

Holme Valley Parish Council

DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 2 MARCH 2026

Those present:

Chair: Cllr J Holmes

Councillors: Cllrs L Baylin, D Bellamy, M Blacka, D Brook, T Dixon, J Liles, A Morgan, H Osborn, M Rostron, J Rylah, T Stewart, S Whitelaw

Proper Officer: Mr R McGill (RFO/Deputy Clerk)

Also present: Mrs Jen McIntosh (Clerk)

Welcome

The Vice Chair, in the absence of the Chair, welcomed Members and members of the public to this meeting of the Finance and Management Standing Committee.

Public Question Time

One member of the public was present and spoke in support of a grant application.

2526 107 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 wanted to record the meeting.

2526 108 To accept apologies for absence

NOTED: The Committee noted that Cllr Colling had a dispensation in place for her absence. The Committee noted that Cllrs Davis, Green, Kirkby and Wilson were absent from the meeting.

All had submitted apologies.

RESOLVED: The Committee approved the reasons for their apologies.

2526 109 Receipt of written Declaration of Pecuniary and Other Interests

NOTED: It was noted that no new written Declarations of Pecuniary and Other Interests had been received.

2526 110 Declaration of interests in agenda items and written dispensations

NOTED: Members were reminded that:

1. If a member has listed in written declaration as a pecuniary or other interest an organisation or body etc which features in the agenda then this should be declared by the Member.

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2. If a Member has a pecuniary or other interest not listed in written declaration in an organisation or body etc which features in the agenda then this should be declared.
 3. The onus is on individual Members to make declarations appropriately.
 4. Failure to declare may constitute a breach of the Code of Conduct and may be reported to the Monitoring Officer by other Members or by members of the public.
- Cllr Brook declared a personal interest in 2526 114 E iv d – grant application from Holmepride.
 - Cllr Brook declared a personal interest in 2526 114 E v e – grant application from River Holme Connections.
 - Cllr Morgan declared a personal interest in 2526 119 – Honley Library including the change of use for a grant request. Cllr Morgan has a dispensation in place for this DPI.
 - Cllr Rylah declared a personal interest in 2526 114 E iv i – grant application from The Tech.
 - Cllr Rylah declared a personal interest in 2526 114 E v e – grant application from River Holme Connections.
 - Cllr Stewart declared a personal interest in 2526 114 E iv i – grant application from The Tech.
 - Cllr Whitelaw declared a personal interest in 2526 114 E iv i – grant application from The Tech.
 - Cllr Whitelaw declared a personal interest in 2526 114 C iii – rolling grant to Holmfirth Film Festival.
 - Cllr Whitelaw declared a personal interest in 2526 114 E v m – grant application from Café 100.
 - Cllr Whitelaw declared a personal interest in 2526 114 E v p – grant application from Holmfirth Conservation Group.

2526 111 To consider whether items on the agenda should be discussed in private session

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

2526 112 To confirm the Minutes of the previous Committee meeting

NOTED: Members noted the Minutes of the Finance and Management Committee Meeting held on 19 January 2026, numbered 2526 88 to 2526 106 inclusive, already approved at Council.

Matters arising from the last meeting/minutes:

The RFO reported that, in respect of the money the Parish Council owes on its garage rentals, having tried unsuccessfully to speak to the VAT helpline, he advises that, given that the amount owed is, in HMRC terms, low, that the Parish Council should pay the money that is owed £513.34 in the next VAT return. HMRC's own advice is to do this

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and to make sure details of the error are recorded.

The Parish Council considered the RFO's suggestion.

RESOLVED: That the RFO take this approach with regard to the VAT owed and correct the errors in the February VAT return.

NOTED: The Committee noted that the RFO/Deputy Clerk had corrected a prior error on expenditure on the Social Progress training by viring £1,000 from 4660 Communications & Engagement to 4061 Councillor Training.

2526 113 Prioritising Climate Action activities 2025-7

The Parish Council considered ways in which the Parish Council could prioritise the climate emergency through its works.

RESOLVED: The Parish Council would pay heed to the climate emergency in all Council business including when considering grant applications.

2526 114 Grants

A. Grant Evaluations

NOTED: Members noted new grant evaluations received since the last meeting from the following community organisations:

2025/26:

- Friends of Cliff Rec

2024/25

- Honley Business Association - defibs

The RFO reported that a number of organisations had contacted the Parish Council to say that their projects from 2024/25 are still unfinished. The Parish Council has suggested they submit the Grant Evaluation Report when the project is finished. This applied to: Holme Village Community Centre, Brockholes Green Spaces.

