

To: All Members of the Council

You are hereby summoned to attend the **ANNUAL MEETING OF THE COUNCIL** to be held on **MONDAY, 19 MAY 2025** at **7pm** in **THE EXHIBITION ROOM, THIRD FLOOR, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS** for the transaction of the following business –

- AGENDA – (A)

Council may wish to hold a minute's silence to mark the passing and funeral of Mr Greg Cropper, Councillor for 3 terms and Chairman 2017-18, whose funeral was held Tuesday 13 May 2025.

Public Question Time including a welcome and brief report from the Chair 2024-25, Cllr Pat Colling **7.00pm**

ANNUAL COUNCIL PROCEDURAL MATTERS

2526 01 Installation of Chair **7.15pm**

- (1) To elect a Chair for the remainder of the Council year.
- (2) To invest the newly elected Chair with the Chain of Office.
- (3) The newly elected Chair to read and sign the Declaration of Acceptance of Office.
- (4) The newly elected Chair takes the Chair and returns thanks for his/her election
- (5) To thank the retiring Chair.
- (6) The retiring Chair to reply

2526 02 Installation of Vice Chair **7.20pm**

- (1) To elect a Vice Chair for the remainder of the Council year
- (2) To present the newly elected Vice Chair with the Vice Chair's Jewel.
- (3) The newly elected Vice Chair to return thanks for his/her election
- (4) To thank the retiring Vice Chair

2526 03 Recording of public meeting **7.25pm**

As local council meetings can be recorded, the Chair to check if any members of the public wish to record the meeting, to ensure reasonable facilities can be provided. The meeting is already being recorded by the Officer for public broadcast via the HOLME VALLEY PARISH COUNCIL Youtube channel.

2526 04 Items to be heard in private session **7.26pm**

Any recording to be halted during such items and members of the public asked to leave the meeting.

TO CONSIDER: agenda items to be heard in private session.

Holme Valley Parish Council

2526 05 Apologies and reasons for absence

7.27pm

Apologies and reasons to be circulated prior to the meeting starting. Clerk to report.

TO CONSIDER: apologies and reasons for absence.

2526 06 Receipt of written Declaration of Pecuniary and Other Interests

7.28pm

Clerk to report.

TO NOTE: receipt of written declaration(s) of pecuniary and other interests.

2526 07 Declaration of interests in agenda items

7.29pm

TO RECEIVE: declarations of interests of councillors in agenda items.

TO RECEIVE: declarations of interests of officers in agenda items.

2526 08 Standing Committees 2025-26

7.30pm

The Committee Preference Form requests councillors to express their preferences for membership of committees and willingness to stand for Chair for the committees they have expressed a preference for.

The clerk has requested that completed forms from councillors be submitted by **10am on Monday 12 May** – these have been collated as **(B)** to be shared at the meeting.

Councillors can stand for all, some or no committees. The maximum number of councillors is 13 for each committee, with a preference for each ward to have representation within the 13.

If councillors' collated preferences are within the limits for each committee's maximum size then those preferences can be approved and the committees constituted without the need for a vote.

- 1) **TO CONSIDER:** membership of the Finance and Management Committee
- 2) **TO CONSIDER:** membership of the Planning Committee
- 3) **TO CONSIDER:** membership of the Service Provision Committee

2526 09 Office Holders 2025-26

7.45pm

Office holders are to be appointed for 2025-26 in accordance with Standing Orders.

The appointment of Vice Chair of each of the Finance and Management Committee, the Planning Committee and the Service Provision Committee may be delegated to the next meeting of those committees.

The Staff Performance and Development Lead is Cllr Mary Blacka.

- 1) **TO APPOINT:** Chair and Vice Chair of the Finance and Management Committee

Holme Valley Parish Council

- 2) **TO APPOINT:** Chair and Vice Chair of the Planning Committee
- 3) **TO APPOINT:** Chair and Vice Chair of the Service Provision Committee

The appointment of the Chair of the Staffing Committee is included in item 2526 11 as this will follow consideration of the membership of the Staffing Committee.

2526 10 The Staffing Committee 2025-26

7.50pm

The Staffing Committee is comprised of a maximum of 8 Members including:

- Chair of Council
- Vice Chair of Council
- Past Chair of Council or a predecessor (to be appointed Committee Chair)
- Chair of Finance & Management Committee
- Chair of Planning Committee
- Chair of Service Provision Committee
- Staff Performance & Development Lead

If a member of the Staffing Committee is a Chair of more than one committee then that Chair's Vice Chair may deputise for their place on the Staffing Committee.

In line with Standing Orders, the Staffing Committee has in 2024-25 appointed a Staff Performance & Development Lead, Cllr Mary Blacka, from the members of the Staffing Committee (including the Chair). This appointee will, where possible, undertake the role of Staff Performance & Development Lead for a minimum of two years to ensure continuity and will remain a member of the Staffing Committee during that time.

TO CONSIDER: membership of the Staffing Committee 2025-26.

TO APPOINT: Chair of the Staffing Committee (usually the Chair of the Council in the previous year or predecessor – otherwise Standing Order 27(d) states that an alternative member of the committee be appointed Chair)

2526 11 Council Policies

7.55pm

The Council is asked to approve readoption of those policies described in the attached

- Checklist of Policies **(Ci)**

which can be viewed on the HVPC website as indicated.

The following have all been revised in line with changes minuted in 2024-25 and indicated in the latest NALC model policies.

- Standing Orders **(Cii)**
- Scheme of Delegation **(Ciii)**
- and Financial Regulations **(Civ)**

The Code of Conduct **(Cv)** has also been included in papers.

Clerk to report further.

TO APPROVE: subject to any amendments, all HVPC policies listed for 2025-26 including Standing Orders, Scheme of Delegation, Financial Regulations and Code of Conduct as presented and all other policies available on the HVPC Website.

Holme Valley Parish Council

TO CONSIDER: any other actions arising from the review of the council's policies.

2526 12 Representatives to Outside Bodies 2025-26

8.00pm

The Parish Council's representatives to outside bodies are appointed annually at this meeting.

A list of the representatives required is enclosed for consideration, showing HVPC representatives for 2024-25 **(D)**.

TO CONSIDER: the Parish Council's representatives to outside bodies for 2025-26.

2526 13 To appoint Authorised Signatories under the Bank Mandates

8.05pm

Bank mandatees are to be reviewed and, where necessary removed or added to in the light of the appointment of role-holders for 2025-26.

Deputy Clerk/RFO to report.

TO APPOINT: bank mandatees as follows:

- (1) Unity Trust Bank - the main Current Account T2 and the Instant Access Account (preferably all committee chairs plus council chair and vice-chair would be mandatees)
- (2) HSBC Current Account and Business Money Manager Account (officers advise that, as the HSBC accounts are pending closure, only two mandated councillors are suggested as being needed)
- (3) CCLA Public Sector Deposit Fund (officers advise that, as transactions are seldom made from this account, only two mandated councillors are suggested as being needed).

Those appointed will need to supply some personal information and specimen signatures to the respective banks through the RFO as part of the process.

TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETINGS

2526 14 Minutes of Full Council meetings

8.07pm

TO APPROVE: the Minutes of the FULL COUNCIL Meeting held on 24 March 2025 numbered 2425 171 to 2425 206 **(Ei)**

TO APPROVE: the Minutes of the EXTRAORDINARY MEETING OF THE FULL COUNCIL held on 14 April 2025 numbered 2425 207 to 2425 214 **(Eii)**

To receive information regarding ongoing matters arising from the above minutes which do not appear under other agenda items including:

- i. Any other matter arising.

Clerk to report further.

TO CONSIDER: any further action(s) arising from the minutes of the previous meetings of the

Holme Valley Parish Council

FULL COUNCIL, held on 24 March 2024 and 14 April 2025.

THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2526 15 Minutes of Standing Committee meetings

8.08pm

TO APPROVE: the Minutes of the SERVICE PROVISION COMMITTEE Meeting held on 24 February 2025 numbered 2425 69 to 2425 89 **(Fi)**.

TO APPROVE: the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 3 March 2025 numbered 2425 93 to 2425 111 **(Fii)**.

TO APPROVE: the Minutes of the CLIMATE ACTION COMMUNICATIONS AND ENGAGEMENT COMMITTEE Meeting held on 10 March 2025 numbered 2425 103 to 2425 123 **(Fiii)**.

TO APPROVE: the Minutes of the STAFFING COMMITTEE Meeting held on 17 March 2025 numbered 2425 32 to 2425 43 **(Fiv)**.

TO NOTE: the Minutes of the PLANNING COMMITTEE Meeting held on 31 March 2025 numbered 2425 211 to 2425 228 **APPROVED** at the meeting of the PLANNING COMMITTEE Meeting held on 28 April 2025 **(Fv)**.

TO APPROVE: the Minutes of the PLANNING COMMITTEE Meeting held on 28 April 2025 numbered 2526 01 to 2526 19 **(Fvi)**.

2526 16 Standing item – the Climate Emergency

8.10pm

Council is reminded that items on this agenda should be viewed where appropriate through the lens of the Climate Emergency the Council has declared.

Clerk to report.

TO CONSIDER: how actions and decisions to be taken for all following items reflect the Climate Emergency.

GRANT APPLICATION FROM HOLMFIRTH FORWARD

2526 17 Grant Application from *Holmfirth Forward*

8.11pm

Holmfirth Forward wish the Parish Council to consider the attached grant application **(G)** for a Community Benefit grant. It has been submitted outside of the usual cycle because it is time-sensitive.

Council can authorise using funds from General Reserves if it chooses to support the application with a motion to be put subsequently before the FINANCE AND MANAGEMENT COMMITTEE for the funds to come from the Community Benefits budget line.

TO CONSIDER: a grant application for up to £300 towards DJ costs to facilitate Holmfirth Pride Day on 7 June 2025.

Holme Valley Parish Council

TO CONSIDER: any other action in connection with the grant application.

FINANCIAL MATTERS

2526 18 Council Finances – 2024-25 outturn, Budget 2025-26 and expenditure to date 2025-26 8.15pm

- Budget Out-Turn 2024-25 (Hi)
- Budget 2025-26 (Rialtas): (Hii);
Year-to-date Budgets against Income and Expenditure (spreadsheet): (Hiii);

Deputy Clerk/RFO to report.

TO NOTE: budget reports received.

TO CONSIDER: any further actions arising from budget reports.

2526 19 Schedule of Payments 8.20pm

The Schedule of Payments for April 2025 (li) and the month-to-date Schedule of Payments for May (lii) have been included in the document pack.

Deputy Clerk/RFO to report.

TO NOTE: Schedule of Payments for April 2025.

TO CONSIDER: Schedule of Payments for month-to-date May 2025.

MATTERS RESERVED FOR FULL COUNCIL

2526 20 Annual update of Declarations of Pecuniary Interest 8.23pm

It was resolved on 26-06-2023 at Annual Council that all councillors would update their DPI annually. Prior to the meeting all councillors will have been provided with a fresh form.

The clerk requests that these are completed, signed and dated and then returned to her at this meeting or as soon as possible after.

All councillors can be emailed or have mailed out their existing written DPI upon request.

TO NOTE: all councillors to complete a fresh written Declaration of Pecuniary Interest for the Council Year 2025-26 and return to the clerk.

2526 21 Arrangements for written dispensations 8.25pm

An **ACTION** for the Clerk from FULL COUNCIL on 24 March 2025 is to secure written dispensations from councillors appointed as HVPC representatives to organisations at the ANNUAL COUNCIL Meeting on 19 May 2025.

Holme Valley Parish Council

Where members have an ongoing pecuniary or other interest in an item that is likely to feature in a substantial number of meetings then it is possible to complete a written dispensation to cover a period of time.

In the past the dispensation form attached (J) has been used for this purpose.

The matter of written dispensations is covered in Standing Order 13.

Clerk to report further.

TO CONSIDER: the arrangements for receipt and granting of written dispensations for pecuniary and other interests for the Council Year 2025-26

2526 22 Annual signing of register acknowledging the Code of Conduct

8.28pm

It was resolved on 26-06-2023 that all councillors would sign a separate register at this meeting to acknowledge that they are in receipt of, understand and continue to sign up to the Code of Conduct, included in papers for this meeting. This was a recommendation from Internal Audit.

The register for signing will be available at the meeting.

TO NOTE: all councillors present to sign the register acknowledging receipt of and adherence to the Code of Conduct.

Those councillors absent from the meeting will be invited to sign the register at their next attendance at a council meeting.

2526 23 Referrals to the Monitoring Officer

8.29pm

The Kirklees Monitoring Officer has reported to the clerk that there are no referrals currently under consideration.

TO NOTE: that FULL COUNCIL has been informed that no referrals are currently under consideration by the Kirklees Monitoring Officer.

2526 24 Establishment of a Communications and Engagement Sub-Committee

8.30pm

Standing Order 4e(ii) states: 'A Communications and Engagement sub-committee shall be appointed by the full council at the Annual Council meeting. This shall comprise of a maximum of 13 members, including 1 representative per Ward (preferably).'

The Assistant Clerk will make arrangements for an initial meeting at which a Chair will be elected, a remit established in line with the Scheme of Delegation and a programme of meetings arranged. The Sub-Committee will report directly to Full Council.

Assistant Clerk to report further.

Holme Valley Parish Council

TO CONSIDER: the membership of the Communications and Engagement Sub-Committee.

2526 25 Publication on the Holme Valley Parish Council website of direct contact details for individual councillors

8.33pm

The Parish Council has received a request from a member of the public to display full contact details for all councillors, including personal mobile phone numbers and home addresses, on the HVPC website – see attached correspondence (K).

Currently, only councillors' HVPC email addresses are publicly listed as standard. Home addresses are currently redacted in the DPI and not published on the website.

Historically, the Council has displayed this information but over time as newer councillors have come in, personal contact details have not been added in line with advice from Kirklees.

When transitioning to the new website, personal contact details were not migrated, as only a small number of current councillors had previously shared this information.

At present, there is no formal resolution or policy in place regarding the publication of councillor contact details.

When considering this matter councillors may wish to note that:

1. A member of the public has raised this matter with the Council.
2. Nationally, practice varies from council to council.
3. The Council does not provide mobile phones.
4. Contact can be made with the clerk team through the website, via clerk team email addresses which are widely publicised and via the direct phone line which has voicemail. The clerk team regularly puts members of the public in touch with ward councillors.
5. In recent years, both nationally and locally, there have been reports of intimidation and abuse directed towards candidates and councillors by members of the public.
6. Changes in legislation allow councils to withhold personal details where concerns exist regarding intimidation, abuse, or violence against councillors.

Clerk and Assistant Clerk to report further.

TO CONSIDER: adopting one of the following options with regards to the publishing of councillor personal addresses and phone numbers:

- a) No Change – HVPC continues not to publish personal contact details for councillors, only their HVPC means of contact. This means that councillors can be contacted via their councillor email address or via the office and the clerking team will pass on a message.
- b) Opt-in – If councillors wish to have their personal phone number and/or home address displayed on the website the clerking team will add them on.
- c) Opt-out – The clerking team will publish personal phone numbers and home addresses on the website as standard, unless a councillor asks us not to.
- d) Any other proposed option.

2526 26 Councillor training – evaluations received

8.38pm

Holme Valley Parish Council

Councillors are asked to complete a brief evaluation of any training undertaken. Collated evaluations received since 24-3-2025: (L).

TO NOTE: Evaluations of councillor training undertaken since 24 March 2025.

2526 27 Review of the lease held by the Holmfirth Civic Hall Community Trust

8.40pm

The Working Group has used advice from VAT specialists the Parkinson Partnership to determine a direction of travel with regards to reviewing the lease held by Holmfirth Civic Hall Community Trust (HCHCT).

The proposals set out in the series of motions below reflect that direction of travel and, if approved by the Council, will lead to the drawing up of a lease and memorandum of understanding. It is hoped to have a completed lease prepared for approval at the Council meeting on Monday 8 September 2025.

A significant element of any new lease will be that it is a non-business lease, meaning that the Council makes no charges to the Trust and will take on the commissioning of works under the 10-year programme. The Council will be able to reclaim VAT on all such works commissioned.

The Working Group to report further.

1. **TO CONSIDER:** recommendation from the Working Group to draw up a new non-business lease with HCHCT, including:
 - i. Stipulation that this be a 30-year rolling lease, to be reviewed every 5 years;
 - ii. Robust break clauses for both HVPC and HCHCT;
 - iii. Stipulation that HVPC is responsible for the 10-year programme of works drawn up by Mosedale Gillet and for any other structural repairs that may be required;
2. **TO CONSIDER:** recommendation from the Working Group to draw up a memorandum of understanding to cover matters which should be excluded from the lease such as the relationship between HVPC and HCHCT.
3. **TO CONSIDER:** recommendation from the Working Group to include in principle in the lease a running costs grant to be given annually to cover utilities and energy costs, minor repairs and cleaning costs. (see note below).
4. **TO CONSIDER:** any other action with regards to reviewing the lease held by HCHCT.

The third motion is 'in principle' and does not stipulate an amount as yet. This is because work is to be carried out on behalf of the Council to understand HCHCT's finances better, including what annual running costs are and what level of reserves the Trust should be building up to ensure sustainability. A figure can be settled upon once that work is complete. For guidance only, the Working Group estimates that the running costs figure could be in the region of £25,000.

It is expected that from 2 June the remit of this working group will be subsumed into a Civic Sub-Committee that the Finance and Management Committee will convene. Further

Holme Valley Parish Council

meetings will be required in July and August to take forward the work. It is expected that members of HCHCT will be invited to attend the next meeting.

2526 28 The purchase and use of a Parish Flag

8.45pm

Cllr Isaac Barnett wishes to introduce a motion to purchase a flag of the Holmfirth coat of arms for display at the Civic Hall, Holmfirth, and also to replace the damaged Union Flag currently flown.

The motion suggested is that this Council agrees to purchase a flag bearing the Holmfirth crest/coat of arms for the purpose of being flown at the Civic Hall in Holmfirth (either daily or civic events and other appropriate occasions, while keeping the United Kingdom Flag for national holidays.

There is published guidance regarding flag-flying - see **(M)**.

Background: the Holme Valley Parish Council has a proud identity and heritage, symbolised through its official crest/coat of arms. Displaying the flag at the Civic Hall will foster a greater sense of community pride and civic presence (for example; similar to Dewsbury, Chorley and York). It will also visually reinforce the Parish Council's role in public life and enhance the dignity of events held at the Civic Hall.

Costs: The proposal is to replace the Union flag with one to be purchased from Flying Colours for £165 (anti fray netting) and also to purchase the Holmfirth crest/ coat of arms from Flying Colours for up to £198.60 resulting in expenditure of up to £363.60 (with the possibility of a £5 discount for a first order).

The Clerk reports that the Civic Trust applied for planning permission regarding the flagpole and owns the Union flag used at the moment. In line with guidance the Union flag is the flag flown throughout the year. The Civic Trust also has the Yorkshire and St George's flags which are flown on their appropriate days, 1 August and 23 April.

TO CONSIDER:

1. That the Parish Council commissions and purchases a high-quality flag featuring its official coat of arms.
2. That the flag be flown at Civic Hall, Holmfirth on either daily or civic occasions and at other times as deemed appropriate by the Clerk or Chair of the Parish Council.
3. That a modest budget of up to £400 be allocated from General Reserves for the procurement of the coat of arms flag and replacement of the Union flag and any necessary fittings or fixtures required.
4. That the Clerk be authorised to make the necessary arrangements.
5. Any other matter related to flags.

REFERRALS FROM STANDING COMMITTEES

STAFFING COMMITTEE

2526 29 Pay award for a member of the Clerk Team

8.50pm

Holme Valley Parish Council

On Saturday 3 May the Deputy Clerk/RFO received notification that he had been awarded the Certificate in Local Council Administration (CiLCA).

A pay award of one incremental point was **APPROVED** in principle for the Deputy Clerk/RFO by the STAFFING COMMITTEE at its meeting on 17-3-2025, payable from the date the qualification was obtained in line with contractual entitlements.

Clerk to report further.

TO NOTE: the Deputy Clerk/RFO was awarded the Certificate in Local Council Administration on 3 May 2025.

CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE

2526 30 CACE Committee – handover

8.51pm

Please see the Handover document/ recommendations to Full Council **(N)** from the Chair of the Climate Action, Communications and Engagement Committee 2024-25. This constitutes a thorough review of projects begun by the CACE Committee and their current status.

CLlr Whitelaw to report further.

TO CONSIDER: any decisions/actions arising from the report.

CORRESPONDENCE

2526 31 Reports from Kirklees Ward Councillors

8.54pm

An action for the Clerk from the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE meeting of 23 October 2023 was to add a standing item on FULL COUNCIL agendas for Kirklees Councillors who are also Parish Councillors to report back on relevant activity and news from Kirklees.

This agenda will also be shared with other Kirklees Ward Councillors from Holme Valley South and Holme Valley North to invite any feedback from them regarding news from Kirklees.

TO CONSIDER: actions arising from any reports received from Kirklees Ward Councillors.

2526 32 Correspondence with River Holme Connections

8.58pm

The 2024-25 Chair elected to confer what remained in the Chair's Expenses 2024-25 budget line, £435, as a gift to River Holme Connections – see correspondence **(O)**.

TO NOTE: correspondence between HVPC and River Holme Connections regarding the gifting of £435 from Chair's Expenses budget line 2024-25.

Holme Valley Parish Council

MISCELLANEOUS ITEMS

2526 33 Items for Publicity

8.59pm

A standing item to put forward potential items for publicity arising from the meeting.

CLOSE 9.00pm

Please note that timings on the agenda are given for guidance of the Chair and Council only and should not be taken as the time at which discussion of a particular item will commence.

Jen McIntosh

Clerk to the Council

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

Telephone: 01484 687460 Email: clerk@holmevalleyparishcouncil.gov.uk

Holme Valley Parish Council

Committee Preference Form: Council Year 2025-26

Committees
<p>Finance and Management – max 13 members, meets alternate months to Full Council.</p> <ol style="list-style-type: none"> 1. Cllr Andy Wilson (1st pref) CHAIR 2. Cllr Pat Colling CHAIR 3. Cllr Tricia Stewart 4. Cllr Jenny Holmes 5. Cllr Mary Blacka 6. Cllr Hugh Osborne 7. Cllr Alison Morgan 8. Cllr Martin Rostron 9. Cllr Isaac Barnett 10. Cllr Donna Bellamy 11. Cllr Harry Davis 12. Cllr Lawrence Baylin 13. Cllr Sarah Whitelaw 14. Cllr Chris Green 15. Cllr Glenn Kirkby 16. Cllr Damian Brook 17. Cllr Jo Liles (1st pref)
<p>Planning – max 13 members, meets every 8 weeks approx.</p> <ol style="list-style-type: none"> 1. Cllr Andy Wilson (2nd pref) CHAIR – only if not chair of F&M 2. Cllr Mary Blacka CHAIR 3. Cllr Isaac Barnett (3rd pref) 4. Cllr Tom Dixon 5. Cllr Steve Ransby 6. Cllr Jo Liles (3rd pref)
<p>Service Provision – max 13 members, meets 4 times a year.</p> <ol style="list-style-type: none"> 1. Cllr Andy Wilson (3rd pref) 2. Cllr Pat Colling 3. Cllr Tricia Stewart 4. Cllr Jenny Holmes 5. Cllr Mary Blacka 6. Cllr Hugh Osborne 7. Cllr Alison Morgan CHAIR if nominated 8. Cllr Martin Rostron 9. Cllr Isaac Barnett (3rd pref) 10. Cllr Donna Bellamy (1st pref) CHAIR 11. Cllr Harry Davis 12. Cllr Lawrence Baylin 13. Cllr Tom Dixon 14. Cllr Steve Ransby 15. Cllr Chris Green 16. Cllr Glenn Kirkby 17. Cllr Damian Brook 18. Cllr Jo Liles (2nd pref)

Jen McIntosh – 13-05-2025 as of 3.15pm.

Will update with Cllr Firth's preferences when I receive them and resend.

Policies for review/re-adoption at Annual Council meeting 19 May 2025

- The index below represents policies which can be found on the HVPC website. A number of these policies are being presented in revised form at the Annual Council meeting and will be included in papers for the meeting.
- All other policies can be viewed on the website.
- Policies on the website will be updated following the Annual Council meeting.

DOCUMENT:	KEY: Mandatory/Statutory Requirement (SR) Best Practice (BP) Audit Requirement (AR)	Date last revised Nb all policies last re-adopted 13/5/2024 Bold type – minuted (in brackets – date of revised version included in Annual Council pack – not yet on website)
MAIN POLICIES		
Standing Orders	BP	13/5/2024 (13/5/2025)
Scheme of Delegation (including terms of reference for all committees)	SR	13/5/2024 (13/5/2025)
Financial Regulations	SR	14/10/2024 (13/5/2025)
Standing Orders Virtual Meetings		20/5/2020
Code of Conduct	SR	31/1/2022 (13/5/2025)
Councillors and Officers in Kirklees – a Protocol for Working Effectively		18/12/2023
Complaints Policy/Procedure	SR	2019
Management of Recording at Council Meetings Policy		21/3/2016
Policy on the Use of Mobile Phones in Meetings		21/3/2016
Public Participation at Meetings Policy/Rules for Public Session	BP	21/3/2016
PRIVACY AND GENERAL DATA PROTECTION AND COMMUNICATION		
Privacy notice – employees, councillors, role holders and volunteers	SR	24/06/2024
Privacy notice - general	SR	24/06/2024
Data/information audit- GDPR checklist	BP	24/06/2024
ICO Model Publication Scheme 2014	SR	2013
Publication Scheme Guidelines/Transparency Code Checklist	BP	13/5/2023
Media and Communications Policy	BP	9/10/2023
Records Management Policy	BP	05/05/2017
FINANCE		
Chair's Expenses Policy	AR	9/10/2023
BACS Payment Policy		07/05/2024
Financial Risk Assessment	AR	15/04/2024
Risk Management Policy	AR	15/04/2024
Asset Register Policy	AR	31/1/2022
Budget Virement Policy		13/05/2024
Reserves Policy		15/6/2021

DOCUMENT:	KEY: Mandatory/Statutory Requirement (SR) Best Practice (BP) Audit Requirement (AR)	Date last revised <i>Nb all policies last re-adopted 13/5/2024</i> Bold type – minuted <i>(in brackets – date of revised version included in Annual Council pack – not yet on website)</i>
HUMAN RESOURCES POLICIES		
Disciplinary Policy	BP	29/04/2024
Grievance Policy	BP	29/04/2024
Whistleblowing	BP	29/04/2024
Equality and Diversity Policy	BP	29/04/2024
Annual Leave Policy	BP	21/9/2020
Sickness and Absence Policy	BP	21/9/2020
Home Working Policy		21/9/2020
Employer Discretion Statement – Pension Scheme	SR	7/7/2014
Training and Development Policy	BP	6/2/2023
Recruitment and Selection Policy		6/2/2023
Pensions Policy	SR	21/9/2020
Bullying and Harassment/Dignity at Work Policy	BP	Kirklees code adopted 16/12/2019
OTHER POLICIES		
Memorial Benches Policy		22/3/2021
Biodiversity Policy		18/3/2024
Communications Strategy		October 2024

Jen McIntosh
13/5/2025



STANDING ORDERS

Version Control:

- 1516/01 - Revised Standing Orders (based on NALC Model Standing Orders) approved and adopted at Council (with Service Provision) Meeting on 14 September 2015.
- 1516/02 - Further amendments agreed following review of the way the Council works (Oct/Nov 2015) – revisions approved and adopted by Council on 8 February 2016.
- 1516/03 - Additional revisions (re policy on use of mobile phones in Council meetings) approved and adopted 21 March 2016
- 1617/01 - Approved and adopted – Annual Council Meeting – 16 May 2016
- 1718/01 – Reviewed at Annual Council Meeting 15 May 2017 when changes made (due to merger of two committees)
- 1718/02 – Council approved and adopted revisions – 5 June 2017
- 1819/01 – Council reviewed and adopted – 14 May 2018
- 1819/02 – For review by F&M after NALC updates to Model - 10 December 2018
- 1920/03- Up dated from NALC Model 2019 proposed by Vice Chair 29th June 2020
- 2021/36- Council approved and adopted revisions – 29th June 2020
- 2122/16– Council approved updates to Staff Development Coordinator & dissolution of Community Assets Support Committee (Sections 4, 19 & 26) – 12th July 2021
- 2223/12 – Revised for and approved at Annual Council Meeting 16-05-2022.
- 2223/160 – Revisions made to reflect merger of 2 committees into the Climate Action Communications and Engagement Committee APPROVED
- 2324/12 – Approved Annual Council Meeting 15-05-2023
- 2425/12 - APPROVED ANNUAL COUNCIL MEETING 13-05-2024 [Based on NALC Model Standing Orders 2018 (England) - updated April 2022]
- 2526/11 FOR APPROVAL AT ANNUAL COUNCIL MEETING ON 19 MAY 2025– changes in line with NALC Model Standing Orders 2025 to SO18 Procurement and SO14 Code of Conduct Complaints. Gender neutral terminology confirmed.**



HOLME VALLEY PARISH COUNCIL

Index

	Page No
1 Rules of debate at meetings	3
2 Disorderly conduct at meetings	4
3 Meetings generally	5
4 Committees and sub-committees	7
5 Ordinary council meetings	9
6 Extraordinary meetings of the Council, committees and sub-committees	11
7 Previous resolutions	12
8 Voting on appointments	12
9 Motions for a meeting that require written notice to be given to the Proper Officer	12
10 Motions at a meeting that do not require written notice	13
11 Management of Information	14
12 Draft minutes	14
13 Code of conduct and dispensations	15
14 Code of conduct complaints	16
15 Proper Officer	16
16 Responsible Financial Officer	18
17 Accounts and accounting statements	18
18 Financial controls and procurement	19
19 Handling staff matters	20
20 Responsibilities to provide information	21
21 Responsibilities under Data Protection Legislation	21
22 Relations with the press/media	22
23 Execution and sealing of legal deeds	22
24 Communicating with District Councillors	22
25 Restrictions on Councillor Activities	22
26 Estimates/Precepts	23
27 Office Holders	23
28 General Power of Competence	24
29 Use of Mobile Phones in Council Meetings	25
30 Standing Orders generally	25



HOLME VALLEY PARISH COUNCIL

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h A councillor may move an amendment to his/her own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;



HOLME VALLEY PARISH COUNCIL

- ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer to a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) except those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chair of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.



HOLME VALLEY PARISH COUNCIL

Key to letters of clauses on left column

Full Council meetings

Committee meetings

Sub-committee meetings

All meetings

Any standing order in bold type contains statutory requirements and NALC recommends adoption without change.

3. Meetings generally

- a** Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable rate.

Meetings of the Council shall be held at the Exhibition Room, 3rd Floor, Civic Hall, Holmfirth at 7pm unless the Council decides otherwise at a previous meeting.

- b** The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

- c** The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.

- d d** Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

- e** Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- f** The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the Chair of the meeting.

- g** Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes.

- h** In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.



HOLME VALLEY PARISH COUNCIL

- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- ll **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- mm **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- nn **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice Chair of the Council (if any).**
- p **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice Chair, if present, shall preside. If both the Chair and the Vice Chair are absent from a meeting, a councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- qqq **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or councillors with voting rights present and voting.**
- rrr **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

See standing orders 5(i) and 5(j)i below for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;



HOLME VALLEY PARISH COUNCIL

- ii. the names of councillors present and absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered and, where appropriate, the reason for the decisions;
- vi. if there was a public participation session; and
- vii. the resolutions made.

Uuu A councillor or non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.

V No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

See standing order 4d (viii) below for the quorum of a committee or sub-committee meeting.

www If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

W A meeting shall not exceed a period of two hours, not including the public open session and time for any speakers invited to address the Council or a Committee. No more than one speaker should be invited to address any meeting of the Council or a Committee.

4. Committees and sub-committees

- a. Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b. The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- c. Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d. The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;



HOLME VALLEY PARISH COUNCIL

- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 7 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and sub-committee which shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee.
- e i. Standing Committees shall be appointed as follows:

Finance & Management

Maximum of 13 Members, including 1 representative per Ward (preferably)

Planning

Maximum of 13 Members, including 1 representative per Ward (preferably)

Service Provision

Maximum of 13 Members, including 1 representative per Ward (preferably)

Staffing

Maximum of 8 Members comprising:

- Chair of Council
- Vice Chair of Council
- Past Chair of Council or their predecessor (who will be appointed Chair of this Committee)
- Chair of Finance & Management Committee
- Chair of Planning Committee
- Chair of Service Provision Committee
- Chair of Climate Action Communications and Engagement Committee



HOLME VALLEY PARISH COUNCIL

- Staff Performance & Development Lead ¹

If a member of the Staffing Committee is a Chair of more than one committee then that Chair's Vice Chair may deputise for their place on the Staffing Committee.

The Finance & Management Committee will generally meet alternate months to Full Council.

The Planning Committee will meet every other month.

The Service Provision Meeting will meet four times a year.

The Staffing Committee will meet at least three times a year, but extra meetings of that Committee and any Staffing Sub-Committee may be called if circumstances demand.

