

To: All Members of the Council

You are hereby summoned to attend the **ANNUAL MEETING OF THE COUNCIL** to be held on **MONDAY, 18 MAY 2026** at **7pm** in **THE EXHIBITION ROOM, THIRD FLOOR, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS** for the transaction of the following business –

- AGENDA – (A)

Public Question Time including a welcome and brief report from the Chair 2025-26, Cllr Glenn Kirkby. **7.00pm**

ANNUAL COUNCIL PROCEDURAL MATTERS

2627 01 Installation of Chair **7.15pm**

- (1) To elect a Chair for the remainder of the Council year.
- (2) To invest the newly elected Chair with the Chain of Office.
- (3) The newly elected Chair to read and sign the Declaration of Acceptance of Office.
- (4) The newly elected Chair takes the Chair and returns thanks for his/her election
- (5) To thank the retiring Chair.
- (6) The retiring Chair to reply

2627 02 Installation of Vice Chair **7.20pm**

- (1) To elect a Vice Chair for the remainder of the Council year
- (2) To present the newly elected Vice Chair with the Vice Chair's Jewel.
- (3) The newly elected Vice Chair to return thanks for his/her election
- (4) To thank the retiring Vice Chair

2627 03 Recording of public meeting **7.25pm**

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.

2627 04 Items to be heard in private session **7.26pm**

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.

2627 05 Apologies and reasons for absence **7.27pm**

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

Holme Valley Parish Council

TO CONSIDER: apologies and reasons for absence.

2627 06 Receipt of written Declaration of Pecuniary and Other Interests 7.28pm

Clerk to report.

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

2627 07 Declaration of interests in agenda items 7.29pm

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

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

2627 08 Standing Committees 2026-27 7.32pm

The Council needs to agree which Committees, if any, it wishes to operate in 2026-27 and the membership of any committee.

Current Standing Orders and Scheme of Delegation refer to a Finance and Management Committee, a Planning Committee and a Service Provision Committee. Any changes to these arrangements would need amendments to be voted on with regards to the Council's governance documents.

The Committee Preference Form requests councillors to express their preferences for membership of committees and willingness to stand for Chair for the committees they have expressed a preference for.

Completed forms have been collated as **(B)**.

Councillors can stand for all, some or no committees. Preference changes can be made at the Annual Council Meeting. The maximum number of councillors is 23 for each committee.

If councillors' collated preferences are within the limits for each committee's maximum size then those preferences *may* be approved and the committees constituted without the need for voting on individual members.

- i. **TO CONSIDER:** membership of the Finance and Management Committee 2026-7
- ii. **TO CONSIDER:** membership of the Planning Committee 2026-7
- iii. **TO CONSIDER:** membership of the Service Provision Committee 2026-7
- iv. **TO CONSIDER:** any other actions with regards to Holme Valley Parish Council Committees in 2026-27.

2627 09 Office Holders 2026-27 7.37pm

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Office holders are to be appointed for 2026-27 in accordance with Standing Orders.

The appointment of Vice Chair of each of the Finance and Management Committee, the Planning Committee and the Service Provision Committee *may* be delegated to the next meeting of those committees.

The Staff Performance and Development Lead is Cllr Mary Blacka.

- 1) **TO APPOINT:** Chair and Vice Chair of the Finance and Management Committee
- 2) **TO APPOINT:** Chair and Vice Chair of the Planning Committee
- 3) **TO APPOINT:** Chair and Vice Chair of the Service Provision Committee

The appointment of the Chair of the Staffing Committee is included in item 2627 11 as this will follow consideration of the membership of the Staffing Committee.

2627 10 The Staffing Committee 2026-27

7.42pm

The Staffing Committee is comprised of a maximum of 8 Members including:

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

If a member of the Staffing Committee is a Chair of more than one committee then that Chair's Vice Chair may deputise for their place on the Staffing Committee.

In line with Standing Orders, the Staffing Committee has in 2025-26 appointed a Staff Performance & Development Lead, Cllr Mary Blacka, from the members of the Staffing Committee (including the Chair). This appointee will, where possible, undertake the role of Staff Performance & Development Lead for a minimum of two years to ensure continuity and will remain a member of the Staffing Committee during that time.

TO CONSIDER: membership of the Staffing Committee 2026-27.

TO APPOINT: Chair of the Staffing Committee (usually the Chair of the Council in the previous year or predecessor – otherwise Standing Order 27(d) states that an alternative member of the committee be appointed Chair)

2627 11 Council Policies

7.47pm

The Council is asked to approve readoption of those policies described in the attached

- Checklist of Policies **(Ci)**
- which can be viewed on the HVPC website as indicated.

The following have all been revised in line with any changes minuted in 2025-26 and indicated in the latest NALC model policies.

Holme Valley Parish Council

- Standing Orders (Cii)
- Scheme of Delegation (Ciii)
- and Financial Regulations (Civ)

The Code of Conduct (Cv) has also been included in papers.

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

These revised procedures are presented for consideration as follows:

- Complaints Procedure (Cvi)
- Disciplinary Procedure (Cvii)
- Grievance Procedure (Cviii)

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

Clerk and Staffing Committee to report further.

TO CONSIDER: subject to any amendments, the revised Complaints Procedure, as presented.

TO APPROVE: the revised Disciplinary Procedure and Grievance Procedure, as recommended by the Staffing Committee.

TO APPROVE: subject to any amendments, all other HVPC policies listed for 2026-27 including Standing Orders, Scheme of Delegation, Financial Regulations and Code of Conduct as presented and all other policies available on the HVPC Website.

TO CONSIDER: any other actions arising from the review of the Council's policies.

2627 12 Representatives to Outside Bodies 2025-26

7.57pm

The Parish Council's representatives to outside bodies are appointed annually at this meeting.

A list of the representatives required is enclosed for consideration, showing HVPC representatives for 2025-26 (D).

TO CONSIDER: the Parish Council's representatives to outside bodies for 2026-27.

2627 13 To appoint Authorised Signatories under the Bank Mandates

8.03pm

Bank mandatees are to be reviewed and, where necessary removed or added to in the light of the appointment of role-holders for 2026-27.

Deputy Clerk/RFO to report.

Holme Valley Parish Council

TO APPOINT: bank mandatees as follows:

- (1) Unity Trust Bank - the main Current Account T2 and the Instant Access Account (preferably all committee chairs plus council chair and vice-chair would be mandatees)
- (2) CCLA Public Sector Deposit Fund (officers advise that, as transactions are seldom made from this account, only two mandated councillors are suggested as being needed).

Those appointed will need to supply some personal information and specimen signatures to the respective banks through the RFO as part of the process.

TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETINGS

2627 14 Minutes of Full Council meetings

8.06pm

TO APPROVE: the Minutes of the FULL COUNCIL Meeting held on 23 March 2026 numbered 2526 190 to 2526 223 **(E)**

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

- i. Any other matter arising.

Clerk to report further.

TO CONSIDER: any further action(s) arising from the minutes of the previous meeting of the FULL COUNCIL, held on 23 March 2026.

THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2627 15 Minutes of Standing Committee meetings

8.08pm

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

TO APPROVE: the Minutes of the STAFFING COMMITTEE Meeting held on 13 April 2026 numbered 2627 01 to 2627 17 **(Fii)**.

TO APPROVE: the Minutes of the PLANNING COMMITTEE Meeting held on 27 April 2026 numbered 2627 01 to 2627 18 **(Fiii)**.

2627 16 Standing item – the Climate Emergency

8.10pm

Council is reminded that items on this agenda should be viewed where appropriate through the lens of the Climate Emergency the Council has declared.

Clerk to report.

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TO CONSIDER: how actions and decisions to be taken for all following items reflect the Climate Emergency.

FINANCIAL MATTERS

2627 17 Council Finances – 2025-26 outturn, Budget 2026-27 and expenditure to date 2026-27 8.10pm

- Budget Out-Turn 2025-26 and 2026-27 **(Gi)**
- Year-to-date Budgets against Income and Expenditure (spreadsheet) **(Gii)**

Deputy Clerk/RFO to report.

TO NOTE: budget reports received.

TO CONSIDER: any further actions arising from budget reports.

2627 18 Schedule of Payments 8.13pm

The Schedule of Payments for April 2026 **(Hi)** and the month-to-date Schedule of Payments for May 2026 **(Hii)** have been included in the document pack.

Deputy Clerk/RFO to report.

TO NOTE: Schedule of Payments for April 2026.

TO CONSIDER: Schedule of Payments for month-to-date May 2026.

MATTERS RESERVED FOR FULL COUNCIL

2627 19 Annual update of Declarations of Pecuniary Interest 8.15pm

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

The clerk requests that these are completed, signed and dated and then returned to her at this meeting or as soon as possible after.

All councillors can be emailed or have mailed out their existing written DPI upon request.

TO NOTE: all councillors to complete a fresh written Declaration of Pecuniary Interest for the Council Year 2026-27 and return to the clerk.

2627 20 Arrangements for written dispensations 8.16pm

Where members have an ongoing pecuniary or other interest in an item that is likely to feature in a substantial number of meetings then it is possible to complete a written dispensation to cover a period of time.

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The matter of written dispensations is covered in Standing Order 13. The dispensation form attached (I) is used for this purpose.

Clerk to report further.

TO CONSIDER: the arrangements for receipt and granting of written dispensations for pecuniary and other interests for the Council Year 2026-27.

2627 21 Annual signing of register acknowledging the Code of Conduct

8.18pm

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

The register for signing will be available at the meeting.

TO NOTE: all councillors present to sign the register acknowledging receipt of and adherence to the Code of Conduct.

Those councillors absent from the meeting will be invited to sign the register at their next attendance at a council meeting.

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

8.19pm

Please see updates below on several formal processes currently underway.

Monitoring Officer referrals

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

Subject Access Request (SAR)

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

Freedom of Information (FOI) Request

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

Information Commissioner's Office (ICO)

A referral was made to the Information Commissioner's Office regarding a serious data protection matter, and a response has been received (J).

Kirklees Data Protection Officer (DPO)

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

Governance and resource impact

The Parish Council is currently managing a number of governance issues which have required significant support from external consultants. At the FULL COUNCIL meeting on 23 March

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2026 Council **APPROVED:** expenditure of up to £5,000 from General Reserves for consultant services regarding a GDPR/Freedom of Information request.

The Consultancy firm has informed the Clerk that expenditure to date is estimated at £7,500, in part due to further advice being requested with regards to the handling of data breaches related to the GDPR/Freedom of Information request. Clerk Team time diverted to these matters will be reported on at the meeting.

Next steps

It is intended that a full and detailed confidential briefing will be provided to Full Council at its meeting on Monday 23 June 2026, possibly in a Part II (private) session.

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

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

TO NOTE:

- i. the update provided regarding ongoing Monitoring Officer referrals, information-rights requests, and data protection matters, and further notes that a full confidential briefing will be provided to Council at its meeting on 23 June 2026.
- ii. that two referrals are currently under consideration by the Kirklees Monitoring Officer and that responses are awaited.
- iii. the receipt of a Subject Access Request and a related Freedom of Information Request, and that the estimated cost to date of responding to these matters is approximately £7,500, with further Clerk Team time also diverted to this work.
- iv. that a data protection matter has been referred to the Information Commissioner's Office and a response received which shall be considered at the next meeting.
- v. that a separate data protection concern has been reported to the Kirklees Council Data Protection Officer and that a response is awaited.
- vi. that no further information can be provided at this time due to the ongoing nature of the formal processes referred to above.

2627 23 Working Groups reporting to Full Council 2026-07

8.22pm

Council is requested to review the continuation and membership of each working group which reports to it, referred to in **(K)** and listed below.

- i. Communications and Engagement Working Group

TO CONSIDER: the continuation and membership of the Communications and Engagement Sub-Committee.

- ii. Committee Structure and Meetings Schedule Working Group

TO CONSIDER: the continuation and the membership of the Committee Structure and Meetings Schedule Working Group.

- iii. Code of Conduct Working Group

TO CONSIDER: the continuation and the membership of the Code of Conduct Working Group.

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iv. Communication Protocol Working Group

TO CONSIDER: the continuation and the membership of the Communication Protocol Working Group.

v. Big Community Celebration Working Group

TO CONSIDER: the continuation and the membership of the Big Community Celebration Working Group.

vi. Covid Memorial Working Group

TO CONSIDER: the continuation and the membership of the Covid Memorial Working Group.

vii. Climate Action Working Group

TO CONSIDER: the continuation and the membership of the Climate Action Working Group.

viii. Civic Lease/VAT Working Group

TO CONSIDER: the continuation and the membership of the Civic Lease/VAT Working Group.

ix. Democracy-Friendly Schools Working Group

TO CONSIDER: the continuation and the membership of the Democracy-friendly Schools Working Group.

x. Community Governance Review Working Group

TO CONSIDER: the continuation and the membership of the Community Governance Review Working Group.

xi. Safeguarding Working Group

TO CONSIDER: the continuation and the membership of the Safeguarding Working Group.

xii. Local Plan Reference Group

TO CONSIDER: the continuation and the membership of the Local Plan Reference Group.

TO CONSIDER: any other actions with regards to working groups reporting to Full Council.

2627 24 Interim Internal Audit Report

8.27pm

The Parish Council's Internal Auditor, Interim Audit Yorkshire, has completed the Interim Internal Audit Report (L) for the financial year ending 31 March 2026.

Deputy Clerk/RFO to report.

Holme Valley Parish Council

TO CONSIDER: The Interim Internal Audit Report, as presented.

TO CONSIDER: Any actions arising from the Report.

2627 25 Holme Valley Land Charity - authorised signatories

8.30pm

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

Clerk to report further.

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

2627 26 Civic Vision Working Group - update

8.31pm

An update from the Civic Vision Working Group.

TO NOTE: the update regarding the development of a vision for the future development of the Civic.

TO CONSIDER: any further actions regarding the development of a vision for the future development of the Civic.

2627 27 Honley Show

8.34pm

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

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

TO CONSIDER: actions arising regarding Honley Show.

2627 28 Request from Holmfirth Arts Festival

8.35pm

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

Clerk to report further.

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

Holme Valley Parish Council

2627 29 IT systems - review

8.38pm

The clerk team wishes to review some of the IT systems and providers the Council utilises, including our email host, and explore options around better digital adoption/synchronisation and general IT resilience across council systems.

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

The Council's current email provider has informed Council of the intention to migrate to a new platform. However, it is unclear if this has happened. Councillors are requested to contact the clerk team if they experience any difficulties accessing their email.

TO NOTE: update regarding IT systems.

2627 30 Holmfirth Town Centre Works

8.40pm

Updates regarding Holmfirth Town Centre works.

TO CONSIDER: actions arising from the update on Holmfirth Town Centre works.

2627 31 Councillor training – evaluations received

8.45pm

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

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

REFERRALS FROM STANDING COMMITTEES AND WORKING GROUPS

STAFFING COMMITTEE

2627 32 Pay award for a member of the Clerk Team

8.45pm

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

TO NOTE: Pay award of one incremental point for an officer.

2627 33 Communications and Engagement Working Group

8.46pm

The latest Action Plan 2025-27 update March 2026 **(M)** has been included in papers.

Working Group members to report.

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

2627 34 Local Plan Reference Group

8.49pm

Update from the Planning Reference Group – see minutes attached **(N)**.

TO CONSIDER: any actions arising from the update regarding the work of the Local Plan Reference Group.

CORRESPONDENCE

2627 35 Reports from Kirklees Ward Councillors

8.54pm

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

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

MISCELLANEOUS ITEMS

2627 36 Items for Publicity

8.59pm

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

CLOSE 9pm

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

Holme Valley Parish Council - Committee Preference Form:
Council Year 2026-27 v4.

Committees		
WILLING TO BE CHAIR: Cllr Holmes, Cllr Wilson	WILLING TO BE CHAIR: Cllr Bellamy	WILLING TO BE CHAIR: Cllr Morgan
<u>Finance and Management</u> – max 23 members, meets alternate months to Full Council.	<u>Planning</u> – max 23 members, meets approx. every 8 weeks.	<u>Service Provision</u> – max 23 members, meets 4 times a year.
1. Cllr Blacka 2. Cllr Dixon 3. Cllr Whitelaw 4. Cllr Holmes 5. Cllr Brook 6. Cllr Bellamy 7. Cllr Wilson 8. Cllr Liles 9. Cllr Stewart 10. Cllr Rostron 11. Cllr Davis 12. Cllr Green 13. Cllr Morgan 14. Cllr Rylah 15. Cllr Kirkby 16. Cllr Osborne 17. Cllr Butler 18. Cllr Baylin 19. 20. 21. 22. 23.	1. Cllr Ransby 2. Cllr Dixon 3. Cllr Bellamy 4. Cllr Wilson 5. Cllr Liles 6. Cllr Davis 7. Cllr Firth 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23.	1. Cllr Ransby 2. Cllr Dixon 3. Cllr Whitelaw 4. Cllr Holmes 5. Cllr Brook 6. Cllr Bellamy 7. Cllr Wilson 8. Cllr Liles 9. Cllr Stewart 10. Cllr Rostron 11. Cllr Davis 12. Cllr Green 13. Cllr Morgan 14. Cllr Kirkby 15. Cllr Osborne 16. Cllr Firth 17. Cllr Butler 18. Cllr Baylin 19. 20. 21. 22. 23.

- Requests can be withdrawn or added at the Annual Council meeting.
- Requests to not be on any committee: Cllr Fenwick, Cllr Greaves.
- Cllr Colling – dispensation in place.

Jen McIntosh – 12-05-2026 4pm. ENDS.

Policies for review/re-adoption at Annual Council meeting 18 May 2026

- *The index below represents policies which can be found on the HVPC website. A number of these policies are being presented in revised form at the Annual Council meeting and will be included in papers for the meeting.*
- *All other policies can be viewed on the website.*
- *Policies on the website will be updated following the Annual Council meeting.*

DOCUMENT:	KEY: Mandatory/Statutory Requirement (SR) Best Practice (BP) Audit Requirement (AR)	Date last revised Nb policies last re-adopted 19/5/2025 Bold type – minuted <i>(in brackets – date of revised version included in Annual Council pack – not yet on website)</i>
MAIN POLICIES		
Standing Orders	BP	19/5/2025 (12/5/2026)
Scheme of Delegation (including terms of reference for all committees)	SR	19/5/2025 (12/5/2026)
Financial Regulations	SR	14/10/2024 (12/5/2026)
Standing Orders Virtual Meetings		20/5/2020
Code of Conduct	SR	31/1/2022 (12/5/2026)
Councillors and Officers in Kirklees – a Protocol for Working Effectively		18/12/2023
Complaints Policy/Procedure	SR	2019 (12-05-2026)
Management of Recording at Council Meetings Policy		21/3/2016
Policy on the Use of Mobile Phones in Meetings		21/3/2016
Public Participation at Meetings Policy/Rules for Public Session	BP	21/3/2016
PRIVACY AND GENERAL DATA PROTECTION AND COMMUNICATION		
Privacy notice – employees, councillors, role holders and volunteers	SR	24/06/2024
Privacy notice - general	SR	24/06/2024
Data/information audit- GDPR checklist	BP	24/06/2024
ICO Model Publication Scheme 2014	SR	2013
Publication Scheme Guidelines/Transparency Code Checklist	BP	13/5/2023
Media and Communications Policy	BP	9/10/2023
Records Management Policy	BP	05/05/2017
Information Technology Policy	SR	02/02/2026
FINANCE		
Chair’s Expenses Policy	AR	9/10/2023
BACS Payment Policy		07/05/2024
Financial Risk Assessment	AR	15/04/2024
Risk Management Policy	AR	15/04/2024
Asset Register Policy	AR	31/1/2022
Budget Virement Policy		13/05/2024
Reserves Policy		15/6/2021

DOCUMENT:	KEY: Mandatory/Statutory Requirement (SR) Best Practice (BP) Audit Requirement (AR)	Date last revised Nb policies last re-adopted 19/5/2025 Bold type – minuted <i>(in brackets – date of revised version included in Annual Council pack – not yet on website)</i>
HUMAN RESOURCES POLICIES		
Disciplinary Policy	BP	29/04/2024 (12-05-2026)
Grievance Policy	BP	29/04/2024 (12-05-2026)
Whistleblowing	BP	29/04/2024
Equality and Diversity Policy	BP	29/04/2024
Annual Leave Policy	BP	21/9/2020
Sickness and Absence Policy	BP	21/9/2020
Home Working Policy		21/9/2020
Employer Discretion Statement – Pension Scheme	SR	7/7/2014
Training and Development Policy	BP	6/2/2023
Recruitment and Selection Policy		6/2/2023
Pensions Policy	SR	21/9/2020
OTHER POLICIES		
Memorial Benches Policy		22/3/2021
Biodiversity Policy		18/3/2024
Communications Strategy		October 2024
National Planning Policy Framework Feedback Sheets		February 2026
National Planning Policy Framework Handouts		February 2026

Jen McIntosh
12/5/2026



STANDING ORDERS

Version Control:

- 1516/01 - Revised Standing Orders (based on NALC Model Standing Orders) approved and adopted at Council (with Service Provision) Meeting on 14 September 2015.
- 1516/02 - Further amendments agreed following review of the way the Council works (Oct/Nov 2015) – revisions approved and adopted by Council on 8 February 2016.
- 1516/03 - Additional revisions (re policy on use of mobile phones in Council meetings) approved and adopted 21 March 2016
- 1617/01 - Approved and adopted – Annual Council Meeting – 16 May 2016
- 1718/01 – Reviewed at Annual Council Meeting 15 May 2017 when changes made (due to merger of two committees)
- 1718/02 – Council approved and adopted revisions – 5 June 2017
- 1819/01 – Council reviewed and adopted – 14 May 2018
- 1819/02 – For review by F&M after NALC updates to Model - 10 December 2018
- 1920/03- Up dated from NALC Model 2019 proposed by Vice Chair 29th June 2020
- 2021/36- Council approved and adopted revisions – 29th June 2020
- 2122/16– Council approved updates to Staff Development Coordinator & dissolution of Community Assets Support Committee (Sections 4, 19 & 26) – 12th July 2021
- 2223/12 – Revised for and approved at Annual Council Meeting 16-05-2022.
- 2223/160 – Revisions made to reflect merger of 2 committees into the Climate Action Communications and Engagement Committee APPROVED
- 2324/12 – Approved Annual Council Meeting 15-05-2023
- 2425/12 - APPROVED ANNUAL COUNCIL MEETING 13-05-2024 [Based on NALC Model Standing Orders 2018 (England) - updated April 2022]
- 2526/11 AMENDED AND APPROVED AT ANNUAL COUNCIL MEETING ON 19 MAY 2025– changes in line with latest NALC Model Standing Orders 31 March 2025.
- 2627/11 FOR APPROVAL AND READOPTION AT ANNUAL COUNCIL MEETING ON 18 MAY 2026



HOLME VALLEY PARISH COUNCIL

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HOLME VALLEY PARISH COUNCIL

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h A councillor may move an amendment to his/her own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;



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- ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer to a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) except those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chair of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.



