

# Holme Valley Parish Council

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## To: All Members of the Council

You are hereby summoned to attend the **MEETING OF THE FULL COUNCIL** to be held on **MONDAY, 15 DECEMBER 2025** at **7pm** in **THE EXHIBITION ROOM, THIRD FLOOR, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS** for the transaction of the following business –

### - AGENDA – (A)

**2526 128 Public Question Time** **7.00pm**

In accordance with *Standing Orders 3 e to g* members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chair of the meeting. A member of the public shall not speak for more than 3 minutes.

A question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.

**TO CONSIDER:** any action arising from the Public Question Time.

### PROCEDURAL MATTERS

**2526 129 Recording of public meeting** **7.15pm**

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

**TO CONSIDER:** further requests to record the meeting or part of the meeting.

The matter of purchasing better quality recording equipment has been raised with the Clerk – see email thread **(B)**.

**TO CONSIDER:** further actions regarding the future recording of Holme Valley Parish Council meetings.

**2526 130 Items to be heard in private session** **7.15pm**

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

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

# Holme Valley Parish Council

2526 131 **Apologies and reasons for absence** 7.17pm

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

**TO CONSIDER:** apologies and reasons for absence.

2526 132 **Receipt of written Declaration of Pecuniary and Other Interests** 7.19pm

Revised written declaration(s) of pecuniary and other interests are sent out under separate cover for councillors' information. Councillors are requested to delete the DPIS once read.

Councillors are requested to delete DPI copies once read/ return printed copies to the Clerk for confidential disposal.

Clerk to report.

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

Once noted, DPIS will have signatures, addresses and other sensitive information redacted and will then be posted on the HVPC website. Copies will be shared with the Monitoring Officer.

2526 133 **Declaration of interests in agenda items and written dispensations** 7.22pm

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

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

No written requests for dispensations have been received for consideration at the meeting.

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

2526 134 **Minutes of Full Council meetings** 7.25pm

Clerk to report.

**TO APPROVE:** the Minutes of the FULL COUNCIL Meeting held on 20 October 2025 numbered 2526 98 to 2526 127 **(C)**.

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

Clerk to report.

**TO CONSIDER:** any further action(s) arising from the minutes of the FULL COUNCIL MEETING, held on 20 October 2025.

# Holme Valley Parish Council

## THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2526 135 Minutes of Standing Committee meetings 7.27pm

**TO NOTE:** the Minutes of the PLANNING COMMITTEE Meeting held on 6 October 2025 numbered 2526 60 to 2526 76 (Di), **APPROVED** at the PLANNING COMMITTEE Meeting held 10 November 2025.

**TO APPROVE:** the Minutes of the STAFFING COMMITTEE Meeting held on 3 November 2025 numbered 2526 17 to 2526 34 (Dii).

**TO APPROVE:** the Minutes of the PLANNING COMMITTEE Meeting held on 10 November 2025 numbered 2526 77 to 2526 97 (Diii).

**TO APPROVE:** the Minutes of the SERVICE PROVISION COMMITTEE Meeting held on 17 November 2025 numbered 2526 40 to 2526 58(Div).

**TO APPROVE:** the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 1 December 2025 numbered 2526 65 to 2526 87(Dv).

2526 136 Resignation of a councillor 7.30pm

Clerk to report.

**TO NOTE:** the resignation of Isaac Barnett as councillor for Netherthong Ward.

## TOPICAL MATTERS

2526 137 Civic Lease – decision needed regarding Heads of Terms 7.30pm

As reported previously, significant progress has been made regarding drawing up a new lease and a side letter with Holmfirth Civic Hall Community Trust.

There is one element of the Heads of Terms of the new lease which the Working Group wishes FULL COUNCIL to consider before proceeding. Information regarding this will not be included in published papers due to commercial sensitivity but will be made available to councillors as document (Z).

A member of the Ramsdens team has kindly offered to come to the meeting, explain the issue and attempt to answer any queries raised.

Chair of Working Group, Cllr Donna Bellamy, to report.

**TO CONSIDER:** approving the exemption of the Lease with Holmfirth Civic Hall Community Trust from the 1954 Landlord and Tenant Act.

# Holme Valley Parish Council

2526 138 Out-of-cycle Grant Applications

7.35pm

Two out-of-cycle grant applications have been received. In both cases the applicants have confirmed that they wish the Council to consider these out-of-cycle applications as 'emergency' applications.

It is up to the Council to decide if it wishes to consider each or either application as constituting an emergency and from there to consider the merits of each application weighed against the Council's stated criteria and priorities which are as follows:

## *CRITERIA*

- *The grant must meet the needs of the community and be of positive benefit.*
- *The applicant must be financially sustainable.*
- *The applicant must provide appropriate and realistic costing.*
- *The group/organisation must be able to use the grant effectively.*

## *PRIORITIES*

*The Parish Council prioritises applications which:*

- *Promote social engagement*
- *Benefit those in greatest need*
- *Protect the social and physical environment of the Holme Valley*
- *Respect and improve the natural environment and biodiversity of the Holme Valley*
- *Protect and enhance the local heritage*
- *Address the climate emergency*
- *Promote prosperity through tourism and attracting visitors to the Holme Valley*

The first is a grant application from Yorkshire Neon Makers (Ei).

**TO CONSIDER:** whether a grant application from Yorkshire Neon Makers satisfies the Council's stipulation that only 'emergency' grants will be considered outside of the normal cycle.

Should the above motion be approved, the Council should consider this further motion.

**TO CONSIDER:** a projects, events and other activities grant application for £1,440 from Yorkshire Neon Makers regarding a contribution to rental costs for hosting a 12-month project commencing December 2025.

The second is a grant application from Holmfirth Tech (Eii).

**TO CONSIDER:** whether a grant application from Holmfirth Tech satisfies the Council's stipulation that only 'emergency' grants will be considered outside of the normal cycle.

Should the above motion be approved, the Council should consider this further motion.

**TO CONSIDER:** a projects, events and other activities grant application for £1,440 from Holmfirth Tech regarding the provision of free warm meals as part of the Winter 2025-6 Warm Spaces initiative.

# Holme Valley Parish Council

## FINANCIAL MATTERS

2526 139	<b>Council Budget 2025-26 Year-To-Date including Earmarked Reserves</b>	7.45pm
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Year-to-date Council Income and Expenditure by Budget Heading October 2025 **(Fi)** and Earmarked Reserves **(Fii)** are included.

Deputy Clerk/RFO to report.

**TO NOTE:** Income and Expenditure against Budget and Earmarked Reserves year-to-October reports.

**TO CONSIDER:** any other action in connection with the budget 2025-26.

2526 140	<b>Schedule of Payments</b>	7.47pm
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The Schedule of Payments for November **(Gi)** and December 2025 **(Gii)** are presented.

Deputy Clerk/RFO to report.

**TO NOTE:** Schedule of Payments for November 2025.

**TO NOTE:** Schedule of Payments month-to-date for December 2025.

## MATTERS RESERVED FOR FULL COUNCIL

2526 141	<b>Referrals to the Monitoring Officer</b>	7.48pm
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The Kirklees Monitoring Officer has reported to the Clerk that there are no new referrals regarding named councillors currently under consideration.

On the 4<sup>th</sup> December the Monitoring Officer's team reported to the Clerk via email that by the 9<sup>th</sup> December two outstanding complaints will have been closed – the decision went out to the member making the complaint on 4-12-2025 and the member involved was to be advised shortly after.

The Monitoring Officer's team has further reported that there is another matter involving the declaring of interests that was not logged as a complaint when first received as it was not specific about individual members. It was reported on 4-12-2025 that this was not on the official list of complaints about named members. That may change dependent upon on the receipt of further information.

Clerk to report.

**TO NOTE:** that FULL COUNCIL has been informed that there are 2 outstanding complaints which are expected to be closed shortly.

# Holme Valley Parish Council

2526 142 **Holmfirth Civic Hall – Vision project**

7.50pm

Mosedale Gillatt Architects have proposed **Monday 26 January** 2026 for a follow up meeting regarding developing a vision for the Civic. See CIVIC VISION – DEVELOPED OPTION **(Hi)**, to be discussed at the January meeting.

**TO CONSIDER:** confirming Monday 26 January 2026 at 7pm in the Exhibition Room for the next meeting with Mosedale Gillatt Architects.

Holmfirth Civic Hall Community Trust trustees and employees to be invited to the meeting.

Cllr Jenny Holmes wishes to draw the Council's attention to the original instructions shared with Mosedale Gillatt Architects **(Hii)** which references the setting up of a Civic Vision Working Group.

Please note that both document **(Hi)** and **(Hii)** will be sent out to councillors only due to commercial sensitivity.

On 1 December 2025 the FINANCE AND MANAGEMENT COMMITTEE **RESOLVED** to recommend to FULL COUNCIL the setting up of a Vision for the Civic Working Group.

Cllr Holmes wishes to speak to the proposal below.

**TO CONSIDER:** This Council will establish a Civic Vision Working Group in partnership with Holmfirth Civic Hall Community Trust to work productively with Mosedale Gillatt Architects and 'help create a way forward to reinstate the building to the heart of the community and ensure its success in the future.'

**TO CONSIDER:** any further actions in respect of developing a vision for the future of Holmfirth Civic Hall.

2526 143 **Holmfirth Town Centre Works – updates and oversight**

8pm

This was made a standing item at the FULL COUNCIL meeting on 8 September 2025.

On 20 October it was resolved to send a letter to Kirklees Council regarding supporting the people and businesses of Holmfirth – see **(I)**, sent by email on 4 November 2025.

No reply has been forthcoming.

**TO CONSIDER:** any further actions with regards to Holmfirth Town Centre Works.

2526 144 **Earnshaws Foundation – Holme Valley Parish Council representative requested**

8.05pm

Earnshaws Foundation was set up to support Holme Sunday School and prior to May 2024 The Parish Council appointed a representative to the Foundation each year as part of the Annual Council Meeting. In May 2024 it was reported in error that the Foundation was no longer active and therefore a representative was not appointed. This was corrected at the

# Holme Valley Parish Council

Full Council meeting on 24 June 2024 when Cllr Whitelaw was approved as representative (minute 66).

At the Annual Council Meeting in May 2025 the Clerk omitted to include appointing a representative to Earnshaws Foundation. The Foundation has been in touch to explain that a representative is needed.

**TO CONSIDER:** appointing a Holme Valley Parish Council representative to Earnshaws Foundation.

**TO CONSIDER:** directing the Clerk to amend the list of representatives to be considered at successive Annual Council meetings to include the appointment of a representative to Earnshaws Foundation.

**2526 145 Kirklees Local Plan Review 8.07pm**

Please refer to meeting notes of the Reference Group from 7 November 2025 (J).

Cllr Mary Blacka to report.

**TO CONSIDER:** any actions with regards to the Kirklees Local Plan Review.

**2526 146 Community Governance Review 8.10pm**

This item has been requested by Cllr Lawrence Baylin.

Please refer to (K) Community Governance Review – briefing from Cllr Lawrence Baylin.

Cllr Baylin intends to speak to the item.

**TO CONSIDER:** any actions in respect of the Kirklees Community Governance Review.

**2526 147 Concerns regarding Packhorse Bridge, Smithy Place, Brockholes 8.15pm**

This item has been raised by Cllr Donna Bellamy in her role as Kirklees Holme Valley North councillor.

Cllr Bellamy has written to the clerk team regarding ongoing concerns about Smithy Place Bridge in Brockholes, a Grade II listed structure, which has sustained further damage due to missing coping stones.

Residents have contacted Cllr Bellamy expressing alarm that the exposed structure is at risk of further deterioration, which could result in additional cost to Kirklees Council if repairs are delayed. Despite previous reports and assurances from Kirklees Council, no repair date has yet been confirmed. Cllr Bellamy has also raised this matter with Councillor Enquiries and requested urgent action.

Given the bridge's heritage status, Cllr Bellamy believes it would be helpful if Holme Valley Parish Council could also contact Kirklees Council to reinforce the importance of timely repair and conservation oversight.

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Recent photographs showing the current condition of the bridge are attached (L).

Cllr Bellamy writes that any support the Parish Council can offer in urging Kirklees to prioritise this work would be very much appreciated.

**TO CONSIDER:** any actions with regards to Smithy Place Bridge, Brockholes.

**2526 148 Democracy-friendly Schools** 8.20pm

Please find attached (M) Democracy in Schools – slideshow provided by Kirklees. These cover:

- A synopsis of the programme
- Our Democracy Happens Where You Are animation (2 mins 20 secs long)
- Examples of resources being used in schools and other settings in your area
- An update on the Democracy Friendly journey of each school in the HVPC area
- An overview of schools and the ward they sit in – both Kirklees Council Wards and HVPC wards

Working Group to report further.

**TO CONSIDER:** any action with regards to the Democracy-Friendly Schools initiative.

**2526 149 HVPC Community Nature Reserve** 8.25pm

The Working Group have produced a Foundation statement (N) which it is proposed that the Council endorses.

The intention is to upload a finalised copy of this to the HVPC website and include links to a survey to encourage public engagement with the project.

The Working Group to report further.

**TO CONSIDER:** approving the Holme Valley Parish Council Foundation statement.

**TO CONSIDER:** any other actions with regards to establishment of a community nature reserve.

**2526 150 Establishment of the Ethics and Integrity Commission** 8.28pm

Cllr Sarah Whitelaw wishes to draw the Council's attention to the NALC Chief Executive's Bulletin of 30 October 2025 reference to the newly established Ethics and Integrity Commission – link here [https://eic.independent-commission.uk/?d102\\_cookies\\_enabled=all](https://eic.independent-commission.uk/?d102_cookies_enabled=all).

The Commission is looking to achieve coherence and consistency in ethical standards and this has been welcomed by NALC as it aligns to NALC's Civility and Respect work. Holme Valley Parish Council has signed NALC's Civility and Respect Pledge.

# Holme Valley Parish Council

NALC has requested a meeting with the Commission to explore opportunities for collaboration and wishes the experience of the parish and town council sector to inform the Commission's work.

Cllr Whitelaw believes it would be beneficial for the Council to see how its own work aligns to NALC's Civility and Respect focus and whether or not it may benefit from involvement in any collaboration with the Commission.

Cllr Whitelaw to report further.

**TO CONSIDER:** any actions arising from the establishment of the Ethics and Integrity Commission.

<b>2526 151</b>	<b>Grants to community organisations</b>	<b>8.30pm</b>
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This item has been requested by Cllr Lawrence Baylin.

Cllr Baylin writes:

*Local residents have a right to understand how and where their money is being spent and the value of it to the community. Applicants for grant funding are already required to accept that HVPC may use this in our own publicity. I would like to propose that recipients of grants are expected to clearly publicise the HVPC as the source of some/ all of their funding, as appropriate, and that a question to that effect is included in the grant application form and the evaluation form.*

*I would also wish HVPC to consider an increased use of sponsorship of activities and projects, with accompanying publicity, alongside its range of grant funding.*

Cllr Baylin to report further.

**TO CONSIDER:** adapting the grant application and evaluation forms to include expectation that recipients publicise the Parish Council as being the source of some/all of the funding.

**TO CONSIDER:** any other actions in relation to grants publicity.

## REFERRALS FROM STANDING COMMITTEES AND WORKING GROUPS

<b>2526 152</b>	<b>Updates from the Communications and Engagement Working Group</b>	<b>8.33pm</b>
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Please find meeting notes from 17 November meeting of the Communications and Engagement Working Group (O*i*) attached and also the Action Plan 2025-2027 (O*ii*).

Working Group to report further.

**TO CONSIDER:** any actions arising from the work of the Communications and Engagement Working Group.

# Holme Valley Parish Council

## **THE FINANCE AND MANAGEMENT COMMITTEE**

<b>2526 153</b>	<b>Appointment of Committee Vice-Chair</b>	<b>8.35pm</b>
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Following the resignation from COUNCIL of Isaac Barnett, Cllr Jenny Holmes has been **APPOINTED** by the FINANCE AND MANAGEMENT COMMITTEE as Vice Chair.

The Chair of the FINANCE AND MANAGEMENT COMMITTEE, Cllr Pat Colling is Chair of the STAFFING COMMITTEE by the fact that she was Council Chair 2024-25. In line with Standing Orders, the Vice Chair of FINANCE AND MANAGEMENT is therefore appointed to the STAFFING COMMITTEE.

**TO NOTE:** the appointment of Cllr Jenny Holmes as the Vice Chair of FINANCE AND MANAGEMENT COMMITTEE and as a member of the STAFFING COMMITTEE.

## **THE PLANNING COMMITTEE**

<b>2526 154</b>	<b>Design Guide for Shop Fronts – request for assistance</b>	<b>8.38pm</b>
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Item and Motion from Cllr Andy Wilson.

Cllr Wilson wishes to raise the distribution of the Shopfront Design leaflet at this meeting. The intention is for councillors to hand deliver them to local businesses. A distribution list of relevant businesses has been compiled.

Cllr Wilson to report.

**TO CONSIDER:** any actions with regards to the Design Guide for Shop Fronts.

## **THE STAFFING COMMITTEE**

<b>2526 155</b>	<b>Staffing Review</b>	<b>8.40pm</b>
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One outcome from the Staffing Committee 3rd November 2025 was to recommend to Council the need for a review of the Parish Council's staffing needs, - to make sure the Parish Council has the right level of staffing to meet its goals.

For a small organisation like the Parish Council with three staff, an HR consultant's staffing needs review is usually a fairly small project — typically one or two days of work.

Typical price ranges

£500–£1,000

A light-touch assessment:

- Brief interviews with stakeholder (eg Chair of Council or Chair of Staffing &c)
- Reviewing current roles
- Basic recommendations on whether staffing levels are appropriate

£1,000–£2,000

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A fuller review, more common:

- Interviews with all staff
- Review of job descriptions and workloads
- Assessment of gaps or overstaffing
- Written report with recommendations
- Suggested organisational structure and costing

**TO CONSIDER:**

- I. Approving a review of staffing.
- II. Approving a set expenditure for this review.

**THE SERVICE PROVISION COMMITTEE**

2526 156	<b>Holmfirth Toilets - Update</b>	8.43pm
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From Cllr Alison Morgan:

*After the renovation of the roof and roof lights and the addition of solar panels it is time to consider the next phases of improvements.*

*Holme Architecture produced a very thorough condition report in March this year which identified the problems with the roof and the ventilation. It also identified the short-comings of the internal arrangements, the poor design and condition of the disabled toilet, the lack of baby changing facilities and the poor general plumbing and interior decor.*

*Holme Architecture have been tasked with producing a costed programme of work both renovation and repair, for the forthcoming year and will deliver an in-person presentation for a meeting of the Service Provision Committee in the new year.*

*Well-designed and well-maintained public toilets are fundamental to human dignity and contribute to public health. They also make good business sense, help revitalise and foster good quality urban living, even inspire people to get out of their cars and start walking, cycling and using public transport.*

**TO NOTE:** Cllr Morgan's report.

**THE BUDGET FOR 2026/7**

2526 157	<b>Approving the budget for the council year 2026/7</b>	8.44pm
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Holme Valley Parish Council needs to approve a budget for council year 2026/27.

The Finance and Management Standing Committee met 1<sup>st</sup> December 2025. It considered draft budgets to recommend to Council. It recommended Budget Option A – see **(Pi)** with a budget of £408,164. This would give the Standing Committees all the budgetary funding they requested. See also **(Pii)** Budget Option A – draft precept calculator

Prior considerations at this meeting regarding a review of staffing may impact the final budgetary calculations.

# Holme Valley Parish Council

RFO/Deputy Clerk to report.

**TO CONSIDER:** Approving a budget for Holme Valley Parish Council 2026/27.

## CORRESPONDENCE

<b>2526 158</b>	<b>Reports from Kirklees Ward Councillors</b>	<b>8.54pm</b>
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An action for the Clerk from the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE meeting of 23 October 2023 was to add a standing item on FULL COUNCIL agendas for Kirklees Councillors who are also Parish Councillors to report back on relevant activity and news from Kirklees.

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

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

## MISCELLANEOUS ITEMS

<b>2526 159</b>	<b>Standing item – the Climate Emergency</b>	<b>8.57pm</b>
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Council is reminded that items on this agenda should have been viewed where appropriate through the lens of the Climate Emergency the Council has declared.

**TO CONSIDER:** how actions and decisions taken for all the above items reflect the Climate Emergency.

<b>2526 160</b>	<b>Items for Publicity</b>	<b>8.59pm</b>
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A standing item to put forward potential items for publicity arising from the meeting.

Clerk to report further.

**CLOSE 9.00pm**

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

*Jen McIntosh*

Clerk to the Council

Holme Valley Parish Council, Holmfirth Civic Hall, Huddersfield Road, Holmfirth HD9 3AS  
Telephone: 01484 687460 Email: [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)

**clerk@holmevalleyparishcouncil.gov.uk**

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**From:** clerk@holmevalleyparishcouncil.gov.uk  
**Sent:** 25 November 2025 12:39  
**To:** 'Cllr Sarah Whitelaw'; 'Assistant Clerk';  
deputyclerk@holmevalleyparishcouncil.gov.uk;  
cllrsransby@holmevalleyparishcouncil.gov.uk; 'Cllr Glenn Kirkby'; 'Cllr Pat Colling'  
**Cc:** Jen McIntosh  
**Subject:** RE: Recording Equipment etc for Full Council meetings an F&M MATTER ?

Good afternoon, all.

I've discussed with Rich – this should go to Full Council.

We do have some recording equipment but do not use it as the quality is not an improvement on phone capture.

An average of about 20-30 people watch the YouTube recordings which are also linked into the HVPC website. So, accessibility is via the website or YouTube. I've no feedback on whether that audience find they can hear the recordings satisfactorily. I have not had issues listening back for the purpose of minutes when I use my personal iPad but I understand that Steve and Sarah have both raised this.

I'm going to include an item in the next FC agenda – this could include a motion to ask the clerk team to research what equipment is used by other councils and come back to a meeting next year with likely costs etc for Council to consider. I do not know how much the Council would need to spend to have better equipment. We don't have the capacity to do that research in time for the next Council meeting – and I'd want a resolution authorising us to do so ie proof that this is an issue Council wants to pursue.

As that is the budget meeting Council may wish to consider placing extra money in the equipment budget for 2026-7 if it wishes to pursue this.

Hope that all makes sense.

Kind regards

*Jen McIntosh*

Mrs Jen McIntosh  
Clerk

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

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

*Please note that the HVPC Office is open to the public Tuesdays and Thursdays 9.30am through to 2.30pm. At other times please leave a recorded message or contact me via email. The HVPC office is based on the Third Floor in Holmfirth Civic with access through the Exhibition Room.*

*My usual working pattern is Monday to Thursday.*

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**From:** Cllr Sarah Whitelaw <cllrswhitelaw@holmevalleyparishcouncil.gov.uk>  
**Sent:** 25 November 2025 08:22  
**To:** Assistant Clerk <assistantclerk@holmevalleyparishcouncil.gov.uk>; Jen McIntosh <clerk@holmevalleyparishcouncil.gov.uk>; deputyclerk@holmevalleyparishcouncil.gov.uk; cllrsransby@holmevalleyparishcouncil.gov.uk; Cllr Glenn Kirkby <cllrglennkirkby@holmevalleyparishcouncil.gov.uk>; Cllr Pat Colling <cllrpcolling@holmevalleyparishcouncil.gov.uk>  
**Subject:** Recording Equipment etc for Full Council meetings an F&M MATTER ?

Morning All,

Morning All, Could I just check if there will be an opportunity at the next F&M to discuss this ? I'm assuming this is the best place to discuss the ongoing matter of improving 'recording' Full Council meetings for public accessibility which has been raised several times in various 'contexts'. ?? Equipment and software costs is an issue of course .. but perhaps that can be covered (if necessary ) from General Reserves and would therefore be a Full Council decision. Your advice and guidance welcome as always!! Sx 😊 Cllr Sarah Whitelaw Upper Holme Valley Ward 07711 078981 Sent from Outlook for Android

Could I just check if there will be an opportunity at the next F&M to discuss this ?

I'm assuming this is the best place to discuss the ongoing matter of improving 'recording' Full Council meetings for public accessibility which has been raised several times in various 'contexts'. ?? Equipment and software costs is an issue of course .. but perhaps that can be covered (if necessary ) from General Reserves and would therefore be a Full Council decision.

Your advice and guidance welcome as always!!

Sx 😊

Cllr Sarah Whitelaw  
Upper Holme Valley Ward  
07711 078981  
Sent from [Outlook for Android](#)

# Holme Valley Parish Council

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## MEETING OF THE FULL COUNCIL

MONDAY, 20 OCTOBER 2025 7pm

THE EXHIBITION ROOM, THIRD FLOOR, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS

IN THE CHAIR: Cllr Glenn Kirkby

## PRESENT:

Cllr Isaac Barnett  
Cllr Lawrence Baylin  
Cllr Donna Bellamy  
Cllr Mary Blacka  
Cllr Damian Brook  
Cllr Pat Colling  
Cllr Charles Greaves  
Cllr Chris Green  
Cllr Jenny Holmes  
Cllr Jo Liles  
Cllr Alison Morgan  
Cllr Steve Ransby  
Cllr Martin Rostrom  
Cllr Jane Rylah  
Cllr Sarah Whitelaw  
Cllr Andy Wilson

APPROVED APOLOGIES & REASONS: Cllr Harry Davis, Cllr Tom Dixon, Cllr Andrew Fenwick, Cllr Donald Firth, Cllr Hugh Osborne, Cllr Tricia Stewart.

OFFICER: Rich McGill (Deputy Clerk/RFO)

IN ATTENDANCE: Gemma Sharp (Assistant Clerk)

## Welcome

The Chair welcomed Members to this fourth Council meeting of the year.

A minute of silence was observed in remembrance of former Councillor, Judith Roberts, who died Sunday 5<sup>th</sup> October 2025. Mrs Roberts was a Councillor from 2003 to 2023 and was Chair of Council in 2009.

## 2526 98 Public Question Time

In accordance with *Standing Orders 3 e to g* members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

No members of the public were in attendance.

Signed: \_\_\_\_\_

# Holme Valley Parish Council

## PROCEDURAL MATTERS

### 2526 99 Recording of public meeting

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

There were no other requests to record the meeting.

The Chair made a brief statement before the business of the meeting commenced to ask Members to always be respectful to one another. He said Members should be respectful in both meetings and in emails, and that this applied to communications with the clerking team as well.

### 2526 100 Items to be heard in private session

**RESOLVED:** There were no agenda items to be heard in private session.

### 2526 101 Apologies and reasons for absence

Apologies and reasons had been circulated prior to the meeting starting.

**APPROVED:** apologies and reasons for absence from Cllr Harry Davis, Cllr Tom Dixon, Cllr Andrew Fenwick, Cllr Firth, Cllr Osborne, Cllr Stewart

### 2526 102 Receipt of written Declaration of Pecuniary and Other Interests

Revised written declaration(s) of pecuniary and other interests are sent out under separate cover for councillors' information. Councillors are requested to delete the DIs once read.

**NOTED:** the receipt of written declaration(s) of pecuniary and other interests from Cllr Steve Ransby, already approved by Service Provision in September, redacted and uploaded to the website.

### 2526 103 Declaration of interests in agenda items and written dispensations

There were no declarations of interest in items on the agenda.

Officers were asked to declare interests in agenda items. None were received.

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

Signed: \_\_\_\_\_

# Holme Valley Parish Council

Council considered the requests for written dispensations from Councillors:

- i. Cllr Green (pertinent to Holme Valley Climate Action Partnership),
- ii. Cllr Kirkby (pertinent to Friends of Honley Library),
- iii. Cllr Morgan (pertinent to Friends of Honley Library),
- iv. Cllr Ransby (pertinent to Holmfirth Civic Hall Community Trust),
- v. Cllr Wilson (pertinent to Holmfirth Civic Hall Community Trust).

**RESOLVED:** All these requests for written dispensations were approved.

Other applications for a similar dispensation are anticipated.

**NOTED:** Council noted the Holme Valley Parish Council Dispensation Procedure approved by Council 23<sup>rd</sup> June 2025. Councillors were encouraged to familiarise themselves with this procedure.

**NOTED:** Members noted the up-to-date Members Dispensation Log.

**NOTED:** Members noted the Written Dispensation Application template that Councillors must use when requesting a written dispensation on a matter.