- ii. A Communications and Engagement Sub-Committee shall be appointed by the Full Council at the Annual Council meeting. This shall comprise of a maximum of 13 Members, including 1 representative per Ward (preferably).
- f Except where ordered by the Council in the case of a Committee, or by the appropriate Committee in the case of a sub-committee, the quorum of a Committee or Sub-Committee shall be one third of its members, rounded down; in no case shall the quorum of a meeting be less than three.
- g The Standing Orders in Section 1 (Rules of Debate) and the Standing Orders on interests of members in contracts and other matters shall apply to Committee and Sub-committee meetings insofar as they are appropriate.
- h Unless there is a Council resolution to the contrary, every Committee may appoint a Sub-Committee whose terms of reference and members shall be determined by resolution of the Committee.

5. Ordinary council meetings

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the Council may direct.**

¹ The Staffing Committee will appoint a Staff Performance & Development Lead from the members of the Staffing Committee (including the Chair). This appointee will, where possible, undertake the role of Staff Performance & Development Lead for a minimum of two years to ensure continuity and will remain a member of the Staffing Committee during that time.



HOLME VALLEY PARISH COUNCIL

- c If no other time is fixed, the annual meeting of the Council shall take place at 7pm.
- d In addition to the annual meeting of the Council, at least 6 other ordinary meetings shall be held in each year on such dates and times as the Council directs.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice Chair (if any) of the Council.
- f The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- g The Vice Chair of the Council, if any, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.
- j Following the election of the Chair of the Council and Vice Chair (if any) of the Council at the annual meeting of the Council, the business of the annual meeting shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees; Committees will be formed by means of a committee preference form circulated prior to the Annual Meeting. Where more than enough members apply for a committee, a ballot will take place.
 - viii. Appointment of any new committees in accordance with standing order 4 above;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;



HOLME VALLEY PARISH COUNCIL

- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under the Freedom of Information Act 2000, Environmental Information Regulations 2004, Data Protection Act 1998 and General Data Protection Regulation (with effect from 25 May 2018).
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.
- xxii. Each councillor to review and update their written Declaration of Pecuniary and Other Interests.
- xxiii. Each councillor to sign a register at the Annual Council meeting or as soon as possible hereafter to acknowledge receipt, understanding of and agreement to the HVPC Code of Conduct.

6. Extraordinary meetings of the Council, committees and sub-committees

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The Chair of a committee or sub-committee may convene an extraordinary meeting of the committee or sub-committee at any time.
- d If the Chair of a committee or sub-committee does not or refuses to call an extraordinary meeting within 7 days of having been requested to do so by one-quarter of the members of the committee or sub-committee, any one-quarter of the members of the committee or sub-committee may convene an extraordinary meeting of a committee [or sub-committee].

7. Previous resolutions



HOLME VALLEY PARISH COUNCIL

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by a least 7 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 10 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.



HOLME VALLEY PARISH COUNCIL

- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
 - xvi. to adjourn the meeting;
 - xvii. to close a meeting;
 - xviii. to approve the absences of councillors;
 - xix. to close or adjourn debate;
 - xx. to receive nominations to a Committee or Sub-committee;
 - xxi. to dissolve a Committee or Sub-committee;
 - xxii. to amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it;
 - xxv. to appoint representatives to outside bodies and to make arrangements for those representatives to report back on the activities of outside bodies.
- b If a motion falls within the terms of reference of a Committee or sub-committee or within the delegated powers conferred on an officer, a referral of the same may be made to such Committee or sub-committee or officer provided that the Chair may direct for it to be dealt with at the present meeting for reasons of urgency or expediency.

11. Management of information

See also standing order 20.



HOLME VALLEY PARISH COUNCIL

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification**

12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she shall sign the minutes and include a paragraph in the following terms or to the same effect:
"The Chair of this meeting does not believe that the minutes of the meeting of the Holme Valley Parish Council held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes



HOLME VALLEY PARISH COUNCIL

of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(t) above. The Council adopted the revised Kirklees Code of Conduct at its meeting in January 2022.

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council. The HVPC adopted the revised Kirklees Council code of conduct on 31-01-2022.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer or by a meeting of the Council, committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote.
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required; if the Proper Officer would prefer the Council to consider the dispensation request, it shall be considered at the beginning of the meeting of the Council, or committee or a sub-committee for which the dispensation is required.



HOLME VALLEY PARISH COUNCIL

- h **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

- a Upon notification by the District Council that is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the Council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- d **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. Proper Officer

- a The Proper Officer shall be either (i) the Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the Council, a committee and a sub-committee**
 - **serve on councillors, by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda. (provided the councillor has consented to service by email) and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.



HOLME VALLEY PARISH COUNCIL

- ii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least three days before the meeting confirming his/her withdrawal of it;
- iii. **convene a meeting of full council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors.**
- v **receive and retain copies of byelaws made by other local authorities.**
- vi Hold acceptance of office forms from councillors.
- vii. Hold a copy of every councillor's register of interests;
- viii assist with responding to requests made under the Freedom of Information legislation and rights exercisable under data protection legislation, in accordance with and subject to the Council's policies and procedures relating to the same;
- ix Liaise as appropriate with the council's data protection officer
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. Assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation, and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;

See also standing order 22 below.

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a file for such purpose;
- xv. refer a planning application received by the Council to the Chair of the Planning Committee (or in his/her absence the Vice Chair of the Planning Committee) within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the planning committee; if a comment is required at short notice, this may be delegated to the Clerk and Chair of the Planning Committee (in conjunction with liaison with the Councillor for that ward) – *as detailed in the Scheme of Delegation.*



HOLME VALLEY PARISH COUNCIL

- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect.

See also standing order 22 below.

16. Responsible Financial Officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments for each quarter;
 - ii. the Council's aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported which include a comparison with the budget for the financial year and highlights any actual or potential overspends.
 - iv. the latest bank reconciliation of the Council's main (Community) account
 - v. An 'Actual versus Budget' comparison report for the financial year, highlighting any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments for the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft Annual Governance and Accountability Return shall be presented to each councillor at least 14 days prior to anticipated approval by the Council. The Annual Governance and Accountability Return of



HOLME VALLEY PARISH COUNCIL

the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

18. Financial controls and procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below [60,000] due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.



HOLME VALLEY PARISH COUNCIL

- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of the Council or the Staffing Committee is subject to standing order 11 above.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of the Council or the Chair of the Staffing Committee or, if they are not available, the Vice Chair of the Council or the Vice Chair of the Staffing Committee of any absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c The Staff Performance and Development Lead shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Officer(s). The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Staffing Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Chair of the Council or the Chair of the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by any of the Officers relates to the Chair or Vice Chair of the Council or the Staffing Committee, this shall be communicated to another member of the Council, not serving on the Staffing Committee, which shall be reported back and progressed by resolution of the Staffing Committee.
- f Any persons responsible for all or part of the management of Council Officers shall treat the written records of all meetings relating to their performance, capabilities, grievance and disciplinary matters as confidential and secure.
- g The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked, and electronic records shall be password protected.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.



HOLME VALLEY PARISH COUNCIL

- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided by the Clerk to the Chair of the Council (also in accordance with Financial Regulation 6.11).

20. Responsibilities to Provide information

See also Standing Order 21

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b The Local Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015

21. Responsibilities under Data Protection Legislation

(Below is not an exclusive list).

See also standing order 11.

- a The Council will appoint the clerk as the Data Protection Officer.
- b The Council shall have policy and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

22. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.



HOLME VALLEY PARISH COUNCIL

23. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii) above.

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a) above, any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

The above is applicable to a council without a common seal.

24. Communicating with District Councillors

- a An agenda for a meeting of the Council shall be sent to the ward councillor(s) of the District representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District Council shall be sent to the ward councillor(s) representing the area of the Council.

25. Restrictions on Councillor Activities

- a Unless duly authorised no councillor shall:
 - i inspect any land/or premises which the Council has a right or duty to inspect.
 - ii Issue orders, instructions or directions.

26. Estimates/Precepts

- a The Council shall approve written estimates for the coming financial year at its meeting in February.
- b Any Committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.

27. Office Holders

- a The Council recognises the importance and responsibilities of 11 specific roles within the Council:



HOLME VALLEY PARISH COUNCIL

1. Chair of Council
2. Vice Chair of Council
3. Chair of Finance & Management Committee
4. Vice Chair of Finance & Management Committee
5. Chair of Planning Committee
6. Vice Chair of Planning Committee
7. Chair of Service Provision Committee
8. Vice Chair of Service Provision Committee
9. Chair of Staffing Committee
10. Vice Chair of Staffing Committee
11. Staff Performance & Development Lead

The Council Chair, Vice-Chair and all Committee chairs will be appointed by the full Council at its Annual Meeting each year and will serve until the next Annual Meeting of the Council. Committee Vice Chairs may be appointed by the Full Council at its Annual Meeting each year and will serve until the next Annual Meeting of the Council. Council can choose at the Annual Council meeting to delegate to a committee the appointment of a vice chair at its next meeting.

b Chair of Council:

A Councillor must have served 2 years on the Council before being elected Chair.

The Chair will be elected as the first item on the agenda of the Annual Meeting from within all those eligible and willing to serve as Chair.

Voting will be conducted as set out in Standing Order 1(r).

c Vice Chair of Council:

A Councillor must have served 1 year on the Council before being elected Vice- Chair.

The Vice Chair will be elected at the Annual Meeting from within all those eligible and willing to serve as Vice Chair.

Voting will be conducted as set out in Standing Order 1(r).

d. Chair of Staffing Committee:

The past Chair of the Council will be appointed as Chair of Staffing unless they are no longer a Councillor, in which case their predecessor will be appointed. If their predecessor is no longer a councillor then an alternative member of the Committee will be appointed.

e. Chairs and Vice-Chairs of other Standing Committees:

Any eligible Councillor may be appointed to serve as Chair or Vice Chair of these Standing Committees.



HOLME VALLEY PARISH COUNCIL

f. **Staff Performance & Development Lead:**

This appointment will be referred to the first meeting of the Staffing Committee for election to this post from amongst its members. They will act as the Clerk's line manager on behalf of the Council. This appointee will, where possible, undertake the role of Staff Performance & Development Lead for a minimum of two years to ensure continuity and will remain a member of the Staffing Committee during that time.

- g. Members will be able to nominate themselves as candidates for standing committees before the Annual meeting. A list will be circulated by the clerk seven days before the meeting. If the number of candidates for each committee is within the maximum number for that committee then voting need not take place and those members will serve on their preferred committees. If the maximum number for each committee is exceeded then voting will take place.

28. General Power of Competence

- a Before exercising the General Power of Competence (GPC), a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.
- b The Council's period of eligibility begins on the date that the resolution under Standing Order 27(a) above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.
- c After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the Power of Competence which was not completed before the expiry of the Council's preceding period of eligibility referred to in Standing Order 27(b) above

29. Use of Mobile Phones in Council Meetings

The use of mobile phones during Council meetings is permitted, subject to the following:

- a The device should be kept on silent or vibrate mode throughout the meeting.
- b There should be no use of the voice facility to make calls, receive calls or check messages. Only text or non-voice uses can be made of mobile phones.
- c The person presiding at the meeting may require all mobile phones to be switched off at any time.

The expression "Council meeting" means a meeting of the Council, Committee, Sub-Committee or Working Group and "mobile phone" includes other portable communications devices.



HOLME VALLEY PARISH COUNCIL

30. Standing Orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least one-quarter of councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible after they have delivered their acceptance of office form.
- d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

ENDS.



SCHEME OF DELEGATION

Version Control

Approved at Full Council on 20th July 2020

Amended at 4.6 following consideration at Full Council 9th November 2020

Approved at Full Council on 21st July 2021 following changes to Staff Development Coordinator & dissolution of
Community Assets Support Committee

Approved at Annual Council 16th May 2022 Resolution 2223/12

Approved at Annual Council 15 May 2023 Resolution 2324/12

APPROVED AT ANNUAL COUNCIL 13 MAY 2024 2425/12

For approval 19-05-2025



HOLME VALLEY PARISH COUNCIL

SCHEME OF DELEGATION PURPOSE & CONTEXT

1. Discharge of the Scheme of Delegations

- 1.1 This Scheme of Delegations forms part of the Council's Financial Regulations and Standing Orders and will be reviewed at least annually or earlier, for example when there are staffing changes.
- 1.2 One of the purposes of the document is to clearly define the parameters within which Officers of the council are able to act without reference to either their line managers or Members.
- 1.3 Where consultation with others is a requirement of the ability to act it is clearly set out with what and whom consultation should take place.
- 1.4 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of why the breach occurred.
- 1.5 The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated to the various committees by the Council. This element of the scheme incorporates the Terms of Reference of the Committees.

2. The Power to delegate

The power to delegate functions by local Councils is set out in the Local Government Act 1972 Section 101 Arrangements for discharge of function by local authorities.

3. Officers' conflict of Interest

- 3.1 Under the Local Government Act 1972, section 117; officers must make formal declaration about council contracts where the employee has a financial interest. Every officer is responsible for identifying whether he/she has any conflict of interest in any matter which is under consideration, actual or perceived, in any matter within the Council, and notifying the Council.
- 3.2 Where an employee is unsure whether an interest should be declared, they should speak to the Monitoring Officer of Kirklees Council. If the employee is advised not to declare their interest a record of the discussion should be kept by both parties. Failure to disclose such an interest may result in a disciplinary action being taken which could lead to dismissal.
- 3.3 Employees are also required to disclose any other employment that they wish to undertake in addition to their primary post with the Council.
- 3.4 All employees must identify and disclose any actual or potential personal, financial, business or other interest or close personal relationship which might reasonably be perceived as a conflict of interest.
- 3.5 Where an officer has a conflict of interest in any matter, he/she shall not participate in that matter in his/her capacity as an officer except with the prior approval of the Monitoring Officer. Any approval granted by the Monitoring Officer shall be formally recorded in the Council Minutes. Where such approval has been granted for the Officer to participate in a Council meeting of that subject matter, he/she must ensure that the disclosure of interest is also declared at the start of the Council meeting under the disclosures of interests of Members and officers.



HOLME VALLEY PARISH COUNCIL

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person) and Standing Committees to act with delegated authority in the specific circumstances detailed.

1. RESPONSIBLE FINANCIAL OFFICER

Responsible Financial Officer to the Council and shall be responsible for the Parish Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

2. PROPER OFFICER

2.1 The Clerk to the Council shall be the Proper Officer of the Council and as such is specifically authorised to:

- 2.1.1 Receive declarations of acceptance of office.
- 2.1.2 Receive and record Members' Registers of Interest.
- 2.1.3 Receive and grant Disclosable Pecuniary Interest (DPI) dispensations; details of all dispensations received and granted to be reported to the Council, at the next available meeting.
- 2.1.4 Receive and retain plans and documents.
- 2.1.5 Sign Notices or other documents on behalf of the Council.
- 2.1.6 Receive copies of By-laws made by a Primary local authority.
- 2.1.7 Certify copies of By-laws made by the Council.
- 2.1.8 Prepare agendas, consulting with Chair of Council or Committee (as appropriate) wherever possible, before distribution.
- 2.1.8 Sign summons to attend meetings of the Council.
- 2.1.9 Respond to requests made under the Freedom of Information/Environmental Information Regulations and General Data Protection Regulation Legislation.
- 2.1.10 Arrange and call all meetings of the Council and its Committees (**but not necessarily Working/Steering Groups**)
- 2.1.11 **The Deputy Clerk and Assistant Clerk will also prepare agendas and sign the summons for the meetings he/she is required to officiate at.**

2.2 In addition, the Clerk to the Council has the delegated authority to undertake the following matters on behalf of the Council:

- 2.2.1 Day to day administration of services, together with routine inspection and control.



HOLME VALLEY PARISH COUNCIL

- 2.2.2 Day to day supervision and control of all staff employed by the Council.
 - 2.2.3 Authorisation to call any extra meetings of the Council or any Committee as necessary, having consulted with the Chair of the Council and/or the Chair of the appropriate Committee.
 - 2.2.4 Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees.
 - 2.2.5 Authorisation of routine recurring expenditure within the agreed budget.
 - 2.2.6 Emergency expenditure up to £2,000 outside of the agreed budget (Financial Regulation 4.5).
 - 2.2.7 Authorisation of expenditure on works to individual seats and shelters up to a maximum of £500 (Financial Regulation 4.5).
- 2.3 Delegated actions of the Clerk, the RFO and the Assistant Clerk to the Council shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time.

3. COUNCIL

- 3.1 **The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.**
- 3.1.1 Appointing the Chair and Vice Chair of the Council.
 - 3.1.2 Appointing the Chairs and Vice Chairs of all the Standing Committees
 - 3.1.3 Setting the Precept.
 - 3.1.4 Borrowing money.
 - 3.1.5 Approval of the Council's Annual Accounts and completion of the Annual Return.
 - 3.1.6 Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
 - 3.1.7 Making, amending or revoking by-laws.
 - 3.1.8 Making of Orders under any statutory powers.
 - 3.1.9 Approval and adoption of matters of principle or policy, including Mission Statements and precept level.
 - 3.1.10 Nomination and appointment of representatives of the Council to any other authority, organisation or outside body (excluding conferences, events or meetings)
 - 3.1.11 Any proposed new undertakings.
 - 3.1.12 Prosecution or defence in a court of law.
 - 3.1.13 Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee.
 - 3.1.14 Matters relating to the Council's Code of Conduct.
 - 3.1.15 Matters relating to the Council's Complaints Procedure.
 - 3.1.16 Approval of Special Dispensations (for a Member's non-attendance due to health or personal reasons).
 - 3.1.17 Matters relating to Councillor Vacancies.
 - 3.1.18 Approval of wreaths and co-ordination of representation at annual Remembrance Sunday services.
 - 3.1.19 Approval of annual schedule of meetings.



HOLME VALLEY PARISH COUNCIL

- 3.1.20 Matters relating to legislative changes and other allied consultations, having an impact on the Council.
- 3.1.21 Approval of virements from one delegated Committee to another (although virements within a Committee Budget heading can be approved by Finance & Management Committee following recommendations from other another committee).
- 3.1.22 Matters relating to the Parish Charter.
- 3.1.23 Matters relating to the General Power of Competence.
- 3.1.24 Matters relating to employment contracts and recruitment.
- 3.1.25 Matters relating to the use of glyphosate by Kirklees Council.
- 3.1.26 Confirmation that criteria met for Local Council Award Scheme accreditation (although Finance & Management Committee delegated to prepare information to be submitted).
- 3.1.27 Address the Climate Emergency in fulfilling the above remit.

3.2 Urgent matters:

- 3.2.1 In the event of any matter arising which requires an urgent decision the Clerk to the Council shall forthwith consult with the Chair and Vice-Chair of the Council, and the appropriate Committee Chair if the matter involves expenditure not provided for in the annual budget, and not covered by paragraph 2.2.6 (above) and Finance Regulation 4.5 before acting on behalf of the Council in respect of the particular matter then under consideration.
- 3.2.2 Before the Clerk to the Council exercises the delegated powers granted by paragraph 3.2.1 (above), those Members consulted shall consider whether the matter is of sufficient interest to justify the summoning of a Special Meeting of the Council or of the appropriate Committee and where a meeting is so summoned the Committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
- 3.2.3 Before exercising the delegated power granted by paragraph 3.2.2 (above), the Committee concerned shall consider whether the matter is of sufficient importance to justify recommending to the Chair of the Council that a Special Meeting of the Council should be called in accordance with Standing Order 18(c).
- 3.2.4 Whenever any action is taken in this way, full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next appropriate meeting of the Council.

4. COMMITTEES

4.1 THE FINANCE AND MANAGEMENT COMMITTEE

4.1.1 Terms of Reference

Membership	Maximum 13
------------	------------



HOLME VALLEY PARISH COUNCIL

Non- elected Membership	Not applicable
Quorum	One third of Elected Membership members rounded down and no less than three
Frequency of Meetings	Every two months alternating with Full Council

- i. Election of Vice Chair from among its membership if so delegated by the Council.
- ii. Approval of its Minutes as true and correct records.
- iii. Receive and grant DPI dispensations; details of all dispensations received to be reported back to the Council, at the next available meeting.
- iv. All matters relating to financial management of the Council's affairs, including the approval of monitoring reports, investment of income and other banking arrangements, but not the setting of a precept or any amount to be borrowed.
- v. Audit arrangements (and review thereof).
- vi. Budgetary control, including approval of any virement and supplementary budget requests within the Council's agreed overall budget.
- vii. Approval of changes to Fixed Asset Register.
- viii. Subscriptions (and review thereof).
- ix. Insurance and Risk Management (procedural matters and review thereof).
- x. Emergency Planning.
- xi. Approval of matters relating to any Council Office CCTV and audio recording equipment.
- xii. Corporate Management.
- xiii. General Administration.
- xiv. Management of any matters relating to the Council Office/meeting room within the Civic Hall, including installation of civic fixtures and fittings e.g. Honours Boards, exterior/interior noticeboards and signage (subject to any Listed Building/Conservation Officer permissions that may be required).
- xv. Negotiations with HCHCT and management of any re-shaping of internal space(s) within the Civic Hall, with professional advice and any permissions being sought as necessary.
- xvi. Civic Activities/Local Democracy.
- xvii. Approval of matters relating to Civic Regalia and Honours' Board updates.
- xviii. Approval of the provision and management of Information and Communication Technology (ICT), including replacement of outdated equipment and purchase of new equipment within the approved Budget.
- xix. Approval of matters relating to CCTV equipment provision.
- xx. Management of the Council's tenancies rent reviews and tenancy agreements.
- xxi. To safeguard buildings transferred into the ownership of the HVPC and ensure they continue to meet the needs of the residents of The Holme Valley (Holmfirth Civic Hall, Honley Library).
- xxii. To oversee the ongoing lease and management arrangements with Holmfirth Civic Hall Community Trust (HCHCT) who run the Holmfirth Civic Hall on a day-to-day basis.
- xxiii. To oversee the ongoing lease and management arrangements for Honley Library and ensure the Trustees of Honley Library manage the building according to the leases with HVPC and Kirklees Library Service.
- xxiv. Consideration and negotiations regarding any other community assets in the Valley at risk of being lost, for use by the community.



HOLME VALLEY PARISH COUNCIL

- xxv. Managing, maintaining and monitoring the demand and availability for the tenanted sites (Holme allotments and garage plots).
 - a. Approval of tendering and selection of contracts
 - b. Representative attendance at conferences and events by Councillors and Officers.
- xxi. All matters relating to Freedom of Information/Environmental Information Regulations, Data Protection, General Data Protection Regulation and Management/Retention of Documents.
- xxii. All matters relating to Statement of Intent on Training (including approval of any Councillor/Officer induction/training (although Officer training can also be approved by Staffing Committee, where training needs identified through Staff Performance & Development Review process).
- xxiii. All matters relating to the preparation of information on the Council's accreditation to the Local Council Award Scheme (except confirmation that the criteria have been met, which must be a full Council decision).
- xxiv. Any other matter which may be delegated to it by the Council from time to time.
- xxv. Address the Climate Emergency in fulfilling all aspects of the above remit.

4.1.2 The Finance and Management Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- i. Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
- ii. Providing support, to an agreed budget, to organisations charged with the management of assets in community ownership run for the public benefit through the award of grants to community groups for community assets.
- iii. Oversight of rolling grants and associated budget lines and earmarked reserves including Holme Valley Patient Transport Scheme and CCTV maintenance for Honley Business Association.
- iv. Approval of funding support provision to Holmfirth Civic Hall Community Trust subject to the committee limits in the Financial Regulations
- v. Approval of matters relating to the management of the Civic Hall by the Holmfirth Civic Hall Community Trust.
- vi. Approval of funding support provision to Friends of Honley Library subject to the committee limits in the Financial Regulations
- vii. Approval of matters relating to the management of Honley Library by the Trustees of Honley Library.
- viii. Award of grant funding for community events or projects.
- ix. Management of Expressions of Interest process for community assets.
- x. Approval of payment of monthly schedule of accounts.
- xi. To review and approve the committee payments list for compliance in accordance with the Financial Regulations and Scheme of Delegations
- xii. To assemble and submit estimates of income and expenditure for each financial year in respect of services of this committee no later than 30th October each year.
- xiii. Any other matter which may be delegated to it by the Council from time to time.
- xiv. To ensure that decision-making addresses the Climate Emergency.



HOLME VALLEY PARISH COUNCIL

The following matters are reserved to the Council for decision, but the Committee may make recommendations:

- x. The Committee's budget each financial year.
- xi. Any funding required outside of, or above, the set budget in any given financial year.
- xii. Formulation of budget policy for presentation to Council.
- xiii. Formulation of forward planning and strategy for presentation to Council.
- xiv. Democratic Representation.
- xv. Civic and Ceremonial.
- xvi. Policy formulation/changes.
- xvii. Confirmation that criteria met on Local Council Award Scheme accreditation.

The Committee may refer specific matters to the Council for a final decision if it so wishes.

4.2 THE PLANNING COMMITTEE

4.2.1 Terms of Reference

Membership	13 maximum
Membership co-optees	Not applicable
Quorum	One third of voting membership rounded down and no less than 3
Frequency of meetings	Every other month

- i. Election of Vice Chair from among its membership if so delegated by the Council.
- ii. Approval of its Minutes as true and correct records.
- iii. Receive and grant DPI dispensations; details of all dispensations received to be reported back to the Council, at the next available meeting.
- iv. To comment on significant planning applications received from the Local Planning Authority (Kirklees Council) and the Peak District National Park Authority.
- v. Planning enforcement issues.
- vi. Conservation Area appraisals.
- vii. Street Naming, depending on deadlines.
- viii. Licensing Matters.
- ix. To comment on behalf of the Council on Local Plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plans or Studies as considered appropriate.
- x. To co-ordinate the production, with the community, of the Holme Valley Neighbourhood Plan.
- xi. Approval of tendering and selection of contracts, e.g. consultants to advise on Neighbourhood Plan.
- xii. To comment on behalf of the Council in response to any consultations in relation to footpath diversions, modifications or adoptions, depending on deadlines.
- xiii. To set up a sub-committee to handle significant applications/consultations that need addressing between Planning Committee meetings.
- xiv. Any other matter which may be delegated to it by the Council from time to time.
- xv. To address the Climate Emergency in fulfilling the above remit.



HOLME VALLEY PARISH COUNCIL

4.2.2 The Planning Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- i. Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
- ii. To assemble and submit to Finance and Management, estimates of income and expenditure for each financial year in respect of services of this committee no later than 30th October each year.

The following matters are reserved to the Council for decision, but the Committee may make recommendations:

- iii. The Committee's budget each financial year.
- iv. Any funding required outside of, or above, the set budget in any given financial year.
- v. Policy formulation/changes.

The Committee may refer specific matters to the Council for a final decision if it so wishes.

4.3 THE SERVICE PROVISION COMMITTEE

4.3.1 Terms of Reference

Membership	Maximum of 13 members
Non-Elected Membership	Not applicable
Quorum	One third of voting members rounded down and no less than 3
Frequency of Meetings	4 times per year

- i. Election of Vice Chair from among its membership if so delegated by the Council.
- ii. Approval of its Minutes as true and correct records.
- iii. To safeguard the Parish Council-owned Holmfirth Public Toilets and ensure the facilities continue to meet the needs of the residents of the Holme Valley.
- iv. Maintenance and upkeep of all public seats, stone shelters and adopted phone boxes (including custodians) in the Council's ownership, including management of day-to-day activities of Maintenance Contractor.
- v. Maintenance and upkeep of Closed Churchyard, New Mill.
- vi. Maintenance and upkeep of Arts Trail art installations
- vii. Maintenance and upkeep of war memorials.
- viii. Approval of matters relating to environmental issues (e.g. litter and dog fouling).
- ix. Response to issues or concerns raised by residents relating to public transport, highways and environmental issues.
- x. To comment on behalf of the Council in response to any consultations in relation to footpath diversions, modifications or adoptions, depending on deadlines (otherwise considered by Planning Committee).



HOLME VALLEY PARISH COUNCIL

- xi. Street Naming, depending on deadlines (otherwise considered by Planning Committee).
- xii. Approval of matters relating to transport (e.g. minibus services) and the supporting of sustainable transport.
- xiii. Approval of matters relating to youth facilities and projects.
- xiv. Approval of matters relating to Christmas trees/lighting provision.
- xv. To work in partnership with Kirklees Council in the provision of any scheme for which the Committee has approved budget provision.
- xvi. Any other matter which may be delegated to it by the Council from time to time.
- xvii. To address the Climate Emergency in all aspects possible of the above remit.

4.3.2 The Service Provision Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- i. Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
- ii. Oversight of rolling grants to community groups for community services such as Kirklees Youth Alliance.
- iii. Approval of matters relating to the day-to-day running and maintenance of Holmfirth Public Conveniences and the tenanted unit within the building.
- iv. Approval of tendering and selection of contracts, e.g., maintenance contractor.
- v. To assemble and submit to Finance and Management, estimates of income and expenditure for each financial year in respect of services of this committee no later than 30th October each year.
- vi. To ensure that all decision-making takes into account the Climate Emergency wherever possible.

The following matters are reserved to the Council for decision, but the Committee may make recommendations:

- vii. The Committee's budget each financial year.
- viii. The nomination of a number of Members to be appointed to the Board of Trustees of HCHCT and Friends of Honley Library.
- ix. Any funding required outside of, or above, the set budget in any given financial year.
- x. Policy formulation/changes.

The Committee may refer specific matters to the Council for a final decision if it so wishes.

4.4 THE STAFFING COMMITTEE

4.4.1 Terms of Reference

Membership	8 maximum
Non-Elected Membership	Not applicable
Quorum	One third of elected membership rounded down and no less than 3
Frequency of Meetings	Three times a year and as required in between.



HOLME VALLEY PARISH COUNCIL

- i. Election of Vice Chair from among its membership if so delegated by the Council.
- ii. Appointment of the Staff Performance & Development Lead to act as line manager to the Clerk on behalf of the Council as outlined in the Staff Performance & Development Lead description (provided for reference) as Appendix 1 to the Scheme of Delegation)
- iii. Approval of its Minutes as true and correct records.
- iv. Receive and grant DPI dispensations; details of all dispensations received to be reported back to the Council, at the next available meeting.
- v. The Staffing Committee will be responsible for all matters relating to the advertising, interviewing selection and appointment of a member of staff where such a post has been approved by Full Council.
- vi. Responsible for all matters relating to employees, based on recommendations made and agreed by Council, or in line with contractual arrangements. The Committee may decide that it wishes to refer specific matters to the Council for final decision, subject to the matters reserved for final decision for legal reasons.
- vii. To implement national pay awards
- viii. To carry out the Annual Staff Development Review, and to finalise and approve action plans resulting from that Review, prior to report to Council that Review has been completed.
- ix. Approval of any Staff training and continuing professional development.
- x. Approval of policies, guidelines and strategies on human resources, personnel, and development, to ensure the Council properly undertakes its responsibilities for its staff and others relating to welfare, health and safety, Working Time Directive and pensions provision.
- xi. Hearings for Grievance, Disciplinary and Capability matters* in accordance with the Council's Grievance and Disciplinary Procedure.
- xii. Dealing with any Grievance, Disciplinary and Capability matters to a conclusion, only reporting to Council when the time for any Appeal has passed.
- xiii. Appointment of an Appeals Sub Committee, if necessary.
- xiv. Any other matter which may be delegated to it by the Council from time to time.
- xv. To take into consideration the Climate Emergency wherever possible whilst carrying out the above remit.

4.4.2 The Staffing Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- i. Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
- ii. To assemble and submit to Finance and Management, estimates of income and expenditure for each financial year in respect of services of this committee no later than 30th October each year.
- iii. Where appropriate to ensure that decision-making reflects the need to address the Climate Emergency.

Policy on the following matters is reserved to the Council for decision, but the Staffing Committee may also make Policy recommendations relating to:

- iv. Conditions of Service.
- v. Staff levels.



HOLME VALLEY PARISH COUNCIL

vi. Policy formulation/changes.

The Committee may refer specific matters to the Council for a final decision if it so wishes.

**It is vital that the Staffing Committee keeps confidential its deliberations and decisions in cases of Grievance, Disciplinary and Capability hearings, because if an Appeal against a decision is received it must, legally and in the interests of fairness, be heard again by elected members with no prior knowledge of the case.*

Any grievance against a member regarding issues under the Code of Conduct will be referred to the Monitoring Officer of Kirklees Council from the outset.

In order to ensure as far as possible that such matters as Appraisal, Grievance, Disciplinary and Capability issues are dealt with professionally and in accordance with Employment legislation, all Members of the Staffing Committee must agree to undertake training in these matters.

4.4.3 The **Appeals Sub-committee** is delegated to make decisions on behalf of the Council in the following matters:

- Appeals against decisions made by the Staffing Committee in Grievance, Disciplinary and Capability matters.
- Dealing with Appeals to a final conclusion, only reporting to Council the actions it has taken at the end of the process.

In order to ensure as far as possible that such matters as Appraisal, Grievance, Disciplinary and Capability issues are dealt with Members of the Appeals Sub-committee must agree to undertake training in these matters.

5. SUB-COMMITTEES

5.1 THE COMMUNICATIONS AND ENGAGEMENT SUB-COMMITTEE

5.1.1 The first meeting of the Communications and Engagement Sub-Committee will be organised by the Assistant Clerk. At that meeting the Sub-Committee will elect a Chair and decide meeting times to suit the members. The Terms of Reference below will be reviewed and amended by the Sub-Committee in due course.

5.1.2 Remit of the Communications and Engagement Sub-Committee

- i. Authorisation for the creation, content, production and distribution of the Council's newsletter, annual report and website.
- ii. Responsibility for all contact with the media, including the content and issue of press releases, following agreed procedures.
- iii. Authorisation to appoint Media spokespersons.
- iv. Detailed planning for Council representation at community events and approval of display, manning of stand, etc.



