

To all Members of the Finance & Management Committee

You are hereby summoned to attend a meeting of the **Finance and Management Standing Committee** to be held at **HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH HD9 3AS** on **MONDAY 19th January 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 88 **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 89 **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 90 **To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda** **7.17 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 91	To consider written requests for new DPI dispensations	7.18 pm
2526 92	To consider whether items on the agenda should be discussed in private session	7.19 pm
2526 93	To confirm the Minutes of the previous Committee meeting	7.20 pm
	- To note the Minutes of the Finance & Management Committee Meeting held on 1 December 2025, numbered 2526 65 to 2526 87 inclusive. (B)	

Matters arising arising from the last meeting/minutes:

The RFO reports that, at the time the agenda went out, he had not yet had the opportunity to discuss with HMRC the VAT the Parish Council owes in respect of the garage leases. RFO/Deputy Clerk to report.

2526 94	Grants	7.21 pm
---------	--------	---------

A. Grant Evaluations

To note, new grant evaluations received since the last meeting from the following community organisations:

2025/26:

- [Holmfirth Forward](#)

2024/25

- [Scholes Cricket Club](#)
- [Hepworth Band](#)
- [Café 100](#)
- [Honley Village Community Trust – Easter Crafts](#)
- [Honley Village Community Trust – Easter Party](#)
- [Honley Village Community Trust – Welcome Club VE Day Party](#)
- [Women’s Open Talk](#)

The officer has asked groups awarded grants in the March 2025 cycle to supply Grant Evaluation Reports, and a lot have responded. Only a few are outstanding.

There are still some outstanding Grant Evaluation Reports from earlier in 2024, but reasons have been given for some (projects incomplete etc).

To consider, any further action on grant evaluations.

B. Request for a Grant change of use

Honley Village Community Trust was 3 March 2025 awarded £1,000 to pay for a secondhand hay bob. The Trust though has received a hay bob free from elsewhere. They would like the £1,000 to go towards a different project. **(C)**
To consider, a change of use for this grant.

Holme Valley Parish Council

C. Communication from New Mill Scouts regarding money set aside in an earmarked reserve for them

In 2022, Holme Valley Parish Council awarded 10th Holme Valley (New Mill) Scouts £2,017 towards a new hut for the group but, in so doing, the Parish Council resolved to place this money into an earmarked reserve to be called on when the project was further on. It was resolved to ask the Scout group if they were in a position to call on the £2,017, and this was the reply. **(D)**

To consider, any further action on this matter.

D. Grants Working Group

To note, the Grants Working Group met 14 January 2026. In Cllr Colling's absence, Cllr Wilson had taken on responsibility for organising the meeting. Cllr Wilson to report.

To consider, any further action on the Grants Working Group and its work.

E. Rolling Grants

- i. **To note**, Honley Business Association were advised before Christmas to forward the paperwork accompanying their rolling grant agreement in respect of Honley's CCTV network. This was not received in time for this meeting, so the consideration will have to be deferred to the March 2 2026 meeting.
- ii. **To consider**, the Rolling Grant Agreement and supporting paperwork for Wooldale Community Group and paying the agreed amount of £1,000 to the group. The Parish Council approved this as a rolling grant at the meeting of this Committee 3 March 2024. **(Ei, Eii)**

2526 95

Chair's Expenses

7.40 pm

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, of which £25 is being approved for payment at this meeting. £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.

2526 96

Schedule of Payments

7.41 pm

To note, the following Schedules of Payments:

- the finalised, Rialtas Schedule of Payments for November 2025. **(Fi)**
- the finalised, Rialtas Schedule of Payments for December 2025. **(Fii)**
- the draft Schedule of Payments for January 2026. **(Fiii)** (All payments are already authorised.)

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

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

i. For November 2025 (Gi):

- (1) Cash Books All Accounts Receipts and Payments (to end 30 November 2025)
- (2) Trial Balance (to end 30 November 2025)
- (3) Balance Sheet (to end 30 November 2025)
- (4) Income and Expenditure by Budget Heading (to end 30 November 2025)
- (5) Cash and Investment Reconciliation (to end 30 November 2025)
- (6) VAT Return – year-to-date for the quarter OCT-DEC 2025 not for submission.

ii. For December 2025 (Gii):

- (1) Cash Books All Accounts Receipts and Payments (to end 31 December 2025)
- (2) Trial Balance (to end 31 December 2025)
- (3) Balance Sheet (to end 31 December 2025)
- (4) Cash and Investment Reconciliation (to end 31 December 2025)
- (5) VAT Return – year-to-date for the quarter OCT-DEC 2025. Submitted 9 January 2026.

iii. **To consider**, as per the guidance in the SAPP Practitioners' Guide 2025, the Committee must approve the bank reconciliations cross-referenced with bank statements, and this must be minuted.

For November 2025:

- Unity Trust Current Account T2 Bank Statement **(Hi)** and Unity Trust Current Account T2 Bank reconciliation **(Hii)**.
- Unity Trust Savings Account Bank Statement **(Hiii)** and Unity Trust Savings Account Bank reconciliation **(Hiv)**.
- CCLA PSDF Bank Statement **(Hv)** and CCLA PSDF Bank Reconciliation **(Hvi)**.

