

# Holme Valley Parish Council

## ANNUAL MEETING OF THE COUNCIL

MONDAY 18 MAY 2026 at 7pm

THE CIVIC, HOLMFIRTH, HD9 3AS

**IN THE CHAIR:** Cllr Glenn Kirkby (Chair 2025-6) for item 2627 01 then Cllr Steve Ransby (Chair 2026-7) for item 2627 02 onwards.

### PRESENT:

Cllr Lawrence Baylin

Cllr Donna Bellamy

Cllr Mary Blacka

Cllr Rob Butler

Cllr Tom Dixon

Cllr Donald Firth

Cllr Charles Greaves

Cllr Chris Green

Cllr Jenny Holmes

Cllr Jo Liles

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 Damian Brook, Cllr Pat Colling (dispensation in place), Cllr Harry Davis.

**ABSENT:** Cllr Andrew Fenwick.

**TAKING MINUTES:** Jen McIntosh (Clerk and Proper Officer)

**IN ATTENDANCE:** Rich McGill (Deputy Clerk/RFO)

### DRAFT MINUTES

#### Public Question Time

No members of the public were present.

The Chair 2025-26, Cllr Glenn Kirkby, welcomed councillors and staff to the meeting, thanking councillors for their efforts over the past 12 months which made a tangible difference to the community. He also made a special thanks to the officers for their steadfast support during some challenging times. The clerk team comprised of talented individuals whose input made a positive impact on every aspect of the Council's work.

Although it had been a difficult year there was much to be proud of: the work to secure a new lease with Holmfirth Civic Hall Community Trust, supporting Friends of Honley Library regarding the

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extension works, the improvements to Holmfirth Toilets and supporting provision for young people to name some examples. Cllr Kirkby also referred to the over £75,000 given in grants and the supporting of community events and groups which all had a positive ripple effect throughout the community.

The Chair closed his report by exhorting members to keep their passion for supporting the community, continue their efforts and move forward together.

Cllr Kirkby was warmly applauded at the conclusion of his report.

Cllr Donna Bellamy entered the meeting whilst the Chair was concluding his report.

## **ANNUAL COUNCIL PROCEDURAL MATTERS**

### **2627 01 Installation of Chair**

Cllr Steve Ransby was nominated as Chair. Cllr Wilson declined an invitation to be nominated.

**ELECTED:** Cllr Steve Ransby was elected unopposed and unanimously as Holme Valley Parish Council Chair for 2026-27.

Cllr Ransby was invested with the Chain of Office, photographed, signed the Declaration of Acceptance of Office witnessed by the Proper Officer. Members applauded the appointment.

Cllr Ransby took the Chair and returned thanks for his election which was not what he expected when he became a councillor in 2023; he would work hard to justify the faith shown in him. He then thanked the retiring Chair, Cllr Glenn Kirkby, for his moderate and temperate approach to the role over the previous 12 months.

Cllr Kirkby replied, thanking the Chair and wishing him luck.

### **2627 02 Installation of Vice Chair**

**ELECTED:** Cllr Mary Blacka was elected unopposed and unanimously as Vice Chair for the remainder of the Council year.

Cllr Blacka was presented with the Vice Chair's Jewel and thanked the Council for her election and also thanked the retiring Vice Chair, Cllr Lawrence Baylin, particularly for his steadfast manner in the role of Acting Chair for the Staffing Committee and the demanding work undertaken in that role in recent months.

Cllr Greaves entered the meeting at 7.10pm during the Vice Chair's remarks.

### **2627 03 Recording of public meeting**

The meeting was recorded by the Officer for public broadcast via the HOLME VALLEY PARISH COUNCIL YouTube channel.

There were no other requests to record the meeting.

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## 2627 04 Items to be heard in private session

No agenda items were to be heard in private session.

## 2627 05 Apologies and reasons for absence

Apologies and reasons were circulated prior to the meeting starting.

**APPROVED:** apologies and reasons for absence from Cllr Brook and Cllr Davis. Cllr Colling's absence was covered by her dispensation in place since 2-2-2026.

**APPROVED:** a further 6-month dispensation for Cllr Pat Colling to run from when the current dispensation was due to expire up to 2 February 2027.