HOLME VALLEY PARISH COUNCIL

- v. Approval of and all matters related to awards.
- vi. Approval of Community Building plaques.
- vii. Approval of tendering and selection of contracts, e.g. web design/upkeep, advertising.
- viii. Any other matter which may be delegated to it by the Council from time to time.

5.1.3 The Communications and Engagement Sub-Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- i. Approval of expenditure on items included in the approved budget up to the amount specified in the budget.
- ii. To assemble and submit to Finance and Management, estimates of income and expenditure for each financial year in respect of services of this sub-committee no later than 30th October each year.

The following matters are reserved to the Council for decision, but the Sub-Committee may make recommendations:

- iii. The Sub-Committee's budget each financial year.
- iv. Any funding required outside of, or above, the set budget in any given financial year.
- v. Policy formulation/changes, e.g. Media Policy.

The Sub-Committee may refer specific matters to the Council for a final decision if it so wishes.

5.2 Sub-committees appointed by Standing Committees

The Council's Standing Committees may appoint Sub-Committees, if a Committee believes that it would be required to assist in managing the Committee's workload. Any powers to be delegated to such a Sub-Committee should be detailed at the time the Sub-Committee is formed by means of a Minute outlining its Terms of Reference. Any Sub-Committee shall have delegated authority to arrange its own meeting dates and times, to suit the Group Membership.

6. Working/Steering Groups

- 6.1** Working/Steering Groups may be formed by resolution of the Council or a Committee at any time for the purpose of completing a specific task or project. The work of such a Working/Steering Group will be decided upon at the time it is formed by means of a Minute detailing the Terms of Reference. Each Working/Steering Group will report back with recommendations to the Council or the Committee that formed it.

Any Working/Steering Group shall have delegated authority to arrange its own meeting dates and times, to suit the Group Membership.

7. Delegation - Limitations



HOLME VALLEY PARISH COUNCIL

- 7.1** Committees and Sub-committees shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, By-laws or orders made and with any directions given by the Council from time to time.



HOLME VALLEY PARISH COUNCIL

APPENDIX 1

HVPC STAFF PERFORMANCE & DEVELOPMENT LEAD

1.0 PURPOSE

- 1.1 On behalf of the Holme Valley Parish Council, the Staff Performance and Development Lead will ensure directly employed staff are effectively managed and supported in undertaking their responsibilities.

2.0 ROLE

- 2.1 Principal role is to liaise with the Clerk to the Council on behalf of the Staffing Committee which is the line manager. It should be noted that good management of the Clerk will support the effective operation of wider clerk team.
- 2.2 This in turn leads to the following additional responsibilities:
- Completion of Performance management process with the Clerk for presenting to the Staffing Committee.
 - Identification of and support in providing development opportunities for the Clerk.
 - Acting as a confidant for all staff members regarding their roles, interaction with each other and councillors.
 - Providing a central point of contact for all councillors to discuss any staff issues and undertake any required actions needed as a result of issues raised.

3.0 PERFORMANCE MANAGEMENT

- 3.1 Performance management is an important part of formally monitoring and supporting the effective performance of the Clerk. It is vital in ensuring that the Clerk is able to undertake his or her duties well, recognising any difficulties, identifying training needs and meeting the requirements of the role. It is a key part of supporting the individual and helping them perform to the best of their ability by understanding their skills and setting realistic and achievable objectives.
- 3.2 Effective performance management requires honesty, understanding and a commitment to work constructively with the individual as well as act in the best interests of HVPC to have a committed and effective Clerk. Performance management needs commitment from both the Staff Performance and



HOLME VALLEY PARISH COUNCIL

Development Lead and the Clerk who is encouraged to review their performance, identify areas for development and suitable objectives.

3.3 This needs a number of different elements in place:

- a. **Formal objective setting and performance reviews with Clerk to be held in person and recorded in writing using a pro forma.**

These should be held as follows:

- a.i. Start of year (objective setting)
- a.ii. 6 months into year (progress review)
- a.iii. End of year (formal review & future objective setting)

It should also be noted that during the first year of appointment, the Clerk will have a probationary period so more regular contact and reviews will be required.

- b. **Informal monthly meetings with the Clerk to be held remotely or in person**
 - a.i. Timed to suit the Clerk / post holder but at least around each Full Council meeting cycle
- c. **Informal contact weekly or as required with the Clerk**
 - a.i. Regular interaction by phone, Zoom or other media as required
- d. **Collation of feedback from reportees and Councillors regarding Clerk performance**
 - i. Informal feedback on Clerk performance sought from all staff reportees in advance of performance reviews (every 6 months).
 - ii. Informal feedback requested from all Councillors regarding Clerk and wider staff team performance in advance of yearly performance review. This should include constructive and positive feedback as well as any areas of concern and provide examples to aid discussion with the members of staff involved.
 - iii. Councillors and reportees can share any informal feedback on the Clerk's performance throughout the year with the Staff Performance and Development Lead for discussion as required with the Clerk.

3.4 The Clerk is paid on a nationally agreed pay scale set by the National Joint Council for Local Government Services. The performance of the Clerk and any other staff on this scale will influence the recommendations to the Staffing Committee for any annual pay increases. These recommendations will be given to the Staffing Committee by the Staff Performance & Development Lead for consideration and approval by the Staffing Committee.



HOLME VALLEY PARISH COUNCIL

4.0 APPOINTMENT OF ROLE

- 4.1 The Staff Performance & Development Lead should be appointed from amongst the members of the Staffing Committee. The appointee must be able to commit to the time required to undertake the role effectively including the meeting arrangements outlined in section 3.3.
- 4.2 Where possible, the appointee should undertake the role for at least two years to allow some consistency of line management with re-appointment permitted beyond this period.
- 4.3 If the Clerk has concerns about the appointee, they must raise them with the Chair of Staffing or Chair of Council and consideration of a new appointee will be made by the Staffing Committee.
- 4.4 The Staff Performance & Development Lead must be willing to undertake training as required to support effective delivery of the role.

5.0 CONFIDENTIALITY

- 5.1 All discussions held between the Staff Performance & Development Lead and the Clerk and other staff are confidential.
- 5.2 Any records kept will be marked as PRIVATE & CONFIDENTIAL and will not be available for public access.
- 5.3 Feedback provided by councillors on the Clerk's performance and the performance of other members of the staff team will be regarded as confidential and will be anonymised before discussion with the Clerk.

ENDS.



Financial Regulations

Version Control:

Version 1.1

Approved by full Council 14th October 2024 – Item 2425 94 based on the new NALC Model

HOLME VALLEY PARISH FINANCIAL REGULATIONS

Contents

1. General	3
2. Risk management and internal control.....	4
3. Accounts and audit.....	5
4. Budget and precept.....	6
5. Procurement.....	7
6. Banking and payments.....	9
7. Electronic payments.....	10
8. Cheque payments.....	12
9. Payment cards	12
10. Petty Cash.....	12
11. Payment of salaries and allowances.....	12
12. Loans and investments	13
13. Income	14
14. Payments under contracts for building or other construction works.....	14
15. Stores and equipment.....	144
16. Assets, properties and estates.....	144
17. Insurance	15
18. Charities	15
19. Suspension and revision of Financial Regulations.....	16
Appendix 1 - Tender process.....	17

These Financial Regulations were adopted by the council at its meeting held on 14th October 2024.

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.

1.6. The council must not delegate any decision regarding:

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- **determine and regularly review the bank mandate for all council bank accounts;**
- **authorise any grant or single commitment in excess of £10,000; and**

2. Risk management and internal control

2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2. The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5. The accounting control systems determined by the RFO must include measures to:

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member of the Finance and Management Committee other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any

exceptions, shall be reported to and noted by the Finance and Management Committee.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Staffing Committee at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Staffing Committee.

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the Finance and Management Committee not later than the end of November each year.
- 4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance and Management Committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and [three-year] forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of February for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any creation of an earmarked reserve, or addition to an earmarked reserve from general reserves shall only be agreed by the council. Any expenditure from an earmarked reserve shall be agreed by the council or relevant committee up to £10,000 net of VAT.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, officers shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £500 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £10,000 excluding VAT.
 - in respect of grants, the Finance and Management Committee, the Service Provision Committee, or council itself within any limits set by council and in accordance with any policy statement agreed by the council.
 - the council for all items over £10,000.

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared, or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust bank for its main, working bank account. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking or cheque, in accordance with a resolution of the council, or duly delegated committee, or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or the Finance and Management Committee may authorise in advance for the year.
- 6.7. A list of such payments shall be reported to the next appropriate meeting of the council or Finance and Management Committee for information only.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
 - i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council or Finance and Management Committee, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Management Committee.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Management Committee.
- 6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council or Finance and Management Committee. The council or committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may not be an authorised signatory, and no signatory should be involved in approving any payment to themselves.

- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to all authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator, another officer shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next Finance and Management Committee meeting and appended to the minutes.
- 7.9. With the approval of the Finance and Management Committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the Finance and Management Committee at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council or the Finance and Management Committee provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council or the Finance and Management Committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums with a variance of up to 10% of the whole amount may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the Finance and Management Committee at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk and the RFO and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or committee meeting. Any signatures obtained away from council meetings shall be reported to the council or Finance and Management Committee at the next convenient meeting.

9. Payment cards

9.1. Any Corporate Multipay credit card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £2,000 unless authorised by council or finance committee in writing before any order is placed. The Corporate Multipay card will, further, have a weekly limit of £2,500.

9.2. Card transactions and purchases made will be reported to the Finance and Management Committee.

9.3. Any Corporate Multipay credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.

9.4. Personal cash, credit or debit cards of members or staff shall only be used for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by officers from their own money (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

11.3. Salary rates shall be agreed by the council, or the Staffing Committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or the Staffing Committee.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record. Payroll reports will be reviewed by the Finance and Management Committee and Staffing Committee to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council and the Finance and Management Committee at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Charities

- 18.1. Where the council is sole managing trustee of a charitable body, the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall advise the charitable body regarding any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



Kirklees Code of Conduct for Members

Revised December 2021.

REVISIONS

Adopted by Holme Valley Parish Council 31-01-2022

2223/12 APPROVED Annual Council 16-05-2022

2324/12 APPROVED Annual Council 15-05-2023

2425/12 APPROVED Annual Council 13-05-2024

For approval – 19-05-2025



HOLME VALLEY PARISH COUNCIL

Definitions

For the purposes of this Code of Conduct: -

-“Councillor” means a Member or Co-opted Member of a local authority or a directly elected mayor.

A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who:

- a) is a Member of any Committee or Sub-committee of the authority, or;

- b) is a Member of, and represents the authority on, any joint Committee or joint Sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that Committee or Sub-committee”.

-“local authority” includes County Councils, District Councils, London Borough Councils, Parish Councils, Town Councils, Fire and Rescue authorities, Police authorities, Joint authorities, Economic Prosperity Boards, Combined authorities and National Park authorities.

-“meeting” means any meeting of:

- o the authority;

- o the Executive of the authority

- o any of the authority’s or its Executive’s committees, Sub-committees, joint Committees or joint Sub-committees.

-“body” means any body of which you are a Member or in a position of general control and management and:

- o to which you are appointed or nominated by your authority, or

- o which is a body

- exercising functions of a public nature or

- directed to charitable purposes or

- one of whose principal purposes includes the influence of public opinion or policy.



HOLME VALLEY PARISH COUNCIL

-“relevant person” means any person with whom you have a family, social or business relationship.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, Kirklees officers and the reputation of Kirklees Council. It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of Councillor and local government.

General Principles of Councillor Conduct

The Principles of Public Life apply to everyone in public office at all levels; all who serve the public or deliver public services, including Ministers, Civil Servants, Councillors and local authority officers should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of Councillor. I promote these principles and will challenge poor behaviour where it occurs.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest and act solely in terms of the public interest
- I understand that I am accountable to the public for my decisions and actions and will submit myself to scrutiny



HOLME VALLEY PARISH COUNCIL

- I will act and take decisions in an open and transparent manner and will not withhold information from the public unless there are clear and lawful reasons for doing so
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Councillor or attend your first meeting as a co-opted Member and continues to apply to you until you cease to be a Councillor.

This Code of Conduct applies to you when you are acting in your capacity as a Councillor which may include when:

- you are at meetings of the authority
- you are acting as a representative of the authority
- you are taking any decision as a Cabinet member or Ward Councillor
- you are discharging your functions as a Ward Councillor
- you are at briefing meetings with officers and at site visits
- you are corresponding with the authority other than in a private capacity
- you misuse your position as a Councillor
- your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a Councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.



HOLME VALLEY PARISH COUNCIL

Where you act as a representative of your authority on another local authority you must, when acting for that other authority, comply with that other authority's Code of Conduct.

Where you act as a representative of your authority on a body which is not another local authority you must, when acting for that other body, comply with this Code, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a Councillor.

The Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from the Monitoring Officer on any matters that may relate to the Code of Conduct. Town and Parish Councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of Councillor Conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a Councillor:

1.1 I treat other Councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack. In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Councillors.



HOLME VALLEY PARISH COUNCIL

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the Police.

This also applies to fellow Councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's Councillor/Officer Protocol.

2. Bullying, Harassment and Discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

2.4 I will not do anything which may cause the Council to breach any of its equality duties.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of Officers of the Council



HOLME VALLEY PARISH COUNCIL

As a Councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and Access to Information

As a Councillor:

4.1 I do not disclose information:

a. given to me in confidence by anyone

b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless

- i. I have received the consent of a person authorised to give it;**
- ii. I am required by law to do so; iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
- iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a Councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner.



HOLME VALLEY PARISH COUNCIL

Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a Councillor:

5.2 I do not bring my role or local authority into disrepute.

5.3 I do not conduct myself in a manner which is contrary to the Council's duty to promote and maintain high standards of behaviour.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other Councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow Councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the Council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a Councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a Member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Behaviours

As a Councillor:

7.1 I will comply with the standards outlined in the Council's behaviours, in particular the Member / Officer Protocol.



HOLME VALLEY PARISH COUNCIL

There may be policies and guidance related to standards of appropriate behaviour and responsibilities agreed and issued from time to time which you will be expected to have regard to.

8. Use of Local Authority Resources and Facilities

As a Councillor:

8.1 I do not misuse Council resources.

8.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements**
- b. ensure that such resources are not used for political purposes that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed; and**
- c. have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a Councillor. Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a Councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

9. Media and Public Speaking

As a Councillor:

9.1 I will be clear when communicating with the media or speaking in public that I do not give the impression that I am acting in an official capacity when I am not.



HOLME VALLEY PARISH COUNCIL

It is important that you do not do or say anything that might mislead members of the public into believing that you are speaking on behalf of the Council or that your views represent an official Council position when it is your own personal or political view.

10. Attendance at Meetings

As a Councillor

10.1 I will comply with the rules and procedures of meetings I attend.

10.2 I will comply with the Council's Standing Orders and the rulings of the Chair.

11. Decision Making As a Councillor

11.1 When reaching decisions on any matter I will have regard to any relevant advice from: a. The Chief Finance Officer (statutory S.151 officer); b. The Monitoring Officer (Service Director of Legal, Governance and Commissioning) where she is acting pursuant to her statutory duties.

12. Complying with the Code of Conduct

As a Councillor:

12.1 I undertake Code of Conduct training provided by my local authority.

12.2 I cooperate with any Code of Conduct investigation and/or determination.

12.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

12.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a Councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with the Monitoring Officer.



HOLME VALLEY PARISH COUNCIL

Protecting your reputation and the reputation of the local authority

13. Interests

As a Councillor:

13.1 I register and disclose my interests.

13.2 Disclosable Pecuniary Interests

Disclosable Pecuniary Interests ("DPIs") are those interests defined as such in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 ("the 2012 Regulations") or in any subsequent regulations which amend, vary or revoke the 2012 Regulations. For the purposes of illustration only, a summary of the 2012 Regulations is set out in the Schedule to this Code of Conduct.

I will, within 28 days of:

adoption of this Code of Conduct by the authority; or

taking office as a Member or co-opted Member of the authority notify the authority's Monitoring Officer of any DPI, where the pecuniary interest is mine, my spouse's or civil partner's, or is the pecuniary interest of somebody whom I am living with as a husband or wife, or as if we were civil partners.

When I am present at a meeting of the authority and I have a DPI in any matter to be considered or being considered at the meeting, and where the matter does not relate to 'sensitive information' as defined below, I will disclose the existence and nature of the interest to the meeting.

Following any disclosure of a DPI not on the authority's register or the subject of pending notification, I will notify the authority's Monitoring Officer of that interest within 28 days beginning with the date of disclosure.

Unless a dispensation has been granted, I will not participate in any discussion of, vote on, or discharge any function related to any matter in which I have a DPI and will withdraw from the meeting while the matter is under consideration.

I will within 28 days of becoming aware of any new DPI or the need to change or update a current DPI registration, notify the authority's Monitoring Officer of those new or revised register entries.

13.3 Interests which are not Disclosable Pecuniary Interests (Other Interests)



HOLME VALLEY PARISH COUNCIL

In addition to the requirements relating to DPIs, if I attend a meeting at which any item of business is to be considered and I am aware that I have an interest which does not amount to a DPI I will make a verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent.

I will have an Other interest where –

(a) a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing (including interests in land and easements over land) of me or a member of my family or a person or an organisation with whom I have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which I have been elected or otherwise of the authority's administrative area, or

(b) it relates to or is likely to affect any of the interests that are defined as DPIs but are in respect of a member of my family (other than a partner) or a person with whom I have a close association.

In such circumstances I will consider whether my continued participation in the matter relating to my interest would be reasonable in the circumstances, particularly if the interest may give rise to a perception of a conflict of interests in the matter under discussion.

I will not have an Other interest if the interest relates to any business of the authority in respect of –

- housing, where I am a tenant of your authority provided that those functions do not relate particularly to my tenancy or lease;
- school meals or school transport and travelling expenses, where I am a parent or guardian of a child in full time education, or am a parent governor of a school, unless it relates particularly to the school which the child attends;
- statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where I am in receipt of, or am entitled to the receipt of, such pay;
- an allowance, payment or indemnity given to members;
- any ceremonial honour given to members; and
- setting Council Tax or a precept under the Local Government Finance Act 1992.

13.4 Sensitive Interests

Where I have an interest which is not a disclosable pecuniary interest and information relating to the interest is sensitive information, I will indicate to the meeting that I have an interest, the details of which are withheld.

13.5 Sensitive Information



HOLME VALLEY PARISH COUNCIL

Where I consider that the information relating to any of my interests is sensitive information, and the Monitoring Officer agrees, I will not include that information when registering that interest. I will, within 28 days of becoming aware of any change of circumstances which means that information excluded is no longer sensitive information, notify the Monitoring Officer asking that the information be included in the register of members' interests. In this Code, "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that I or a person connected with me may be subjected to violence or intimidation.

14. Gifts and Hospitality

As a Councillor:

14.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

14.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.

14.3 I register with the Monitoring Officer any gifts from the same source that exceed a cumulative total of £100 in any year.

14.4 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor. If you are unsure, do contact your Monitoring Officer for guidance. Updated December



HOLME VALLEY PARISH COUNCIL

APPENDICES

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty



HOLME VALLEY PARISH COUNCIL

Holders of public office should be truthful. Leadership Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B - Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Employment, office, trade, profession or vocation

Any employment, office, trade, profession or vocation carried on for profit or gain.

Sponsorship

Any payment or provision of any other financial benefit (other than from the Council) made to the Councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a Councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

Contracts

Any contract made between the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council - (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.

Land and Property

Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.

Licenses



HOLME VALLEY PARISH COUNCIL

Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.

Corporate Tenancies

Any tenancy where (to the Councillor's knowledge) - (a) the landlord is the Council; and (b) the tenant is a body that the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.

Securities

Any beneficial interest in securities* of a body where –

(a) that body (to the Councillor's knowledge) has a place of business or land in the area of the council; and

(b) either-

(i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

** 'director' includes a member of the committee of management of an industrial and provident society.*

** 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.*

Appendix C: Table 2: Other Registrable Interests

You must register as an Other Registrable Interest :

- a) any unpaid directorships;
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority ;
- c) any body
 - (i) exercising functions of a public nature



HOLME VALLEY PARISH COUNCIL

(ii) directed to charitable purposes or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

ENDS.

Representatives to Outside Bodies – 2025-26

For consideration at the Annual Council Meeting 19-05-2025

Outside Body	Representative(s)	Representative(s)
	2024/25	2025/26
YLCA Branch meeting representatives x 2 (with permission to vote) (FULL COUNCIL)	Cllr Pat Colling Cllr Tom Dixon	
Brockholes Village Trust (FINANCE AND MANAGEMENT COMMITTEE)	Cllr Andrew Fenwick	
Holmfirth Civic Hall Community Trust (FINANCE AND MANAGEMENT COMMITTEE)	Cllr Andy Wilson Cllr Steve Ransby	
Holmfirth Conservation Group (PLANNING COMMITTEE)	Cllr Jo Liles	
Friends of Honley Library (FINANCE AND MANAGEMENT COMMITTEE)	Cllr Glenn Kirkby Cllr Pat Colling	
Kirklees Rights of Way Forum (PLANNING COMMITTEE)	Cllr Chris Green	
Peak Park Parishes Forum (FULL COUNCIL)	Cllr Sarah Whitelaw	
Holme Valley Climate Action Partnership (HVCAP) (FULL COUNCIL)	Cllr Sarah Whitelaw	
Kirklees Place Standards (Holmfirth Centre Planning Group) (FULL COUNCIL)	Cllr Andy Wilson	
Holmfirth Forward (PLANNING)	Cllr Steve Ransby	

Holme Valley Parish Council

MEETING OF THE HOLME VALLEY PARISH COUNCIL

held on **MONDAY 24 MARCH 2025** in **THE LESSER HALL, THE CIVIC, HOLMFIRTH, HD9 3AS**, following on from the Annual Parish Meeting and starting at **7.21pm**.

IN THE CHAIR: Cllr Pat Colling

PRESENT:

Cllr Isaac Barnett
Cllr Lawrence Baylin
Cllr Donna Bellamy
Cllr Mary Blacka
Cllr Damian Brook
Cllr Donald Firth
Cllr Chris Green
Cllr Jenny Holmes
Cllr Glenn Kirkby
Cllr Alison Morgan
Cllr Hugh Osborne
Cllr Steve Ransby
Cllr Martin Rostron
Cllr Jane Rylah
Cllr Tricia Stewart
Cllr Sarah Whitelaw
Cllr Andy Wilson

APPROVED APOLOGIES & REASONS: Cllr Tom Dixon (Vice Chair), Cllr Andrew Fenwick, Cllr Jo Liles

ABSENT: Cllr Charles Greaves

(N.B: Cllr Charles Greaves had also sent apologies in time for the meeting – the Clerk discovered this after the meeting had concluded. This will be reported at the next FULL COUNCIL meeting when minutes are considered.)

TAKING MINUTES: Jen McIntosh (Clerk)

IN ATTENDANCE: Rich McGill (Deputy Clerk/RFO), Gemma Sharp (Assistant Clerk)

- DRAFT MINUTES –

WELCOME FROM THE CHAIR

2425 171 Public Question Time

One member of the public was present but did not wish to speak.

PROCEDURAL MATTERS

2425 172 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014

Local (Parish and Town) **HOLME VALLEY PARISH COUNCIL** meetings can now be recorded. The Chair

Holme Valley Parish Council

reported that the meeting was being recorded in video format for the [HOLME VALLEY PARISH COUNCIL YouTube Channel](#).

There were no further requests to record the meeting.

2425 173 Items to be heard in private session

No items were to be heard in private session.

2425 174 Apologies and reasons for absence

Apologies and reasons were circulated prior to the meeting starting.

APPROVED: apologies and reasons for absence for Cllr Dixon, Cllr Fenwick and Cllr Liles.

2425 175 Receipt of written Declaration of Pecuniary and Other Interests

There were no revised written declaration of pecuniary and other interests to consider.

2425 176 Declaration of interests in agenda items

RECEIVED: declarations of interests of councillors in agenda items as follows:

- Cllr Kirkby – item 2425 197 – Honley Open Gardens – Cllr Kirkby would remain present for the item but abstain from voting.
- Cllr Blacka – item 2425 197 – Friends of Cliff Rec - Cllr Blacka would remain present for the item but abstain from voting.
- Cllr Stewart – item 2425 197 – Friends of Cliff Rec - Cllr Stewart would remain present for the item but abstain from voting.
- Cllr Stewart also wished to declare that she was related to Cllr Mo Crook, Kirklees Holme Valley South.

TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETINGS

2425 177 Minutes of Full Council meetings

APPROVED: the Minutes of the FULL COUNCIL Meeting held on 3 February 2025 numbered 2425 146 to 2425 170.

The Clerk reported on the following information regarding ongoing matters arising from the minutes which did not appear under other agenda items.

- i. Code of Conduct Review – (minute 2425 87) outstanding actions
It remained an outstanding action for the Clerk to set up the initial meeting of the working group appointed to review the code of conduct, the Clerk, Cllr Blacka and Cllr Liles.

RESOLVED: Cllr Whitelaw and Cllr Colling appointed as additional members of the Working Group.

- ii. Ward Asset Registers updating (minute 2425 132) – outstanding actions
It was reported that these have needed updating since the early autumn and would remain

Holme Valley Parish Council

an outstanding action until they are done. With the onset of Spring councillors were reminded to let the Clerk have updates/observations of any issues they find with benches, shelters etc in their ward so that maintenance contractor can attend to them.

An **ACTION** for the Clerking Team was to create a Dropbox containing ward asset registers that could be updated by councillors. This would mean that the ward asset registers would be live documents.

iii. Councillor training (minute 2425 134) – outstanding actions

An **ACTION** for the Clerk was to include a statement about councillor training received 2024-25 in papers for the Annual Council meeting.

iv. HVPC Action Plan (minute 2425 120)– outstanding actions

The action plan was last presented at the December meeting and some amendments made. It was resolved to consider this at each meeting. The Clerk had not been able to revisit this and there was, in any case, no time available for discussion at this meeting.

An **ACTION** for the Clerk was to update the plan to present at the Annual Council meeting with time allocated for discussion/amendment at the June FULL COUNCIL meeting.

THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2425 178 Minutes of Standing Committee meetings

NOTED: the minutes of the CLIMATE ACTION COMMUNICATIONS AND ENGAGEMENT COMMITTEE MEETING on 27 January 2025 numbers 2425 79 to 2425 102 **APPROVED** at the meeting of the CLIMATE ACTION COMMUNICATIONS AND ENGAGEMENT COMMITTEE Meeting held on 10 March 2025.

APPROVED: the Minutes of the PLANNING COMMITTEE Meeting held on 10 February 2025 numbered 2425 193 to 2425 210.

Draft minutes for the following meetings were to follow:

- Service Provision 24-2-2025
- Finance and Management 3-3-2025
- Climate Action, Communications and Engagement 10-3-2025
- Staffing – 17-3-2025

FINANCIAL MATTERS

2425 179 Schedule of Payments

The Deputy Clerk/RFO presented the Schedule of Payments February 2025 and March 2025 to date, including 3 payments to be approved.

NOTED: the Schedule of Payments for February 2025.

APPROVED: the Schedule of Payments for March to date 2025 as presented.

Holme Valley Parish Council

It was reported that £470 remained in the Chair's Expenses budget line.

An **ACTION** for the Clerk was to liaise with the Chair regarding the remaining budget.

2425 180 RFO'S Report

The Deputy Clerk/RFO reported on the Council's finances as year-end was approached, referring members to the report given earlier at the ANNUAL PARISH Meeting .

It was expected that General Reserves would stand at about 15% of entire income – in breach of the 25% recommendation. COUNCIL was reminded that substantial funds continued to be held in Earmarked Reserves.

Moving forward both Earmarked and General Reserves would need to be kept under review.

MATTERS RESERVED FOR FULL COUNCIL

2425 181 Review of Committee Structure and Meetings Schedule - update from PLANNING COMMITTEE

It was reported that on 3 February 2025 Full Council **RESOLVED** that the PLANNING COMMITTEE would stop the routine consideration of all planning applications and look only at significant applications, (eg large scale developments, those which raise important issues, or those which come to the notice of councillors by other channels). The list of planning applications would continue to be compiled and circulated amongst councillors on a monthly basis.

This new approach would be trialled for six months from 19 May 2025 onwards.

Further to this, the PLANNING COMMITTEE had considered how this resolution could be implemented in practice and what it would mean for the frequency of meetings; how to define "significant" applications and how to address those that fall outside of a possibly reduced meeting frequency; examples of practice from other parishes; arrangements for papers, agendas and minutes; and how to engage with residents on applications of concern.

The impetus was to use resources efficiently in terms of both clerking and councillor time.

The Working Group was to continue its work.

APPROVED: the recommendations below from the PLANNING COMMITTEE for 2025-26 onwards:

1. The PLANNING COMMITTEE will remain as a standing committee.
2. The frequency of meetings will be reduced to every other month.
3. The COMMITTEE will review the existing criteria for what constitutes a 'significant application' to reduce further which applications are considered.
4. A sub-committee is to be established to meet alternate months in-between COMMITTEE meetings to handle any applications that meet the criteria for comment.
5. The COMMITTEE is to review the effectiveness of the changes after a 6-month trial.

An **ACTION** for the Clerk is to make the necessary changes to Standing Orders and the Scheme of Delegation for 2025-26 to accommodate these recommendations.

Holme Valley Parish Council

2425 182 Meetings Schedule 2025-26

The Clerk presented Version 1 of the *Holme Valley Parish Council Meetings Schedule for 2025-26*.

Notable features were:

1. Five Monday slots had been freed up by changing schedule of PLANNING COMMITTEE meetings.
2. In contrast to previous years the Monday evening preceding a FULL COUNCIL meeting would be meeting-free. This will have the impact of making the meeting schedule more manageable and hopefully lead to a more proactive and less reactive way of working.
3. Two instead of three STAFFING COMMITTEE meetings were scheduled for 2025/6 – however, the first STAFFING COMMITTEE meeting of 2026/7 was scheduled early, 13 April. That scheduling would be helpful in terms of the clerk team appraisal cycle.
4. The timing of some meetings was in response to external demands and so worked against scheduling equidistant gaps. Examples included: there needed to be a FULL COUNCIL meeting in late June even though there was one scheduled in May for purposes of the Annual Governance and Accountability Return.; a FINANCE AND MANAGEMENT Meeting was to take place in December so that a budget recommendation could be made to FULL COUNCIL and also in January so that a precept recommendation may be made to FULL COUNCIL – that meeting had been reinstated at request of the Chair, having not been scheduled this year.

APPROVED: the Holme Valley Parish Council Meetings Schedule for 2025-26 version 1 as presented with one presentational amendment.

An **ACTION** for the clerk was to distribute the approved Holme Valley Parish Council Meetings Schedule for 2025-26 following the meeting.

2425 183 Referrals to the Monitoring Officer

NOTED: Holme Valley Parish Council had been notified of one referral being made to the Kirklees Monitoring Officer since 3 February 2025.

The Clerk had been informed that a decision was yet to be made as to whether further action was required.

2425 184 Fulstone Ward - statement of persons nominated

The Clerk reported that the election of a parish councillor for Fulstone Ward was due to take place on Thursday 27 March. Until the election was completed the council would be observing a period of heightened electoral sensitivity.

NOTED: the statement of persons nominated with regards to the Fulstone Ward parish council election.

Holme Valley Parish Council

2425 185 Holme Valley Parish Council – annual report

The Clerk reported that the publication of an annual report was a requirement of the *Annual Governance and Audit Return*. The printed Annual Report and accompanying video presentation were presented at the ANNUAL PARISH MEETING earlier in the evening on 24 March 2025.

Further publication of the Annual Report was embargoed until 28 March as the Council was observing a period of heightened sensitivity until the election of a parish councillor for Fulstone Ward completed on Thursday 27 March.

Given that the Chair had commented extensively on the report at the preceding ANNUAL PARISH MEETING, committee chairs were invited to comment further.

Cllr Andy Wilson, Chair of FINANCE AND MANAGEMENT COMMITTEE, preceded his comments by saying that the work of the COMMITTEE extended far beyond grant giving. Financial Regulations had been reviewed in the past year. Cllr Wilson formally thanked both COMMITTEE members and the Deputy Clerk/RFO whose work on behalf of the Committee was invaluable.

Cllr Lawrence Baylin, Chair of the SERVICE PROVISION COMMITTEE, referred to the proactive nature of the COMMITTEE, reflected in the number of working groups taking projects forward and the examples of working in partnership with other groups in the community. Both members of the COMMITTEE and officers were thanked for their work across the year.

Cllr Mary Blacka, Chair of the PLANNING COMMITTEE, referred to how pleasing it was that 12 local groups were involved in the Local Plan Reference Group set up this year. This group was not just about housing, Cllr Blacka had been grateful for the friendly and respectful tone of the COMMITTEE meetings and thanked Cllr Andy Wilson for his steadfast support as COMMITTEE Vice Chair.

Cllr Sarah Whitelaw, Chair of the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE, referred to how the work of this COMMITTEE cut across all of the Council's endeavours. Disbanding the COMMITTEE in the new council year was a positive step to ensure that the objectives of the COMMITTEE were central to all aspects of the Council's work. Cllr Whitelaw referred to ensuring that community engagement continued to be addressed, making the Council visible and accessible to all, as aspects for further development. The Assistant Clerk was thanked for the support she had given to the COMMITTEE. The proactive nature of the COMMITTEE was referred to with a particular highlight being the establishment of the Big Community Event. Also originating as a CACE project, the work to rationalise the Council's committee and meeting structure would continue, with a report to follow to FULL COUNCIL, making recommendations on areas yet to be addressed to make the Council more productive moving forward.