There were still some outstanding Grant Evaluation Reports from 2024/25 and 2025/26 and the RFO would be chasing these in due course.

The Committee considered any further action on grant evaluations.

RESOLVED: No further action.

B. Grants Working Group

In Cllr Wilson's absence, the Grants Working Group reported that it had completed its work for this council year. The Group had completed the following work for consideration:

- Its Report which covered the following changes:
 - Updated the Council's priorities for grants.
 - Drew up a Grants Policy for the Parish Council.

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- Proposal to update the Parish Council's website Grants section so that its structure is founded on the Grants policy, plus some more detailed other information.
- Updated the grant application form.
- Updated the Grant Evaluation Report to include the new branding.
- Moved the grants to one pot of money from 2026/27, this would involve a virement between 4315 and 4405.
- Considered changes to other aspects of the grants process (i. rolling grants, ii. *triaging* applications before they are seen by this Committee, iii. identifying an annual priority for Council grants) but decided not to make changes.
- Standardised the process for the consideration of grants outside the February/September cycle.
- Not moved forward with a process of using sponsorship rather than grants, to financially support community groups. Sponsorship created many more problems regarding legality, scrutiny, VAT, and needing to consider other organisations.

The Committee considered recommending the report and the changes to the grants process covered in it to full Council.

RESOLVED: The report and the accompanying documents would be recommended to full Council 23rd March 2026.

C. Rolling Grants

- i. **To consider,** The Committee considered the Rolling Grant Agreement for Honley Business Association.

RESOLVED: The agreed amount of £1,560 was authorised to be paid to the group in respect of their CCTV system.

- ii. **NOTED:** The Committee noted that the next year, as the last year of the current council term, would also be the last year of any rolling grant agreements approved by the Parish Council.

- iii. **NOTED:** Members noted the current ongoing, rolling grants of this Committee:

- Honley Business Association - £1,560 - CCTV
- Holmfirth Festival of Folk - £1,500 - Festival costs
- Wooldale Community Group - £1,000 – venue rental for clubs
- Holmfirth Film Festival - £1,500 – venue hire
- Friends of Honley - £1,500 – annual planting
- Friends of Cliff Rec - £500 – Carols on the Cliff
- Holme Valley Transport - £1,000 – patient transport (defunct) (E)

- iv. The Committee considered any further action on rolling grants.

RESOLVED: The Committee asked Holme Valley Transport to return the £1,000 payment that had been paid to the now closed patient transport scheme

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E. Grant Applications

- i. **NOTED:** The Committee noted the list of grant applications being considered tonight against budget lines 4315 Community Assets and 4405 Projects and Events. Rolling grants awarded previously had been deducted from the budget totals.
- ii. **NOTED:** The Committee noted the RFO's report on previous grant awards to applicants this cycle.

The RFO suggested that, as part of the considerations of grants, the Committee might wish to consider where awards are offered as rolling, multi-year awards. This would only apply to the final year of this current Council term.

- iii. The Committee considered whether, if approved by the Committee, the RFO/Deputy Clerk should contact organisations awarded grants to discuss whether there would be any opportunity to save on VAT if items or works are gifted by the Parish Council rather than paid as grants.
RESOLVED: The Committee ruled that the RFO/Deputy Clerk should contact successful applicants awarded grants where it was thought there was an opportunity to reclaim VAT, to discuss the possibility.

iv. Budget line 4315 Community Assets Grants

This budget line held £35,904.73. Money applied for totalled £34,102.10.

- a. The Committee considered a Grant Application from Brockholes Village Trust, for £4,979 towards upgrading of fire alarms at the village hall.
RESOLVED: Brockholes Village Trust was awarded £4,979.
- b. The Committee considered a Grant Application from Huw Thatcher Trust, for £1,390 towards planters for Sands.
RESOLVED: The Committee considered that this application fell outside the remit of its grants process. It voted for this application to be considered at full Council 23rd March 2026.
- c. The Committee considered a Grant Application from Honley Players, for £5,000 towards replastering a meeting room at Southgate Theatre.
RESOLVED: Honley Players was awarded £5,000.
- d. The Committee considered a Grant Application from Holmepride, for £637.97 towards the Holmeside Memorial Gardens project.
RESOLVED: Holmepride was awarded £637.97.
- e. The Committee considered a Grant Application from Holme Village Community Centre, for £5,000 towards new flooring.
RESOLVED: Holme Village Community Centre was awarded £5,000.

