

To all Members of the Finance & Management Committee

You are hereby summoned to attend a meeting of the **Finance and Management Standing Committee** to be held at **HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH HD9 3AS** on **MONDAY 2<sup>nd</sup> March 2026** at **7pm** to transact the following business -

**- AGENDA – (A)**

**Welcome** **7.00 pm**

**Public Question Time**

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

**2526 107** **Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014** **7.15 pm**

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

**2526 108** **To accept apologies for absence** **7.16 pm**

**To note**, the absences from the meeting.

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

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

**2526 109** **Receipt of written Declaration of Pecuniary and Other Interests** **7.17 pm**

**2526 110** **Declaration of interests in agenda items and written dispensations** **7.18 pm**

Reminder:

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.
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.

# Holme Valley Parish Council

**2526 111**      **To consider whether items on the agenda should be discussed in private session**      **7.19 pm**

**2526 112**      **To confirm the Minutes of the previous Committee meeting**      **7.20 pm**

- To note the Minutes of the Finance & Management Committee Meeting held on 19 January 2026, numbered 2526 88 to 2526 106 inclusive. **(B)**

Matters arising from the last meeting/minutes:

The RFO reports 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 and to make sure details of the error are recorded. **To consider**, that the RFO take this approach with regard to the VAT owed, and correct the errors in the February VAT return.

**To note**, the RFO/Deputy Clerk has 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**      **7.23 pm**

**To consider**, ways in which the Parish Council can prioritise the climate emergency through its works.

**2526 114**      **Grants**      **7.25 pm**

**A.      Grant Evaluations**

**To note**, 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](#)

A number of organisations have 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 applies to: Holme Village Community Centre, Brockholes Green Spaces.

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

**To consider**, any further action on grant evaluations.

## B.

### Grants Working Group

The Grants Working Group has completed its work for this council year. The Group has completed the following work for consideration:

- Its Report **(Ci)** which covers the following changes:
  - Updated the Council's priorities for grants. **(Cii)**
  - Draw up a Grants Policy for the Parish Council. **(Ciii)**
  - 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. **(Civ)**
  - Updated the grant application form **(Cv)**
  - Updated the Grant Evaluation Report to include the new branding. **(Cvi)**
  - Moving to one pot of grants 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.
  - Standardising the process for the consideration of grants outside the February/September cycle.
  - Not moving 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.

Cllr Wilson to report.

**To consider**, recommending the report and the changes to the grants process covered in it to full Council.

## C.

### Rolling Grants

- i. **To consider**, the Rolling Grant Agreement for Honley Business Association and pay the agreed amount of £1,560 to the group in respect of their CCTV system. **(D)**
- ii. **To note**, next year, as the last year of the current council term, is also the last year of any rolling grant agreements approved by the Parish Council.
- iii. **To note**, these are the 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. **To consider**, any further action on rolling grants.

## E. Grant Applications

- i. **To note**, the list of grant applications being considered tonight against budget lines 4315 Community Assets **(F)** and 4405 Projects and Events **(G)**. Rolling grants awarded previously have been deducted from the budget totals.
- ii. **To note**, the RFO's report on previous grant awards to applicants this cycle. **(H)**

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. **To consider**, if approved by the Committee, should the RFO/Deputy Clerk 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.

### iv. Budget line 4315 Community Assets Grants

*This budget line holds £35,082. Money applied for totals £34,102.10.*

- a. **To consider**, a Grant Application from Brockholes Village Trust, – application enclosed, – for £4,979 towards upgrading of fire alarms at the village hall. **(I)**
- b. **To consider**, a Grant Application from Huw Thatcher Trust, – application enclosed, – for £1,390 towards planters for Sands. **(J)**
- c. **To consider**, a Grant Application from Honley Players, – application enclosed, – for £5,000 to replaster meeting room at Southgate Theatre. **(K)**
- d. **To consider**, a Grant Application from Holmepride, – application enclosed, – for £637.97 towards the Holmeside Memorial Gardens project. **(L)**
- e. **To consider**, a Grant Application from Holme Village Community Centre, – application enclosed, – for £5,000 towards new flooring. **(M)**
- f. **To consider**, a Grant Application from Paris Piscatorial Society, – application enclosed, – for £1,500 towards repairs to the dam walls. **(N)**
- g. **To consider**, a Grant Application from Honley Village Community Trust, – application enclosed, – for £769 towards purchase of a kissing gate. **(O)**
- h. **To consider**, a Grant Application from Honley Village Community Trust, – application enclosed, – for £5,000 towards a plan to fix a leak to Magdale dam. **(P)**

## Holme Valley Parish Council

- i. **To consider**, a Grant Application from Holmfirth Tech, – application enclosed, – for £4,826.13 towards soundproofing and insulation of the dance studio. **(Q)**
- j. **To consider**, a Grant Application from Just Hoop CIC, – application enclosed, – for £5,000 towards renovations to turn a hall into a basketball court. **(R)**