Cllr Pat Colling spoke on behalf of the STAFFING COMMITTEE, drawing particular attention to the Clerk having completed the Certificate in Local Council Administration. The COMMITTEE played an important role on behalf of the Council as an employer.

APPROVED: the Annual Report 2024-25 as presented.

Holme Valley Parish Council

2425 186 Update from the Civic/VAT working group

The Clerk recapped that VAT reclaim had been raised at Whole Council training 24 September 2024, that free advice had been obtained from Cllr Liles' accountant and also two lots of YLCA advice.

This had led to a working group being established which had met on 19-2-2025, elected Cllr Bellamy as Chair, commissioned either the variation (costs c£800 plus VAT) or the forming of a new lease (costs c£1500 plus VAT) plus the possible drawing up of a Memorandum of Understanding (costs c£750 plus VAT) with Ramsden's and sought further support regarding VAT decision-making from engaging the Parkinson Partnership, VAT specialists (costs £800 plus VAT fixed sum).

A meeting with the Parkinson Partnership consultant took place on Wednesday 19 March and a report was awaited.

The next meeting of the Working Group was scheduled to take place on 2-4-2025.

Whether the advice is to change the lease to allow tax reclaim or not there were possibilities to explore that would make the council more tax efficient.

The Working Group Chair and the Clerk both concurred that this project was very much in progress and moving forward at pace.

NOTED: the report from the working group including expenditure of up to £2250 plus VAT for commissioning of new lease and memorandum of understanding through Ramsden's and also expenditure of £800 plus VAT for specialist VAT services.

RESOLVED: to authorise the working group to continue its work and bring recommendations regarding VAT arrangements and review of lease to a future meeting.

2425 187 Advice from YLCA regarding councillors holding dual roles

A query was raised at the FULL COUNCIL meeting on 16 December 2024 regarding members holding dual roles and potential conflicts of interest.

At the start of the item Cllr Andy Wilson declared an interest and it was confirmed that, as this was not a financial interest, he should remain in the room and participate in discussion should he choose to do so.

The Clerk reported that advice had been received from Yorkshire Local Councils Associations and shared with members.

NOTED: advice received through YLCA as follows:

YLCA advised that whilst there was nothing in law to prevent a councillor from being a trustee of a community trust and the chair of a council committee with oversight of that trust, in practice it put the councillor in a difficult position. The councillor would declare their interests (stating what type of interest it was i.e registrable, other registrable or

Holme Valley Parish Council

unregistrable) in any item in which they considered there to be a conflict of interest in accordance with the Council's adopted code of conduct and standing orders.

This would leave the Committee without its chair for the duration of that item of business and another councillor would need to preside over the meeting whilst they are out of the room.

If the Committee had a good deal of agenda business in relation to the trust it might be preferable for the Council to appoint a different councillor to chair the F&M Committee meetings at its annual meeting. The Council might also consider removing the councillor from the Committee altogether when it is reviewing committee membership at the annual meeting.

Alternatively, if the Council would prefer for the councillor to remain as the chair of the Committee, they could request a dispensation to stay in the room when items relating to the trust are being considered. This would mean that they can still be the chair of the F&M Committee meeting.

It was for the Council to consider which option was most appropriate to ensure that the F&M Committee meetings function effectively.

The advice was discussed by members and the following comments made:

- The issue had originally been raised regards how having an interest and holding the chair of a committee might affect decisions/actions taken outside of scheduled meetings.
- No changes to Standing Orders were being proposed or needed and the issue under discussion was, indeed, covered by existing Standing Orders.
- It remained the situation that it was up to members to declare interests at meetings.
- By appointing HVPC representatives on bodies such as HCHCT and FOHL the Council was trusting members to act appropriate to the role.
- That the discussion was about clarifying general principles rather than focusing on individuals.
- That a key development would be to put in place written dispensations that allowed members to be in the room for ongoing/repeat items where an interest had been declared.
- That if members were allowed to vote on items where they had an interest, held a dispensation and also held the chairing of a committee then the matter could be exacerbated by use of a casting vote.

It was an **ACTION** for the Clerk to secure written dispensations from councillors appointed as HVPC representatives to organisations at the ANNUAL COUNCIL Meeting on 19 May 2025.

2425 188 The General Power of Competence - implications

As minuted from the FULL COUNCIL meeting on 3 February 2025 the Clerk had provided a briefing paper for councillors regarding the implications of having a qualified Clerk and obtaining the General Power of Competence.

Holme Valley Parish Council

The Clerk reported that the General Power of Competence was often referred to as the power of first resort and was the freedom to act in the community's interests and was the power to do 'anything that individuals generally can do' within the law.

Because GPC had been obtained the council should no longer use s137 for spending where no other legal power can be identified.

The Council can also seek local council accreditation if it wishes to.

NOTED: information from the Clerk regarding the General Power of Competence.

2425 189 Big Community Celebration

Cllr Whitelaw of the Working Group reported on date-setting and planning for the next Big Community Celebration in line with action from FULL COUNCIL 16 December 2024. Plans were in place. As always, everyone was welcome to attend the next working group meeting.

Cllr Colling once more thanked those involved for both the first Big Celebration Event and for the November event.

It was commented that whilst the Big Community Celebration had been a success the ANNUAL PARISH Meeting (held prior to the FULL COUNCIL meeting) had lost something as a result of the changes made to celebrating community achievement. Perhaps this ought to be addressed.

NOTED: the settled date for the next Big Community Celebration – Saturday 8 November 2025 10am-4pm - as reported by the Working Group.

2425 190 Plans for councillor presence at community events

At CACE on 10 March members had **RESOLVED** to refer this matter to FULL COUNCIL.

The Assistant Clerk reported that in 2024-25 many councillors attended events such as festivals to promote sustainable transport. Should the parish council wish to have a presence at events in 2025-26 some decisions would be needed soon to make arrangements for this. Although it was planned to have an engagement/communications sub-committee in the new council year that did not yet exist, the final CACE meeting had taken place and directions were needed regarding booking spaces etc etc.

The Assistant Clerk had provided a list of some of the regular annual events in the Holme Valley.

Engagement should mirror previous involvement where possible and councillors were encouraged to contact the Assistant Clerk with their availability to represent.

2425 191 Covid Memorial working group – update

The Working Group, led by Cllr Mary Blacka, updated Council with plans for formal opening of the Memorial Orchard at Sands and the Memorial Garden at Honley Library on Saturday 5 April 2025. Although neither Memorial was quite complete, members were encouraged to attend.

Holme Valley Parish Council

Formal thanks were offered to the Working Group and to Cllr Blacka in particular, for carrying this project through to this stage.

NOTED: progress report regarding the establishment of appropriate memorials at Sands and Honley Library.

2425 192 Climate Emergency – standing item

The Clerk reported that Holme Valley Parish Council aimed to reflect the needs of the climate emergency across all aspects of its operations. In recognition of this going forward a standing item near the beginning of each agenda at all FULL COUNCIL and COMMITTEE meetings would be the Climate Emergency.

An **ACTION** for the Clerk Team was to include the Climate Emergency as an item towards the beginning of all future meeting agendas.

2425 193 Councillor training

An evaluation of training received had been circulated prior to the meeting.

NOTED: the evaluation received.

REFERRALS FROM STANDING COMMITTEES

SERVICE PROVISION COMMITTEE

2425 194 Holmfirth toilets refurbishment project

On 23 September 2024 the SERVICE PROVISION COMMITTEE commissioned a condition survey (minute 2425 61) for the Gartside Building, including both the public toilets and the rental unit, approving expenditure of up to £1920 including VAT. This had been completed and outcomes from the survey were to be considered at a future COMMITTEE meeting.

The invoice for the work from Holme Architects had been received and approval was needed to pay for the works given that the COMMITTEE would not be meeting until the Summer.

APPROVED: payment of £1920 (including £320 VAT) from EMR 351 Holmfirth Toilets Refurb (£4,104 available) to Holme Architects for receipt of a condition survey report for the Gartside Building.

The COUNCIL thanked Cllr Morgan in particular for her work on this project.

2425 195 Civic interiors project

The following matter arises from the SERVICE PROVISION COMMITTEE meeting on 24 February 2025.

Holme Valley Parish Council

HCHCT had shared with the COMMITTEE a vision board for discussion regarding a project to improve the foyer and stairs area. COMMITTEE members had expressed a number of concerns about the project which were relayed back to the Trust. As a result, the Trust had produced the Interiors Work Report responding to the concerns.

This project was to be funded in part by a grant for £30,000 from Holme Valley Memorial Hospital League of Friends, £10,000 from Garfield Weston and a grant of £22,566 from Holme Valley Parish Council for ongoing works, approved by FULL COUNCIL 27 March 2023, Minute 2223 170.

The Clerk clarified that neither FULL COUNCIL nor SERVICE PROVISION COMMITTEE would be the decision-making body regarding this project – that would be the Trust which would endeavour to keep the Council informed.

The Clerk reminded members that through the two trustee appointments the Council does have a direct input into Trust decision-making. Additionally, the Trust had reported to each SERVICE PROVISION COMMITTEE meeting and was expected in the next council year to report to the FINANCE AND MANAGEMENT COMMITTEE, providing a mechanism for the Council to give feedback.

The Clerk further reported that this was a period of significant change and review with this Council putting significant financial resource into a programme of repairs and also, at the Trust's request, reviewing the lease. That made it an opportune moment to arrange a larger partnership meeting as a precursor to explore what the relationship between the Council and the Trust should be moving forward and help to develop a common understanding between the two bodies.

As a step towards this the Clerk had organised a meeting inviting the Chair of HCHCT, Chair and Vice Chair of the SERVICE PROVISION COMMITTEE, the two HVPC-appointed Civic Trustees to discuss some of the issues around the interiors project and the development of the visioning exercise for Tuesday 1 April 7-9pm.

NOTED: the report from HCHCT signalling intention to move forward with the foyer, stairs and landing project.

RESOLVED: in principle for a joint meeting of HVPC/HCHCT to take place within the next 4 months to discuss the visioning exercise, progress regarding lease review and the establishment of a memorandum of understanding between the two bodies.

2425 196 Other recommendations from SERVICE PROVISION COMMITTEE

RESOLVED: based on a recommendation from the SERVICE PROVISION COMMITTEE to place the £400 remaining in the phone box budget line 4735 at the end of the financial year into an earmarked reserve.

The Clerk reported that it was intended that in 2025-26 Holme red heritage phone kiosk be refurbished using monies from the 2025-6 phone box budget line 4735 and the EMR created above.

RESOLVED: based on a recommendation from the SERVICE PROVISION COMMITTEE, at the end of the financial year to place any remaining funds from the 2024-25 war memorials budget line 4750 into the war memorials EMR.

Holme Valley Parish Council

It was possible that these funds and the budget LINE 4750 for 2025-26 would be used for repairs to Hepworth war memorial once all grant routes for paying for the project had been exhausted.

FINANCE AND MANAGEMENT COMMITTEE

2425 197 Virements

The Deputy Clerk/RFO reported that on the 3rd March 2025, the FINANCE AND MANAGEMENT COMMITTEE reviewed 26 grant applications against its budget lines 4315 Community Assets and 4405 Projects and Events. At the start of deliberations, 4315 Community Assets held £29,800, and 4405 Projects and Events held £4,702.70.

The FINANCE AND MANAGEMENT COMMITTEE was aware at the start of the meeting that there was an imbalance in its two budget lines. 4405 Projects and Events held significantly lower funds than was being applied for. In part this was due to the award of £1,500 to the Full Life Food Bank outside of the grants cycle.

With this funding imbalance in mind, the COMMITTEE voted to recommend to FULL COUNCIL to vire money, - essentially to move money, - between its two budget lines, as needed, to meet the grant awards it wanted to make. Only FULL COUNCIL can approve a virement between budget lines.

At the meeting, the Parish Council made awards of £12,030.07 from 4315 Community Assets to seven applicants and one rolling grant awardee. This left an unspent budget of £17,769.93 in 4315 Community Assets.

At the meeting, the Parish Council reviewed 16 applications against its 4405 Projects and Events budget lines and wished to make awards as follows:

- £1,500 to Holmfirth Book Festival CIC towards a children's book festival
- £1,000 to Honley Business Association towards Honley Open Gardens Festival
- £1,000 to Wooldale Community Group towards room hire and equipment
- £1,092 to Women's Open Talk Holmfirth towards room hire for a women's mental health support group
- £1,055 to Friends of Cliff Rec towards the VE Day 80 beacon lighting event
- £1,500 to Café 100 towards room hire for the youth project
- £625 to New Mill Male Voice Choir towards a workshop and concert at the Festival of Folk
- £400 to Honley Village Community Trust towards a VE Day 80 Party
- £1,500 to Holmfirth Music Festival towards Festival running costs
- £1,500 to Project Communities towards a summer sports camp for Holme Valley SEND children
- £220 to Honley Village Community Trust towards an Easter tea party for children
- £120 to Honley Village Community Trust towards Easter craft workshops for children
- £1,500 to Hepworth Hurricanes towards netball coaching for young people

These pending awards would total £13,012.

Holme Valley Parish Council

The 4404 Projects and Events budget line held £4,702.70, so to meet these proposed awards, Council would have to approve a virement of £8,309.30 from 4315 Community Assets to 4404 Projects and Events.

If approved, at year end 4404 Projects and Events would hold £0 and 4315 Community Assets would have £9,460.63 unspent.

APPROVED: a virement of £8,309.30 from 4315 Community Assets to 4404 Projects and events.

APPROVED: Payments pertinent to any award.

PLANNING COMMITTEE

2425 198 Budget underspend

The Assistant Clerk reported that one PLANNING COMMITTEE meeting remains during this year after the ANNUAL PARISH /FULL COUNCIL meeting.

The PLANNING COMMITTEE had a budget of £1,500 for 2024-25 and had so far had no expenditure. The COMMITTEE expected to use this to fund the artwork and printing for the design code supplement to the NDP. However there had been delays to the artwork so this money had not yet been spent. The estimated total for the work was currently £1,275 although printing costs might vary. Ahead of the end of the accounting year it is proposed that a new Earmarked Reserve is created for the purpose of concluding this work to place the remaining funds into.

RESOLVED: on 31 March 2025 to create an earmarked reserve of up to £1,500 for NDP design work should the project not be concluded by the end of the financial year.

CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE

2425 199 HVPC brand refresh

The Assistant Clerk reported that during 2024 and 2025 the Communications and Engagement Working Group had been working to revitalise the Holme Valley Parish Council Brand alongside the work on the HVPC website, reporting to CACE.

The Assistant Clerk had prepared an overview of the work on the brand transition.

A final design had been approved by the Working Group and was now ready for roll out pending the receipt of the full brand guidelines from design supplier Redbak.

NOTED: Brand transition on the HVPC brand.

APPROVED: Refreshed branding for Holme Valley Parish Council, as presented.

An **ACTION** for the Assistant Clerk was to liaise with the Honley Open Gardens event regarding use of the new logo once released.

Holme Valley Parish Council

2425 200 Communications and Engagement budget line 4650

The Assistant Clerk reported that this budget line was projected to have approximately £3,200 remaining unspent at the end of the financial year. This was mainly made up of underspend on royal events (£1,000), the Big Community Celebration, and the website and brand revitalisation work.

At the CACE COMMITTEE meeting on 10 March 2025 councillors resolved to recommend to FULL COUNCIL that the unspent fund be handled in accordance with the following resolutions.

APPROVED: recommendation from CACE that £1,000 be moved from budget line 4650 to EMR 336 Royal Events.

APPROVED: recommendation from CACE that £1,000 be moved from budget line 4650 to a new EMR for digital and physical assets relating to the roll out of the refreshed HVPC branding.

APPROVED: expenditure from 1 April 2025 of up to £1000, the monies to be released from EMR digital and physical assets.

APPROVED: returning the remaining funds in budget line 4650 (approximately £1,200) to General Reserves at the end of the accounting year.

2425 201 CACE budgets and EMRs 2025/26

The Assistant Clerk reported that as the CACE COMMITTEE was to be disestablished at the end of the civic year, decisions were needed on where to move the budgets and EMRs that used to sit under this committee.

Decisions had already been made as follows:

- I. The 2025/26 budget line 4805 Climate Action would contain £5,000 (as agreed at Full Council on 16 December 2024) and will be managed by the Service Provisions Committee for the purpose of investment in energy efficiency measures at the Public Toilets and Gartside Unit (as agreed at FULL COUNCIL on 3 February 2025). No further action is needed.
- II. Climate Action budget line 4805 – FULL COUNCIL approved on 3 February 2025 that any underspend 2024/25 be moved to EMR 341 Gartside Building energy Projects..

APPROVED: transfer of control of EMR 341 Gartside Energy Projects to SERVICE PROVISION COMMITTEE from 1 April 2025.

APPROVED: transfer control of the 2025/26 budget line 4650, containing £15,000 reverting to FULL COUNCIL for use by the COMMUNICATIONS AND ENGAGEMENT SUB-COMMITTEE.

This budget covers:

- Publications: Holme Valley Review, Tito, Huddersfield Hub, Hepworth Focus and Hade Edge Breeze.
- Website and digital media: Ongoing support and licences.

Holme Valley Parish Council

- Events: The Big Community Celebration and any other smaller events Cllrs attend.
- Printing: home printing, project related professional printing of posters, leaflets, flyers, banners etc. May include some design work.
- Sponsorship: Not otherwise covered through grants e.g. Honley Show.

Budgets for expenditure would need releasing before the COMMUNICATIONS & ENGAGEMENT SUB-COMMITTEE was established. In particular, some monies may be needed to start booking and ordering materials for the Big Community Celebration (printing of save the date flyers etc). The actual ordering and paying could wait until April, but probably not until the end of May.

APPROVED: from April 1st expenditure up to £5000 from budget line 4650 for ongoing communications and engagement projects.

APPROVED: control of the EMR 336 Royal Events transferring to FULL COUNCIL.

An **ACTION** for the Clerk was to make the necessary changes to Standing Orders and Scheme of Delegation for approving at the ANNUAL COUNCIL Meeting.

MISCELLANEOUS ITEMS/ CORRESPONDENCE

2425 202 Chair's Report

The Chair gave a verbal report on their activities on behalf of Holme Valley Parish Council. This included attending a Civic Dinner at Saddleworth Council (nb no charge for this event).

2425 203 Reports from and questions for Kirklees Ward Councillors

This item was an opportunity for Holme Valley North and Holme Valley South Kirklees councillors to share information with Holme Valley Parish Council.

Cllr Jane Rylah (Holme Valley South) gave an update on Speed Indicator Devices, stating that the Kirklees device was at New Mill Road and likely to be moving to Scholes Moor Road. The HVPC funded device was at Sheffield Road and likely to be moved to Greenfield Road. No other information had been provided. It was stated that the Council had not received any data for a year. Cllr Donna Bellamy (Holme Valley North) had requested data but was yet to receive any.

Cllr Bellamy would provide the Clerk Team with contact details for Aaron Taylor who worked with voluntary sector groups regarding funding, constitutions etc etc. Aaron to be invited to the Big Community Event and perhaps to do a briefing for the FINANCE AND MANAGEMENT COMMITTEE. It was suggested that Aaron liaise with Duggs Carré, Valleys Anchor, to avoid duplication of roles.

2425 204 Correspondence regarding the purchasing of land/rented garage site

The Clerk reported that one of the Dover Lane garage plots had recently changed hands. The new tenant had enquired as to whether the Council had any mechanism by which a tenant could purchase the freehold of the plot.

Holme Valley Parish Council

NOTED: query and response from clerk regarding possible purchase of garage land by a rental agreement holder.

RESOLVED: to defer consideration of the request from a tenant to purchase a Dover Lane garage plot to the FINANCE AND MANAGEMENT COMMITTEE.

2425 205 Referral from Staffing Committee at request of the Clerk

The Chair read the statement below, prepared in conjunction with the Clerk.

I am speaking now not only for myself as Chair of this Council, but on behalf of the STAFFING COMMITTEE which, I would remind you comprises the chairs of all the committees and has representatives from the two major parties and independent members and we have been disturbed by some recent social media activities.

We all use social media - for updates on local events, sharing of funding available to community sources, advice on where to get help - and to join in public debate. The public appreciates this, and it shows residents how councillors can be a force for good in their community.

But we need to be careful about the opinions we voice or the 'likes' we tick - we must avoid bringing the Council into disrepute. This is most likely to happen when we engage in party political discourse. Thankfully, it is rare that such discourse reaches the threshold where a breach of the Code of Conduct takes place.

Additionally, we must remember our duty of care to the clerical team we employ. Recently there have been public comments that expenditure on administration is too high. This could be interpreted as a desire to reduce (the hours of) the staff. The clerical team and their friends and family live within the valley, and use local social media, so they read these criticisms but cannot reply and can be concerned or alarmed.

They are not responsible for the decisions the Council makes, councillors are. They are not allowed to make political statements themselves, councillors are. So please remember that while it's fair game to have a go at councillors it should be done carefully and in a way that cannot sound like criticism of the clerical team.

The STAFFING COMMITTEE unanimously requests FULL COUNCIL **TO NOTE** the following:

1. As an employer the Parish Council has a duty of care to its staff.
2. All three officers, their friends and their families live, as well as work, in our community.
3. Discourse in the public domain about Council issues related to staff or staffing matters is discourse about three identifiable and known individuals. As private individuals, due to their roles, officers do not respond to or take part in public sphere communications about Council matters. However, they may be affected by it or, as private individuals, may find themselves addressed directly by local acquaintances and contacts about it.
4. The informal channels officers have to raise concerns are very limited. The only formal channel is to raise a grievance.

Holme Valley Parish Council

5. All councillors have signed up to the Code of Conduct and the Council has signed up to the Civility Pledge – the Staffing Committee requests councillors to be mindful of both in their own public discourse and of the Council’s duty of care to its staff.

This statement has been discussed and **NOTED** by the STAFFING COMMITTEE which now requests FULL COUNCIL to also **NOTE** its substance.

NOTED: statement regarding the Parish Council’s duty of care to the Clerk Team.

2425 206 Items for Publicity

Suggestions for Council matters to be publicised subsequent to the meeting included the printed Annual Report (from Monday 31 March) and accompanying video.

The meeting closed at 9.05pm.

Holme Valley Parish Council

EXTRAORDINARY MEETING OF THE COUNCIL

held on **MONDAY 14 APRIL 2025** in **THE EXHIBITION ROOM, THIRD FLOOR, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS.**

The meeting was called by the Chair, Cllr Pat Colling, in accordance with **Holme Valley Parish Council Standing Order 6(a)** 'The Chair of the Council may convene an extraordinary meeting of the council at any time' (*HVPC Standing Orders* approved 13-5-2024 minute 2425/12).

IN THE CHAIR: Cllr Pat Colling

PRESENT:

Cllr Isaac Barnett
 Cllr Donna Bellamy
 Cllr Mary Blacka
 Cllr Damian Brook
 Cllr Harry Davis
 Cllr Tom Dixon (Vice Chair)
 Cllr Donald Firth
 Cllr Charles Greaves
 Cllr Chris Green
 Cllr Jenny Holmes
 Cllr Jo Liles
 Cllr Alison Morgan
 Cllr Steve Ransby
 Cllr Tricia Stewart
 Cllr Sarah Whitelaw
 Cllr Andy Wilson

APPROVED APOLOGIES & REASONS: Cllr Lawrence Baylin, Cllr Andrew Fenwick, Cllr Glenn Kirkby, Cllr Hugh Osborne, Cllr Martin Rostron, Cllr Jane Rylah.

TAKING MINUTES: Jen McIntosh (Clerk)

IN ATTENDANCE: Rich McGill (Deputy Clerk/RFO)

DRAFT MINUTES

2425 207 Public Question Time

All were welcomed to the meeting by the Chair.

Cllr Harry Davis was congratulated and applauded for his recent election as member for Fulstone Ward.

The Chair wished to state that she was disappointed that there were no members of Holmfirth Civic Hall Community Trust present to make representations regarding item 2425 214.

Holme Valley Parish Council

PROCEDURAL MATTERS

2425 208 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014

Local (Parish and Town) **HOLME VALLEY PARISH COUNCIL** meetings can be recorded. The meeting was recorded in video format for the [HOLME VALLEY PARISH COUNCIL YouTube Channel](#).

There were no other requests to record the meeting.

2425 209 Election of new member for Fulstone Ward

Cllr Harry Davis was elected parish councillor for Fulstone Ward and had signed the acceptance of office and completed a Declaration of Pecuniary and Other Interests. In terms of committee membership, the only committee due to meet before the ANNUAL COUNCIL MEETING on 19 May was the PLANNING COMMITTEE on Monday 28 April.

TO NOTE: the election of Cllr Harry Davis, member for Fulstone Ward.

APPOINTED: Cllr Harry Davis as a member of the PLANNING COMMITTEE with immediate effect.

2425 210 Items to be heard in private session

Any recording to be halted during such items and members of the public asked to leave the meeting.

RESOLVED: to hear agenda item 2425 214 in private session due to commercial sensitivity.

Recording to be halted during discussion. Any motions to be heard in public session.

2425 211 Apologies and reasons for absence

Apologies and reasons had been circulated prior to the meeting starting. This Extraordinary Meeting was taking place with short notice during a major school holiday.

APPROVED: apologies and reasons for absence from Cllr Lawrence Baylin, Cllr Andrew Fenwick, Cllr Glenn Kirkby, Cllr Hugh Osborne, Cllr Martin Rostron and Cllr Jane Rylah.

Gemma Sharp, Assistant Clerk, was unable to attend as she was taking annual leave.

2425 212 Receipt of written Declaration of Pecuniary and Other Interests

Cllr Harry Davis's written Declaration of Pecuniary and Other Interests had been shared under separate cover prior to the meeting.

NOTED: receipt of written Declaration of Pecuniary and Other Interests for Cllr Harry Davis.

Holme Valley Parish Council

2425 213 Declaration of interests in agenda items

RECEIVED: declarations of interests of Cllr Andy Wilson and Cllr Steve Ransby in item 2425 214 – they are Trustees of Holmfirth Civic Hall Community Trust, appointed by Holme Valley Parish Council.

Cllr Wilson and Ransby would remain in the room and were free to speak to the item but would not vote.

2425 214 Change of Use request from Holmfirth Civic Hall Community Trust

Holmfirth Civic Hall Community Trust had requested a change of use for a grant awarded by Holme Valley Parish Council 27 March 2023 Minute 2223 170. The grant was originally a contribution of £30,000 towards ongoing works. The ongoing works covered were to be a refurbishment of the foyer, stairs and landing areas. It was later agreed that £7,434 of the grant be used for repairs/upgrades to the fire alarm system, leaving £22,566.

The change of use requested for the remaining funds was to cover current operational expenditure.

The Council went into private session for this item.

Once discussions had concluded the Council **RESOLVED** to consider motions related to the item in public session.

1. **APPROVED:** the change of use to operational expenditure for up to £22,566 of a grant awarded by Holme Valley Parish Council to Holmfirth Civic Hall Community Trust in 2023 towards the costs of works to the foyer, stairs and landing.
2. **RESOLVED:** to refer to the FINANCE AND MANAGEMENT COMMITTEE the reviewing of the monthly financial information required from the Trust.
3. **RESOLVED:** to task the Clerk to liaise between the Trust and councillors to agree a date for combined meeting of Trust and Council to explore and develop a vision for the Civic.

An **ACTION** for the FINANCE AND MANAGEMENT COMMITTEE at its meeting on 2-6-2025 was to clarify the financial information it would require from the Trust going forward.

An **ACTION** for the Clerk was to research and report back on steps the Council would need to take should the situation arise where lease is surrendered by the Trust.

The meeting closed at 8.52pm.

MEETING OF THE SERVICE PROVISION COMMITTEE MONDAY 24 FEBRUARY 2025

IN THE CHAIR: Cllr Lawrence Baylin.

ALSO PRESENT: Cllr Isaac Barnett, Cllr Mary Blacka, Cllr Pat Colling, Cllr Tom Dixon, Cllr Donald Firth, Cllr Chris Green, Cllr Glenn Kirkby (Vice Chair), Cllr Alison Morgan, Cllr Hugh Osborne, Cllr Steve Ransby, Cllr Tricia Stewart.

ABSENT WITH APOLOGIES AND REASON APPROVED: Cllr Jane Rylah.

OTHER ABSENCES: None.

OFFICER TAKING MINUTES: Jen McIntosh - Clerk.