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Key to letters of clauses on left column

Full Council meetings

Committee meetings

Sub-committee meetings

All meetings

Any standing order in bold type contains statutory requirements and NALC recommends adoption without change.

3. Meetings generally

- a** Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable rate.

Meetings of the Council shall be held at the Exhibition Room, 3rd Floor, Civic Hall, Holmfirth at 7pm unless the Council decides otherwise at a previous meeting.

- b** The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

- c** The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.

- d d** Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

- e** 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.

- f** The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the Chair of the meeting.

- g** Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes.

- h** In accordance with standing order 3(e) above, 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.



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- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- ll** Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- mm** A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- nn** The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o** Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice Chair of the Council (if any).
- p** The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice Chair, if present, shall preside. If both the Chair and the Vice Chair are absent from a meeting, a councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- qqq** Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or councillors with voting rights present and voting.
- rrr** The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.

See standing orders 5(i) and 5(j)i below for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.
- s** Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;



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- ii. the names of councillors present and absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered and, where appropriate, the reason for the decisions;
- vi. if there was a public participation session; and
- vii. the resolutions made.

Uuu A councillor or non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.

V No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

See standing order 4d (viii) below for the quorum of a committee or sub-committee meeting.

www If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

W A meeting shall not exceed a period of two hours, not including the public open session and time for any speakers invited to address the Council or a Committee. No more than one speaker should be invited to address any meeting of the Council or a Committee.

4. Committees and sub-committees

- a. Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b. The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- c. Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d. The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;



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- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 7 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and sub-committee which shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee.
- e i. Standing Committees shall be appointed as follows:

Finance & Management	Maximum of 23 Members, including 1 representative per Ward (preferably)
Planning	Maximum of 23 Members, including 1 representative per Ward (preferably)
Service Provision	Maximum of 23 Members, including 1 representative per Ward (preferably)
Staffing	Maximum of 8 Members comprising: <ul style="list-style-type: none">• Chair of Council• Vice Chair of Council• Past Chair of Council or their predecessor (who will be appointed Chair of this Committee)• Chair of Finance & Management Committee• Chair of Planning Committee• Chair of Service Provision Committee• Staff Performance & Development Lead ¹

¹ The Staffing Committee will appoint a Staff Performance & Development Lead from the members of the Staffing Committee (including the Chair). This appointee will, where possible, undertake the role of Staff



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If a member of the Staffing Committee is a Chair of more than one committee then that Chair's Vice Chair may deputise for their place on the Staffing Committee.

The Finance & Management Committee will generally meet alternate months to Full Council.

The Planning Committee will meet every other month.

The Service Provision Meeting will meet four times a year.

The Staffing Committee will meet at least three times a year, but extra meetings of that Committee and any Staffing Sub-Committee may be called if circumstances demand.

- f Except where ordered by the Council in the case of a Committee, or by the appropriate Committee in the case of a sub-committee, the quorum of a Committee or Sub-Committee shall be one third of its members, rounded down; in no case shall the quorum of a meeting be less than three.
- g The Standing Orders in Section 1 (Rules of Debate) and the Standing Orders on interests of members in contracts and other matters shall apply to Committee and Sub-committee meetings insofar as they are appropriate.
- h Unless there is a Council resolution to the contrary, every Committee may appoint a Sub-Committee whose terms of reference and members shall be determined by resolution of the Committee.

5. Ordinary council meetings

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the Council may direct.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 7pm.**
- d **In addition to the annual meeting of the Council, at least 6 other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice Chair (if any) of the Council.**

Performance & Development Lead for a minimum of two years to ensure continuity and will remain a member of the Staffing Committee during that time.



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- f **The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice Chair of the Council, if any, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice Chair (if any) of the Council at the annual meeting of the Council, the business of the annual meeting shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees; Committees will be formed by means of a committee preference form circulated prior to the Annual Meeting. Where more than enough members apply for a committee, a ballot will take place.
 - viii. Appointment of any new committees in accordance with standing order 4 above;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;



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- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under the Freedom of Information Act 2000, Environmental Information Regulations 2004, Data Protection Act 1998 and General Data Protection Regulation (with effect from 25 May 2018).
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.
- xxii. Each councillor to review and update their written Declaration of Pecuniary and Other Interests.
- xxiii. Each councillor to sign a register at the Annual Council meeting or as soon as possible hereafter to acknowledge receipt, understanding of and agreement to the HVPC Code of Conduct.

6. Extraordinary meetings of the Council, committees and sub-committees

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The Chair of a committee or sub-committee may convene an extraordinary meeting of the committee or sub-committee at any time.
- d If the Chair of a committee or sub-committee does not or refuses to call an extraordinary meeting within 7 days of having been requested to do so by one-quarter of the members of the committee or sub-committee, any one-quarter of the members of the committee or sub-committee may convene an extraordinary meeting of a committee [or sub-committee].

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by a least 7 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.



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8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 10 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice



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- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
 - xvi. to adjourn the meeting;
 - xvii. to close a meeting;
 - xviii. to approve the absences of councillors;
 - xix. to close or adjourn debate;
 - xx. to receive nominations to a Committee or Sub-committee;
 - xxi. to dissolve a Committee or Sub-committee;
 - xxii. to amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it;
 - xxv. to appoint representatives to outside bodies and to make arrangements for those representatives to report back on the activities of outside bodies.
- b If a motion falls within the terms of reference of a Committee or sub-committee or within the delegated powers conferred on an officer, a referral of the same may be made to such Committee or sub-committee or officer provided that the Chair may direct for it to be dealt with at the present meeting for reasons of urgency or expediency.

11. Management of information

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which**



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information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification

12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she shall sign the minutes and include a paragraph in the following terms or to the same effect:
"The Chair of this meeting does not believe that the minutes of the meeting of the Holme Valley Parish Council held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.



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13. Code of conduct and dispensations

See also standing order 3(t) above. The Council adopted the revised Kirklees Code of Conduct at its meeting in January 2022.

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council. The HVPC adopted the revised Kirklees Council code of conduct on 31-01-2022.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer or by a meeting of the Council, committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote.
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required; if the Proper Officer would prefer the Council to consider the dispensation request, it shall be considered at the beginning of the meeting of the Council, or committee or a sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area or**



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- iii. it is otherwise appropriate to grant a dispensation.

14. Code of conduct complaints

- a Upon notification by the District Council that is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the Council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- d **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. Proper Officer

- a The Proper Officer shall be either (i) the Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the Council, a committee and a sub-committee**
- **serve on councillors, by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda. (provided the councillor has consented to service by email) and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.

- ii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least three days before the meeting confirming his/her withdrawal of it;



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- iii. **convene a meeting of full council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors.**
- v **receive and retain copies of byelaws made by other local authorities.**
- vi Hold acceptance of office forms from councillors.
- vii. Hold a copy of every councillor's register of interests;
- viii assist with responding to requests made under the Freedom of Information legislation and rights exercisable under data protection legislation, in accordance with and subject to the Council's policies and procedures relating to the same;
- ix Liaise as appropriate with the council's data protection officer
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. Assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation, and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
See also standing order 22 below.
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a file for such purpose;
- xv. refer a planning application received by the Council to the Chair of the Planning Committee (or in his/her absence the Vice Chair of the Planning Committee) within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the planning committee; if a comment is required at short notice, this may be delegated to the Clerk and Chair of the Planning Committee (in conjunction with liaison with the Councillor for that ward) – *as detailed in the Scheme of Delegation.*
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect.
See also standing order 22 below.



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16. Responsible Financial Officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide (England).
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments for each quarter;
 - ii. the Council’s aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported which include a comparison with the budget for the financial year and highlights any actual or potential overspends.
 - iv. the latest bank reconciliation of the Council’s main (Community) account
 - v. An ‘Actual versus Budget’ comparison report for the financial year, highlighting any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council’s receipts and payments for the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft Annual Governance and Accountability Return shall be presented to each councillor at least 14 days prior to anticipated approval by the Council. The Annual Governance and Accountability Return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.



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18. Financial controls and procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below [60,000] due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.



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- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of the Council or the Staffing Committee is subject to standing order 11 above.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of the Council or the Chair of the Staffing Committee or, if they are not available, the Vice Chair of the Council or the Vice Chair of the Staffing Committee of any absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c The Staff Performance and Development Lead shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Officer(s). The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Staffing Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Chair of the Council or the Chair of the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by any of the Officers relates to the Chair or Vice Chair of the Council or the Staffing Committee, this shall be communicated to another member of the Council, not serving on the Staffing Committee, which shall be reported back and progressed by resolution of the Staffing Committee.
- f Any persons responsible for all or part of the management of Council Officers shall treat the written records of all meetings relating to their performance, capabilities, grievance and disciplinary matters as confidential and secure.
- g The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked, and electronic records shall be password protected.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided by the Clerk to the Chair of the Council (also in accordance with Financial Regulation 6.11).



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20. Responsibilities to Provide information

See also Standing Order 21

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Local Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015**

21. Responsibilities under Data Protection Legislation

(Below is not an exclusive list).

See also standing order 11.

- a **The Council will appoint the clerk as the Data Protection Officer.**
- b **The Council shall have policy and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. Relations with the press/media

- a **Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.**

23. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii) above.



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- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a) above, any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

The above is applicable to a council without a common seal.

24. Communicating with District Councillors

- a. An agenda for a meeting of the Council shall be sent to the ward councillor(s) of the District representing the area of the Council.
- b. Unless the Council determines otherwise, a copy of each letter sent to the District Council shall be sent to the ward councillor(s) representing the area of the Council.

25. Restrictions on Councillor Activities

- a Unless duly authorised no councillor shall:
 - i inspect any land/or premises which the Council has a right or duty to inspect.
 - ii Issue orders, instructions or directions.

26. Estimates/Precepts

- a The Council shall approve written estimates for the coming financial year at its meeting in February.
- b Any Committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.

27. Office Holders

- a The Council recognises the importance and responsibilities of 11 specific roles within the Council:
 - 1. Chair of Council
 - 2. Vice Chair of Council
 - 3. Chair of Finance & Management Committee
 - 4. Vice Chair of Finance & Management Committee
 - 5. Chair of Planning Committee
 - 6. Vice Chair of Planning Committee



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7. Chair of Service Provision Committee
8. Vice Chair of Service Provision Committee
9. Chair of Staffing Committee
10. Vice Chair of Staffing Committee
11. Staff Performance & Development Lead

The Council Chair, Vice-Chair and all Committee chairs will be appointed by the full Council at its Annual Meeting each year and will serve until the next Annual Meeting of the Council. Committee Vice Chairs may be appointed by the Full Council at its Annual Meeting each year and will serve until the next Annual Meeting of the Council. Council can choose at the Annual Council meeting to delegate to a committee the appointment of a vice chair at its next meeting.

b Chair of Council:

A Councillor must have served 2 years on the Council before being elected Chair.

The Chair will be elected as the first item on the agenda of the Annual Meeting from within all those eligible and willing to serve as Chair.

Voting will be conducted as set out in Standing Order 1(r).

c Vice Chair of Council:

A Councillor must have served 1 year on the Council before being elected Vice- Chair.

The Vice Chair will be elected at the Annual Meeting from within all those eligible and willing to serve as Vice Chair.

Voting will be conducted as set out in Standing Order 1(r).

d. Chair of Staffing Committee:

The past Chair of the Council will be appointed as Chair of Staffing unless they are no longer a Councillor, in which case their predecessor will be appointed. If their predecessor is no longer a councillor then an alternative member of the Committee will be appointed.

e. Chairs and Vice-Chairs of other Standing Committees:

Any eligible Councillor may be appointed to serve as Chair or Vice Chair of these Standing Committees.

f. Staff Performance & Development Lead:

This appointment will be referred to the first meeting of the Staffing Committee for election to this post from amongst its members. They will undertake performance management activities for the Clerk, reporting to the Staffing Committee. This appointee will, where possible, undertake the role of Staff Performance & Development



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Lead for a minimum of two years to ensure continuity and will remain a member of the Staffing Committee during that time.

- g. Members will be able to nominate themselves as candidates for standing committees before the Annual meeting. A list will be circulated by the clerk seven days before the meeting. If the number of candidates for each committee is within the maximum number for that committee then voting need not take place and those members will serve on their preferred committees. If the maximum number for each committee is exceeded then voting will take place.

28. General Power of Competence

- a Before exercising the General Power of Competence (GPC), a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.
- b The Council's period of eligibility begins on the date that the resolution under Standing Order 27(a) above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.
- c After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the Power of Competence which was not completed before the expiry of the Council's preceding period of eligibility referred to in Standing Order 27(b) above

29. Use of Mobile Phones in Council Meetings

The use of mobile phones during Council meetings is permitted, subject to the following:

- a The device should be kept on silent or vibrate mode throughout the meeting.
- b There should be no use of the voice facility to make calls, receive calls or check messages. Only text or non-voice uses can be made of mobile phones.
- c The person presiding at the meeting may require all mobile phones to be switched off at any time.

The expression "Council meeting" means a meeting of the Council, Committee, Sub-Committee or Working Group and "mobile phone" includes other portable communications devices.

30. Standing Orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.



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- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least one-quarter of councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible after they have delivered their acceptance of office form.
- d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

ENDS.



SCHEME OF DELEGATION

Version Control

Approved at Full Council on 20th July 2020

Amended at 4.6 following consideration at Full Council 9th November 2020

Approved at Full Council on 21st July 2021 following changes to Staff Development Coordinator & dissolution of
Community Assets Support Committee

Approved at Annual Council 16th May 2022 Resolution 2223/12

Approved at Annual Council 15 May 2023 Resolution 2324/12

Approved At Annual Council 13 May 2024 2425/12

Amended And Approved at Annual Council 19 May 2025 2526/11

FOR READOPTION AT ANNUAL COUNCIL 18 MAY 2025 2627/11



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SCHEME OF DELEGATION PURPOSE & CONTEXT

1. Discharge of the Scheme of Delegations

- 1.1 This Scheme of Delegations forms part of the Council's Financial Regulations and Standing Orders and will be reviewed at least annually or earlier, for example when there are staffing changes.
- 1.2 One of the purposes of the document is to clearly define the parameters within which Officers of the council are able to act without reference to either their line managers or Members.
- 1.3 Where consultation with others is a requirement of the ability to act it is clearly set out with what and whom consultation should take place.
- 1.4 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of why the breach occurred.
- 1.5 The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated to the various committees by the Council. This element of the scheme incorporates the Terms of Reference of the Committees.

2. The Power to delegate

The power to delegate functions by local Councils is set out in the Local Government Act 1972 Section 101 Arrangements for discharge of function by local authorities.

3. Officers' conflict of Interest

- 3.1 Under the Local Government Act 1972, section 117; officers must make formal declaration about council contracts where the employee has a financial interest. Every officer is responsible for identifying whether he/she has any conflict of interest in any matter which is under consideration, actual or perceived, in any matter within the Council, and notifying the Council.
- 3.2 Where an employee is unsure whether an interest should be declared, they should speak to the Monitoring Officer of Kirklees Council. If the employee is advised not to declare their interest a record of the discussion should be kept by both parties. Failure to disclose such an interest may result in a disciplinary action being taken which could lead to dismissal.
- 3.3 Employees are also required to disclose any other employment that they wish to undertake in addition to their primary post with the Council.
- 3.4 All employees must identify and disclose any actual or potential personal, financial, business or other interest or close personal relationship which might reasonably be perceived as a conflict of interest.
- 3.5 Where an officer has a conflict of interest in any matter, he/she shall not participate in that matter in his/her capacity as an officer except with the prior approval of the Monitoring Officer. Any approval granted by the Monitoring Officer shall be formally recorded in the Council Minutes. Where such approval has been granted for the Officer to participate in a Council meeting of that subject matter, he/she must ensure that the disclosure of interest is also declared at the start of the Council meeting under the disclosures of interests of Members and officers.



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This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person) and Standing Committees to act with delegated authority in the specific circumstances detailed.

1. RESPONSIBLE FINANCIAL OFFICER

Responsible Financial Officer to the Council and shall be responsible for the Parish Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

2. PROPER OFFICER

2.1 The Clerk to the Council shall be the Proper Officer of the Council and as such is specifically authorised to:

- 2.1.1 Receive declarations of acceptance of office.
- 2.1.2 Receive and record Members' Registers of Interest.
- 2.1.3 Receive and grant Disclosable Pecuniary Interest (DPI) dispensations; details of all dispensations received and granted to be reported to the Council, at the next available meeting.
- 2.1.4 Receive and retain plans and documents.
- 2.1.5 Sign Notices or other documents on behalf of the Council.
- 2.1.6 Receive copies of By-laws made by a Primary local authority.
- 2.1.7 Certify copies of By-laws made by the Council.
- 2.1.8 Prepare agendas, consulting with Chair of Council or Committee (as appropriate) wherever possible, before distribution.
- 2.1.8 Sign summons to attend meetings of the Council.
- 2.1.9 Respond to requests made under the Freedom of Information/Environmental Information Regulations and General Data Protection Regulation Legislation.
- 2.1.10 Arrange and call all meetings of the Council and its Committees (**but not necessarily Working/Steering Groups**)
- 2.1.11 **The Deputy Clerk and Assistant Clerk will also prepare agendas and sign the summons for the meetings he/she is required to officiate at.**

2.2 In addition, the Clerk to the Council has the delegated authority to undertake the following matters on behalf of the Council:



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- 2.2.1 Day to day administration of services, together with routine inspection and control.
 - 2.2.2 Day to day supervision and control of all staff employed by the Council.
 - 2.2.3 Authorisation to call any extra meetings of the Council or any Committee as necessary, having consulted with the Chair of the Council and/or the Chair of the appropriate Committee.
 - 2.2.4 Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees.
 - 2.2.5 Authorisation of routine recurring expenditure within the agreed budget.
 - 2.2.6 Emergency expenditure up to £2,000 outside of the agreed budget (Financial Regulation 4.5).
 - 2.2.7 Authorisation of expenditure on works to individual seats and shelters up to a maximum of £500 (Financial Regulation 4.5).
- 2.3 Delegated actions of the Clerk, the RFO and the Assistant Clerk to the Council shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time.