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

*This budget line holds £8,466.50. Money applied for totals £21,132.50.*

- a. **To consider**, whether a Grant Application from Holmfirth Conservation Group should be considered. Though the application was despatched within the agree timeframe, it was ultimately received late due to an incorrect email address. If approved, this would be the last application considered.
- b. **To consider**, a Grant Application from Holmfirth Musical Festival, – application enclosed, – for £1,500 towards Festival running costs. **(S)**
- c. **To consider**, a Grant Application from Holmfirth Children's Book Festival, – application enclosed, – for £1,500 towards Festival promotions. **(T)**
- d. **To consider**, a Grant Application from Holmfirth Arts Festival, – application enclosed, – for £1,500 towards the Creative Consequences arts 3-year arts project. **(U)**
- e. **To consider**, a Grant Application from River Holme Connections, – application enclosed, – for £1,500 towards a nature-themed guided walks programme. **(V)**
- f. **To consider**, a Grant Application from Holmfirth Pride, – application enclosed, – for £1,500 towards Pride event. **(W)**
- g. **To consider**, a Grant Application from Holmfirth Food and Drink Festival, – application enclosed, – for £1,500 towards Festival costs. **(X)**
- h. **To consider**, a Grant Application from Honley Village Community Trust, – application enclosed, – for £262.50 towards an Easter party for children. **(Y)**
- i. **To consider**, a Grant Application from Holme Village Residents Association, – application enclosed, – for £1,500 towards a Peak Park 75<sup>th</sup> Anniversary celebration. **(Z)**
- j. **To consider**, a Grant Application from Honley Show Society Ltd, – application enclosed, – for £1,500 towards printing of the Honley Show programme. **(ZA)**
- k. **To consider**, a Grant Application from Communities United, – application enclosed, – for £1,500 towards Man Alive – a men's mental health project. **(ZB)**

## Holme Valley Parish Council

- l. To consider**, a Grant Application from Holme Valley Climate Action Partnership, – application enclosed, – for £1,370 towards a local produce and vegetarian food event at the Food Festival. **(ZC)**
- m. To consider**, a Grant Application from Café 100, – application enclosed, – for £1,500 towards a programme of activities and engagement events for young people. **(ZD)**
- n. To consider**, a Grant Application from Hepworth Hurricanes, – application enclosed, – for £1,500 towards a “Walking Netball” project. **(ZE)**
- o. To consider**, a Grant Application from Yorkshire Neon Makers, – application enclosed, – for £1,500 towards a free programme of neon-making workshops. **(ZF)**
- p. Depending on resolution of Item 2526 14 E/v/a above, to consider**, a Grant Application from Holmfirth Conservation Group, – application enclosed, – for £1,500 towards advertising for Holme Valley Heritage Days. **(ZG)**

|                 |                         |                |
|-----------------|-------------------------|----------------|
| <b>2526 115</b> | <b>Chair’s Expenses</b> | <b>8.42 pm</b> |
|-----------------|-------------------------|----------------|

**To note**, the Chair’s Expenses budget for 2025-26 is £1,000. £205 has been spent from this budget line to date in 2025/26. £795 remains. The Chair needs 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.

|                 |                             |                |
|-----------------|-----------------------------|----------------|
| <b>2526 116</b> | <b>Schedule of Payments</b> | <b>8.43 pm</b> |
|-----------------|-----------------------------|----------------|

- i. To note**, the Schedule of Payments for January 2026. **(ZHi)**
- ii. To approve**, the draft Schedule of Payments for February 2026. **(ZHii)**

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

|                 |                             |                |
|-----------------|-----------------------------|----------------|
| <b>2526 117</b> | <b>Financial Statements</b> | <b>8.44 pm</b> |
|-----------------|-----------------------------|----------------|

**To note** the accounting summaries – copies enclosed – for financial year 2025-26.

- i. For January 2025 (ZI):**

  - (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.

## Holme Valley Parish Council

- ii. **To consider**, 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.

For January 2026:

- Unity Trust Current Account T2 Bank Statement (**ZJi**) and Unity Trust Current Account T2 Bank reconciliation (**ZJii**).
- Unity Trust Savings Account Bank Statement (**ZJiii**) and Unity Trust Savings Account Bank reconciliation (**ZJiv**).
- CCLA PSDF Bank Statement (**ZJv**) and CCLA PSDF Bank Reconciliation (**ZJvi**).