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

### 2526 104 Minutes of Full Council meetings

**RESOLVED:** the Minutes of the FULL COUNCIL Meeting held on 8 September 2025 numbered 2526 56 to 2526 97 were approved.

**RECEIVED:** Council received the following information regarding ongoing matters arising from the above minutes which did not appear under other agenda items at this meeting:

- The RFO/Deputy Clerk reported that, whilst he and the Assistant Clerk had been tasked with reviewing the Rialtas accountancy software subscription and looking at alternatives, unfortunately, due to the Clerk's absence and other constraints, they had not had sufficient time to look deeper into this. This item would be deferred to a future meeting.
- The RFO/Deputy Clerk confirmed that Holme Valley Climate Action Partnership (HVCAP) had returned an unspent grant of £5,000 to the Parish Council on 23 September 2025. This had been accounted as Other Receipts and was added to general reserves. The RFO thanked Cllr Green for his work on this.
- The Deputy Clerk reported that, in respect of Remembrance Sunday, the Parish Council had received information regarding timings from all of the local places of worship holding Remembrance Commemorations. After some challenges, it was reported that the New Mill Remembrance Day Parade led by the Royal British Legion would go ahead. The Parish Council thanked Cllr Brook and Cllr Greaves in

Signed: \_\_\_\_\_

# Holme Valley Parish Council

respect of assisting with this. The wreaths for those attending commemorations were available to collect from the Parish Council office.

- RP Electrical had commenced the works to repair and replace the emergency lighting at The Civic. About half of the works had been completed and the works should be finished by the end of the month.
- At the Full Council meeting of 8 September 2025, the Council approved that Social Progress, the Honley social media and marketing company, deliver social media training. Social Progress had been informed and the Assistant Clerk was working to secure dates (these were likely to be late November or early December).

Council considered any further action(s) arising from the minutes of the FULL COUNCIL MEETING, held on 8 September 2025.

**RESOLVED:** No further action.

At this point, Cllr Blacka further reported as a matter arising that the COVID Memorial Garden at Honley Library was nearing completion. Cllr Blacka asked Council to thank i. the RFO/Deputy Clerk for facilitating the delivery of plants allowing them to be planted in time, ii. Jenny Lockwood and iii. Malcolm Ellis. Cllr Green also asked that thanks be given to Barry Killington, the garden designer, and the team of volunteers.

## THE COMMITTEE MINUTES UNDER DELEGATED POWERS

### 2526 105 Minutes of Standing Committee meetings

**APPROVED:** Council approved the Minutes of the SERVICE PROVISION COMMITTEE Meeting held on 22 September 2025 numbered 2526 21 to 2526 39.

**APPROVED:** Council approved the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 29 September 2025 numbered 2526 45 to 2526 64 with one amendment requested by Cllr Whitelaw.

## FINANCIAL MATTERS

### 2526 106 Annual Governance and Accountability Return AGAR 2024/25

**NOTED:** Council noted the External Auditor's Report and Certificate 2024/25. Council further noted the RFO's verbal report on the one exclusion identified by the Audit.

**NOTED:** Council noted that the full Annual Governance and Accountability Return Sections 1 and 2 along with Section 3 had been published to the Parish Council's website and noticeboard 30<sup>th</sup> September 2025, along with the Notice of Conclusion of Audit, and the invitation to inspect the accounts. No one had asked to inspect the accounts. At the

Signed: \_\_\_\_\_

# Holme Valley Parish Council

time of the meeting, the AGAR and Notice of Conclusion of Audit had been published and on display for 15 days. The Parish Council considered when to end the public inspection rights.

**RESOLVED:** Council resolved that the public inspection rights would end the following day, - 21<sup>st</sup> October 2025.

Members considered whether any further action on the AGAR 2024/25 was needed.

**RESOLVED:** No further action.

## 2526 107 Council Budget 2025-26 Year-To-Date including Earmarked Reserves

The RFO reported on the year-to-date Council Income and Expenditure by Budget Heading October 2025 and Earmarked Reserves. Almost all budget lines were on target. The only one that was concerning was the 4000 salaries budget line which was likely to be around £3,000 over at year end.

**NOTED:** Council noted the RFO's report.

## 2526 108 Schedule of Payments

The Parish Council reviewed the Schedule of Payments for September 2025.

**NOTED:** Council noted the Schedule of Payments for September 2025.

The Parish Council considered the month-to-date Schedule of Payments for October 2025. The RFO reported on some of the pending transactions, pointing out that:

- The number of grants awarded meant that more payments needed approval by Council than normal.
- That in the case of two payments, the Parish Council was trialling a process of gifting a purchase to a community organisation, which thereby allowed it to reclaim VAT on the gift. The RFO reported that this had caused him little extra time currently. A Councillor asked that the RFO keep a record of the amount of time spent on these "gifts".
- The RFO reported that one payment on the Schedule would need to be excised, as it was effectively a double-payment.

**RESOLVED:** Council approved the amended Schedule of Payments for October and this was initialled by the Chair.

The RFO reported that some businesses and organisations had given the Parish Council some leeway in delaying payment, and so he asked that Councillors on the Unity Trust bank mandate approved the payments quickly once they had been set up.

Signed: \_\_\_\_\_

# Holme Valley Parish Council

## 2526 109 Chair's Expenses 4200

**NOTED:** Council noted that the Chair had spent £150 from the Chair's Expenses budget line on governance advice from Hoey Ainscough Associates Ltd. £30 was also due to be spent from this budget on the Holme Valley Lions 45<sup>th</sup> Charter Dinner which had been attended by Cllr Barnett on behalf of the Chair. Cllr Barnett said he had enjoyed the dinner.

## MATTERS RESERVED FOR FULL COUNCIL

## 2526 110 Referrals to the Monitoring Officer

**NOTED:** The Deputy Clerk/RFO reported that there had been no communication from the Kirklees Monitoring Officer on referrals regarding named councillors being under consideration. This was noted by Council.

## 2526 111 Holmfirth Civic Hall – review of lease

As Chair of the Civic Lease Working Group, Cllr Donna Bellamy, reported on progress. A side letter, clarifying terms of the contract was nearing completion.

Cllr Bellamy also reported that a final decision on the lease needed to be made by Council.

**NOTED:** Council noted Cllr Bellamy's progress report regarding the review of the lease with Holmfirth Civic Hall Community Trust.

The Council considered any further actions in respect of the review of the lease with Holmfirth Civic Hall Community Trust.

**RESOLVED:** The Parish Council would wait for the return of the Clerk to push on with finalising the side letter, and the lease. The solicitor involved has suggested that she could supply written advice to the Parish Council on the different lease options available (one of which might tend to benefit the Parish Council more, and one of which might benefit the tenant more) which might aid collective decision-making by both parties. There might be a cost to this advice.

Cllr Bellamy was independently researching the different lease options and would share her findings with Cllr Ransby and Cllr Wilson as trustees of Holmfirth Civic Hall Community Trust.

Signed: \_\_\_\_\_

# Holme Valley Parish Council

## 2526 112 Kirklees Local Plan Review

**NOTED:** The Council noted the notes from the Reference Group meetings of 5 September 2025 and 3 October 2025.

Cllr Blacka reported on behalf of the Local Plan Reference Group. Cllr Blacka reported that communication with Kirklees officers was very positive. The Big Community Event would give local people the opportunity to be consulted on the Local Plan. The Reference Group was trying to involve more community groups in the plan. Cllr Blacka wanted to thank all Councillors who were involved with the Group.

## 2526 113 Friends of Honley Library - grants

- i. The FINANCE AND MANAGEMENT STANDING COMMITTEE 29 September 2025 approved to recommend the award of a grant of £15,000 to the Friends of Honley Library towards replacing the roof lights and four windows. Because of the amount, Council needed to approve the award and its payment. The source of the funds would be the earmarked reserve EMR 332 Honley Library which holds £15,000. Council considered this award.  
**RESOLVED:** Council approved the payment of £15,000 to Friends of Honley Library from EMR 332 Honley Library towards replacing roof lights and windows.

- ii. This award would still have left the Friends around £7,000 short on the project to replace the windows and roof lights. Accordingly, the Friends had asked if the Parish Council would allow them to put the underspend on the 2024/25 Parish Council £15,000 running costs grant towards this development. The underspend was £2,502.78.  
**RESOLVED:** Council approved Friends of Honley Library being able to use the £2,502.78 underspend on the from EMR 332 Honley Library towards replacing roof lights and windows.

## 2526 114 Social Media Policy/Vexatious Communications Escalation Procedure

At the last meeting of Council, Members heard about some issues that had arisen about the use of social media by Members, and by the use of social media by the public addressed to Members. Councillors noted that, whilst Holme Valley Parish Council does have a Media and Communications Policy which includes a section on social media, it may further wish to consider adopting a specific Social Media Policy to include an escalation procedure to handle vexatious communication from members of the public. This consideration had been deferred to this meeting.

As inferred above, the Council does have a Media and Communications Policy which has a section on social media. Whilst there is no statutory duty to do so, the Council may wish to consider adopting a specific Social Media Policy.

Signed: \_\_\_\_\_

# Holme Valley Parish Council

The Assistant Clerk had included a briefing paper and draft social media and escalation policy for consideration.

**RESOLVED:** The Parish Council would adopt the social media policy, as presented, to include an escalation procedure for vexatious communications.

The Parish Council considered any other actions in relation to the item.

**RESOLVED:** No further action.

## 2526 115 Democracy-friendly Schools

Cllr Blacka reported that the Democracy-friendly Schools Working Group had met for the first time in October. Three people had attended.

The Council considered provision for funding of £200 for the Democracy-friendly Schools project.

**RESOLVED:** The Council approved funding of £200 to this project. The funds would come from general reserves.

The Parish Council considered any further action on the matter of Democracy-friendly Schools.

**RESOLVED:** No further action.

## NEW COUNCIL BUSINESS

### 2526 116 Holmfirth Town Centre Works – updates and oversight

- i. An outcome of the last Council meeting had been to add a standing agenda item titled *Holmfirth Town Centre Works – Updates and Oversight*, to ensure continued scrutiny, information sharing, and representation of the community's views as the project progresses.

Cllr Greaves had shared a Powerpoint presentation from Kirklees Council regarding communication and engagement between stakeholders and the Holme Valley public in respect of the Holmfirth Town Centre Action Plan.

Cllr Ransby shared that he was disappointed that Holme Valley Parish Council was not included in the presentation as a major stakeholder. Cllr Brook suggested that the engagement plan had come a year too late. Cllr Rylah commented that we needed to focus more on getting the works done as soon as possible with as little negative impact on the people of Holmfirth as possible, like roadworks happening at night. Cllr Kirkby suggested we should be focused on getting the best outcome for the Holme Valley and its people.

Signed: \_\_\_\_\_

# Holme Valley Parish Council

ii. Cllr Whitelaw proposed that, given the evident distress of many Holmfirth business owners regarding the works, the Parish Council should make a statement lamenting both the way the works have been run and the communication about those works. The letter would urge those responsible and with influence to rectify this situation without delay. This would be addressed to stakeholders at Kirklees Council and within the Holmfirth business community. Cllr Bellamy had prepared a statement for consideration to send to Kirklees Council.

**RESOLVED:** The Parish Council approved sending the statement as shared by Cllr Bellamy to Kirklees Council, with the addition of a request to Kirklees for support for the people and businesses of Holmfirth in the form of free or reduced-cost parking in the run up to Christmas.

Councillors also commented that businesses of Holmfirth would benefit more from active works of support from Holme Valley Parish Council like advocating for shopping locally. The Council proposed creating videos supporting tourism and the businesses of Holmfirth. An amendment to extend this to include Honley was introduced.

**RESOLVED:** The Parish Council approved expenditure of up to £2,000 via the Tourism budget line from the Tourism EMR for production of videos promoting the Holme Valley and Holme Valley businesses. This would be a Parish Council video, rather than paid as a grant to a community group. It was resolved that Cllr Ransby would speak to some relevant video companies on this matter. Cllr Baylin suggested we make sure that the Parish Council videos do not duplicate the ongoing works of others.

iii. Cllr Whitelaw had previously expressed a general concern with the effectiveness of Kirklees Council's Communication Strategy. However, having had oversight of the powerpoint shared by Cllr Greaves, she felt that the new communication strategy in respect of the Holmfirth Town Centre works was more rigorous.

The Parish Council considered any further action on the communication strategy.

**RESOLVED:** No further action.

## 2526 117 Urban Nature Reserve/Local Nature Action Plan

Cllr Green proposed that HOLME VALLEY PARISH COUNCIL develop an urban nature reserve. This would involve:

1. Establishing a Holme Valley Parish Council Urban Nature Reserve. This would be on the lines of the model of the Emersons Green Town Council Nature Reserve (see attached copies of fliers, welcome letter etc).
2. Creating a fund of up to £5000 from the 2026/27 Climate Emergency budget line. This would pay for:
  - design and printing of publicity fliers,
  - the setting up of social media pages,

Signed: \_\_\_\_\_

# Holme Valley Parish Council

- the creation of a database of households signing up to join the Urban Nature Reserve,
- possible funding of a welcome gift (eg small packets of wildflower seeds),
- potential subsidy of "Nature friendly" materials (e.g. bird boxes etc - other suggestions welcome).

3. For publicity to commence immediately for the scheme via social media, the quarterly newsletter, regular media pieces in village publications, via The Big Event.

**RESOLVED:** The Parish Council resolved to approve the creation of an urban nature reserve in principle.

**RESOLVED:** The Parish Council further resolved that consideration of budgetary provision for the urban nature reserve for Council year 2026/27 would be deferred to the meetings to recommend and confirm the budget leading up to FULL COUNCIL 15 December 2025.

## 2526 118 Community Governance Review

This item was deferred from the last meeting.

Following the Local Government Boundary Commission for England full electoral review that took place in 2023/24, from 1 October 2025 Kirklees Council is to undertake a review of Community Governance.

Kirklees Council has since published:

- Terms of Reference and the Review timetable
- The public notice of the Review
- Information on the current structure of Parish and Town Councils
- Area maps relevant to the review

The Stage 1 consultation would run from 1 October to 12 December 2025, during which Kirklees was inviting feedback from residents, businesses, community groups, and other stakeholders. Submissions could be made via: the online form on the website, by email, or post (to the Elections Office).

The Kirklees Policy and Partnerships Manager had met with Cllr Glenn Kirkby, the Chair of Council, Cllr Lawrence Baylin, the Vice Chair and the Clerk 23<sup>rd</sup> September 2025. Cllr Baylin reported on this meeting. Individuals could submit their views to the consultation. Cllr Wilson and Cllr Bellamy encouraged Councillors to do this. Unfortunately, the timings of the consultation stage did not allow the Parish Council to submit feedback as a corporate body and stakeholder since the next meeting of Council is after the consultation end-date.

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# Holme Valley Parish Council

**NOTED:** That a Community Governance Review was to be undertaken by Kirklees Council.

The Parish Council considered any actions with regards to the Community Governance Review. Cllr Baylin proposed the setting up of a working group to engage with later stages of the Community Governance Review. He suggested that this should be a multi-party working group including one Labour, one Conservative and one independent Councillor.

**RESOLVED:** The Community Governance Review Working Group was established and Cllr Baylin, Cllr Bellamy and Cllr Green were elected to the Group.

## 2526 119 Gartside Unit tenancy resignation

- i. As previously reported, the current tenant of the Gartside Unit, EPIKS, had given notice to quit the tenancy on 22 July 2025 with the last day of occupancy being 31 October 2025. **NOTED:** The Assistant Clerk had arranged to meet with the departing tenant at the unit, to take a final meter reading, and to check the condition of the unit.
- ii. Given the ongoing works to the Gartside Building, the tenant had reported that they had not been able to work at the unit since 6<sup>th</sup> October due to a lack of heat and water and otherwise inadequate working conditions. The tenant understands that these circumstances are likely to continue until the end of the month. The Parish Council considered its response to this situation.

**RESOLVED:** EPIKS would not be billed for rent for its final month.

## REFERRALS FROM STANDING COMMITTEES AND WORKING GROUPS

### 2526 120 Updates from the Communications and Engagement Working Group

- i. **Updates from the 2025-2027 Communications and Engagement Action Plan and Meetings.**

The Assistant Clerk reported on the ongoing Communications and Engagement Working Group Action Plan 2025-2027 (updated to end of September 2025) and the notes and actions from the Communications and Engagement Working Group meeting of 26 September 2025

**NOTED:** The Assistant Clerk's report was noted.

- ii. **Big Community Celebration - Saturday 8 November 2025**

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# Holme Valley Parish Council

The Big Community Celebration would take place on Saturday 8 November 2025, with the core theme “Our Valley – Our Future” focusing particularly on Environment and Young People

The Assistant Clerk reported that the publicity roll-out for the event was ongoing and sought further support from Members.

At the meeting, councillors were invited to:

1. Sign up to the rota for the day to assist as meet-and-greeters and to help staff the Parish Council stall.
2. Collect flyers and posters for distribution across their communities and local networks.

Members were also asked to:

- Share digital event messages and publicity through their own channels.
- Help gather photos, quotes and case studies from grant recipients and other service users for the event display and other Council materials.

A sum of £5,000 was included in budget line 4660 (Communications & Engagement) for the Big Community Celebration, and approval is now sought to release these funds to cover event expenditure.

**RESOLVED:** The Parish Council authorised the expenditure up to £5,000 from budget line 4660 (Communications & Engagement) to cover expenditure for the Big Community Celebration.

The Parish Council considered any actions arising from the update.

**RESOLVED:** No further action.

### iii. Proposal for an activity at the Annual Parish Meeting

The Communications and Engagement Working Group proposed incorporating a reception for recent grant recipients into the Annual Parish Meeting on 23 March 2026, to celebrate and showcase community projects supported by the Council’s Community Grants programme.

The event would build on the usual Annual Parish Meeting format, which already includes light refreshments, and could feature short presentations from community organisations and display materials highlighting the impact of Council grant funding. Any associated costs are expected to be modest and met from existing budgets or available underspends. The Assistant Clerk and Cllr Holmes reported.

Signed: \_\_\_\_\_

# Holme Valley Parish Council

**RESOLVED:** To include a grant recipients' reception as part of the 2026 Annual Parish Meeting programme, to be planned and delivered by the Communications and Engagement Working Group.

## 2526 121 THE PLANNING COMMITTEE

### Design Guide for Shop Fronts – request for assistance

This item was deferred from the last meeting.

The PLANNING COMMITTEE had produced a new Design Guide for Shop Fronts, with a distribution list of relevant businesses already being compiled. The Committee intended for Councillors to hand-deliver the guides with covering letters and requests support from the wider Council in this activity. In addition, Cllrs Wilson and Blacka would be approaching local business associations to help promote and distribute the guide. Cllrs Ransby and Wilson reported.

The Parish Council considered any actions with regards to the Design Guide for Shop Fronts.

**RESOLVED:** Councillors would help with the distribution of the Design Guides, particularly in their Parish Wards.

**RESOLVED:** *At 9pm, the Parish Council resolved to suspend standing orders to allow the completion of the rest of the business on this agenda after 9 o'clock.*

## 2526 122 SERVICE PROVISION COMMITTEE

### i. Proposal for a schematic bus map of the Holme Valley from the Sustainable Transport Working Group

The Sustainable Transport Working Group wished to propose that EMR 346 Sustainable Transport is used to commission a metro-style schematic bus network map for the Holme Valley, with accompanying leaflet and poster/signage artwork for use online and at local transport hubs. The purpose of the map is to address the apparent lack of awareness and knowledge of local bus provision amongst potential users, which is a barrier to usage.

Following a referral from the Penistone Line Partnership, a local supplier with experience in route map production (Gable Lake Design), has provided a quotation in the region of £1,600–£2,560 ex VAT (final cost dependent on revisions). The quotation has been provided under a separate cover due to commercial sensitivity.

The work could be delivered via a phased roll-out, allowing the Council to commission priority elements first and defer subsequent items as needed.

Signed: \_\_\_\_\_

# Holme Valley Parish Council

Pricing was consistent with typical market rates and comparable in scale to last year's brand refresh (£2,100).

The Parish Council considered approving expenditure of up to £2,500 from EMR 346 Sustainable Transport to fund the design (and initial print, if budget permits) of the Holme Valley bus network map and related materials, with the option of a phased roll-out.

**RESOLVED:** Expenditure of up to £2,500 from EMR 346 Sustainable Transport to fund the design, print and roll-out of the Holme Valley bus network map was approved.

## ii. Holmfirth Toilets – reroofing, repairs and solar panel installation

The work to install the new roof and solar panels at Holmfirth Public Toilets had been due to take place between 26 September and 17 October 2025.

Due to a delay with the delivery of roof lights this was now expected to be concluded on 24 October 2025.

The delay had meant that the scaffolding needed to stay in place for an additional week and would therefore incur costs for extending the booking of the adjacent parking spaces at a cost of up to approximately £500.

The Assistant Clerk reported that the solar panels were now generating electricity.

**NOTED:** The Parish Council noted the additional expenditure of up to £500 from budget line 4325 Gartside Building for the extension to parking bay booking.

The Parish Council considered any other actions with regards to Holmfirth Toilets repair, renewal and installation of solar panels project.

**RESOLVED:** No further action.

## iii. Resignation of a member of the Service Provision Committee

The Chair of the SERVICE PROVISION COMMITTEE was notified of the resignation of member Cllr Isaac Barnett, effective from 5 October 2025.

**NOTED:** The resignation of Cllr Isaac Barnett from the SERVICE PROVISION COMMITTEE was noted.

Signed: \_\_\_\_\_

# Holme Valley Parish Council

## iv. Siting of a Parish Council bench – Victoria Street

At the meeting of the SERVICE PROVISION STANDING COMMITTEE 2<sup>nd</sup> September 2025, minute 2526 32, the Committee resolved to recommend to FULL COUNCIL to enter into an agreement with Wilbys Estate Agents with regards to a bench owned by the Parish Council, sited on land belonging to 36, Victoria Street, Holmfirth.

Members considered a recommendation from the Service Provision Committee to enter into an agreement with Wilbys regarding said bench.

**RESOLVED:** The Parish Council authorised entering into an agreement with Wilbys regarding the bench.

## v. Dog Waste and Litter Earmarked Reserve

At the meeting of the SERVICE PROVISION STANDING COMMITTEE 2<sup>nd</sup> September 2025, minute 2526 34, the Committee resolved to recommend to Council to close the earmarked reserve EMR 348 Dog Waste and Litter. The Parish Council considered the closure of EMR 348 Dog Waste and Litter and the movement of the funds to general reserves.

**RESOLVED:** EMR 348 Dog Waste and Litter was authorised.

## 2526 123 REPORTS FROM KIRKLEES WARD COUNCILLORS

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

Cllr Bellamy reported that Kirklees Scrutiny were looking for co-optees.

Cllr Greaves reported that snow warden recruitment was ongoing and asked for people to put themselves forward.

## 2526 124 Request for contact – Holme Valley South Community Connector

This item was deferred from the last meeting.

For information only.

Roxanne Crabtree had recently been appointed Community Connector for Kirklees Community Plus, Holme Valley South. As the title suggests, the role is to help connect people to what is happening in their local area and signpost people to support regarding mental health, finance etc.

Signed: \_\_\_\_\_

# Holme Valley Parish Council

Community Plus is hoping to plan a few community events and complete an action plan based on community needs and wants going forward.

The Clerk has requested more information about her role.

**NOTED:** This information was noted.

## MISCELLANEOUS ITEMS

### 2526 125 Training Reports

**NOTED:** A training report from Cllr Blacka was noted.

Cllr Blacka suggested that the training report should not be included as a supporting document, but that a reference might be made to it in the agenda.

### 2526 126 Standing item – the Climate Emergency

Council is reminded that items on this agenda should have been viewed where appropriate through the lens of the Climate Emergency the Council has declared. The Council considered how actions and decisions taken for all the above items reflect the Climate Emergency

**RESOLVED:** No further action at this time.

### 2526 127 Items for Publicity

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

- The Parish Council would publicise the solar panels project on Holmfirth toilets and how it is generating its own electricity.
- The Big Community Event would be publicised.
- The urban nature reserve would be publicised.

Cllr Colling thanked the clerking team for their work on this meeting in the absence of the Clerk.

The meeting closed at 2110hrs.

Signed: \_\_\_\_\_

To all Members of the Planning Committee

DRAFT Minutes of the **PLANNING STANDING COMMITTEE** to be held at **EXHIBITION ROOM** at **THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH HD9** on **MONDAY 6 OCTOBER 2025** at **700pm**.

**Attendees:** Cllrs Andy Wilson (Chair), Cllr Steve Ransby, Cllr Mary Blacka, Cllr Jo Liles, Cllr Isaac Barnett

**Apologies:** Cllr Tom Dixon

**Absent:** Cllr Donald Firth

## Welcome

## Open Session at Planning

At the commencement of the meeting, there will be an open session lasting up to 15 minutes, for members of the public to address Members of the Committee in connection with planning applications to be considered at the meeting. This session allows both applicants and objectors to address Members. Any other information relating to items on the agenda will be considered as part of the agenda item.

Issues/concerns/information not related to any item on the agenda will be considered at a later date or referred to the appropriate body.

**2526 60      Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014**

As Local (Parish and Town) Council meetings can now be recorded, the Chair checked if anyone else wished to record the meeting. The meeting was already being recorded by the Officer for public broadcast via the Holme Valley Parish Council YouTube channel.

No other recordings were made.

**2526 61      To accept apologies for absence**

**Noted:** Cllrs Dixon and Firth were absent from the meeting.

**Approved:** Apologies and reasons for absence from Cllr Dixon, and retrospective apologies received for the meeting of 18 August 2025 from Cllr Ransby and for the zoom meeting on 15 September 2025 from Cllr Firth were approved by the committee.

**2526 62      To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda**

None declared.

# Holme Valley Parish Council

## 2526 63 To consider written requests for new DPI dispensations

None received

## 2526 64 To consider whether items on the agenda should be discussed in private session

**Resolved:** Item 2526 65 updates from the minutes of the previous meeting regarding Windy Ridge Quarry would be held in private session.

## 2526 65 To Confirm the Minutes of the Previous Meeting

**Approved:** Minutes of the Planning Committee meeting held on 18 August 2025, numbered 2526 41 – 2526 59 inclusive.

The Assistant Clerk gave an update that an open drop in session by Kirklees Council regarding the works in Holmfirth Town Centre would take place on 7 October 2025 at 5pm at Holmfirth Library.

The meeting moved into private session for the remainder of the item.

**Noted:** A notice of appeal relating to licencing at Windy Ridge Quarry, Cartworth was noted by the committee.

## 2526 66 Kirklees Planning Applications

i. **Noted:** List of Kirklees planning applications 22 July 2025 to 12 August 2025 updated with the views of the Committee.

**Noted:** List of Kirklees planning applications 12 August 2025 to 9 September 2025 updated with the views of the Planning Applications Sub-Committee.

ii. The committee considered new or amended applications received from Kirklees Council 9 September 2025 to 30 September 2025 – List 2526-07.

**Resolved:** The comments on the new or amended applications received from Kirklees Council 9 September 2025 to 30 September 2025 – List 2526-07 would be forwarded to Kirklees via the Assistant Clerk.

**Noted:** pre-application letter regarding a proposed upgrade to existing radio base station HD9 6LL

iii. **Noted:** Correspondence from a member of the public regarding diversion of Holmfirth 6 Public Bridleway at Seventy Acre Farm.

**Action:** The Assistant Clerk will respond to the resident detailing no further action from the committee.

**Noted:** Notice of appeal on application APP/Z4718/W/25/3372121

## 2526 67 Peak District National Park Authority

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30/09/25

# Holme Valley Parish Council

- i. - No new or amended applications were received from the Peak District National Park Authority from 22 July 2025 to 9 September 2025 inclusive to be updated with the views of the Committee.
- ii. - No new or amended applications were received by Peak District National Park Authority 9 September 2025 to 30 September 2025 inclusive.

Cllr Blacka updated the committee that she would be attending the Peak Parishes day on 11 October 2025.

## 2526 68 HVPC Planning Sub-Committee on Planning Applications Terms of Reference

Following the meeting of the Planning Committee on 18 August 2025, the draft Terms of Reference have been updated.