3. COUNCIL

- 3.1 **The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.**
- 3.1.1 Appointing the Chair and Vice Chair of the Council.
 - 3.1.2 Appointing the Chairs and Vice Chairs of all the Standing Committees
 - 3.1.3 Setting the Precept.
 - 3.1.4 Borrowing money.
 - 3.1.5 Approval of the Council's Annual Accounts and completion of the Annual Return.
 - 3.1.6 Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
 - 3.1.7 Making, amending or revoking by-laws.
 - 3.1.8 Making of Orders under any statutory powers.
 - 3.1.9 Approval and adoption of matters of principle or policy, including Mission Statements and precept level.
 - 3.1.10 Nomination and appointment of representatives of the Council to any other authority, organisation or outside body (excluding conferences, events or meetings)
 - 3.1.11 Any proposed new undertakings.
 - 3.1.12 Prosecution or defence in a court of law.
 - 3.1.13 Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee.
 - 3.1.14 Matters relating to the Council's Code of Conduct.
 - 3.1.15 Matters relating to the Council's Complaints Procedure.
 - 3.1.16 Approval of Special Dispensations (for a Member's non-attendance due to health or personal reasons).
 - 3.1.17 Matters relating to Councillor Vacancies.
 - 3.1.18 Approval of wreaths and co-ordination of representation at annual Remembrance Sunday services.



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- 3.1.19 Approval of annual schedule of meetings.
- 3.1.20 Matters relating to legislative changes and other allied consultations, having an impact on the Council.
- 3.1.21 Approval of virements from one delegated Committee to another (although virements within a Committee Budget heading can be approved by Finance & Management Committee following recommendations from other another committee).
- 3.1.22 Matters relating to the Parish Charter.
- 3.1.23 Matters relating to the General Power of Competence.
- 3.1.24 Matters relating to employment contracts and recruitment.
- 3.1.25 Matters relating to the use of glyphosate by Kirklees Council.
- 3.1.26 Confirmation that criteria met for Local Council Award Scheme accreditation (although Finance & Management Committee delegated to prepare information to be submitted).
- 3.1.27 Address the Climate Emergency in fulfilling the above remit.

3.2 Urgent matters:

- 3.2.1 In the event of any matter arising which requires an urgent decision the Clerk to the Council shall forthwith consult with the Chair and Vice-Chair of the Council, and the appropriate Committee Chair if the matter involves expenditure not provided for in the annual budget, and not covered by paragraph 2.2.6 (above) and Finance Regulation 4.5 before acting on behalf of the Council in respect of the particular matter then under consideration.
- 3.2.2 Before the Clerk to the Council exercises the delegated powers granted by paragraph 3.2.1 (above), those Members consulted shall consider whether the matter is of sufficient interest to justify the summoning of a Special Meeting of the Council or of the appropriate Committee and where a meeting is so summoned the Committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
- 3.2.3 Before exercising the delegated power granted by paragraph 3.2.2 (above), the Committee concerned shall consider whether the matter is of sufficient importance to justify recommending to the Chair of the Council that a Special Meeting of the Council should be called in accordance with Standing Order 18(c).
- 3.2.4 Whenever any action is taken in this way, full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next appropriate meeting of the Council.

4. COMMITTEES

4.1 THE FINANCE AND MANAGEMENT COMMITTEE

4.1.1 Terms of Reference

Membership	Maximum 23
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Non- elected Membership	Not applicable
Quorum	One third of Elected Membership members rounded down and no less than three
Frequency of Meetings	Every two months alternating with Full Council

- i. Election of Vice Chair from among its membership if so delegated by the Council.
- ii. Approval of its Minutes as true and correct records.
- iii. Receive and grant DPI dispensations; details of all dispensations received to be reported back to the Council, at the next available meeting.
- iv. All matters relating to financial management of the Council’s affairs, including the approval of monitoring reports, investment of income and other banking arrangements, but not the setting of a precept or any amount to be borrowed.
- v. Audit arrangements (and review thereof).
- vi. Budgetary control, including approval of any virement and supplementary budget requests within the Council’s agreed overall budget.
- vii. Approval of changes to Fixed Asset Register.
- viii. Subscriptions (and review thereof).
- ix. Insurance and Risk Management (procedural matters and review thereof).
- x. Emergency Planning.
- xi. Approval of matters relating to any Council Office CCTV and audio recording equipment.
- xii. Corporate Management.
- xiii. General Administration.
- xiv. Management of any matters relating to the Council Office/meeting room within the Civic Hall, including installation of civic fixtures and fittings e.g. Honours Boards, exterior/interior noticeboards and signage (subject to any Listed Building/Conservation Officer permissions that may be required).
- xv. Negotiations with HCHCT and management of any re-shaping of internal space(s) within the Civic Hall, with professional advice and any permissions being sought as necessary.
- xvi. Civic Activities/Local Democracy.
- xvii. Approval of matters relating to Civic Regalia and Honours’ Board updates.
- xviii. Approval of the provision and management of Information and Communication Technology (ICT), including replacement of outdated equipment and purchase of new equipment within the approved Budget.
- xix. Approval of matters relating to CCTV equipment provision.
- xx. Management of the Council’s tenancies rent reviews and tenancy agreements.
- xxi. To safeguard buildings transferred into the ownership of the HVPC and ensure they continue to meet the needs of the residents of The Holme Valley (Holmfirth Civic Hall, Honley Library).
- xxii. To oversee the ongoing lease and management arrangements with Holmfirth Civic Hall Community Trust (HCHCT) who run the Holmfirth Civic Hall on a day-to-day basis.
- xxiii. To oversee the ongoing lease and management arrangements for Honley Library and ensure the Trustees of Honley Library manage the building according to the leases with HVPC and Kirklees Library Service.
- xxiv. Consideration and negotiations regarding any other community assets in the Valley at risk of being lost, for use by the community.



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- xxv. Managing, maintaining and monitoring the demand and availability for the tenanted sites (Holme allotments and garage plots).
 - a. Approval of tendering and selection of contracts
 - b. Representative attendance at conferences and events by Councillors and Officers.
- xxi. All matters relating to Freedom of Information/Environmental Information Regulations, Data Protection, General Data Protection Regulation and Management/Retention of Documents.
- xxii. All matters relating to Statement of Intent on Training (including approval of any Councillor/Officer induction/training (although Officer training can also be approved by Staffing Committee, where training needs identified through Staff Performance & Development Review process).
- xxiii. All matters relating to the preparation of information on the Council's accreditation to the Local Council Award Scheme (except confirmation that the criteria have been met, which must be a full Council decision).
- xxiv. Any other matter which may be delegated to it by the Council from time to time.
- xxv. Address the Climate Emergency in fulfilling all aspects of the above remit.

4.1.2 The Finance and Management Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- i. Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
- ii. Providing support, to an agreed budget, to organisations charged with the management of assets in community ownership run for the public benefit through the award of grants to community groups for community assets.
- iii. Oversight of rolling grants and associated budget lines and earmarked reserves including Holme Valley Patient Transport Scheme and CCTV maintenance for Honley Business Association.
- iv. Approval of funding support provision to Holmfirth Civic Hall Community Trust subject to the committee limits in the Financial Regulations
- v. Approval of matters relating to the management of the Civic Hall by the Holmfirth Civic Hall Community Trust.
- vi. Approval of funding support provision to Friends of Honley Library subject to the committee limits in the Financial Regulations
- vii. Approval of matters relating to the management of Honley Library by the Trustees of Honley Library.
- viii. Award of grant funding for community events or projects.
- ix. Management of Expressions of Interest process for community assets.
- x. Approval of payment of monthly schedule of accounts.
- xi. To review and approve the committee payments list for compliance in accordance with the Financial Regulations and Scheme of Delegations
- xii. To assemble and submit estimates of income and expenditure for each financial year in respect of services of this committee no later than 30th October each year.
- xiii. Any other matter which may be delegated to it by the Council from time to time.
- xiv. To ensure that decision-making addresses the Climate Emergency.



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The following matters are reserved to the Council for decision, but the Committee may make recommendations:

- x. The Committee’s budget each financial year.
- xi. Any funding required outside of, or above, the set budget in any given financial year.
- xii. Formulation of budget policy for presentation to Council.
- xiii. Formulation of forward planning and strategy for presentation to Council.
- xiv. Democratic Representation.
- xv. Civic and Ceremonial.
- xvi. Policy formulation/changes.
- xvii. Confirmation that criteria met on Local Council Award Scheme accreditation.
- xviii. The nomination of a number of Members to be appointed to the Board of Trustees of HCHCT and Friends of Honley Library.

The Committee may refer specific matters to the Council for a final decision if it so wishes.

4.2 THE PLANNING COMMITTEE

4.2.1 Terms of Reference

Membership	23 maximum
Membership co-optees	Not applicable
Quorum	One third of voting membership rounded down and no less than 3
Frequency of meetings	Every other month

- i. Election of Vice Chair from among its membership if so delegated by the Council.
- ii. Approval of its Minutes as true and correct records.
- iii. Receive and grant DPI dispensations; details of all dispensations received to be reported back to the Council, at the next available meeting.
- iv. To comment on significant planning applications received from the Local Planning Authority (Kirklees Council) and the Peak District National Park Authority.
- v. Planning enforcement issues.
- vi. Conservation Area appraisals.
- vii. Street Naming, depending on deadlines.
- viii. Licensing Matters.
- ix. To comment on behalf of the Council on Local Plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plans or Studies as considered appropriate.
- x. To co-ordinate the production, with the community, of the Holme Valley Neighbourhood Plan.
- xi. Approval of tendering and selection of contracts, e.g. consultants to advise on Neighbourhood Plan.
- xii. To comment on behalf of the Council in response to any consultations in relation to footpath diversions, modifications or adoptions, depending on deadlines.
- xiii. To set up a sub-committee to handle significant applications/consultations that need addressing between Planning Committee meetings.



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- xiv. Any other matter which may be delegated to it by the Council from time to time.
- xv. To address the Climate Emergency in fulfilling the above remit.

4.2.2 The Planning Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- i. Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
- ii. To assemble and submit to Finance and Management, estimates of income and expenditure for each financial year in respect of services of this committee no later than 30th October each year.

The following matters are reserved to the Council for decision, but the Committee may make recommendations:

- iii. The Committee’s budget each financial year.
- iv. Any funding required outside of, or above, the set budget in any given financial year.
- v. Policy formulation/changes.

The Committee may refer specific matters to the Council for a final decision if it so wishes.

4.3 THE SERVICE PROVISION COMMITTEE

4.3.1 Terms of Reference

Membership	Maximum of 23 members
Non-Elected Membership	Not applicable
Quorum	One third of voting members rounded down and no less than 3
Frequency of Meetings	4 times per year

- i. Election of Vice Chair from among its membership if so delegated by the Council.
- ii. Approval of its Minutes as true and correct records.
- iii. To safeguard the Parish Council-owned Holmfirth Public Toilets and ensure the facilities continue to meet the needs of the residents of the Holme Valley.
- iv. Maintenance and upkeep of all public seats, stone shelters and adopted phone boxes (including custodians) in the Council’s ownership, including management of day-to-day activities of Maintenance Contractor.
- v. Maintenance and upkeep of Closed Churchyard, New Mill.
- vi. Maintenance and upkeep of Arts Trail art installations
- vii. Maintenance and upkeep of war memorials.
- viii. Approval of matters relating to environmental issues (e.g. litter and dog fouling).
- ix. Response to issues or concerns raised by residents relating to public transport, highways and environmental issues.



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- x. To comment on behalf of the Council in response to any consultations in relation to footpath diversions, modifications or adoptions, depending on deadlines (otherwise considered by Planning Committee).
- xi. Street Naming, depending on deadlines (otherwise considered by Planning Committee).
- xii. Approval of matters relating to transport (e.g. minibus services) and the supporting of sustainable transport.
- xiii. Approval of matters relating to youth facilities and projects.
- xiv. Approval of matters relating to Christmas trees/lighting provision.
- xv. To work in partnership with Kirklees Council in the provision of any scheme for which the Committee has approved budget provision.
- xvi. Any other matter which may be delegated to it by the Council from time to time.
- xvii. To address the Climate Emergency in all aspects possible of the above remit.

4.3.2 The Service Provision Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- i. Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
- ii. Oversight of rolling grants to community groups for community services such as Kirklees Youth Alliance.
- iii. Approval of matters relating to the day-to-day running and maintenance of Holmfirth Public Conveniences and the tenanted unit within the building.
- iv. Approval of tendering and selection of contracts, e.g., maintenance contractor.
- v. To assemble and submit to Finance and Management, estimates of income and expenditure for each financial year in respect of services of this committee no later than 30th October each year.
- vi. To ensure that all decision-making takes into account the Climate Emergency wherever possible.

The following matters are reserved to the Council for decision, but the Committee may make recommendations:

- vii. The Committee’s budget each financial year.
- viii. The nomination of a number of Members to be appointed to the Board of Trustees of HCHCT and Friends of Honley Library.
- ix. Any funding required outside of, or above, the set budget in any given financial year.
- x. Policy formulation/changes.

The Committee may refer specific matters to the Council for a final decision if it so wishes.

4.4 THE STAFFING COMMITTEE

4.4.1 Terms of Reference

Membership	8 maximum
Non-Elected Membership	Not applicable



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Quorum	One third of elected membership rounded down and no less than 3
Frequency of Meetings	Three times a year and as required in between.

- i. Election of Vice Chair from among its membership if so delegated by the Council.
- ii. Appointment of the Staff Performance & Development Lead to liaise with the Clerk on behalf of the Council as outlined in the Staff Performance & Development Lead description (provided for reference) as Appendix 1 to the Scheme of Delegation)
- iii. Approval of its Minutes as true and correct records.
- iv. Receive and grant DPI dispensations; details of all dispensations received to be reported back to the Council, at the next available meeting.
- v. The Staffing Committee will be responsible for all matters relating to the advertising, interviewing selection and appointment of a member of staff where such a post has been approved by Full Council.
- vi. Responsible for all matters relating to employees, based on recommendations made and agreed by Council, or in line with contractual arrangements. The Committee may decide that it wishes to refer specific matters to the Council for final decision, subject to the matters reserved for final decision for legal reasons.
- vii. To implement national pay awards
- viii. To carry out the Annual Staff Development Review, and to finalise and approve action plans resulting from that Review, prior to report to Council that Review has been completed.
- ix. Approval of any Staff training and continuing professional development.
- x. Approval of policies, guidelines and strategies on human resources, personnel, and development, to ensure the Council properly undertakes its responsibilities for its staff and others relating to welfare, health and safety, Working Time Directive and pensions provision.
- xi. Hearings for Grievance, Disciplinary and Capability matters* in accordance with the Council's Grievance and Disciplinary Procedure.
- xii. Dealing with any Grievance, Disciplinary and Capability matters to a conclusion, only reporting to Council when the time for any Appeal has passed.
- xiii. Appointment of an Appeals Sub Committee, if necessary.
- xiv. Any other matter which may be delegated to it by the Council from time to time.
- xv. To take into consideration the Climate Emergency wherever possible whilst carrying out the above remit.

4.4.2 The Staffing Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- i. Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
- ii. To assemble and submit to Finance and Management, estimates of income and expenditure for each financial year in respect of services of this committee no later than 30th October each year.
- iii. Where appropriate to ensure that decision-making reflects the need to address the Climate Emergency.



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Policy on the following matters is reserved to the Council for decision, but the Staffing Committee may also make Policy recommendations relating to:

- iv. Conditions of Service.
- v. Staff levels.
- vi. Policy formulation/changes.

The Committee may refer specific matters to the Council for a final decision if it so wishes.

**It is vital that the Staffing Committee keeps confidential its deliberations and decisions in cases of Grievance, Disciplinary and Capability hearings, because if an Appeal against a decision is received it must, legally and in the interests of fairness, be heard again by elected members with no prior knowledge of the case.*

Any grievance against a member regarding issues under the Code of Conduct will be referred to the Monitoring Officer of Kirklees Council from the outset.

In order to ensure as far as possible that such matters as Appraisal, Grievance, Disciplinary and Capability issues are dealt with professionally and in accordance with Employment legislation, all Members of the Staffing Committee must agree to undertake training in these matters.

4.4.3 The **Appeals Sub-committee** is delegated to make decisions on behalf of the Council in the following matters:

- Appeals against decisions made by the Staffing Committee in Grievance, Disciplinary and Capability matters.
- Dealing with Appeals to a final conclusion, only reporting to Council the actions it has taken at the end of the process.

In order to ensure as far as possible that such matters as Appraisal, Grievance, Disciplinary and Capability issues are dealt with Members of the Appeals Sub-committee must agree to undertake training in these matters.

5. Sub-committees appointed by Standing Committees

The Council's Standing Committees may appoint Sub-Committees, if a Committee believes that it would be required to assist in managing the Committee's workload. Any powers to be delegated to such a Sub-Committee should be detailed at the time the Sub-Committee is formed by means of a Minute outlining its Terms of Reference. Any Sub-Committee shall have delegated authority to arrange its own meeting dates and times, to suit the Group Membership.

6. Working/Steering Groups

6.1 Working/Steering Groups may be formed by resolution of the Council or a Committee at any time for the purpose of completing a specific task or project. The work of such a Working/Steering Group will be decided upon at the time it is formed by means of a Minute detailing the Terms of Reference. Each



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Working/Steering Group will report back with recommendations to the Council or the Committee that formed it.

Any Working/Steering Group shall have delegated authority to arrange its own meeting dates and times, to suit the Group Membership.

7. Delegation - Limitations

- 7.1** Committees and Sub-committees shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, By-laws or orders made and with any directions given by the Council from time to time.



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APPENDIX 1

HVPC STAFF PERFORMANCE & DEVELOPMENT LEAD

1.0 PURPOSE

- 1.1 On behalf of the Holme Valley Parish Council, the Staff Performance and Development Lead will ensure directly employed staff are effectively managed and supported in undertaking their responsibilities.

2.0 ROLE

- 2.1 Principal role is to liaise with the Clerk to the Council on behalf of the Staffing Committee which is the line manager. It should be noted that good management of the Clerk will support the effective operation of wider clerk team.

- 2.2 This in turn leads to the following additional responsibilities:

- Completion of Performance management process with the Clerk for presenting to the Staffing Committee.
- Identification of and support in providing development opportunities for the Clerk.
- Acting as a confidant for all staff members regarding their roles, interaction with each other and councillors.
- Providing a central point of contact for all councillors to discuss any staff issues and undertake any required actions needed as a result of issues raised.

3.0 PERFORMANCE MANAGEMENT

- 3.1 Performance management is an important part of formally monitoring and supporting the effective performance of the Clerk. It is vital in ensuring that the Clerk is able to undertake his or her duties well, recognising any difficulties, identifying training needs and meeting the requirements of the role. It is a key part of supporting the individual and helping them perform to the best of their ability by understanding their skills and setting realistic and achievable objectives.
- 3.2 Effective performance management requires honesty, understanding and a commitment to work constructively with the individual as well as act in the best interests of HVPC to have a committed and effective Clerk. Performance management needs commitment from both the Staff Performance and



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Development Lead and the Clerk who is encouraged to review their performance, identify areas for development and suitable objectives.

3.3 This needs a number of different elements in place:

- a. Formal objective setting and performance reviews with Clerk to be held in person and recorded in writing using a pro forma.**

These should be held as follows:

- a.i. Start of year (objective setting)
- a.ii. 6 months into year (progress review)
- a.iii. End of year (formal review & future objective setting)

It should also be noted that during the first year of appointment, the Clerk will have a probationary period so more regular contact and reviews will be required.

- b. Informal monthly meetings with the Clerk to be held remotely or in person**
- a.i. Timed to suit the Clerk / post holder but at least around each Full Council meeting cycle
- c. Informal contact weekly or as required with the Clerk**
- a.i. Regular interaction by phone, Zoom or other media as required
- d. Collation of feedback from reportees and Councillors regarding Clerk performance**
- i. Informal feedback on Clerk performance sought from all staff reportees in advance of performance reviews (every 6 months).
 - ii. Informal feedback requested from all Councillors regarding Clerk and wider staff team performance in advance of yearly performance review. This should include constructive and positive feedback as well as any areas of concern and provide examples to aid discussion with the members of staff involved.
 - iii. Councillors and reportees can share any informal feedback on the Clerk's performance throughout the year with the Staff Performance and Development Lead for discussion as required with the Clerk.

3.4 The Clerk is paid on a nationally agreed pay scale set by the National Joint Council for Local Government Services. The performance of the Clerk and any other staff on this scale will influence the recommendations to the Staffing Committee for any annual pay increases. These recommendations will be given to the Staffing Committee by the Staff Performance & Development Lead for consideration and approval by the Staffing Committee.



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4.0 APPOINTMENT OF ROLE

- 4.1 The Staff Performance & Development Lead should be appointed from amongst the members of the Staffing Committee. The appointee must be able to commit to the time required to undertake the role effectively including the meeting arrangements outlined in section 3.3.
- 4.2 Where possible, the appointee should undertake the role for at least two years to allow some consistency of line management with re-appointment permitted beyond this period.
- 4.3 If the Clerk has concerns about the appointee, they must raise them with the Chair of Staffing or Chair of Council and consideration of a new appointee will be made by the Staffing Committee.
- 4.4 The Staff Performance & Development Lead must be willing to undertake training as required to support effective delivery of the role.