DRAFT MINUTES

2425 69	Public Question Time
	Cllr Baylin, in the Chair, welcomed all to the meeting and explained that, whilst no members of the public were present at the start of the meeting, a parish councillor who was not a COMMITTEE member would be attending later as a member of the public.
2425 70	Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014
	The Clerk was recording the meeting in video format for upload to the Parish Council's YouTube Channel. No other requests for recordings were received.
2425 71	Apologies and reasons for absence
	Apologies for absence with reasons received by the Clerk were circulated by email prior to the meeting.
	APPROVED: Apologies and reasons for absence from Cllr Rylah.
2425 72	Receipt of updated Disclosable Personal and Pecuniary Interests forms
	There were no new/revised Disclosable Personal and Pecuniary Interests forms (DPIs) of Committee members to consider.
2425 73	Members' and Officers' personal and disclosable pecuniary interests in items on the agenda
	The Chair remarked that he was conscious that the CACE COMMITTEE will be disbanded at the end of the current council year and that it will be the responsibility of all committees to reflect climate concerns. The Chair requested that all members be conscious of such concerns as the meeting progressed and raise them where appropriate. <ul style="list-style-type: none"> – Cllr Kirkby and Cllr Colling both declared an interest in item 2425 79 as trustees of Friends of Honley Library. – Cllr Ransby declared an interest in item 2425 80 as a trustee of Holmfirth Civic Hall

Holme Valley Parish Council

	Community Trust. – Cllr Stewart declared she was related to Moses Crook, Kirklees Councillor for Holme Valley South.
	NOTED: Members' and Officers' personal and disclosable pecuniary and other interests in items on the agenda as recorded above.
2425 74	Items on the agenda to be discussed in private session
	There were no items to discuss in private session.
2425 75	Minutes of the previous Service Provision Committee meeting
	NOTED: the minutes of the previous meeting of the SERVICE PROVISION COMMITTEE held on 4 November 2024, numbered 2425 49 – 2425 68 inclusive.
	The Clerk reported information regarding ongoing matters arising from the approved minutes. These included: <ul style="list-style-type: none"> i. That the clerk was still to arrange a meeting of the maintenance/toilets procurement steering group. ii. The removal of the sharps bin needed to be progressed. <p>At request of the Chair prior to the meeting an action for the Clerk was to raise a formal complaint with Kirklees about the continuing presence of the obsolete sharps bin outside Holmfirth Toilets.</p>
	BUDGETARY MATTERS
2425 76	Service Provision Committee Budget 2024-25 and Earmarked Reserves
	The Clerk reported on items of regular expenditure the COMMITTEE was to consider authorising, commenting on the overspend apparent in budget line 310 the Civic which followed a series of resolutions and also on the underspend in budget line 4705 Christmas Provision which largely reflected that the council was still waiting for Kirklees to invoice for the cost of the lit Holmfirth tree.
	Clerk to chase up Kirklees invoice following the meeting.
	Other underspends such as that evident in budget line 4730 minibus were due to the fact that further spending was expected between the meeting and the end of the financial year. The projected budget lines report gave a more complete picture of where the COMMITTEE's finances would be at the end of the year. The Deputy Clerk/RFO had provided a detailed narrative to that report.
	NOTED: the reports from the Deputy Clerk/RFO on Expenditure against Budget 2024-25 – Budget Lines Year-to-Date <i>and</i> Expenditure against Budget 2024-25 – Projected Budget Lines to Year End.
2425 77	Authorisation of Regular Expenditure
	The COMMITTEE was asked to review and authorise regular items of expenditure featured in the Services Provision Budget 2025-26.
	The Clerk reported that the only change from 2024-25 was that Eonnext was now the provider of electricity for Holmfirth Toilets/the Gartside Unit. It was queried whether Eonnext were a green

Holme Valley Parish Council

	energy only tariff. The clerk confirmed that this was the case and was the reason this provider was chosen.
	<p>APPROVED: the authorisation of specified regular items of expenditure, as listed below, in the Services Provision Budget for the Council Year 2025-26.</p> <p>4320 Holmfirth Toilets</p> <ul style="list-style-type: none"> – Maintenance and Costs (contractor) – Electricity (Eonnext) – Water and Sewerage (Scottish Water Business Stream) – Sanitary Services (Principal Hygiene) <p>4705 Christmas Provision</p> <ul style="list-style-type: none"> – Christmas Trees (Kirklees) – Christmas Trees (SD and TJ Kirk) <p>4710 New Mill Churchyard</p> <ul style="list-style-type: none"> – Maintenance and Costs (contractor) <p>4720 Dog Waste</p> <ul style="list-style-type: none"> – Maintenance and Costs (contractor) – Poo Bags and Dispensers (JRB) <p>4730 Minibus</p> <ul style="list-style-type: none"> – Minibus Service (West Yorkshire Combined Authority) <p>4735 Phone Boxes</p> <ul style="list-style-type: none"> – Maintenance and Costs (contractor) <p>4740 Seats and Shelters</p> <ul style="list-style-type: none"> – Maintenance and Costs (contractor) <p>4750 War Memorials</p> <ul style="list-style-type: none"> – Maintenance and Costs (contractor) <p>The dog waste bags were not regular payments but a regular expenditure.</p>
2425 78	Budget Line 4705 Christmas Provision – grant evaluations
	<p>The Clerk provided a written narrative via the agenda as follows:</p> <p>Grants had been awarded to Holmfirth Christmas Team and Honley Christmas Team for provision of decorations for the two main centres and that eight applications for village Christmas trees/decorations were also approved 4 November 2024 for the following:</p> <ul style="list-style-type: none"> – Scholes Methodist Church, Scholes – The Rock Inn, Brockholes – St David’s Church, Holmbridge – Honley Business Association, Honley – Hade Edge Residents Association, Hade Edge – Hepworth Community Association, Hepworth – Netherthong Community Partnership – Holme Village <p>All 8 applicants were approved for a rolling grant arrangement for 2025, 2026 and 2027.</p>

Holme Valley Parish Council

	<p>In line with minute 2425 57 - delegating to the Chair and Vice-Chair of the COMMITTEE approval of expenditure from budget line 4705 of up to £628.40 for the provision of further trees/decorations, subject to the receipt of appropriately completed grant application forms and proof of suitable insurance being in place – a number of other grants were also awarded subsequent to the meeting on 4 November. The grant applicants had all requested that rolling grants be considered for 2025, 2026 and 2027.</p> <p>A document providing photos of the funded trees had been included in papers.</p> <p>All grant recipients had been asked to submit grant evaluations by the end of January 2025.</p> <p>Evaluations had been received from Holmfirth Christmas Team, Honley Christmas Team and Holmbridge (St Davids).</p> <p>The Chair introduced the item by reminding members that arrangements for 2024 had been significantly altered to previous years and that, on the whole, the new arrangements had worked smoothly. The Clerk was thanked for her proactive work in getting applicants to get forms in and so forth. The only ward that had not benefitted from a Christmas Provision grant was Wooldale. This was not for lack of trying as several Wooldale groups had been encouraged to apply. However, Wooldale residents had planted a rooted tree and so there might be scope to apply for a grant for decoration in a future year.</p> <p>The Chair and Clerk were thanked for their efforts in supporting the provision of a tree and decorations for New Mill ward via New Mill Club.</p> <p>It was acknowledged that the reference on the application form to how a project might address the climate emergency had indeed worked to raise awareness and encourage positive action. This would be built upon in succeeding years.</p>
	<p>NOTED: grants awarded to the following:</p> <ul style="list-style-type: none"> – Clothiers Arms, Netherthong - £250. – The Royal Oak, Upperthong - £156 inc VAT – tree from Kirks. – New Mill Club, New Mill - £206 inc VAT – tree from Kirks. <p>NOTED: evaluations received to date from Honley, Holmbridge and Holme.</p> <p>Clerk to chase up evaluations for the next SERVICE PROVISION COMMITTEE meeting.</p>
	MAJOR ASSETS MANAGEMENT
2425 79	Honley Library
	<i>Friends of Honley Library</i> had submitted a report and other documents for information. Cllr Kirkby reported that details of a new government grant scheme were due to be published this week.
	NOTED: report and events update from Friends of Honley Library.
2425 80	Holmfirth Civic Hall Community Trust

Holme Valley Parish Council

	<p>The Holmfirth Civic Hall Community Trust had submitted a report for information. This included initial ideas regarding a project to revamp the foyer, stairs and landing areas. COMMITTEE members raised a number of points and queries regarding the project.</p>
	<p>NOTED: latest report from Holmfirth Civic Hall Community Trust.</p> <p>Clerk to relay feedback on the interiors project to the Trust and seek a response.</p> <p>Clerk to request from the Trust a breakdown of works and costs for 2025/6 for the next SERVICE PROVISION COMMITTEE meeting.</p>
	Cllr Barnett left towards the conclusion of this item at 7.55pm.
	OTHER ASSETS MAINTAINED BY HOLME VALLEY PARISH COUNCIL
2425 81	Gartside Buildings update
	Clerk reported on actions taken since the previous meeting with regards to the Gartside unit.
	<p>NOTED: actions taken by the Clerk with regards to the Gartside unit, including:</p> <ul style="list-style-type: none"> – the fixing of an internal heater by the maintenance contractor; – communication regarding the carrying out of a condition survey and likely date for the installation of solar panels; – the scheduling of a Holmfirth toilets refurbishment working group meeting for Tuesday 25 February; this working group’s remit included commissioning the condition survey on the whole building. <p>Outstanding tasks for the Clerk were to arrange for the ordering and installing of an additional noticeboard and reimbursing EPIKs redecorating costs from the start of their tenancy.</p>
2425 82	Holmfirth Public Toilets
	<p>A working group was established at the meeting on 8 July 2024 to draw up any proposals for a possible refurbishment of Holmfirth Public Toilets. A condition survey of the toilets had been commissioned by the working group and was in process. The working group was now also leading on the installation of solar panels for which Planning Permission had been granted.</p> <p>The maintenance report from the contractor also referred to Holmfirth Toilets.</p>
	OTHER ASSETS MANAGEMENT
2425 83	Other assets including benches, stone shelters, war memorials, red heritage phone kiosks
	<p>A written report was received from the Maintenance Contractor.</p> <p>Following a report from the Holme Village Residents Association of the poor state of repair of Holme Village heritage phone box, a quote for the refurbishment for £800 had been received from the maintenance contractor.</p> <p>Current budget line has £400 and £400 had been allocated to next year’s budget line. The Clerk advised that the COMMITTEE recommended to FULL COUNCIL that the £400 underspend from</p>

Holme Valley Parish Council

	2024-25 be placed in an Earmarked Reserve. From April 2025 the contractor could then be commissioned to carry out the refurbishment and paid from the EMR and also the 2025-26 budget line.
	NOTED: the report from the Maintenance contractor.
	APPROVED: the refurbishment of Holme Village heritage phone box operating as a book exchange and RESOLVED to recommend to FULL COUNCIL that the £400 underspend from 2024-25 be placed in an Earmarked Reserve. Expenditure on refurbishment to come from EMR and from budget line 2025/26.
	RESOLVED: to recommend to FULL COUNCIL placing the underspend of £200 with regarding to the War Memorial budget line in the EMR War Memorials towards possible expense of repairs to Hepworth War Memorial.
2425 84	New Mill Closed Cemetery
	The maintenance of New Mill Closed Cemetery is part of the remit of the SERVICE PROVISION COMMITTEE.
	A task remained for the Clerk to organise a meeting with church authorities to review the works specification for the closed cemetery.
	Cllr Green reported that Kirklees Council had cut back funding considerably regarding the closed cemeteries it was responsible for.
	NOTED: report from the Maintenance Contractor regarding New Mill Closed Cemetery.
	SERVICES
2425 85	Public Area Litter and Dog Waste Management Strategy
	Cllr Baylin, Chair of working group, gave a verbal report.
	There was a lack of clarity regarding which body was responsible for the removal of bins in Holmfirth due in part to the fact that Holme Valley Parish Council had contributed to the renewing of 3 bins in Holmfirth centre in 2021. Some Kirklees officers had interpreted the financial contribution made to imply ownership and ongoing responsibility. This was not the case.
	There were current issues in Holmfirth and at New Mill School regarding dog waste. The working group would continue to consult on the provision of dog waste bag dispensers and waste bags to reach a view on effectiveness and possible future actions.
	The Working Group had identified that there were too many bins by the Skateboard park and not enough adjacent to the new path. To date, Kirklees was not in a position to consider the relocation of existing or replaced bins. The working group would continue to press Kirklees regarding this matter.
2425 86	Tourism
	A written update had been provided by Cllr Baylin. There were no questions arising.

Holme Valley Parish Council

2425 87	Youth work in the Holme Valley
	<p>A report from Kirklees Youth Alliance had been received.</p> <p>Standing Orders were suspended so that Cllr Whitelaw, who was attending as a member of the public, could comment as a trustee of Café 100.</p> <p>Numbers have increased since Café 100 provision was moved to the Tech which provided different spaces for different activities.</p> <p>Honley Youth was working with Kirklees Youth alliance to put in place provision in the Summer.</p>
	<p>APPROVED: expenditure of £10,000 from budget line 4760 Youth Work in the Holme Valley to Kirklees Youth Alliance for the provision of agreed youth services.</p> <p>Payment to be made following the FINANCE AND MANAGEMENT COMMITTEE meeting on 3 March 2025.</p> <p>NOTED: report from Kirklees Youth Alliance.</p>
2425 88	Public Transport – sustainable travel - update
	<p>Cllr Baylin, Chair of the working group reported further to a written update.</p> <p>Cllr Blacka referred to the pulling together of a report with regards to the Local Plan review. Cllr Blacka recorded thanks to Sarah Wells from the Penistone Line Partnership for her contribution to the interim report.</p> <p>There was no update regarding the Holmfirth park and ride scheme under investigation.</p> <p>A further meeting needed to be scheduled with Carl Stott.</p>
	PUBLICITY
2425 89	Items for Publicity
	<p>NOTED: suggestions for aspects of the work of the Service Provision Committee to publicise further included positive news regarding the Civic and the revamping of Holme book exchange kiosk.</p>
	<i>The meeting closed at 8.37pm.</i>

DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 3 MARCH 2025

Those present:

Chair: Cllr A Wilson

Councillors: Cllr I Barnett, Cllr M Blacka, Cllr P Colling, Cllr J Holmes, Cllr J Liles, Cllr S Whitelaw

Officer: Mr R McGill (RFO/Deputy Clerk)

Also present: Mrs Jen McIntosh (Clerk)

Welcome

The Chair welcomed Members and members of the public to this sixth meeting of the Holme Valley Parish Council Finance and Management Standing Committee of the Council year.

Public Question Time

Three members of the public were present at the meeting. Two were elected Councillors who spoke to encourage Members to propose and support a motion on banning the use of herbicides and pesticides on Parish Council land. The third member of the public spoke in support of a grant application.

2425 93 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 94 To accept apologies for absence

Cllrs Baylin, Brook, Greaves, Kirkby, Rostron and Rylah were absent from the meeting.
NOTED: Members noted those absent from the meeting.

The Council reported that it had received apologies for absence with reasons given in advance of the meeting from Cllrs Baylin, Brook, Greaves, Kirkby, Rostron and Rylah. The Council considered accepting these reasons.

RESOLVED: The reasons for apologies of Cllrs Baylin, Brook, Greaves, Kirkby, Rostron and Rylah were approved.

Signed: _____

Holme Valley Parish Council

2425 95 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

Cllr Blacka disclosed a personal interest in the grant application of Friends of Cliff Recreation Ground being considered under item 2425 99 Cxv and also the grant evaluation report of the same organisation under 2425 99 A.

Cllr Holmes disclosed a personal interest in the grant application of Holmfirth Tech being considered under item 2425 99 Cix. and also the grant evaluation report of the same organisation under 2425 99 A.

Cllr Wilson disclosed a personal interest in the grant applications of Holme Valley Lions being considered under item 2425 99 Ciii, and that of Hepworth Hurricanes being considered under 2425 99 Cxxvii.

Cllr Whitelaw disclosed a personal interest in the following:

- The grant application of Holmfirth Tech being considered under item 2425 99 Cix.
- the grant evaluation report of the same organisation under 2425 99 A.
- The grant application of Café 100 being considered under item 2425 99 Cxvi.
- The grant application of Valley Anchors CIC being considered under item 2425 99 Cxxi.

2425 96 To consider written requests for new DPI dispensations

No new DPI dispensations had been received.

2425 97 To consider whether items on the agenda should be discussed in private session

RESOLVED: Members approved that no item would be heard in private session.

2425 98 To confirm the Minutes of the previous Committee meeting

APPROVED: Members approved the Minutes of the Finance & Management Committee Meeting held on 2 December 2024, numbered 2425 73 to 2425 92 inclusive.

At this point Members suspended standing orders so that items involving the three members of the public in attendance could be moved up the agenda order. First, the agenda item for stopping the use of glyphosate was moved up the order.

2425 109 Glyphosate

At full Council 14 October 2024 item 2425 98, Holme Valley Parish Council had adopted a Biodiversity Policy that stated that the Parish Council will:

"manage its land and property using environmentally friendly practices that will promote biodiversity."

Alison Morgan and Chris Green of the Climate Emergency Working Group asked the Finance and Management Committee to support this directive by banning the use of glyphosate on the Parish Council's allotments. This would have required Members of the Committee to propose and second a motion to amend the tenancy agreements of

Signed: _____

Holme Valley Parish Council

Watery Lane allotments. A motion was proposed and seconded by Committee Members to this end.

RESOLVED: The Committee resolved that the Parish Council would amend its tenancy agreements to ban the use of herbicides and pesticides on its allotments.

2425 99

Grants

Members voted to suspend standing orders and move item 2425 99 Cxxi up the agenda item and allow the member of the public to speak to the item.

Cxxi. Members considered a Grant Application from Valley Anchors CIC for £1,500 towards workshops for local organisations delivering community activities.

RESOLVED: No award.

At this point, the Committee voted to return to the order in the agenda.

A. Grant Evaluation Reports

NOTED: Members noted the list of grants awarded 2024-25, and the RFO's report.

The Committee noted that the following Grant Evaluation Reports had been added to the Parish Council website

- Friends of Honley – Christmas lights event and Christmas tree
- Friends of Honley - defibrillators
- Friends of Cliff Rec
- Holmfirth Food and Drink Festival
- Holmfirth Tech - interim
- Honley Village Community Trust (Children's Halloween Party)
- Honley Village Community Trust (Children's Christmas Party)
- Wooldale Community Group

NOTED: Members noted that all of these groups had applications being heard at the meeting.

- NOTED:** Members noted that Honley Village Community Trust had two incomplete projects from 2023/24 related to Magdale, for which grant evaluation reports were delayed. They had sent an email update regarding expenditure on those projects. It was further noted that the organisation had submitted two new applications related to Magdale.
- NOTED:** Members noted that Cartworth Moor Cricket Club had one ongoing project from 2023/24 related to a solar panels development and had sent an email update regarding that project. It was further noted that the organisation has submitted a new application asking for additional funds for this same project.
- NOTED:** The Committee noted that the Officer will be contacting award winners from the September cycle in the next month for their grant evaluation reports on those awards.

Signed: _____

Holme Valley Parish Council

- iv. Members considered any further actions with regard to grant evaluation reports.
RESOLVED: No further action.

B. Grant Applications

- i. **NOTED:** Members noted the list of grant applications being considered at that night's meeting against budget lines 4315 Community Assets and 4405 Projects and Events. They further noted that the money related to rolling grants awarded previously had been deducted from the budgets.
- ii. **NOTED:** Members noted the full list of grant awards since 2020.
- iii. **NOTED:** Members noted the RFO's report on the applicants tonight, - their recent, prior applications and awards.

NOTED: Members noted that, as part of the considerations of grants, the Committee could consider where awards might be offered as rolling, multi-year awards.

- iv. The Committee noted that there was something of an imbalance between the two budget lines under the Finance and Management remit. 4315 Community Assets contained £28,240 (assuming the rolling grant to Honley Business Association would be honoured). 4405 Projects and Events only contained £4,702.70. The Members considered how to resolve this imbalance.

RESOLVED: The Committee would consider any money unspent in 4315 after Item 2425 99 Cix, as potentially being available to fund Projects and Events under 4405. This would mean recommending to Council to vire money, as required, from 4315 to 4405.

NOTED: The Committee noted that, since the Clerk is now qualified, the legal powers we have hitherto needed to identify to make awards are no longer required. The legal power for all grants is now General Power of Competence (GPC) under the Localism Act 2011.

C. Budget line 4315 Community Assets Grants

Members considered the following grant applications:

- i. Members considered a Grant Application from New Mill Community Garden for £655 towards equipment and signage for the garden.

RESOLVED: New Mill Community Garden was awarded £655 towards equipment and signage.

- ii. Members considered a Grant Application from Scholes Cricket Club for £2,904.28 towards outdoor seating.

RESOLVED: Scholes Cricket Club was awarded £851.07 towards a Calder Plus 8-seater circular picnic table – with wheelchair Accessibility.

Signed: _____

Holme Valley Parish Council

- iii. Members considered a Grant Application from Holme Valley Lions for £435 towards works on Santa's sleigh.
RESOLVED: Holme Valley Lions was awarded £435 towards works on Santa's sleigh.
- iv. Members considered a Grant Application from Honley Village Community Trust for £1,000 towards a hay-bob for Magdale.
RESOLVED: Honley Village Community Trust was awarded £1,000 for a hay-bob.
- v. Members considered a Grant Application from Honley Village Community Trust for £5,000 towards tree-works for Magdale.
RESOLVED: Honley Village Community Trust was awarded £4,000 for tree-works.
- vi. Members considered a Grant Application from Brockholes Green Spaces for £1,029 towards clearing and replanting the Tollbar.
RESOLVED: Brockholes Green Spaces was awarded £1,029 towards clearing and replanting.
- vii. Members considered a Grant Application from Hepworth Band for £5,000 towards a community studio space.
RESOLVED: Hepworth Band was awarded £2,500 towards a studio space.
- viii. Members considered a Grant Application from Cartworth Moor Cricket Club for £2,500 towards its solar panels project.
RESOLVED: No award.
- ix. Members considered a Grant Application from Holmfirth Tech for £2,238.98 towards kitchen equipment and energy costs.
RESOLVED: No award.

Budget Line 4405 Projects and Events

- x. Members considered a Grant Application from Holmfirth Book Festival CIC for £1,500 towards funding a website and promotional materials for a 1st Children's Book Festival 2025.
RESOLVED: Members voted to recommend to full Council an award of £1,500 to Holmfirth Book Festival CIC – 1st Children's Book Festival, pending a decision on virements between budgets 24th March 2025.
- xi. Members considered a Grant Application from Honley Business Association for £1,000 towards Honley Open Gardens Festival.
RESOLVED: Members voted to recommend to full Council an award of £1,000 to Honley Business Association – Honley Open Gardens Festival, pending a decision on virements between budgets.
- xii. Members considered a Grant Application from Holmfirth Food and Drink Festival for £1,500 towards Festival running costs.
RESOLVED: No award.

Signed: _____

Holme Valley Parish Council

- xiii.** Members considered a Grant Application from Wooldale Community Group for £1,000 towards room hire and equipment for the youth club and mother & baby club.
RESOLVED: Members voted to recommend to full Council an award of £1,000 to Wooldale Community Group – room hire, pending a decision on virements between budgets.
The Committee then voted that this should be a rolling grant for (at least) the term of the current Council.
- xiv.** Members considered a Grant Application from Women’s Open Talk Holmfirth for £1,500 towards room hire for a women’s mental health support group.
RESOLVED: Members voted to recommend to full Council an award of £1,500 to Women’s Open Talk Holmfirth – room hire, pending a decision on virements between budgets.
- xv.** Members considered a Grant Application from Friends of Cliff Recreation Ground for £1,055 towards VE Day 80 beacon lighting event.
RESOLVED: Members voted to recommend to full Council an award of £1,055 to Friends of Cliff Recreation Ground – VE Day event, pending a decision on virements between budgets.
- xvi.** Members considered a Grant Application from Café 100 for £1,500 towards rent for the youth club.
RESOLVED: Members voted to recommend to full Council an award of £1,500 to Café 100 – room hire, pending a decision on virements between budgets.
- xvii.** Members considered a Grant Application from New Mill Male Voice Choir for £625 towards a workshop and concert at the Festival of Folk.
RESOLVED: Members voted to recommend to full Council an award of £625 to New Mill Male Voice Choir – workshop and concert, pending a decision on virements between budgets.
- xviii.** Members considered a Grant Application from Honley Village Community Trust for £450 towards a Welcome Club VE Day 80 Party.
RESOLVED: Members voted to recommend to full Council an award of £450 to Honley Village Community Trust – Welcome Club Party, pending a decision on virements between budgets.
- xix.** Members considered a Grant Application from Holmfirth Forward for £950 towards a video to promote Holmfirth.
RESOLVED: No award.
- xx.** Members considered a Grant Application from Holmfirth Music Festival for £1,500 towards Festival Running Costs - room hire, printing, - and website.
RESOLVED: Members voted to recommend to full Council an award of £1,500 to Holmfirth Music Festival – room hire &c, pending a decision on virements between budgets.

Signed: _____

Holme Valley Parish Council

- xxii.** Members considered a Grant Application from Project Communities CIC for £1,500 towards summer sports camps for SEND children.

RESOLVED: Members voted to recommend to full Council an award of £1,500 to Project Communities – sports camps, pending a decision on virements between budgets.

- xxiii.** Members considered a Grant Application from Honley Village Community Trust for £220 towards an Easter tea party for children.

RESOLVED: Members voted to recommend to full Council an award of £220 to Honley Village Community Trust – Easter tea, pending a decision on virements between budgets.

- xxvi.** Members considered a Grant Application from Honley Village Community Trust for £120 towards Easter craft workshops for children.

RESOLVED: Members voted to recommend to full Council an award of £120 to Honley Village Community Trust – Easter craft workshops, pending a decision on virements between budgets.

- xxvii.** Members considered a Grant Application from Hepworth Hurricanes for £1,500 towards netball coaching for young people.

RESOLVED: Members voted to recommend to full Council an award of £1,500 to Hepworth Hurricanes – netball coaching, pending a decision on virements between budgets.

2425 100 Chair's Expenses

NOTED: Members noted that the Chair's Expenses budget for 2024-25 was £1,000. The expenditure so far had been a £30 ticket to The Lions Charter Dinner and a donation of £500 to Full Life Church Food Bank. £470 remained which needed to be spent and/or donated before 31st March 2025.

2425 101 Schedule of Payments

- i. **NOTED:** The Committee noted the finalised schedules of payments for i. November 2024, ii. December 2024, and iii. January 2025. These were initialled by the Chair.
- ii. The RFO reported on the month-to-date schedule of payments for February 2025. The Committee considered the approval of this schedule.
- RESOLVED:** The month-to-date schedule of payments for February 2025 was approved. This was initialled by the Chair.

Signed: _____

NOTED: The Committee noted the following the accounting summaries -

i. For November 2024:

- (1) Cash Books All Accounts Receipts and Payments (to end 30 November 2024)
- (2) Trial Balance (to end 30 November 2024)
- (3) Balance Sheet (to end 30 November 2024)
- (4) Income and Expenditure against Budget Headings (to end 30 November 2024)
- (5) Cash and Investment Reconciliation (to end 30 November 2024)
- (6) VAT Return – year-to-date for the quarter OCT-DEC 2024 – not for submission.

ii. For December 2024:

- (1) Cash Books All Accounts Receipts and Payments (to end 31 December 2024)
- (2) Trial Balance (to end 31 December 2024)
- (3) Balance Sheet (to end 31 December 2024)
- (4) Income and Expenditure against Budget Headings (to end 31 December 2024)
- (5) Cash and Investment Reconciliation (to end 31 December 2024)
- (6) VAT Return – year-to-date for the quarter OCT-DEC 2024. Submitted to HMRC.

ii. For January 2025:

- (1) Cash Books All Accounts Receipts and Payments (to end 31 January 2025)
- (2) Trial Balance (to end 31 January 2025)
- (3) Balance Sheet (to end 31 January 2025)
- (4) Income and Expenditure against Budget Headings (to end 31 January 2025)
- (5) Cash and Investment Reconciliation (to end 31 January 2024)
- (6) VAT Return – year-to-date for the quarter – not for submission.

iii. As per the guidance in the JPAG Practitioners' Guide, the Committee must approve the bank reconciliations cross-referenced with bank statements, and this must be minuted.

RESOLVED: The Finance and Management Committee approved the following bank reconciliations against bank statements for November and December 2024 and January 2025:

For November 2024:

- HSBC Current Account Bank Statement and HSBC Current Account Bank Reconciliation.
- HSBC Business Money Manager Bank Statement and HSBC Business Money Manager Bank Reconciliation.
- CCLA PSDF Bank Statement and CCLA PSDF Bank Reconciliation.
- Unity Trust Current Account T2 Bank Statement and Unity Trust Current Account T2 Bank reconciliation.
- Unity Trust Savings Account Bank Statement and Unity Trust Savings Account Bank reconciliation.

For December 2024:

- HSBC Current Account Bank Statement and HSBC Current Account Bank Reconciliation.
- HSBC Business Money Manager Bank Statement and HSBC Business Money

Signed: _____

Holme Valley Parish Council

Manager Bank Reconciliation.

- CCLA PSDF Bank Statement and CCLA PSDF Bank Reconciliation.
- Unity Trust Current Account T2 Bank Statement and Unity Trust Current Account T2 Bank reconciliation.
- Unity Trust Savings Account Bank Statement and Unity Trust Savings Account Bank reconciliation.

For January 2025:

- HSBC Current Account Bank Statement and HSBC Current Account Bank Reconciliation.
- HSBC Business Money Manager Bank Statement and HSBC Business Money Manager Bank Reconciliation.
- CCLA PSDF Bank Statement and CCLA PSDF Bank Reconciliation.
- Unity Trust Current Account T2 Bank Statement and Unity Trust Current Account T2 Bank reconciliation.
- Unity Trust Savings Account Bank Statement and Unity Trust Savings Account Bank reconciliation.

The Chair and a second signatory on the bank mandates signed and dated all the bank reconciliations, checking against the bank statements.

- iv. Councillors reviewed the Income and Expenditure report for month-to-date February 2025 and noted the report from the RFO as below:

RFO's report

Income -

- 1076 Precept On the income side, the Parish Council had received all its precept for the year.
- 1078 Special Expenses Grant The Parish Council had also received all its Special Expenses Grant for the year.
- 1090 Bank Interest Ten months into the year, the Parish Council remained a little up on projections regarding bank interest.
- 1092 Toilets Donations Ten months into the year, the Parish Council was about on track on projections regarding toilets donations.
- 1095 Other Donations This is significantly low, because the Parish Council had not yet been recompensed by Holmfirth Civic Hall Community Trust for the insurance on The Civic. This is due in March.
- 1200 Allotment Rents All rents had been received and banked.
- 1250 Gartside Building All rent (and one month deposit) had been banked.
- 1300 Garage Rents All rents had been received and banked.

Signed: _____

Holme Valley Parish Council

Expenditure side:

- 4000 Salaries were 4% over-budget after ten months. An earmarked reserve had been created to fund the annual pay uplifts which would be used in February/March.
- 4060 Staff Training was under-budget ten months into the year.
- 4235 Insurance was, 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 in March 2025.
- 4275 Telephone and Broadband was a little overbudget 10 months into the year and would need adjusting in the budget. Part of the overspend was down to a penalty when the Parish Council switched to a new bank.
- 5005 Grant to Food Bank £3,500 came directly from general reserves.
- 4310 Holmfirth Civic Hall – Projects is £56,998 over budget with £52,490 coming from earmarked reserves. However, the Council has committed to spend a further £22,000 from general reserves in February of further costs related to the roof and other emergency repairs.
- All other expenditure was broadly in line with budgets.

Members considered any further actions on income and expenditure against budget.

RESOLVED: No further action.

v. Earmarked Reserves

NOTED: The Committee noted the year-to-date report regarding the Parish Council's earmarked reserves and the RFO's report as below.

- 322 EMR CCTV was closed as this was now a rolling grant.
- 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).
- 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.
- 326 EMR Defibrillator Special Reserve held £1,738.51. This was solely for maintenance of defibrillators the Parish Council is directly responsible for.
- 329 EMR Holmfirth Civic Hall was no longer recorded as all the money from the earmarked reserve was spent.
- 331 EMR Gartside Building held £3,400. £1,600 was spent from this EMR on estate agent fees and fitting a sink.
- 332 EMR Honley Library held £15,000.
- 336 EMR Royal Events held £1,000 in respect of Operation London Bridge.
- 337 EMR COVID Memorial held £5,376.50. Money has been spent from this EMR on the commemorative plaque and groundworks with other expenditure pending.
- 338 EMR Children's Playgrounds was closed.
- 341 EMR Climate Action Projects held £13,526.68 with some expenditure on a planning application for the solar panels paid from it. Further expenditure on the solar panels project is anticipated soon.
- 343 EMR Road Safety held £0 after expenditure on 2 speed indicator devices and 2 sets of pavement signs for schools and had been disestablished.

Signed: _____

Holme Valley Parish Council

- xiii. 344 Staff Pay £5,000 had been added to this earmarked reserve after annual Council to safeguard staff pay in the event of a national pay award. This would be used in the February and March pay cycles.
- xiv. 345 Rolling Grants held £2,560 for anticipated rolling grant awards that had been agreed by this committee. Expenditure from this earmarked reserve had been £1,500 Holmfirth Arts Festival, £1,500 Festival of Folk, and £500 to Friends of Cliff Rec. £1,560 remains for the Honley CCTV rolling grant and £1,000 for Holme Valley Transport.
- xv. 346 EMR Public Transport held £5,000.
- xvi. 347 EMR Tourism held £4,961. £39 had been spent on flyers about the tourism strategy
- xvii. 348 EMR Dog Waste and Litter holds £3,800. There would likely be some expenditure from this towards new waste bins.
- xviii. 349 EMR Community Engagement held £3,609.87.
- xix. 351 EMR Holmfirth Toilets Refurb held £4,104.

To consider, any further actions on earmarked reserves.

2425 104 Tenancies

- i. **NOTED:** It was noted that the Parish Council had to repair a damaged wall to the allotments at a cost of £350. This expenditure came from general reserves as there is no set budget for allotments.
- ii. **NOTED:** It was noted that the new tenant is now paying a rent of £350/month on the Gartside shop unit. They had set up a standing order so the payment is always regular.

2425 106 Internal Control Checks

NOTED: Councillor Liles reported on the internal controls checks she had undertaken. There were no significant issues.

2425 107 Banking

Unity Trust

- ia. **NOTED:** The Committee noted that most of the named signatories are now able to log on to the Unity Trust banking website. Only Cllrs Dixon had not been able to log on yet. Cllrs Baylin, Blacka and Wilson had all approved payments. Cllrs Colling and Whitelaw had yet to approve payments.
- ib. **NOTED:** The RFO/Deputy Clerk had set up direct debits from the Unity Trust T2 current account for:
 - BT (telephone and internet)
 - Grenke (photocopier lease)
 - Information Commissioner's Office (annual data protection fee)
 - Scottish Water / Business Stream (water/sewage to the toilets)
 - E.ON Next (electricity costs to Holmfirth toilets)

Signed: _____

Holme Valley Parish Council

- ic. The company which delivers our photocopying service, Document Logic, had been bought by another company. The Parish Council considered setting up a new direct debit for this new company.

RESOLVED: The Parish Council approved setting up a new direct debit for Anglotech Document Logic.

- id. **NOTED:** Members noted that, in October, the RFO/Deputy Clerk had set up a standing order for:

- Time In Time Out Media - TiTo (Parish Council monthly news)
- Artweek (annual subscription)

NOTED: Members further noted that salaries, PAYE and pensions were no longer paid as standing orders, but as individual BACS payments.

2425 108 Rolling Grants

Members considered the rolling grant agreement of Honley Business Association to fund the Honley CCTV network, - £1,560 for the term of the Council.

RESOLVED: The rolling grant was agreed.

2425 110 Financial Records for the website

NOTED: The Committee noted that the financial records for November and December 2024 and January 2025 had been added to the website. The February records would be added once bank statements have been received.

2425 111 Publicising the work of Holme Valley Parish Council

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

RESOLVED: The grants awarded at this meeting would be publicised.

The meeting closed at 923pm

Signed: _____

DRAFT Minutes of the **CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE** held on **MONDAY 10 MARCH 2025 at 7.00 PM** in **THE EXHIBITION ROOM, THIRD FLOOR, THE CIVIC, HOLMFIRTH, HD9 3AS**.

Attendees:

Cllr Sarah Whitelaw (Chair)

Councillors: Cllr Chris Green (Vice Chair), Cllr Mary Blacka, Cllr Alison Morgan, Cllr Hugh Osborne, Cllr Martin Roston, Cllr Tricia Stewart.

Members: Liz Bennett, Julia Brown, Peter Van Ruiten

Officers: Gemma Sharp (Assistant Clerk)

Approved Apologies:

Cllr Jenny Holmes

Absent:

Cllr Donna Bellamy, Cllr Jo Liles

WELCOME

The Chair welcomed the Committee members.

PUBLIC QUESTION TIME

Mbr Van Ruiten spoke during the public session regarding the possible adoption of Holmside Memorial Garden in Holmfirth, which is currently maintained by Kirklees.

Cllrs advised of possible contact points and grant applications to move forward with his suggestions.

PROCEDURAL MATTERS**2425 103 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014**

Local (Parish and Town) **HOLME VALLEY PARISH COUNCIL** meetings can now be recorded. This meeting is being recorded by the Assistant Clerk in video format for the [HOLME VALLEY PARISH COUNCIL YouTube Channel](#).

The Chair to asked if any Committee member or member of the public wishes to record the meeting in addition to the arrangements referred to above.

No other recordings were made.

2425 104 Apologies and Reasons for Absence

Apologies and reasons for absence had been received from Cllr Holmes.
Cllr Bellamy and Cllr Liles were absent.

NOTED: The committee noted the absences of Cllrs Holmes, Bellamy and Liles.

HOLME VALLEY PARISH COUNCIL

RESOLVED: The Committee approved the apologies and reasons for absence from Cllr Holmes.