Cllr Fenwick was absent and had not sent apologies and reason.

## 2627 06 Receipt of written Declaration of Pecuniary and Other Interests

**NOTED:** receipt of updated written declaration(s) of pecuniary and other interests from Cllrs Baylin, Greaves, Morgan, Ransby, Whitelaw and Wilson.

An **ACTION** for the Clerk was to share updated DPIs with the Monitoring Officer and then arrange for the placement of redacted DPIs on the HVPC website.

## 2627 07 Declaration of interests in agenda items

The Clerk reminded members of the following:

- 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.
- 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.
- The onus is on individual members to make declarations appropriately.
- Failure to declare may constitute a breach of the Code of Conduct and may be reported by members of the public or other councillors to the Monitoring Officer.

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

- Cllr Holmes – Holmfirth Arts Festival
- Cllrs Ransby and Wilson – dispensations in place with regards to Holmfirth Civic Hall Community Trust
- Cllr Morgan and Kirkby – dispensations in place with regards to Friends of Honley Library

No declarations of interests of officers were received.

## 2627 08 Standing Committees 2026-27

The Council considered the membership of Committees as follows.

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- i. **APPROVED:** the establishment of the Finance and Management Committee 2026-7 with membership comprising:
1. Cllr Baylin
  2. Cllr Bellamy
  3. Cllr Blacka
  4. Cllr Brook
  5. Cllr Butler
  6. Cllr Davis
  7. Cllr Dixon
  8. Cllr Green
  9. Cllr Holmes
  10. Cllr Kirkby
  11. Cllr Liles
  12. Cllr Morgan
  13. Cllr Osborne
  14. Cllr Rostron
  15. Cllr Rylah
  16. Cllr Stewart
  17. Cllr Whitelaw
  18. Cllr Wilson

The future of the Planning Committee was discussed in terms of its impact, dwindling participation of councillors and importance to the electorate. A proposal to disestablish the Planning Committee was **DEFERRED** to the next Full Council meeting on Monday 22 June and it was **RESOLVED** to task the Committee Structure and Meetings Schedule Working Group to review the Committee, the implications of disestablishing it and bring forward proposals.

- ii. **APPROVED:** the establishment of the Planning Committee 2026-7 with membership comprising:
1. Cllr Bellamy
  2. Cllr Davis
  3. Cllr Dixon
  4. Cllr Firth
  5. Cllr Liles
  6. Cllr Ransby
  7. Cllr Wilson
- iii. **APPROVED:** the establishment of the Service Provision Committee 2026-7 with membership comprising:
1. Cllr Baylin
  2. Cllr Bellamy
  3. Cllr Brook
  4. Cllr Butler
  5. Cllr Davis
  6. Cllr Dixon
  7. Cllr Firth
  8. Cllr Green
  9. Cllr Holmes
  10. Cllr Kirkby
  11. Cllr Liles

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12. Cllr Morgan
13. Cllr Osborne
14. Cllr Ransby
15. Cllr Rostron
16. Cllr Stewart
17. Cllr Whitelaw
18. Cllr Wilson

## 2627 09 Office Holders 2026-27

Office holders were appointed for 2026-27 in accordance with Standing Orders as follows.

- 1) **ELECTED:** Cllr Jenny Holmes as Chair of the Finance and Management Committee.

Cllr Wilson, Cllr Whitelaw and Cllr Dixon were proposed as Vice Chair of the Finance and Management Committee. Cllr Wilson and Cllr Whitelaw were not successful in gaining election.

- 2) **ELECTED:** Cllr Tom Dixon Vice Chair of the Finance and Management Committee.
- 3) **ELECTED:** Cllr Donna Bellamy as Chair of the Planning Committee.
- 4) **ELECTED:** Cllr Andy Wilson as Vice Chair of the Planning Committee.
- 5) **ELECTED:** Cllr Alison Morgan as Chair of the Service Provision Committee.
- 6) **ELECTED:** Cllr Chris Green as Vice Chair of the Service Provision Committee.

Under Standing Orders the Staff Performance and Development Lead will continue to be Cllr Mary Blacka. It is for the Staffing Committee to review this after a tenure of at least 2 years.