5.0 CONFIDENTIALITY

- 5.1 All discussions held between the Staff Performance & Development Lead and the Clerk and other staff are confidential.
- 5.2 Any records kept will be marked as PRIVATE & CONFIDENTIAL and will not be available for public access.
- 5.3 Feedback provided by councillors on the Clerk's performance and the performance of other members of the staff team will be regarded as confidential and will be anonymised before discussion with the Clerk.

ENDS.



Financial Regulations

Version Control:

Version 1.1

Approved by full Council 14th October 2024 – Item 2425 94 based on the new NALC Model

Readopted at Annual Council 19 May 2025 -Item

To be considered at Annual Council 18 May 2026 – Item 2627/11

HOLME VALLEY PARISH FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 14th October 2024.

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £10,000; and

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member of the Finance and Management Committee other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any

exceptions, shall be reported to and noted by the Finance and Management Committee.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Staffing Committee at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Staffing Committee.

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the Finance and Management Committee not later than the end of November each year.
- 4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance and Management Committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and [three-year] forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of February for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any creation of an earmarked reserve, or addition to an earmarked reserve from general reserves shall only be agreed by the council. Any expenditure from an earmarked reserve shall be agreed by the council or relevant committee up to £10,000 net of VAT.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, officers shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £500 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £10,000 excluding VAT.
 - in respect of grants, the Finance and Management Committee, the Service Provision Committee, or council itself within any limits set by council and in accordance with any policy statement agreed by the council.
 - the council for all items over £10,000.

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared, or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust bank for its main, working bank account. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking or cheque, in accordance with a resolution of the council, or duly delegated committee, or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or the Finance and Management Committee may authorise in advance for the year.
- 6.7. A list of such payments shall be reported to the next appropriate meeting of the council or Finance and Management Committee for information only.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
 - i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council or Finance and Management Committee, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Management Committee.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Management Committee.
- 6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council or Finance and Management Committee. The council or committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may not be an authorised signatory, and no signatory should be involved in approving any payment to themselves.

- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to all authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator, another officer shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next Finance and Management Committee meeting and appended to the minutes.
- 7.9. With the approval of the Finance and Management Committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the Finance and Management Committee at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council or the Finance and Management Committee provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council or the Finance and Management Committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums with a variance of up to 10% of the whole amount may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the Finance and Management Committee at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk and the RFO and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or committee meeting. Any signatures obtained away from council meetings shall be reported to the council or Finance and Management Committee at the next convenient meeting.

9. Payment cards

9.1. Any Corporate Multipay credit card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £2,000 unless authorised by council or finance committee in writing before any order is placed. The Corporate Multipay card will, further, have a weekly limit of £2,500.

9.2. Card transactions and purchases made will be reported to the Finance and Management Committee.

9.3. Any Corporate Multipay credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.

9.4. Personal cash, credit or debit cards of members or staff shall only be used for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by officers from their own money (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

11. Payment of salaries and allowances

11.1. As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.

11.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

11.3. Salary rates shall be agreed by the council, or the Staffing Committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or the Staffing Committee.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record. Payroll reports will be reviewed by the Finance and Management Committee and Staffing Committee to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council and the Finance and Management Committee at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Charities

- 18.1. Where the council is sole managing trustee of a charitable body, the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall advise the charitable body regarding any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



Kirklees Code of Conduct for Members

Revised December 2021.

REVISIONS

Adopted by Holme Valley Parish Council 31-01-2022

2223/12 APPROVED Annual Council 16-05-2022

2324/12 APPROVED Annual Council 15-05-2023

2425/12 APPROVED Annual Council 13-05-2024

2526/12 APPROVED Annual Council 19-05-2025

2627/11 FOR READOPTION AT ANNUAL COUNCIL 18-05-2026



HOLME VALLEY PARISH COUNCIL

Definitions

For the purposes of this Code of Conduct: -

-“Councillor” means a Member or Co-opted Member of a local authority or a directly elected mayor.

A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who:

a) is a Member of any Committee or Sub-committee of the authority, or;

b) is a Member of, and represents the authority on, any joint Committee or joint Sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that Committee or Sub-committee”.

-“local authority” includes County Councils, District Councils, London Borough Councils, Parish Councils, Town Councils, Fire and Rescue authorities, Police authorities, Joint authorities, Economic Prosperity Boards, Combined authorities and National Park authorities.

-“meeting” means any meeting of:

o the authority;

o the Executive of the authority

o any of the authority’s or its Executive’s committees, Sub-committees, joint Committees or joint Sub-committees.

-“body” means any body of which you are a Member or in a position of general control and management and:

o to which you are appointed or nominated by your authority, or

o which is a body

▪ exercising functions of a public nature or

▪ directed to charitable purposes or



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- one of whose principal purposes includes the influence of public opinion or policy.

-“relevant person” means any person with whom you have a family, social or business relationship.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, Kirklees officers and the reputation of Kirklees Council. It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of Councillor and local government.

General Principles of Councillor Conduct

The Principles of Public Life apply to everyone in public office at all levels; all who serve the public or deliver public services, including Ministers, Civil Servants, Councillors and local authority officers should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of Councillor. I promote these principles and will challenge poor behaviour where it occurs.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest and act solely in terms of the public interest
- I understand that I am accountable to the public for my decisions and actions and will submit myself to scrutiny



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- I will act and take decisions in an open and transparent manner and will not withhold information from the public unless there are clear and lawful reasons for doing so
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Councillor or attend your first meeting as a co-opted Member and continues to apply to you until you cease to be a Councillor.

This Code of Conduct applies to you when you are acting in your capacity as a Councillor which may include when:

- you are at meetings of the authority
- you are acting as a representative of the authority
- you are taking any decision as a Cabinet member or Ward Councillor
- you are discharging your functions as a Ward Councillor
- you are at briefing meetings with officers and at site visits
- you are corresponding with the authority other than in a private capacity
- you misuse your position as a Councillor
- your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a Councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.



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Where you act as a representative of your authority on another local authority you must, when acting for that other authority, comply with that other authority's Code of Conduct.

Where you act as a representative of your authority on a body which is not another local authority you must, when acting for that other body, comply with this Code, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a Councillor.

The Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from the Monitoring Officer on any matters that may relate to the Code of Conduct. Town and Parish Councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of Councillor Conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a Councillor:

1.1 I treat other Councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack. In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Councillors.



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In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the Police.

This also applies to fellow Councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's Councillor/Officer Protocol.

2. Bullying, Harassment and Discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

2.4 I will not do anything which may cause the Council to breach any of its equality duties.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of Officers of the Council



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As a Councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and Access to Information

As a Councillor:

4.1 I do not disclose information:

a. given to me in confidence by anyone

b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless

- i. I have received the consent of a person authorised to give it;**
- ii. I am required by law to do so;** **iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
- iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a Councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner.



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Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a Councillor:

5.2 I do not bring my role or local authority into disrepute.

5.3 I do not conduct myself in a manner which is contrary to the Council's duty to promote and maintain high standards of behaviour.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other Councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow Councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the Council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a Councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a Member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Behaviours

As a Councillor:

7.1 I will comply with the standards outlined in the Council's behaviours, in particular the Member / Officer Protocol.



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There may be policies and guidance related to standards of appropriate behaviour and responsibilities agreed and issued from time to time which you will be expected to have regard to.

8. Use of Local Authority Resources and Facilities

As a Councillor:

8.1 I do not misuse Council resources.

8.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements
- b. ensure that such resources are not used for political purposes that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed; and
- c. have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a Councillor. Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a Councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

9. Media and Public Speaking

As a Councillor:

9.1 I will be clear when communicating with the media or speaking in public that I do not give the impression that I am acting in an official capacity when I am not.



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It is important that you do not do or say anything that might mislead members of the public into believing that you are speaking on behalf of the Council or that your views represent an official Council position when it is your own personal or political view.

10. Attendance at Meetings

As a Councillor

10.1 I will comply with the rules and procedures of meetings I attend.

10.2 I will comply with the Council's Standing Orders and the rulings of the Chair.

11. Decision Making As a Councillor

11.1 When reaching decisions on any matter I will have regard to any relevant advice from: a. The Chief Finance Officer (statutory S.151 officer); b. The Monitoring Officer (Service Director of Legal, Governance and Commissioning) where she is acting pursuant to her statutory duties.

12. Complying with the Code of Conduct

As a Councillor:

12.1 I undertake Code of Conduct training provided by my local authority.

12.2 I cooperate with any Code of Conduct investigation and/or determination.

12.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

12.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a Councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with the Monitoring Officer.



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Protecting your reputation and the reputation of the local authority

13. Interests

As a Councillor:

13.1 I register and disclose my interests.

13.2 Disclosable Pecuniary Interests

Disclosable Pecuniary Interests (“DPIs”) are those interests defined as such in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (“the 2012 Regulations”) or in any subsequent regulations which amend, vary or revoke the 2012 Regulations. For the purposes of illustration only, a summary of the 2012 Regulations is set out in the Schedule to this Code of Conduct.

I will, within 28 days of:

adoption of this Code of Conduct by the authority; or

taking office as a Member or co-opted Member of the authority notify the authority’s Monitoring Officer of any DPI, where the pecuniary interest is mine, my spouse’s or civil partner’s, or is the pecuniary interest of somebody whom I am living with as a husband or wife, or as if we were civil partners.

When I am present at a meeting of the authority and I have a DPI in any matter to be considered or being considered at the meeting, and where the matter does not relate to ‘sensitive information’ as defined below, I will disclose the existence and nature of the interest to the meeting.

Following any disclosure of a DPI not on the authority’s register or the subject of pending notification, I will notify the authority’s Monitoring Officer of that interest within 28 days beginning with the date of disclosure.

Unless a dispensation has been granted, I will not participate in any discussion of, vote on, or discharge any function related to any matter in which I have a DPI and will withdraw from the meeting while the matter is under consideration.

I will within 28 days of becoming aware of any new DPI or the need to change or update a current DPI registration, notify the authority’s Monitoring Officer of those new or revised register entries.

13.3 Interests which are not Disclosable Pecuniary Interests (Other Interests)



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In addition to the requirements relating to DPIs, if I attend a meeting at which any item of business is to be considered and I am aware that I have an interest which does not amount to a DPI I will make a verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent.

I will have an Other interest where –

(a) a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing (including interests in land and easements over land) of me or a member of my family or a person or an organisation with whom I have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which I have been elected or otherwise of the authority's administrative area, or

(b) it relates to or is likely to affect any of the interests that are defined as DPIs but are in respect of a member of my family (other than a partner) or a person with whom I have a close association.

In such circumstances I will consider whether my continued participation in the matter relating to my interest would be reasonable in the circumstances, particularly if the interest may give rise to a perception of a conflict of interests in the matter under discussion.

I will not have an Other interest if the interest relates to any business of the authority in respect of –

- housing, where I am a tenant of your authority provided that those functions do not relate particularly to my tenancy or lease;
- school meals or school transport and travelling expenses, where I am a parent or guardian of a child in full time education, or am a parent governor of a school, unless it relates particularly to the school which the child attends;
- statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where I am in receipt of, or am entitled to the receipt of, such pay;
- an allowance, payment or indemnity given to members;
- any ceremonial honour given to members; and
- setting Council Tax or a precept under the Local Government Finance Act 1992.

13.4 Sensitive Interests

Where I have an interest which is not a disclosable pecuniary interest and information relating to the interest is sensitive information, I will indicate to the meeting that I have an interest, the details of which are withheld.

13.5 Sensitive Information



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Where I consider that the information relating to any of my interests is sensitive information, and the Monitoring Officer agrees, I will not include that information when registering that interest. I will, within 28 days of becoming aware of any change of circumstances which means that information excluded is no longer sensitive information, notify the Monitoring Officer asking that the information be included in the register of members' interests. In this Code, "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that I or a person connected with me may be subjected to violence or intimidation.

14. Gifts and Hospitality

As a Councillor:

14.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

14.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.

14.3 I register with the Monitoring Officer any gifts from the same source that exceed a cumulative total of £100 in any year.

14.4 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor. If you are unsure, do contact your Monitoring Officer for guidance. Updated December



HOLME VALLEY PARISH COUNCIL

APPENDICES

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty



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Holders of public office should be truthful. Leadership Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B - Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Employment, office, trade, profession or vocation

Any employment, office, trade, profession or vocation carried on for profit or gain.

Sponsorship

Any payment or provision of any other financial benefit (other than from the Council) made to the Councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a Councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

Contracts

Any contract made between the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council - (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.

Land and Property

Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.

Licenses



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Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.

Corporate Tenancies

Any tenancy where (to the Councillor's knowledge) - (a) the landlord is the Council; and (b) the tenant is a body that the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.

Securities

Any beneficial interest in securities* of a body where –

(a) that body (to the Councillor's knowledge) has a place of business or land in the area of the council; and

(b) either-

(i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

** 'director' includes a member of the committee of management of an industrial and provident society.*

** 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.*

Appendix C: Table 2: Other Registrable Interests

You must register as an Other Registrable Interest :

- a) any unpaid directorships;
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority ;
- c) any body
 - (i) exercising functions of a public nature



HOLME VALLEY PARISH COUNCIL

(ii) directed to charitable purposes or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

ENDS.

Holme Valley Parish Council Complaints Procedure

Draft 2 – Draft 1 considered by Staffing Committee 13-04-2026

To be considered for approval at ANNUAL COUNCIL MEETING 18-05-2026

Document Control – FOR EDITING

Title: Complaints Procedure

For consideration by: Annual Council 18-05-2026

Review Cycle: Every 3 years

Next Review Due: [Insert Date]

Version: 1.0

1. Introduction

Holme Valley Parish Council (“the Council”) is committed to providing high-quality services and ensuring that complaints are handled fairly, transparently, and promptly. This procedure sets out how complaints may be made and how they will be considered.

2. Scope of the Procedure

This procedure applies to complaints about:

- Council administration, procedures, or service delivery
- Decisions of the Council or its committees

This procedure does **not** apply to:

- Complaints about councillors (refer to the Monitoring Officer)
- Staff grievances (see Grievance Policy)
- FOI/Data Protection matters (statutory processes apply)

3. Principles

The Council will ensure that complaints are:

- Handled confidentially and lawfully
- Investigated impartially
- Responded to promptly
- Resolved at the lowest appropriate level

4. Informal Complaints

Wherever possible, complaints should be resolved informally by the Clerk or relevant officer.

The Clerk may:

- Provide clarification or information.
- Offer a practical solution.
- Seek to resolve misunderstandings.

If the complainant remains dissatisfied, they may submit a formal written complaint.

5. Submitting a Formal Complaint

Formal complaints must be submitted **in writing** to the Clerk and must include:

- The nature of the complaint
- Relevant dates, evidence, and individuals involved
- The outcome sought

If the complaint concerns the Clerk, it must be submitted to the **Chair of the Council**.

6. Initial Assessment

Within **10 working days**, the Clerk or Chair will:

- Acknowledge receipt
- Confirm whether the complaint falls within this procedure
- Determine which Standing Committee handles the complaint.

7. Step-by-Step Procedure for handling a Formal Complaint

Step 1 – Receipt and Registration of a formal complaint

- Receipt of formal complaint is acknowledged by the Committee Chair as appropriate **within 10 working days**.
- The Complaints Procedure is shared with the Complainant.
- Confidential case file opened by Committee Chair as appropriate.
- Conflicts of interest declared as appropriate.

Step 2 – Preliminary Review

- The Committee Chair reviews the complaint and evidence provided to date.
- In consultation with the Chair of the Council the Committee Chair identifies the scope of any investigation needed and information required and appoints an Investigation Lead.
- Where the complaint involves the Chair of Council, or otherwise warrants independent investigation, the Committee Chair may seek the services of a suitably qualified independent investigator.
- The Investigation Lead keeps a log of actions taken to be reported to and noted by the Standing Committee at the next scheduled meeting.

Step 3 – Notification

- Complainant is informed of the scope of investigation required.

Step 4 – Investigation

- Investigation is carried out, including the holding of interviews and collection of evidence as set out in the scope of the investigation.
- HR/legal advice sought where appropriate.

Step 5 – Preparation of Papers

The Investigation Lead prepares Investigation Pack consisting of:

- Summary report.
- Evidence.
- Investigation findings.
- Legal/procedural advice.

Step 6 – Committee Meeting

- Held in confidential session.
- Investigation Lead presents findings.
- Outcome confirmed in public session.

Step 6 – Decision

- Complaint upheld / partially upheld / not upheld – reasons to be recorded.
- Actions agreed and recorded.

Step 7 – Outcome

- Complainant informed of outcome in writing.
- Complainant informed of the right of appeal to Full Council, within 20 working days.

Step 8 – Record-Keeping

- Committee Chair to keep records from outset on Council digital filing.
- Secure digital filing of all documentation in relation to the complaint.
- Complaints log updated.

Step 9 – Appeal

- Appeal to Full Council within 20 working days of the receipt of the written outcome of the complaint

8. Appeals Considered by Full Council

8.1 When Full Council Will Consider an Appeal

- Full Council only considers appeals against Standing Committee decisions.

8.2 Step-by-Step Procedure an Appeal to be considered by Full Council

Step 1 – Receipt and Acknowledgement

- Complainant requests that the outcome of their complaint is referred to Full Council as an appeal.
- The request to appeal to Full Council is acknowledged in writing, by the Clerk, within 5 working days of receipt.

Step 2 – Conflict of Interest Check

Conflicts of interest to be declared as appropriate and preclude councillor participation in decision-making.

Step 3 – Preliminary Review

- The Chair of Council reviews the investigation pack.
- The Chair identifies the scope of any further investigation needed and further information required and appoints an Investigation Lead. Where the complaint involves the Chair of Council, or otherwise warrants independent investigation, the services of a suitably qualified independent investigator will be sought.
- The Investigation Lead keeps a log of actions taken.

Step 4 – Investigation

- Investigation is carried out, including the holding of interviews and collection of evidence as set out in the scope of the investigation.
- HR/legal advice sought where appropriate.

Step 5– Preparation of Papers

The Investigation Lead prepares as necessary:

- Summary report.
- Evidence.
- Investigation findings.
- Legal/procedural advice.

Step 6 – Notification

Complainant is notified of the meeting date.

Step 7 – Full Council Meeting

- Held in confidential session.
- Council reviews evidence and deliberates.

Step 8 – Decision

Council determines:

- Upheld / partially upheld / not upheld – reasons recorded.
- Actions required.

Step 9 – Outcome

Written outcome issued to complainant within **10 working days** of the decision being made.

Step 10 – Record-Keeping

- Paper and digital documents and other evidence will be kept, in secure filing, for a period of six years.
- Complaints log updated.

Step 11 – Finality

Decision of Full Council is final.

9. Confidentiality and Data Protection

All complaints are handled in accordance with UK GDPR and the Council's Privacy Notice.

10. Unreasonable Complaints

The Council may curtail or otherwise refuse to investigate an unreasonable complaint. A panel of two councillors and an independent person appointed by Full Council will consider whether a particular complaint is unreasonable and report its findings to a future Full Council meeting.

Appendix F outlines the handling of vexatious complaints.

11. Review

This procedure will be reviewed every three years.

ENDS.

APPENDIX A — Public-Facing Complaints Procedure (Website Version)

Holme Valley Parish Council – Complaints Procedure (Public Information Version)

1. Introduction

Holme Valley Parish Council aims to provide high-quality services. If something goes wrong, we want to hear from you so we can put it right.

2. What You Can Complain About

This process covers complaints about:

- Council administration or procedures
- Council services
- Decisions made by the Council or its committees

3. What This Procedure Does Not Cover

- Complaints about councillors (these must be referred to the Monitoring Officer)
- Staff grievances (handled under HR procedures)
- Freedom of Information or Data Protection matters (statutory processes apply)

4. Step 1 – Informal Resolution

You may contact the Clerk to:

- raise a concern
- ask for clarification
- resolve misunderstandings

If the issue cannot be resolved informally, you may submit a formal complaint.

5. Step 2 – Submitting a Formal Complaint

Formal complaints must be made in writing and include:

- what happened
- when it happened
- who was involved
- any evidence
- the outcome you are seeking

Send your complaint to the Clerk.

If the complaint concerns the Clerk, send it to the Chair of the Council.

We will acknowledge your complaint within **10 working days**.

6. How Your Complaint Will Be Handled

1. Acknowledgement

2. Confirmation that the matter falls within this procedure
3. Allocation to the appropriate Standing Committee
4. Appointment of an Investigation Lead
5. Investigation (interviews, evidence review)
6. Committee decision
7. Written outcome

You will be informed of how to appeal if you remain dissatisfied.

7. Appeals

You may appeal to Full Council within **20 working days** of receiving the written decision.

8. Confidentiality

All complaints are handled in accordance with UK GDPR and the Council's Privacy Notice.