2425 105 Items on the Agenda to be Discussed in Private Session

RESOLVED: No items on the agenda would be discussed in private session.

2425 106 Receipt of any Updated Written Declarations of Pecuniary and Other Interests

None were received.

2425 107 Members' and Officers' Personal and Disclosable Pecuniary Interests in Items on the Agenda

Cllr Stewart declared her family relationship to a Kirklees Councillor.

2425 108 Minutes of the Previous Meeting

APPROVED: The Minutes of the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE meeting held on 27 January 2025 Items 2425 79 to 2425 102.

CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE – WORKING GROUP REPORTS AND ACTION-PLANNING

2425 109 Climate Action, Communications and Engagement Action Plan 2023-2027

The Assistant Clerk has updated the CACE action plan 2023-2027 to include an outline of the future actions and direction for ongoing and planned projects following the disestablishment of the Climate Action, Communications and Engagement Committee in May 2025.

NOTED: Updated version of the CACE Action Plan 2023-2027.

The Assistant Clerk gave an overview of the updates to the Action Plan and the future direction for existing projects.

ACTION: Cllrs from both the Climate Action Working Group and the Communications and Engagement Working Group combined, (Cllrs Rostron, Stewart, Morgan, Blacka and Whitelaw) will work together to identify projects from the Action Plan that have not yet been progressed to make recommendations on their continuation to Full Council in May 2025.

2425 110 Communications and Engagement Working Group – Feedback on Ongoing Work

Key Priorities identified by CACE members November 2023:

1. HVPC Brand refresh and website redesign to improve accessibility and appeal.
2. Logo and QR code stickers on Parish Council assets.
3. Review of Collaboration and Community Engagement activities. Audit and confirm community groups.

2425 111 Climate Action Working Group – Feedback on Ongoing Work

HOLME VALLEY PARISH COUNCIL

Key Priorities identified by CACE members November 2023:

1. Explore possible funding applications to the government's decarbonising scheme - for retrofitting/energy conservation measures for PC buildings in partnership with HCCT and FoHL to improve the energy efficiency and carbon footprint of HVPC owned buildings.
2. Feasibility study and costing - Park and ride, alongside Stotts review, including costings and possibilities for subsidised or free travel periods. Encourage the increased use of public transport and active travel by residents and visitors to the Holme Valley.
3. Solar Panels on public toilets in Holmfirth.
4. Embed the Climate Emergency.

2425 112 Transport Working Group – Feedback from working group members.

A Working Group has been established with members from both SERVICE PROVISION and CACE committees to review HVPC's contribution to local transport schemes with a view to making improvements and exploring other possible initiatives such as Park and Ride.

Working Group members reported on progress.

NOTED: An update from the Transport Working Group was presented to the Service Provision Committee on 24 February 2025.

NOTED: Sarah Wells from the Penistone Line Partnership has joined the working group.

ONGOING PROJECTS

2425 113 Installation of Solar Panels at Holmfirth Public Toilets

At the Climate Action, Communication and Engagement Committee meeting on 3 March 2024 and the Committee **RESOLVED** to proceed with Wooldale Electrical as the preferred supplier, with funds **APPROVED** at **FULL COUNCIL** on 18 March 2024.

On 10 December 2024, planning permission was granted to proceed with the defined solar scheme at the Public Toilets.

Following developments from the Service Provision Committee, remedial works on the roof of the Gartside building need to take place prior to the solar installation and an exploration of integrating the wider work on improving the Gartside building with the solar installation is now taking place.

A condition report commissioned by the Service Provision Committee is in progress and following this an action plan can be put forward regarding if/how to merge improvement works to the building with an installation of solar panels to minimise costs and disruption for the expanded work.

The Assistant Clerk and Cllr Morgan gave a verbal report on progress and the work to combine the Solar Panels project with the wider improvement works at the Gartside building.

NOTED: Updates regarding the Gartside building and planned solar panel installation.

2425 114 The Big Community Celebration 2025

At the **FULL COUNCIL** meeting on 16 December 2024, Cllrs **RESOLVED** to proceed with the recommendation from the working group that the Big Community Celebration would be repeated in Autumn 2025, and then move to every other year in the future.

A meeting of the working group was held on 10 February 2025 with the following key outcomes:

- The date for the next Big Community Celebration event is set for **8th November 2025**.
- The Civic has been booked, and the café will be open again from a slightly earlier time.
- This year will have a theme of “Our Valley, Our Future” and will focus on looking to the future, including climate, nature, youth, community development, the built environment, sustainable travel etc.
- An invite to exhibit will go out to the groups from last year in April, as well as a more general call out via social media, posters etc. Priority on space to exhibit will go to those who didn’t get the chance at the previous event and those that most closely fit the theme.
- The working group will explore the possibility of youth and school music performances.
- The working group will look into parking alternatives for exhibitors.

The Working Group and Assistant Clerk gave a verbal report on progress and expected next steps.

Mbr Van Ruiten offered to support with promoting the event through HVCAP channels.

2425 115 Holme Valley Parish Council Website

www.holmevalleyparishcouncil.gov.uk changed over to the new site on 10 October 2024 and is now the main website.

The Assistant Clerk will continue to develop website content in the coming months in cooperation with the developer and CE working group and later the Communications and Engagement Sub-Committee.

The Assistant Clerk gave updates on the directory to be added to the website.

2425 116 Holme Valley Parish Council Brand Refresh

Following the selection of “Redbak” design agency to support the brand and logo refresh, the Assistant Clerk and Communications and Engagement working group have been working with Redbak to finalise the design for adoption by Full Council in March 2025.

The Working Group will then define the timeframe and scope for the roll out on digital and physical assets.

Cllrs and members expressed positive feedback on the design work and the link to the heritage of the heraldic crest.

2425 117 Covid Memorial

The new Memorial Garden at Honley Library and Memorial Orchard at Sands are a tribute to the huge community effort, made by many volunteers in the Holme Valley, who came forward to help other residents in a time of need.

NOTED: A planting day has been arranged for 18 March at both sites, starting at 10:30am at Sands.

NOTED: The memorials will have their official opening on **Saturday 5 April 2025** and members of the mutual aid groups, volunteers who supported community activity at the time, and other members of the community have been invited to attend. The Assistant Clerk included a copy of the invitation, which can be shared with community contacts.

10-00am - Sands Rec, Holmfirth

11-00am - Honley Library

Followed by refreshments in the library.

Cllr Blacka reported on progress.

2425 118 Use of Glyphosate in the Holme Valley

Cllr Morgan has continued to liaise with Kirklees councillors and officers to request the cessation of the use of glyphosate in the Holme Valley by Kirklees Council.

The Finance and Management Committee approved the prohibition of glyphosate use of Holme Valley Parish Council owned allotments by tenants at a meeting on 3 March 2025.

Cllrs Morgan and Green gave verbal reports on progress.

Cllr Morgan will progress the project and continue to put together an evidence base to go to Kirklees to strengthen the proposition for cessation. Ideas to explore include:

- Organic gardens mapping.
- Condition on grants relating to land use.
- Examples of community gardens and community groups in the Valley that are organic in their operations.
- Maintenance on HVPC assets
- Swift villages.

2425 119 Councillor presence at community events in 2025

The Assistant Clerk reported on opportunities for councillor presence at local community events such as festivals.

Cllrs discussed the possibilities for a presence at local events.

NOTED: Holme Valley Parish Council as sponsors of the Honley Agricultural Show Programme have a complimentary table in the Countryside Tent at the event on Saturday 28 June 2025.

HOLME VALLEY PARISH COUNCIL

RESOLVED: Councillor attendance at local events in 2025 to be deferred to Full Council on 24 March 2025.

MEDIA AND COMMUNICATION

2425 120 Publicising the work of the HOLME VALLEY PARISH COUNCIL externally

Assistant Clerk to report.

NOTED: Reports of the work of HOLME VALLEY PARISH COUNCIL published (or due to be published) January 2025 to March 2025 in Holme Valley Review , Tito, Hade Edge Breeze, and Huddersfield Hub.

2425 121 Social Media and Website Coverage

The Assistant Clerk and Deputy Clerk/RFO continue to post items relevant to the work of HOLME VALLEY PARISH COUNCIL to the HOLME VALLEY PARISH COUNCIL website and Facebook page.

NOTED: Summary of Facebook engagement and website traffic analytics (90 day report) from 3 December 2024 to 2 March 2025 has been included from the Assistant Clerk.

Assistant Clerk to report further.

BUDGET AND CORRESPONDENCE

2425 122 Correspondence

i. West Yorkshire Combine Authority Transport Plan Outcome Engagement Report

NOTED: The West Yorkshire Combined Authority Transport Plan consultation has released an Outcome Engagement Report following their consultation in Summer 2024.

A copy of the report can be found at:

<https://www.yourvoice.westyorks-ca.gov.uk/ltip>

ii. Peak District National Park Active Travel Consultation

NOTED: The Peak District National Park are consulting on improvements to active travel routes within the park. A press release has been included.

The consultation is live until 16 March 2025 and can be accessed via the following link:

<https://www.peakdistrict.gov.uk/looking-after/about-us/have-your-say/consultations/current-consultations/active-travel-consultation>

ACTION: An action for the assistant clerk is to share the consultation on Facebook and to circulate to councillors.

2425 123 Climate Action, Communications and Engagement Committee expenditure against budget

and earmarked reserves 2024-25

NOTED: The Deputy Clerk has prepared a year-to-date projected expenditure report and the following commentary on budget expenditure:

The Climate Action, Communications and Engagement Committee has two budget lines under its remit:

- **4650** Communications and Engagement. At the start of the council year 2024-25, the budget contained £15,000.
- **4805** Climate Action. At the start of the council year 2024-25, the budget contained £5,000.

In **earmarked reserves**, the Committee oversees four funds which end 28 February 2025 had the following balances:

- EMR 336 Royal Events £1,000
- EMR 341 Gartside Building Energy Projects £13,527
- EMR 349 Community Engagement £3,610

NOTED: Full Council has already approved for any underspend from budget 4805 Climate Action at the end of the financial year (projected to be approximately £4,898) to be added to EMR 341 Gartside Energy Projects.

NOTED: At the end of the financial year budget line 4650 Communications and Engagement is projected to have approximate £3,200 remaining unspent.

RESOLVED: The Committee recommend to Full Council that the remaining funds in budget line 4650 Communications and Engagement be handled as follows:

- £1,000 underspend from the royal events budget to be transferred to EMR 336 Royal Events.
- £1,000 underspend from the website and brand refresh budget to be transferred to a new EMR for the purpose of expenditure on assets and printing for the updated brand.
- The remaining approximately £1,200 to be returned to general reserves.

2425 124 Climate Action, Communications and Engagement Committee Budgets and Earmarked Reserves 2025-26

The Assistant Clerk gave a verbal report on the budget for 2025-26 and what will happen to budget lines 4560 and 4805 following the disestablishment of the CACE Committee.

NOTED: A budget of £5,000 was approved for 2025/26 for budget line 4805 Climate Action, this budget following the disestablishment of the CACE committee will be considered at Full Council on 24 March 2025.

NOTED: A budget of £15,000 was approved for budget line 4650 Communications and Engagement, this budget following the disestablishment of the CACE Committee will be

HOLME VALLEY PARISH COUNCIL

considered at Full Council on 24 March 2025.

2425 125 Items for publicity

The PUBLICATIONS & COMMUNICATIONS COMMITTEE 14-09-21 motion 2122 27 press coverage has directed officers of the HOLME VALLEY PARISH COUNCIL to add an agenda item in all meetings asking Members what events or news from the meeting they wish to publicise via the press, website and/or Facebook.

A period of pre-election sensitivity remains in place ahead of the by-election on 27 March 2025.

The Assistant Clerk gave an overview of the rules around the period of sensitivity and plans for upcoming annual report and accompanying video.

The Chair closed the meeting by giving an overview of achievements and thanked committee members for their commitment and contributions.

Cllrs shared their appreciation and thanked the chair for her hard work and dedication.

Close 8.10pm

STAFFING COMMITTEE
MONDAY 17 MARCH 2025

Held at **THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS**

PRESENT: Cllr Dixon (in the Chair), Cllr Baylin, Cllr Blacka, Cllr Colling, Cllr Whitelaw, Cllr Wilson

APOLOGIES AND REASONS APPROVED: none

OFFICER TAKING MINUTES: Jen McIntosh CLERK

DRAFT MINUTES

Public question time.

No members of the public were present at the meeting.

2425 32 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

The meeting was recorded and subsequently published on the **HOLME VALLEY PARISH COUNCIL's** *YouTube* channel. There were no other requests to record the meeting.

2425 33 Apologies for absence.

All members were present.

2425 34 Items on the agenda to be discussed in private session

RESOLVED: to consider the following items in private session: Item 2425 40 appraisal/supervision 2024-25; Item 2425 41 Pay awards for the clerk team; Item 2425 42 Other staffing matters.

2425 35 Members' personal and disclosable pecuniary interests in items on the agenda.

There were no Members' personal and disclosable pecuniary interests in items on the agenda to consider.

2425 36 Officers' interests in items on the agenda.

RECEIVED: the officer's interests in items on the agenda as follows: Item 2425 40 appraisal/supervision 2024-25; Item 2425 41 Pay awards for the clerk team; Item 2425 42 Other staffing matters.

2425 37 Written requests for new DPI dispensations.

No new DPI dispensations had been received.

2425 38 Minutes for the Staffing Committee meeting on 29 April 2024, numbered 2425 01 to 2425 16.

NOTED: the Minutes of the STAFFING COMMITTEE MEETING held on 18 November 2024, numbered 2425 17 to 2425 31, **APPROVED** at FULL COUNCIL MEETING held on 3 February 2025.

Information received regarding ongoing matters arising from the approved minutes:

- i. External Staffing Roles Review minute 2425 07 – update.
The review was now expected to take place in the next council year once job descriptions etc were reviewed as a result of the committees review. It was likely that reviewed job descriptions etc would be brought to the Staffing Committee meeting on 21 July 2025.
- ii. Business Continuity Plan minute 2425 07 – update.
This would be progressed in the next council year.
- iii. Disclosure and Barring Service Checks minute 2425 11 – update.
A DBS basic check remained outstanding for the Clerk. Clerk to chase.
- iv. Human Resource policies minute 2425 12 – update.
Reviewing of policies in the light of legislative changes including the appraisal policy would be picked up in the next council year.

2425 39 Staffing Projected Expenditure against Budget 2024-25

The Deputy Clerk/RFO had prepared a *Projected Staffing Expenditure against Budget 2024-25* report which was presented by the Clerk.

An apparent discrepancy was due to pension payments being paid out twice in December due to the switch to Unity Trust.

A Staffing Earmarked Reserve was being used up; any remaining monies would go back to General Reserves.

NOTED: the *Projected Staffing Expenditure against Budget 2024-25* report.

2425 40 Appraisal/supervision 2024-25.

This item was heard in private session.

Cllr Mary Blacka as the Staff Performance and Development Lead reported on the conclusion of the Clerk's appraisal process for 2024-25.

The Clerk reported on the conclusion of the appraisal process 2024-25 for both the Deputy Clerk and Assistant Clerk.

APPROVED: the completed appraisal statement 2024-25 for the Clerk, demonstrating satisfactory performance.

NOTED: appraisal statements 2024-25 for Deputy Clerk/RFO and Assistant Clerk as conveyed by the Clerk.

It was further reported that the Appraisal cycle 2025-26 would include feedback from councillors and begin with reviews of job descriptions in Summer 2025. An external review of roles was expected to take place later in 2025.

Cllr Blacka was thanked for her work in preparing the Clerk's appraisal.

HOLME VALLEY PARISH COUNCIL

All 3 members of the clerking team were congratulated on successfully completing the 2024-25 appraisal cycle.

2425 41 Pay awards for the clerk team

The Clerk reported that pay awards fell into three categories:

- a. Incremental annual pay awards – awarded from 1 April each year subject to satisfactory performance reviews (appraisal) and allocated pay ranges for each member of the team. All 3 appraisals had been concluded prior to the meeting.
- b. National pay awards – the HVPC utilises the National Joint Council for Local Government Services (NJC) Pay Spine. A national pay award for 1 April 2025 is yet to be confirmed. Once it is any rise for each member of staff should be backdated to 1 April 2025 and paid out as soon as possible.
- c. Additional points are awarded in line with contracts for specific performance matters such as gaining additional recognised qualifications.

The Clerk further reported that all potential pay awards were factored into the 2025-6 budget.

The Clerk was awarded the Certificate in Local Council Administration (CiLCA) on 24 January 2025.

Once the initial verbal report was completed the item was heard in private session.

The Clerk withdrew from the meeting, having declared an interest in the item.

APPROVED: the awarding of one incremental point for the Clerk backdated to 24-1-2025 in recognition of achieving CiLCA, placing the Clerk on point 32 of the pay spine.

APPROVED: in principle the awarding of one incremental point to the Deputy Clerk/RFO, effective from notification of the successful completion of CiLCA, which would place the Deputy Clerk on point 32 of the pay spine.

APPROVED: the awarding of two incremental points for the Assistant Clerk from 1 April 2025, as recommended by the Clerk based on performance exceeding expectations, placing the Assistant Clerk on point 22.

The COMMITTEE wished to recognise that the skills, knowledge and understanding of all clerk team members exceeded the rates of pay currently applicable to their roles.

2425 42 Other staffing matters

This item was heard in private session.

The Clerk reported in private session on other staffing matters including:

- current position regarding officer Time Off In Lieu (TOIL);
- impact on staff of councillor communications.

NOTED: that the Clerk expected to have 22.75 hours and the Assistant Clerk expected to have 8.25 hours of TOIL by 31 March 2025. In line with contractual entitlements any TOIL would be carried through to the new council year.

An action for the Clerk was to discuss with the Staff Performance and Development Lead how their TOIL and annual leave would be managed in 2025-26.

RESOLVED: The Chair of HOLME VALLEY PARISH COUNCIL would make a statement on behalf of the STAFFING COMMITTEE at the FULL COUNCIL MEETING to be held on 24 March 2025 regarding the impact on staff of councillor social media communications.

2425 43 Training received by Officers

The Clerk reported on training received by officers since 18 November 2024. For 2025-26 there is a budget of £2,300 for staff training.

Confidential feedback from the Clerk's CiLCA training was provided to the Committee under separate cover.

NOTED: training received by Officers since the STAFFING COMMITTEE MEETING on 18 November 2024.

This included CiLCA training for the Clerk and Deputy Clerk/RFO and training regarding the website, grants process and payroll for the Assistant Clerk.

APPROVED: upcoming training including website training for the Clerk and Deputy Clerk/RFO, continuing CiLCA training for the Deputy Clerk/RFO and a Neurodiversity webinar for the Assistant Clerk.

An action for the Clerk was to explore possible social media training for both officers and councillors through Social Progress based in Honley.

The meeting closed at 8.55pm.

APPROVED Minutes of the **PLANNING STANDING COMMITTEE** held at the **EXHIBITION ROOM** at **THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH HD9 3AS** on **MONDAY 31 MARCH 2025** at **700pm** to transact the following business: -

In Attendance:

Chair: Cllr Mary Blacka

Members: Cllr Damian Brook, Cllr Pat Colling, Cllr Tom Dixon, Cllr Donald Firth, Cllr Jo Liles, Cllr Steve Ransby, Cllr Andy Wilson.

Apologies: Cllr Isaac Barnett, Cllr Andrew Fenwick

Welcome

Open Session at Planning

One member of the public was present for the public session to speak about application 2025/62/90278/W on item 2425 217.

2425 211 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014

As Local (Parish and Town) Council meetings can now be recorded, the Chair checked if any members of the public wished to record the meeting. The meeting was already being recorded by the Officer for public broadcast via the Holme Valley Parish Council YouTube channel.

No other recordings were made.

2425 212 To accept apologies for absence

Noted: Cllrs Barnett and Fenwick were absent from the meeting.

Approved: The apologies and reasons for absence for Cllr Barnett and Cllr Fenwick were approved by The Committee.

2425 213 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

Cllr Ransby declared a personal interest in applications 2025/65/90247/W, 2025/62/90299/W, 2024/62/92933/W, 2025/CL/90438/W, 2025/CL/90436/W in item 2425 217.

Resolved: Cllr Ransby would remain present in the meeting for the discussion of the applications but not speak about them or vote on them.

2425 214 To consider written requests for new DPI dispensations

None received.

2425 215 To consider whether items on the agenda should be discussed in private session

Resolved: None of the meeting would be held in private session.

2425 216 To Confirm the Minutes of the Previous Meeting

Noted: Minutes of the Planning Committee meeting held on 10 February 2025, numbered 2425 193 – 2425 210 inclusive and approved at Full Council on 24 March 2025.

2425 217 Kirklees Planning Applications

- i. **Noted:** List of Kirklees planning applications 7 January 2025 to 4 February 2025 updated with the views of the Committee.
- ii. The Committee discussed the new or amended applications received from Kirklees Council 4 February 2025 to 25 March 2025 inclusive – List 2425-12.

Resolved: That the Planning Committee's comments on the above applications be forwarded to Kirklees Council by the Officer.

2425 218 Peak District National Park Authority

- i. No new or amended applications were received from the Peak District National Park Authority from 7 January 2025 to 4 February 2025 inclusive to be updated with the views of the Committee.
- ii. - No new or amended applications were received by Peak District National Park Authority 4 February 2025 to 25 March 2025 inclusive.

2425 219 HVPC Planning Committee Remit 2025/26 Onwards

Noted: On 24 March 2025 Full Council **resolved** to adopt the recommendations from the Planning Committee for the year 2025/26 onwards as follows:

1. The PLANNING COMMITTEE should remain as a standing committee.
2. The frequency of meetings should be reduced to every other month.
3. The COMMITTEE will review the existing criteria for what constitutes a 'significant application' to reduce further which applications are considered.
4. A sub-committee to be established to meet in-between COMMITTEE meetings to handle any applications that meet the criteria for comment.
5. The COMMITTEE will review the effectiveness of the changes after a 6-month trial.

Councillors discussed feedback and ideas to support the drafting of a terms of reference for the Applications Sub-Committee and a possible further refinement of the criteria for commenting on applications.

Holme Valley Parish Council

Suggestions from members included:

- Membership of the subcommittee to be decided by the newly formed Planning Committee in the new council year (after the Annual Council Meeting on 19 May 2025). Councillors may consider a membership of all Planning members, including other councillors outside of planning or a variation thereof.
- The schedule for the subcommittees could be set half between the scheduled Planning Committee meetings, with an applications list to be circulated to member on the Tuesday of the previous week.

Action: An action for Cllr Blacka is to circulate the current list of criteria for commenting on applications to Planning Committee members for feedback on how they could be further refined.

Resolved: The revised list of criteria for commenting on planning applications, intended for the Planning Committee in the 2025/26 civic year, will be presented for the committee's consideration in the first committee meeting of the new civic year. This will include the current amendments as outlined below, along with any additional suggestions proposed by the committee during the interim period.

The Planning Committee will consider the following types of applications:

- Applications in the greenbelt.
- Large scale developments (5+ dwellings).
- New builds.
- Change of use applications.
- Any applications about which residents have raised concerns, with HVPC councillors.
- Any applications about which HVPC councillors have raised concerns.

The Planning Committee will NOT consider the following types of applications:

- Applications in conservation areas not otherwise covered by the above criteria.
- Certificates of Lawfulness WHEREVER they might be.
- Listed Building applications UNLESS they are in the greenbelt.

2425 220 Traffic Calming

i. Kirklees Council Management of Speeding in the Holme Valley

Councillors and the Assistant Clerk gave updates about the locations for the mobile SID in HV South.

Cllr Brook has forwarded a list of existing and proposed locations for the HVS SID to be shared with members by the Assistant Clerk and will continue to follow up with Kirklees on the data from the device.

The location information received is as follows:

Current location;

New Mill Road LC53

Holme Valley Parish Council

Sheffield Road (South of Butterley Lane)

Proposed location:

Scholes Moor Road (Opposite direction to previous location)

HVS2 device previously discussed and agreed locations;

Woodhead Road, towards Holmbridge opposite Perseverance Place

Woodhead Road, Bryndlee Court junction

Butt Lane, Hepworth

A635 Greenfield Road, Area around Upperthong J & I School

B6106 Dunford Road, Holmfirth

A6024 Huddersfield Road, Holmfirth – Area outside Aldi

ii. **School Parking Bollards**

Cllr Dixon confirmed that New Mill school would like to take the school parking bollards.

Action: An action for Cllr Dixon and the Assistant Clerk is to arrange delivery of the bollards with the school.

2425 221 Ongoing highways campaigns, including unmade roads, green lanes and byways of the Holme Valley

The ongoing campaigns are:

- i. **Ramsden Road**
- ii. **Cartworth Moor Road**
- iii. **Cheesegate Nab**

In addition to the above Cllr Liles reported that a wall has collapsed at Choppards Bank and she is following up with Kirklees on the urgent need for repair.

Cllr Wilson reported that a TTRO has been extended for Ramsden Road but no permanent closure was yet in place.

2425 222 Planning Policy, Guidance and Consultation

i. **Planning Reform Working Paper: Streamlining Infrastructure Planning**

Noted: The government has released a planning reform working paper inviting views on how it could 'streamline the development of critical infrastructure, in particular Nationally Significant Infrastructure Projects (NSIPs). It focuses specifically on potential legislative changes, principally to the Planning Act 2008.

This is not a formal consultation, and is instead intended to inform discussions with the sector, to determine whether and how to take these proposals forward. Alongside these

discussions, responses are encouraged to the series of questions that are posed at the end of the paper. There is no formal deadline for responses.

Responses can be made via the website:

<https://consult.communities.gov.uk/planning/streamlining-infrastructure-planning/>

Resolved: Cllr are invited to respond to the Planning Reform Working Paper as individuals if they wish.

Action: An action for the Assistant Clerk is to post the information on social media.

ii. Manchester Metropolitan University Study on Social Sustainability of UK High Streets

Noted: Holme Valley Parish Council have been invited to take part in a PhD study on the social sustainability of UK high streets with Manchester Metropolitan University.

Action: An action for the Assistant Clerk is to invite the PhD student to speak to councillors.

iii. Updated Government guidance on Green Belt and Brownfield Land

Noted: The government has announced updated detailed guidance on its revised approach to Green Belt in England as set out in the new National Planning Policy Framework (NPPF) issued in December 2024. This guidance includes what is meant by 'grey belt' and how it should be identified; how and why green belts should be reviewed, and guidance on how major housing development on land in the Green Belt should contribute to accessible green space and other benefits (the so called 'golden rules'). At the same time, it has provided funding to 133 local authorities to undertake Green Belt reviews.

Noted: the government has also announced further updated guidance to ensure planning policies and decisions 'give substantial weight to the value of using suitable brownfield land within settlements for homes and other identified needs'.

Action: An action for the Assistant Clerk is to add the documents to the Local Plan Working Group's Drop Box.

iv. PDNPA consultation on updated local validation list

Noted: The Peak District National Park Authority are updating the list of documents required to be submitted with planning applications. The list reflects the most recent guidance on local validation requirements in accordance with the Town and Country Planning (General Development Management Procedure) (England) Order 2015, and is reviewed every two years to ensure it remains relevant and fit for purpose. The consultation runs until 30 April 2025.

As the draft documents are very large, they have not been included in their entirety in the papers, but can be found via the following links:

Appendix 1 – Draft local validation list:

https://www.peakdistrict.gov.uk/_data/assets/pdf_file/0024/141918/Appendix-1-Local-validation-list-draft.pdf

Appendix 2 – Draft local validation list guidance:

https://www.peakdistrict.gov.uk/_data/assets/pdf_file/0025/141919/Appendix-2-Local-validation-list-draft-guidance.pdf

Resolved: Councillors are invited to respond to the consultation if they so wish.

v. BT Consultation on the removal of payphone in the Holme Valley

Noted: Correspondence regarding the removal of a payphone from a red heritage phone box in the Holme Valley.

Resolved: No response to the consultation will be made.

vi. PDNPA Local Plan Review call for sites

Noted: As part of the local plan review the Peak District National Park Authority are conducting a “call for sites” that is open until 5 May 2025.

Further information can be found at:

<https://www.peakdistrict.gov.uk/planning/policies-and-guides/the-local-plan/call-for-sites>

Cllr Blacka reported that the Local Plan Working Group and Reference Group had previously decided not to put forward sites for Local Plans.

vii. Notice of disposal of the former Holmfirth Council Office

Noted: Notice of the intent to dispose of the former Holmfirth Council Offices - 49-51 Huddersfield Road, Holmfirth, HD9 3JP.

2425 223 Design Code

Cllr Ransby reported on progress.

Work to improve the accessibility of the document is in progress.

A copy of the Design Code is expected to be available to be presented at the Planning Committee meeting on 28 April 2025.

2425 224 Holmfirth Town Centre Group

Cllr Wilson reported that no date was yet set for the next meeting.

2425 225 Kirklees Local Plan Review

At a previous meeting on 15 July 2024 the committee **resolved** to form a Working Group consisting of Cllr Blacka (Chair), Cllr Ransby, Cllr Colling, and Cllr Wilson to coordinate the work around the Kirklees Local Plan Review and the response from Holme Valley Parish Council. Cllr Liles, Cllr Rylah and Cllr Whitelaw have since joined membership of this group and they are also working with a representative from Holme Valley Vision.

An Early Engagement Consultation on the Kirklees Local Plan was open 25 November 2024 until 28 February 2025.

The Working Group have established a "Reference Group" and have invited local community groups with an interest in local community, business and the natural and built environments to support their contributions to the Kirklees Local Plan review.

Cllr Blacka updated the Committee on progress with the Working Group and Reference Group.

Noted: Reference Group response to the Kirklees Local Plan Early Engagement Consultation.

2425 226 Neighbourhood Development Plan

Cllr Ransby reported on progress with work on the Holme Valley Parish Council Neighbourhood Development Plan actions. Work is continuing to revise measurable targets to measure progress against the criteria of the action plan document.

2425 227 Planning Standing Committee Expenditure against Budget and reserves 2024-25

Noted: The Planning Committee's expenditure against budget 2024-25 year to date:

- The Planning Committee has one budget line under its remit. This is 4505 Neighbourhood Plan. At the start of the Council year, the budget contained £1,500. No expenditure has come from this budget line.
- It is projected that money may be spent from this fund on the art and design on the Shop Front Design Guide Booklet. A quote for artwork, art direction and layout design has been received for £1,120.00.
- The Booklet will be an 8-page, full colour A5 saddle and stitch booklet on 150gsm silk finish paper.
- Subsequent printing costs will depend on the print run:
 - o x250: £118.30
 - o x500: £153.90
 - o x1000: £213.98
 - o x1500: £279.22.
- If the Committee, approved a print run of 1,500 copies, this would cost a total of £1,399.22. Around £100 would remain in the Committee budget 2024-25. If this money was not spent this year, the money could be rolled over into an earmarked reserve under regulation of the HVPC Financial Regulations as this is an ongoing project.

Holme Valley Parish Council

- At a meeting of Full Council on 24 March 2024 it was resolved that any remaining funds in budget line 4505 Neighbourhood Plan at the end of the financial year would be placed in an EMR to cover expenditure relating to the Design Code.

2425 228 Publicising the work of Holme Valley Parish Council

The Assistant Clerk updated on planned activity.

Consideration will be given to how to make applications considered by the new sub-committee accessible to the public for engagement.

Action: The Assistant Clerk to publish the link to the Planning Reform Paper, a news story on the school bollards when they are in place and the SID when it is in a new location.

Close 8.45pm

DRAFT Minutes of the **PLANNING STANDING COMMITTEE** held at the **EXHIBITION ROOM** at **THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH HD9 3AS** on **MONDAY 28 APRIL 2025** at **700pm**

Attendees:

Cllr Mary Blacka (Chair)

Cllr Andy Wilson (Vice Chair)

Cllr Isaac Barnett, Cllr Harry Davis, Cllr Tom Dixon, Cllr Donald Firth, Cllr Steve Ransby

Assistant Clerk: Gemma Sharp

Apologies:

Cllr Damian Brook, Cllr Pat Colling, Cllr Andrew Fenwick, Cllr Jo Liles

Welcome

The Chair welcomed the committee. As it was the last committee meeting of the current committee before the Annual Council meeting in May she thanked the members for their efforts and the interesting and productive work that had been achieved during the year.

The Chair also welcomed Cllr Harry Davis to the committee.

Open Session at Planning

No members of the public were present for the public session.

2526 01 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014

As Local (Parish and Town) Council meetings can now be recorded, the Chair checked if any members of the public wished to record the meeting. The meeting was already being recorded by the Officer for public broadcast via the Holme Valley Parish Council YouTube channel.

No other recordings were made.

2526 02 To accept apologies for absence

Noted and Approved: Apologies and reasons for absence had been received from Cllrs Fenwick and Colling.

Noted: Apologies had been received from Cllrs Brook and Liles.

Action: The Assistant Clerk will correct the attendance record for the previous committee meeting on 31 March 2025 as Cllr Fenwick's apologies and reason for absence were not included.

Holme Valley Parish Council

2526 03 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

None declared.

2526 04 To consider written requests for new DPI dispensations

None received.

2526 05 To consider whether items on the agenda should be discussed in private session

Resolved: None of the meeting would be held in private session.

2526 06 To Confirm the Minutes of the Previous Meeting

Approved: Minutes of the Planning Committee meeting held on 31 March 2025, numbered 2425 211 – 2425 228 inclusive, with amendment on apologies as above.