It was reported that the appointment of the Chair of the Staffing Committee was included in item 2627 11 and would follow consideration of the membership of the Staffing Committee.

## 2627 10 The Staffing Committee 2026-27

In line with Standing Orders the Staffing Committee was to be comprised of a maximum of 8 Members including:

- i. Chair of Council
- ii. Vice Chair of Council
- iii. Past Chair of Council or a predecessor (to be appointed Committee Chair)
- iv. Chair of Finance & Management Committee
- v. Chair of Planning Committee
- vi. Chair of Service Provision Committee
- vii. Staff Performance & Development Lead

**RESOLVED:** membership of the Staffing Committee 2026-27 to comprise of Cllr Ransby, Cllr Blacka, Cllr Kirkby, Cllr Holmes, Cllr Bellamy and Cllr Morgan.

**ELECTED:** Cllr Glenn Kirkby as Chair of the Staffing Committee 2026-7.

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An **ACTION** for the Staffing Committee would be to elect a Vice Chair at its next meeting on Monday 20 July 2026.

## 2627 11 Council Policies

Cllr Rob Butler entered the meeting during discussion of policies at 7.55pm.

The Clerk reported on the Checklist of policies which can be viewed on the HVPC website.

The following had been revised in line with any changes minuted in 2025-26 and indicated in the latest NALC model policies: Standing Orders, Scheme of Delegation and Financial Regulations.

The Code of Conduct had also been included in papers.

The Staffing Committee at its meeting on 13 April 2026 considered revised procedures regarding complaints, disciplinary and grievance processes. The Clerk, Vice (and Acting) Chair of the Staffing Committee and Staff Performance and Development Lead were further tasked with making additional revisions of the Complaints Procedure and sharing this with the Staffing Committee by email, ahead of the presenting of revised procedures at the meeting.

The revised procedures presented for consideration were Complaints Procedure, Disciplinary Procedure and Grievance Procedure.

For information, the disciplinary and grievance procedures had been revised in line with the latest NALC model procedures. There was no model complaints procedure available through NALC, YLCA or SLCC.

**APPROVED:** the revised Complaints Procedure, as presented.

**APPROVED:** the revised Disciplinary Procedure and Grievance Procedure, as recommended by the Staffing Committee.

**APPROVED:** all other HVPC policies listed for 2026-27 including Standing Orders, Scheme of Delegation, Financial Regulations and Code of Conduct as presented and all other policies available on the HVPC Website.

Other possible actions arising from the review of the Council's policies were discussed.

**RESOLVED:** to establish a working group reporting to the Finance and Management Committee to review the Council's policies and procedures, starting with the Council's procedures regarding vexatious and unreasonable complaints.

**RESOLVED:** to defer decisions regarding the membership of the working group to the Finance and Management Committee.

An **ACTION** for the Clerk was to ensure policies on the website were updated to reflect approval/readoption following the meeting.

## 2627 12 Representatives to Outside Bodies 2025-26

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**RESOLVED:** That the Parish Council's representatives to outside bodies for 2026-7 were appointed as follows:

<b>Outside Body</b>	<b>Representative(s) 2026/27</b>
YLCA Branch meeting representatives x 2 (with permission to vote) (FULL COUNCIL)	Cllr Steve Ransby Cllr Mary Blacka
Brockholes Village Trust (FINANCE AND MANAGEMENT COMMITTEE)	Cllr Donna Bellamy
Holmfirth Civic Hall Community Trust (FINANCE AND MANAGEMENT COMMITTEE)	Cllr Andy Wilson Cllr Lawrence Baylin
Holmfirth Conservation Group (PLANNING COMMITTEE)	Cllr Jo Liles
Friends of Honley Library (FINANCE AND MANAGEMENT COMMITTEE)	Cllr Glenn Kirkby Cllr Alison Morgan
Kirklees Rights of Way Forum (PLANNING COMMITTEE)	Cllr Harry Davis
Peak Park Parishes Forum (FULL COUNCIL)	Cllr Sarah Whitelaw
Holme Valley Climate Action Partnership (HVCAP) (FULL COUNCIL)	Cllr Chris Green
Kirklees Place Standards (Holmfirth Centre Planning Group ) (FULL COUNCIL)	Cllr Andy Wilson
Earnshaw's Foundation (FULL COUNCIL)	Cllr Sarah Whitelaw

An **ACTION** for the Clerk was to inform the various bodies of the named representatives for 2026-7 as necessary following the meeting.