9. Unreasonable Complaints

Where behaviour becomes abusive, persistent, or unreasonable, the Council may limit contact or decline to investigate.

APPENDIX B — Investigation Lead Checklist

Investigation Lead Checklist

Before You Begin

- Confirm appointment
- Read the complaint and scope
- Check for conflicts of interest
- Open a secure case log

Planning

- Identify what needs establishing
- List interviewees
- Identify evidence required
- Prepare interview questions
- Set an investigation timeline

During the Investigation

- Notify the complainant of the agreed scope
- Conduct interviews
- Gather evidence
- Seek HR/legal advice where appropriate
- Keep factual notes
- Agree interview notes with interviewees
- Maintain confidentiality at all times

Investigation Pack

- Summary report
- Evidence bundle
- Findings
- Legal/procedural advice

Committee Meeting

- Present findings
- Provide clarification as required
- Record actions

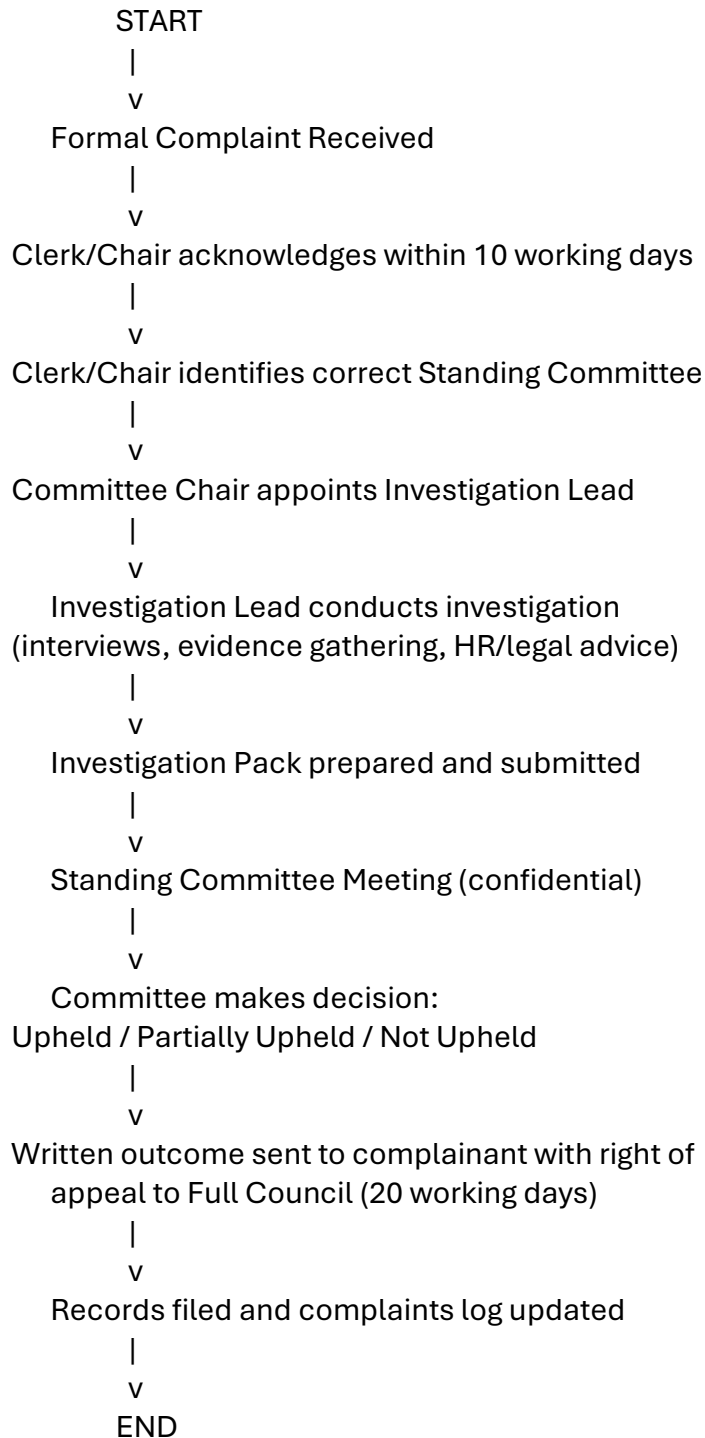
After the Decision

- Ensure written outcome is issued
- Update the complaints log

- Securely file all documents
 - Share learning points where appropriate
-

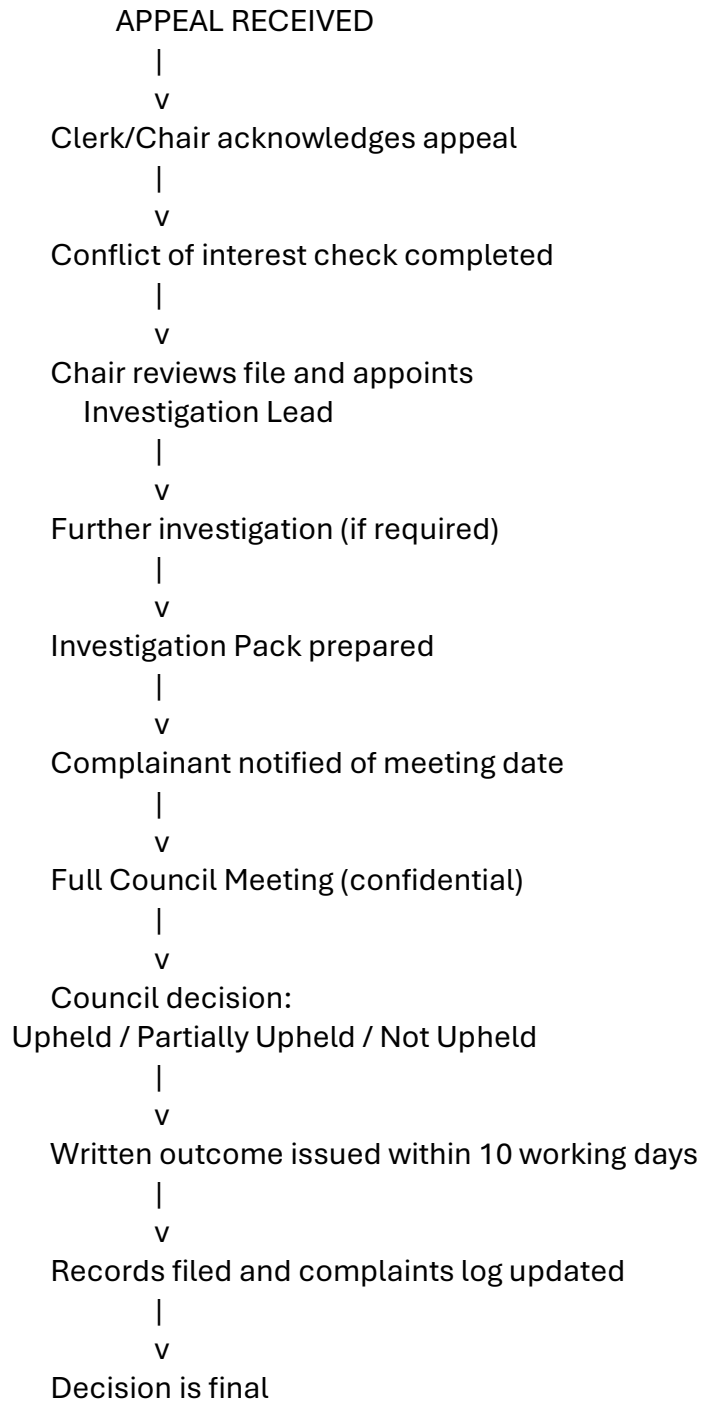
APPENDIX C — Standing Committee Flowchart

Standing Committee Complaint Process



APPENDIX D — Full Council Appeal Flowchart

Full Council Appeal Process



APPENDIX E — Staff Guide to Handling Complaints

1. When a Resident Raises a Concern

Staff should:

- listen respectfully
- thank the resident
- avoid defensiveness
- try to resolve the matter informally
- record actions taken

2. When a Concern Becomes a Formal Complaint

A concern becomes a formal complaint when the complainant requests formal handling.

3. Staff Responsibilities

Staff must:

- be courteous
- maintain confidentiality
- provide accurate information
- pass on complaints promptly
- not investigate unless formally appointed

Staff must not:

- promise outcomes
- discuss complaints with others
- delete or alter records
- contact the complainant outside the agreed process

4. Supporting an Investigation

Staff must:

- provide information promptly
- attend interviews
- maintain confidentiality

5. After the Complaint

- implement actions
- reflect on learning
- update procedures where appropriate

APPENDIX F — Unreasonable, Persistent or Vexatious Complaints

1. Introduction

The Council is committed to dealing with complaints fairly and transparently. A small number of complainants may act in ways that hinder the Council’s ability to provide services. These may be considered *unreasonably persistent* or *vexatious*.

2. Definition

A complainant may be considered unreasonable or unreasonably persistent if their behaviour:

- has no serious purpose or value
- is designed to cause disruption or annoyance
- harasses the Council
- is obsessive or unreasonable

3. Examples of Unreasonable Behaviour

This may include:

- refusing to specify grounds of a complaint
- refusing to co-operate with the procedure
- making groundless complaints about staff
- submitting complaints to multiple bodies simultaneously
- changing the basis of the complaint repeatedly
- raising trivial or irrelevant information
- recording meetings without consent
- making excessive demands on staff
- sending high volumes of correspondence
- refusing to accept final decisions
- repeatedly contacting the Council about the same issue
- refusing to accept matters outside the Council’s remit

4. Decision-Making

This policy is used only as a last resort.

A written warning will be issued before restrictions are applied.

5. Aggressive Complaints

Abusive, threatening, or violent behaviour will not be tolerated. Incidents will be logged and reported to the Police.

6. Possible Restrictions

Depending on the behaviour, the Council may:

- require contact in a specific form (e.g., letter only)

- require contact with a named officer only
- limit the number of phone calls permitted
- refuse to deal with repeated correspondence on the same matter

The complainant will receive written confirmation of any restrictions, including duration and review arrangements.

7. Recording and Reviewing Restrictions

- Restrictions will be recorded and shared with relevant officers
- New complaints on new issues will be considered on their merits
- Restrictions may be lifted if behaviour improves

8. Ceasing Contact

In rare cases, the Council may cease contact entirely and advise the complainant to approach the Local Government & Social Care Ombudsman.

APPENDIX G — A4 Noticeboard Infographic (Text Version)

Holme Valley Parish Council – How to Make a Complaint (A4 Noticeboard Version)

1. Start with an Informal Conversation

Speak to the Clerk to raise a concern or ask for clarification.
Most issues can be resolved quickly.

2. Make a Formal Complaint (If Needed)

Put your complaint in writing and include:

- what happened
- when it happened
- who was involved
- evidence
- the outcome you want

Send your complaint to the Clerk (or to the Chair if the complaint concerns the Clerk).

3. What Happens Next

- We acknowledge your complaint within 10 working days
- A Standing Committee is assigned
- An Investigation Lead gathers information
- A confidential meeting is held
- A decision is made
- You receive a written outcome

4. If You Are Not Satisfied

You may appeal to Full Council within 20 working days.

5. Confidentiality

All complaints are handled in line with UK GDPR.

Our Commitment

We will:

- treat you with respect
- investigate fairly
- keep you informed
- learn from complaints

ENDS.

HOLME VALLEY PARISH COUNCIL DISCIPLINARY POLICY

VERSION CONTROL

Based on NALC Model Policy released 2025-12-08.

Date of policy:

Approved by:

Meeting date and minute reference:

Policy version reference:

Supersedes: [Name of old policy and reference]

Policy effective from:

Date for next review:

**Draft Policy recommended by the Staffing Committee to Annual Council 18 May
2026**

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice.
2. It also takes into account the ACAS guide on discipline and grievances at work.
3. The policy is designed to help council employees improve unsatisfactory conduct and performance in their jobs. Wherever possible, the council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.
4. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
5. This policy confirms:
 - i. Informal coaching and supervision will be considered, where appropriate, to improve conduct and/or attendance.
 - ii. The council will fully investigate the facts of each case.
 - iii. The council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information, see ACAS Performance Management.
 - iv. Employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case.
 - v. Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing.
 - vi. Employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining their case.
 - vii. The council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being

- taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions.
- viii. If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within seven calendar days of the original meeting date, unless it is unreasonable not to propose a later date.
 - ix. Any changes to specified time limits in the council's procedure must be agreed to by the employee and the council.
 - x. Information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR).
 - xi. Audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition.
 - xii. Employees have the right to appeal against any disciplinary decision. The appeal decision is final.
 - xiii. If an employee who is already subject to the council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure.
 - xiv. Disciplinary action taken by the council can include a written warning, a final written warning or dismissal.
 - xv. This procedure may be implemented at any stage if the employee's alleged misconduct warrants this.
 - xvi. Except for gross misconduct, when an employee may be dismissed without notice, the council will not dismiss an employee on the first occasion that it decides there has been misconduct.
 - xvii. If an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The council will write to the employee to confirm any period of suspension and the reasons for it.
 - xviii. The council may consider mediation at any stage of the disciplinary procedure where appropriate (for example, where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties.

Examples of misconduct

6. Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct (the list is not exhaustive):
 - i. Unauthorised absence.
 - ii. Poor timekeeping.
 - iii. Misuse of the council's resources and facilities, including telephone, email and internet.
 - iv. Inappropriate behaviour.
 - v. Refusal to follow reasonable instructions.
 - vi. Breach of health and safety rules.

Examples of gross misconduct

7. Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct (the list is not exhaustive):
 - i. Bullying, discrimination and harassment.
 - ii. Incapacity at work because of alcohol or drugs.
 - iii. Violent behaviour.
 - iv. Fraud or theft.
 - v. Gross negligence.
 - vi. Gross insubordination.
 - vii. Serious breaches of council policies and procedures, e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology.
 - viii. Serious and deliberate damage to property.
 - ix. Use of the internet or email to access pornographic, obscene or offensive material.
 - x. Disclosure of confidential information.

Suspension

8. If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.
9. While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee

must not contact or attempt to contact or influence anyone connected with the investigation in any way or discuss this matter with any other employee or councillor.

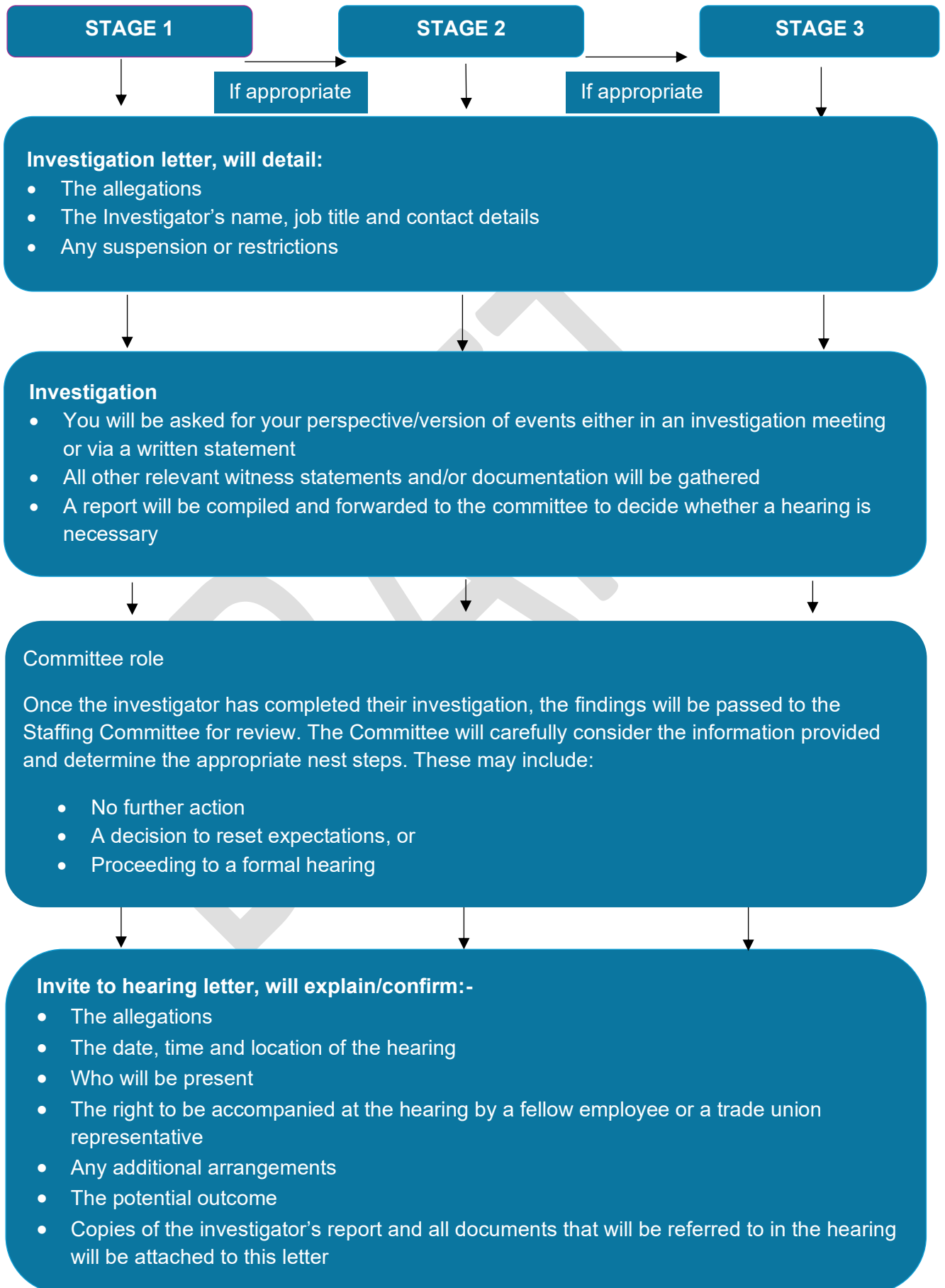
10. The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

Examples of unsatisfactory work performance

11. The following list contains some examples of unsatisfactory work performance (the list is not exhaustive):

- i. Inadequate application of management instructions/office procedures.
- ii. Inadequate IT skills.
- iii. Unsatisfactory management of staff.
- iv. Unsatisfactory communication skills.

The procedure



The Hearing

- An appropriate level of management within the Staffing Sub-committee will conduct the disciplinary hearing ('the Chair'), and there may also be a note-taker present. In some cases, a Human Resources Partner will also be present
- The Chair will explain the role of all those in attendance, the allegations and go through the evidence that has been gathered
- You will be given the opportunity to respond in full. This will include time to ask questions and present evidence. If you intend to call any witnesses, you must give us advance written notice that you intend to do this
- The Chair will adjourn the hearing at the end for the Subcommittee to consider their decision
- Where possible, the outcome will be given the same day. Where this is not possible, because for example, the Subcommittee requires further time to consider their decision or complete further investigation, you will be informed
- You will be informed of the outcome verbally (either in person or by phone) and then in writing

**Potential outcome:
First Written
warning**

**Potential outcome:
Final Written
warning**

**Potential outcome:
Dismissal (with or
without notice/pay
in lieu of notice)**

Outcome letter will advise:

- The nature of the misconduct that has led to the outcome (including any prior warnings that have been taken into account, if appropriate)
- The action or improvement required
- The timescale for implementing such action (if relevant)
- That this is a first/final written warning and that the next stage may be final written warning/dismissal if there is no sustained improvement or change
- That the warning will remain live for 12 months
- That whilst the warning will not remain active after this time in relation to future disciplinary matters, a record of what has occurred will be kept and may be referred to if relevant
- The right of appeal

Outcome letter will advise:

- The reasons for dismissal
- Any prior warnings that have been taken into account, if appropriate
- The date on which employment will end
- The right of appeal

12. Preliminary enquiries. The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.
13. If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.
14. Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

Disciplinary investigation

15. A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
16. If a formal disciplinary investigation is required, the Council's Staffing Committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the Staffing Committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The Staffing Committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
 - i. The allegations or events that the investigation is required to examine.
 - ii. Whether a recommendation is required
 - iii. How the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report.
 - iv. Who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.
17. The Investigator will be asked to submit their findings, usually within 35 Calendar days of appointment, where possible. In cases of alleged unsatisfactory

performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).

18. The Staffing Committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that they have a reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when they meet with the Investigator, they will have the opportunity to comment on the allegations of misconduct.
19. Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
20. If there are other persons (e.g. employees, councillors, members of the public or the council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
21. The Investigator has no authority to take disciplinary action. Their role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the Staffing Committee whether or not disciplinary action should be considered under the policy.
22. The Investigator's report will contain their recommendations and the findings on which they were based. They will recommend either:
 - i. The employee has no case to answer, and there should be no further action under the Council's disciplinary procedure.
 - ii. The matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally.
 - iii. The employee has a case to answer, and a formal hearing should be convened under the Council's disciplinary procedure.
23. The Investigator will submit the report to the Staffing Committee, which will decide whether there is no case to answer; the matter should be considered informally, or a formal Disciplinary Hearing should be convened. If the Investigator is a member of the Committee making the decision, they should

recuse themselves from any formal votes or decision-making regarding their findings as to whether there is a case to answer at a Disciplinary Hearing.