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- f. The Committee considered a Grant Application from Paris Piscatorial Society, for £1,500 towards repair to the dam wall.
RESOLVED: No award was made.
- g. The Committee considered a Grant Application from Honley Village Community Trust, for £769 towards purchase of a kissing gate.
RESOLVED: Honley Village Community Trust was awarded £769.
- h. The Committee considered a Grant Application from Honley Village Community Trust, for £5,000 towards a plan to fix a leak to Magdale dam.
RESOLVED: No award was made.
- i. The Committee considered a Grant Application from Holmfirth Tech, for £4,826.13 towards soundproofing and insulation of the dance studio.
RESOLVED: Holmfirth Tech was awarded £4,826.13.
- j. The Committee considered a Grant Application from Just Hoop CIC, for £5,000 towards renovations to turn a hall into a basketball court.
RESOLVED: Just Hoop CIC was awarded £5,000.

At the end of considerations of applications against 4315 Community Assets, £9,692.63 remained in the budget.

RESOLVED: Committee resolved to recommend to full Council to vire this £9,692.63 from 4315 Community Assets to 4405 Projects and Events.

v. **Budget Line 4405 Community Benefits Grant – projects, events, other**

- *Money applied for totals £21,132.50.*
 - *This budget line held £8,466.50.*
 - *If, as above, the underspend from 4315 Community Assets is factored in, the total budget would be £8,466.50 + £9,692.63 = £18,159.13*
- a. Members considered whether a Grant Application from Holmfirth Conservation Group should be considered. Though the application had been despatched within the agreed timeframe, it was ultimately received late due to an incorrect email address.
RESOLVED: This grant application would be considered.
- b. The Committee considered a Grant Application from Holmfirth Musical Festival, for £1,500 towards Festival running costs.
RESOLVED: It was resolved that Holmfirth Musical Festival would be awarded £1,380 pending the recommendation to full Council to approve a virement of £9,692.63 from 4315 Community Assets to 4405 Projects and Events.

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- c. The Committee considered a Grant Application from Holmfirth Children's Book Festival, for £1,500 towards Festival promotions.
RESOLVED: It was resolved that Holmfirth Children's Book Festival would be awarded £1,380 pending the recommendation to full Council to approve a virement of £9,692.63 from 4315 Community Assets to 4405 Projects and Events.
- d. The Committee considered a Grant Application from Holmfirth Arts Festival, for £1,500 towards the Creative Consequences arts 3-year arts project.
RESOLVED: It was resolved that Holmfirth Arts Festival would be awarded £1,380 pending the recommendation to full Council to approve a virement of £9,692.63 from 4315 Community Assets to 4405 Projects and Events.
- e. The Committee considered a Grant Application from River Holme Connections, for £1,500 towards a nature-themed guided walks programme.
RESOLVED: It was resolved that River Holme Connections would be awarded £1,380 pending the recommendation to full Council to approve a virement of £9,692.63 from 4315 Community Assets to 4405 Projects and Events.
- f. The Committee considered a Grant Application from Holmfirth Pride, for £1,500 towards a Pride event.
RESOLVED: It was resolved that Holmfirth Pride would be awarded £1,380 pending the recommendation to full Council to approve a virement of £9,692.63 from 4315 Community Assets to 4405 Projects and Events.
- g. The Committee considered a Grant Application from Holmfirth Food and Drink Festival, for £1,500 towards Festival costs.
RESOLVED: It was resolved that Holmfirth Food and Drink Festival would be awarded £1,380 pending the recommendation to full Council to approve a virement of £9,692.63 from 4315 Community Assets to 4405 Projects and Events.
- h. The Committee considered a Grant Application from Honley Village Community Trust, for £262.50 towards an Easter party for children.
RESOLVED: It was resolved that Honley Village Community Trust would be awarded £262.50 pending the recommendation to full Council to approve a virement of £9,692.63 from 4315 Community Assets to 4405 Projects and Events.
- i. The Committee considered a Grant Application from Holme Village Residents Association, for £1,500 towards a Peak Park 75th Anniversary celebration.
RESOLVED: It was resolved that Holme Village Residents Association would be awarded £1,380 pending the recommendation to full Council to approve a virement of £9,692.63 from 4315 Community Assets to 4405 Projects and Events.
- j. The Committee considered a Grant Application from Honley Show Society Ltd, for £1,500 towards printing of the Honley Show programme.
RESOLVED: It was resolved that Honley Show Society Ltd would be awarded £1,380 pending the recommendation to full Council to approve a virement of £9,692.63 from 4315 Community Assets to 4405 Projects and Events.