## **2627 13 To appoint Authorised Signatories under the Bank Mandates**

Bank mandatees were reviewed in the light of the appointment of role-holders for 2026-27.

**APPOINTED:** bank mandatees as follows:

- (1) Unity Trust Bank - the main Current Account T2 and the Instant Access Account: Cllr Steve Ransby, Cllr Mary Blacka, Cllr Glenn Kirkby, Cllr Jenny Holmes, Cllr Donna Bellamy and Cllr Alison Morgan.
- (2) CCLA Public Sector Deposit Fund: Cllr Steve Ransby and Cllr Jenny Holmes.

**TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETINGS**

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## 2627 14 Minutes of Full Council meetings

**APPROVED:** the Minutes of the FULL COUNCIL Meeting held on 23 March 2026 numbered 2526 190 to 2526 223 as presented.

Information **RECEIVED** regarding ongoing matters arising as follows:

- i. The revised Civic lease came into force on 14 May 2026 and the side letter had been signed by the then Chair, Cllr Glenn Kirkby, on 18 May 2026 prior to the Annual Council meeting starting and a news item had been released regarding this. The Chair of Trustees would sign in due course. The Clerk gave particular thanks to Cllr Bellamy as Chair of the working group for her support.
- ii. It remained an **ACTION** for the Clerk to organise a first meeting of the IT Working Group.
- iii. It remained an **ACTION** for the Clerk to contact CR Reynolds regarding the risk of waste products entering the river from the Holmfirth Town Centre works.
- iv. Cllr Glenn Kirkby, Chair 2025-6, had informed the Deputy Clerk/RFO that the remains of the Chair's Expenses budget line 2025-6 was to be donated to the Food Bank.
- v. It remained an **ACTION** for the Clerk to chase up Kirklees permissions for the establishment of a plinth on which the Covid Memorial plaque would be displayed.

## THE COMMITTEE MINUTES UNDER DELEGATED POWERS

### 2627 15 Minutes of Standing Committee meetings

**NOTED:** the Minutes of the PLANNING COMMITTEE Meeting held on 9 March 2026 numbered 2526 117 to 2526 132, **APPROVED** at the PLANNING COMMITTEE Meeting held on 27 April 2026.

**APPROVED:** the Minutes of the STAFFING COMMITTEE Meeting held on 13 April 2026 numbered 2627 01 to 2627 17.

**APPROVED:** the Minutes of the PLANNING COMMITTEE Meeting held on 27 April 2026 numbered 2627 01 to 2627 18.

### 2627 16 Standing item – the Climate Emergency

Council was reminded that items should be viewed where appropriate through the lens of the Climate Emergency declared by the Council.

No further actions were forthcoming.

## FINANCIAL MATTERS

### 2627 17 Council Finances – 2025-26 outturn, Budget 2026-27 and expenditure to date 2026-27

The Deputy Clerk/Responsible Financial Officer reported on the outturn 2025-6 and position at 31-3-2026, noting that these were not finalised accounts for the year.

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Toilet receipts of £1800 were down against forecast of £2500, but there was £8,544 in unbudgeted-for incoming receipts due to unused grants being returned.

Various budget lines were referred to in terms of underspends and overspends but the Council was overall in a stronger position than compared to a year ago.

In terms of council year 2026-7 the first half of the precept had been received. Whilst the year-to-date budget report reflected just 6 weeks activity the insurance and subscriptions budget lines were over-budget and reasons for this were given.

An **ACTION** arising from the discussion was to review processes for making voluntary contributions for use of Holmfirth Public Toilets to include a 'tap' facility to make card payments. Referred to Service Provision Committee.

**NOTED:** budget out-turn 2025-6 and 2026-7 and year-to-date budgets against income and expenditure reports were received.

No further actions arising from budget reports were considered.