24. If the Staffing Committee decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

25. If the Staffing Committee decides that there is a case to answer, it will appoint a Staffing Sub-committee of three councillors to formally hear the allegations. The Staffing Sub-committee will appoint a Chair from one of its members. The Investigator shall not sit on the Sub-committee. The Staffing Sub-committee will be given the delegated authority to make a decision in relation to the Disciplinary.

26. No councillor with direct involvement in the matter shall be appointed to the Sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The Sub-committee's letter will confirm the following:

- i. The names of its chair and the other two members.
- ii. Details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting.
- iii. A copy of the information provided to the Sub-committee, which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure.
- iv. The time and place for the meeting. The employee will be given reasonable notice of the hearing so that they have sufficient time to prepare for it.
- v. Whether witnesses may attend on the employee's and the Council's behalf, and if they may, both parties should inform each other of their witnesses' names at least two working days before the meeting.
- vi. The employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.

27. The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- i. The Chair will introduce the members of the Sub-committee to the employee and explain the arrangements for the hearing.
- ii. The Chair will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation).

- iii. The Chair will invite the employee to present their account.
- iv. The employee (or the companion) will set out their case and present evidence (including any witnesses and/or witness statements).
- v. Any member of the Sub-committee and the employee (or the companion) may question the Investigator and any witness.
- vi. The employee (or companion) will have the opportunity to sum up.

28. The Chair will provide the employee with the Sub-committee's decision with reasons, in writing, within 7 calendar days of the meeting. The Chair will also notify the employee of the right to appeal the decision in the event that formal action is taken.

29. The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the Sub-committee.

Disciplinary action

30. If the Sub-committee decides that there should be disciplinary action, it may be any of the following:

First written warning:

31. If the employee's conduct has fallen below acceptable standards, a first written warning will be issued. A first written warning will set out:

- i. The reason for the written warning, the improvement required (if appropriate) and the time period for improvement.
- ii. That further misconduct/failure to improve will result in more serious disciplinary action.
- iii. The employee's right of appeal.
- iv. That a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Final written warning:

32. If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- i. The reason for the final written warning, the improvement required (if appropriate) and the time period for improvement.
- ii. That further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal.

- iii. The employee's right of appeal.
- iv. That a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Dismissal:

33. The Council may dismiss:

- i. For gross misconduct.
- ii. If there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning.
- iii. If another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

34. The Council will consider very carefully a decision to dismiss. If an employee is dismissed, they will receive a written statement of the reasons for their dismissal, the date on which the employment will end and details of their right of appeal.

No action

35. If the Sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.

36. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

The appeal

35. An employee who is the subject of disciplinary action will be notified of the right of appeal. Their written notice of appeal must be received by the Council within seven calendar days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

36. The grounds for appeal include:

- i. A failure by the Council to follow its disciplinary policy.
- ii. The decision was not supported by the evidence.
- iii. The disciplinary action was too severe in the circumstances of the case.
- iv. New evidence has come to light since the disciplinary meeting.

37. Where possible, the appeal will be heard by a panel of 3 members of the Staffing Committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the Staffing Committee who have not previously been involved. If so, the appeal panel will be a committee of 3 members of the Council who may include members of the Staffing Committee. The appeal panel will appoint a chair from one of its members.
38. The employee will be notified, in writing, within 14 calendar days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that they may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.
39. At the appeal meeting, the chair will:
- i. Introduce the panel members to the employee.
 - ii. Explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision.
 - iii. Explain the action that the appeal panel may take.
40. The employee (or companion) will be asked to explain the grounds for appeal.
41. The chair will inform the employee that they will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
42. The appeal panel may decide to uphold the disciplinary decision of the staffing committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained in the employee's personnel file.
43. If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
44. The appeal panel's decision is final.

ENDS.

HOLME VALLEY PARISH COUNCIL

GRIEVANCE POLICY

VERSION CONTROL

Based on NALC Model Policy released 2024-08-09.

Date of policy:

Approved by:

Meeting date and minute reference:

Policy version reference:

Supersedes: [Name of old policy and reference]

Policy effective from:

Date for next review:

**Draft Policy recommended by the Staffing Committee to
Annual Council 18-05-2026**

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>).
2. It also takes account of the ACAS guide on discipline and grievances at work. (https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf).
3. It also takes into account relevant law affecting Councils.
4. It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
5. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
6. This policy confirms:
 - i. employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for their grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining their case.
 - ii. the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date.
 - iii. any changes to specified time limits must be agreed by the employee and the Council.
 - iv. an employee has the right to appeal against the decision about their grievance. The appeal decision is final.

- v. information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR).
- vi. audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition.
- vii. if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure.
- viii. if a grievance is not upheld, no disciplinary action will be taken against an employee if they raised the grievance in good faith.
- ix. the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties.
- x. Employees can only use all stages of the grievance procedure if the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor. Employees cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of Holme Valley Parish Council who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the council's grievance procedure (see paragraph 5).
- xi. the Council may engage external investigators, grievance or Appeal Panels for the purposes of the process.
- xii. if the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination.

xiii. if an employee considers that the grievance concerns their safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with their line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime.

Informal grievance procedure

7. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with their manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with their manager (for example, because it concerns the manager), the employee should contact the Chair of the Staffing Committee or, if appropriate, another member of the Staffing Committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

Formal grievance procedure

8. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chair of the Staffing Committee.
9. The Staffing Committee will appoint a Sub-committee of 3 members to hear the grievance in the event that the grievance is raised by or relates to the Clerk. Where the grievance is not raised by or relates to the Clerk, the Staffing Committee may appoint the Clerk to hear the Grievance. The Sub-committee will appoint a Chair from one of its members. No councillor with direct involvement in the matter shall be appointed to the Sub-committee.

Investigation

10. If the Sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigator may be an appropriate employee, councillor or external party. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).

11. The investigator will summarise their findings (usually within an investigation report) and present their findings to the Sub-committee.

Notification

12. Within 14 calendar days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:
 - i. the names of its Chair and other members.
 - ii. the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 35 calendar days of when the Council received the grievance.
 - iii. the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official.
 - iv. a copy of the Council's grievance policy.
 - v. confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of their witnesses as soon as possible before the meeting.
 - vi. confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice.
 - vii. findings of the investigation if there has been an investigation.
 - viii. an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

The grievance meeting

13. At the grievance meeting:
 - i. the Chair will introduce the members of the Sub-committee to the employee.
 - ii. the employee (or companion) will set out the grievance and present the evidence.
 - iii. the Chair will ask the employee questions about the information presented and will want to understand what action the employee wants the Council to take.
 - iv. any member of the Sub-committee and the employee (or the companion) may question any witness.
 - v. the employee (or companion) will have the opportunity to sum up the case.

- vi. a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the Sub-committee.
14. The Chair will provide the employee with the Sub-committee's decision, in writing, usually within 7 calendar days of the meeting though may be longer e.g. where further investigations are required. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

The appeal

15. If an employee decides that their grievance has not been satisfactorily resolved by the Sub-committee, they may submit a written appeal to the Staffing Committee. An appeal must be received by the Council within 7 calendar days of the employee receiving the Sub-committee's decision and must specify the grounds of appeal.
16. Appeals may be raised on a number of grounds, e.g.:
- i. a failure by the Council to follow its grievance policy.
 - ii. the decision was not supported by the evidence.
 - iii. the action proposed by the Sub-committee was inadequate/inappropriate.
 - iv. new evidence has come to light since the grievance meeting.
17. The appeal will be heard by a panel of 3 members of the Staffing Committee who have not previously been involved in the case. There may be insufficient members of the Staffing Committee who have not previously been involved. If so, the Appeal Panel will be a committee of three Council members who may include members of the Staffing Committee. The Council may engage external parties if there are insufficient councillors to form the panel. The Appeal Panel will appoint a Chair from one of its members.
18. The employee will be notified, in writing, usually within 14 calendar days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 35 calendar days of the Council's receipt of the appeal. The employee will be advised that they may be accompanied by a workplace colleague, a trade union representative or a trade union official.
19. At the appeal meeting, the Chair will:
- i. introduce the panel members to the employee.
 - ii. explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing Sub-committee.
 - iii. explain the action that the Appeal Panel may take.
20. The employee (or companion) will be asked to explain the grounds of appeal.

21. The Chair will inform the employee that they will receive the decision and the panel's reasons, in writing, and when they are likely to receive the letter. This may be within 14 calendar days of the appeal meeting; this may be longer where further investigations are required.
22. The Appeal Panel may decide to uphold the decision of the Staffing Committee or substitute its own decision.
23. The decision of the Appeal Panel is final.

ENDS.

DRAFT

HOLME VALLEY PARISH COUNCIL



Representatives to Outside Bodies – 2026-27

For consideration at the Annual Council Meeting 18-05-2026

Outside Body	Representative(s)	Representative(s)
	2025/26	2026/27
YLCA Branch meeting representatives x 2 (with permission to vote) (FULL COUNCIL)	Cllr Glenn Kirkby Cllr Lawrence Baylin	
Brockholes Village Trust (FINANCE AND MANAGEMENT COMMITTEE)	Cllr Andrew Fenwick	
Holmfirth Civic Hall Community Trust (FINANCE AND MANAGEMENT COMMITTEE)	Cllr Andy Wilson Cllr Steve Ransby	
Holmfirth Conservation Group (PLANNING COMMITTEE)	Cllr Jo Liles	
Friends of Honley Library (FINANCE AND MANAGEMENT COMMITTEE)	Cllr Glenn Kirkby Cllr Alison Morgan	
Kirklees Rights of Way Forum (PLANNING COMMITTEE)	Cllr Harry Davis	
Peak Park Parishes Forum (FULL COUNCIL)	Cllr Sarah Whitelaw	
Holme Valley Climate Action Partnership (HVCAP) (FULL COUNCIL)	Cllr Chris Green	
Kirklees Place Standards (Holmfirth Centre Planning Group) (FULL COUNCIL)	Cllr Andy Wilson	
Earnshaw's Foundation (FULL COUNCIL)	Cllr Sarah Whitelaw	

Holme Valley Parish Council



MEETING OF THE FULL COUNCIL

MONDAY 23 MARCH 2026

THE LESSER HALL, THIRD FLOOR, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS

This meeting followed on after the ANNUAL PARISH MEETING, starting at 8.10pm.

IN THE CHAIR: Cllr Glenn Kirkby

PRESENT:

Cllr Lawrence Baylin
Cllr Donna Bellamy
Cllr Damian Brook
Cllr Rob Butler
Cllr Harry Davis
Cllr Tom Dixon
Cllr Donald Firth
Cllr Jenny Holmes
Cllr Alison Morgan
Cllr Hugh Osborne
Cllr Steve Ransby
Cllr Martin Rostron
Cllr Tricia Stewart
Cllr Sarah Whitelaw
Cllr Andy Wilson

APPROVED APOLOGIES & REASONS: Cllr Mary Blacka, Cllr Pat Colling (dispensation in place), Cllr Charles Greaves, Cllr Chris Green, Cllr Jo Liles, Cllr Jane Rylah.

ABSENT: Cllr Andrew Fenwick.

TAKING MINUTES: Jen McIntosh (Clerk)

IN ATTENDANCE: Rich McGill (Deputy Clerk/RFO), Gemma Sharp (Assistant Clerk)

DRAFT MINUTES v2

WELCOME FROM THE CHAIR

2526 190 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 present.

PROCEDURAL MATTERS

2526 191 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local

Holme Valley Parish Council

Government Bodies Regulations 2014 on 6 August 2014

Local (Parish and Town) **HOLME VALLEY PARISH COUNCIL** meetings can be recorded. This meeting was being recorded in video format for the [HOLME VALLEY PARISH COUNCIL YouTube Channel](#).

There were no requests for other recordings to be made.

2526 192 Items to be heard in private session

There were no items to be heard in private session.

The Clerk reported that Civic Lease documentation had been sent out under separate cover due to commercial sensitivity. If approved these would become public documents in due course.

2526 193 Apologies and reasons for absence

Apologies and reasons were circulated prior to the meeting starting.

APPROVED: apologies and reasons for absence from Cllr Blacka, Cllr Colling (dispensation), Cllr Greaves, Cllr Green, Cllr Liles and Cllr Rylah.

It was reported that Cllr Fenwick had been contacted at the start of the meeting and confirmed his absence and reason; due to the fact that the reason had not been received by the Clerk beforehand it was not possible to consider the reasons for his apology in this instance as this had not been shared with all councillors prior to the commencement of the meeting.

ABSENT: Cllr Fenwick.

2526 194 Netherthong Ward – election of new councillor

The Chair welcomed Cllr Rob Butler, new councillor for Netherthong ward.

2526 195 Receipt of written Declaration of Pecuniary and Other Interests

NOTED: receipt of written declaration of pecuniary and other interests from Cllr R Butler.

An **ACTION** for the Clerk was to redact the signature and address and place copy on the HVPC website and the unredacted original on file in the Clerk Team office so that it would be available to view by the public.

2526 196 Declaration of interests in agenda items

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

Cllr Wilson and Cllr Ransby – Civic Trustees – dispensations in place.

Cllr Baylin and Cllr Whitelaw – personal interests in tourism. Both councillors to speak to an item if so wished but not to vote.

Holme Valley Parish Council

No declarations of interests were offered by officers in agenda items.

TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETINGS

2526 197 Minutes of Full Council meetings

APPROVED: the Minutes of the FULL COUNCIL Meeting held on 2 February 2026 numbered 2526 161 to 2526 189.

The following information regarding ongoing matters arising from the minutes which did not appear under other agenda items was reported by the Clerk:

- Minute 2526 172 IT Policy Working Group to review draft policy and bring recommendations to a future FINANCE AND MANAGEMENT COMMITTEE meeting. An **ACTION** for the Clerk was to send out possible dates for a first meeting.
- Minute 2526 179 Town of Culture Competition A bid is going ahead. The Clerk had received a request for HVPC clerk team to produce publicity material for the competition and send this out under the Parish Council's name. The Clerk had declined to do so, explaining that the Parish Council had resolved to give 'general support'.
- Minute 2526 183 Draft Safeguarding Policy. There had been communication between the members of the Working Party – Cllrs Baylin, Blacka, Green and Stewart. An ACTION for the Clerk was to ensure that recommendations were to be brought to FULL COUNCIL in due course.

There were no further actions arising from the minutes of the meeting of the FULL COUNCIL held on 2 February 2026.

THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2526 198 Minutes of Standing Committee meetings

APPROVED: the minutes of the SERVICE PROVISION COMMITTEE MEETING on 23 February 2026 numbered 2526 59 to 2526 84 inclusive.

APPROVED: the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 2 March 2026 numbered 2526 107 to 2526 124 inclusive.

There were no further actions arising from the item.

CLIMATE ACTION

2526 199 Climate Emergency – standing item

Holme Valley Parish Council

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

There were no further actions regarding the Climate Emergency arising from this item.

FINANCIAL MATTERS

2526 200 Schedule of Payments

APPROVED: the Schedule of Payments for March to date 2026.

There were no further actions with regards to the schedule of payments.

2526 201 RFO'S Report

The RFO reported on the Council's finances as the year end approached.

It was possible that a further £25,000 would be committed from General Reserves as a result of items being discussed at the meeting. This would mean that the Council's finances at year end would be in a good position as opposed to a very good position.

Councillors were reminded that Financial Regulations referred to Earmarked Reserves generally represented unspent funds for partially completed projects.

RESOLVED: to place unspent funds for the Civic Vision project, estimated at c£9,000 at year end into an Earmarked Reserve for 2026-7.

RESOLVED: expenditure of £1,000 from the Tourism Earmarked Reserve as a grant to Holme Valley Heritage towards the setting up of a Holme Valley Heritage Hub.

It was possible that any spending regarding a Heritage Hub would be match-funded by Kirklees Council. Various locations were being considered around the Holme Valley that might be utilised as heritage hubs.

An **ACTION** for Cllr Ransby was to check on the progress of the videos commissioned from Northern Content.

Whilst progress regarding the Bus Route Map was reported, and a possible project to replace artwork for the information board in Station Road Car Park, no proposals were put forward to consider.

MATTERS RESERVED FOR FULL COUNCIL

2526 202 Referrals to the Monitoring Officer

Holme Valley Parish Council

NOTED: One complaint regarding a named councillor was in the process of being considered by the Kirklees Monitoring Officer.

No other actions were considered in relation to the item.

2526 203 Holmfirth Town Centre Works – updates and oversight

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

A range of verbal updates from councillors were received.

RESOLVED: an **ACTION** for the Clerk was to contact the contractors and Kirklees Council to express concerns about the possibility of waste products from the works entering the river in Holmfirth centre.

An **ACTION** for councillors was to contact Cllr Brook with any concerns regarding the works.

A further **ACTION** for all councillors was to encourage their contacts to shop in Holmfirth.

An **ACTION** for Cllr Firth was to contact Cllr Whitelaw regarding any information he had about businesses under threat of closure so that this could be shared with Holmfirth Businesses Together.

2526 204 Kirklees Local Plan Review

In Cllr Blacka's absence, Cllr Wilson reported on the Local Plan Review. Twelve different community groups were involved in the work of the Reference Group as well as a number of councillors, indicating that this issue was of keen interest throughout the Holme Valley.

The Reference Group was looking to respond to the latest version of the National Planning Policy Framework, the latter being seen to have a considerable potential impact on the development of grey and greenbelt land.

A Kirklees officer was providing a good level of support to the Reference Group. It was stated that Holme Valley Parish Council is the only local council within Kirklees undertaking this work.

There were no further actions resolved upon with regards to the Kirklees Local Plan Review.

2526 205 Holme Valley Parish Council – annual report

It was reported that the publication of an annual report was a requirement of the *Annual Governance and Audit Return*. The Draft Annual Report had been presented at the Annual Parish Meeting earlier in the evening, accompanied by a video presentation.

The Assistant Clerk was thanked for all their work in putting together the report.

Holme Valley Parish Council

APPROVED: the Annual Report 2025-26 as presented with minor typographical errors amended.

2526 206 The Civic Lease

Cllr Donna Bellamy, Chair of the Working Group, reported that this significant piece of work was nearing completion and that the new lease would take effect, once approved, in the new financial year. She thanked fellow working group members, HVPC officers and the Civic Trust for all the hard work put into the project.

Cllr Wilson was confident that the new lease would contribute to putting the Civic on a firmer financial footing.

APPROVED: the lease, annexes and side letter between Holme Valley Parish Council and Holmfirth Civic Hall Community Trust, as presented.

An **ACTION** for the Clerk was to organise for the signing of the lease to enable it to be dated at the commencement of new financial year.

2526 207 Community Governance Review

The Stage 1 Consultation Summary and Stage 2 Recommendations, alongside the Stage 2 Consultation – information, had been shared in the agenda pack.

These included proposals relevant to Holme Valley Parish Council. Final recommendations were to be prepared between April and June 2026 for consideration by Kirklees Council and decisions were expected to be made September 2026.

Whilst the Parish council would not be taking a view individual councillors and the public in general were to be encouraged to take part in the consultation and express their views.

With regards to the proposal that a separate Honley and Brockholes Parish Council might be established, it was acknowledged that if this became a reality it could be a source of uncertainty and was likely to cause a lot of work initially, which would be a challenge.

There were no further actions or proposals to consider with regards to the Community Governance Review.

2526 208 Chair's Expenses

It was reported that £795 remained in the Chair's Expenses budget line. No further expenditure from this budget was expected by the end of the financial year.

An **ACTION** for Chair was to contact the Deputy Clerk/RFO by Tuesday 31 March 2026 to convey his wishes with regards to any underspend in the Chair's Expenses Budget Line.

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One possibility mooted in the meeting was for part of the underspend to make a contribution to the Huw Thatcher Trust to replace planters at Sands Park erected in Huw's memory.

2526 209 Consultant costs

The Parish Council had engaged HoeyAinscough Associates to give independent assistance regarding a GDPR/Freedom of Information request. Standard costs were reported to be £150 + VAT per hour or £750 + VAT per day (6 hour's worth of work).

To date, work had included assistance in the drafting of two letters, communication by telephone and 2 Teams meetings. The work was not yet concluded and was expected to involve HoeyAinscough in preparing a significant body of documentation for possible release in response to the request.

Cllr Lawrence Baylin, Vice Chair, reported that there was a budget line containing £500 for such consultancy costs. This was likely to be insufficient to fund the work required. It was not possible to know the exact likely costs at this point in time.