- **Resolved:** To adopt the amended Terms of Reference for the Planning Applications Sub-committee.
- **Noted:** the Planning Applications Sub-committee meetings for the remainder of the council year 2025/26 have been set as follows (these meetings will be held via Zoom and will be advertised to the public and have a facility for public attendance):
  - Monday 28 July 2025, 7pm
  - Monday 15 September 2025, 7pm
  - Monday 8 December 2025, 7pm
  - Monday 9 February 2026, 7pm

## 2526 69 Traffic Calming

### Kirklees Council Management of Speeding in the Holme Valley

**Noted:** following the meeting of the Planning Committee on 18 August 2025, a letter from the committee regarding SID placement has been sent to the Kirklees Councillors for Holme Valley North and Holme Valley South.

**Noted:** response to SID letter received from Cllr Charles Greaves.

**Noted:** message from member of the public regarding speed management on Greenfield Road.

**Noted:** message from member of the public regarding speed management on Rotcher Road.

Cllrs made suggestions for locations to put forward for the mobile SIDs as follows:

- Holme Valley South: Penistone Road (Hade Edge), Holmfirth Station Road close to Bridge Lane/Corner House Café, A616 crossroads Scholes/Hepworth

# Holme Valley Parish Council

area.

- Holme Valley North: 7 locations needed, suggestions included opposite the current site on Honley Station Road, Close to Brockholes Station and Knoll Lane/Bradshaw Road.

**Action:** Cllr Wilson to ask HVPC councillors again, particularly in HV North for suggested locations and outline suggestions so far.

**Action:** The Assistant Clerk has contacted the Highways department at Kirklees to try to restart the work into 20mph zones, and will follow this up with Kirklees and recirculate previous work on 20mph zones.

Cllr Barnett left the meeting during this item at 7.50pm.

**2526 70 Ongoing highways campaigns, including unmade roads, green lanes and byways of the Holme Valley**

The ongoing campaigns are:

**Ramsden Road/ Cheesegate Nab**

Cllrs and the Assistant Clerk to report on updates received.

- **To consider**, any further action.

**2526 71 Planning Policy, Guidance and Consultation**

No updates to planning policy or consultations have been received in the period 12 August 2025 to 30 September 2025.

**2526 72 Design Code**

The list of business address with shop fronts in the Holme Valley is also now available for councillors to use as a distribution list.

Cllr Ransby, Cllr Wilson, Cllr Blacka and the Assistant Clerk will meet on 8 October 2025 to plan the next stage of distribution roll out.

**2526 73 Holmfirth Town Centre Group**

Cllrs reported on updates received. Drop-in information sessions will be held at Holmfirth Library on Tuesdays at 5pm.

**2526 74 Neighbourhood Development Plan**

Cllr Ransby reported on progress with work on the Holme Valley Parish Council

# Holme Valley Parish Council

Neighbourhood Development Plan actions. Further updates are expected in the coming weeks.

## 2526 75 Planning Standing Committee Expenditure against Budget and reserves 2024-25

**Noted:** the Planning Committee's expenditure against budget 2025-26 year to date:

- The Planning Committee has one budget line under its remit. This is 4505 Neighbourhood Plan. At the start of the 2025/26 Council year, the budget contained £2,500. £30 was spent on room hire for a public meeting, leaving £2,470 remaining.
- An item on budget for the council year 2026/27 will be included for discussion at the Planning Committee meeting on 10 November 2025

## 2526 76 Publicising the work of Holme Valley Parish Council

The Assistant Clerk updated the committee on recent and planned activity.

Close 8.25pm

# HOLME VALLEY PARISH COUNCIL

## STAFFING COMMITTEE

MONDAY 3 NOVEMBER 2025 at 19:00 HRS

In the EXHIBITION ROOM, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS

**PRESENT:** Cllr Colling (in the Chair), Cllr Baylin, Cllr Blacka, Cllr Kirkby, Cllr Morgan, Cllr Wilson

**APOLOGIES AND REASONS APPROVED:** Cllr Barnett

**OFFICER TAKING MINUTES:** Rich McGill, Deputy Clerk

## - DRAFT MINUTES-

### Public question time.

No members of the public were present.

The Chair welcomed members to the meeting.

**2526 17 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014**

The meeting was being recorded and would subsequently be published on the **HOLME VALLEY PARISH COUNCIL's YouTube channel**.

There were no other requests for recordings to be made.

**2526 18 Apologies for absence.**

**NOTED:** Cllr Barnett had submitted an apology for absence.

The Committee considered the reason for his apology.

**RESOLVED:** The reason for Cllr Barnett's apology was approved.

**2526 19 Items on the agenda to be discussed in private session**

Members considered whether any items on the agenda should be discussed in private session.

**RESOLVED:** The following agenda items would be heard in private:

- 2526 25 – The Clerk's return to work
- 2526 28 – Other staffing matters
- 2526 30 – Staffing costs

**2526 20 Members' personal and disclosable pecuniary interests in items on the agenda.**

Members were invited to communicate any personal and disclosable pecuniary interests in items on the agenda. None were received.

There were no written requests for dispensations received from members.

Signed: \_\_\_\_\_

# HOLME VALLEY PARISH COUNCIL

## 2526 21 Officers' interests in items on the agenda.

The officer's interests in items on the agenda were received. These were:

- 2526 28 – Other staffing matters
- 2526 30 – Staffing costs
- 2526 31 – Staffing budget

## 2526 22 Receipt of Revised Declarations of Pecuniary Interest

There were no revised Declarations of Pecuniary Interest of Councillors.

## 2526 23 Minutes for the Staffing Committee meeting on 21 July 2025, numbered 2526 01 to 2526 16.

**NOTED:** the Minutes of the STAFFING COMMITTEE MEETING held on 21 July 2025, numbered 2526 01 to 2526 16, already **approved** at the MEETING of FULL COUNCIL 8 September 2025 were noted.

The Committee received information from the Deputy Clerk regarding ongoing matters arising from the approved minutes which do not appear under other agenda items:

- i. Staffing and Staff Training Budget 2025-26. The RFO/deputy Clerk reported the likely overspend on the Staffing salaries budget as around £3,000. The RFO's advice would be that this would be put to FULL COUNCIL 23<sup>rd</sup> March 2026 to be taken from general reserves at year end, when the likely amount is known. The RFO/deputy Clerk did not feel the need to create an earmarked reserve for this.
- ii. Pay awards for the clerk team Following the Local Government Services Pay Agreement 2024/25, the annual pay uplifts for the clerk team backdated to April 1<sup>st</sup> had been paid, earlier than in previous years, in September 2025.

The Committee considered any further action(s) arising from the minutes of previous meetings of the STAFFING COMMITTEE.

**RESOLVED:** No further action.

## 2526 24 The use of AI

At the last meeting of this Committee, an item had been deferred regarding potential expenditure of up to £855 for the purchase of a year's access to the GovAssist Meetings Module from CloudyIT, a Council-focused AI specialist.

To better understand the offer, the Clerk had arranged a meeting with CloudyIT. This meeting was attended by the Clerk, the Assistant Clerk and Cllr Blacka as Staff Performance and Development Lead. The Clerk and Assistant Clerk felt that the GovAssist AI service did not offer a patently obvious advance over more general AI services such as ChatGPT. Cllr Blacka agreed.

The STAFFING COMMITTEE considered expenditure of up to £855 for the purchase of a year's use of the GovAssist Meetings Module plus annual licence fee.

**RESOLVED:** This expenditure was not approved.

After the meeting with CloudyIT, officers discussed ways the Parish Council could use AI more efficiently in its business. Officers felt that, given the advances in AI and its growing integration with other work systems, such as cloud/file storage, publishing, accounts, email, databases and so on, this might be an opportune time for the Parish Council to review all its IT and software systems and how they integrate most effectively and efficiently. Officers wonder if this may be a good time to

Signed: \_\_\_\_\_

# HOLME VALLEY PARISH COUNCIL

seek the input from an AI-integrated systems specialist with insights on how the Parish Council might streamline business operations by embedding AI into its core digital business tools.

The STAFFING COMMITTEE considered any other action with regards to the utilisation of AI in the Council's work. Cllr Baylin asked that officers contact other Parish Councils to find out how they are using AI, and which AI clients they are using.

**RESOLVED:** Cllr Kirkby would meet with the Assistant Clerk to map the various IT systems the Parish Council and its officers use (email, cloud storage, programs, databases, web resources, and its hardware &c).

## 2526 25 The Clerk's return to work

*This item was taken in private session.*

The clerk had met virtually with Cllr Blacka, Staff Performance and Development Lead, and agreed her return to work plan.

**NOTED:** The Clerk's return to work plan was approved by the STAFFING COMMITTEE.

## 2526 26 Appraisal/supervision 2025-26

All three members of the Clerk team have signed contracts of employment. Job descriptions are in place and time sheets are submitted in a standard format.

The STAFFING COMMITTEE considered any further actions arising on appraisals/supervisions.

**RESOLVED:** This would be deferred to the next meeting when the clerk has returned.

## 2526 27 Space and accommodation needs of the Parish Council and its staff

The STAFFING COMMITTEE considered the office space needs of the Parish Council and of the clerk team. The Civic Lease Working Group had asked the Parish Council what its needs and wishes are regarding office space. The Deputy Clerk reported that the Clerk team's needs were reasonably well met in the current office arrangements; that all three officers were only infrequently in the office together and individuals could move to the Exhibition Room as needed for more space. The Chair suggested that the Parish Council wants to provide the best working environment possible for its staff, and that the current office arrangements were not ideal. The Committee considered any further action on this.

**RESOLVED:** No further action at this time.

The Parish Council separately and outside this meeting would consider its needs for office space and visibility in The Civic building.

## 2526 28 Other staffing matters

- i. **NOTED:** The Clerk would discuss her time off in lieu (TOIL) with the Staff and Performance Development Lead and would report to the next meeting of this Committee. Nothing further at this time.

*The next items 2526 28ii and 2526 28iii were taken in private session with the officer out of the room.*

- ii. **NOTED:** As reported to Council, the expenditure of £150 to Hoey Ainscough Associates from 4200 Chair's Expenses on governance-related matters related to staffing was noted.

- iii. Chair of HOLME VALLEY PARISH COUNCIL to report on actions taken regarding staff concerns.

**RESOLVED:** Investigation of a complaint was being undertaken as per procedure.

Signed: \_\_\_\_\_

# HOLME VALLEY PARISH COUNCIL

## 2526 29 Staffing and Staff Training Budget 2025-26

With regard to the ongoing Staffing and Staff Training Budget for the current year, the Deputy Clerk/RFO had prepared

- a *Salaries and Staff Training Budget 2025-26* report – to date and
- a *Staffing Budget Year to Date and Projected 2025-26* report.

**NOTED:** The STAFFING COMMITTEE noted the contents of these reports.

The STAFFING COMMITTEE considered any further actions regarding the staffing budgets for 2025-26.

**RESOLVED:** No further actions.

## 2526 30 Staffing costs

This was an item and proposal by Cllr Barnett who was absent from the meeting.

Cllr Barnett had asked the RFO/Deputy Clerk to report on how much would be saved by the Parish Council if the clerking team was reduced from 3 to 2. These calculations are included in the report.

For information:

- The role of clerk (or proper officer) is a statutory role.
- The role of the responsible finance officer is a statutory role.
- The clerk and responsible finance officer can be the same person. This is especially true in smaller councils.
- The role of deputy clerk is not a statutory role.
- The role of assistant clerk is not a statutory role.

The RFO/deputy clerk had also been asked to calculate the hours that would be saved if officers did not attend meetings of working groups, nor undertake work on behalf of working groups. He was also asked to calculate the hours saved if only two officers attended meetings of FULL COUNCIL.

Based on the data supplied by officers, Cllr Barnett had drawn up a report on how the Parish Council could make economies within its staffing expenditure.

In his report, Cllr Barnett proposed the following motions for consideration:

i. **TO CONSIDER THAT, AS PER MOTION PLAN PART 1 IN THE REPORT:**

The Council resolves to implement immediate changes to the administrative support structure as detailed in Motion Part 1 in the attached Report on Officer Hours, with the aim of absorbing clerking time into the Council's existing operational capacity, thereby achieving significant budget savings for the 2026/27 financial year.

or

ii. **TO CONSIDER THAT, AS PER MOTION PLAN PART 2 IN THE REPORT:**

The Council resolves to implement immediate, targeted adjustments to administrative support for Working Groups and Full Council, designed to achieve budget savings while ring-fencing statutory and key operational duties, as detailed in the attached Revised Report.

**RESOLVED:** No Member of this Committee wished to propose either motion i or ii, so these motions were not carried.

iii. In the light of these reports, the Staffing Committee considered any further actions regarding staffing costs of HOLME VALLEY PARISH COUNCIL.

Signed: \_\_\_\_\_

# HOLME VALLEY PARISH COUNCIL

**RESOLVED:** The Parish Council would undertake an externally run wholesale review of staffing efficiency in the early part of Council year 2026/27. This had been suggested some time ago but had been somewhat waylaid by reconstitution of the Parish Council's committee structures. This review would consider the role of Working Groups and the roles of officers in them. As a starting point it would have to consider: 'What is the role of the Parish Council?'

## 2425 31 Staffing Budget 2026-27

The STAFFING COMMITTEE is to approve a Salaries budget for 2026/27 to recommend to the FINANCE AND MANAGEMENT COMMITTEE for their budgetary considerations.

The Deputy Clerk/RFO was out of the room for much of these deliberations as he had a pecuniary interest in the item.

The assistant clerk had written a benchmarking report, showing how HOLME VALLEY PARISH COUNCIL's staffing costs and arrangements compare to other Town and Parish Council's in Kirklees, Yorkshire and across England.

**NOTED:** This report was noted by the Committee.

The Salaries budget consists of the gross salary (before pensions, tax and NI are deducted) of all workers plus the employer pensions contribution for all workers plus the employer National Insurance Contribution for all workers.

The RFO/deputy clerk had created an initial draft Salaries budget.

This is based on:

- the continuation of the staff roles as currently constituted (3 x 25hrs/week)
- a projected uplift of 3.2% (a replication of this year's uplift) payable from 1<sup>st</sup> April 2026.
- a projected pay spinal column point uplift of the Assistant Clerk to SCP23 from 1<sup>st</sup> April 2026.

This would represent a budget of **£103,316**.

The staffing arrangements and accordingly the Salaries budget should be based on the organisational goals, and the workload demands of the Parish Council.

On rejoining the meeting, the Deputy Clerk/RFO was asked if he had included a potential salary uplift for the Assistant Clerk should she undertake and complete the CiLCA. He said he had not. The STAFFING COMMITTEE proposed an additional £1,000 to cover this possibility.

- i. **RESOLVED:** The STAFFING COMMITTEE resolved to recommend to FINANCE AND MANAGEMENT COMMITTEE a Salaries Budget 2026-27 of £104,316.
- ii. The STAFFING COMMITTEE considered any further actions regarding the staffing arrangements of HOLME VALLEY PARISH COUNCIL.

**RESOLVED:** No further action.

Signed: \_\_\_\_\_

# HOLME VALLEY PARISH COUNCIL

## 2425 32 Staff Training Budget 2026-27

The STAFFING COMMITTEE is to approve a Staff Training budget for 2026/27 to recommend to the FINANCE AND MANAGEMENT COMMITTEE and to full COUNCIL for their budgetary considerations.

The Staff Training Budget 2025/26 is £2,300. Projected expenditure is £1,039 and the projected unspent budget at year end is £1,261. The reason for the budget being significantly higher than expenditure was that provision was built into the budget to allow the assistant clerk, should she so wish, to undertake the Certificate in Local Council Administration (CiLCA).

**RESOLVED:** The STAFFING COMMITTEE resolved to recommend to the FINANCE AND MANAGEMENT COMMITTEE a Staff Training Budget 2026-27 of £2,300.

## 2526 33 Other budgetary considerations

The RFO/Deputy Clerk reported that his laptop is now 10 years old. It originally ran Windows 8 and now runs Windows 10. Microsoft stopped doing updates on Windows 10 in October 2025. This means there will be no more security updates, bug fixes, or technical support for most users. Windows 10 will still function, but it will become increasingly vulnerable to security threats over time.

With this in mind, the STAFFING COMMITTEE considered a recommendation to FINANCE AND MANAGEMENT regarding adjusting the 4245 Office Equipment budget which 2025/26 was budgeted for £300.

**RESOLVED:** The STAFFING COMMITTEE would recommend the addition of an extra £600 to the 4245 Office Equipment budget line for 2026/27 so as to total £900.

## 2526 34 Training received by Officers

For 2025-26 there is a budget of £2,300 for staff training.

Deputy Clerk reported on training received by officers since 21 July 2025.

- Clerk – SLCC Webinar: Civility and Respect – AUG 2025
- Deputy Clerk – SLCC Webinar: How to use ChatGPT for council tasks – OCT 2025
- Deputy Clerk – SLCC Webinar: Everything you need to know about VAT (in 2 parts) – OCT 2025
- Deputy Clerk – SLCC Webinar: Managing village halls – SEP 2025

**NOTED:** Training received by Officers since the STAFFING COMMITTEE MEETING on 21 March 2025 was noted by the Committee.

The Committee considered any upcoming training by staff:

- Clerk – SLCC Webinar: Quotes, Tenders and Contracts – OCT and NOV 2025
- Clerk – SLCC Webinar: How to use ChatGPT for council tasks – NOV 2025
- Deputy Clerk – SLCC Webinar: Canva training – JAN 2026

**RESOLVED:** This training was approved.

The meeting closed at 2050hrs.

Signed: \_\_\_\_\_

**DRAFT** Minutes of the **PLANNING STANDING COMMITTEE** held at **EXHIBITION ROOM** at **THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH HD9** on **MONDAY 10 NOVEMBER 2025** at **700pm**.

**Attendees:** Cllrs Andy Wilson (Chair), Cllr Mary Blacka, Cllr Tom Dixon, Cllr Donald Firth, Cllr Jo Liles, Cllr Steve Ransby.

## Welcome

### Open Session at Planning

No members of the public were present for the public session.

**2526 77      Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014**

As Local (Parish and Town) Council meetings can now be recorded, the Chair checked if any members of the public wished to record the meeting. The meeting was already being recorded by the Officer for public broadcast via the Holme Valley Parish Council YouTube channel.

No other recordings were made.

**2526 78      To accept apologies for absence**

No apologies were received.

**Noted:** Cllr Barnett has resigned from the Parish Council and would not be attending.

**2526 79      To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda**

None declared.

**2526 80      To consider written requests for new DPI dispensations**

None received.

**2526 81      To consider whether items on the agenda should be discussed in private session**

**Resolved:** no item would be held in private session.

**2526 82      To Confirm the Minutes of the Previous Meeting**

- **Approved:** Minutes of the Planning Committee meeting held on 6 October 2025, numbered 2526 60 – 2526 76 inclusive.

# Holme Valley Parish Council

## 2526 83 Kirklees Planning Applications

- i.
  - **Noted:** List of Kirklees planning applications 9 September 2025 to 30 September 2025 updated with the views of the Committee.
- ii.
  - The committee considered the new or amended applications received from Kirklees Council 30 September 2025 to 4 November 2025 – List 2526-08.
  - **Resolved:** The Planning Committee's comments on the above applications will be forwarded to Kirklees Council by the Officer.
  - **Action:** An action for the Assistant Clerk is to write separately to planning enforcement regarding reports of an extractor fan causing disturbance at the Butchers Arms in Hepworth.
- iii.
  - **Noted:** Notification of the sealed order for the diversion of Holmfirth 6 Public Bridleway at Seventy Acre Farm.
  - **Noted:** Notice of public enquiry 5644 regarding the diversion of Footpath 60 (date pending).

## 2526 84 Peak District National Park Authority

- i.
  - No new or amended applications were received from the Peak District National Park Authority from 9 September 2025 to 30 September 2025 inclusive to be updated with the views of the Committee.
- ii.
  - The committee considered new or amended applications received from the Peak District National Park Authority 30 September 2025 to 4 November 2025 inclusive.
  - **Resolved:** The Planning Committee's comments on the above applications will be forwarded to the Peak District Planning Authority by the Officer.
- iii.
  - Cllr Blacka reported on her attendance of the Peak Parishes Day event on 11 October 2025 and gave an overview of the issues affecting the shaping of the local plan.
  - **Noted:** Documents ("Readout") received from the Peak Parishes Day event on 11 October 2025.
  - **Resolved:** The previous working group on responding to the PDNPA local plan consultation will reconvene to consult with residents and respond to the Local Plan Preferred Response consultation by the deadline of 21 December 2025.

## 2526 85 Traffic Calming

### i. Mobile SID

**Noted:** email from Cllr Crook regarding identified locations for the placement of mobile the HV South SID.

Cllr Wilson reported that Cllr Greaves had requested that the HVN SID on Station Road close to Honley High School be left in that location but rotated on both sides of the

# Holme Valley Parish Council

road to cover both directions. The committee agreed that they were supportive of this request.

**Action:** an action for Cllr Wilson and the Assistant Clerk is to write back to HVS Cllrs to request the current schedule again and provide the suggestions for locations from the committee.

## ii. 20mph Zones near Schools in the Holme Valley

Cllrs and the Assistant Clerk reported that no response had been made to the request regarding resuming the work on identifying possible areas that may benefit from a 20mph zone. Cllr Liles offered alternative contacts within Kirklees Highways for the Assistant Clerk to follow up.

### **2526 86 Ongoing highways campaigns, including unmade roads, green lanes and byways of the Holme Valley**

The ongoing campaigns are:

#### **Ramsden Road/ Cheesegate Nab**

Cllrs and the Assistant Clerk to report on updates received regarding a challenge to the TRO.

### **2526 87 Planning Policy, Guidance and Consultation**

No updates received in this period.

### **2526 88 Design Code**

The list of business addresses with shop fronts in the Holme Valley is also now available for councillors to use as a distribution list.

Cllr Ransby, Cllr Wilson and Cllr Blacka reported on progress, the list of businesses is now reduced to focus on the most relevant to the guide – with the aim of being ready to cascade the guide via Full Council in December.

### **2526 89 Holmfirth Town Centre Group**

Cllr Liles gave updates on information received.

### **2526 90 Neighbourhood Development Plan**

Cllr Ransby to reported on progress with work on the Holme Valley Parish Council Neighbourhood Development Plan actions. The work is now ready for the next phase and Cllr Ransby will be able to report back to the committee at the next meeting in

# Holme Valley Parish Council

January.

2526 91

## Section 106 Funding

**Noted:** The most recent Kirklees Council Infrastructure Funding Statement 2023/24 (published December 2024) shows that as of 31 March 2024, approximately £9.06 million of S106-developer contributions remain available across the district, covering categories including public open space, education and highways.

The next annual statement is expected to be published in December 2025.

Cllr Blacka and Cllr Wilson gave an overview of the report and Cllrs discussed the possibilities to engage with local people and help guide the funding towards local need.

**Action:** The Assistant Clerk will add the next report to the next committee agenda and distribute to all councillors as soon as it is released.

2526 93

## Commercial Refuse Storage in Holmfirth Town Centre

**Noted:** Correspondence from a member of the public regarding the impact of commercial refuse bins within Holmfirth Conservation Area, particularly by the red heritage phone box near the corner of Victoria Street and Huddersfield Road.

At the Planning Committee meeting held on 30 June 2025, members raised similar concerns, and it was resolved that Cllr Wilson would contact the Kirklees Local Centres Programme Manager regarding waste management within the town centre.

Cllrs and the Assistant Clerk gave updates on information received on progress with commercial bin story.

**Action:** The Assistant Clerk will forward the complaint to Kirklees enforcement and CC HVS Kirklees councillors and let the resident know the action.

2526 94

## Planning Committee and Applications Sub-committee 6-month review

At the Planning Committee meeting of **31 March 2025**, Members agreed to establish a Working Group to consider planning applications arising between meetings and to clarify the Committee's remit and criteria for significant applications. A six-month review of the new arrangements was included in the resolution.

At the meeting of **28 April 2025**, Members confirmed the purpose and scope of the Working Group and agreed to form an interim group (comprising all Planning Committee Members) to operate from May 2025 pending the formal sub-committee structure.

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Planning Committee

10/11/2025

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# Holme Valley Parish Council

**Resolved:** Following the trial the Committee were satisfied that the Applications Sub-Committee was an improvement to the way in which commenting on applications are handled and would continue in its current form.

## 2526 95 Planning Standing Committee Expenditure Against Budget and EMRs 2025-26

**Noted:** The Planning Committee's expenditure against budget 2025-26 year to date:

- The Planning Committee has one budget line under its remit. This is 4505 Neighbourhood Plan. At the start of the 2025-26 Council year, the budget contained £2,500. £30 was spent on room hire for a public meeting, leaving £2,470 remaining.

**Resolved:** The Committee recommends that any remaining funds in the budget line 4505 Neighbourhood Plan at the end of the 2025-26 council be placed in an EMR for continuing work on the Local Plan update.

## 2526 96 Planning Standing Committee Budget and EMRs 2026-27

Members considered budget requirements or funding requests for the Council year 2026-27, to be recommended to the Finance & Management Committee and subsequently Full Council for approval.

**Resolved:** The committee recommends a budget of £1,000 for the Planning Committee budget line in 2026-27 to cover a trial of shop front grants.

## 2526 97 Publicising the work of Holme Valley Parish Council

The Assistant Clerk updated the Committee on recent and planned activity.