## **2627 18 Schedule of Payments**

The Deputy Clerk/Responsible Financial Officer reported that the schedule of payments showed that there were a number of payments made in the new financial year that needed to be assigned to the previous year as expenditure.

Members were asked to note that expenditure regarding Brockholes Village Hall fire alarm installation needed to have VAT included and that, as this had been gifted to Brockholes Village Trust, the Council would then be claiming the VAT back.

Cllr Bellamy informed members that there was an open invitation from Brockholes Village Trust to view the new alarm system.

Some aspects of gifting assets to grant applicants in order to allow the Council to claim back VAT were proving to be problematic, an example being the installation of a kissing gate at Magdale. That had to be resolved by paying out the grant in order for the expenditure to be shown in accounts accurately.

**NOTED:** Schedule of Payments for April 2026.

**APPROVED:** Schedule of Payments for month-to-date May 2026.

## **MATTERS RESERVED FOR FULL COUNCIL**

## **2627 19 Annual update of Declarations of Pecuniary Interest**

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

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The Clerk requested that these be completed, signed and dated and then returned to her at the conclusion of this meeting or as soon as possible after.

An **ACTION** for the Clerk was to chase up outstanding returns and report on the updating of DPs at the next FULL COUNCIL meeting on Monday 22 June 2026.

**NOTED:** all councillors to complete a fresh written Declaration of Pecuniary Interest for the Council Year 2026-27 and return to the Clerk as soon as possible.

## 2627 20 Arrangements for written dispensations

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.

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

A number of councillors have dispensations in place dated up to the end of their term of office for formally representing the Parish Council within other organisations.

Any new dispensations resulting from changes to the arrangements for HVPC representation on other bodies are to be submitted to the Clerk and considered at the next FULL COUNCIL meeting.

An **ACTION** for the Clerk was to liaise with members regarding any new dispensations connected to formal representation of the Parish Council to put to a future Council meeting.

## 2627 21 Annual signing of register acknowledging the Code of Conduct

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

The register for signing was available at the meeting.

**NOTED:** all councillors present requested to sign the register acknowledging receipt of and adherence to the Code of Conduct.

An **ACTION** for the Clerk was to facilitate the signing of the register by councillors absent from the meeting.

A further **ACTION** for the Clerk was to report on compliance with regards to signing the register at the next FULL COUNCIL meeting.

## 2627 22 Referrals to the Monitoring Officer and other official bodies; update on information requests

The updates below on several formal processes currently underway were shared by the Clerk.

Monitoring Officer referrals

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The Kirklees Monitoring Officer had informed the Clerk that two referrals were currently under consideration. Responses are awaited.

## Subject Access Request (SAR)

Councillors were thanked for their assistance in responding to a recent Subject Access Request. A full response was expected to be issued by the statutory deadline of 15 May 2026.

## Freedom of Information (FOI) Request

Members of the Staffing Committee were thanked for their assistance in responding to a related Freedom of Information Request.

## Information Commissioner's Office (ICO)

A referral was made to the Information Commissioner's Office regarding a serious data protection matter, and a response had been received and shared.

## Kirklees Data Protection Officer (DPO)

A separate data protection concern had been formally reported to the Kirklees Council Data Protection Officer. A response was awaited.

## Governance and resource impact

The Parish Council was currently managing a number of governance issues which had required significant support from external consultants. At the FULL COUNCIL meeting on 23 March 2026 Council **APPROVED:** expenditure of up to £5,000 from General Reserves for consultant services regarding a GDPR/Freedom of Information request.

The Consultancy firm had informed the Clerk that expenditure to date was estimated at £7,500, in part due to further advice being requested with regards to the handling of data breaches related to the GDPR/Freedom of Information request.

Clerk Team time diverted to these matters was reported on, with the Clerk having spent 95.5 hours out of a total of 247.25 working hours spent on these matters, including 22.25 non-contractual hours, between 16 March 2026 to 14 May 2026. This equated to 38.62% of the Clerk's working time. The time spent on these matters by other members of the clerk team would be reported on at the next meeting.

## Next steps

It was intended that a full and detailed confidential briefing would be provided to Full Council at its meeting on Monday 22 June 2026, possibly in a Part II (private) session.

