no later than one month after the quarter to which the data and information is applicable)

- This was not applicable to the Council as per declaration on the Transparency Code Summary, see link: [2023-24 - Holme Valley Parish Council](#)

3) Procurement Information (invitation to tender for contracts to provide goods and/or services with a value that exceeds £5,000) : Quarterly Publication (no later than one month after the quarter to which the data and information is applicable)

- The Transparency page confirmed that the council has not tendered for values exceeding £5,000, see link to page where the declaration was made: [2023-24 - Holme Valley Parish Council](#)

The procurement information requires details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000.

- This data was found to be published on the website, see link: [Procurement Information.xlsx \(holmevalleyparishcouncil.gov.uk\)](#)

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| | | <p>4) Local Authority Land: Annual Publication (no later than one month after the year to which the data and information is applicable)</p> <ul style="list-style-type: none"> ➤ This data was found to be published on the website, see link: Land and Buildings Held 2022-23.xlsx (holmevalleyparishcouncil.gov.uk) <p>5) Social Housing asset value: Annual Publication (no later than one month after the year to which the data and information is applicable)</p> <ul style="list-style-type: none"> ➤ This was not applicable to the Council as per declaration on the Transparency Code Summary, see link: 2023-24 - Holme Valley Parish Council <p>6) Grants to voluntary, community and social enterprise organisations: Annual Publication (no later than one month after the year to which the data and information is applicable)</p> <ul style="list-style-type: none"> ➤ This information was found to be published on the website, see link: Rolling Record of Grants 20240108 F&M.xlsx (holmevalleyparishcouncil.gov.uk) <p>7) Organisation Chart: Annual Publication (no later than one month after the year to which the data and information is applicable)</p> <ul style="list-style-type: none"> ➤ This was not applicable to the Council as there is no employee whose remuneration is over £50,000. However it is noted that the council have voluntarily published an organisation chart, see link: Organisation Structure 2023-24 v2.pdf (holmevalleyparishcouncil.gov.uk) <p>8) Trade Union Facility Time: Annual Publication (no later than one month after the year to which the data and information is applicable)</p> <ul style="list-style-type: none"> ➤ This was not applicable to the Council as per declaration on the Transparency Code Summary, see link: 2023-24 - Holme Valley Parish Council <p>9) Parking Account: Annual Publication (in relation to the parking account data, where the local authority accounts have not been finalised, the authority should publish estimates within one month after the year to which the data is applicable and subsequently publish final figures as soon as the authority's accounts are finalised)</p> <ul style="list-style-type: none"> ➤ This was not applicable to the Council as per declaration on the Transparency Code Summary, see link: 2023-24 - Holme Valley Parish Council |
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10) Parking Spaces: Annual Publication (no later than one month after the year to which the data and information is applicable)

- This was not applicable to the Town Council as per declaration on the Transparency Code Summary, see link: [2023-24 - Holme Valley Parish Council](#)

11) Senior Salaries: Annual Publication (no later than one month after the year to which the data and information is applicable)

- This was not applicable to the Council as there is no employee whose remuneration is over £50,000 and as per declaration on the webpage, see link: [2023-24 - Holme Valley Parish Council](#)

12) Constitution: Annual Publication (no later than one month after the year to which the data and information is applicable)

- Not applicable. It is our interpretation that the definition of a local authority under section 9P refers to a County Council, District Council or a London Borough Council. The definition is referred to within section 9R(1) in relation to Part 1A: [Local Government Act 2000 \(legislation.gov.uk\)](#).
- It is noted that the council have a constitution in place and Standing Orders and a Code of conduct that were published on the website, see links: [HVPC Constitution 202307 v1.pdf \(holmevalleyparishcouncil.gov.uk\)](#); [Policies & Documents - Holme Valley Parish Council](#)

13) Pay Multiple: Annual Publication (no later than one month after the year to which the data and information is applicable)

- Not applicable. This information is required to be published in accordance with section 38 of the Localism Act 2011. Section 43 provides an interpretation of a relevant authority and this does not include a parish council, see link: [Localism Act 2011 \(legislation.gov.uk\)](#).