**Close 8.36pm**

**MEETING OF THE SERVICE PROVISION COMMITTEE****MONDAY 17 NOVEMBER 2025****THE EXHIBITION ROOM, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS****IN THE CHAIR:** Cllr Alison Morgan

**PRESENT:** Cllr Lawrence Baylin, Cllr Donna Bellamy, Cllr Mary Blacka, Cllr Damian Brook, Cllr Pat Colling, Cllr Harry Davis, Cllr Tom Dixon, Cllr Donald Firth, Cllr Chris Green, Cllr Jenny Holmes, Cllr Glenn Kirkby, Cllr Steve Ransby, Cllr Martin Rostron, Cllr Sarah Whitelaw

**APPROVED APOLOGIES & REASONS:** Cllr Jo Liles, Cllr Hugh Osborne, Cllr Tricia Stewart

**TAKING MINUTES:** Jen McIntosh (Clerk)

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

**DRAFT MINUTES**

	<b>Welcome</b>
2526 40	<b>Public Question Time</b>  No members of the public were present.  Cllr Firth and Cllr Rostron both arrived shortly after the meeting commenced.
2526 41	<b>Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014</b>  The meeting was recorded in video format for upload to the Parish Council's YouTube channel.  No other requests for recording the meeting were received.
2526 42	<b>Apologies and reasons for absence</b>  Apologies for absence with reasons were circulated by email prior to the meeting.  <b>APPROVED:</b> Apologies and reasons for absence from Cllr Liles, Cllr Osborne and Cllr Stewart.
2526 43	<b>Receipt of updated Disclosable Personal and Pecuniary Interests forms</b>  A revised Disclosable Personal and Pecuniary Interests form (DPIs) from Cllr Harry Davis had been circulated by email prior to the meeting.  <b>NOTED:</b> receipt of Cllr Davis' updated DPI.
2526 44	<b>Members' and Officers' personal and disclosable pecuniary interests in items on the agenda</b>  Cllr Sarah Whitelaw declared an interest in item 2526 53 as a trustee of Café 100 and in item 2526 48 as a member of Holme Residents Association; Cllr Damian Brook declared an interest in item 2526 48 with regards to a grant request from the Clothiers Arms; Cllr Lawrence Baylin declared an interest in item 2526 48 as a member of the Hade Edge Residents Association Committee; Cllr Harry

# Holme Valley Parish Council

	Davis declared an interest in item 2526 48 as a member of Netherthong Community Partnership who were recipients of a recurring grant; Cllr Tom Dixon declared an interest in item 2526 48 as a member of New Mill Club.
	<b>RESOLVED:</b> that all of the above could both speak and vote with regards to the items they had declared interests in.
<b>2526 45</b>	<b>Items on the agenda to be discussed in private session</b>
	No items on the agenda were to be discussed in private session.
<b>2526 46</b>	<b>Minutes of the previous Service Provision Committee meeting</b>
	<b>NOTED:</b> the minutes of the previous meeting of the SERVICE PROVISION COMMITTEE held on 22 September 2025, numbered 2526 21 - 2526 39 inclusive.
	The following information was received regarding ongoing matters arising from the approved minutes not otherwise included in the agenda. <ul style="list-style-type: none"> <li>– <b>Minute 2526 30</b> Regarding the Fair and Funky installation on one of the toilet exterior walls the Clerk was asked to find out how long an installation without planning permission could stay in place. This was 28 days according to the <i>General Permitted Development Order</i>. Permission had been given for the heron artwork to be installed and further communication had been received, expressing the wish to delay installing the art work until the New Year. It was suggested that the display could be installed in the New Year to perhaps co-ordinate with Art Week or similar.</li> </ul> <p>An <u><b>action for the Clerk</b></u> was to relay this back to Fair and Funky and let the Committee know via email of when the display would be installed.</p> <ul style="list-style-type: none"> <li>– <b>Minute 2526 31</b> Tendering process for Holmfirth Public Toilets and the Maintenance of smaller assets. The Clerk's concerns were <b>NOTED</b> at the meeting on 22 September due to their current lack of capacity to move the matter forward. Putting contracts in place were an audit recommendation. The Clerk had since completed 3 hours' worth of training on the Procurement Act 2023 which had been helpful. Work on this issue would be picked up in the new year when the Civic lease work had concluded. The Clerk hoped to have substantial progress to take to the SERVICE PROVISION COMMITTEE meeting on 23-2-2026.</li> <li>– The COMMITTEE was reminded of an <u><b>action for the clerk</b></u> from an earlier meeting regarding writing letters of thanks to volunteers who kept dog waste bag dispensers stocked.</li> </ul>
	<b>BUDGETARY MATTERS</b>
<b>2526 47</b>	<b>Service Provision Committee Budget 2025-26 and Earmarked Reserves</b>
	Reports on the Income and Expenditure against Budget 2025-26 YTD, Earmarked Reserves YTD and Expenditure against Budget PROJECTED were received. <p>A projected deficit in the Christmas provision budget was remarked upon and also the overspend in budget line 4805 Climate Action.</p> <p><b>NOTED:</b> reports from the Deputy Clerk/RFO on the Expenditure against Budget 2025-26 – Budget</p>

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	Lines Year-to-Date, Earmarked Reserves and projected expenditure.
<b>2526 48</b>	<b>Christmas tree provision – grant applications for 2025-26</b>
	<p>The COMMITTEE considered small grant applications regarding village Christmas trees and decorations.</p> <p>Following the meeting on 22 September, the Clerk – with significant assistance from the Assistant Clerk during their absence – sourced a new provider of 15-foot Christmas trees for 2025 at a cost of £190 to have each of 7 trees delivered to grant recipients. The Scouts will collect and recycle each tree for a donation of £20 per tree.</p> <p>It was <b>NOTED</b> that the trees had been ordered by the Clerk so as to secure them.</p> <p>The Clerk reported that:</p> <ul style="list-style-type: none"><li>– The assistance of the Assistant Clerk in chasing up applications and sourcing trees whilst the Clerk had been out of action had been invaluable.</li><li>– Wickens Farm was the tree provider selected for this year; there was a likelihood that the Parish Council would need to find another provider next year.</li><li>– This was the second year of a new approach and that there were still elements to develop further.</li><li>– Trees provided by the Parish Council were to be collected and recycled by the Holme Valley 1<sup>st</sup> Scouts group for a donation of £20 per tree.</li></ul> <p>The Clerk outlined different possible approaches to awarding grant amounts and their costs and suggested that where an applicant was yet to submit an evaluation or evidence of public liability insurance any grant should be subject to those being submitted.</p>
	<p><b>APPROVED</b>, Grant Application 1. From Honley Business Association, Honley for <u>£250</u> towards provision of 2 Christmas trees, their installation and disposal. This was a rolling grant.</p> <p><b>APPROVED</b>, Grant Application 2. From St David's Church, Holmbridge, for <u>£210</u> towards provision of a Christmas tree (ordered through HVPC). This was a rolling grant. Subject to receipt of proof of public liability insurance.</p> <p><b>APPROVED</b>, Grant Application 3. From Holme Residents Association, Holme for <u>£250</u> towards provision of a Christmas tree (ordered through HVPC) and community celebration. This is a rolling grant. Subject to receipt of proof of public liability insurance.</p> <p><b>APPROVED</b>, Grant Application 4. From the Rock Inn, Brockholes, for <u>£250</u> towards provision of a Christmas tree and decorations. This was a rolling grant. Subject to receipt of proof of public liability insurance.</p> <p><b>APPROVED</b>, Grant Application 5. From Netherthong Community Partnership, for <u>£250</u> towards provision of a Christmas tree, lights, signage and contingency. This was a rolling grant.</p> <p><b>APPROVED</b>, Grant Application 6. From Hade Edge Residents Association, Hade Edge, for <u>£250</u> towards provision of a Christmas tree (ordered through HVPC) and lights. This was a rolling grant.</p> <p><b>APPROVED</b>, Grant Application 7. From Hepworth Community Association, Hepworth, for <u>£210</u> towards provision of a Christmas tree (ordered through HVPC). This was a rolling grant.</p> <p><b>APPROVED</b>, Grant Application 8. From Scholes Methodist Church, Scholes for <u>£210</u> towards provision of a Christmas tree (ordered through HVPC). This was a rolling grant.</p>

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**APPROVED**, Grant Application 9. From New Mill Club, for £210 towards provision of a Christmas tree (ordered through HVPC).

**APPROVED**, Grant Application 10. From the Royal Oak, Upperton, for £210 towards provision of a Christmas tree, (ordered through HVPC). Subject to receipt of proof of public liability insurance.

**APPROVED**, Grant Application 11. From The Clothiers Arms, Netherthong, for £250 towards provision of a Christmas tree, lights, etc.

**APPROVED**, Grant Application 12. From Wooldale Allotments Association for £100 towards provision of a Christmas display and lights in the Veg Box.

**APPROVED**, that the Royal Oak, Upperton and New Mill Club, New Mill should each be in receipt of a rolling Christmas Provision grant of up to £250 for 2026 and 2027.

An action for the Clerk was to contact Netherthong Community Partnership and the Clothiers Arms, Netherthong, and explain that in future years the Parish Council may choose to fund just one community Christmas tree and suggest that the two organisations liaise to resolve how at a future point the funding could be shared. The Committee **NOTED** that the grant awarded to Netherton Community Partnership was designated a rolling grant.

## ASSETS MAINTAINED BY HOLME VALLEY PARISH COUNCIL

### 2526 49 Holmfirth Public Toilets and Gartside Buildings update

#### 1. Update regarding the Gartside Unit – maintenance

The Clerk reported that the Assistant Clerk was to be thanked for meeting with EPIKs staff to effect a handover on Tuesday 4 November, EPIKs having relinquished the tenancy. There were no issues to report.

#### 2. Maintenance of the toilets.

The Clerk referred to the written report from the maintenance contractor which indicated that some of the hardware appeared to be worn/in need of replacement – for example the cisterns in the service corridor, corroded taps being replaced, and the poor performance of an inlet valve.

The maintenance contractor continued to make twice-daily visits and additional lunchtime visits and to carry out 1 pressure wash each month. Repairs had been made to the disabled cistern and a new tap had been fitted to the disabled basin.

**NOTED:** the report from the Maintenance Contractor.

#### 3. Update regarding the Solar Panels and Refurbishment Project

Phase 1 of the solar panels and refurbishment project had been completed. Phase 2 would focus on improving disabled toilet facilities. It was 13 years since the toilets were asset-transferred from Kirklees 10 years since the last refurbishment.

Proposed budget for 2026-7 for phase 2 was an Earmarked Reserve of £10,000 based on the original report from the Architect.

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The Architect was working on possible approaches for phase 2. These might include reconfiguring the existing space to include a more accessible disabled toilet/baby change space or moving the disabled toilet back into what is now the commercial unit.

At the meeting on 22 September the Committee had **RESOLVED** to task the existing toilets working group to explore the feasibility of installing a Changing Places toilet in the lettable unit and report back in due course. The working group were still exploring the potential for a Changing Places-style disabled facility.

**RESOLVED:** to convene an additional meeting to consider the forthcoming report from the Architect, exploring possible approaches to phase 2 of the project. The Architect to attend the meeting.

It was anticipated that the Service Provision Committee would then decide the brief for phase 2 and the Architect would cost this.

The reletting of the Gartside Unit would be considered once the Architect's report regarding phase 2 possibilities had been received.

A Gartside Expenditure Phase 1 Report from the Deputy Clerk/RFO was received and invoices from Garlands and Holme Architects noted. After an initial hold-up, a workaround had been found to enable these to be paid ahead of the next Finance and Management Committee or Full Council meeting.

A learning point from the process was to ensure that contractual payees were included from the outset on the schedule of regular payments.

## OTHER ASSETS MANAGEMENT

**2526 50** **Other assets including benches, stone shelters, war memorials, red heritage phone kiosks, the Covid Memorial Orchard at Sands and defibrillators.**

**NOTED:** the Maintenance Contractor's Report.

The Clerk gave the following updates.

- i. The Maintenance Contractor had completed 2 tours of the shelters in October including pressure washes, painting a bench in Meal Hill shelter and painting shelters in Hade Edge, New Mill, Banksville Rd, Rock and Hagg Wood. The area around 90 benches had been tidied and strimmed as required. A banner had been attached to Holmfirth toilets for the Big Community Celebration. Benches had been repaired/painted at N1 Dean Brook Road, Netherthong, N2 Thong Lane, N4 Netherfield Drive, and HON 18 Old Moll Road.
- ii. Submitting a grant application to the War Memorials Trust regarding Hepworth War Memorial – after a period of absence the Clerk was hoping to get the application in by the next deadline of 28 February 2026 (decision by 30 April 2026). The next deadlines after that were the 30<sup>th</sup> June and the 31<sup>st</sup> October 2026. It remained a struggle to obtain 3 quotations for the work. The Clerk was commended for their persistence.
- iii. The application to install a memorial plaque at Sands to accompany the Memorial Orchard had been received by Kirklees. Volume of work was cited as the reason it had not been processed as yet. The memorial garden at Honley Library was completed.

# Holme Valley Parish Council

	<p>iv. Further information regarding the listed status of Hepworth phone box remained to be sought before the request from Hepworth Community Association for the Parish Council to adopt the box could be considered. A refurbishment quote had been obtained and shared with the Committee. The Residents Association had been informed. There was a suggested budget for the next financial year.</p> <p>v. A resident had been in touch with a councillor regarding an ex-Kirklees 3 tier planter currently in a Reynolds skip in the centre of Holmfirth. Was it possible to find a new home for it? The Clerk reported that there were a number of assets in storage at the moment, having been moved from Holmfirth centre whilst works are happening. When the works are completed the Parish Council will need to liaise with appropriate authorities about resiting these. It was suggested that Holmepride could make use of such a planter at Holmeside Memorial Gardens. An <u><b>action for the Clerk</b></u> was to see if arrangements could be made to have the planter moved to where it could be made use of by a community group. However, it was not desirable for the Parish Council to take on ownership of such items.</p> <p>vi. The Cheese Shop had been in touch with the Clerk regarding wanting an HVPC bench on the property moved. The siting of the bench in question was covered by the agreement recently set up with the property's landlord. The Clerk reported that they could only contact the landlord by email, had done so and were yet to receive a response.</p> <p>vii. There were no updates regarding Hade Edge shelter and Honley Eastgate shelter, both of which may have structural issues. The Hade Edge shelter needed cost-inefficient repairs on a frequent basis and concerns were expressed about the safety of the Honley shelter due to a sagging roof. Any possible sedum roof project was on hold. An <u><b>action for the Clerk</b></u> was to request assessments of both shelters from the Maintenance Contractor.</p>
<b>2526 51</b>	<b>New Mill Closed Cemetery</b>
	<p>The Maintenance Contractor's report was received.</p> <p>As a result of the meeting with Church officials the maintenance contractor will use his third annual visit to clear some of the brambles encroaching upon the churchyard.</p>
	<b>PARTNERSHIPS, PROJECTS AND REPORTS FROM WORKING GROUPS</b>
<b>2526 52</b>	<b>Tourism</b>
	<p>Cllr Baylin reported that the Holme Valley Tourism Partnership's Heritage Week was evolving into the development of a Heritage Centre or centres. The Civic and Gartside Unit are both possible venues.</p>
<b>2526 53</b>	<b>Youth work in the Holme Valley</b>
	<p>A report including budget monitoring information was received from Kirklees Youth Alliance.</p> <p>Difficulties were being encountered in getting Honley-based take up of the youth services on offer. It was felt this was in part because of the changing demographics of students attending Honley High School (out of area students) and also because the youth worker was currently based in the Dining</p>

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	<p>Hall rather than in a separate room.</p> <p>It was suggested that Year 6 students might be a good year group to work with.</p> <p>A query was raised as to whether there was any scope for the Council to further support youth services and whether it was possible to identify further projects/costs the Council might help with.</p> <p>A priority should be to consider how to publicise the Council's support of youth provision.</p>
2526 54	<p><b>Transport Working Group and Stotts Minibus Provision - update</b></p> <p>Cllr Lawrence Baylin provided an update as follows.</p> <ul style="list-style-type: none"> <li>– There was disappointment that local transport providers did not participate in the Big Community Event.</li> <li>– The preferred designer regarding the map initiative had withdrawn and new designers/quotes needed to be sought out.</li> </ul> <p>Cllr Sarah Whitelaw reported that there had been a meeting on 30 September with regards to a possible park and ride scheme based at Holmfirth Auction Market. The directors were interested in principle. The impact on business rates and planning permission needed to be explored. Kirklees were positive. A similar scheme was operating in Skipton.</p> <p>Some improvements were planned for Honley Rail Station.</p> <p>It was reported that the Stotts bus timetable did not appear to be working in terms of buses arriving as scheduled.</p>
	<p>At 8.32pm Standing Orders were suspended to allow the Committee to complete the business on the agenda and bring forward item 2526 57 so that adequate time could be spent on it.</p>
2526 57	<p><b>Setting the Service Provision Committee Budget for 2026-7</b></p> <p>The Deputy Clerk/RFO presented draft budget options and proposed earmarked reserves which largely reflected the budget for 2024-25, remarking on the following:</p> <ol style="list-style-type: none"> <li>i. Tourism allocated funding would come under a budget line, not an EMR.</li> <li>ii. Monies for an urban nature reserve project would come from the Climate Action budget line.</li> <li>iii. A new EMR with £10,000 was to be set up for bus shelters for possible works to the Hade Edge and Honley shelters.</li> <li>iv. The Gartside Building EMR was to contain £10,000 to facilitate phase 2 of the toilet refurbishment.</li> <li>v. The Sustainable Transport EMR was to be cut to £2500.</li> </ol> <p>A query was raised as to whether more money should be placed in the Gartside Building EMR to financially prepare for both phase 2 and phase 3 of the toilets project.</p> <p>An <b><u>action for the Clerk</u></b> was to contact Holme Valley Land Charity to enquire if the Charity could help with funding for the Holmfirth Toilets refurbishment.</p>
	<p><b>APPROVED:</b> the Service Provision Budget and Earmarked Reserves for 2026-27 as presented below, for recommendation to the FINANCE AND MANAGEMENT COMMITTEE, including:</p>

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	<p><b>Service Provision Committee – budget lines 2026-7</b></p> <p>4320 Public toilets - Day to Day £23,100 4325 Public toilets - Lettable Space £1,050 4700 CCTV £0 4705 Christmas Provision £5,000 4710 New Mill - Churchyard £788 4715 Defibrillator £0 4720 Street Litter and Dog Waste £1,260 4730 Minibus £23,500 4735 Phone Boxes £1,000 4740 Seats &amp; Shelters-Maintenance £13,650 4750 War Memorial £1,000 4760 Youth Work in the Holme Valley £25,000 4765 Tourism £5,000 4805 Climate Action £5,000</p> <p>Total Service Provision <u>£105,347.50</u></p> <p><b>Service Provision EMRs for 2026-7</b></p> <p>326 EMR Defibrillator Special Reserve £1,674 331 EMR Gartside Building £10,000 345 EMR Rolling Grants £2,300 346 EMR Sustainable Transport £5,000 352 EMR War Memorial £2,500 353 EMR Phone Boxes £2,000 356 EMR Maintenance Contract Negotiations - Toilets £2,100 357 EMR Maintenance Contractor Negotiations - Seats &amp; Shelters £1,365 000 EMR Bus shelters £10,000</p>
<b>2526 55</b>	<b>Urban Nature Reserve Project</b>
	<p><b><i>RESOLVED</i></b>, to add Cllr Martin Rostron to the Urban Nature Reserve Working Group.</p>
	<b>PRIORITIES</b>
<b>2526 56</b>	<b>Priorities for Climate Action activities 2025-7</b>
	<p>The Service Provision Committee's priorities for climate action activities were considered in earlier items.</p>
	<b>PUBLICITY</b>
<b>2526 58</b>	<b>Items for Publicity</b>
	<p>Suggestions for work to publicise further included:</p> <ul style="list-style-type: none"><li>-youth provision</li><li>-the funding of village Christmas trees.</li></ul>
	<p><b><i>Meeting closed at 9.02pm</i></b></p>

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## DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 1 DECEMBER 2025

Those present:

Chair: Cllr J Holmes

Councillors: Cllrs L Baylin, D Bellamy, M Blacka, H Davis, C Green, J Holmes, A Morgan, H Osborn, M Rostron, J Rylah, T Stewart, S Whitelaw, A Wilson

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

Also present: Mrs Jen McIntosh (Clerk)

### Welcome

The RFO/Deputy Clerk welcomed Members to the Exhibition Room. He reported that, as the Chair of the Finance and Management Committee was indisposed, and the Vice Chair had recently resigned from the Council, the first item of business was to elect a Member of the Committee to preside as Chair over this one meeting.

**RESOLVED:** Cllr Jenny Holmes was elected to Chair the meeting.

### Public Question Time

No members of the public were present, and no Councillor spoke in the open session.

#### **2526 65      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. Cllr Baylin also said that he wished to record parts of the meeting and had brought his own audio recording devices to do so.

#### **2526 66      To accept apologies for absence**

**NOTED:** The Committee noted that Cllrs Brook, Colling, Kirkby and Liles were absent from the meeting.

Cllrs Colling, Kirkby and Liles had submitted apologies.

**RESOLVED:** The Committee approved the reasons for their apologies.

#### **2526 67      To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda**

Ahead of this item, the Clerk reminded Councillors of their responsibilities regarding declarations of interest.

A number of Councillors shared that they had personal interests in items related to community groups to which they were appointed by the Parish Council. The Clerk confirmed that all these Councillors had pre-approved written dispensations and did not need to be additionally disclosed here. Cllr Stewart disclosed that Kirklees Councillor

Signed: \_\_\_\_\_

# Holme Valley Parish Council

Cllr Moses Crook is her step-son.

## 2526 68 To consider written requests for new DPI dispensations

**NOTED:** A new DPI for Cllr Davis had been circulated to all Members and would be uploaded to the website in due course.

## 2526 69 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 70 To confirm the Minutes of the previous Committee meeting

**NOTED:** Members noted the Minutes of the Finance and Management Committee Meeting held on 29 September 2025, numbered 2526 45 to 2526 64 inclusive, already approved at Council.

Matters arising from the last meeting/minutes:

1. The RFO/Deputy Clerk reported that all the grant awards from September had been paid in early November 2025. The awards could not have been paid in October due to the Parish Council's levels of general reserves being inadequate at that time. Paying those awards in October would also have meant all funds in the Parish Council's current account being used up. Once the second instalment of the Precept was received, the current account had been replenished as had been general reserves, allowing the awards to be paid.
2. The RFO/Deputy Clerk reported on the Parish Council's new approach to "gifting" items to community groups so as to reclaim VAT on those gifts. Two grant applicants had been gifted items rather than being awarded money. These were Holmbridge Cricket Club (for picnic tables and seating) and Upperthong Village Hall (for steps to the hall). The RFO/Deputy Clerk reported that these transactions had gone smoothly with little additional work for the officers. The Parish Council had been able to save £823.45 on these two gifts (against what would have been paid if a cash award had been made). The RFO/Deputy Clerk had contacted other groups awarded grants to find out if similar arrangements were possible with them. None had been readily practicable. The organisation installing a heat pump advised that VAT is not currently incurred on such purchases. One other organisation said that the financially beneficial arrangements they had with their supplier would be compromised by new negotiations involving the Parish Council. The Sailing Club reported that most of their works were done in-house for free by members. Although there was some possibility of reclaiming VAT on materials, parts and equipment, the RFO/Deputy Clerk did not consider this an easy win, so this had not been pursued.

Signed: \_\_\_\_\_

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3. The RFO/Deputy Clerk reported that he had attended a more detailed VAT training course in October. One outcome of this was to learn that a resolution of this Committee at the last meeting, - to reclassify a garage as a storage facility so as not to incur VAT, - was no longer legal. Whilst previously garages and storage facilities had been classed differently, now both are classed similarly and liable for VAT. This issue was revisited later on in the agenda at this meeting.

## 2526 71 Resignation of a Committee Member

**NOTED:** Members noted the resignation of Cllr Barnett from this Committee, and from the position of Vice Chair of this Committee.

## 2526 72 Election of Vice Chair

The Committee considered the election of a new Vice Chair of this Committee. Since the Chair of this Committee, Cllr Colling, is also the Chair of the Staffing Committee (by dint of her being last year's Chair of Council), the Vice Chair of this Committee would also become a Member of the Staffing Committee representing the Finance and Management Committee.

**APPROVED:** Cllr Holmes was elected as Vice Chair of this Committee.

## 2526 73 Grants

### A. Grant Evaluations

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

2025/26:

- Holme Valley Climate Action Partnership

2024/25

- Holmfirth Music Festival
- Cartworth Moor Cricket Club
- Holmfirth Children's Book Festival
- Holmfirth Harriers

The Officer had not yet asked groups awarded grants in the March 2025 cycle to supply Grant Evaluation Reports.

The Officer reported that there are still some outstanding Grant Evaluation Reports from 2024.

Cllr Baylin picked out some comments from the Grant Evaluation Report, that reflected how important the grant awards had been to the groups concerned.

The Committee considered any further action on grant evaluations.

Signed: \_\_\_\_\_

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**RESOLVED:** The Officer would ask for Grant Evaluation Reports from those awarded grants in February 2025. He would also chase any outstanding Reports from earlier in 2024/25.

**B.** The Committee considered a Grant Application from Holmfirth Harriers for £5,000 towards a heating system at the clubhouse. This application was included at this meeting because it was missed by Officers ahead of the September grants meeting.

**RESOLVED:** Holmfirth Harriers was awarded £5,000 towards a new boiler system.

**C. Grants Working Group**

In the absence of the Chair of the Grants Working Group, other members reported that the Group had not met since the last meeting of this Committee. However, members reported that the Group was nearing the end of its work for the current Council year. Members considered that the grants process had been much improved and that the criteria for priorities for awards would be improved.

**NOTED:** The Committee noted the report.

**2526 74 Chair's Expenses**

**NOTED:** The Committee noted that the Chair's Expenses budget for 2025-26 is £1,000 and that £180 had been spent from this budget line to date 2025/26.

**2526 75 Schedule of Payments**

**NOTED:** The Committee noted the following Schedules of Payments:

- the finalised, Rialtas Schedule of Payments for September 2025.
- the finalised, Rialtas Schedule of Payments for October 2025.
- the draft Schedule of Payments for November 2025.

**2526 76 Financial Statements**

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

**i. For September 2025:**

- (1) Cash Books All Accounts Receipts and Payments (to end 30 September 2025)
- (2) Trial Balance (to end 30 September 2025)
- (3) Balance Sheet (to end 30 September 2025)
- (4) Income and Expenditure by Budget Heading (to end 30 September 2025)
- (5) Cash and Investment Reconciliation (to end 30 September 2025)
- (6) VAT Return – year-to-date for the quarter JUL-SEP 2025 submitted 7<sup>th</sup> October 2025.

**ii. For October 2025:**

- (1) Cash Books All Accounts Receipts and Payments (to end 31 October 2025)
- (2) Trial Balance (to end 31 October 2025)
- (3) Balance Sheet (to end 31 October 2025)
- (4) Cash and Investment Reconciliation (to end 31 October 2025)
- (5) VAT Return – year-to-date for the quarter OCT-DEC 2025 not for submission.

Signed: \_\_\_\_\_

# Holme Valley Parish Council

iii. As per the guidance in the SAPPP Practitioners' Guide 2025, the Committee must approve bank reconciliations cross-referenced with bank statements, and this must be minuted.

**RESOLVED:** The following bank reconciliations were approved against the relevant bank statement.

For September 2025:

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

For October 2025:

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

iv. Councillors reviewed the draft Income and Expenditure report for October 2025 from the accounting summaries.

The RFO reported that:

On the Income side:

- 1095 Other Receipts was likely to be in surplus – this is in significant part due to returned unspent grants.
- income from the Gartside Building would be down, now that we are without a tenant.

On the Expenditure side:

- Council should be aware that the staffing Salaries budget is likely to be around £3,000 over at year end.
- 4205 Council Office Expenditure may be a little over budget at year end. The cost of photocopying has gone up significantly (minimum monthly spend is now £45 against £25 previously, and service costs are higher, too.)
- The Climate Action budget line 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 appeared broadly speaking on target.

**NOTED:** The Committee noted the RFO/Deputy Clerk's report.

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

**RESOLVED:** No further action.

Signed: \_\_\_\_\_

# Holme Valley Parish Council

## v. Earmarked Reserves

The RFO/Deputy Clerk reported that he had not yet closed the Community Assets earmarked reserve. This would be undertaken in November. The Gartside Building earmarked reserves (331 and 341) would likely be depleted by the end of November.

**NOTED:** Members noted the Rialtas report on earmarked reserves to end October, and the RFO/Deputy Clerk's commentary.

Members considered any further actions on earmarked reserves.

**RESOLVED:** No further action.

## 2526 77 The Civic, Holmfirth

Cllr Wilson reported positively on the ongoing situation of Holmfirth Civic Hall Community Trust. The Trust was projected to have a small surplus by the end of the year. A new member of staff was settling in. The works on the emergency lights system was coming to an end. A survey of the roofing supports to the Main Hall had been positive. Unfortunately, the most recent trustees meeting had been postponed so the reports were not as complete as previously.

**NOTED:** Members noted the reports from Holmfirth Civic Hall Community Trust and from the trustees.

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

**RESOLVED:** The Committee would recommend to full Council setting up a Vision for the Civic Working Group. This would be on the agenda of the next meeting of full Council 15 December.

Cllr Bellamy reported on the ongoing negotiations regarding the lease for The Civic and its side letter. The solicitor would assist Members in better understanding the implications of the different lease options.

## 2526 78 Honley Library

**NOTED:** Members noted the reports from Friends of Honley Library.

Cllr Holmes reported that she was very impressed with the reports.

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

**RESOLVED:** The RFO/Deputy Clerk would write to Friends of Honley Library to thank them for their hard work.

Signed: \_\_\_\_\_

# Holme Valley Parish Council

2526 79

## Other VAT-related issues

As had been reported earlier in the meeting, the RFO/Deputy Clerk reported that the rental of storage facilities and garages are liable to VAT. The Parish Council had never charged VAT on its garage lettings and, indeed, is likely to need to pay money owed on VAT incurred over the previous 4 years.

The RFO reported that the income on garages over this current year and the previous 4 years is £3,780 (£700 + £700 + £700 + £840 + £840). HMRC allows the Parish Council to choose whether to treat the rent received as either VAT-exclusive (so you add VAT on top and pay that amount to HMRC) or VAT-inclusive (meaning the rent received is treated as already including VAT, so you pay HMRC a portion of it).

If the Parish Council adds VAT on top of the rent, the amount owed would be £756. If the Parish Council considers that the VAT element is already included in the rent, the amount owed would be £630.

At the Finance and Management Committee budgets meeting in December 2024, the Committee resolved not to review rents (garages and allotments) until the new Council is elected. This might suggest that the Council should consider the VAT element as included in the rent.

**RESOLVED:** The Parish Council resolved that it would treat the rent received as VAT-inclusive.

**RESOLVED:** The Committee approved expenditure of up to £630 on unreported VAT owed to HMRC.

2526 80

## Tenancies

### Allotments

- i. **NOTED:** The Committee noted the RFO/Deputy Clerk's report that all rental payments on the allotments had now been received, and tenancies counter-signed by the Clerk and returned to the tenant.

### Garages

- ii. **NOTED:** The Committee noted the RFO/Deputy Clerk's report that all rental payments on the garages had been received, and tenancies counter-signed by the Clerk and returned to the tenant.