Councillors were advised that no further information could be provided at this time due to the ongoing nature of some of the formal processes referred to above.

**APPROVED:** additional expenditure of up to £3,000 from General Reserves for consultancy fees in connection with governance matters affecting the Council.

## **NOTED:**

- i. the update provided regarding ongoing Monitoring Officer referrals, information-rights requests, and data protection matters, and further notes that a full confidential briefing will be provided to Council at its meeting on 23 June 2026.
- ii. that two referrals are currently under consideration by the Kirklees Monitoring Officer and that responses are awaited.

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- iii. the receipt of a Subject Access Request and a related Freedom of Information Request, and that the estimated cost to date of responding to these matters is approximately £7,500, with further Clerk Team time also diverted to this work.
- iv. that a data protection matter has been referred to the Information Commissioner's Office and a response received which shall be considered at the next meeting.
- v. that a separate data protection concern has been reported to the Kirklees Council Data Protection Officer and that a response is awaited.
- vi. that no further information can be provided at this time due to the ongoing nature of the formal processes referred to above.

## 2627 23 Working Groups reporting to Full Council 2026-07

Council was requested to review the continuation and membership of each working group which reports to it as set out below.

- i. Communications and Engagement Working Group

**RESOLVED:** the continuation of the Communications and Engagement Working Group with membership: Cllr Whitelaw, Cllr Baylin, Cllr Bellamy, Cllr Kirkby and Cllr Holmes.

This working group is supported by the Assistant Clerk.

An **ACTION** for the Clerk was to publish next meeting dates provided by the Assistant Clerk for this working group.

- ii. Committee Structure and Meetings Schedule Working Group

**RESOLVED:** the continuation of the Committee Structure and Meetings Schedule Working Group with membership: Cllr Blacka, Cllr Ransby and Cllr Whitelaw.

- iii. Code of Conduct Working Group

**RESOLVED:** the continuation of the Code of Conduct Working Group with membership: Cllr Blacka, Cllr Whitelaw, Cllr Stewart.

This working group is supported by the Clerk and Proper Officer.

An **ACTION** for the Clerk was to set up a first meeting for the working group.

- iv. Communication Protocol Working Group

**RESOLVED:** the continuation of the Communication Protocol Working Group with membership: Cllr Blacka, Cllr Ransby, Cllr Whitelaw, Cllr Wilson, Cllr Bellamy.

- v. Big Community Celebration Working Group

**RESOLVED:** that the status of the Big Community Celebration Working Group be marked as **DORMANT**.

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vi. Covid Memorial Working Group

**RESOLVED:** that the Covid Memorial Working Group be disbanded, the project having been largely completed.

**NOTED:** there remained two outstanding issues with regards to the Covid Memorial Working Group, one being the need to obtain Kirklees permission for the establishment of a stone plinth to display the memorial plaque, the other being the return of any surplus monies to Friends of Honley Library for returning to Honley Open Gardens.

An **ACTION** for the Clerk was to pursue Kirklees permission to install the stone plinth.

A further **ACTION** for the Clerk was to clarify the destination of any surplus monies from the project.

vii. Climate Action Working Group

**RESOLVED:** To disband the Climate Action Working Group.

viii. Civic Lease/VAT Working Group

**RESOLVED:** to disband the Civic Lease/VAT Working Group.

ix. Civic Vision Working Group

**RESOLVED:** the continuation of the Civic Vision Working Group with membership of Cllr Holmes, Cllr Kirkby, Cllr Morgan and Cllr Whitelaw.

Three Holmfirth Civic Hall Community Trust trustees and one employee were also represented on the working group.

x. Democracy-Friendly Schools Working Group

**RESOLVED:** that the status of the Democracy-friendly Schools Working Group be marked as **DORMANT**.

xi. Community Governance Review Working Group

**RESOLVED:** the continuation of the Community Governance Review Working Group, the membership being: Cllr Baylin, Cllr Bellamy, Cllr Green, Cllr Whitelaw.

xii. Safeguarding Working Group

**TO CONSIDER:** the continuation of the Safeguarding Working Group, the membership being: Cllr Blacka, Cllr Baylin, Cllr Green and Cllr Stewart.