For December 2025:

- Unity Trust Current Account T2 Bank Statement **(Ii)** and Unity Trust Current Account T2 Bank reconciliation **(Iii)**.
- Unity Trust Savings Account Bank Statement **(Iiii)** and Unity Trust Savings Account Bank reconciliation **(Iiv)**.
- CCLA PSDF Bank Statement **(Iv)** and CCLA PSDF Bank Reconciliation **(Ivi)**.

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.

iv. Councillors to review the draft Income and Expenditure report for December 2025 from the accounting summaries. **(J)**

Notes from the RFO:

Income side:

Holme Valley Parish Council

- Holmfirth Civic Hall Community Trust still owes the Parish Council for the reimbursement of insurance costs. The Trust have been reminded of this.

Expenditure side:

- Council is already aware that the staffing Salaries budget is likely to be around £3,000 over at year end.
- **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 RFO/Deputy Clerk apologises that the expenditure on social media training should have been paid via a virement from 4660 Communications and Engagement. This was overlooked. This will be corrected by the next meeting.
- **To note**, the Climate Action budget line is currently £3,092 over-budget and will likely be £4,000+ over budget at year end due to works regarding the solar panels/roofing project at the Gartside Building. This was approved by Council.
- All other budget lines appear broadly-speaking on target.

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

v. 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. Money from the Tourism earmarked reserve will be spent on videos to promote Holmfirth businesses.

To note, the Rialtas report on earmarked reserves to end December, and the RFO/Deputy Clerk's commentary. **(K)**

To consider, any further actions on earmarked reserves.

2526 98

The Civic, Holmfirth

8.10 pm

Trustees to report.

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.

To consider, any further actions with regard to the Parish Council's engagement with The Civic and with Holmfirth Civic Hall Community Trust.

Holme Valley Parish Council

- 2526 99 Honley Library 8.12 pm**
- To note**, there were no reports received from Friends of Honley Library at this time.
- To consider**, any further actions with regard to the Parish Council's engagement with Honley Library and with the Friends.
- 2526 100 Tenancies 8.13 pm**
- Allotments**
- i. **To note**, the RFO/Deputy Clerk will be sending out the paperwork in respect of the new leases of the allotments to commence 1st April 2026.
 - ii. One tenant has given notice on her tenancy, and the plot will be offered to the applicants in order at the top of the waiting list. RFO/Deputy Clerk to report.
- Garages**
- iii. **To note**, the RFO/Deputy Clerk will be sending out the paperwork in respect of the new leases of the garages to commence 1st April 2026. As approved by this committee, VAT will not be added on; it will be deducted from the gross rental fee. This will mean –
 - Double garages: £200 + £40 VAT = £240
 - Single garages: £100 + £20 VAT = £120
- Gartside Building**
- iv. Officer and spokesperson from the Service Provision Committee to report on the current situation.
- 2526 101 Internal Control Check 8.15 pm**
- To note**, the RFO/Deputy Clerk has contacted Cllr Green to make arrangements to undertake the checks on the accounts from OCT-DEC 2025. Cllr Green to report.
- The next internal controls check will be the important one at the end of the year.
- 2526 102 Banking 8.17 pm**
- RFO/Deputy Clerk to report.

Holme Valley Parish Council

2526 103

To recommend a precept for Holme Valley Parish Council 2026/27

8.19 pm

At Council 15 December 2025, Members approved a budget of £410,164 for Council Year 2026/27.

At that time, the RFO/Deputy Clerk shared that it was only the budget that was being confirmed at that meeting, but that other key financial decisions needed to be made in due course for the Precept 2026/27 and that levels of earmarked reserves were much more open to change.

The reason that the Precept could not be approved in December is that Kirklees Council only publishes its tax base calculations in January (draft) and February (finalised).

The tax base figure is a calculation by Kirklees of the number of Band D households in the Holme Valley. The Precept of a Council is essentially the tax base figure multiplied by the agreed Band D household charge.

Since 2021/22 the tax base figure has gone up every year.

The draft tax base figure for the Holme Valley for 2025/26 has been calculated by Kirklees as 10,848.49.

Using this as a starting point, the RFO/Deputy Clerk has drawn up two options. This Committee may recommend one or other to Council, may amend one or other, or may devise a totally different Precept figure.

Option A:

If the Parish Council kept the Band D household charge at £41.52 as 2025/26 the Precept for 2026/27 would be £450,429. ($10848.49 \times 41.52 = £450,429.30$) This would be an increase of £2,649 over 2025/26. **(Li, Lii)**

Option B:

Alternatively, the Parish Council might consider maintaining the precept at £447,780.

If the Parish Council kept the Precept at £447,780, when that figure is divided by the tax base it gives a Band D household charge of £41.28, a reduction of £0.24 over 2025/26. **(Mi, Mii)**

Or the Parish Council can approve another Precept figure.

To consider, approving the Parish Council's Precept for 2026/27 to recommend to full Council.

2526 104

Prioritising Climate Action activities 2025-7

8.25 pm

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

Holme Valley Parish Council

- 2526 105** **Financial Records for the website** **8.27 pm**
- To note**, the financial records for November and December 2025 have been added to the website. The records for January 2026 will be added in due course.
- 2526 106** **Publicising the work of Holme Valley Parish Council** **8.28 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** **8.30 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