### Gartside Building

- iii. **NOTED:** The Committee noted that EPIKs had vacated the shop unit at the Gartside Building. The Service Provision Standing Committee which has overall responsibility for the future of the usage of the unit had resolved at present to defer a decision as to whether to let the unit for business use, whilst other opportunities are considered.

Signed: \_\_\_\_\_

# Holme Valley Parish Council

2526 81

## Internal Control Check

**NOTED:** The Committee noted that the internal controls check had been undertaken 25<sup>th</sup> November 2025 by Cllr Green covering JUL-SEP. No significant issues had been disclosed. The next internal controls check will be in January.

2526 82

## Banking

**NOTED:** The Committee noted that the Clerk and Deputy Clerk/RFO had received their MultiPay credit cards from Lloyds Bank (through Unity Trust). Unfortunately, a first attempt by the RFO/Deputy Clerk to pay for the Parish Council's Zoom account using the card had not proved successful. The RFO/Deputy Clerk would try again, and report.

2526 83

## Holme Valley Parish Council levels of general reserves

The RFO/Deputy Clerk reported that the Parish Council must keep an adequate level of reserves as per the guidance in the Practitioners' Guide 2025.<sup>1</sup> The Parish Council should maintain general reserves as a contingency to fund 3 months of the Council's work. It has been the case, as shown in the table below, that, at times, the Parish Council has not had an appropriate level of general reserves. For example, in April 2024 the Parish Council's general reserves were down to £30,116. If in May 2024 the Council had not received that portion of the precept, the Parish Council would only have been able to continue running for 1.1 months rather than the recommended 3 months. There was also a shortage of general reserves in April 2025 and in October 2025. In October 2025, the RFO/Deputy Clerk had to deliberately not pay the bulk of the grants awarded at the September meeting of this Committee because it would have taken the level of general reserves down to only 18.5% of the budget (2 months of Council works).

Month	% of general reserves to budget <i>Should be over 25%</i>	Amount of general reserves	No of months' HVPC work that general reserves would meet <i>Should be over 3</i>
April 2024	9.2%	£30,116	1.1 months
May 2024	53.1%	£176,537	6.4 months
June 2024	49.8%	£165,458	6 months
July 2024	44.8%	£148,855	5.4 months
August 2024	37.7%	£125,292	4.5 months
September 2024	33.9%	£112,727	4.1 months
October 2024	26.1%	£86,787	3.1 months
November 2024	60.6%	£201,451	7.3 months

<sup>1</sup> General reserves:

5.33. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.34. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.35. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.36. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.

Signed: \_\_\_\_\_

# Holme Valley Parish Council

December 2024	50.9%	£169,091	6.1 months
January 2025	48.3%	£160,436	6.1 months
February 2025	39.7%	£131,833	4.8 months
March 2025	25.2%	£83,766	3 months
April 2025	<b>13.4%</b>	£54,516	<b>1.6 months</b>
May 2025	57.8%	£235,396	7 months
June 2025	39.3%	£160,123	4.7 months
July 2025	35.8%	£145,661	4.3 months
August 2025	32.2%	£131,073	3.9 months
September 2025	29.3%	£119,053	3.5 months
October 2025	<b>23.4%</b>	£95,378	<b>2.8 months</b>

The Committee noted the RFO/Deputy Clerk's report.

Following discussions, the RFO/Deputy Clerk would include on the agenda of the forthcoming Grants Working Group, an item about considering rationalising the timings of the grants meetings, timings of when payments would be made, and how these are communicated with the public.

2526 84

## To recommend a budget for Holme Valley Parish Council 2026/27

This Committee must recommend a Council budget for the financial year 2026/27. The Finance and Management Standing Committee considered a draft budget to recommend to full Council. Members were offered two options and instructed they could vote on either or seek amendments to either. The two options put forward were:

- Budget Option A was based on the Committees' requested budgets and earmarked reserves being met, and some rationalisations where budgets had been overspent in the current year.  
It was founded on no-change to the household charges from 2024/25. This has a budget of £408,164 and a draft precept of £447,780. The specific advantage of this budget is that it increases the amount held in general reserves by £50,000 to cope with the fluctuations detailed above and gives more scope for future projects.
- Budget Option B was a proposal by Cllr Wilson who, in consultation with the RFO, has prepared a draft Budget, based on the Committees' requested budgets and earmarked reserves, and some rationalisations where budgets had been overspent, with some amendments. Cllr Wilson reported on the amendments that this budget plan involved.  
The specific advantage of this budget was that there was a £5 reduction to the Band D charge to households, whilst general reserves did still increase by £7,350. This has a budget of £398,164 and a precept of £393,897.

The RFO/Deputy Clerk reported that there is only one variation in the actual Budget between these two proposals. Option B cuts 4315 Community Asset Grants by £10,000 from £46,940 to £36,940. Cllr Wilson reported that there were some variances with the

Signed: \_\_\_\_\_

# Holme Valley Parish Council

earmarked reserves that he was proposing, as opposed to Option A.

A Councillor asked for a recorded vote on this agenda item.

The Councillors considered Budget Option A.

The votes were as follows:

For: Cllrs 1. Baylin, 2. Blacka, 3. Green, 4. Holmes, 5. Morgan, 6. Osborn, 7. Rostron, 8. Rylah, 9. Stewart, 10. Whitelaw

Against: Cllrs 1. Bellamy, 2. Davis, 3. Wilson.

Abstentions: none

**RESOLVED:** The Committee resolved to recommend Budget Option A of £408,164 to full Council.

## 2526 85 Prioritising Climate Action activities 2025-7

The Committee considered ways in which the Parish Council has prioritised the climate emergency through its works.

**RESOLVED:** The award of a £5,000 grant towards a new boiler would encourage energy efficiency and reduce carbon emissions.

## 2526 86 Financial Records for the website

**NOTED:** The Committee noted that the financial records for September and October 2025 had been added to the website. The records for November would be added in due course.

## 2526 87 Publicising the work of Holme Valley Parish Council

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

**RESOLVED:** Members suggested that recommending the ongoing community grants funding was very positive and should be publicised once approved by Council. The Committee resolved that the Grant Evaluation Reports included in this agenda would be shared on social media. Members were encouraged to go out to visit organisations that had been awarded grants previously and to get photographs for publicity purposes. Cllr Wilson intended to visit Holmfirth Harriers. Cllr Whitelaw intended to visit Cartworth Moor Cricket Club.

The meeting closed at 2025.

Signed: \_\_\_\_\_

# Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

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

Tel: 01484 687460



# Grant Application Form

Please complete and return to the clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of July to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p4.

**In under 20 words, tell us what the grant would pay for?**

**A contribution toward the rental cost for a new Holmfirth project space hosting a 12-month programme to educate, entertain, and inform the local community on original neon glass heritage and its sculptural possibilities.**

1 Contact Details	
Name of organisation	Yorkshire Neon Makers
Address	[REDACTED]
Postcode	[REDACTED]
Contact person	[REDACTED]
Position in group	Founder
Correspondence address	" "
Postcode	[REDACTED]
Daytime phone	[REDACTED]

Evening phone	[REDACTED]
Email	[REDACTED]

<b>2</b> <span style="float: right;"><b>About your organisation</b></span>		
<b>What sort of group are you?</b> - put an 'x' in the box	<ul style="list-style-type: none"> <li>● Unregistered community group <input checked="" type="checkbox"/></li> <li>● Registered charity <input type="checkbox"/></li> <li>● Other (please state) <input type="checkbox"/></li> </ul> <p style="margin-top: 10px;">/..... .....</p>	
<b>Charity Registration No</b>	If applicable	
<b>When did the group start?</b>	<i>October 2025</i>	
<b>How many people are involved in running your group?</b>	Trustees	
	Unpaid Management Committee	
	Paid F/T Staff	
	Paid P/T Staff	
	Volunteers (excluding Management Committee)	4

<b>3</b> <span style="float: right;"><b>Your Finances (your last full financial year)</b></span>	
<b>Financial Year</b>	-
<b>Income</b>	-
<b>Expenditure</b>	-
<b>Reserves held</b>	-
<b>Describe the position of any reserves</b> ie how much is held against contingencies and whether any is earmarked for specific projects	-

<b>4</b> <span style="float: right;"><b>Your Bank Account</b></span>	
<b>If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)</b>	NOT APPLICABLE

Account Name	[REDACTED]
--------------	------------

Sort Code	[REDACTED]
Account Number	[REDACTED]

5

## Your Project

### Outline the project that you are seeking a grant for (Maximum 500 words)

In December 2025, we will launch a 12-month programme of illuminating neon installations in the former cobbler's unit on Victoria Street in the centre of Holmfirth. Every month the entire window display will be refreshed with brand-new neon glass sculptures and installations, each responding to Holmfirth's landscape, industrial heritage, community stories, and our ongoing research into neon glass as a sculptural material. This tiny but highly visible space will become a free, 24-hour public gallery offering ever-changing contemporary art to residents and visitors throughout the year.

Alongside these revolving public exhibitions, we will deliver a free public programme: monthly evening talks and Q&A sessions about the current installation and the craft of neon, and from spring 2026, the possibility of outdoor live neon-bending demonstrations outside the unit. Residents are invited to contribute stories, memories or objects that may inspire future pieces, embedding the project firmly within the community it serves.

### Why do you feel your project is worthwhile? (Maximum 500 words)

We feel this project is worthwhile because traditional neon glass bending is now officially an endangered craft on the Heritage Crafts Association's Red List, with critically few skilled practitioners left in the UK. The craft has vanished due to no formal training pathways, shrinking workshops, and the flood of cheap LED imitations. By placing a year-long, free, public showcase, educational talks and live demonstrations in the heart of Holmfirth, this programme directly counters this decline, keeps the skill alive, and secures its future through hands-on education and visible contemporary use.

### How will your project benefit the people of the Holme Valley? (Maximum 200 words)

The Parish Council can only give out grants that directly benefit the people of the Holme Valley

Our programme will benefit the people of the Holme Valley by transforming a long-empty unit into a free, 24/7 public gallery of ever-changing neon sculpture, brightening the town centre and boosting civic pride. Monthly evening talks and live neon-bending demonstrations from spring onwards will offer hands-on education in a rare, endangered UK craft, while inviting residents to share stories and objects that inspire the work displayed in the unit, fostering genuine local ownership. The project will also drive

footfall to nearby shops and cafés, adding a bold, sustainable new strand to Holmfirth's proud artistic and industrial heritage.

### **Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)**

♦ the general population, ♦ children under 16, ♦ young people under 25, ♦ older people over 60, ♦ disabled people, ♦ people of minority ethnic origin, ♦ particular groups, ♦ other

Residents, visitors, and businesses across the Holme Valley will benefit from our programme. All 24,000+ residents of Holmfirth and surrounding villages (Hepworth, Honley, Holme, etc.) will gain free, year-round public art visible 24/7 on Victoria Street. Families, schools, and young people will access monthly talks and spring-autumn live neon-bending demos, learning a UK endangered craft. Local businesses; cafés, shops, and pubs, will see increased footfall from the glowing window displays and events. Artists and makers in the valley will be inspired by a new contemporary light-art platform. Tourists and day-trippers (Holmfirth welcomes ~500,000 annually) will discover a unique, sustainable cultural attraction. With 12 monthly exhibitions, 12 talks, and outdoor demos, the project will directly engage hundreds through events and tens of thousands via daily street-level visibility, adding lasting vibrancy to the valley's cultural life.

### **How will your project address the ongoing climate emergency? (Maximum 200 words)**

This project directly tackles the climate emergency by championing original glass neon as a sustainable alternative to the pervasive plastic LED imitations dominating the market. Unlike disposable LED "neon" which is non-recyclable, short-lived (a few years before landfill), and reliant on resource-intensive manufacturing - Glass neon is fully recyclable, boasts a 50,000+ hour lifespan (with some 100-year-old pieces still operational), and consumes power comparable to LEDs. The project educates the Holme Valley community through monthly talks and live demos on these truths, debunking industry myths that have accelerated neon's decline and plastic waste proliferation. By reviving this endangered craft, we are promoting durable, low-waste lighting solutions that reduce the environmental footprint of illumination - curbing the fast-fashion cycle of cheap, throwaway tech contributing to global e-waste (over 50 million tonnes annually). Community-inspired sculptures highlight local heritage while modeling circular economy principles, inspiring residents to value longevity over disposability in everyday design and art. This isn't incidental; it is core to preserving a greener craft heritage amid climate pressures.

**Grant 1: Assets Grants**

- This grant applies to “built” public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council’s own buildings. This grant might pay for repairs, renovations, or new developments to these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line.
- Maximum award is £5,000.

**Grant 2: Projects, Events and Other Activities Grants**

- This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the people and community of the Holme Valley.
- Maximum award is £1,500.



- **If you are unsure about which grant to apply for, please contact the Parish Council on 01484 687460 or email: [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)**
- **The Parish Council can award more money than the maximum award in very special circumstances.**

**Your Project Budget Plan**

Item	Cost	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
Unit rent (£433 per month)	£5,196	Reserves, other funding applications through ACE/NLPG	£1,440 (equating to a £120 monthly contribution)
Production materials	£4500	Donated by Wakefield based company 'Neon Workshops' ( <a href="http://www.neonworkshops.com">www.neonworkshops.com</a> )	£0

<b>Project Total Cost</b>	<b>£9,696</b>	<b>Total amount requested from HVPC</b>	<b>£1,440</b>

**Has the group applied elsewhere for other grants to fund this project? If yes, please give details.**

*Not yet, but we will apply for a Research and Development grant from Arts Council England's National Lottery Project Grants.*

<b>Has the group received a grant from the Parish Council in the last five years?</b>	NO
	Please give details

## 8 Documentation

Please ensure you enclose the following with your application:

<b>1. This Application form</b>	YES
<b>2. Your constitution or group rules</b> (if you have them, if not please describe your management structure on a separate sheet)	N/A
<b>3. Last 3 years accounts</b> (if you have them)	N/A
<b>4. Copy of bank statements for the last 6 months</b>	N/A
<b>5. Copies of written estimates/quotations for capital purchases</b> (if relevant)	N/A
<b>6. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)</b>	N/A
<b>7. Anything else: -</b>	YES *see below last page* **

## 9 Declaration

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.
- I have filled in every section of the application form.
- I certify that the information contained in this application is correct.

- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

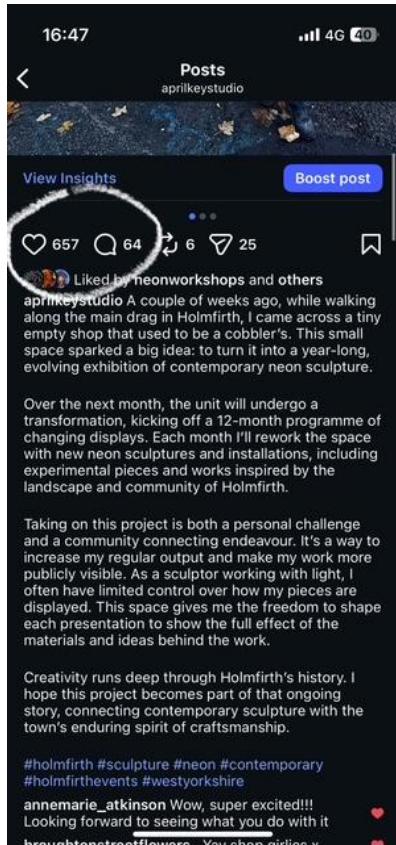
**This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.**

Name	[REDACTED]
Signature	[REDACTED]
Position in organisation	Founder
Date	25/11/2025

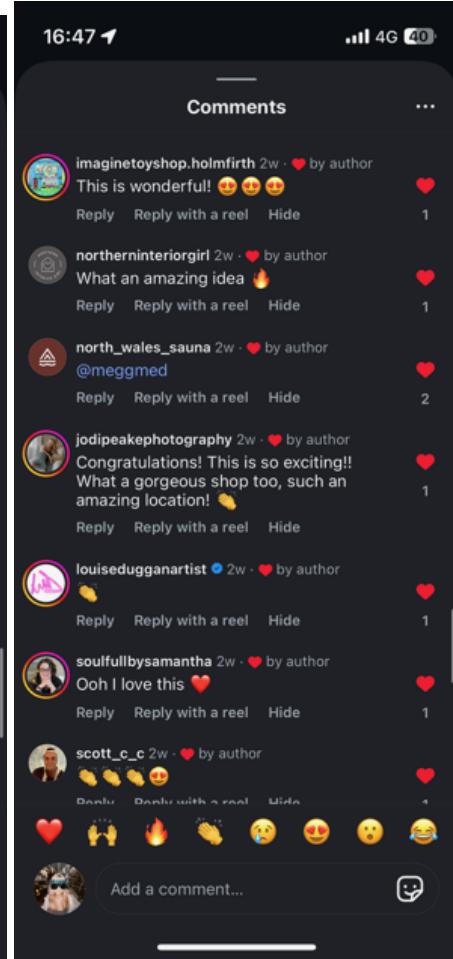
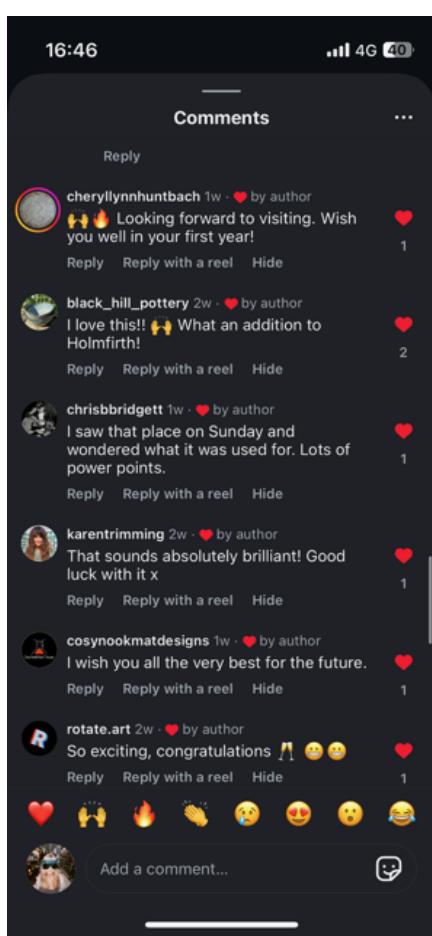
**\*\*\*\* ADDED NOTES\*\***

We announced our project online, which received a huge response on social media (amassing over 657 likes and responses) from local residents on Holmfirth. I've attached the screenshots and link here.

<https://www.instagram.com/p/DQm4ldhiJhN/?igsh=MWV3MGtqbTUyZ2ZmeA==>



pg 1, below further feedback



# Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

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

Tel: 01484 687460



Eii

# Grant Application Form

Please complete and return to the clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of August to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p4.

**In under 20 words, tell us what the grant would pay for?**

Provisions to provide free warm meals to Holme Valley residents during our 'Warm Spaces' project - Winter 2025-26

1 Contact Details	
Name of organisation	Holmfirth Tech Ltd
Address	140 Huddersfield Road Holmfirth
Postcode	HD9 3AR
Contact person	[REDACTED]
Position in group	Manager
Correspondence address	140 Huddersfield Road, Holmfirth
Postcode	HD9 3AR
Daytime phone	01484 686305
Evening phone	01484 686305
Email	<a href="mailto:manager@holmfirthtech.co.uk">manager@holmfirthtech.co.uk</a>

## 2

## About your organisation

<b>What sort of group are you?</b> - put an 'x' in the box	<ul style="list-style-type: none"> <li><input type="checkbox"/> Unregistered community group</li> <li><input type="checkbox"/> Registered charity</li> <li><input checked="" type="checkbox"/> Other (please state) <b>Y</b> ➤ <i>Community Benefit Society</i></li> </ul>
<b>Charity Registration No</b>	FCA 7739 <small>If applicable</small>
<b>When did the group start?</b>	2018
<b>How many people are involved in running your group?</b>	Trustees <b>7</b>
	Unpaid Management Committee
	Paid F/T Staff <b>1</b>
	Paid P/T Staff <b>1</b>
	Volunteers (excluding Management Committee) <b>10</b>

## 3

## Your Finances (your last full financial year)

<b>Financial Year</b>	Year ended 31 March 2025
<b>Income</b>	£142,287
<b>Expenditure</b>	£117,723
<b>Reserves held</b>	£30,470
<b>Describe the position of any reserves</b> ie how much is held against contingencies and whether any is earmarked for specific projects	At last year end, approx. £30,000 held in a low risk Unity Trust reserve account. Of this, £10,000 is earmarked for secondary glazing works to two areas of the building, funded through two separate energy reduction grants. The remaining reserves are held to manage contingencies such as building maintenance, cashflow fluctuations and unexpected operational costs. These funds are not available to support revenue delivery of the Warm Spaces project, hence the need for dedicated grant funding.

## 4

## Your Bank Account

<b>If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)</b>		<b>NOT APPLICABLE</b>
---	--	-----------------------

Account Name	[REDACTED]
Sort Code	[REDACTED]
Account Number	[REDACTED]

## 5

## Your Project

### Outline the project that you are seeking a grant for

We are seeking a grant to provide free warm meals and welcoming warm-space sessions at Holmfirth Tech throughout Winter 2025–26 (2 January to 31 March 2026). The project will run three mornings per week, subject to volunteer availability, and will offer a safe, heated environment, hot food and drinks, and simple social activities for people who are struggling to heat their homes or are otherwise vulnerable during the coldest months.

Warm Spaces has become an essential part of our community provision, particularly for residents on low incomes, those experiencing isolation, and a small number of people who are currently homeless or have recently lost their housing. All beneficiaries will be Holme Valley residents or people with a clear connection to the Valley.

We appreciate that this request falls outside the Parish Council's normal funding cycle; however, if we wait until the next window in February/March, the winter period will have passed and the need for warm meals and heated space will not be met. We are therefore submitting this application now to ensure support is available at the point of greatest need.

### Why do you feel your project is worthwhile?

The Warm Spaces project remains vital because many local residents continue to struggle with heating costs, food insecurity and the wider pressures of the cost-of-living crisis. We know from previous years that some people simply cannot afford to heat their homes during the day, and a warm meal can make a significant difference to both wellbeing and household budgets.

However, the value of the project goes far beyond financial support. Our Warm Spaces have created a strong sense of community, especially for older people and those living alone. Participants told us that having somewhere safe, friendly and warm to go made them feel connected, less isolated and more able to cope during the winter months.

Although last winter's project was disrupted by a burst cast-iron heating pipe and subsequent flood - which restricted our ability to provide a consistently heated space - we saw enough positive impact to know how important this provision is. This unavoidable disruption led to some funds being returned, but the need in the community has not gone away.

For these reasons, we believe the project is not only worthwhile but essential, and

we are committed to offering this support again in Winter 2025–26.

## How will your project benefit the people of the Holme Valley?

The Parish Council can only give out grants that directly benefit the people of the Holme Valley

The Warm Spaces project directly supports residents of the Holme Valley who are affected by fuel poverty, food insecurity, poor physical or mental health, or social isolation. Many of our attendees last year told us that they could not afford to heat their homes during the day, and that a warm meal and welcoming environment made a significant difference to both their wellbeing and their household budgets. Although last winter's delivery was disrupted by a heating pipe failure and flood, the impact on those who were able to attend was clear and positive.

### Case Study 1 – Honley residents

Mr and Mrs W attended Warm Spaces regularly. Mr W, diagnosed with Alzheimer's in 2023, also suffered a heart attack shortly before the project began. His wife is his full-time carer and struggles with isolation. The Warm Spaces sessions provided them both with a friendly, warm, non-judgmental space, a hot meal, and much-valued social interaction.

### Case Study 2 – Holmfirth resident

"I suffer from osteoarthritis and now sciatica. Because of that, I was staying indoors more often, therefore having the heating on. Coming to Warm Spaces @ The Tech means I'm getting out of the house and socialising more, but I also don't have to have the heating on at home, which is a bonus." — *Avril, Holmfirth*

### Case Study 3 – Thongsbridge resident

Mrs B attended several of our Digital Inclusion Warm Spaces sessions. Following the loss of her partner, she lacked confidence using technology: "My husband always did that sort of stuff." With support from Barclays and Outlookers, she received guidance on choosing the right device, learned how to use it, and gained confidence — while also making new friends over a free cuppa and cake.

These are just a few examples from many Holme Valley residents who benefitted from the Warm Spaces project. We expect similar demand again for Winter 2025–26.

In addition to free warm meals, the project provides a pathway to wider support. With partners including Outlookers Sight Charity, Kirklees Community Plus Team, the DWP, Emerging Futures, Stronger Communities, Kirklees in Recovery, local GP practices and the Primary Care Network, residents can access free activities, social connection, mental health and wellbeing support, benefits advice, and signposting to specialist services.

Fuel poverty remains a significant issue in the Holme Valley, despite its overall affluence. Pockets of deprivation exist in Honley, Scholes and New Mill, and many rural households face higher energy costs due to being off the gas grid. Older residents, people with long-term health conditions, and those on fixed incomes are particularly vulnerable to cold homes, with well-documented impacts on physical and mental health.

Warm Spaces at the Tech offers a lifeline: a place where residents can stay warm, eat well, feel connected and access wider support — all free of charge and delivered within the Holme Valley for the direct benefit of its people.

## Who in the Holme Valley will benefit? How many people will benefit?

- ♦ the general population, ♦ children under 16, ♦ young people under 25, ♦ older people over 60,
- ♦ disabled people, ♦ people of minority ethnic origin, ♦ particular groups, ♦ other

The Warm Spaces project will benefit Holme Valley residents of all ages, including:

- Older people (60+), many of whom are on fixed incomes, live alone, or struggle with heating and food costs.
- Adults with disabilities or long-term health conditions, who may be disproportionately affected by cold homes or social isolation.
- Younger adults and families experiencing financial pressure, food insecurity or anxiety linked to the cost of living.
- People experiencing homelessness or housing insecurity who have a clear connection to the Holme Valley.
- People from minority ethnic backgrounds and other vulnerable groups who already engage with the Tech's wider community activities.

We anticipate supporting around 25–35 people per week, with a likely total of 120–150 individual residents benefitting over the 12-week period (based on past attendance, adjusted for last year's disruption due to the heating failure).

All warm-space sessions and meals will be free, accessible and offered to those living within the Holme Valley. The project directly supports local people to stay warm, improve mental wellbeing, reduce loneliness, and lessen the financial burden of "heat or eat" decisions during the winter months.

## How will your project address the ongoing climate emergency?

Warm Spaces helps address the climate emergency by reducing individual household energy use during the coldest months. When residents spend time in a shared, efficiently heated community building rather than heating their own homes, overall energy consumption is reduced, supporting both carbon reduction and lower fuel bills for those most at risk of fuel poverty.

Participants will also be signposted to organisations that can help them improve the energy efficiency of their homes, access free or low-cost energy advice, and make practical changes to reduce heat loss and manage fuel costs. This includes partners such as Kirklees Community Plus Team, Stronger Communities, and the Holme Valley Climate Action Partnership for tailored energy-saving guidance.

Holmfirth Tech continues to make its own operational improvements — for example, installing secondary glazing, upgrading to LED lighting, and improving heating controls — which reinforces our commitment to reducing emissions and modelling good practice within the community.

By offering a communal warm space and linking residents with support on insulation, energy efficiency and sustainable living, the project contributes to both immediate carbon reduction and longer-term behavioural change within the Holme Valley.

## Grant 1: Assets Grants

- This grant applies to “built” public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council’s own buildings. This grant might pay for repairs, renovations, or new developments to these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line.
- Maximum award is £5,000.



## Grant 2: Community Benefits Grants

- This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the people and community of the Holme Valley.
- Maximum award is £1,500.