This working group is supported by the Clerk.

xiii. Local Plan Reference Group

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**RESOLVED:** the continuation of the Local Plan Reference Group, with membership: Cllr Blacka, Cllr Wilson, Cllr Whitelaw, Cllr Rylah, Cllr Ransby, Cllr Davis and Cllr Bellamy.

## 2627 24 Interim Internal Audit Report

The Deputy Clerk/RFO reported that the Interim Internal Audit Report for the financial year ending 31 March 2026 had been received from the Parish Council's Internal Auditor, Interim Audit Yorkshire.

The payment card assigned to the Deputy Clerk was now working.

The Council had benefitted from the changeover to Unity Trust.

Council might wish to consider the possibility of disbanding the Finance and Management Committee and integrate the work of that committee into Full Council and other committee meetings.

An **ACTION** for the Committee Structure and Meetings Schedule working group was to consider how such structural changes might work and bring recommendations forward in due course.

**RECEIVED:** The Interim Internal Audit Report, as presented.

## 2627 25 Holme Valley Land Charity - authorised signatories

A request had been received from Holme Valley Land Charity regarding authorising signatories of the Corporate Trustee which is Holme Valley Parish Council. This was required for Land Registry purposes regarding a land sale. The Land Registry forms could only be signed by Corporate Trustee signatories authorised by a resolution.

It was clarified that both signatories were required to sign on behalf of the Land Charity.

**APPROVED:** Cllr Tom Dixon and Cllr Andy Wilson authorised as joint signatories for the Corporate Trustee of Holme Valley Land Charity.

## 2627 26 Civic Vision Working Group - update

Council **RESOLVED** to suspend Standing Orders at 8.55pm in order to complete the business on the agenda.

Cllr Holmes gave an update from the Civic Vision Working Group. The fundraiser had started the agreed works package.

It was reported that the Quantity Surveyor's costing of the architect's proposals was estimated at £3.5 million. A query was raised as to the processes by which the Architect and the quantity surveyor were selected - were 3 quotes obtained/ did the Trust carry out sufficient due diligence?

An **ACTION** for the Clerk was to write to Holmfirth Civic Hall Community Trust and ask for clarification regarding this.

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The working group had been organising a public consultation and was seeking to engage external expertise to manage this with 4 local firms having been approached to provide quotes and 2 having responded. It was hoped that the next meeting of the working group on Tuesday 19 May would result in the engagement of one of these businesses.

There was discussion as to whether or not a further quote needed to be sought with regards to adhering to the Council's Financial Regulations. It was stated that three quotations were required for expenditure over £3,000 and whether the Working Group had complied with Financial Regulations was queried and that this should be corrected before moving forward.

As well as a social media campaign the package of work would include a mobile physical display that could be used, for example, at Honley Show and a public presentation by the architect, provisionally scheduled for Thursday 25 June at 7pm. This would act as a launch event. An invitation was made to as many councillors as possible to support the event in particular and the public engagement project in general.

**NOTED:** the update regarding the development of a vision for the future development of the Civic.

**RESOLVED:** to approve expenditure of up to £5,000 for the Vision Public Engagement Project from the Communications and Engagement budget line.

At the conclusion of the item the Chair stated that he did not accept the implication that adhering to Financial Regulations had been circumvented and confirmed that the Working Group had acted properly.

The statement made during discussion regarding the requirement to obtain three quotations was later confirmed to be a misstatement of the Financial Regulations. A clarification was issued to all councillors on Tuesday 19 May 2026.

## 2627 27 Honley Show

The Chair was invited to the President's Reception at Honley Show on Saturday 27 June 2026 at 12noon followed by a buffet lunch. An RSVP was required by Friday 5 June.

The Parish Council has had confirmed a complimentary table in the Countryside Tent and so councillor volunteers are requested to represent the Parish Council throughout the day. The C&E Working Group will confirm likely focuses, including the Civic Vision Public Consultation and Urban Nature Reserves.

An **ACTION** for the Clerk was to contact the Chair and Vice Chair and clarify who would be in attendance and RSVP the invitation.

A further **ACTION** for the clerk team was to contact councillors and establish a rota for the HVPC table at Honley Show.