14) Fraud: Annual Publication (no later than one month after the year to which the data and information is applicable)

- This was not applicable to the Council, see link: [Fraud 2022-23.xlsx \(holmevalleyparishcouncil.gov.uk\)](#)

		<p>15) Waste Contracts: One-off publication</p> <p>➤ This was not applicable to the Council as per declaration on the website, see link: 2023-24 - Holme Valley Parish Council</p>
Publication of the AGAR for the last five years in accordance with the Accounts and Audit Regulations 2015, section 13 (2)?	Yes	<p>2018-19 – Yes – see link: 2018-19 - Holme Valley Parish Council</p> <p>2019-20 – Yes – see link: External Audit AGAR WY0042 S3 and Notice of Conclusion.pdf (holmevalleyparishcouncil.gov.uk)</p> <p>2020-21 – Yes – see link: 2020-21 - Holme Valley Parish Council</p> <p>2021-22 – Yes – see link: 2021-22 - Holme Valley Parish Council</p> <p>2022-23 – Yes – see link: 2022-23 - Holme Valley Parish Council</p>
Freedom of Information Act – Has the Council adopted a Publication Scheme?	Yes	See link: Information available from Parish and Community Councils under the model publication scheme (holmevalleyparishcouncil.gov.uk)

Publication Requirements – Exercise of Public Rights

Internal Control Objective: In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (*during 2023/24 AGAR period, were public rights in relation to the 2022/23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set*).

Aim: Obtain assurance that the Council has advertised the dates for the inspection of public rights correctly.

Internal Audit Testing	Compliance	Comments / Recommendations
Do arrangements for public inspection of council's records exist? Evidence of public inspection notice seen? And website address?	Yes	<p>The inspection window must include a 30-working day period including the first 10 working days of July following the end of the financial year to which the accounts relate.</p> <p>Yes – see link: HVPC 2022-23 #16 Making provision for the exercise of public rights 2022-23.pdf (holmevalleyparishcouncil.gov.uk)</p>

Publication Requirements for 2022/2023 (Previous Year AGAR)

Internal Control Objective N: The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).

Aim: Review evidence for publication (Form 3): AGAR to be approved and published by 01 July 2023 at the very latest. External Audit Certificate and Conclusion of Audit of Notice to be posted on the council website by 30 September 2023.

Internal Audit Testing	Compliance	Comments / Recommendations
Before 01 July 2023, the authority should have published: a) Notice of the period of exercise rights and a declaration that the accounting statements are as yet unaudited.	Yes	See link: HVPC 2022-23 #16 Making provision for the exercise of public rights 2022-23.pdf (holmevalleyparishcouncil.gov.uk)
b) Section 1 the Annual Governance Statement approved and signed page 4	Yes	See link: HVPC 2022-23 AGAR Section 1 AGS and Section 2 AS Signed.pdf (holmevalleyparishcouncil.gov.uk)
c) Section 2 the Accounting Statements approved and signed page 5	Yes	See link: HVPC 2022-23 AGAR Section 1 AGS and Section 2 AS Signed.pdf (holmevalleyparishcouncil.gov.uk)
Not Later than the 30 September 2023: d) Notice of conclusion of audit	Yes	See link: WY0042_closureletter_1695913969.pdf (holmevalleyparishcouncil.gov.uk)
e) Section 3 – External Auditor Report and Certificate	Yes	See link: WY0042 S3.pdf (holmevalleyparishcouncil.gov.uk)
f) Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review	Not applicable	

Trust Funds

Internal Control Objective: Trust funds (including charitable) – The council met its responsibilities as a trustee

Aim: Obtain assurance that all charities of which the council is a trustee are filed and up to date; details are available on the Charity Commission Website; charity meetings and accounts are recorded separately from the council

Internal Audit Testing	Compliance	Comments / Recommendations
Is the council a sole trustee? <i>*Review details on the charity commission register.</i>	Yes	The council is a sole managing trustee of the 'Holme Valley Land Charity'. The Charity registration number is: 700350. See link: Trustees, HOLME VALLEY LAND CHARITY - 700350, Register of Charities - The Charity Commission
Are charity meetings and accounts recorded separately from those of the council?	Yes	We are informed that each councillor is by default a member when acting as a trustee. Meetings are held separately and are published online, see link: HVLC (holmevalleylandcharity.org.uk)
Are all the Charity Commission filing requirements up to date?	Yes	The reporting for the financial year ending 31 st March 2023 was filed and up to date at the time of our audit visit, see link: Trustees, HOLME VALLEY LAND CHARITY - 700350, Register of Charities - The Charity Commission

Holme Valley Parish - Recommendations Action Plan

Financial Year Ending 31st March 2024

Internal Audit Yorkshire
For Town & Parish Councils



No	Recommendation	Page	Responsibility	Timescale
1	That the asset register includes a breakdown of the invoices relating to the purchase of the Holme Moss Topograph to correspond with the summary total reported in the asset register for audit purposes.	8		



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

Salaries:

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

Annual Contracts:

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



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

Longer Term Contracts:

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



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

Rolling Payments:

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



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

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

Ad hoc Payments:

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



HOLME VALLEY PARISH COUNCIL

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

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

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

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

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

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

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

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

This list of regular payments was approved by the Finance and Management Committee of Holme Valley Parish Council 19th August 2024.

Signed on behalf of Holme Valley Council:

.....Date.....
Cllr Pat Colling, Chair of Council

.....Date.....
Cllr Andy Wilson, Chair of Finance & Management