- **If you are unsure about which grant to apply for, please contact the Parish Council on 01484 687460 or email: [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)**
- **The Parish Council can award more money than the maximum award in very special circumstances.**

## 7

## Your Project Budget Plan

Item	Cost	Where will the funding come from? <small>reserves, fundraising, donations, other grant awards or Holme Valley PC</small>	Amount requested from the Parish Council
Food and drink for Warm Spaces sessions, three days per week (10.30am to 12.30pm) – 1 Jan 2026 to 31 Mar 2026 (i.e. 12 weeks) with average of 20 participants per session, based on previous years, although actual numbers may vary: Food - £1.50 per head x 20 meals/day = £30 per session. Hot drinks - 50p per head x 20 drinks per session = £10 per session. Total = £40 per session x 3 sessions per week = £120 per week x 12 weeks	£1,440	HVPC £1,440	£1,440
Marketing and promotion	£500	Holmfirth Tech staff (i.e. reserves)	Nil
Materials for free activities	£500	Holmfirth Tech or other funding sources/donations	Nil
Room hire - £26/hr x 2 hrs x 3 sessions x	£1,872	Holmfirth Tech or other	In-kind

12 weeks		funding sources/donations	
Activity leader/facilitator fees @ £30 per hour x 2 hrs x 3 sessions x 12 weeks	£2,160	Holmfirth Tech or other funding sources/donations	In-kind
Volunteer time (session support, food preparation, set up/clear down)	In-kind		In-kind
<b>Project Total Cost</b>	<b>£6,472</b>	<b>Total amount requested from HVPC</b>	<b>£1,440</b>

**Has the group applied elsewhere for other grants to fund this project? If yes, please give details.**

Not yet, but if additional funding cannot be secured to cover the wider project costs not met by the Parish Council grant, Holmfirth Tech will fund these from its own reserves. We are extremely grateful for the support of our volunteers, many of whom have already offered their time free of charge to help prepare, cook and serve food. Their contribution significantly reduces the overall delivery costs of the Warm Spaces project.

<b>Has the group received a grant from the Parish Council in the last five years?</b>	YES  Please give details £5,000 towards kitchen equipment (14 Dec 2021). £10,000 towards provision of an accessible kitchen (25 Nov 2022). £5,000 towards energy/utility bill costs (7 Feb 2023). £5,000 towards Rock Room damp proofing, insulation and soundproofing (28 Sep 2023). £1,500 towards Warm Spaces 2024-25 (30 Sep 2024) of which £753.18 was returned unspent due to burst heating pipe and flood that disrupted delivery (refund made 24 Sep 2025).
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## 8

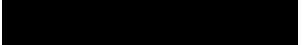
## Documentation

Please ensure you enclose the following with your application:

<b>1. This Application form</b>	YES
<b>2. Your constitution or group rules</b> (if you have them, if not please describe your management structure on a separate sheet)	YES
<b>3. Last 3 years accounts</b> (if you have them)	YES
<b>4. Copy of bank statements for the last 6 months</b>	YES
<b>5. Copies of written estimates/quotations for capital purchases</b> (if relevant)	YES
<b>6. A business plan (only for applications over £5,000) or a one-year action</b>	YES

plan (for applications over £2,000)	
7. Anything else: -	NO

<b>9</b>	<b>Declaration</b>
<ul style="list-style-type: none"> <li>• I am authorised to make the application on behalf of the above organisation.</li> <li>• I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.</li> <li>• I have filled in every section of the application form.</li> <li>• I certify that the information contained in this application is correct.</li> <li>• If the information in the application changes, I will inform the Council.</li> <li>• I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.</li> <li>• If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.</li> <li>• I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.</li> </ul>	
<p><b>This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.</b></p>	

Name	
Signature	
Date	4 December 2025

**Send the completed application form (with all supporting documentation) to:  
Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS.  
If possible, email a copy of the grant application in Word to the Clerk at  
clerk@holmevalleyparishcouncil.gov.**

<b>For internal use only</b>	
Date application received	
Application meets criteria	Yes / No
Name of Committee reviewing application	
Date of meeting	
Minute number	
Grant awarded	Yes / No

<b>Amount awarded</b>	
<b>Legal power under which award is made</b>	
<b>Date applicant is notified by email/phone of the outcome</b>	
<b>Date when formal letter of award is posted</b>	
<b>Date when payment is made</b>	
<b>Date blank Grant Audit Form is posted</b>	
<b>Date completed Grant Audit Form received</b>	
<b>or Date report received after project is complete</b>	

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2025

Month No: 7

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>									
1076 Precept		0	223,890	447,780	223,890			50.0%	
1078 Special Expenses Grant		0	1,726	3,451	1,726			50.0%	
1090 Bank Interest		248	2,471	4,500	2,029			54.9%	
1092 Toilets Donations		0	915	2,500	1,585			36.6%	
1095 Other receipts		215	6,957	6,650	(307)			104.6%	
1200 Allotment Rents		0	322	324	3			99.2%	
1250 Gartside Building		0	2,142	4,200	2,058			51.0%	
1300 Garage plot income		0	840	840	0			100.0%	
Income :- Income		<b>464</b>	<b>239,262</b>	<b>470,245</b>	<b>230,983</b>			<b>50.9%</b>	<b>0</b>
<b>Net Income</b>		<b>464</b>	<b>239,262</b>	<b>470,245</b>	<b>230,983</b>				
<b>110 Staff Expenditure</b>									
4000 Salaries		8,286	58,090	96,108	38,018		38,018	60.4%	
4060 Staff Training		30	910	2,300	1,390		1,390	39.6%	
Staff Expenditure :- Indirect Expenditure		<b>8,316</b>	<b>59,000</b>	<b>98,408</b>	<b>39,408</b>	<b>0</b>	<b>39,408</b>	<b>60.0%</b>	<b>0</b>
<b>Net Expenditure</b>		<b>(8,316)</b>	<b>(59,000)</b>	<b>(98,408)</b>	<b>(39,408)</b>				
<b>150 Administration</b>									
4061 Councillor Training		73	163	900	737		737	18.1%	
4200 Chairman's Expenses		30	180	1,000	820		820	18.0%	
4205 Council Office Expenditure		200	1,175	2,000	825		825	58.7%	
4210 Audit		1,050	1,473	1,650	177		177	89.3%	
4215 Bank Charges		9	118	500	382		382	23.7%	
4220 Conference / Seminars		0	0	500	500		500	0.0%	
4225 Elections		0	5,918	10,000	4,082		4,082	59.2%	
4230 Repairs & Maintenance		0	0	1,000	1,000		1,000	0.0%	
4235 Insurance		0	12,089	12,000	(89)		(89)	100.7%	
4240 Travel Allowance		0	0	300	300		300	0.0%	
4245 Office Equipment		0	0	300	300		300	0.0%	
4250 Office/Room Hire		0	10,000	10,200	200		200	98.0%	
4260 FOIA/EIR requests		0	0	500	500		500	0.0%	
4265 Subscriptions		0	2,772	3,000	228		228	92.4%	
4275 Telephone and Internet		52	308	600	292		292	51.4%	
4285 Remembrance Sunday		160	160	160	0		0	100.0%	
4290 COVID Memorial		1,406	2,512	0	(2,512)		(2,512)	0.0%	2,512
4400 Electronic Support		26	1,485	1,700	215		215	87.3%	
4660 Communications & Engagement		799	4,332	15,000	10,668		10,668	28.9%	80
5020 Grant - Council Grant		0	1,228	0	(1,228)		(1,228)	0.0%	
Administration :- Indirect Expenditure		<b>3,806</b>	<b>43,914</b>	<b>61,310</b>	<b>17,396</b>	<b>0</b>	<b>17,396</b>	<b>71.6%</b>	<b>2,593</b>
<b>Net Expenditure</b>		<b>(3,806)</b>	<b>(43,914)</b>	<b>(61,310)</b>	<b>(17,396)</b>				
6000 plus Transfer from EMR		1,486	2,593	0	(2,593)				

Continued over page

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Movement to/(from) Gen Reserve</b>	<b>(2,319)</b>	<b>(41,321)</b>	<b>(61,310)</b>	<b>(19,989)</b>				
<b>250 Finance &amp; Management</b>								
4315 Grants - Community Assets	4,117	4,117	48,440	44,323		44,323	8.5%	
4405 Grants - Projects and Events	0	3,500	20,500	17,000		17,000	17.1%	3,500
4420 Honley Library	0	15,018	15,750	732		732	95.4%	
4425 The Civic	0	40,000	60,000	20,000		20,000	66.7%	
Finance & Management :- Indirect Expenditure	4,117	62,635	144,690	82,055	0	82,055	43.3%	3,500
<b>Net Expenditure</b>	<b>(4,117)</b>	<b>(62,635)</b>	<b>(144,690)</b>	<b>(82,055)</b>				
6000 plus Transfer from EMR	0	3,500	0	(3,500)				
<b>Movement to/(from) Gen Reserve</b>	<b>(4,117)</b>	<b>(59,135)</b>	<b>(144,690)</b>	<b>(85,555)</b>				
<b>300 Planning</b>								
4505 Neighbourhood Plan	0	1,440	2,500	1,060		1,060	57.6%	1,410
Planning :- Indirect Expenditure	0	1,440	2,500	1,060	0	1,060	57.6%	1,410
<b>Net Expenditure</b>	<b>0</b>	<b>(1,440)</b>	<b>(2,500)</b>	<b>(1,060)</b>				
6000 plus Transfer from EMR	0	1,410	0	(1,410)				
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(30)</b>	<b>(2,500)</b>	<b>(2,470)</b>				
<b>350 Publications &amp; Communication</b>								
4650 Communications & Engagement	0	310	0	(310)		(310)	0.0%	
Publications & Communication :- Indirect Expenditure	0	310	0	(310)	0	(310)		0
<b>Net Expenditure</b>	<b>0</b>	<b>(310)</b>	<b>0</b>	<b>310</b>				
<b>400 Service Provision</b>								
4310 Holmfirth Civic Hall- Projects	0	5,986	0	(5,986)		(5,986)	0.0%	
4320 Public Toilet - Day to Day	2,238	8,043	23,100	15,057		15,057	34.8%	
4325 Public Toilet - Lettable Space	6,349	6,365	1,050	(5,315)		(5,315)	606.2%	6,282
4705 Christmas Provision	3,000	3,000	4,592	1,592		1,592	65.3%	
4710 New Mill - Churchyard	0	354	788	434		434	44.9%	
4715 Defibrillators	0	65	0	(65)		(65)	0.0%	65
4720 Dog Waste	0	1,219	1,260	41		41	96.7%	940
4730 Minibus	1,908	11,637	23,500	11,863		11,863	49.5%	
4735 Phone Boxes	0	708	400	(308)		(308)	177.0%	400
4740 Seats & Shelters-Maintenance	787	4,643	13,650	9,007		9,007	34.0%	
4750 War Memorial	0	0	500	500		500	0.0%	

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2025

Month No: 7

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4760	Youth Work in the Holme Valley	5,000	15,000	26,250	11,250		11,250	57.1%	
4765	Tourism	600	600	0	(600)		(600)	0.0%	600
4840	Climate Action	0	1,200	5,000	3,800		3,800	24.0%	1,200
	Service Provision :- Indirect Expenditure	<b>19,883</b>	<b>58,820</b>	<b>100,090</b>	<b>41,270</b>	<b>0</b>	<b>41,270</b>	<b>58.8%</b>	<b>9,487</b>
	<b>Net Expenditure</b>	<b>(19,883)</b>	<b>(58,820)</b>	<b>(100,090)</b>	<b>(41,270)</b>				
6000	plus Transfer from EMR	6,882	9,487	0	(9,487)				
	<b>Movement to/(from) Gen Reserve</b>	<b>(13,001)</b>	<b>(49,333)</b>	<b>(100,090)</b>	<b>(50,757)</b>				
450	<u>Climate Emergency</u>								
4805	Climate Action	0	6,540	0	(6,540)		(6,540)	0.0%	6,540
	Climate Emergency :- Indirect Expenditure	<b>0</b>	<b>6,540</b>	<b>0</b>	<b>(6,540)</b>	<b>0</b>	<b>(6,540)</b>		<b>6,540</b>
	<b>Net Expenditure</b>	<b>0</b>	<b>(6,540)</b>	<b>0</b>	<b>6,540</b>				
6000	plus Transfer from EMR	0	6,540	0	(6,540)				
	<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				
	<b>Grand Totals:- Income</b>	<b>464</b>	<b>239,262</b>	<b>470,245</b>	<b>230,983</b>			<b>50.9%</b>	
	<b>Expenditure</b>	<b>36,122</b>	<b>232,659</b>	<b>406,998</b>	<b>174,339</b>	<b>0</b>	<b>174,339</b>	<b>57.2%</b>	
	<b>Net Income over Expenditure</b>	<b>(35,658)</b>	<b>6,602</b>	<b>63,247</b>	<b>56,645</b>				
	plus Transfer from EMR	8,368	23,530	0	(23,530)				
	<b>Movement to/(from) Gen Reserve</b>	<b>(27,290)</b>	<b>30,132</b>	<b>63,247</b>	<b>33,115</b>				

Account	Opening Balance	Net Transfers	Closing Balance
323 EMR Community Assets	2,017.00		2,017.00
325 EMR Election Fund	7,000.00	7,000.00	14,000.00
326 EMR Defibrillator Special Resr	1,738.51	-64.95	1,673.56
331 EMR Gartside Building	3,400.00	6,600.00	10,000.00
332 EMR Honley Library	15,000.00		15,000.00
336 EMR Royal Events	1,000.00	1,000.00	2,000.00
337 EMR COVID Memorial	4,876.50	-2,512.25	2,364.25
341 EMR Gartside Energy Projects	13,526.68	-9,891.00	3,635.68
345 EMR Rolling Grants	1,000.00	3,268.00	4,268.00
346 EMR Sustainable Transport	5,000.00	-2,500.00	2,500.00
347 EMR Tourism	4,961.00	-600.00	4,361.00
348 EMR Dog Waste & Litter	3,800.00	-940.00	2,860.00
349 EMR Community Engagement	3,609.87	0.00	3,609.87
351 EMR Holmfirth Toilets Refurb	2,504.00	-2,504.00	0.00
352 EMR War Memorials	0.00	2,500.00	2,500.00
354 EMR Digital & Physical Assets	0.00	919.53	919.53
	<b>69,433.56</b>	<b>2,275.33</b>	<b>71,708.89</b>

# Holme Valley Parish Council Cash Book 2025-26

## Unity Trust T2 Current Account

### Schedule of Payments November 2024

No	HVPC ref	Payment Sent Date	Payment method	Check v Statement	To pay	Description	Net	Vat	Gross	Authorisation to Pay	Legislation
1	2025/08/01	04/11/2025	BACS	<input type="checkbox"/>	STAFF 02	SALARY	£1,864.57	£0.00	£1,864.57	F&M 2526 13	GPC Localism Act 2011
2	2025/08/02	07/11/2025	DD	<input type="checkbox"/>	BT	INTERNET AND PHONE	£51.95	£10.39	£62.34	F&M 2526 13	GPC Localism Act 2011
3	2025/08/03	13/11/2025	DD	<input type="checkbox"/>	ICO	DATA PROTECTION REGISTRATION CERTIFICATE	£47.00	£0.00	£47.00	F&M 2526 13	GPC Localism Act 2011
4	2025/08/04	14/11/2025	BACS	<input type="checkbox"/>	WEST YORKSHIRE PENSIONS FUND	PENSIONS	£1,232.43	£0.00	£1,232.43	F&M 2526 13	GPC Localism Act 2011
5	2025/08/05	14/11/2025	BACS	<input type="checkbox"/>	FRIENDS OF HONLEY LIBRARY	GRANT - HONLEY LIBRARY BUILDING IMPROVEMENTS	£15,000.00	£0.00	£15,000.00	Council 2526 108	GPC Localism Act 2011
6	2025/08/06	14/11/2025	BACS	<input type="checkbox"/>	PAST TRUISMS CIC	GRANT - YORKSHIRE DIALECT CLASSES	£415.00	£0.00	£415.00	Council 2526 108	GPC Localism Act 2011
7	2025/08/07	14/11/2025	BACS	<input type="checkbox"/>	HEPWORTH COMMUNITY ASSOCIATION	GRANT - AIR-TO-AIR HEAT PUMP FOR THE HALL	£2,500.00	£0.00	£2,500.00	Council 2526 108	GPC Localism Act 2011
8	2025/08/08	14/11/2025	BACS	<input type="checkbox"/>	HOLMFIRTH FILM FESTIVAL	GRANT - VENUE HIRE FOR THE FESTIVAL	£1,500.00	£0.00	£1,500.00	Council 2526 108	GPC Localism Act 2011
9	2025/08/09	14/11/2025	BACS	<input type="checkbox"/>	FULL LIFE CHURCH FOOD BANK	GRANT - FOOD, TOYS, TOILETRIES FOR XMAS	£1,200.00	£0.00	£1,200.00	Council 2526 108	GPC Localism Act 2011
10	2025/08/10	14/11/2025	BACS	<input type="checkbox"/>	FRIENDS OF HONLEY	GRANT - SEASONAL PLANTING OF OUTDOOR SPACES	£1,500.00	£0.00	£1,500.00	Council 2526 108	GPC Localism Act 2011
11	2025/08/11	14/11/2025	BACS	<input type="checkbox"/>	HMRC	PAYE TAX AND NI	£1,921.98	£0.00	£1,921.98	F&M 2526 13	GPC Localism Act 2011
12	2025/08/12	14/11/2025	BACS	<input type="checkbox"/>	HONLEY VILLAGE COMMUNITY TRUST	GRANT - HALLOWEEN AND CHRISTMAS PARTIES FOR CHILDREN	£380.00	£0.00	£380.00	Council 2526 108	GPC Localism Act 2011
13	2025/08/13	14/11/2025	BACS	<input type="checkbox"/>	HOLME VALLEY CRYSTAL NEST	GRANT - THERAPY SESSIONS FOR SEND CHILDREN	£1,280.00	£0.00	£1,280.00	Council 2526 108	GPC Localism Act 2011
14	2025/08/14	14/11/2025	BACS	<input type="checkbox"/>	STAFF 04	SALARY	£1,695.18	£0.00	£1,695.18	F&M 2526 13	GPC Localism Act 2011
15	2025/08/15	14/11/2025	BACS	<input type="checkbox"/>	HEPWORTH HURRICANES	GRANT - NETBALL UNIFORMS/DRESSES FOR GIRLS	£1,500.00	£0.00	£1,500.00	Council 2526 108	GPC Localism Act 2011
16	2025/08/16	14/11/2025	BACS	<input type="checkbox"/>	HOLME VALLEY TRANSPORT	ROLLING GRANT - PATIENT TRANSPORT (FROM EMR)	£1,000.00	£0.00	£1,000.00	F&M 2526 13	GPC Localism Act 2011
17	2025/08/17	14/11/2025	BACS	<input type="checkbox"/>	THE NEST HOLMFIRTH	GRANT - ROOM HIRE FOR MUM/BABY CLASSES	£1,440.00	£0.00	£1,440.00	Council 2526 108	GPC Localism Act 2011
18	2025/08/18	14/11/2025	BACS	<input type="checkbox"/>	SHARING MEMORIES	GRANT - ARTS PROJECT COSTS	£1,500.00	£0.00	£1,500.00	Council 2526 108	GPC Localism Act 2011
19	2025/08/19	14/11/2025	BACS	<input type="checkbox"/>	EPIKS	GRANT - ACTIVE TRAVEL PROJECT	£748.50	£0.00	£748.50	Council 2526 108	GPC Localism Act 2011
20	2025/08/20	14/11/2025	BACS	<input type="checkbox"/>	STAFF 05	SALARY	£1,571.66	£0.00	£1,571.66	F&M 2526 13	GPC Localism Act 2011
21	2025/08/21	14/11/2025	BACS	<input type="checkbox"/>	HUDDERSFIELD SAILING CLUB	GRANT - TOILET FACILITIES FOR CLUBHOUSE	£4,418.00	£0.00	£4,418.00	Council 2526 108	GPC Localism Act 2011
22	2025/08/22	14/11/2025	BACS	<input type="checkbox"/>	WOOLDALE WARBLERS	GRANT - TO SET UP A COMMUNITY CHOIR	£1,070.00	£0.00	£1,070.00	Council 2526 108	GPC Localism Act 2011
23	2025/08/23	17/11/2025	BACS	<input type="checkbox"/>	LLOYDS BANK	MULTIPAY CARD MONTHLY SUB	£6.00	£0.00	£6.00	Council 2526 108	GPC Localism Act 2011
24	2025/08/24	18/11/2025	DD	<input type="checkbox"/>	E.ON NEXT	ELECTRICITY - HOLMFIRTH TOILETS	£35.81	£1.79	£37.60	F&M 2526 13	GPC Localism Act 2011
25	2025/08/25	19/11/2025	BACS	<input type="checkbox"/>	CHRISTMAS TREE GROUP - HONLEY BUSINESS ASSOCIATION	GRANT - CHRISTMAS TREE/DÉCOR	£250.00	£0.00	£250.00	Council 2425 94	GPC Localism Act 2011
26	2025/08/26	19/11/2025	BACS	<input type="checkbox"/>	QUARMBY INVESTMENTS LTD (WICKENS TREES)	CHRISTMAS TREES	£1,330.00	£0.00	£1,330.00	Fin Reg 6.8 ii	GPC Localism Act 2011
27	2025/08/27	19/11/2025	BACS	<input type="checkbox"/>	STAFF 02	REIMBURSEMENT - REPLACEMENT KEYS	£11.90	£0.00	£11.90	F&M 2526 13	GPC Localism Act 2011
28	2025/08/28	19/11/2025	BACS	<input type="checkbox"/>	DOCUMENT LOGIC	PHOTOCOPYING	£79.50	£15.90	£95.40	F&M 2526 13	GPC Localism Act 2011
29	2025/08/29	19/11/2025	BACS	<input type="checkbox"/>	CHRISTMAS TREE GROUP - NETHERTHONG COMMUNITY PARTNERSHIP	GRANT - CHRISTMAS TREE/DÉCOR	£220.00	£0.00	£220.00	Council 2425 94	GPC Localism Act 2011
30	2025/08/30	19/11/2025	BACS	<input type="checkbox"/>	CHRISTMAS TREE GROUP - NETHERTHONG, CLOTHIERS - GRAEME HOYLE	GRANT - CHRISTMAS TREE/DÉCOR	£250.00	£0.00	£250.00	Council 2425 94	GPC Localism Act 2011
31	2025/08/31	19/11/2025	BACS	<input type="checkbox"/>	CHRISTMAS TREE GROUP - HADE EDGE RESIDENTS ASSOCIATION	GRANT - CHRISTMAS DÉCOR	£40.00	£0.00	£40.00	Council 2425 94	GPC Localism Act 2011
32	2025/08/32	19/11/2025	BACS	<input type="checkbox"/>	WEST YORKSHIRE COMBINED AUTHORITY	HV MINIBUS SERVICE OCT	£1,971.15	£0.00	£1,971.15	F&M 2526 13	GPC Localism Act 2011
33	2025/08/33	19/11/2025	BACS	<input type="checkbox"/>	CHRISTMAS TREE GROUP - HOLME VILLAGE RESIDENTS	GRANT - CHRISTMAS DÉCOR	£40.00	£0.00	£40.00	Council 2425 94	GPC Localism Act 2011
34	2025/08/34	19/11/2025	BACS	<input type="checkbox"/>	CHRISTMAS TREE GROUP - WOOLDALE ALLOTMENT ASSOCIATION	GRANT - CHRISTMAS DISPLAY FOR VEG BOX	£100.00	£0.00	£100.00	Council 2425 94	GPC Localism Act 2011
35	2025/08/35	19/11/2025	BACS	<input type="checkbox"/>	ENTERPRISE PRINT	PRINTING - LEAFLETS	£182.00	£0.00	£182.00	Council 2425 94	GPC Localism Act 2011
36	2025/08/36	20/11/2025	BACS	<input type="checkbox"/>	MAKING BROCKHOLMES BRIGHTER	GRANT - CHRISTMAS TREE/DÉCOR	£250.00	£0.00	£250.00	Council 2425 94	GPC Localism Act 2011
37	2025/08/37	20/11/2025	BACS	<input type="checkbox"/>	GARLAND BUILDING PROJECTS	ROOF WORKS TO HOLMFIRTH TOILETS	£22,275.00	£0.00	£22,275.00	Fin Reg 6.8 ii	GPC Localism Act 2011
38	2025/08/38	24/11/2025	BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR	EXPENSES	£208.50	£41.72	£250.22	F&M 2526 13	GPC Localism Act 2011
39	2025/08/39	24/11/2025	BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR	MAINTENANCE	£1,841.71	£0.00	£1,841.71	F&M 2526 13	GPC Localism Act 2011
40	2025/08/40	30/11/2025	BACS	<input type="checkbox"/>	UNITY TRUST BANK	SERVICE CHARGE	£11.70	£0.00	£11.70	F&M 2526 13	GPC Localism Act 2011
				<input type="checkbox"/>			£72,939.54	£69.80	£73,009.34		

# Holme Valley Parish Council Cash Book 2025-26

## Unity Trust T2 Current Account

### Schedule of Payments December 2025

No	HVPC ref	Payment Sent Date	Payment method	Check v Statement	To pay	Description	Net	Vat	Gross	Authorisation to Pay	Legislation
1	2025/08/01	03/12/2025	BACS	<input type="checkbox"/>	ST JOHN AMBULANCE	1ST AIDER FOR BIG COMMUNITY EVENT	£200.20	£40.04	£240.24	Council 2425 94	GPC Localism Act 2011
2	2025/08/02	03/12/2025	BACS	<input type="checkbox"/>	HUDDERSFIELD HUB	3 MONTHS WEBSITE SPONSORSHIP	£600.00	£0.00	£600.00	F&M 2526 13	GPC Localism Act 2011
3	2025/08/03	03/12/2025	BACS	<input type="checkbox"/>	KIRKLEES COUNCIL	CHRISTMAS TREE	£1,224.06	£244.81	£1,468.87	F&M 2526 13	GPC Localism Act 2011
4	2025/08/04	03/12/2025	BACS	<input type="checkbox"/>	WEST YORKSHIRE COMBINED AUTHORITY	HV MINIBUS SERVICE NOV	£1,908.00	£0.00	£1,908.00	F&M 2526 13	GPC Localism Act 2011
5	2025/08/05	03/12/2025	BACS	<input type="checkbox"/>	HOLME ARCHITECTURE	ARCHITECTURAL SERVICES RE HOLMFIRTH TOILETS	£420.00	£84.00	£504.00	Council 2425 94	GPC Localism Act 2011
6	2025/08/06	04/12/2025	BACS	<input type="checkbox"/>	SOCIAL PROGRESS	SOCIAL MEDIA TRAINING &C	£1,000.00	£200.00	£1,200.00		GPC Localism Act 2011
7	2025/08/07	08/12/2025	DD	<input type="checkbox"/>	BT	INTERNET AND PHONE	£51.95	£10.39	£62.34	F&M 2526 13	GPC Localism Act 2011
			BACS	<input type="checkbox"/>	TIME IN TIME OUT MEDIA	TITO COUNCIL NEWS	£210.00	£42.00	£252.00	COUNCIL 2425 94	GPC Localism Act 2011
			BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR	EXPENSES	£41.63	£8.33	£49.96	F&M 2526 13	GPC Localism Act 2011
			BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR	MAINTENANCE	£1,492.09	£0.00	£1,492.09	F&M 2526 13	GPC Localism Act 2011
			<input type="checkbox"/>				£7,147.93	£629.57	£7,777.50		



**To:**

The Chief Executive  
Kirklees Council  
Civic Centre 3  
Market Street  
Huddersfield HD1 2EY

**Subject: Concerns regarding management of Holmfirth town-centre works**

Dear Steve Mawson,

Holme Valley Parish Council wishes to formally express its concern regarding the ongoing town-centre works in Holmfirth and their impact on our community.

We recognise the significant disruption and distress being experienced by Holmfirth residents, visitors and especially local businesses as a result of the ongoing town-centre works.

While we support investment in Holmfirth's infrastructure and welcome efforts to improve accessibility and safety, we are deeply concerned by the way these works have been managed and communicated.

The Parish Council urges Kirklees Council and its contractors to take immediate steps to improve communication with traders, residents and road users, providing clear and timely updates about closures, access and progress.

We also request a clear outline of the revised project timetable and assurance that every effort is being made to minimise further disruption to Holmfirth's economy and community life.

Finally, as a gesture of good will, we would very much welcome Kirklees Council considering arrangements to offer opportunities for free or cheaper parking in Holmfirth town centre in the weeks leading up to Christmas as was offered in 2024.

The Parish Council stands ready to work with Kirklees Council, local businesses and community organisations to restore confidence and support the vitality of our town centre once the works are complete.

We trust that Kirklees Council will treat this matter with the urgency and seriousness it deserves, and we look forward to your response outlining the steps being taken to address these concerns.