Cllr Donna Bellamy declared an interest in the matter as she was acquainted with a member of the HoeyAinscough team and so would take no part in any vote.

APPROVED: expenditure of up to £5,000 from General Reserves for consultant services regarding a GDPR/Freedom of Information request.

An **ACTION** for the Clerk Team was to chase up HoeyAinscough for an estimate of time likely to be required to process the Freedom of Information request.

2526 210 Risk Assessment - update

The Holme Valley Parish Council's Risk Assessment had been revised to include an extra section with a risk description *Disrespectful or otherwise inappropriate communications or behaviour shown towards staff. False accusations brought against staff*. This was currently assessed as being a *substantial* risk.

Cllr Lawrence Baylin, Vice Chair, reported on behalf of the Staffing Committee, reminding the Council that there had been incidences of such behaviour seen in earlier iterations of the Parish Council.

APPROVED: the amended Risk Assessment, as presented.

An **ACTION** for the Clerk Team was to ensure the updated Risk Assessment replaced earlier versions.

At 8.59pm it was **RESOLVED** to suspend Standing Orders to complete the business of the agenda.

2526 211 Request from Friends of Honley Library

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Cllr Glenn Kirkby declared an interest in the item and would take no part in any vote. This interest was covered by a dispensation.

The Deputy Clerk/RFO reported that Friends of Honley Library requested that the Parish Council pay for additional insurance costs uplift occasioned by the building of the extension. The additional costs were likely to be under £1,000. The addition of the extension was likely to increase the value of the building which was owned by the Parish Council.

APPROVED: that expenditure in principle is made from General Reserves to meet any additional insurance premium with regards to the extension being constructed at Honley Library.

REFERRALS FROM STANDING COMMITTEES

FINANCE AND MANAGEMENT COMMITTEE

2526 212 Virements to facilitate grant-giving

APPROVED: the virement of £9,692.63 from 4315 Community Assets to 4405 Projects and Events, and the payment of the following awards, as recommended by the FINANCE AND MANAGEMENT COMMITTEE:

1. Holmfirth Musical Festival awarded £1,500 towards Festival running costs.
2. Holmfirth Children's Book Festival awarded £1,500 for £1,500 towards Festival promotions.
3. Holmfirth Arts Festival awarded £1,500 towards the Creative Consequences arts 3-year arts project.
4. River Holme Connections awarded £1,500 towards a nature-themed guided walks programme.
5. Holmfirth Pride awarded £1,500 towards a Pride event.
6. Holmfirth Food and Drink Festival awarded £1,500 towards Festival costs.
7. Honley Village Community Trust awarded £262.50 towards an Easter party for children.
8. Honley Show Society Ltd awarded £1,500 towards printing of the Honley Show programme.
9. Communities Unltd awarded £1,500 towards Man Alive – a men's mental health project.
10. Holme Valley Climate Action awarded £1,260.40 towards a local produce and vegetarian food event at the Food Festival.
11. Café 100 awarded £1,500 towards a programme of activities and engagement events for young people.
12. Hepworth Hurricanes awarded £1,500 towards a "Walking Netball" project.
13. Holmfirth Conservation Group awarded £1,500 towards advertising for Holme Valley Heritage Days.

2526 213 Covid Memorial Budget

It was reported that when the Parish Council's budget was set for 2026/27, it was anticipated

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that the Covid Memorial project would be completed before the end of the Council Year 2025/26, and for the earmarked reserve to be wound up. This had not proven to be the case. The project was incomplete in that the memorial plinth needed to be installed at Sands and funds were still needed for its completion.

APPROVED: the rollover of the Covid Memorial earmarked reserve into 2026/27, currently holding £2,364.25.

An **ACTION** for the Clerk was to chase up permission from Kirklees Council to install the memorial plinth at Sands.

2526 214 Local Plan Reference Group Budget

It was reported that when the Planning Committee budget was drawn up for the year 2025/26, it was set up to include a £1,000 budget line for the Local Plan review expenditure.

The work of the Local Plan Reference Group was ongoing with further expenditure pending on community engagement. The ringfenced budget for this matter stood at £925; further expenditure was anticipated in 2026/7.

The Local Plan Reference Group now reports to FULL COUNCIL.

APPROVED: the creation of an earmarked reserve 2026/27 of £925 (minus any subsequent expenditure) being the remaining budget for the Local Plan for the Council Year 2025-6.

2526 215 Grants Working Group - recommendations

Cllr Wilson and the Deputy Clerk/RFO reported that the FINANCE AND MANAGEMENT COMMITTEE recommended to the Parish Council the report of the Grants Working Group to revise aspects of the grants awarding process.

The Report covered the following changes:

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

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organisations.

APPROVED: the report of the Grants Working Group and the changes to the grants process included therein, including the merging of the community assets and community events grant budget lines, as well as the supporting documentation.

2526 216 The Civic – recommendations to Full Council

It was reported that the FINANCE AND MANAGEMENT COMMITTEE wished to commission work to develop a fundraising strategy to support the future development of the Civic, including looking to ascertain the views of key funders like the National Lottery Heritage Fund, Architectural Heritage Fund and Arts Council. The initial cost for this was estimated to be in the range of £2,500.

APPROVED: a project budget of £5,000 for the development of a fundraising strategy coming from General Reserves as recommended by the FINANCE AND MANAGEMENT COMMITTEE.

2526 217 Huw Thatcher Trust – grant application

It was reported that the FINANCE AND MANAGEMENT COMMITTEE considered a Grant Application from Huw Thatcher Trust for £1,390 towards planters for Sands and **RESOLVED** that this application fell outside the criteria of its grants process but that FULL COUNCIL might wish to consider it.

RESOLVED: to consider the request from the Huw Thatcher Trust for £1,390 from General Reserves towards planters for Sands outside of the normal grants process.

Cllr Dixon gave some contextual information regarding the history of the Huw Thatcher Trust and the Parish Council's previous support of it. Whilst empathy was expressed for the family of Huw Thatcher there was no proposal put forward to provide funds as a gift direct from General Reserves.

There remained the possibility of the Chair providing a contribution from the Chair's Expenses budget. The Chair would consider this outside of the meeting prior to the end of the Council Year.

An **ACTION** for the Deputy Clerk/RFO was to contact the Huw Thatcher Trust and explain that the application could not be considered further as a grant, that a proposal to gift a contribution to General Reserves had not been forthcoming at the meeting and that officers were awaiting further communication regarding this from the Chair.

SERVICE PROVISION COMMITTEE

2526 218 Service Provision Budget Underspends

It was reported that at the SERVICE PROVISION COMMITTEE meeting on Monday 23 February 2026 a projected underspend of £7,273.72 in budget line 4320 Public Toilets – Day to Day was

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discussed and it was **RESOLVED** to recommend to FULL COUNCIL that at the close of the financial year any underspend from budget line 4320 Public Toilets – Day to Day be added to the EMR 351 Holmfirth Toilets Refurb.

A projected underspend of £5,626.05 in budget line 4740 Seats and Shelters - Maintenance was also discussed and it was **RESOLVED** to recommend to FULL COUNCIL that at the close of the financial year any underspend from budget line 4740 Seats and Shelters - Maintenance be added to an EMR Stone Shelter Refurb of £10,000 to be created in the financial year 2026-7.

A motion to return any underspends to General Reserves was not carried. The basis for not returning the underspends to General Reserves was queried and members were reminded by Cllr Wilson that expenditure from General Reserves was expected to cover ‘unforeseen emergencies’.

APPROVED: monies from budget line 4320 Public Toilets Day-to-Day to be moved to EMR 351 Holmfirth Toilets Refurb and from budget line 4740 Seats and Shelters- Maintenance to new EMR Stone Shelter Refurb at the end of the financial year.

2526 219 Gartside Unit – lettable space – repairs requested

At the SERVICE PROVISION COMMITTEE meeting on Monday 23 February 2026 it was reported that wet weather and frost had caused damage to the Gartside Unit lettable space. The COMMITTEE wished to effect repairs with regards to this as soon as possible as it intended to consider possible tenants for the unit at its 8 June 2026 meeting. The budget line for 2025-6 for the Lettable Space had no further monies left in it.

APPROVED: expenditure of up to £1,000 from General Reserves for repairs to the Gartside Unit lettable space as recommended by the SERVICE PROVISION COMMITTEE.

An **ACTION** for the Clerk was to task the maintenance contractor with completing this work.

COMMUNICATIONS AND ENGAGEMENT WORKING GROUP

2526 220 Communications and Engagement Working Group – for Full Council

NOTED: C&E working group notes and actions 10th Feb and C&E action plan 2023-2027 as presented.

NOTED:

- Expenditure as reported relating to the Annual Parish Meeting (catering etc).
- Expenditure as reported for accessibility audit of the website relating to Assertion 10.
- Expenditure as reported for addition of “alert banners” to the website.
- Expenditure as reported for items for the Civic foyer (pop up banner and leaflet stand).

APPROVED: expenditure of up to £50 from budget line 4660 for reserving a stall in the Countryside Tent at Honley Show.

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APPROVED: a recommendation that at the end of the financial year underspend on budget line 4660 to be dealt with as follows:

- i. Up to £1,000 be placed in the existing Brand Assets EMR for signage etc once the Civic foyer refurb is completed & for other HVPC buildings.
- ii. of up to £1,000 be placed in the existing EMR for Royal Events;
- iii. of up to £2,000 be placed in a new EMR for Events;
- iv. any remaining monies are moved to General Reserves.

MISCELLANEOUS ITEMS/ CORRESPONDENCE

2526 221 Chair's Report

The Chair referred FULL COUNCIL to the verbal report delivered earlier in the evening at the ANNUAL PARISH MEETING regarding his actions as Chair since 2 February 2026 and his reflections on the council year as a whole.

2526 222 Reports from and questions for Kirklees Ward Councillors

There were no updates from Holme Valley North and Holme Valley South Kirklees councillors.

2526 223 Items for Publicity

Councillors put forward the following potential items for publicity arising from the meeting:

- Presentations from grant recipients at the earlier Annual Parish Meeting.
- Grant awards 2025-06.

The meeting closed at 9.25pm.

APPROVED Minutes of the **PLANNING STANDING COMMITTEE** to be held at **EXHIBITION ROOM** at **THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH HD9** on **MONDAY 9 March 2026** at **700pm** to transact the following business: -

Attendees:

Cllr Andy Wilson (Chair), Cllr Mary Blacka, Cllr Tom Dixon, Cllr Donald Firth, Cllr Steve Ransby.

Approved Apologies:

Cllr Jo Liles

Welcome

Open Session at Planning

5 Members of the public attended to public session, with one speaker in relation to application 2026/62/90071/W which had been considered previously at the planning applications sub-committee meeting on 9 February 2026.

2526 117 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 118 To accept apologies for absence

Apologies and reasons for absence were circulated by email prior to the meeting.

Noted and Approved: Apologies and reasons for absence from Cllr Liles.

2526 119 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

Cllr Ransby declared a personal interest in item 2526 123 applications 2526/12/03, 2526/12/08 and item 2526 122.

Cllr Wilson declared a personal interest in item 2526 123 application 2526/12/15.

Cllr Blacka declared a personal interest in item 2526 123 application 2526/12/19.

2526 120 To consider written requests for new DPI dispensations



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None received.

2526 121 To consider whether items on the agenda should be discussed in private session

Resolved: no item would be held in private session.

2526 122 To Confirm the Minutes of the Previous Meeting

Noted: Minutes of the Planning Committee meeting held on 12 January 2026 numbered 2526 97 – 2526 116 inclusive approved at Full Council on 2 February 2026.

At this point the Committee **resolved** to suspend standing orders to allow for discussion with members of the public during this item.

Members of the public and councillors discussed application 2026/62/90071/W and concerns were raised regarding the new site.

Cllr Wilson read out the committee's comments on application 2026/62/90071/W that were submitted to Kirklees following the planning applications sub-committee meeting on 9 February 2026, and comments submitted via email prior to the meeting.

Resolved: A representative from Holmfirth Forward would be invited to the following meeting of the Planning Committee on 27 April 2026.

2526 123 Kirklees Planning Applications

- i. - **Noted:** List of Kirklees planning applications 2 December 2025 to 6 January 2026 updated with the views of the Committee.
- **Noted:** List of Kirklees planning applications 6 January 2026 to 3 February 2026 updated with the views of the Planning applications sub-committee.
- ii. - The Committee considered the new or amended applications received from Kirklees Council 3 February 2026 to 3 March 2026.
- **Resolved:** The Planning Committee's comments on the above applications will be forwarded to Kirklees Council by the Officer.

2526 124 Peak District National Park Authority

- i. - **Noted:** List of applications received from the Peak District National Park Authority 2 December 2025 to 6 January 2026 updated with the views of the Committee.
- ii. - No new or amended applications were received from the Peak District National Park Authority 3 February 2026 to 3 March 2026 for comment.

2526 125 Traffic Calming



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Kirklees Council Management of Speeding in the Holme Valley

Cllrs and Assistant Clerk reported on updates received on SID location suggestions, progress with 20mph zones close to schools and other traffic calming measures.

Noted: Correspondence from HV North councillor regarding the placement of HV North SID.

Noted: Correspondence with Kirklees HV South councillors concerning the HV South SID.

Noted: Concerns raised by a member of the public via The Clerk regarding accidents on Sheffield Road Hepworth.

Action: Assistant Clerk to thank Kirklees HVN and HVS councillors for their correspondence and request to be notified the next move has been actioned.

Action: Assistant Clerk to write to Kirklees HVS councillors and highways regarding Sheffield Road, noting frequent accidents and that residents have been in touch with concerns. Cllrs are aware that there is not a suitable space for SIDs on Sheffield Road but would like to explore if there is anything else that could support traffic calming such as improvements to chevrons.

Action: Assistant Clerk to contact Kirklees highways (general) regarding 20mph zones near to schools in the Holme Valley and possibilities for collaborative working.

2526 126 Ongoing highways campaigns, including unmade roads, green lanes and byways of the Holme Valley

The ongoing campaigns are:

Ramsden Road/ Cheesegate Nab

Cllrs Wilson gave updates, no further information has been received regarding the TRO.

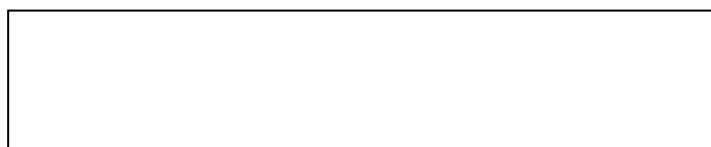
2526 127 Planning Policy, Guidance and Consultation

- i. **Noted:** A policy statement for Section 106 delivery was released by the UK government on 28 January 2026. The roadmap sets out the steps it will take to lay the foundations for the S106 system, and to deal with existing unsold and uncontracted S106 units. The full statement can be accessed via the following link:

<https://www.gov.uk/government/publications/policy-statement-a-roadmap-for-section-106-delivery-in-england/policy-statement-a-roadmap-for-section-106-delivery-in-england>

2526 128 Design Guide

Councillors and the Assistant Clerk reported on roll out progress, updates, and feedback



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received.

2526 129 Holmfirth Town Centre Group

Councillors reported on updates received.

2526 130 Planning Standing Committee Expenditure Against Budget and EMRs 2025-26

To note, 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. £75 has been spent on room hire for public meetings, leaving £2,425 remaining.

Approved: Recommendation to Full Council to vire £925 from budget line 4505 Neighbourhood Plan to a new "Local Plan Review" budget line under Full Council to cover expenditure relating to the Local Plan reference group.

2526 131 Section 106 Funding

Cllr Wilson provided an overview of findings from the December 2025 report on Kirklees Section 106 infrastructure expenditure.

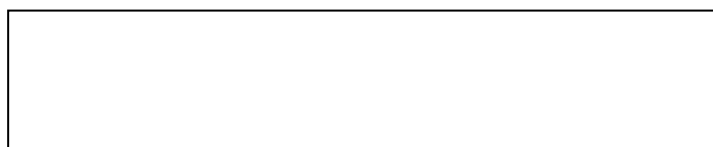
Action: Assistant Clerk to write to Kirklees Council to request an update on progress with the longest outstanding Section 106 contributions identified for the Holme Valley in Cllr Wilson's overview report, and invite Kirklees officers involved in the report to engage with the committee.

2526 132 Publicising the work of Holme Valley Parish Council

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

Noted: A period of election sensitivity relating to the Kirklees local elections will run from 26 March 2026 to 7 May 2026.

Close 8.57pm



STAFFING STANDING COMMITTEE MEETING

MONDAY 13 APRIL at 19:00 HRS

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

PRESENT: Cllr Baylin (in the Chair), Cllr Blacka, Cllr Holmes, Cllr Kirkby

APOLOGIES AND REASONS APPROVED: Cllr Colling (dispensation in place), Cllr Morgan, Cllr Wilson

OFFICER TAKING MINUTES: Jen McIntosh CLERK

DRAFT MINUTES

Public question time.

No members of the public were present to speak to Members.

2627 01 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 requests for other recordings to be made.

2627 02 Apologies for absence.

APPROVED: apologies and reasons for absence from Cllr Colling, Cllr Morgan and Cllr Wilson.

2627 03 Items on the agenda to be discussed in private session

RESOLVED: to hear items 2627 11 appraisal and 2627 16 Other Staffing Matters in private session due to confidentiality of staffing information.

2627 04 Responsibilities to maintain confidentiality

Cllr Baylin reported that this item was relevant to all members, both those present and those absent. By its nature the Staffing Committee routinely deals with more sensitive items than the other committees.

The Clerk Team had brought to the attention of the Committee that the existence of particular confidential items shared with the Committee at the Extraordinary Staffing Committee meeting on 5 January 2026 had been disclosed to person(s) outside of the Committee. The particulars would be shared in confidential session as part of the item 2627 16.

The purpose of this item was to stress from the outset of this meeting that any and all written information shared in confidence/private session must remain confidential as should the details of the proceedings and the conversations held in private session.

2627 05 Members' personal and disclosable pecuniary interests in items on the agenda.

There were no personal and disclosable pecuniary interests in items on the agenda declared.

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2627 06 Officers' interests in items on the agenda.

RECEIVED: The Clerk declared interests in items 2627 09 Staffing and Staff Training Budgets 2025/6 and 2026/7; 2627 10 Staff Pay Awards; 2627 11 Appraisal/Supervision 2025-6 and 2627 16 Other Staffing Matters.

The Clerk expected to be present to report on some matters for these items but would leave the room whenever discussion of matters made it appropriate to do so.

2627 07 Receipt of Revised Declarations of Pecuniary Interest

NOTED: revised declaration of pecuniary and other interests received from Cllr Lawrence Baylin.

NOTED: revised declaration of pecuniary and other interests received from the Clerk.

An **ACTION** for the Clerk was to share Cllr Baylin's DPI with Full Council and with the Kirklees Monitoring Officer and to appropriately redact Cllr Baylin's DPI and arrange for it to be shared via the HVPC website with the unredacted original being kept on file at the HVPC office and available for public viewing.

A further **ACTION** for the Clerk was to share their updated DPI with Full Council.

2627 08 Minutes for the Extraordinary Staffing Committee meeting on Monday 5 January 2026, numbered 2526 35 to 2526 42.

NOTED: the Minutes of the STAFFING COMMITTEE EXTRAORDINARY MEETING held on Monday 5 January 2026, numbered 2526 35 to 2526 42, **approved** at the MEETING of FULL COUNCIL Monday 2 February 2026.

Clerk reported that Minute 2526 28 Other Staffing Matters from the meeting on 3 November 2025 had been amended and were ready for sign off at the end of the meeting.

Clerk further reported that the learning points from Minute 2526 42 Update regarding complaint had been shared at Full Council on 2 February 2026 as intended.

Cllr Kirkby reported that the use of AI would be addressed in item 2627 15 Workflow Report.

There were no further actions arising from the minutes of previous meetings of the STAFFING COMMITTEE.

2627 09 Staffing and Staff Training budgets 2025/6 and 2026/7

Referring to information provided by the Deputy Clerk/RFO the Clerk reported that £96,108 was committed to the Salaries Budget for 2025-6 with an outturn at year end of £99,519.42. This was £3,411.42 over-budget. As had been previously reported the overspend was due to a miscalculation of uplifts when the original budget was set.

The 2025-6 Staff Training Budget of £2,300 had an outturn of £1,302.80 with £997.20 remaining.

The 2026-07 salaries budget was £104,316 based to take account of a predicted annual uplift for all 3 staff members based on a national annual pay award (not yet resolved) and also taking into account the possible awarding of an incremental point for one team member not yet at the top of

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their salary scale.

Unfortunately, the HVPC pensions provider incorrectly advised that the employer pension rate would be frozen at 12.2% of salary. On the 1 April 2026 the Parish Council was informed that the employer pension rate would be 14.9% of salary, leading to a variance of £2,816.53.