## 2627 28 Request from Holmfirth Arts Festival

Cllr Holmes had declared an interest in the item and left the room.

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The Parish Council received a request from the Director of Holmfirth Arts Festival to make available to the Festival/The Children's Art School the Gartside Unit from Monday 1 June through to Monday 15 June 2026 for parade making/storing.

The Clerk reported that the availability of the unit would be dependent on the maintenance contractor having completed necessary repairs which had been authorised.

**RESOLVED:** to allow Holmfirth Arts Festival use of the Gartside Unit from 1-15 June 2026 for the making/storing of artefacts related to the Festival parade.

An **ACTION** for the Clerk was to inform Holmfirth Arts Festival of the decision.

A further **ACTION** for the Clerk was to ensure repairs had been carried out and that the maintenance contractor was informed of the decision.

## 2627 29 IT systems - review

It was reported that the clerk team wished to review some of the IT systems and providers the Council utilises, including the email host, and explore options around better digital adoption/synchronisation and general IT resilience across council systems.

It was intended to bring forward recommendations to a future meeting. This may have some overlap with the remit of the IT Working Group.

The Council's current email provider had informed Council of the intention to migrate to a new platform. This had happened. Councillors were requested to contact the clerk team if they experienced any difficulties accessing their email.

**NOTED:** update regarding IT systems.

An **ACTION** for the clerk team was to review some of the IT systems and providers the Council utilises and explore options around better digital synchronicity and to bring forward proposals to a future meeting.

## 2627 30 Holmfirth Town Centre Works

An update was received regarding Holmfirth Town Centre works dating from 14 April 2026.

Hollowgate was now open to traffic and work was happening at night to progress the new bridge area and road markings. Drop-in sessions were continuing including Tuesdays at 10am in Holmfirth Library. The layby at Towngate was under discussion with a possibility that it would be designated as short stay parking.

There were no actions arising from the update on Holmfirth Town Centre works.

## 2627 31 Councillor training – evaluations received

Councillors are asked to complete a brief evaluation of any training undertaken.

# Holme Valley Parish Council

No evaluations of councillor training undertaken since 23 March 2026 had been received to note.

## REFERRALS FROM STANDING COMMITTEES AND WORKING GROUPS

### STAFFING COMMITTEE

#### 2627 32 Pay award for a member of the Clerk Team

**NOTED:** A pay award of one incremental point was **APPROVED** in principle for an officer by the STAFFING COMMITTEE at its meeting on 13-4-2026, payable from the 1 April 2026 in line with contractual entitlements.

#### 2627 33 Communications and Engagement Working Group

It was reported that a number of projects come under this umbrella and the latest Action Plan 2025-27 update March 2026 was shared.

There were no actions to consider.

An **ACTION** for the Clerk was to email working group members after the meeting on behalf of the Assistant Clerk regarding securing the next meeting date.

#### 2627 34 Local Plan Reference Group

A verbal update from the Planning Reference Group was received alongside minutes of the most recent meeting included in papers, including the remark that Kirklees Council officers were impressed with the work of the group which was seen to be ahead of similar groups.

**NOTED:** Cllr Blacka was thanked for her leadership of a complex and testing issue.

## CORRESPONDENCE

#### 2627 35 Reports from Kirklees Ward Councillors

This standing item on FULL COUNCIL agendas is for Kirklees Councillors who are also Parish Councillors to report back on relevant activity and news from Kirklees.

Cllr Butler and Cllr Greaves, both in attendance, were congratulated on their elections as Kirklees Ward Councillors.

Cllr Greaves updated members regarding ongoing highways matters in Honley, with particular regards to road markings and enforcement on Bradshaw Road and issues with speed limit signage in Oldfield.

## MISCELLANEOUS ITEMS

#### 2627 36 Items for Publicity

# Holme Valley Parish Council

Potential items for publicity arising from the meeting included:

- election of Chair, Vice Chair and other roles for 2026/7.
- upcoming public engagement re Civic.

Publicity regarding the signing of the Lease with Holmfirth Civic Hall Community Trust had been publicised earlier in the day.

The meeting closed at 9.34pm.