Yours sincerely,

**Mrs Jen McIntosh**

Clerk to Holme Valley Parish Council

Cc: Cllr Carole Pattison, Leader of Kirklees Council  
Cllr Glenn Kirkby, Chair of Holme Valley Parish Council

## Holme Valley Parish Council

### Reference Group on the Kirklees Council Local Plan Update

#### Notes of a meeting on Friday 7 November '25

**Present:** Mary Blacka (HVPC) - CHAIR, [REDACTED] (Holme Valley Vision), [REDACTED] (Holmfirth Conservation Group), [REDACTED] (Honley Business Association), [REDACTED] (EcoHolmes CLT), Steve Ransby (HVPC), Sarah Whitelaw (HVPC), Andy Wilson (HVPC)

**Apologies:** [REDACTED] (River Holme Connections), [REDACTED] (HVPC) [REDACTED] Cllr Jane Rylah (Kirklees Council + HVPC), [REDACTED] (Honley Village Community Trust), [REDACTED] (Penistone Line Partnership)

#### 1. Welcome, apologies and introductions

[REDACTED], Kirklees Council, had sent her apologies, as she was on leave. She has agreed to attend the next meeting on Friday 5 December.

#### 2. Notes of the previous meeting, Friday 25 July '25

The notes were agreed as a true record.

Matters arising from the minutes:

##### **Consulting the Community – Big Community Celebration, 8 November '25**

Unfortunately, [REDACTED] and Mary Blacka had not managed to meet to work out how best to consult the community. Mary had prepared a sheet listing all the sub-topics, identified by the Reference Group, which would be used to gather ideas. [Ten responses have been received to date.]

#### 3. Emailed update from Jo Scrutton, Kirklees Council - discussion

As [REDACTED] as unable to attend the meeting, she had sent a detailed update by email, which was circulated with the papers for the meeting. The text if the email is appended to these notes.

Kirklees Council is still waiting for central government to issue two key documents - the new plan-making regulations and the national development policies. The Council has decided against a second phase of early engagement consultation by the end of the year but will, instead, publish a Local Plan newsletter.

Issues mentioned in the discussion:

- The role of the West Yorkshire Combined Authority/Mayoralty, in relation to the requirements in the Planning and Infrastructure bill, which is expected to receive the Royal Assent by the end of the year and start to be implemented at the beginning of 2026.

- The dichotomy between speeding up planning processes and increased consultation of communities

It was decided to list questions/issues, to be raised with [REDACTED], when she attends the next meeting. These will be shared with [REDACTED] prior to the meeting.

- Timescales – will there be any further large-scale consultation?
- The new newsletter – when will the first issue appear and what will be the frequency
- Consultation and communication – how is this working?
  - What other questions would we like to see in any further engagement?
  - How to reach young people?
  - What other parish councils and organisations are involved in the consultation process?
  - Statement of community involvement – the cabinet papers
  - Who is making decisions about community involvement?
- Greenbelt /greybelt – how far has Kirklees Council got with its survey? Will significant areas be released for development?

It was agreed that the Group should re-visit the work that it had done on the characteristics of areas for development.

#### **4. Presentation to the Great Collaboration Banter Group – Place Based Initiative (Sarah Whitelaw)**

The slides from Sarah's presentation had been circulated with the papers for the meeting.

Sarah outlined the process leading up to the presentation. The work of the Reference Group is all about connectivity and collaborative working, aiming at a cohesive, community-based response not just the views of the Parish Council.

The response to those who watched the presentation were extremely positive - "fantastic stuff". There was interest in how the project has started. The value of giving such national presentations is that it gets our name and place out there.

Several points were raised in the discussion that followed:

- Once the Kirklees Local Plan has been updated, it will take precedence over the **Neighbourhood Plan**, as the latest plan has precedence.
- The Neighbourhood Plan update, probably led by the Parish Council, will have to follow the update of the Local Plan. The work of the Reference Group could, possibly, be extended to the updating of the Neighbourhood Plan, though it is unlikely that the same level of resources will be available to support this process, compared to the resources available for the drafting of the original Neighbourhood Plan.
- Much of the £10k of funding for the original Neighbourhood Plan went to a firm which identified local characteristics.
- The existing document is completely different from that originally written.
- Collectively, Reference Group members should be able to produce something valuable, though it will still have to satisfy the Planning Inspectors.
- Neighbourhood Plans, as long as there is no conflict, can provide a level of granularity and depth of detail, which is not possible in a Local Plan.
- The Holme Valley Neighbourhood Plan is the only completed Neighbourhood Plan in

Kirklees,

- The **local circular economy**, had been highlighted by farmers, in the community consultation meeting at Hade Edge.
- It is almost the 75<sup>th</sup> anniversary of the **Peak District National Park**. There is a need for greater understanding of the connectivity between different local authorities.
- The **Centre for Local Economic Strategies**, based at Manchester University, might be interested in what we are doing.

## 5. Peak District National Park Authority (PDNPA) – progress on the update of the Local Plan (Mary Blacka)

Mary reported on a Parishes Day, on 11 October '25, at the Peak District National Park Authority, which she had attended

### Local Plan update – general progress:

- The results of the initial 'Issues and Options' consultation, to which HVPC responded, are now available on line on the PDNPA website
- The second 'Preferred Approach' consultation is now live and can be accessed at <https://www.peakdistrict.gov.uk/planning/policies-and-guides/the-local-plan/local-plan-preferred-approach-consultation>
- The closing date is 19 December '25. Responses can be made by email or on-line.
- HVPC will be making a response
- Responses from individuals and organisations/groups are encouraged
- The draft updated Local Plan will be published in Summer 2026
- PDNPA hopes to submit the final version to central government in advance of the December 2026 deadline

### Housing

- PDNPA is not a housing authority. There appear to be tensions between the PDNPA and local housing authorities, with the PDNPA picking up the slack from neighbouring housing authorities.
- The housing market in PDNPA is said to be broken.
- A 20-year look at strategic housing provision suggests 1580 new homes by 2045.
- One quarter of new housing will be new builds (at 20 per year) with three-quarters conversions (at 59 per year).
- PDNPA is using a locally derived – rather than the standard – measure of housing need. It will have to robustly defend this methodology, which comes up with a lower figure than the standard method.

### Transport

- Several policies will remain unchanged in the updated Local Plan
- The impact of the new mayoral authority (Combined Midlands Authority) is unknown
- Parking is a big issue. PDNPA needs to work with neighbouring local authorities to divert tourists from the honeypot destinations in the national park
- The Local Plan update will go beyond a set of instructions to planning officers and will set a context and aspirations for the future

## 6. Section 106 monies (Andy Wilson)

Kirklees Council issued a list of S106 monies and how they were being spent in December 2024. It was expected that there would be a new list in December 2025. There were not many entries for the Holme Valley in the existing list, probably reflecting that there were very few sites, suitable for large-scale housing developments, left. The only development in the pipeline is at Gynn Lane, Honley.

Once a large-scale development had been approved, some parish councils consult local residents to find out what they would wish Section 106 money to be spent on. This would be a possibility for HVPC.

There is a large amount of unspent funds, which might be worth asking about.

## **7. Progress reports / updates from subject groups**

There had not been much response from sub-groups to the request for an update for this meeting. Sub-groups feel that they need to hear what [REDACTED] has to say, at the next meeting, before expending much further effort and time on developing their reports.

The deadline for the submission of our second response is January 2026.

### **9. River Holme Corridor**

[REDACTED] had responded that this section was already complete.

## **7. Minerals – extraction (quarrying) + Peat Moss**

Steve Ransby reported that he had spoken to quarry owner [REDACTED] and circulated a document summarising his findings. [The document will be circulated with the papers for the 7 December meeting.]

As a responsible quarry-owner, [REDACTED] feels that he is having to pay the price for bad quarry owners. It was suggested that any firm wishing to quarry should pay a bond.

There is no thoroughgoing assessment of the quality of the stone quarried. Should we despoil the landscape for material of uncertain quality. The sandstone which is much used locally is not quarried in the Holme Valley but from Huddersfield.

## **8. Dates of future meetings – possibly 9 January '26, 6 February '26, 6 March '26**

The suggested dates were agreed.

## **ACTIONS**

<b>Task</b>	<b>Who</b>
Liaise with [REDACTED]: <ul style="list-style-type: none"><li>• Invitation to next meeting</li><li>• Sharing with Jo the questions and areas on which we would like an update</li></ul>	Margaret Dale
Put <i>Characteristics of sites for development</i> on the agenda of the	Mary Blacka

December meeting

Continue to work on sub -group reports

All

**Next meeting**

**Friday 5 December '25, at 3-00pm** - with [REDACTED], Kirklees Council



# Holme Valley Parish Council

**Community Governance Review**  
**Tuesday 9 December 2025**

## **Briefing from Cllr Lawrence Baylin for Full Council**

### **Context**

At its meeting on 20 Oct 2025, Holme Valley Parish Council approved the establishment of a small, cross-party Working Group to consider the Stage 1 consultation by Kirklees on the Community Governance Review (CGR) and draft a collective response for members of HVPC to consider.

The Working Group has comprised Cllr Lawrence Baylin (Labour), Cllr Donna Bellamy (Conservative), Cllr Chris Green (Green).

The evolving draft statement, together with relevant supporting information, were shared with all members of the Council on more than one occasion and finally on 8 December 2025.

The following represents the amalgamation of all the views expressed but, due to the timetable specified for the CGR consultation, has not been formally ratified or adopted by our Full Council.

### **1 Any ward or other name changes requested?**

There was very broad support for requesting that the wards of Fulstone and Scholes should have name changes which more appropriately reflect their present day composition and to help the electorate to understand and identify with the ward in which they live but also retain the historic identity. We therefore propose the new names of New Mill & Fulstone and Scholes & Hade Edge and ask that this goes forward in the next stages of the CGR Public Consultation. We believe that, in addition to our local knowledge of the communities, the data on the distribution of the village populations justify this proposal.

The consultation has triggered debate about the style (name) of the Holme Valley Parish Council and significant, but not unanimous, opinion that the term 'Parish' is out-dated and inappropriate, causes confusion and possibly sometimes leads to the public's reluctance to engage with it. Having reviewed the relevant Local Government Boundary Commission rules based on the Local Government and Public Involvement and Health Act 2007 and taken advice

from Kirklees Council officers, we understand that a change of style is an available option within the powers of the Parish Council itself, with 'Town Council' being an option. It does not form part of the CGR and would not change the legal powers and duties. We will ask the Clerk to schedule a formal debate on this matter at Full Council within the current municipal year.

## **2. Any requests for changes to ward sizes, distribution, or representation arrangements?**

It is our view that the sizes of the individual Parish Wards appear broadly proportionate and should remain unchanged. We do not want to divide established communities and there are no proposals to alter the boundaries.

There appears to be some interest amongst members of this Council in dividing the Council into two, separating the Honley and Brockholes wards from the rest of the Holme Valley and therefore forming two new Councils. We ask that this option goes forward in the next stages of the CGR Public Consultation and can provide greater detail if required.

We have noted that Brockholes stands out as a ward where the representation ratio appears exceptional, both in comparison with other wards in the Holme Valley and also with any Parish/ Town ward in Kirklees. We take the view that a second seat for the Brockholes ward would bring its representation ratio down to a more reasonable level. This would increase the whole Council to 24 seats, which appears to be consistent with the NALC guidance on appropriate representation for the size of our electorate.

## **3. Relationship with the Kirklees Council.**

There has been a long standing concern expressed by members and officers of Holme Valley Parish Council that communications between it and Kirklees Council can and should be improved for the sake of efficient functioning and the benefit of the local community. It has been argued that the Parish & Town Councils Charter is in need of review and updating.

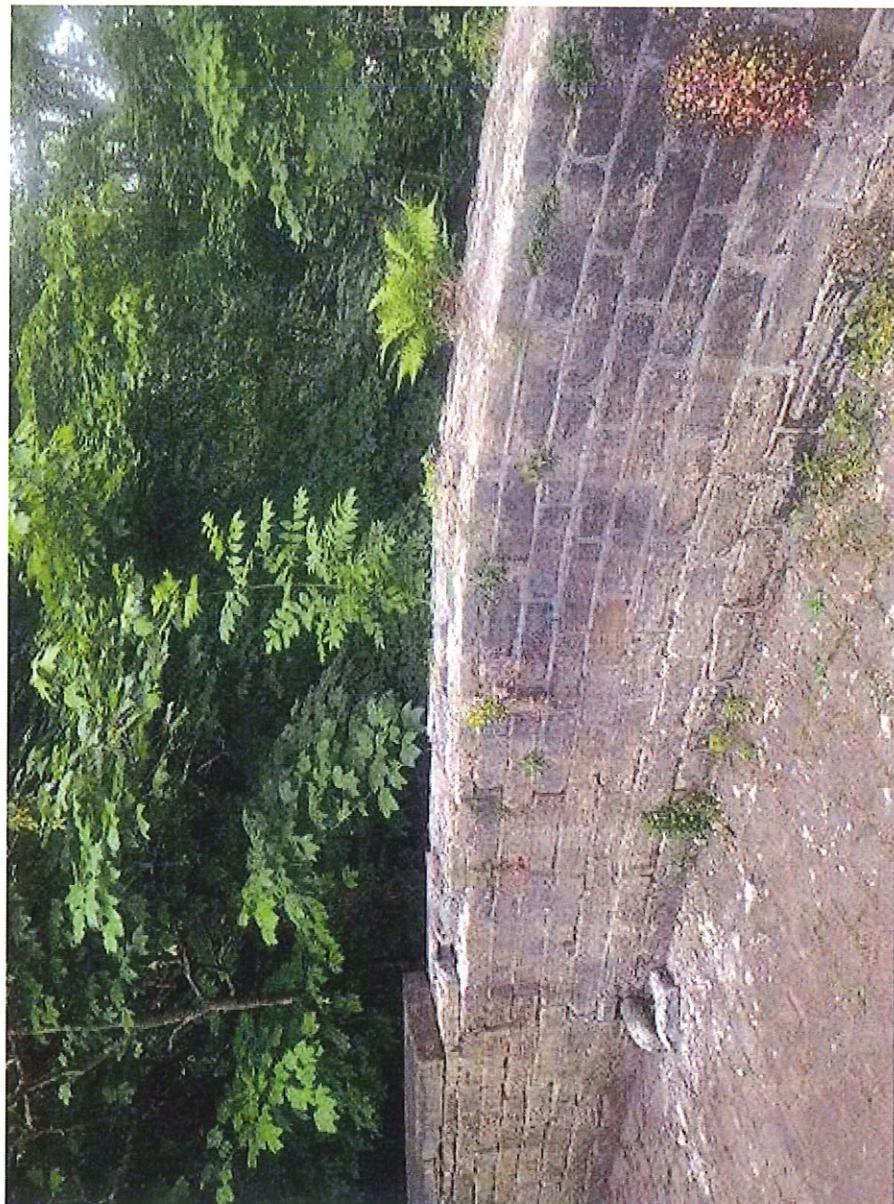
In response on 21 May 2024, Chief Executive Steve Mawson wrote that the Charter was out of date and that Kirklees were 'planning to start conversations with the parish and town councils this year on an agreement about how we work together, including in our communications'.

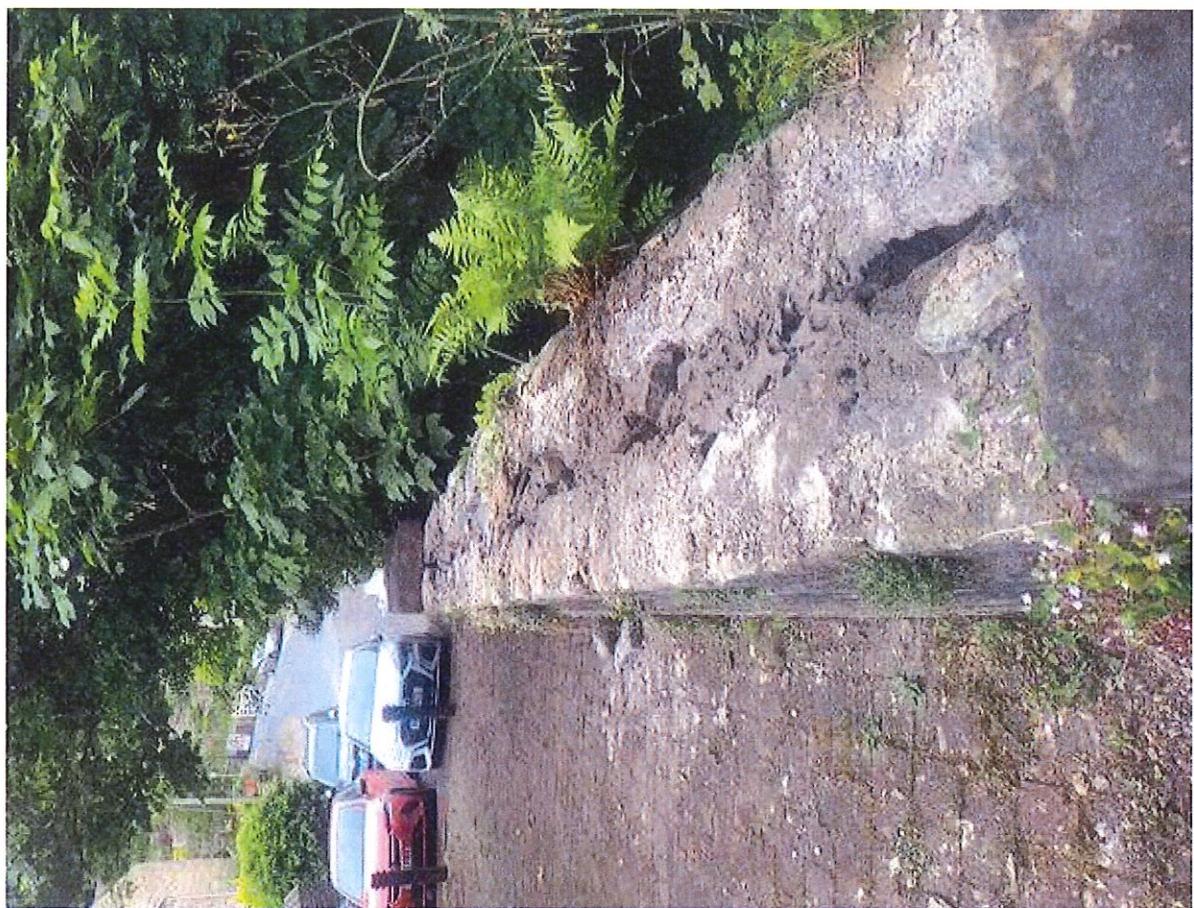
We are noting that this remains an outstanding task and urge Kirklees officers to take this opportunity to make progress on it at this time.

Kind regards

Cllr Lawrence Baylin  
Scholes & Hade Edge Ward and Council Vice Chair  
Holme Valley Parish Council

ENDS.





# Democracy Friendly Schools

## Update Dec 2025

**Michelle Ross**

Active Citizens and Places Team  
Governance Service



# Democracy Friendly Schools programme

Supporting all children and young people to learn about, and take part in, local democracy and civic life.

Based on our learning from 1,700+ Children and young people in Kirklees.



# Democracy happens where you are



# Councillors 2025-26

## Know your Kirklees councillor



Leader Carole Pattison  
carole.pattison@kirklees.gov.uk

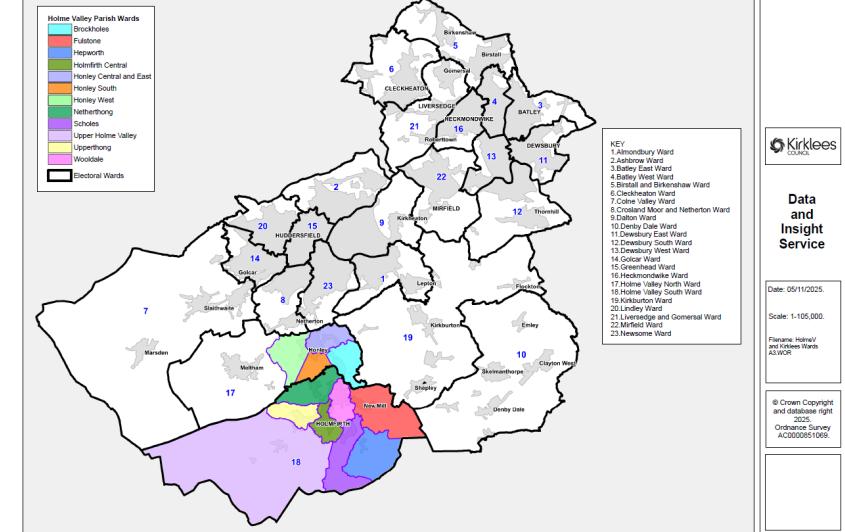
Mayor Liz Smaje  
liz.smaje@kirklees.gov.uk

## Meet the Councillors



### Holme Valley Parish Council

#### Electoral Wards, Holme Valley Parish Wards



#### Data and Insight Service

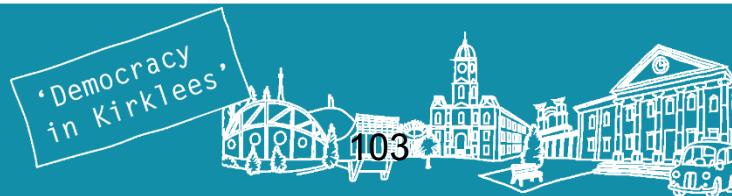
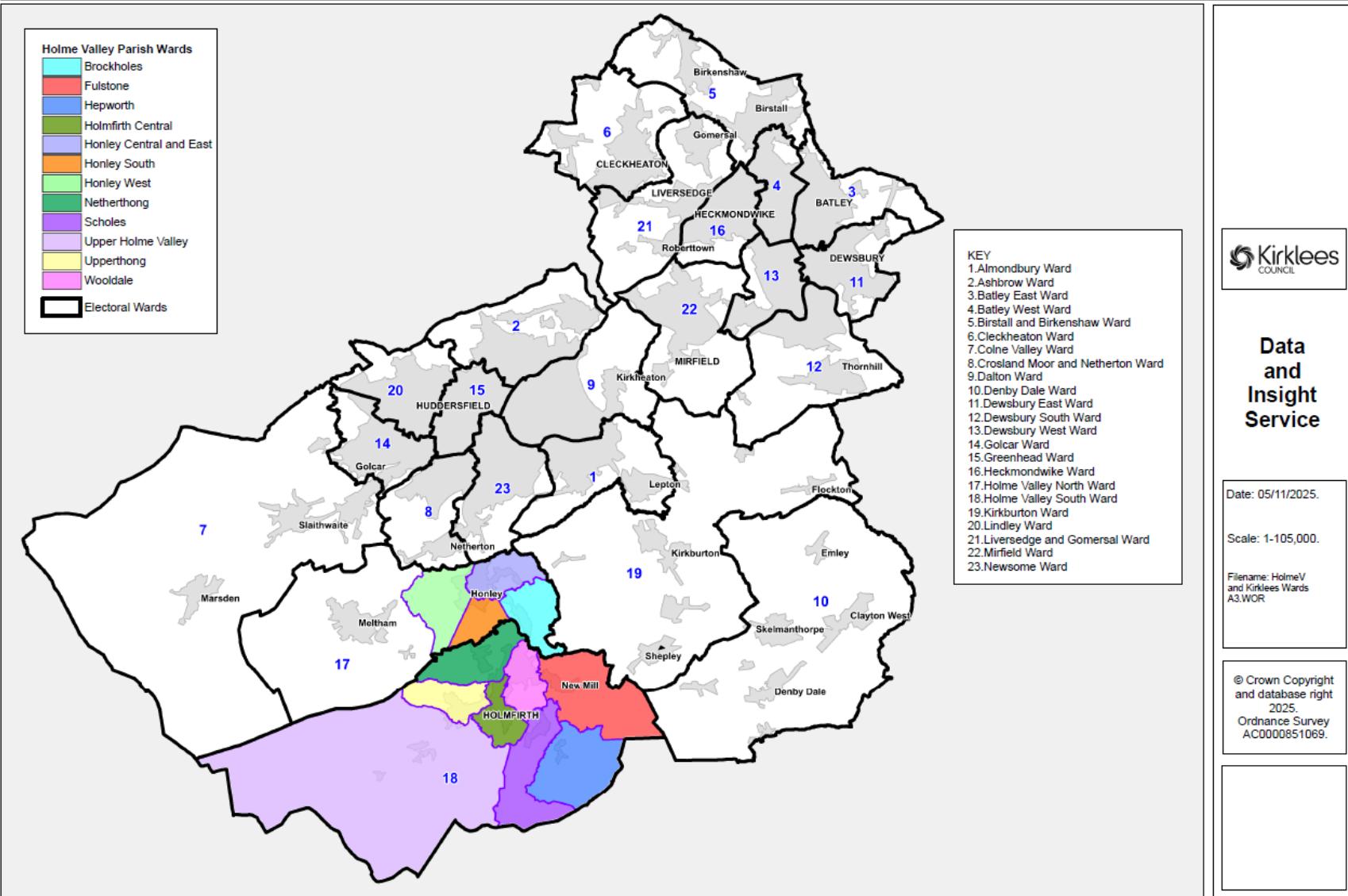
Date: 05/11/2025  
Scale: 1:105,000  
Filename: HolmeV and Wooldale Ward A31WOR  
© Crown Copyright and database right 2025  
Ordnance Survey AC0000001069.



Democracy  
in Kirklees



# Electoral Wards, Holme Valley Parish Wards



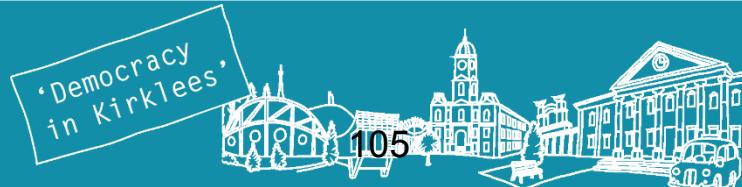
# Democracy Friendly Journey

School	Expression of interest	Participating	Democracy Friendly Award
Brockholes Church of England Voluntary Controlled Junior and Infant School			
Hade Edge Junior, Infant and Nursery School			
Hepworth Junior and Infant School	✓	✓	✓
Hinchliffe Mill Junior and Infant School	✓	✓	
Holme Junior and Infant School	✓	✓	
Holmfirth Junior Infant and Nursery School	✓	✓	
Holmfirth High School			
Honley CofE (VC) Junior, Infant and Nursery School	✓		
Honley High School	✓		
Netherthong Primary School			
New Mill Infant School	✓		
New Mill Junior School			
Scholes (Holmfirth) Junior & Infant School			
Upperthong Junior and Infant School	✓	✓	



# Schools and wards

School	HVPC Ward	HV North Ward	HV South Ward
Brockholes Church of England Voluntary Controlled Junior and Infant School	Brockholes	✓	
Hade Edge Junior, Infant and Nursery School	Upper Holme Valley		✓
Hepworth Junior and Infant School	Hepworth		✓
Hinchliffe Mill Junior and Infant School	Upper Holme Valley		✓
Holme Junior and Infant School	Upper Holme Valley		✓
Holmfirth Junior Infant and Nursery School	Wooldale		✓
Holmfirth High School	Holmfirth Central		✓
Honley CofE (VC) Junior, Infant and Nursery School School Street Site - Nursery, Year 1 and Year 2	Honley Central and East	✓	
Honley CofE (VC) Junior, Infant and Nursery School Jaggar Lane Site - Year 3 - 6	Honley Central and East	✓	
Honley High School	Honley Central and East	✓	
Netherthong Primary School	Netherthong		✓
New Mill Infant School	Wooldale		✓
New Mill Junior School	Fulstone		✓
Scholes (Holmfirth) Junior & Infant School	Scholes		✓
Upperthong Junior and Infant School	Upperthong		✓



We are Democracy Friendly



**[www.DemocracyFriendly.org.uk](http://www.DemocracyFriendly.org.uk)**

## HVPC Community Nature reserve

### Foundation Document

#### Introduction

The first community nature reserve that included private gardens was launched in 2025 by Alison Morgan and Chris Green in Honley. Alison Morgan and Chris Green introduced the idea at the Honley Open Gardens weekend after learning about other initiatives in local communities. It was an overwhelming success as people pledged to not use any pesticides in their gardens to help wildlife and put a dot on the map of Honley saying where they lived, thus building up a picture of a potential urban nature reserve. The idea was formally adopted by Holme Valley Parish Council in summer 2025 and a subsequent event was held in Netherthong Church promoting the protection of the swift colony in the village with an outstanding talk by a Swift Conservation activist from Leeds. It was attended by around sixty people.