2526 07 Kirklees Planning Applications

- i. **Noted:** List of Kirklees planning applications 4 February 2025 to 25 March 2025 updated with the views of the Committee.
- ii. The Committee discussed the new or amended applications received from Kirklees Council 25 March 2025 to 22 April 2025 inclusive – List 2526-01 enclosed.

Resolved: That the Planning Committee's comments on the above applications be forwarded to Kirklees Council by the Officer.

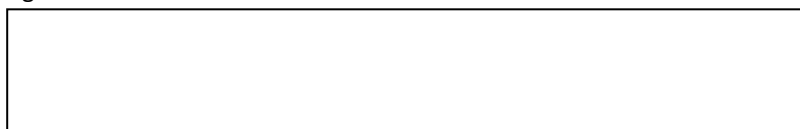
2526 08 Peak District National Park Authority

- i. - No new or amended applications were received from the Peak District National Park Authority from 4 February 2025 to 25 March 2025 inclusive to be updated with the views of the Committee.
- ii. - No new or amended applications were received by Peak District National Park Authority 25 March 2025 to 22 April 2025 inclusive.

2526 09 HVPC Planning Committee Remit 2025/26 Onwards

Noted: On 24 March 2025 Full Council **resolved** to adopt the recommendations from the Planning Committee for the year 2025/26 onwards as follows:

1. The PLANNING COMMITTEE should remain as a standing committee.
2. The frequency of meetings should be reduced to every other month.
3. The COMMITTEE will review the existing criteria for what constitutes a 'significant application' to reduce further which applications are considered.



Holme Valley Parish Council

4. A sub-committee to be established to meet in-between COMMITTEE meetings to handle any applications that meet the criteria for comment.
5. The COMMITTEE will review the effectiveness of the changes after a 6-month trial.

Noted: Following discussions at the previous committee meeting on 31 March 2025 Cllr Blacka has summarised the recommended criteria for commenting on planning applications, which were included in the papers.

Resolved: No further recommendations on changes to the criteria for commenting on planning applications were needed at this time.

Resolved: The planning committee recommend the use of the summarised criteria for commenting on planning applications by the new planning committee that will be formed at the Annual Council meeting on 19 May 2025.

Resolved: In order to address the interim period before the sub-committee is formed to handle planning applications, the Planning Committee will form a Working Group consisting of all members of the current Planning Committee.

- A list of new applications received between 22 April 2025 and 22 May 2025 will be circulated by the Assistant Clerk on 22 May 2025 for consideration by the Working Group.
- The Working Group will meet on Wednesday 28 May 2025 at 7pm in the Exhibition Room at The Civic.
- The Chair will forward the comments on applications to the Clerking team to pass on to Kirklees as soon as is practicable after the meeting.

2526 10 Traffic Calming

i. Kirklees Council Management of Speeding in the Holme Valley

Cllr Wilson has received information from Kirklees Council regarding the Holme Valley mobile SIDs via a personal FOI request and gave an overview of the results:

- No data was available for the location at New Mill Road.
- Much of the data received was older information that had previously been received.
- The accompanying information included the aspiration to move the devices every 3 months, but this was at odds with expectations of every 2 months.
- New locations are not yet agreed.

Action: Assistant Clerk to send a letter from the Planning Committee to HV South Kirklees Councillors (Cllrs Crook, Rylah and Brook), to confirm previous locations, and confirm planned locations for the HV South mobile SID and reiterate the desired locations that HVPC councillors have identified.

Holme Valley Parish Council

Action: Cllr Wilson to send the Assistant Clerk the list of potential SID locations identified by the Planning Committee.

Action: Assistant Clerk to contact HV North Councillors to find out the likely next location and timeframe for the HV North device.

ii. School Parking Bollards

New Mill school have confirmed they would like to use the parking bollards. The Assistant Clerk confirmed that delivery was expected to take place in the next few days.

2526 11 Ongoing highways campaigns, including unmade roads, green lanes and byways of the Holme Valley

The ongoing campaigns are:

- i. Ramsden Road
- ii. Cartworth Moor Road
- iii. Cheeseagate Nab

Cllr Wilson gave updates on Ramsden Road and Cheeseagate Nab:

- A permanent TRO closure for the road has been granted but with licensing for some motorbikes. Items i and iii can now be removed as a regular agenda item.

The Assistant Clerk updated the Committee on communications regarding enforcement at Windy Ridge Quarry at Cartworth Moor.

Noted: Residents of Cartworth Moor have received a letter from Rt Hon. Paul Davies MP regarding updates with enforcement at Windy Ridge Quarry.

2526 12 Planning Policy, Guidance and Consultation

MMU PhD Study on the Social Sustainability of UK High Street

Holme Valley Parish Council has been invited to take part in a Manchester Metropolitan University PhD study on the social sustainability of UK high streets.

The PhD Student has indicated that he will be available for a meeting in-person in June or July 2025.

Action: The Assistant Clerk will circulate possible dates for in-person meeting with the PhD Student from Manchester Metropolitan University for an evening in June 2025 (avoiding 3rd and 12th).

2526 13 Design Code

Planning Committee Meeting

28/04/2025

--

Page 4 of 6

Holme Valley Parish Council

The Design Code is now ready and printed. 500 printed copies are available at the office.

Cllr Ransby reported on the Design Code and shared thoughts about distribution.

Resolved: The Design Code would be hand delivered to local businesses with a shop front and to local agents and developers.

Action: Cllr Ransby and the Assistant Clerk will work together to create a distribution list to be divided up for delivery by councillors.

2526 14 Holmfirth Town Centre Group

No meeting has taken place since the last one.

2526 15 Kirklees Public Rights of Way Forum

Noted: A meeting of the Kirklees Public Rights of Way Forum took place on 24 March 2025, the notes and action points from the meeting have been circulated.

2526 16 Kirklees Local Plan Review

At a previous meeting on 15 July 2024 the committee **resolved** to form a Working Group consisting of Cllr Blacka (Chair), Cllr Ransby, Cllr Colling, and Cllr Wilson to coordinate the work around the Kirklees Local Plan Review and the response from Holme Valley Parish Council. Cllr Liles, Cllr Rylah and Cllr Whitelaw have since joined membership of this group and they are also working with a representative from Holme Valley Vision.

The Working Group have established a “Reference Group” and have invited local community groups with an interest in local community, business and the natural and built environments to support their contributions to the Kirklees Local Plan review.

Cllr Blacka reported on the meeting of the Reference Group that took place on 25 April 2025.

- Kirklees officers attended the meeting and gave a presentation.
- Notes from the meeting, and the presentation slides will be circulated by Cllr Blacka.

Note: the Reference Group last met on 25 February 2025, the notes from the meeting were included with the papers.

Note: the Working Group last met on 28 March 2025, the notes from the meeting were included with the papers.

Holme Valley Parish Council

2526 17 Neighbourhood Development Plan

Cllr Ransby reported on progress with work on the Holme Valley Parish Council Neighbourhood Development Plan actions. Refining of the criteria to measure success continue following feedback.

2526 18 Planning Standing Committee Expenditure against Budget and reserves 2024-25

Noted: The Planning Committee's expenditure against budget 2025-26 year to date:

- The Planning Committee has one budget line under its remit. This is 4505 Neighbourhood Plan. At the start of the 2025/26 Council year, the budget contained £2,500. No expenditure has come from this budget line.
- The Committee has oversight of the Design Guide EMR containing £1,500 for the design and printing of the Shop Front Design Guide Booklet. An invoice for the artwork and layout design has been received for £1,120.00. £290 was the final cost for 500 printed copies.

Resolved: The remaining £90 in the EMR will be returned to general reserves.

2526 19 Publicising the work of Holme Valley Parish Council

The Assistant Clerk updated on planned activity.

Action: Assistant Clerk to include the new Design Code in the news items from the Parish Council over the coming months.

Close 8.14pm

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?

A contribution towards a DJ for the community party and children's activities being organized to celebrate the local LGBTQIA+ community.

1	Contact Details
Name of organisation	Holmfirth Forward
Address	[REDACTED]
Postcode	[REDACTED]
Contact person	[REDACTED]
Position in group	Director
Correspondence address	As above
Postcode	
Daytime phone	[REDACTED]
Evening phone	[REDACTED]
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 type="checkbox"/> Other (please state) <input type="checkbox"/> / <p>➤ Company limited by guarantee (not for profit)</p> <p>.....</p>	
Charity Registration No	<div>If applicable</div>	
When did the group start?	April 2019	
How many people are involved in running your group?	Trustees	7
	Unpaid Management Committee	20
	Paid F/T Staff	0
	Paid P/T Staff	0
	Volunteers (excluding Management Committee)	0

3 Your Finances (your last full financial year)	
Financial Year	2023-24
Income	£6,593
Expenditure	£7,764
Reserves held	£4,039
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	The draw down from reserves was to fund the costs of gazebos which will last longer than one financial year.

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	<div></div>	
Sort Code	<div></div>	
Account Number	<div></div>	

Outline the project that you are seeking a grant for

The Parish Council is being asked for a modest amount, as seed funding to get the first Holmfirth Pride event off the ground.

The grant if awarded will contribute to the cost of running event in support of members of the LGBTQIA+ community. Following a homophobic attack in the town centre, high street businesses have banded together to organise an event to say very clearly that sort of behaviour is not tolerated in our town. Whoever you are or whoever you love you're welcome here in Holmfirth.

With very little time and wishing to coincide with the Kirklees Pride event, happening on 7 and 8 June, the businesses have organized a Saturday event at Cooper's Yard and activities aimed at children (and their carers) there and in front of the Old Bridge and in Norridge Bottom on the Sunday.

We are working with Fair and Funky who will help run the childrens' activities and with Kirklees Pride.

Nearly 60 businesses will fund the cost of bunting and stickers to deck out the town and Cooper's Yard will cover the cost of live music on the Saturday evening, but some funds are required to cover the cost of the DJ for the Sunday community parties. We also need funds for the following:

1. Rainbow Crafts – Make rainbow bracelets, paper chains, flags
2. Pride Colouring Pages – Use colouring sheets that feature rainbows, hearts, and inclusive messages.
3. Chalk – Decorate areas with chalk rainbows and positive affirmations.

Why do you feel your project is worthwhile?

The very high degree of collaboration, wish to do good for the wider community and is the response to the vicious attack demonstrates the Holme Valley is a special, inclusive and welcoming place. The weekend of celebration will allow many people to take part in the activities over the weekend and show their support for the LGBTQIA+ community.

We will be able to organise another event for 2026 when there will be more time to plan and organise other grant funding.

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

The event will be another in the calendar, helping to build the Valley's reputation as the place for events, festivals and activities where everyone welcomed and appreciated.

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

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

The general population and the LGBTQIA+ community

How will your project address the ongoing climate emergency?

The organisers are very conscious of the importance of reducing waste and carbon emission and will address this imperative in the following ways:

- Digital marketing: we'll use social media and an online programme to promote the events instead of printed flyers and posters
- Not use any single-use plastics: Encourage reusable water bottles and cups through vendors supporting
- All materials (flags/ bunting / stickers) will be saved and reused next year
- We will use sustainable and environmentally friendly materials for kids activities where possible
- Promote public transit to get to get to Holmfirth
- Encourage biking or carpooling
- Partnering with local businesses and encourage the community to reduce shipping-related emissions thus lowering people's carbon footprint
- Event will piggyback on businesses' current energy use where possible. We will aim to use LED lighting and sound systems to reduce any additional electricity consumption.

6**Grants from Holme Valley Parish Council**

Put an "X"

Grant 1: Assets Grants

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

**Grant 2: Community Benefits Grants**

- This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for

equipment and resources and anything else which may benefit the people and community of the Holme Valley.

- Maximum award is £1,500.



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

7

Your Project Budget Plan

Item	Cost	Where will the funding come from? <small>reserves, fundraising, donations, other grant awards or Holme Valley PC</small>	Amount requested from the Parish Council
DJ and children's activities	£600	£300 Valleys Anchor	£300
Project Total Cost	£600	Total amount requested from HVPC	£300

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

The Valley Anchor CIC has granted £300



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

YES

£3,240 was granted in 2024 to support the Make It Your Holmfirth rebranding exercise by paying for the risk assessment of town centre lamp posts.

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
3. Last 3 years accounts (if you have them)	YES
4. Copy of bank statements for the last 6 months	YES
5. Copies of written estimates/quotations for capital purchases (if relevant)	N/A
6. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	N/A
7. Anything else: -	N/A

9 Declaration	
<ul style="list-style-type: none"> • I am authorised to make the application on behalf of the above organisation. • I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded. • I have filled in every section of the application form. • I certify that the information contained in this application is correct. • If the information in the application changes, I will inform the Council. • I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application. • If the application is successful, I give permission for the Council to publicise the project in the local media and on its website. • I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion. <p>This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.</p>	
Name	
Signature	
Date	2 May 2025

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

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

13/05/2025

Holme Valley Parish Council

Page 1

12:06

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Income								
1076	Precept	0	327,934	327,934	0			100.0%	16,453
1078	Special Expenses Grant	0	3,437	3,437	0			100.0%	
1090	Bank Interest	515	4,809	4,500	(309)			106.9%	
1092	Toilets Donations	520	2,680	2,500	(180)			107.2%	
1095	Other income	0	481	4,460	3,979			10.8%	
1200	Allotment Rents	78	402	324	(78)			124.1%	
1250	Gartside Building	350	3,163	4,800	1,637			65.9%	
1300	Garage plot income	240	1,080	840	(240)			128.6%	
	Income :- Income	1,703	343,985	348,795	4,810			98.6%	16,453
	Net Income	1,703	343,985	348,795	4,810				
6001	less Transfer to EMR	0	16,453	0	(16,453)				
	Movement to/(from) Gen Reserve	1,703	327,532	348,795	21,263				
110	Staff Expenditure								
4000	Salaries	7,464	91,574	87,700	(3,874)		(3,874)	104.4%	5,000
4060	Staff Training	50	971	2,300	1,329		1,329	42.2%	
	Staff Expenditure :- Indirect Expenditure	7,514	92,545	90,000	(2,545)	0	(2,545)	102.8%	5,000
	Net Expenditure	(7,514)	(92,545)	(90,000)	2,545				
6000	plus Transfer from EMR	5,000	5,000	0	(5,000)				
	Movement to/(from) Gen Reserve	(2,514)	(87,545)	(90,000)	(2,455)				
150	Administration								
4061	Councillor Training	35	1,148	900	(248)		(248)	127.6%	
4200	Chairman's Expenses	0	530	1,000	470		470	53.0%	
4205	Council Office Expenditure	199	2,033	2,000	(33)		(33)	101.6%	
4210	Audit	423	1,637	1,650	13		13	99.2%	
4215	Bank Charges	26	229	500	271		271	45.7%	
4220	Conference / Seminars	0	0	500	500		500	0.0%	
4225	Elections	0	9,016	0	(9,016)		(9,016)	0.0%	
4230	Repairs & Maintenance	0	66	1,000	934		934	6.6%	
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	17	40	300	260		260	13.3%	
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	6	2,580	3,000	420		420	86.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4275 Telephone and Broadband	0	636	500	(136)		(136)	127.2%	
4285 Remembrance Sunday	0	160	160	0		0	100.0%	
4290 COVID Memorial	0	1,124	0	(1,124)		(1,124)	0.0%	1,124
4400 Electronic Support	632	1,681	1,650	(31)		(31)	101.9%	
5005 Grant to Food Bank	0	3,500	0	(3,500)		(3,500)	0.0%	
Administration :- Indirect Expenditure	1,339	46,326	32,910	(13,416)	0	(13,416)	140.8%	1,124
Net Expenditure	(1,339)	(46,326)	(32,910)	13,416				
6000 plus Transfer from EMR	0	1,124	0	(1,124)				
Movement to/(from) Gen Reserve	(1,339)	(45,203)	(32,910)	12,293				
<u>250 Finance & Management</u>								
4315 Other Community Assets	11,595	35,795	44,691	8,896		8,896	80.1%	2,560
4405 Grants - Projects and Events	13,012	28,309	24,809	(3,500)		(3,500)	114.1%	3,500
Finance & Management :- Indirect Expenditure	24,607	64,104	69,500	5,396	0	5,396	92.2%	6,060
Net Expenditure	(24,607)	(64,104)	(69,500)	(5,396)				
6000 plus Transfer from EMR	1,560	6,060	0	(6,060)				
Movement to/(from) Gen Reserve	(23,047)	(58,044)	(69,500)	(11,456)				
<u>300 Planning</u>								
4505 Neighbourhood Plan	0	7,676	1,500	(6,176)		(6,176)	511.8%	7,676
Planning :- Indirect Expenditure	0	7,676	1,500	(6,176)	0	(6,176)	511.8%	7,676
Net Expenditure	0	(7,676)	(1,500)	6,176				
6000 plus Transfer from EMR	0	7,676	0	(7,676)				
Movement to/(from) Gen Reserve	0	0	(1,500)	(1,500)				
<u>350 Publications & Communication</u>								
4650 Communications & Engagement	3,919	11,695	15,000	3,305		3,305	78.0%	
Publications & Communication :- Indirect Expenditure	3,919	11,695	15,000	3,305	0	3,305	78.0%	0
Net Expenditure	(3,919)	(11,695)	(15,000)	(3,305)				
<u>400 Service Provision</u>								
4300 Honley Library	0	15,080	15,000	(80)		(80)	100.5%	
4310 Holmfirth Civic Hall- Projects	0	88,998	10,000	(78,998)		(78,998)	890.0%	52,490
4320 Public Toilet - Day to Day	1,750	16,696	22,000	5,304		5,304	75.9%	

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4325 Public Toilet - Lettable Space	1,600	3,350	1,000	(2,350)		(2,350)	335.0%	3,200
4705 Christmas Provision	1,188	5,606	6,000	394		394	93.4%	
4710 New Mill - Churchyard	0	239	750	511		511	31.9%	
4715 Defibrillators	0	58	0	(58)		(58)	0.0%	58
4720 Dog Waste	0	404	1,200	797		797	33.6%	
4730 Minibus	5,722	23,209	23,500	291		291	98.8%	
4735 Phone Boxes	0	0	400	400		400	0.0%	
4740 Seats & Shelters-Maintenance	292	9,684	13,000	3,316		3,316	74.5%	
4750 War Memorial	0	200	500	300		300	40.0%	
4760 Youth Work in the Holme Valley	10,000	25,000	25,000	0		0	100.0%	
4765 Tourism	0	39	0	(39)		(39)	0.0%	39
Service Provision :- Indirect Expenditure	20,552	188,562	118,350	(70,212)	0	(70,212)	159.3%	55,787
Net Expenditure	(20,552)	(188,562)	(118,350)	70,212				
6000 plus Transfer from EMR	1,600	55,787	0	(55,787)				
Movement to/(from) Gen Reserve	(18,952)	(132,776)	(118,350)	14,426				
<u>450 Climate Emergency</u>								
4805 Community Mobilisation	0	869	5,000	4,131		4,131	17.4%	767
Climate Emergency :- Indirect Expenditure	0	869	5,000	4,131	0	4,131	17.4%	767
Net Expenditure	0	(869)	(5,000)	(4,131)				
6000 plus Transfer from EMR	0	767	0	(767)				
Movement to/(from) Gen Reserve	0	(102)	(5,000)	(4,898)				
<u>500 Allotments/Garage plots</u>								
4900 Allotment Expense	0	350	0	(350)		(350)	0.0%	
Allotments/Garage plots :- Indirect Expenditure	0	350	0	(350)	0	(350)		0
Net Expenditure	0	(350)	0	350				
Grand Totals:- Income	1,703	343,985	348,795	4,810			98.6%	
Expenditure	57,930	412,128	332,260	(79,868)	0	(79,868)	124.0%	
Net Income over Expenditure	(56,227)	(68,143)	16,535	84,678				
plus Transfer from EMR	8,160	76,414	0	(76,414)				
less Transfer to EMR	0	16,453	0	(16,453)				
Movement to/(from) Gen Reserve	(48,067)	(8,182)	16,535	24,717				

Holme Valley Parish Council
Annual Budget - By Centre (Actual YTD Month 12)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	<u>Income</u>									
1076	Precept	284,924	284,924	327,934	327,934	327,934	0	447,780	0	0
1078	Special Expenses Grant	3,355	3,355	3,437	3,437	3,437	0	3,451	0	0
1090	Bank Interest	750	4,628	4,500	4,809	5,027	0	4,500	0	0
1092	Toilets Donations	2,500	2,565	2,500	2,680	2,390	0	2,500	0	0
1095	Other income	3,776	6,164	4,460	481	6,917	0	6,650	0	0
1200	Allotment Rents	270	270	324	402	324	0	324	0	0
1250	Gartside Building	4,800	2,080	4,800	3,163	3,150	0	4,200	0	0
1260	Memorial Bench Donations	0	100	0	0	0	0	0	0	0
1300	Garage plot income	700	700	840	1,080	840	0	840	0	0
	Total Income	301,075	304,785	348,795	343,985	350,019	0	470,245	0	0
6001	less Transfer to EMR	0	0	0	16,453	0	0	0	0	0
	Movement to/(from) Gen Reserve	301,075	304,785	348,795	327,532	350,019		470,245		
110	<u>Staff Expenditure</u>									
4000	Salaries	79,792	73,293	87,700	91,574	90,251	0	96,108	0	0
4005	Employer's N.I	0	6,357	0	0	0	0	0	0	0
4010	Employer's Pension	0	5,618	0	0	0	0	0	0	0
4015	Student Loan	0	60	0	0	0	0	0	0	0
4060	Staff Training	1,500	2,697	2,300	971	815	0	2,300	0	0
	Overhead Expenditure	81,292	88,025	90,000	92,545	91,066	0	98,408	0	0
6000	plus Transfer from EMR	0	0	0	5,000	0	0	0	0	0
	Movement to/(from) Gen Reserve	(81,292)	(88,025)	(90,000)	(87,545)	(91,066)		(98,408)		

Continued on next page

Annual Budget - By Centre (Actual YTD Month 12)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
150	<u>Administration</u>									
4061	Councillor Training	900	466	900	1,148	1,107	0	900	0	0
4200	Chairman's Expenses	1,000	1,000	1,000	530	1,000	0	1,000	0	0
4205	Council Office Expenditure	2,000	1,757	2,000	2,033	1,973	0	2,000	0	0
4210	Audit	1,550	1,587	1,650	1,637	1,587	0	1,650	0	0
4215	Bank Charges	500	304	500	229	159	0	500	0	0
4220	Conference / Seminars	500	0	500	0	0	0	500	0	0
4225	Elections	29,789	24,860	0	9,016	9,016	0	10,000	0	0
4230	Repairs & Maintenance	1,000	99	1,000	66	66	0	1,000	0	0
4235	Insurance	6,500	8,937	8,750	11,851	11,851	0	12,000	0	0
4240	Travel Allowance	300	0	300	0	0	0	300	0	0
4245	Office Equipment	300	40	300	40	291	0	300	0	0
4250	Office/Room Hire	10,200	10,049	10,200	10,096	10,096	0	10,200	0	0
4260	FOIA/EIR requests	500	0	500	0	0	0	500	0	0
4265	Subscriptions	3,000	2,423	3,000	2,580	2,574	0	3,000	0	0
4275	Telephone and Broadband	500	490	500	636	595	0	600	0	0
4285	Remembrance Sunday	150	160	160	160	160	0	160	0	0
4290	COVID Memorial	0	0	0	1,124	0	0	0	0	0
4400	Electronic Support	1,650	1,321	1,650	1,681	1,663	0	1,700	0	0
5005	Grant to Food Bank	0	0	0	3,500	0	0	0	0	0
	Overhead Expenditure	60,339	53,493	32,910	46,326	42,138	0	46,310	0	0
6000	plus Transfer from EMR	0	0	0	1,124	0	0	0	0	0
	Movement to/(from) Gen Reserve	(60,339)	(53,493)	(32,910)	(45,203)	(42,138)		(46,310)		

Continued on next page

Annual Budget - By Centre (Actual YTD Month 12)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
250	<u>Finance & Management</u>									
4315	Other Community Assets	62,587	36,892	44,691	35,795	53,000	0	48,440	0	0
4405	Grants - Projects and Events	23,694	22,814	24,809	28,309	20,000	0	20,500	0	0
	Overhead Expenditure	86,281	59,706	69,500	64,104	73,000	0	68,940	0	0
6000	plus Transfer from EMR	0	0	0	6,060	0	0	0	0	0
	Movement to/(from) Gen Reserve	(86,281)	(59,706)	(69,500)	(58,044)	(73,000)		(68,940)		
300	<u>Planning</u>									
4505	Neighbourhood Plan	3,000	474	1,500	7,676	7,676	0	2,500	0	0
	Overhead Expenditure	3,000	474	1,500	7,676	7,676	0	2,500	0	0
6000	plus Transfer from EMR	0	0	0	7,676	0	0	0	0	0
	Movement to/(from) Gen Reserve	(3,000)	(474)	(1,500)	0	(7,676)		(2,500)		
350	<u>Publications & Communication</u>									
4600	Community Champion	300	0	0	0	0	0	0	0	0
4610	Publications and Publicity	5,000	4,273	0	0	0	0	0	0	0
4620	Awards	300	0	0	0	0	0	0	0	0
4625	Website & Media	1,000	717	0	0	0	0	0	0	0
4630	Special Projects	1,000	1,000	0	0	0	0	0	0	0
4635	Civic Events	1,000	0	0	0	0	0	0	0	0
4640	Holme Moss Topograph	1,000	5,264	0	0	0	0	0	0	0
4650	Communications & Engagement	0	0	15,000	11,695	12,654	0	15,000	0	0
	Overhead Expenditure	9,600	11,254	15,000	11,695	12,654	0	15,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 12)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(9,600)</u>	<u>(11,254)</u>	<u>(15,000)</u>	<u>(11,695)</u>	<u>(12,654)</u>		<u>(15,000)</u>		
400	<u>Service Provision</u>									
4300	Honley Library	15,000	25,000	15,000	15,080	15,080	0	15,750	0	0
4310	Holmfirth Civic Hall- Projects	0	19,396	10,000	88,998	66,998	0	60,000	0	0
4320	Public Toilet - Day to Day	22,000	17,896	22,000	16,696	18,994	0	23,100	0	0
4325	Public Toilet - Lettable Space	1,000	566	1,000	3,350	1,750	0	1,050	0	0
4700	CCTV	0	1,560	0	0	0	0	0	0	0
4705	Christmas Provision	5,500	5,967	6,000	5,606	7,058	0	4,592	0	0
4710	New Mill - Churchyard	500	678	750	239	239	0	788	0	0
4715	Defibrillators	0	204	0	58	58	0	0	0	0
4720	Dog Waste	1,200	1,133	1,200	404	1,130	0	1,260	0	0
4725	Patient Transport Scheme	1,000	0	0	0	0	0	0	0	0
4730	Minibus	23,500	25,244	23,500	23,209	19,456	0	23,500	0	0
4735	Phone Boxes	400	159	400	0	400	0	400	0	0
4740	Seats & Shelters-Maintenance	13,000	9,575	13,000	9,684	12,332	0	13,650	0	0
4750	War Memorial	0	0	500	200	200	0	500	0	0
4760	Youth Work in the Holme Valley	25,000	14,000	25,000	25,000	25,000	0	26,250	0	0
4765	Tourism	0	0	0	39	0	0	0	0	0
	Overhead Expenditure	<u>108,100</u>	<u>121,377</u>	<u>118,350</u>	<u>188,562</u>	<u>168,695</u>	<u>0</u>	<u>170,840</u>	<u>0</u>	<u>0</u>
6000	plus Transfer from EMR	0	21,764	0	55,787	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(108,100)</u>	<u>(99,613)</u>	<u>(118,350)</u>	<u>(132,776)</u>	<u>(168,695)</u>		<u>(170,840)</u>		
450	<u>Climate Emergency</u>									

Continued on next page

Annual Budget - By Centre (Actual YTD Month 12)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4805	Community Mobilisation	4,500	567	5,000	869	869	0	5,000	0	0
4810	Energy Strategy	3,624	0	0	0	0	0	0	0	0
4815	Transport Strategy	1,000	1,825	0	0	0	0	0	0	0
4825	Environment Strategy	95	0	0	0	0	0	0	0	0
	Overhead Expenditure	9,219	2,392	5,000	869	869	0	5,000	0	0
6000	plus Transfer from EMR	0	770	0	767	0	0	0	0	0
	Movement to/(from) Gen Reserve	(9,219)	(1,622)	(5,000)	(102)	(869)		(5,000)		
500	<u>Allotments/Garage plots</u>									
4900	Allotment Expense	0	0	0	350	0	0	0	0	0
	Overhead Expenditure	0	0	0	350	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	(350)	0		0		
	Total Budget Income	301,075	304,785	348,795	343,985	350,019	0	470,245	0	0
	Expenditure	357,831	336,720	332,260	412,128	396,098	0	406,998	0	0
	Net Income over Expenditure	-56,756	-31,935	16,535	-68,143	-46,079	0	63,247	0	0
	plus Transfer from EMR	0	22,534	0	76,414	0	0	0	0	0
	less Transfer to EMR	0	0	0	16,453	0	0	0	0	0
	Movement to/(from) Gen Reserve	(56,756)	(9,401)	16,535	(8,182)	(46,079)		63,247		



Income and Expenditure against Budget 2025-26 Year-to-Date
Holme Valley Parish Council

CODE	DESCRIPTION		Starting Budget	Virements	Reconcile 2024-25	April	May	June	July	August	September	October	November	December	January	February	March	Payments from EMR	Total	Remaining
INCOME																				
1076	Precept	0.00%	£447,780	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		£0.00	£447,780.00
1078	Special Expenses Grant	0.00%	£3,451	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		£0.00	£3,451.00
1090	Interest on Investments	6.37%	£4,500	£0	£0.00	£286.64	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		£286.64	£4,213.36
1092	Donations - Holmfirth Public Toilets	0.00%	£2,500	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		£0.00	£2,500.00
1095	Other income	99.78%	£6,650	£0	£0.00	£6,635.66	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		£6,635.66	£14.34
1200	Allotment Rents	41.82%	£324	£0	£0.00	£135.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		£135.50	£188.50
1250	Gartside Building	9.33%	£4,200	£0	£0.00	£391.66	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		£391.66	£3,808.34
1260	Memorial Benches		£0	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		£0.00	£0.00
1300	Garage Plot Income	28.57%	£840	£0	£0.00	£240.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		£240.00	£600.00
Total Income			£470,245	£0	£0.00	£7,689.46	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		£7,689.46	£462,555.54
105	VAT Refund		£0	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
235	Transfer in		£0	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total Receipts			£470,245	£0	£0.00	£7,689.46	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£7,689.46
					£0.00	£7,689.46	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£7,689.46
					OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
EXPENDITURE																				
230	Bank Transfer out					£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<u>110 Staff Expenditure</u>																				
4000	Salaries	8.45%	£96,108	£0	£0.00	£8,121.52	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£8,121.52	£87,986.48 4000
4060	Staff Training	1.30%	£2,300	£0	£0.00	£30.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£30.00	£2,270.00 4060
Total Staff Expenditure			8.28%	£98,408	£0	£0.00	£8,151.52	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£8,151.52	£90,256.48
																			OK	
<u>150 Administration</u>																				
4061	Councillor Training	0.00%	£900	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£900.00 4061
4200	Chairman's Expenses	2.92%	£1,000	£0	£0.00	£29.17	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£29.17	£970.83 4200
4205	Council Office Expenditure	45.90%	£2,000	£0	£0.00	£917.99	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£917.99	£1,082.01 4205
4210	Audit	0.00%	£1,650	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,650.00 4210
4215	Bank Charges	2.94%	£500	£0	£0.00	£14.70	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£14.70	£485.30 4215
4220	Conference / Seminars	0.00%	£500	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00 4220
4225	Elections		£10,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£10,000.00 4225
4230	Repairs & Maintenance	0.00%	£1,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00 4230
4235	Insurance	0.00%	£12,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£12,000.00 4235
4240	Travel Allowance	0.00%	£300	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£300.00 4240
4245	Office Equipment	0.00%	£300	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£300.00 4245
4250	Office/Room Hire	0.94%	£10,200	£0	£0.00	£96.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£96.00	£10,104.00 4250
4260	FOIA/EIR requests	0.00%	£500	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00 4260
4265	Subscriptions	91.40%	£3,000	£0	£0.00	£0.00	£2,742.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,742.00	£258.00 4265
4275	Telephone and Broadband	7.84%	£600	£0	£0.00	£47.06	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£47.06	£552.94 4275
4285	Remembrance Sunday	0.00%	£160	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£160.00 4285
4290	COVID Memorial		£0	£0	£0.00	£262.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£262.00	-£262.00 4290
4400	Electric Support Maintenance	42.23%	£1,700	£0	£0.00	£717.99	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£717.99	£982.01 4400
4650	Communications and Engagement	1.40%	£15,000	£0	£0.00	£210.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£210.00	£14,790.00 4650
Total Administration			8.22%	£61,310	£0	£0.00	£2,294.91	£2,742.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5,036.91	£56,273.09
Total Council			8.26%	£159,718	£0	£0.00	£10,446.43	£2,742.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£13,188.43	£146,529.57
																			OK	
<u>Finance & Management Committee</u>																				
4315	Grants - Other Community Assets	0.90%	£48,440	£0	£0.00	£435.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£435.00	£48,005.00 4315
4405	Grants - Projects and Events	0.00%	£20,500	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£20,500.00 4405
Total Finance & Management			0.63%	£68,940	£0	£0.00	£435.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£435.00	£68,505.00
																			OK	
<u>Planning Committee</u>																				
4505	Neighbourhood Plan	0.00%	£2,500	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,500.00 4505
Total Planning Committee			0.00%	£2,500	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,500.00
																			OK	
<u>Service Provision Committee</u>																				
4300	Honley Library	0.00%	£15,750	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£15,750.00 4300
4310	Holmfirth Civic Hall	0.00%	£60,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£60,000.00 4310
4320	Public toilets - Day to Day	4.63%	£23,100	£0	£0.00	£1,068.74	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,068.74	£22,031.26 4320
4325	Public toilets - Lettable Space	0.00%	£1,050	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,050.00 4325
4705	Christmas Provision	0.00%	£4,592	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,592.0