**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.

- iii. Councillors to review the draft Income and Expenditure report year-to-date. (**ZK**)

Notes from the RFO:

Income side:

- Holmfirth Civic Hall Community Trust still owes the Parish Council for the reimbursement of insurance costs. The Trust have 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.
- **To note**, 4235 Insurance will be around £90 over budget.
- **To note**, 4215 Bank Charges is likely to be under-budget because it was calculated on the Parish Council also having the two HSBC accounts since closed.
- **To note**, the 2232 Christmas Provision budget line is currently £524 over-budget due to increased costs for Christmas trees, disposal costs, higher grants awarded.
- **To note**, the 4840 Climate Action budget line is currently £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 appear broadly-speaking on target.
- Some budget lines like 4320 Public Toilets Day-to-day and 4740 Seats and Shelters are likely to be significantly under-budget at year end.

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

## iv. Earmarked Reserves

RFO to report.

All earmarked reserves connected to the Gartside building roof and solar project have now been reduced to 0. The Rolling Grants earmarked reserve only contains the £1,560 expected to be paid to Honley Business Association in respect of the Honley CCTVs at this meeting. **To note**, the Rialtas report on earmarked reserves to end January, and the RFO/Deputy Clerk's commentary. **(ZL)**

**To consider**, any further actions on earmarked reserves.

2526 118

## The Civic, Holmfirth

8.47 pm

Trustees to report.

- i. **To note**, the reports from Holmfirth Civic Hall Community Trust. As these reports may be at times commercially sensitive, these are shared separate to this Agenda and its supporting documentation. **(ZMi, ZMii)**
- ii. **To consider**, any further actions with regard to the Parish Council's engagement with The Civic and with Holmfirth Civic Hall Community Trust.
- iii. **Civic Vision Working Group**
  - a. At the architect's recent presentation to the Parish Council and to Holmfirth Civic Hall Community Trust, Karen Houghton spoke about the possibility of raising funds for The Civic via applications to external grant-awarding bodies.  
**To consider**, 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 and considered.
  - b. **To note**, 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. **To consider**, a project budget encompassing the above.



# Holme Valley Parish Council

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 2526 119 | <b>Honley Library</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 8.49 pm |
|          | <ul style="list-style-type: none"><li>i. <b>To note</b> 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. (ZNi)</li></ul>                                                                                                                                                                                                                                                         |         |
|          | <b>Request for a Grant change of use</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |         |
|          | <ul style="list-style-type: none"><li>ii. In September, this Committee 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 would like to put this £15,000 towards their extension project rather than the roof lights and windows. (ZNii)<br/><b>To consider</b>, a change of use for this grant.</li></ul> |         |
|          | <ul style="list-style-type: none"><li>iii. <b>To consider</b>, any further actions with regard to the Parish Council's engagement with Honley Library and with the Friends.</li></ul>                                                                                                                                                                                                                                                                                                                           |         |
| 2526 120 | <b>Tenancies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 8.52 pm |
|          | <b>Allotments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |         |
|          | <ul style="list-style-type: none"><li>i. <b>To note</b>, in March the RFO/Deputy Clerk will be sending out the paperwork in respect of the new leases of the allotments to commence 1<sup>st</sup> April 2026.</li></ul>                                                                                                                                                                                                                                                                                        |         |
|          | <b>Garages</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |
|          | <ul style="list-style-type: none"><li>iii. <b>To note</b>, in March the RFO/Deputy Clerk will be sending out the paperwork in respect of the new leases of the garages to commence 1<sup>st</sup> April 2026.</li></ul>                                                                                                                                                                                                                                                                                         |         |
|          | <b>Gartside Building</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |         |
|          | <ul style="list-style-type: none"><li>iv. Officer and spokesperson from the Service Provision Committee to report on the current situation.</li></ul>                                                                                                                                                                                                                                                                                                                                                           |         |
| 2526 121 | <b>Internal Control Check</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 8.53 pm |
|          | <b>To note</b> , Cllr Green will be undertaking the important end-of-year internal controls check in April 2026.                                                                                                                                                                                                                                                                                                                                                                                                |         |
| 2526 122 | <b>Banking</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 8.54 pm |
|          | RFO/Deputy Clerk to report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |         |
| 2526 123 | <b>Financial Records for the website</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 8.55 pm |
|          | <b>To note</b> , the financial records for January 2026 have been added to the website. The records for February 2026 will be added in due course.                                                                                                                                                                                                                                                                                                                                                              |         |

# Holme Valley Parish Council

2526 124

**Publicising the work of Holme Valley Parish Council**

**8.56 pm**

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

**Close of Meeting**

**8.57 pm**

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



Mr Richard McGill

Responsible Finance Officer and Deputy Clerk to the Council

Holme Valley Parish Council

Holmfirth Civic Hall, Huddersfield Road, HOLMFIRTH HD9 3AS

Telephone: 01484 687460

Email: [deputyclerk@holmevalleyparishcouncil.gov.uk](mailto:deputyclerk@holmevalleyparishcouncil.gov.uk)