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- k. The Committee considered a Grant Application from Communities United, for £1,500 towards Man Alive – a men’s mental health project.
RESOLVED: It was resolved that Communities United would be awarded £1,380 pending the recommendation to full Council to approve a virement of £9,692.63 from 4315 Community Assets to 4405 Projects and Events.
- l. The Committee considered a Grant Application from Holme Valley Climate Action Partnership, for £1,370 towards a local produce and vegetarian food event at the Food Festival.
RESOLVED: It was resolved that Holme Valley Climate Action would be awarded £1,260.40 pending the recommendation to full Council to approve a virement of £9,692.63 from 4315 Community Assets to 4405 Projects and Events.
- m. The Committee considered a Grant Application from Café 100, for £1,500 towards a programme of activities and engagement events for young people.
RESOLVED: It was resolved that Café 100 would be awarded £1,380 pending the recommendation to full Council to approve a virement of £9,692.63 from 4315 Community Assets to 4405 Projects and Events.
- n. The Committee considered a Grant Application from Hepworth Hurricanes, for £1,500 towards a “Walking Netball” project.
RESOLVED: It was resolved that Hepworth Hurricanes would be awarded £1,380 pending the recommendation to full Council to approve a virement of £8,869.90 from 4315 Community Assets to 4405 Projects and Events.
- o. The Committee considered a Grant Application from Yorkshire Neon Makers, for £1,500 towards a free programme of neon-making workshops.
RESOLVED: No award was made.
- p. The Committee considered a Grant Application from Holmfirth Conservation Group, for £1,500 towards advertising for Holme Valley Heritage Days.
RESOLVED: It was resolved that Holmfirth Conservation Group would be awarded £1,380 pending the recommendation to full Council to approve a virement of £9,692.63 from 4315 Community Assets to 4405 Projects and Events.
- RESOLVED:** The Finance and Management Committee resolved for the RFO/Deputy Clerk to apportion the money (£8,466.50 plus £9,692.63 total £18,159.13) to all the successful applicants with Honley Village Community Trust receiving 100% of their small award, and the other winners getting 92% of their request. This is pending approval by full Council.

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2526 115 Chair's Expenses

NOTED: The Committee noted that:

- the Chair's Expenses budget for 2025-26 was £1,000
- £205 had been spent from this budget line to date in 2025/26.
- £795 remained.
- The Chair needed to start thinking about whether he wants to make a donation to a local community group from whatever is left in the Expenses budget. This needs to happen before end March 2026.

2526 116 Schedule of Payments

- NOTED:** The Committee noted the Schedule of Payments for January 2026.
- RESOLVED:** The Committee approved the draft Schedule of Payments for February 2026.

The Chair must initial the Schedules of Payments and they must be attached to the minutes of the meeting.

2526 117 Financial Statements

NOTED: The following accounting summaries were noted for financial year 2025-26.

- For January 2025:
 - (1) Cash Books All Accounts Receipts and Payments (to end 31 January 2026)
 - (2) Trial Balance (to end 31 January 2026)
 - (3) Balance Sheet (to end 31 January 2026)
 - (4) Cash and Investment Reconciliation (to end 31 January 2026)
 - (5) VAT Return – year-to-date for the quarter JAN-MAR 2026 not for submission.
- The Committee considered that, as per the guidance in the SAPPP Practitioners' Guide 2025, the Committee must approve the bank reconciliations cross-referenced with bank statements, and this must be minuted.

RESOLVED: The following bank reconciliations against bank statements were approved.

For January 2026:

- 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.
- CCLA PSDF Bank Statement and CCLA PSDF Bank Reconciliation.

To approve these bank reconciliations as above.

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

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- iii. Councillors reviewed the draft Income and Expenditure report year-to-date and the following notes from the RFO/Deputy Clerk.

Notes from the RFO:

Income side:

- Holmfirth Civic Hall Community Trust still owed the Parish Council for the reimbursement of insurance costs. The Trust had been reminded of this. 1095 Other receipts is likely to be significantly over budget due to unspent grants being returned to the Parish Council.

Expenditure side:

- Council is already aware that the staffing Salaries budget is likely to be around £3,000 over at year end.
- **NOTED:** 4235 Insurance will be around £90 over budget.
- **NOTED:** 4215 Bank Charges was likely to be under-budget because it was calculated on the Parish Council also having the two HSBC accounts since closed.
- **NOTED:** 2232 Christmas Provision budget line is currently £524 over-budget due to increased costs for Christmas trees, disposal costs, higher grants awarded.
- **NOTED:** The 4840 Climate Action budget line was £3,092 over-budget and may be £4,000+ over budget at year end due to works regarding the solar panels/roofing project at the Gartside Building and the swift boxes. This overspend was approved by Council.
- All other budget lines appeared broadly-speaking on target.
- Some budget lines like 4320 Public Toilets Day-to-day and 4740 Seats and Shelters were likely to be significantly under-budget at year end.