Holme Valley Parish Council Cash Book 2025-26

Unity Trust T2 Current Account

Schedule of Payments April 2025

No	HVPC ref	Payment Sent Date	Payment method	Check v Statement	To pay	Description	Net	Vat	Gross	Authorisation to Pay	Legislation
1	2526/01/01	03/04/2025	DD	<input type="checkbox"/>	GRENKE	LEASE ON PHOTOCOPIER	£117.99	£23.60	£141.59	F&M 2425 12	GPC Localism Act 2011
2	2526/01/02	07/04/2025	DD	<input type="checkbox"/>	BT	TELEPHONE AND INTERNET	£47.06	£9.41	£56.47	COUNCIL 2425 94	GPC Localism Act 2011
3	2526/01/03	14/04/2025	BACS	<input type="checkbox"/>	STAFF 02	REIMBURSEMENT ZOOM	£12.99	£2.60	£15.59	F&M 2425 12	GPC Localism Act 2011
4	2526/01/04	14/04/2025	BACS	<input type="checkbox"/>	PARKINSON PARTNERSHIP	VAT ADVICE RE CIVIC	£800.00	£160.00	£960.00	COUNCIL 2425 94	GPC Localism Act 2011
5	2526/01/05	14/04/2025	BACS	<input type="checkbox"/>	HOLME VALLEY LIONS	GRANT - WORKS TO SANTA'S SLEIGH	£435.00	£0.00	£435.00		GPC Localism Act 2011
6	2526/01/06	15/04/2025	SO	<input type="checkbox"/>	TIME IN TIME OUT MEDIA	TITO COUNCIL NEWS	£210.00	£42.00	£252.00	COUNCIL 2425 94	GPC Localism Act 2011
7	2526/01/07	15/04/2025	BACS	<input type="checkbox"/>	WEST YORKSHIRE PENSIONS FUND	PENSIONS	£1,193.11	£0.00	£1,193.11	F&M 2425 12	GPC Localism Act 2011
8	2526/01/08	15/04/2025	BACS	<input type="checkbox"/>	STAFF 02	SALARY	£1,792.24	£0.00	£1,792.24	F&M 2425 12	GPC Localism Act 2011
9	2526/01/09	15/04/2025	BACS	<input type="checkbox"/>	STAFF 05	SALARY	£1,532.14	£0.00	£1,532.14	F&M 2425 12	GPC Localism Act 2011
10	2526/01/10	15/04/2025	BACS	<input type="checkbox"/>	HMRC	PAYE TAX AND NI	£1,870.87	£0.00	£1,870.87	F&M 2425 12	GPC Localism Act 2011
11	2526/01/11	15/04/2025	BACS	<input type="checkbox"/>	STAFF 04	SALARY	£1,733.16	£0.00	£1,733.16	F&M 2425 12	GPC Localism Act 2011
12	2526/01/12	22/04/2025	BACS	<input type="checkbox"/>	RIALTAS	OMEGA ACCOUNTS PACKAGE LICENCE	£589.00	£117.80	£706.80	F&M 2425 12	GPC Localism Act 2011
13	2526/01/13	22/04/2025	BACS	<input type="checkbox"/>	MELTHAM TOWN COUNCIL	TICKET TO CIVIC DINNER	£29.17	£5.83	£35.00	COUNCIL 2425 94	GPC Localism Act 2011
14	2526/01/14	22/04/2025	BACS	<input type="checkbox"/>	YLCA	WEBINAR - NEURODIVERSITY STAFF 05	£30.00	£0.00	£30.00	F&M 2425 12	GPC Localism Act 2011
15	2526/01/15	22/04/2025	BACS	<input type="checkbox"/>	HOLMFIRTH CIVIC HALL COMMUNITY TRUST	ROOM HIRE FOR ANNUAL PARISH MEETING 24TH MARCH 2025	£96.00	£0.00	£96.00	F&M 2425 12	GPC Localism Act 2011
16	2526/01/16	22/04/2025	BACS	<input type="checkbox"/>	RIALTAS	MAKING TAX DIGITAL LICENCE	£116.00	£23.20	£139.20	F&M 2425 12	GPC Localism Act 2011
17	2526/01/17	23/04/2025	DD	<input type="checkbox"/>	E.ON NEXT	ELECTRICITY HOLMFIRTH TOILETS	£59.73	£2.99	£62.72	F&M 2425 12	GPC Localism Act 2011
18	2526/01/18	25/04/2025	BACS	<input type="checkbox"/>	H I DODSON	TREES FOR COVID MEMORIAL GARDENS	£262.00	£0.00	£262.00	COUNCIL 2425 94	GPC Localism Act 2011
19	2526/01/19	25/04/2025	BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR	WORKS TO HOLME VILLAGE PHONE BOX	£708.00	£0.00	£708.00	F&M 2425 12	GPC Localism Act 2011
20	2526/01/20	25/04/2025	BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR	EXPENSES	£71.26	£14.26	£85.52	F&M 2425 12	GPC Localism Act 2011
21	2526/01/21	25/04/2025	BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR	MAINTENANCE	£1,625.45	£0.00	£1,625.45	F&M 2425 12	GPC Localism Act 2011
22	2526/01/22	30/04/2025	BANK CHARGE	<input type="checkbox"/>	UNITY TRUST	SERVICE CHARGE	£14.70	£0.00	£14.70		GPC Localism Act 2011
							£13,345.87	£401.69	£13,747.56		



Holme Valley Parish Council Cash Book 2025-26

Unity Trust T2 Current Account

Schedule of Payments May 2025

No	HVPC ref	Payment Sent Date	Payment method	Check v Statement	To pay	Description	Net	Vat	Gross	Authorisation to Pay	Legislation
				<input type="checkbox"/>	YLCA	MEMBERSHIP SUBSCRIPTION	£2,742.00	£0.00	£2,742.00	F&M 2425 12	GPC Localism Act 2011
				<input type="checkbox"/>	MIDDLEPEAK ENGINEERING	CAST ALUMINIUM PLAQUE FOR COVID MEMORIAL	£844.50	168.90	£1,013.40		GPC Localism Act 2011
				<input type="checkbox"/>	HCHCT	ANNUAL RENT	£10,000.00	0.00	£10,000.00	F&M 2425 12	GPC Localism Act 2011
				<input type="checkbox"/>	TOWN AND COUNTRY	HVPC INSURANCE	£12,088.61	0.00	£12,088.61	F&M 2425 12	GPC Localism Act 2011
				<input type="checkbox"/>	SLCC	MEMBERSHIP STAFF 02	£240.00	0.00	£240.00	F&M 2425 12	GPC Localism Act 2011
				<input type="checkbox"/>	SLCC	MEMBERSHIP STAFF 05	£240.00	0.00	£240.00	F&M 2425 12	GPC Localism Act 2011
				<input type="checkbox"/>	REDBAK	SHOP FRONT DESIGN CODE - DESIGN AND PRINT	£1,410.00	282.00	£1,692.00		GPC Localism Act 2011
				<input type="checkbox"/>	BT	INTERNET AND PHONE	£50.65	10.13	£60.78	F&M 2425 12	GPC Localism Act 2011
				<input type="checkbox"/>	KIRKLEES COUNCIL	ELECTION COSTS	£5,918.38	0.00	£5,918.38	F&M 2425 12	GPC Localism Act 2011
				<input type="checkbox"/>	TIME IN TIME OUT MEDIA	TITO COUNCIL NEWS	£210.00	£42.00	£252.00	F&M 2425 12	GPC Localism Act 2011
				<input type="checkbox"/>	YLCA	WEBINAR - COUNCILS AS SOLE TRUSTEE CLLR 04 / STAFF 04	£54.80	£0.00	£54.80	F&M 2425 12	GPC Localism Act 2011
				<input type="checkbox"/>	ENTERPRISE PRINT	COMMUNITY GRANTS LEAFLETS ETC	£82.00	0.00	£82.00		GPC Localism Act 2011
				<input type="checkbox"/>	HUDDERSFIELD HUB CIC	HVPC SPONSORSHIP OF HUB WEBSITE	£600.00	0.00	£600.00		GPC Localism Act 2011
				<input type="checkbox"/>	MAINTENANCE CONTRACTOR	MAINTENANCE	£1,578.12	0.00	£1,578.12	F&M 2425 12	GPC Localism Act 2011
				<input type="checkbox"/>	RIVER HOLME CONNECTIONS	DONATION FROM CHAIR'S EXPENSES	£435.00	0.00	£435.00		GPC Localism Act 2011
				<input type="checkbox"/>			£36,494.06	£503.03	£36,997.09		

APPLICATION FOR A DISPENSATION

..... Parish/Town/Community/Village Council

I (name of councillor)....., hereby apply to
Council for a dispensation.

Please indicate the type of interest that you have:

Disclosable Pecuniary Interest ☐

Other Interest ☐

Please describe the nature of your interest:

Please indicate whether this dispensation is for you to participate in a discussion only or in discussion and with a vote:

Discussion only ☐

Discussion and vote ☐

Please indicate the period of time that you would like the dispensation for (not exceeding four years):

Please explain the reason(s) why you are seeking the dispensation:

Signed:

Print name:

Date of application:

Please submit this form to the Clerk to Council at least days prior to the council meeting

DECISION :

Dispensation given: YES / NO

Length of Dispensation :

Date:

Minute Number:

Signed:

Clerk to the Council

Assistant Clerk

From: [REDACTED]
Sent: 06 May 2025 12:36
To: Assistant Clerk; 'Cllr Sarah Whitelaw'; clerk@holmevalleyparishcouncil.gov.uk
Subject: RE: Communications Policy and Strategy Documents availability???

Hi Gemma,

Thank you for this. It is appreciated.

However, does it answer my concerns? Not really, nor of the Information Commissioner in terms of transparency.

I would recommend looking at the website for Fownhope Village Parish Council in Herefordshire which won Gold in the Local Council Award Scheme for its display which lists an individual Cllr's mobile telephone number and email address. The postal address is, of course, available on the declaration of interests (which undermines the safety argument). It also has an interesting individual statement of intent. They obviously chose to be transparent.

One wonders what would happen if there was some kind of emergency in Netherthong and one had to go through a similar route as now to get contact with a Parish Cllr.

This seems to me completely the wrong way round. It should be made as simple and as transparent as possible for a citizen to contact their representative (I can do this with my Kirklees Cllr). This seems like a form of digital discrimination even if the numbers of people without mobile phones/computer are very low.

Regards,

From: Assistant Clerk <assistantclerk@holmevalleyparishcouncil.gov.uk>
Sent: 06 May 2025 11:59
To: 'Cllr Sarah Whitelaw' <cllrswitelaw@holmevalleyparishcouncil.gov.uk>; [REDACTED]
 [REDACTED], clerk@holmevalleyparishcouncil.gov.uk
Subject: RE: Communications Policy and Strategy Documents availability???

Hi [REDACTED] and Sarah

Thanks for bringing this to our attention. I can pick up on these points:

Email links via the website – These will work if your settings are set up to default to whichever email app or programme is your usual preferred one. Quite often factory settings might be different to the ones you actually use regularly. Without know exactly which operating system and email programme you are using, I can't give you an exact walk through but usually if you go to settings there will be some sort of email default that you can set to route it through. You can also check your pop-up blockers in your security settings as they might be set to block email links.

Unfortunately, if you publish an email address on a website as text rather than a button then it becomes a data security risk (bots can pick them up for hacking) so we do need to keep the current system. As a fail safe you're welcome to email any of the clerking team any time to ask for an email address on any councillor – Cllr Rostron can be reached at cllrmrostron@holmevalleyparishcouncil.gov.uk
 There is also a general contact form on the "Contact" page that should work for everyone.

Personal phone numbers and home addresses – We no longer publish these as standard on our website as these are councillors personal contact details. There has been real concern in recent times for intimidation and violence in public life nationally, and sadly, we have had some reported cases of threat and intimidation towards councillors and candidates locally. We are however always happy to pass on a message via the office and ask them to contact you. Councillors can then choose to share their personal contact details with residents if they are dealing with an issue.

In person - If all else fails, our office at The Civic is open Tuesday, Wednesday, Thursday 9.30 to 2.30 for people to pop in with queries too.

I hope this helps! – Best wishes
Gemma

Gemma Sharp
Assistant Clerk - Holme Valley Parish Council
assistantclerk@holmevalleyparishcouncil.gov.uk
The Civic, Huddersfield Road, Holmfirth HD9 3AS
01484 687 460



HOLME VALLEY PARISH COUNCIL



TRAINING REPORT

Please complete this feedback form and forward to the Clerk either by email or paper copy as soon as possible and within six weeks of the training being completed.

Name of councillor/officer	Pat Colling
Title of training attended	Dealing with complaints and difficult situations
Training provider	
Date of training	20/8/24
Main points of training worth feeding back to Council	Helpful for dealing with public complaints and difficulties with the public in meetings. Especially useful for new chairs/vice chairs/clerks Not that useful for problems with badly behaved councillors or difficult situations internally.
Do you recommend this training for other councillors/officers?	Not sure. At the moment we don't have those sorts of difficulties.
Actions to be taken as a result of the training	

*Please include resources received at the training to the Clerk for attaching to the evaluation.
Completed training reports for Councillors will be noted at a meeting of the FULL COUNCIL.
Training reports for officers will be received by the STAFFING COMMITTEE.*

A statement regarding training received across the year will be received at the ANNUAL COUNCIL

Received by Clerk on: _____

Noted at FULL COUNCIL/STAFFING COMMITTEE on: _____

MEETING held in May each year.



HOLME VALLEY PARISH COUNCIL

TRAINING REPORT

Please complete this feedback form and forward to the Clerk either by email or paper copy as soon as possible and within six weeks of the training being completed.

Name of councillor/officer	Pat Colling
Title of training attended	The Role of the Chair
Training provider	
Date of training	29.10.2024
Main points of training worth feeding back to Council	Useful. Good opportunity to exchange experiences with other chairs. Lots of valuable information about a chair's rights, etc. Lots of guidance on a chair's responsibilities.
Do you recommend this training for other councillors/officers?	Yes
Actions to be taken as a result of the training	Liaise with clerking team to reduce the length of full council agendas.

Please include resources received at the training to the Clerk for attaching to the evaluation. Completed training reports for Councillors will be noted at a meeting of the FULL COUNCIL. Training reports for officers will be received by the STAFFING COMMITTEE.

A statement regarding training received across the year will be received at the ANNUAL COUNCIL MEETING held in May each year.

Received by Clerk on: _____

Noted at FULL COUNCIL/STAFFING COMMITTEE on: _____



HOLME VALLEY PARISH COUNCIL

TRAINING REPORT

Please complete this feedback form and forward to the Clerk either by email or paper copy as soon as possible and within six weeks of the training being completed.

Name of councillor/officer	Cllr Sarah Whitelaw
Title of training attended	Engage, Lead, Resolve: Strengthening local connections
Training provider	NALC
Date of training	30 th April 2025
Main points of training worth feeding back to Council	<p>The session was led by two experts – and whilst their input was very interesting, they concentrated on overarching issues and concepts and didn't provide concrete examples in the main – it was reassuring to know that the things they mentioned were what we do !!</p> <p>NO answers about working with principle authorities (Kirklees) .. just how important it is .. BUT did suggest working with Combined Authorities is a way forward – and focus on Place and Community – not Politics (the Andy Burnham model !!)</p>
Are there any further documents to be submitted with this report? If yes, please list opposite and pass to the Clerk	I'll pass on the slides when they are available
Do you recommend this training for other councillors/officers?	Not really – I think the Breakthrough Comms session was far better and covered much of the same ground – but with practical examples

*Completed training reports for Councillors will be noted at a meeting of the FULL COUNCIL.
Training reports for officers will be received by the STAFFING COMMITTEE.*

A statement regarding training received across the year will be received at the ANNUAL COUNCIL MEETING held in May each year.

Guidance

Union Flag flying guidance for UK government buildings

Designated days when the Union Flag must be flown on UK government buildings. UK government buildings are also encouraged to fly the Union Flag all year round.

From: **Department for Culture, Media and Sport**
(/government/organisations/department-for-culture-media-and-sport) and
Department for Digital, Culture, Media & Sport
(/government/organisations/department-for-digital-culture-media-sport)

Published 27 February 2013

Last updated 14 March 2025 —

Contents

- Flying the Union Flag
- Designated days for flying the Union Flag on UK government buildings 2025
- Useful resources

The Union Flag is the national flag of the United Kingdom of Great Britain and Northern Ireland, the Crown Dependencies and the Overseas Territories. It is a symbol of national unity and pride. The first Union Flag was created in 1606 and combined the flags of England and Scotland; the present Union Flag dates from 1801.

There are designated days when the Union Flag must be flown on UK government buildings by command of His Majesty The King. However, UK government buildings are encouraged to fly the Union Flag all year around.

This guidance is aimed at UK government buildings. However, we would encourage local authorities and other local organisations to follow suit

where they wish to fly flags.

Flying the Union Flag

Where UK government buildings only have one flagpole, the Union Flag should be flown every day except on certain occasions when you may wish to fly other flags, including but not limited to, the national flags of the constituent nations of the United Kingdom, the Armed Forces Day flag, the Commonwealth flag, county and other local flags, and other flags which may promote civic pride.

DCMS may issue ad-hoc guidance encouraging UK government buildings to fly such flags throughout the year, alongside the Union Flag

Where UK government buildings have more than one flagpole, and two flags are being flown, the Union Flag must always be flown in the superior position which is either:

- the highest flagpole
- the centre flagpole where there is an odd number of poles of the same height, or
- the left centre flagpole viewed from the front of the building, where there is an even number of poles of the same height

In England, it is now possible to fly more than one flag on the same flagpole if there is enough space. If so, the Union Flag should always fly on top ('in the superior position').

UK government building flagpoles should not remain empty – the default should be flying the Union Flag if no other flag is being flown.

In Northern Ireland, designated flag flying for Northern Ireland government buildings is governed by legislation rather than this guidance.

Designated days for flying the Union Flag on UK government buildings 2025

1 March: St David's Day (in Wales)

10 March: Commonwealth Day (second Monday in March)

17 March: St Patrick's Day (in Northern Ireland)

9 April: His Majesty The King's Wedding Anniversary

23 April: St George's Day (in England)

6 May: Coronation Day

14 June: Official Birthday of His Majesty The King

21 June: Birthday of HRH The Prince of Wales

17 July: Birthday of Her Majesty The Queen
8 September: His Majesty The King's Accession
9 November: Remembrance Day (second Sunday in November)
14 November: Birthday of His Majesty The King
30 November: St Andrew's Day (in Scotland)

Also:

The day of the opening of a Session of the Houses of Parliament by His Majesty and the day of the prorogation of a Session of the Houses of Parliament by His Majesty. Flags should be flown on these days even if His Majesty does not perform the ceremony in person. Flags need to be flown in the Greater London area.

Useful resources

The College of Arms, the Crown body with responsibility for heraldic matters for England, Wales and Northern Ireland, has published [frequently asked questions relating to the Union Flag](https://www.college-of-arms.gov.uk/resources/union-flag-faqs) (<https://www.college-of-arms.gov.uk/resources/union-flag-faqs>) including how the Union flag should be flown, along with information on the College's [approved designs of the Union Flag](https://www.college-of-arms.gov.uk/resources/union-flag-approved-designs) (<https://www.college-of-arms.gov.uk/resources/union-flag-approved-designs>).

In England and Wales, flags are treated as advertisements for the purposes of the planning regime, but express advertisement consent is not required to fly the Union flag from a flagpole. The government has published [a guide on the planning rules in England on flying types of flag](https://www.gov.uk/government/publications/flying-flags-a-plain-english-guide) (<https://www.gov.uk/government/publications/flying-flags-a-plain-english-guide>).

In Scotland, flag flying is outside the scope of the advertisement control regime.

*Note: The Town and Country Planning (Control of Advertisements) (England) (Amendment) Regulations 2021, which came into force on 24 June 2021, allows for two flags, including at least one national flag, to be flown from the same flagpole.

Published 27 February 2013

Last updated 14 March 2025 [+ show all updates](#)

Handover document/recommendations to Full Council.

The existence of CACE comes to an end at the Full Council meeting on May 19th when all Committees are reconstituted.

Climate Action, Communications and Engagement matters will then be addressed by Full Council as required. There will be a sub-committee of Full Council for Communications and Engagement.

This CACE 'handover' document reflects achievements thus far, and identifies outstanding matters from the four-year plan which was drawn up at the start of the Council term by the CACE committee, in response to the request to identify priorities, by the Council Chair at the time, Cllr Blacka.

At the Full Council meeting on 18 December 2023 the Council approved the following priorities as guiding principles for Council activity and decision making. These remain in place for the duration on the Council 2023-2027:

- 1. Be ambitious, working in partnership to improve the lives of residents.*
- 2. Celebrate community life in the Holme Valley*
- 3. Look after local people and the services that support them*
- 4. Address the Climate Emergency*
- 5. Promote prosperity by supporting local tourism and festivals*

The Council is now half way through its term. This is a good point at which to 'take stock'.

Councillors will now be looking forward to what we wish to achieve and focus on during the next two years. The CACE handover document is intended to contribute to this process.

NB The HVPC Review Working group's work is 'ongoing' but will undoubtedly take into account actioning Climate Action, Communications and Engagement, and Service Provision and Planning Committee matters.

PART ONE - CACE 2023 – 2025 COMMUNICATIONS AND ENGAGEMENT – PROGRESS AND 'CARRY OVER' ACTIONS

- 1) Commission PC publicity banners (10) – post rebranding External £500 **To be actioned post rebrand**
- 2) Quarterly Printed monthly newsletter trial – **complete – next edition to be considered.**
The trial was hand delivered/key point 'drop' rather than mail out
- 3) Monitor HVV Communication Screen trial – to April 2024 (6 months) The trial met with a number of problems concerned with location, visibility and funding promises failing to materialise. Assistant Clerk met a potential local supplier to get estimated costs. - **to be reviewed.**
- 4) Consider/trial further SM outreach e.g. TikTok/Instagram. TikTok would require regular short video pieces – and people willing to create content for them. Expansion into Instagram and

LinkedIn post rebrand, accounts are already in place but currently unused. - **to be progressed.**

NB Social Progress – local business - recommended for SM training, guidance and updates on best practice and effective SM use - **to be progressed.**

- 5) Logo and QR code stickers/plaques on all PC assets Logo post re-brand – QR reader stickers/plaques to be implemented at every opportunity. Initial research indicates metal or plastic plaques will cost approx. £5-£10 per plaque plus additional costs to fit. Approx 200 plaques will be needed to cover all benches and bus shelters. - **to be reviewed.**
- 6) Identify and trial Councillors' outreach activity. Individual/Ward Councillors to share ideas and activities with fellow Councillors - **to be progressed.**
- 7) The Big Community Celebration This took place on 9 November 2024 with over 800 members of the community in attendance. The event will be repeated on November 8th 2025. **WG in progress.**
- 8) Blogs from Councillors for publication via the HVPC website and social media channels. – **to be progressed.**
- 9) Establish monitoring of 'engagement' strategies. The Council has both a Communications Policy and Communications strategy. Additional publicity channels have been established in 2024 through Holme Valley Review and Huddersfield Hub - **to be progressed.**
- 10) Review of Collaboration and Community Engagement activities. Audit and confirm community groups. Scope, specify and plan collaboration and communication opportunities with local Community groups, schools etc. This includes database completion and expansion of the monthly Comms planner. The Database has been cleaned up and will be ready to be used as part of a monthly eNewsletter to be launched after rebrand.. Identifiable users/email address will need to "opt-in". A 'Sign up' form will also be able to be integrated in the HVPC website. The Database was used for inviting groups to the Big Community Celebration. - **to be progressed**
- 11) Establish Publicly accessible PC activities Calendar. The meetings calendar is now available on new website, further events to be explored as part of website development. - **to be progressed.**
- 12) Establish regular communication and discussion with Kirklees Ward Councillors – beyond Planning – a monthly 'touch base'. Some progress has been made on this. – **to be continued.**
- 13) Build relationships with Kirklees' officers via Ward Councillors, using existing relationships and community contacts to assist this development. Some progress has been made on this. Kirklees CEO has indicated that a review of Parish and Town relationships is forthcoming. A working group from Full Council has been established to investigate possible improvements. – **update required.**

- 14) Local Plan Review A Planning Committee working group has been opened to all HVPC Councillors and the LP Reference group includes some Kirklees Councillors for HVS and HVN. It also includes partners from HV organisations – **in progress**.
- 15) Investigate possible relocation of Parish Council offices to more central, visible and accessible premises. – **to be progressed**.

PART TWO - CACE 2023 – 2025 CLIMATE ACTION – PROGRESS AND ‘CARRY OVER’ ACTIONS

- 1) Funding applications to Government decarbonising scheme. In the light of discussions with Kirklees CA officer (Rob Green) it was proposed that exploring possibilities for funding retrofitting/energy conservation measures for PC buildings in partnership with HCCT and FoHL would be useful. **NB** Rob Green no longer works for Kirklees and it is difficult to know who is leading on the environment now. The Councillor, Munir Ahmed, with the portfolio, is on long term sick leave and officers with particular ‘green space’ remits, whilst sympathetic, have no control over policy. The Clerk has been working with HCHCT on funding applications for climate mitigation on HVPC owned buildings. – **to be progressed in collaboration with Civic Trustees**.
- 2) Submit FOI to Kirklees re PC Carbon emissions to date - **to be progressed – update**.
- 3) Feasibility study and costing - Park and ride. Alongside Stotts review, including costings and possibilities for subsidised or free travel periods – **in process**.
- 4) Encourage the increased use of public transport and active travel by residents and visitors to the Holme Valley. Presence at summer festivals in 2024 promoted Sustainable Transport – including promoting our relationship with Stotts buses and other local walking and cycling content. – **continuing via the Transport Working Group**.
- 5) Solar Panels on Parish toilets in Holmfirth - **in process**.
- 6) Review climate audit for planning commentary, align with Kirklees criteria. The Planning Committee consider climate for every application they comment on as standard. The HVPC Local Plan review will forefront Climate Action in every section of its report. – **in process**.
- 7) Engage with Kirklees officers (Landscaping) and Ward Councillors to stop use of glyphosate. A direct request to Kirklees Council has been made by Cllr Morgan who will continue to follow up on progress. After taking advice from Andrew Cooper, who heads the environment scrutiny panel, Cllr Morgan has written a letter recommending that the Holme Valley be a pilot for no spraying. The allotment directive on banning pesticide was presented to Full Council who then approved a request to include that instruction in the new tenancy agreements – **in process**.
- 8) Improvements to Grants process – to allow for increased weighting on green projects and improve feedback on climate mitigation. A Grants working group, via the Finance and

Management Committee will look at the Grants process and explore ways for Climate Action to carry more weight in decisions to fund, and to include more climate-related feedback/reporting (such as energy/carbon savings) from Grant recipients. Changes have been made to the criteria to better embed Council priorities into the Grant decision process.

– **review to establish effectiveness**

9) Embed the Climate Emergency - Identify mechanisms to ensure climate emergency is always considered as a priority on all committee and Council decisions. **NB** The statement of intent, drafted and approved at Full Council, includes a requirement for all decisions to take in to account the climate emergency. The working group established to review the committee structure and operation of the Council will include effective decision making and resource allocation in this area.

10) Investigate possibilities to expand HVPC allotment provision - **in process**

PART THREE – CLIMATE ACTION AND COMMUNICATIONS AND ENGAGEMENT 2025-2027

The following are recommendations to Full Council derived from the CACE action plan.

- 1) Review of 2023-5 CACE actions' impact following evaluation of year one and two activities. (see parts one and two above)
- 2) Review Parish 'image' and presence. This will closely relate to the review of external communications and website/rebranding work – to be looked at in conjunction with other committees as it will involve signage etc. on assets.
- 3) Consider Communication Screen installation trial – central Holmfirth. Initial costing estimates gathered November 2024
- 4) Review and Monitoring of Communications strategies – including community survey. Propose communications strategies modifications as necessary.
- 5) Review use of HD9 and Tito 'booklets' – Consider regular printed paper copy of Quarterly flier trial (Nov 2023) and new editions. Regular commitment now also includes Holme Valley Review and Huddersfield Hub. This has been factored into the budget for 2025-26.
- 6) Annual Awards – Reconsider Community Champions and Environment Friendly Business Awards. An annual awards ceremony, as part of the Annual Public Meeting, to showcase both award winners' activity and the Council's, local businesses', community organisations' and individuals' work in supporting Climate Action,. **NB** following Council resolutions in 2024 the format for Awards was changed to a community celebration so as not to single out individuals. The Big Community Celebration took place, however, there have been suggestions that the Annual Parish Meeting might be an opportunity to recognise specific achievement relating to Council priorities, for example, Climate Emergency and Youth Provision.
- 7) Deliver Climate Action, Communications and Engagement activities as planned. Ongoing monitoring of effectiveness and outreach. e.g. festivals' presence.

- 8) Climate Action Projects. It has been suggested that ring-fenced Grants for Climate Action projects would be an effective, community-actioned/HVPC-initiated approach. Rather than simply funding applications for Grants which meet HVPC funding criteria, the Council could ask for suitably-qualified Community groups to bid for an opportunity to undertake a project defined by the Council. This would enable expert organisations to contribute to HVPC priorities. For example, commissioning a feasibility study for District Heating where no gas is available.
- 9) Energy Show Host an event with suppliers for public advice and to discuss feasibility and costs of, for example, a thermal camera – heat loss trial – 1 month. Including engaging with Business Associations on improving and encouraging the decarbonization of local businesses. Perhaps including ‘discussion forum’, Q&A etc.
- 10) Investigate incentives for local business and households to go greener. such as stickers for carbon savers in shops / houses or green energy suppliers and LED in all shops / houses, including bulk client reduction.

Cllr Sarah Whitelaw

**Outgoing Chair, on behalf of the CACE Committee,
HVPC**

13th May 2025.



Holme Valley Parish Council

FAO [REDACTED] - Chief Executive Officer
River Holme Connections
Unit 4 13/15 Westgate
Concord Street
Honley
West Yorkshire HD9 6AA

Email: info@riverholmeconnections.org

Thursday 1 May 2025

Dear [REDACTED]

GIFT OF £435 FROM CHAIR'S EXPENSES 2024-25 HOLME VALLEY PARISH COUNCIL

Every year Holme Valley Parish Council puts money aside for Chair's Expenses to cover civic functions and so forth. It is for the presiding Chair to state how they wish any monies remaining in the budget at the end of the civic year to be spent.

Cllr Pat Colling has been our Chair for 2024-25 and requested that the £435 left in the budget be gifted to River Holme Connections.

Here at Holme Valley Parish Council we are all very aware of the fabulous work of your charity in conserving and improving the River Holme corridor and area. Cllr Colling says "This is a charity close to my heart that is making such a difference to our environment. I hope that this gift from Holme Valley Parish Council will help to continue that work for the benefit of our local wildlife and the pleasure of local people and visitors alike."

The Parish Council's preferred payment method is by direct bank transfer. I'd be grateful if you could provide me with River Holme Connections account name, account number and sort code so that payment can be made. Rich McGill, Deputy Clerk/RFO, will be in touch with you via the email address above to confirm when the payment has been made. Rich can be contacted on deputyclerk@holmevalleyparishcouncil.gov.uk.

Kind regards

Jen McIntosh
Clerk

CC: Cllr Pat Colling

Clerk to the Council: Jen McIntosh clerk@holmevalleyparishcouncil.gov.uk
Deputy Clerk to the Council: Richard McGill deputyclerk@holmevalleyparishcouncil.gov.uk
Assistant Clerk to the Council: Gemma Sharp assistantclerk@holmevalleyparishcouncil.gov.uk
Phone No: 01484 687460

clerk@holmevalleyparishcouncil.gov.uk

From: [REDACTED]
Sent: 06 May 2025 18:51
To: clerk@holmevalleyparishcouncil.gov.uk
Cc: [REDACTED]
Subject: Thank You from River Holme Connections!

Dear Jen,

Thank you for the notice of the kind donation from Holme Valley Parish Council. We are very grateful to receive it and I took great pleasure in reading out your letter at our Trustee and Team meeting this morning.

The kind words of Cllr Colling warmed our hearts and put smiles on our faces. It is wonderful to be appreciated. Thank you!

Our Bank Details are:

[REDACTED]
[REDACTED]
[REDACTED]

Please can you let me know if we have permission to report the donation on our social media?

Many Thanks,

[REDACTED]
[REDACTED]

Chief Executive Officer
River Holme Connections
Unit 4 Honley Business Hub
13 / 15 Westgate
Honley
West Yorkshire
HD9 6AA
Tel: 01484 661756
Mobile: +44 7703 758352

www.riverholmeconnections.org

Passionate about making the River Holme a better place for people, businesses and wildlife.
River Holme Connections is a registered charity no. 1163873