#### The Aims

The aims of the Community Nature Reserve are to

- increase the diversity of wildlife in the parish council area
- build community life around a wildlife concern
- increase our knowledge of, and respect for, the natural world

#### Method

To encourage residents within the parish council area to register their gardens and say what they are doing to increase biodiversity.

To create a digital interface for such registration and to keep in touch with those who register.

To create and maintain a Facebook group so that people, who wish to, can tell stories of what is happening around the area or post wild life photographs.

To put on events in pursuit of the aims.

To create local interest in the areas with a view to increasing biodiversity and particularly to cooperate in regard to the Local Nature Action Plan.

To carry out wildlife surveys of the local area in cooperation with local groups such as the RSPB national bird count

To work with other partners as appropriate such as Yorkshire Wildlife Trust. To protect the privacy of those people who register their gardens. Other actions in pursuit of the aims.

#### Area of Interest

Defined by the boundary of Holme Valley Parish Council

#### Structure

The project will be managed by the HVPC community nature reserve working group of Holme Valley Parish Council, consisting of council members and local people and currently chaired by Cllr Alison Morgan.

The project will work on an entirely cross-party basis and has no affiliation to any political party.

Alison Morgan

28 11 2025

## Communications & Engagement Working Group – 26 September 2025

Attendees: Cllr Whitelaw, Cllr Baylin, Cllr Holmes, Gemma Sharp (Assistant Clerk)

### Summary Points and Actions

#### C&E Action plan and updates on ongoing work

- **Action:** GS to design and scope costs for pull up banners, new general leaflet and updated video and order in time for 8<sup>th</sup> Nov event.
- **Action:** GS to investigate making the grant evaluation forms more easily accessible on the HVPC website.
- Communications screen – investigations into feasibility to begin in January.

#### Social Media Policy (referral from Full Council)

- Direction from Full Council was to draft a Social Media Policy to address concerns about negative comments from members of the public towards individual councilors and the reputational risk of the councilors as a whole. Current policy and strategy do not give guidance on escalation or action beyond reporting to the Clerk.
- Information vs discussion posts: consider turning comments off for pure information posts, with clear “contact us to discuss” signposting; if left on, define who monitors/responds and with what authority. Some of the strategy session with Social Progress may be able to give support on this.
- **Action:** GS to draft a standalone policy and an option for an amendment of the existing Media and Communications Policy with clear rules (when to hide/delete/limit, escalation routes etc). Include actions for handling vexatious/abusive comments (not just “report to Clerk”). Research how other councils and YLCA frame social media rules & engagement with the public. Drafts to be presented to Full Council on 20 October 2025.

#### Proposed New Activity - Annual Parish Meeting

- Cllrs expressed the desire for an engagement-focused APM, suggested a grants reception/showcase (self-selecting speakers/exhibitors), plus short council presentation on achievements from the year.
- **Action:** GS to draft a top-line event structure for consideration at Full Council on 20 October 2025.

#### Content Gathering (for November event and other website content)

- Need photos, short clips, slides (incl. Heritage Week) featuring people/partners. Even rough footage useful for slide backgrounds.
- **Action:** All to gather photos and other info for content – particularly from grant evaluations and other people focused images. GS to compile and caption.

## **Budget & Finance**

- C&E budget lines noted. The social media training and strategy session will be vired from the C&E budget into the training budget.

► Action: GS to run a transaction report and circulate current position and forecast.

Next Meeting: TBC depending on availability and need – likely to be after November event.

## HVPC Communications and Engagement Action Plan 2025-2027

Project or area of work	Progress	Next steps	Likely expenditure	Potential Collaborations	Timeframe
<b>HVPC Website</b>	New website went live in October 2024. Main content all migrated plus new sections on climate action migrated from the CA website. A local services directory is now in place. Transport page added but needs developing.	Expand climate action section and look at including transport and tourism info. Gather feedback on user experience for possible other improvements. Make Grant Evaluation forms easier to find.	In house time only		Gather feedback January 2026 onwards
<b>Publicity banners</b>	New pull up banner designed and purchased by Assistant Clerk.	Further consideration to be given to additional signage. (purchase 1-2 more pull up banners) Banners to be arranged to publicise the Big Community Event.	3 banners now in place, approx. £150 expenditure		
<b>Printed “What HVPC Does” leaflet</b>	Second version with updated branding to was produced in time for BCC 8/11/2025				
<b>Communication screen</b>	HVV have done a trial	Evaluate trial and review	Initial estimates for an outdoor screen were in the region of £4,000. Would be much less for an indoor screen.		Review trial and assess feasibility in 2026.
<b>Social Media</b>	Developed presence on Facebook.  Support package proposal on Cllr and training and council strategy provided by Social Progress.	Training to be offered to councillors on using social media. Strategy session to compliment this will take place with Social Progress.  Explore expansion into other platforms such as LinkedIn and Instagram.	Proposal from Social Progress accepted at £1,000	Social Progress	Training session to be arranged – autumn/winter

## HVPC Communications and Engagement Action Plan 2025-2027

<b>Plaques and QR codes for HVPC assets such as benches and bus shelters</b>		Review	Initial research indicates metal or plastic plaques will cost approx. £5-£10 per plaque plus additional costs to fit. Approx 200 plaques will be needed to cover all benches and bus shelters	Maintenance Contractor	Start research into costings and possible suppliers January 2026
<b>Councillor outreach activity</b>	Cllr presence at community events such as festivals and Holney Show. Some work has also been done to do public consultation such as at Sands and Local Plan reference group.	Review approach to councillor visibility and learn from other parishes.  Publicise that councillors are available to come and speak at events or schools.			From Jan 2026
<b>The Big Community Celebration 8<sup>th</sup> November 2025.</b>	Venue booked, stall holders finalised.	Review	Budget £5,000 (likely to be under if in line with the previous year).		To be completed by 8 November 2025
<b>Cllr blogs</b>	Cllr blog and video interview published Summer 2025	Review			Ongoing – Ad-hoc
<b>Monitoring of engagement strategies</b>	The Council has both a Communications Policy and Communications strategy.  A policy on social media and escalation procedure for vexatious communications was approved at Full Council on 20 Oct 2025.	Review & consider a feedback survey. Plans to create eNewsletter, A 'Sign up' form will also be able to be integrated in the HVPC website.  Consideration for a print news letter to be considered at next C&E group meeting.			eNewsletter to be actioned from Feb 2026 onwards

## HVPC Communications and Engagement Action Plan 2025-2027

<b>Review of Collaboration and Community Engagement activities, Review Parish 'image' and presence</b>	The Database has been cleaned up and will be ready to be used as part of a monthly eNewsletter. Identifiable users/email address will need to "opt-in". The Database was used for inviting groups to the Big Community Celebration.	As above			As above
<b>Establish Publicly accessible PC activities Calendar</b>	The meetings calendar is now available on new website.	Further events to be explored as part of website development.  Signposting to other community events to be done via the local directory on the website.			Meetings calendar complete.  Directory launched August 2025
<b>Improve visibility of Parish Council at the Civic</b>	Dawn is exploring the possibility of expanding the HVPC branded presence in the foyer with the Civic trustees to coincide with the development work in the foyer.	Some of the work of the Civic visioning may include this.			Interim foyer presence – Autumn 2025  Redevelopment of the Civic is much longer term.
<b>Review use of HD9 and Tito 'booklets', and other printed news in the Valley</b>	Reduced presence in Tito to 4 times per year	Investigate the "Honley Flyer"			
<b>Annual Parish Meeting</b>	Awards were changed to the Big Community Celebration in 2024 – However there remains	Make recommendations to Full Council on an additional event attached to the Annual Council Meeting.	No budget was planned or allocated for this in the year 2025/26 so any		Initial proposal idea October 2025.

## HVPC Communications and Engagement Action Plan 2025-2027

	<p>an opportunity to make more of the Annual Parish Meeting. Suggestions have included civic reception, grantees reception or reinstatement of a different kind of awards for business/youth/environmental etc.</p>	<p>A proposal for the format was approved by Full Council on 20 Oct 2025. The next step is to plan for the activity.</p>	<p>required expenditure will need to come from savings elsewhere within the budget line.</p>		
<b>Live streaming meetings</b>		<p>Investigate feasibility and equipment required for better quality audio/visual output.</p> <p>Are any other similar parishes doing this?</p>			<p>By end of council term.</p>

**Holme Valley Parish Council**  
**Annual Budget - By Centre (Actual YTD Month 8)**

		<u>Last Year</u>		<u>Current Year</u>				<u>Next year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>100</b>	<b><u>Income</u></b>									
1076	Precept	327,934	327,934	447,780	223,890	223,890	0	447,780	0	0
1078	Special Expenses Grant	3,437	3,437	3,451	1,726	1,726	0	3,451	0	0
1090	Bank Interest	4,500	4,809	4,500	2,471	1,885	0	4,500	0	0
1092	Toilets Donations	2,500	2,680	2,500	915	1,281	0	2,500	0	0
1095	Other receipts	4,460	7,119	6,650	6,957	7,345	0	2	0	0
1200	Allotment Rents	324	324	324	322	0	0	324	0	0
1250	Gartside Building	4,800	3,163	4,200	2,142	0	0	0	0	0
1300	Garage plot income	840	840	840	840	0	0	840	0	0
	<b>Total Income</b>	<b>348,795</b>	<b>350,305</b>	<b>470,245</b>	<b>239,262</b>	<b>236,127</b>	<b>0</b>	<b>459,397</b>	<b>0</b>	<b>0</b>
6001	less Transfer to EMR	0	16,453	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>348,795</b>	<b>333,852</b>	<b>470,245</b>	<b>239,262</b>	<b>236,127</b>		<b>459,397</b>		
<b>110</b>	<b><u>Staff Expenditure</u></b>									
4000	Salaries	87,700	91,574	96,108	58,090	41,430	0	104,316	0	0
4060	Staff Training	2,300	971	2,300	910	200	0	2,300	0	0
	<b>Overhead Expenditure</b>	<b>90,000</b>	<b>92,545</b>	<b>98,408</b>	<b>59,000</b>	<b>41,630</b>	<b>0</b>	<b>106,616</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	5,000	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(90,000)</b>	<b>(87,545)</b>	<b>(98,408)</b>	<b>(59,000)</b>	<b>(41,630)</b>		<b>(106,616)</b>		
<b>150</b>	<b><u>Administration</u></b>									
4061	Councillor Training	900	1,148	900	163	150	0	900	0	0
4200	Chairman's Expenses	1,000	994	1,000	180	820	0	1,000	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 8)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4205	Council Office Expenditure	2,000	2,833	2,000	1,175	839	0	2,100	0	0
4210	Audit	1,650	1,637	1,650	1,473	424	0	2,000	0	0
4215	Bank Charges	500	229	500	118	84	0	200	0	0
4220	Conference / Seminars	500	0	500	0	0	0	500	0	0
4225	Elections	0	9,016	10,000	5,918	5,918	0	10,000	0	0
4230	Repairs & Maintenance	1,000	66	1,000	0	0	0	1,000	0	0
4235	Insurance	8,750	11,851	12,000	12,089	0	0	12,300	0	0
4240	Travel Allowance	300	0	300	0	0	0	300	0	0
4245	Office Equipment	300	40	300	0	0	0	900	0	0
4250	Office/Room Hire	10,200	10,192	10,200	10,000	0	0	200	0	0
4260	FOIA/EIR requests	500	0	500	0	0	0	500	0	0
4265	Subscriptions	3,000	2,580	3,000	2,772	0	0	3,000	0	0
4275	Telephone and Internet	500	684	600	308	261	0	600	0	0
4285	Remembrance Sunday	160	160	160	160	0	0	160	0	0
4290	COVID Memorial	0	1,124	0	2,512	2,365	0	0	0	0
4400	Electronic Support	1,650	1,101	1,700	1,485	65	0	1,700	0	0
4660	Communications & Engagement	0	0	15,000	4,332	5,357	0	10,650	0	0
5005	Grant to Food Bank	0	3,500	0	0	0	0	0	0	0
5020	Grant - Council Grant	0	0	0	1,228	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>32,910</b>	<b>47,154</b>	<b>61,310</b>	<b>43,914</b>	<b>16,283</b>	<b>0</b>	<b>48,010</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	1,124	0	2,593	2,364	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(32,910)</b>	<b>(46,030)</b>	<b>(61,310)</b>	<b>(41,321)</b>	<b>(13,919)</b>		<b>(48,010)</b>		
<b>250</b>	<b>Finance &amp; Management</b>									

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 8)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4315	Grants - Community Assets	44,691	35,795	48,440	4,117	45,883	0	46,940	0	0
4405	Grants - Projects and Events	24,809	28,744	20,500	3,500	21,500	0	19,500	0	0
4420	Honley Library	0	0	15,750	15,018	15,000	0	15,750	0	0
4425	The Civic	0	0	60,000	45,986	14,014	0	65,000	0	0
	<b>Overhead Expenditure</b>	69,500	64,539	144,690	68,621	96,397	0	147,190	0	0
6000	plus Transfer from EMR	0	6,060	0	3,500	17,560	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(69,500)	(58,479)	(144,690)	(65,121)	(78,837)		(147,190)		
<b>300</b>	<b><u>Planning</u></b>									
4505	Neighbourhood Plan	1,500	7,676	2,500	1,440	0	0	1,000	0	0
	<b>Overhead Expenditure</b>	1,500	7,676	2,500	1,440	0	0	1,000	0	0
6000	plus Transfer from EMR	0	7,676	0	1,410	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(1,500)	0	(2,500)	(30)	0		(1,000)		
<b>350</b>	<b><u>Publications &amp; Communication</u></b>									
4650	Communications & Engagement	15,000	11,385	0	310	0	0	0	0	0
	<b>Overhead Expenditure</b>	15,000	11,385	0	310	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(15,000)	(11,385)	0	(310)	0		0		
<b>400</b>	<b><u>Service Provision</u></b>									
4300	Honley Library	15,000	15,080	0	0	0	0	0	0	0
4310	Holmfirth Civic Hall- Projects	10,000	88,998	0	0	0	0	0	0	0
4320	Public Toilet - Day to Day	22,000	17,705	23,100	8,043	8,019	0	23,100	0	0
4325	Public Toilet - Lettable Space	1,000	3,350	1,050	6,365	920	0	1,050	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 8)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4705	Christmas Provision	6,000	5,606	4,592	3,000	3,680	0	5,000	0	0
4710	New Mill - Churchyard	750	239	788	354	434	0	788	0	0
4715	Defibrillators	0	58	0	65	0	0	0	0	0
4720	Dog Waste	1,200	404	1,260	1,219	981	0	1,260	0	0
4730	Minibus	23,500	23,209	23,500	11,637	11,572	0	23,500	0	0
4735	Phone Boxes	400	0	400	708	0	0	1,000	0	0
4740	Seats & Shelters-Maintenance	13,000	10,371	13,650	4,643	5,076	0	13,650	0	0
4750	War Memorial	500	200	500	0	0	0	1,000	0	0
4760	Youth Work in the Holme Valley	25,000	25,000	26,250	15,000	10,000	0	25,000	0	0
4765	Tourism	0	39	0	600	2,000	0	5,000	0	0
4840	Climate Action	0	0	5,000	7,740	22,275	0	5,000	0	0
<b>Overhead Expenditure</b>		<b>118,350</b>	<b>190,259</b>	<b>100,090</b>	<b>59,374</b>	<b>64,957</b>	<b>0</b>	<b>105,348</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	55,787	0	16,027	17,344	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<b>(118,350)</b>	<b>(134,472)</b>	<b>(100,090)</b>	<b>(43,347)</b>	<b>(47,613)</b>		<b>(105,348)</b>		
<b>450</b>	<b><u>Climate Emergency</u></b>									
4805	Climate Action	5,000	869	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		<b>5,000</b>	<b>869</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	767	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<b>(5,000)</b>	<b>(102)</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>		
<b>500</b>	<b><u>Allotments/Garage plots</u></b>									
4900	Allotment Expense	0	350	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		<b>0</b>	<b>350</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 8)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>	0	(350)	0	0	0	0	0	0	0
<b>Total Budget Income</b>	348,795	350,305	470,245	239,262	236,127	0	459,397	0	0
<b>Expenditure</b>	332,260	414,777	406,998	232,659	219,267	0	408,164	0	0
<b>Net Income over Expenditure</b>	16,535	-64,472	63,247	6,602	16,860	0	51,233	0	0
plus Transfer from EMR	0	76,414	0	23,530	37,268	0	0	0	0
less Transfer to EMR	0	16,453	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	16,535	(4,512)	63,247	30,132	54,128	51,233			

# Holme Valley Parish Council

## Precept Setting 2026-27 - Option A



## Last Year:

Opening Cash Book Balance 01 April 2025 (Box 7 AGAR -carry forward 31.03.23)	£156,870
Made up of	
General Reserves	£87,436 (A)
Earmarked Reserves	
EMR Comm Assets - others	£2,017
EMR Election Fund	£7,000
EMR Defibrillator	£1,739
EMR Gartside Building	£3,400
EMR Honley Library	£15,000
EMR Royal Events	£1,000
EMR COVID Memorial	£4,877
EMR Climate Emergency Projects	£13,527
EMR Rolling Grants	£1,000
EMR Sustainable Transport	£5,000
EMR Tourism	£4,961
EMR Dog Waste & Litter	£3,800
EMR Community Engagement	£3,610
EMR Toilets Refurb	£2,504
<b>Total Earmarked Reserves</b>	<b>£69,434</b>
	£69,434 (B)
<b>Total General + Earmarked</b>	<b>£156,870 (A) + (B)</b>

## This Year Projected:

Projected Balances 31 March 2026	
Opening Cash Book balance	£156,870
Plus precept received	£447,780
Projected income not including precept	£27,608
	£632,258
Projected Expenditure	£451,923
Projected General Fund and Earmarked Reserves	£180,335
Represented by:	
EMR Comm Assets - others - F&M	£0
EMR Election Fund - Council	£21,000
EMR Defibrillator - Service Provision	£1,674
EMR Gartside Building - Service Provision	£10,000
EMR Honley Library - F&M	£0
EMR Royal Events - C&EWG/Council	£3,000
EMR COVID Memorial - Council	£0
EMR Rolling Grants - F&M NEW	£8,560
EMR Rolling Grants - Service Provision NEW	£2,300
EMR Sustainable Transport - Service Provision	£5,000
EMR Tourism - Service Provision	£0
EMR Community Engagement - C&EWG/Council	£3,610
EMR War Memorial	£2,500
EMR Phone Boxes	£2,000
EMR Brand Assets - C&EWG/Council	£2,000
EMR Maintenance Contract Negotiations - Toilets NEW	£2,100
EMR Maintenance Contract Negotiations - Seats &c. NEW	£1,365
EMR Bus Shelters NEW - Service Provision	£10,000
EMR Local Plan NEW - Council	£2,470
EMR Events NEW - C&EWG/Council	£2,000
EMR	
Total Earmarked Reserves	£79,578
<b>Total General Reserves</b>	<b>£100,756</b>
	£180,335
Less contribution to 2025/26 budget	£0
General Reserves Projected Balance	£100,756
General Reserves as % of expenditure	22%

-£2,017 delete  
 +£7,000  
 no change  
 +£10,000  
 +£1,000 delete  
 +£2,500 now budget  
 no change  
 no change  
 +£2,000  
 +£1,080  
 +£2,100  
 +£1,365  
 +£10,000  
 +£2,470  
 +£2,000

## Next Year:

Precept 2025/26 + projected Opening Balances 01/04/2026	
Projected Opening Balance 01/04/2026	£180,335
Less earmarked reserves 01/04/2026	£79,578
<b>Total General Funds Available</b>	<b>£100,756</b>
Less contribution to budget 2026/27	£0
General Reserves Balance (A)	£100,756
Projected Income (excluding precept)	£11,617
Plus contribution from General Reserves 2023/24	£0
<b>Less Budget expenditure</b>	<b>£408,164</b>
<b>Deficit</b>	<b>£396,547</b>
Plus contribution to reserves 2026/27 (B)	£51,233
<b>Deficit - to be raised via precept</b>	<b>£447,780</b>
<b>General Reserves Summary</b>	
Projected General Reserves Balance 2026/27 (A)+(B)	£151,989
General Reserves as a Percentage of NRE	37%
General Reserves if at 25% of NRE	£102,041
General Reserves +/- 25% NRE	£49,948

Year-on-year comparisons	2024/25	2025/26	2025/26	2026/27
	ACTUAL	BUDGET	PROJECTED	BUDGET A
	£221,342	£156,870	£156,870	£180,335
Precept	£327,934	£447,780	£447,780	£447,780
Total other receipts	£22,371	£22,465	£27,608	£11,617
Expenditure - staff	£91,574	£96,108	£99,520	£104,316
Expenditure - all other	£323,203	£310,890	£352,403	£303,848
Cash Book balance - carry	£156,870	£220,117	£180,335	£231,568
Of which - earmarked	£69,434	£79,578	£79,578	£79,578
Of which - general reserves	£87,436	£140,539	£100,757	£151,990
General reserves as a % of		21%	35%	22%
Contribution to budget				37%
Contribution to general	£16,453	£61,583	£61,583	£51,233

Precept/Tax Base Calculator	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Change in charge
	Financial Year	10092.94	10400.79	10482.86	10741.38	10784.69	
Council Tax Band A	£18.12	£18.12	£18.12	£20.35	£27.68	£27.68	£0.00
Council Tax Band B	£21.14	£21.14	£21.14	£23.75	£32.29	£32.29	£0.00
Council Tax Band C	£24.16	£24.16	£24.16	£27.14	£36.91	£36.91	£0.00
<b>Council Tax Band D</b>	<b>£27.18</b>	<b>£27.18</b>	<b>£27.18</b>	<b>£30.53</b>	<b>£41.52</b>	<b>£41.52</b>	<b>£0.00</b>
Council Tax Band E	£33.22	£33.22	£33.22	£37.31	£50.75	£50.75	£0.00
Council Tax Band F	£39.26	£39.26	£39.26	£44.10	£59.97	£59.97	£0.00
Council Tax Band G	£45.30	£45.30	£45.30	£50.88	£69.20	£69.20	£0.00
Council Tax Band H	£54.36	£54.36	£54.36	£61.06	£83.04	£83.04	£0.00
	£274,326	£282,693	£284,924	£327,934	£447,780	£447,780	

# Holme Valley Parish Council 2025-26

## Income and Expenditure against Budgets - PROJECTED

2026-27 Budget

CODE	DESCRIPTION	Starting Budget	Virements	April	May	June	July	August	September	October	November	December	January	February	March	Year End	Total	Payments from EMR	Movements to from General Reserve	Available Funds	CODE	Budget Proposal A	
<b>INCOME</b>																							
1076	Precept	100.00%	447,780	£0.00	£0.00	£223,890.00	£0.00	£0.00	£0.00	£0.00	£223,890.00	£0.00	£0.00	£0.00	£0.00	£447,780	£0	£447,780	£0.00	1076	£447,780		
1078	Special Expenses Grant	100.00%	3,451	£0.00	£0.00	£1,725.50	£0.00	£0.00	£0.00	£0.00	£1,725.50	£0.00	£0.00	£0.00	£0.00	£3,451	£0	£3,451	£0.00	1078	£3,451		
1090	Interest on Investments	96.79%	4,500	£0.00	£286.64	£275.07	£568.19	£263.60	£269.28	£559.84	£248.12	£255.00	£560.00	£255.00	£560.00	£4,356	£0	£4,356	£144.26	1090	£4,500		
1092	Donations - Holmfirth Public Toilets	87.84%	2,500	£0.00	£0.00	£340.00	£0.00	£0.00	£575.00	£0.00	£549.00	£183.00	£183.00	£183.00	£183.00	£2,196	£0	£2,196	£304.00	1092	£2,500		
1095	Other receipts	215.07%	6,650	£0.00	£2.00	£0.00	£0.00	£0.00	£0.00	£748.67	£5,753.18	£215.45	£530.12	£0.00	£0.00	£14,302	£0	£14,302	£-7,652.26	1095	£2		
1200	Allotment Rents	99.23%	324	£0.00	£261.50	£0.00	£60.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£322	£0	£322	£2.50	1200	£324		
1250	Gartside Building	50.99%	4,200	£0.00	£391.66	£350.00	£350.00	£350.00	£350.00	£350.00	£350.00	£0.00	£0.00	£0.00	£0.00	£2,142	£0	£2,142	£2,058.34	1250	£0		
1260	Memorial Bench Donations	0	0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0	£0	£0.00	1260	£0			
1300	Garage Plot Income	100.00%	840	£0.00	£480.00	£240.00	£120.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£840	£0	£840	£0.00	1300	£840		
			470,245	£0.00	£1,417.80	£226,820.57	£1,100.19	£853.60	£1,942.95	£6,663.02	£463.57	£226,949.62	£743.00	£438.00	£438.00	£7,557.84	£0	£475,388	£-5,143.16	459,397	£436,932		
<b>YTD</b>																							
VAT Refund			£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£3,615	£3,614.84				
			£0.00	£1,417.80	£226,820.57	£1,100.19	£853.60	£1,942.95	£6,663.02	£4,078.41	£226,400.84	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£469,277	£469,277.38		
<b>EXPENDITURE</b>																							
<b>110 Staff Expenditure</b>																							
4000	Salaries	103.55%	96,108	£0.00	£8,121.52	£7,954.14	£8,087.62	£8,023.11	£9,594.90	£8,285.92	£8,285.92	£8,285.92	£8,285.92	£8,285.92	£8,285.92	£99,520	£0	£99,519.92	£-3,411.54	4000	£104,316		
4060	Staff Training	48.25%	2,300	£0.00	£30.00	£507.40	£0.00	£180.00	£162.40	£0.00	£40.00	£40.00	£40.00	£40.00	£40.00	£1,110	£0	£1,109.80	£1,190.20	4060	£2,300		
<b>Total Staff Expenditure</b>		102.26%	98,408	£0.00	£8,151.52	£8,461.54	£8,087.62	£8,203.11	£8,194.90	£8,315.92	£8,325.92	£8,325.92	£8,325.92	£8,325.92	£8,325.92	£100,650	£0	£100,629.72	£-2,221.34	102.26%	£106,616		
<b>150 Administration</b>																							
4061	Councillor Training	34.76%	900	£0.00	£0.00	£27.40	£35.00	£0.00	£27.40	£0.00	£73.00	£30.00	£30.00	£30.00	£30.00	£313	£0	£312.80	£587.20	4061	£900		
4200	Chairman's Expenses	100.00%	1,000	£0.00	£435.00	£435.00	£0.00	£0.00	£150.00	£30.00	£164.00	£164.00	£164.00	£164.00	£164.00	£1,000	£0	£1,000.00	£0.00	4200	£1,000		
4205	Council Office Expenditure	100.70%	2,000	£0.00	£117.99	£178.63	£45.79	£167.99	£365.03	£99.37	£199.99	£167.83	£167.83	£167.83	£167.83	£2,014	£0	£2,013.94	£-13.54	4205	£2,100		
4210	Audit	114.95%	1,650	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,050.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,897	£0	£1,896.62	£-246.62	4210	£2,000		
4215	Bank Charges	40.36%	500	£0.00	£22.70	£18.65	£32.05	£9.60	£10.05	£15.80	£9.45	£16.70	£16.70	£16.70	£16.70	£202	£0	£201.80	£298.20	4215	£200		
4220	Conference / Seminars	0.00%	500	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0	£0.00	£500.00	£4220	£500			
4225	Electrons	118.37%	10,000	£0.00	£5,918.38	£5,065	£5,065	£5,065	£5,065	£5,065	£5,065	£5,065	£5,065	£5,065	£5,065	£5,918.38	£11,837	£0	£11,836.76	£4225	£10,000		
4230	Repairs & Maintenance	0.00%	1,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0	£0.00	£1,000.00	£4230	£1,000			
4235	Insurance	100.74%	12,000	£0.00	£0.00	£12,088.61	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£12,089	£0	£12,088.61	£-88.61	4235	£12,300		
4240	Travel Allowance	0.00%	300	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0	£0.00	£300.00	£4240	£300			
4245	Office Equipment	0.00%	300	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0	£0.00	£300.00	£4245	£900			
4250	Office/Room Hire	98.04%	10,200	£0.																			