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

RESOLVED: No further action.

iv. Earmarked Reserves

The RFO reported that that all earmarked reserves connected to the Gartside building roof and solar project had now been reduced to 0. The Rolling Grants earmarked reserve only contained the £1,560 committed to be paid to Honley Business Association in respect of the Honley CCTVs previously at this meeting.

NOTED: The Committee noted the Rialtas report on earmarked reserves to end January, and the RFO/Deputy Clerk's commentary.

The Committee considered any further action on earmarked reserves.

RESOLVED: No further action.

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No trustees were present to report.

- i. **NOTED:** Members noted the reports from Holmfirth Civic Hall Community Trust. As these reports may be at times commercially sensitive, these had been shared separate to this Agenda and its supporting documentation.
- ii. The Committee considered any further actions with regard to the Parish Council's engagement with The Civic and with Holmfirth Civic Hall Community Trust.
RESOLVED: The Vice Chair wanted thanks to be passed on to the trust regarding the quality of the reports submitted.
- iii. **Civic Vision Working Group**

The Vice Chair reported the following:

- a. At the architect's recent presentation to the Parish Council and to Holmfirth Civic Hall Community Trust, Karen Houghton had spoken about the possibility of raising funds for The Civic via applications to external grant-awarding bodies.
The Committee considered commissioning work to develop a fundraising strategy including looking to ascertain the views of key funders like the National Lottery Heritage Fund, Architectural Heritage Fund and Arts Council. The initial cost for this would be in the range of £2,500. This work may be commissioned from Karen Houghton, but two other estimates need to be obtained.
RESOLVED: The Committee resolved to ask Council for expenditure up to £2,500 from general reserves on commissioning a fundraising strategy.
RESOLVED: The Committee resolved that the Clerk should seek two alternative estimates for the development of such a strategy.

RESOLVED: The Civic Vision Working Group would then recommend a preferred candidate from the three estimates sought to Council.
- b. **NOTED:** The Committee noted that, with our contract with Mosedale Gillatt Architects, it seems likely that there will be some additional unavoidable expenditure for a planning pre-application and quantity surveyor costs.
- c. The Committee considered a project budget encompassing the above costs – planning pre-application and quantity surveyor.
RESOLVED: Three quotations would be required for this project.
RESOLVED: The Committee resolved to defer to Council to approve a project budget to cover this additional expenditure.

The Chair said she hoped that the public would engage with a consultation on the vision for the future of The Civic.

Signed: _____

2526 119 Honley Library

- i. **NOTED:** The Committee noted the reports from Friends of Honley Library. As these reports may be at times commercially sensitive, these are shared separate to this Agenda and its supporting documentation.

Request for a Grant change of use

- ii. In September, this Committee had awarded Friends of Honley Library a grant of £15,000 to contribute towards a programme of works involving the replacement of roof lights and windows at lights. Having received some funding from elsewhere and with building costs rising, the Friends asked if they could to put this £15,000 towards their extension project rather than the roof lights and windows.

The Committee considered a change of use for this grant.

RESOLVED: The change of use was approved.

- iii. The Committee considered any further actions with regard to the Parish Council's engagement with Honley Library and with the Friends.

RESOLVED: No further action.

2526 120 Tenancies

Allotments

- i. **NOTED:** The Committee noted that the RFO/Deputy Clerk had sent out the paperwork in respect of the new leases of the allotments to commence 1st April 2026.

Garages

- iii. **NOTED:** The Committee noted that the RFO/Deputy Clerk had sent out the paperwork in respect of the new leases of the garages to commence 1st April 2026. One tenant had contacted the Parish Council to suggest that they might have to give up the garage if they could not find somewhere to live locally.

Gartside Building

- iv. The Clerk reported on prospective tenants for the Gartside Building. A decision on these applicants was deferred until 8th June.

2526 121 Internal Control Check

NOTED: The Committee noted that Cllr Green will be undertaking the important end-of-year internal controls check in April 2026.

2526 122 Banking

NOTED: The RFO/Deputy Clerk reported that the banking arrangements were functioning well.

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2526 123 Financial Records for the website

NOTED: Members noted that the financial records for January 2026 had been added to the website. The records for February 2026 would be added in due course.

2526 124 Publicising the work of Holme Valley Parish Council

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

RESOLVED: News about the grants awarded would be shared as a news item.

Signed: _____