The Deputy Clerk/RFO advised through the Clerk that any shortfall in the 2026/7 staffing budget be met by drawing upon General Reserves at the appropriate time.

The Staff Training Budget 2026-07 is £2,300.

NOTED: report on the Staffing Budget 2026-7 and Staff Training Budget 2026-07 as presented.

RESOLVED: to recommend to FULL COUNCIL that any shortfall with regards to the staffing budget 2026-7 be met from General Reserves at the appropriate time.

The Clerk suggested that item 2627 11 Appraisal/Supervision 2025-26 be heard before 2627 10 2026 Staff Pay Awards and the COMMITTEE consented to do this.

2627 11 Appraisal/supervision 2025-26

The item was heard initially in private session.

NOTED: that the Deputy Clerk/RFO had successfully completed the appraisal process for 2025-6.

NOTED: that the Assistant Clerk had successfully completed the appraisal process for 2025-6.

For public session it was reported that the Clerk's appraisal had been completed and that the outcome for 2025-6 would be shared at the next STAFFING COMMITTEE meeting on 20 July 2026.

The STAFFING COMMITTEE wished to thank all councillors who had submitted feedback with regards to the clerk team's appraisals as this was seen to be most valued feedback.

Members of the clerk team were thanked for their work, particularly given the difficult context in which they sometimes had to operate.

2627 10 2026 Staff Pay Awards

The Clerk reported that pay awards for the clerking team fell into three categories:

- a. Incremental annual pay awards – awarded from 1 April each year subject to satisfactory performance reviews (appraisal) and allocated pay ranges for each member of the team. All 3 appraisals were concluded prior to the meeting.
- b. National pay awards – the HVPC utilises the National Joint Council for Local Government Services (NJC) Pay Spine. A national pay award for 1 April 2026 was yet to be confirmed.
- c. Additional points could be awarded in line with contracts for specific performance matters such as gaining additional recognised qualifications.

NOTED: Update from the Clerk regarding the 2026 National Pay Award.

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RESOLVED: that once settled, the National Pay Award should be applied to the pay of each member of the clerk team from the next appropriate pay point and backdated to 1 April 2026.

RESOLVED: following the conclusion of a successful appraisal, to approve the awarding of an incremental point for the Assistant Clerk, backdated to 1 April 2026.

2627 12 Complaints Procedure - review

A revised draft *Complaints Procedure* had been circulated prior to the meeting.

The Clerk directed the attention of members to the step-by-step processes, checklist and flowcharts, all included to make the application of the revised procedure easier.

It was suggested that section 10 unreasonable or vexatious complaints needed strengthening.

An **ACTION** for the Clerk, Staff Performance and Development Lead and Vice Chair of the STAFFING COMMITTEE was to further amend the draft procedure and circulate this amongst STAFFING COMMITTEE members before presenting to the ANNUAL COUNCIL meeting on 18 May 2026.

A further **ACTION** for the Clerk was to keep a log of informal complaints made to be shared periodically with FULL COUNCIL.

TO CONSIDER: recommending the revised *Complaints Procedure* as presented to Annual Council on 18 May 2026 for approval.

2627 13 Disciplinary Policy - review

A revised draft *Disciplinary Policy* based on the NALC Model Policy published on 8 December 2025 had been circulated prior to the meeting.

RESOLVED: to recommend the revised *Disciplinary Policy* to Annual Council on 18 May 2026 for approval.

An **ACTION** for the Clerk was to clarify an ambiguous ground for appeal set out on page 12 of the policy and make any necessary amendment.

A further **ACTION** for the Clerk was to check that the provisions of the policy were consistent with the clerk team employment contracts.

2627 14 Grievance Policy - review

A revised draft *Grievance Policy* based on the NALC Model Policy published 9 August 2024 had been circulated prior to the meeting.

RESOLVED: to recommend the revised *Grievance Policy* as presented to Annual Council on 18 May 2026 for approval.

2627 15 Workflow Report

The Workflow Preliminary Report drawn up by the Assistant Clerk in consultation with Cllr Glenn Kirkby was circulated prior to the meeting.

HOLME VALLEY PARISH COUNCIL

This has been shared with the Clerk Team who had agreed to put to one side the review of key elements of financial administration. First priorities were to establish a shared calendar for the clerk team, make better use of Microsoft 365, establish a recording facility on the office phone and investigate improved video recording.

The STAFFING COMMITTEE wished its thanks to be passed to the Assistant Clerk for her work in this area. The COMMITTEE looked forward to receiving future reports.

An **ACTION** for the Clerk was to thank the Assistant Clerk for their work on this matter.

A further **ACTION** for the Clerk was to include Workflow in future STAFFING COMMITTEE agendas as a standing item.

NOTED: the Workflow Report as presented.

2627 16 Other staffing matters

This item was heard in private session and, as established in item 2627 04, any and all written information shared would remain confidential as would the details of the proceedings and the conversations held in private session.

Standing Orders were suspended at 9pm so that the remaining business on the agenda could be completed.

In public session the Chair stated that:

- The STAFFING COMMITTEE had conducted a thorough discussion regarding the consequences of the Extraordinary Staffing Committee meeting of 5 January 2026.
- The importance of maintaining the confidentiality of items heard in private session was essential, both in terms of any and all written information shared and also the details of the proceedings and the conversations held. This was necessary to uphold the Code of Conduct and to maintain the trust and confidence of staff.
- A breach of confidentiality had occurred following the Extraordinary Meeting.
- On behalf of the STAFFING COMMITTEE the Chair apologised to the Clerk for the breach of confidentiality and for the distress and concern that this had occasioned.

RESOLVED: Cllr Baylin as Chair of the meeting to write to all members of the STAFFING COMMITTEE to seek further information with reference to the breach of confidentiality that had occurred after the Extraordinary Staffing Committee meeting of 5 January 2026.

2627 17 Training received by Officers

NOTED: training received by Officers since the STAFFING COMMITTEE MEETING on 3 November 2025.

APPROVED: in principle, upcoming training arising from the appraisal process as presented for each member of the clerk team.

HOLME VALLEY PARISH COUNCIL

The meeting closed at 9.10pm.

DRAFT Minutes of the **PLANNING STANDING COMMITTEE** held at **EXHIBITION ROOM** at **THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH HD9** on **MONDAY 27 April 2026** at **700pm**.

Attendees:

Cllr Andy Wilson (Chair), Cllr Mary Blacka, Cllr Tom Dixon, Cllr Donald Firth, Cllr Jo Liles.

Approved Apologies:

Cllr Steve Ransby

Welcome

2627 1 Open Session at Planning

9 Members of the public attended the public session, with 4 people speaking in relation to Holmfirth Market.

2627 2 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.

2627 3 To accept apologies for absence

Apologies and reasons for absence were circulated by email prior to the meeting.

Noted and Approved: Apologies and reasons for absence from Cllr Ransby.

2627 4 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

None declared.

2627 5 To consider written requests for new DPI dispensations

None received.

2627 6 To consider whether items on the agenda should be discussed in private session

Resolved: no item would be held in private session.



2627 7 To Confirm the Minutes of the Previous Meeting

- **Noted:** Minutes of the Planning Committee meeting held on 9 March 2026 numbered 2526 117 – 2526 132 inclusive approved at Full Council on 23 March 2026.

2627 8 Holmfirth Forward & Holmfirth Market

At this point in the meeting committee members **Resolved** to suspend standing orders to allow for members of the public to join discussion for this item.

Cllrs and members of the public discussed some of the issues around Holmfirth Market and the move from the current location on School Street to the new location at the new car park on Huddersfield Road. Issues included storage for the stalls, possible alternative locations, competition with existing adjacent businesses, disruption, hygiene facilities and safety.

A representative from Holmfirth Forward agreed to investigate the viability of other locations within the town and report back.

Action: Assistant Clerk to seek further clarification from Kirklees regarding intended stall storage and hygiene provision for the new site.

2627 9 Kirklees Planning Applications

- i. - **Noted:** List of Kirklees planning applications 3 February 2026 to 3 March 2026 updated with the views of the Committee.
- ii. - The Committee considered the new or amended applications received from Kirklees Council 3 March 2026 to 21 April 2026 – List 2627-01.
- iii. - **Resolved:** The Planning Committee's comments on the above applications will be forwarded to Kirklees Council by the Officer.
 - **Noted:** The notice of appeal hearing at Claytons Hotel, Sweet Street, Holbeck, Leeds, LS11 9AT on 6 May 2026 has been postponed. Planning Inspectorate Reference: APP/EPR/705 regarding Windy Ridge Recycling Ltd. No future date has been confirmed.
 - Residents have contacted the Parish Council regarding a proposed registration of mine and mineral rights at Cartworth. Cllr Liles has offered to support residents in this matter if they get in touch via the Parish Council office.
 - **Noted:** Letter regarding pre-consultation for housing developments at Hade Edge date 11 March 2026 (previously circulated to members).
 - **Noted:** Email regarding public consultation event at The Band Room, Hade Edge Band Building 56 Greave Rd, Hade Edge, Holmfirth HD9 2AQ, between 3.30 – 6.30 on Friday 24th April 2026 (previously circulated to members). Cllr Wilson attended the event and reported back to The Committee.
 - **To consider,** any further action.



Holme Valley Parish Council

2627 10 Peak District National Park Authority

- i. - No new or amended applications were received from the Peak District National Park Authority 3 February 2026 to 3 March.
- ii. - No new or amended applications were received from the Peak District National Park Authority 3 March 2026 to 21 April 2026 for comment.
- iii. - **Noted:** Publication of new evidence supporting the review of the PDNPA Local Plan. **PDNPA Local Plan Review – Settlement Character & Landscape Sensitivity Assessment.** Document available via link below:
https://www.peakdistrict.gov.uk/_data/assets/pdf_file/0030/226596/111474-SCA-LSA-F-2026-02-12-optimised-v2.pdf
- iv. - **Noted:** Correspondence from PDNPA regarding the timetable for the Local Plan Review. **(I)**

2627 11 Traffic Calming

Kirklees Council Management of Speeding in the Holme Valley

Cllrs and Assistant Clerk reported on updates received from Kirklees Councillors and officers regarding Sheffield Road hazard management, SID location suggestions, progress with 20mph zones close to schools and other traffic calming measures.

Action: Assistant Clerk to follow up on possible Sheffield Road hazard improvements to query further possible measures including speed limit, cameras and the clearing of ditches to reduce surface water.

To consider, any further action.

2627 12 Ongoing highways campaigns, including unmade roads, green lanes and byways of the Holme Valley

The ongoing campaigns are:

Ramsden Road/ Cheesegate Nab

Cllr Wilson reported on updates received included that the TRO had been challenged with judicial reviews.

2627 13 Planning Policy, Guidance and Consultation

- i. **Noted:** The **West Yorkshire Combined Authority** adopted the **Mayor's West Yorkshire Local Transport Plan** on 12 March 2026 following consultation periods in 2024 and 2025. The consultation outcomes and adopted plan can be found at:
<https://www.westyorks-ca.gov.uk/transport/transport-plans/>
- ii. **Noted:** The UK government have published a new set of toolkits to support communities to draft their Neighbourhood Plan in England. The guides can be accessed via the

following link:

https://www.gov.uk/government/collections/neighbourhood-planning-toolkits?utm_source=emailmarketing&utm_medium=email&utm_campaign=news_bulletin_20_april_2026&utm_content=2026-04-20

2627 14 Design Guide

Cllrs reported on roll out progress, updates and feedback received.

Action: Assistant Clerk to contact conservation enforcement with regards to investigating one of the shop fronts in Holmfirth town centre.

2627 15 Holmfirth Town Centre Updates

The Assistant Clerk reported on a previously circulated consultation regarding parking restrictions one the layby on Town Gate, Holmfirth.

Action: Assistant Clerk to clarify with Kirklees Highways that adequate time had been given to the consultation on the layby on Town Gate, Holmfirth.

2627 16 Section 106 Funding

Cllr Wilson presented a summary report on Section 106 funds and expenditure relating to the Holme Valley.

Noted: Summary report of S106 funding in the Holme Valley.

Action: Assistant Clerk to compile a list of Section 106 funding entries over five years old, including Woodhead Road, and seek clarification from Kirklees Council regarding:

- Expenditure to date and any plans or commitments relating to remaining unspent funds;
- How the Parish Council may support in the Section 106 process;
- Opportunities for the Parish Council to support community liaison and local input in relation to proposed developments at Gynn Lane and Hade Edge; and
- How Section 106 figures are calculated and allocated.

2627 17 Planning Standing Committee Expenditure Against Budget and EMRs 2026-27

Noted: the Planning Committee's expenditure against budget 2026-27 year to date:

- The Planning Committee has one budget line under its remit. This is 4505 Neighbourhood Plan. At the start of the Council year this budget line contains £1,000.

Action: Assistant Clerk to add an item on Shop Front Grants in the next planning committee meeting and include information on the Meltham Town Council scheme.

2627 18 Publicising the work of Holme Valley Parish Council

Planning Committee Meeting

27/04/2026

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Holme Valley Parish Council

The Assistant Clerk updated on recent and planned activity.

Noted: A period of election sensitivity relating to the Kirklees local elections will run from 26 March 2026 to 7 May 2026.

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

Close 9pm



Holme Valley Parish Council
Annual Budget - By Centre (Actual YTD Month 12)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100 Income									
1076 Precept	327,934	327,934	447,780	447,780	0	0	447,717	0	0
1078 Special Expenses Grant	3,437	3,437	3,451	3,451	0	0	3,472	0	0
1090 Bank Interest	4,500	4,809	4,500	4,313	0	0	4,500	0	0
1092 Toilets Donations	2,500	2,680	2,500	1,863	0	0	2,500	0	0
1095 Other receipts	4,460	7,119	6,650	10,084	0	0	2	0	0
1200 Allotment Rents	324	324	324	478	0	0	324	0	0
1250 Gartside Building	4,800	3,163	4,200	2,198	0	0	0	0	0
1300 Garage plot income	840	840	840	840	0	0	840	0	0
Total Income	348,795	350,305	470,245	471,006	0	0	459,355	0	0
6001 less Transfer to EMR	0	16,453	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	348,795	333,852	470,245	471,006	0		459,355		
110 Staff Expenditure									
4000 Salaries	87,700	91,574	96,108	99,519	0	0	104,316	0	0
4060 Staff Training	2,300	971	2,300	1,303	0	0	2,300	0	0
Overhead Expenditure	90,000	92,545	98,408	100,822	0	0	106,616	0	0
6000 plus Transfer from EMR	0	5,000	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(90,000)	(87,545)	(98,408)	(100,822)	0		(106,616)		
150 Administration									
4061 Councillor Training	900	1,148	1,900	1,293	0	0	900	0	0
4200 Chairman's Expenses	1,000	994	1,000	205	0	0	1,000	0	0
4205 Council Office Expenditure	2,000	2,833	2,000	1,987	0	0	2,100	0	0
4210 Audit	1,650	1,637	1,650	1,473	0	0	2,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 12)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4215	Bank Charges	500	229	500	204	0	0	200	0	0
4220	Conference / Seminars	500	0	500	0	0	0	500	0	0
4225	Elections	0	9,016	10,000	10,253	0	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	32	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	579	0	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	0	0	0	0	0
4295	Staffing Review	0	0	0	0	0	0	2,000	0	0
4400	Electronic Support	1,650	1,101	1,700	1,485	0	0	1,700	0	0
4660	Communications & Engagement	0	0	14,000	7,475	0	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
	Overhead Expenditure	32,910	47,154	61,310	53,747	0	0	50,010	0	0
6000	plus Transfer from EMR	0	1,124	0	2,593	2,364	0	0	0	0
	Movement to/(from) Gen Reserve	(32,910)	(46,030)	(61,310)	(51,154)	2,364		(50,010)		
250	Finance & Management									
4315	Grants - Community Assets	44,691	35,795	48,440	37,999	0	0	46,940	0	0
4405	Grants - Projects and Events	24,809	28,744	20,500	34,666	0	0	19,500	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 12)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4420	Honley Library	0	0	15,750	30,018	0	0	15,750	0	0
4425	The Civic	0	0	60,000	50,297	0	0	65,000	0	0
	Overhead Expenditure	69,500	64,539	144,690	152,981	0	0	147,190	0	0
6000	plus Transfer from EMR	0	6,060	0	19,500	17,560	0	0	0	0
	Movement to/(from) Gen Reserve	(69,500)	(58,479)	(144,690)	(133,481)	17,560		(147,190)		
300	<u>Planning</u>									
4505	Neighbourhood Plan	1,500	7,676	2,500	1,525	0	0	1,000	0	0
	Overhead Expenditure	1,500	7,676	2,500	1,525	0	0	1,000	0	0
6000	plus Transfer from EMR	0	7,676	0	1,410	0	0	0	0	0
	Movement to/(from) Gen Reserve	(1,500)	0	(2,500)	(115)	0		(1,000)		
350	<u>Publications & Communication</u>									
4650	Communications & Engagement	15,000	11,385	0	310	0	0	0	0	0
	Overhead Expenditure	15,000	11,385	0	310	0	0	0	0	0
	Movement to/(from) Gen Reserve	(15,000)	(11,385)	0	(310)	0		0		
400	<u>Service Provision</u>									
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	14,077	0	0	23,100	0	0
4325	Public Toilet - Lettable Space	1,000	3,350	1,050	7,332	0	0	1,050	0	0
4705	Christmas Provision	6,000	5,606	4,592	6,824	0	0	5,000	0	0
4710	New Mill - Churchyard	750	239	788	354	0	0	788	0	0
4715	Defibrillators	0	58	0	65	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 12)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4720	Dog Waste	1,200	404	1,260	1,623	0	0	1,260	0	0
4730	Minibus	23,500	23,209	23,500	23,210	0	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	7,270	0	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	25,000	0	0	25,000	0	0
4765	Tourism	0	39	0	1,560	0	0	5,000	0	0
4840	Climate Action	0	0	5,000	29,956	0	0	5,000	0	0
	Overhead Expenditure	118,350	190,259	100,090	117,979	0	0	105,348	0	0
6000	plus Transfer from EMR	0	55,787	0	32,331	17,344	0	0	0	0
	Movement to/(from) Gen Reserve	(118,350)	(134,472)	(100,090)	(85,648)	17,344		(105,348)		
450	<u>Climate Emergency</u>									
4805	Climate Action	5,000	869	0	0	0	0	0	0	0
	Overhead Expenditure	5,000	869	0	0	0	0	0	0	0
6000	plus Transfer from EMR	0	767	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(5,000)	(102)	0	0	0		0		
500	<u>Allotments/Garage plots</u>									
4900	Allotment Expense	0	350	0	0	0	0	0	0	0
	Overhead Expenditure	0	350	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(350)	0	0	0		0		

Continued on next page

Annual Budget - By Centre (Actual YTD Month 12)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	348,795	350,305	470,245	471,006	0	0	459,355	0	0
Expenditure	332,260	414,777	406,998	427,364	0	0	410,164	0	0
Net Income over Expenditure	<u>16,535</u>	<u>-64,472</u>	<u>63,247</u>	<u>43,642</u>	<u>0</u>	<u>0</u>	<u>49,191</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	76,414	0	55,833	37,268	0	0	0	0
less Transfer to EMR	0	16,453	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>16,535</u>	<u>(4,512)</u>	<u>63,247</u>	<u>99,476</u>	<u>37,268</u>		<u>49,191</u>		

Income and Expenditure against Budget 2026-27 Year-to-Date

Holme Valley Parish Council

CODE	DESCRIPTION		Starting Budget	Virements	Reconcile 2025-26	April	May	Payments from EMR	Total	Remaining	
INCOME											
1076	Precept	50.00%	£447,717	£0	£0.00	£0.00	£223,858.50		£223,858.50	£223,858.50	1076
1078	Special Expenses Grant	50.00%	£3,472	£0	£0.00	£0.00	£1,736.00		£1,736.00	£1,736.00	1078
1090	Interest on Investments	10.45%	£4,500	£0	£0.00	£238.48	£231.75		£470.23	£4,029.77	1090
1092	Donations - Holmfirth Public Toilets	0.00%	£2,500	£0	£0.00	£0.00	£0.00		£0.00	£2,500.00	1092
1095	Other income	0.00%	£2	£0	£-6,814.84	£0.00	£6,814.84		£0.00	£2.00	1095
1200	Allotment Rents	18.52%	£324	£0	£0.00	£60.00	£0.00		£60.00	£264.00	1200
1250	Gartside Building		£0	£0	£0.00	£0.00	£0.00		£0.00	£0.00	1250
1260	Memorial Benches		£0	£0	£0.00	£0.00	£0.00		£0.00	£0.00	1260
1300	Garage Plot Income	85.71%	£840	£0	£0.00	£480.00	£240.00		£720.00	£120.00	1300
	Total Income		£459,355	£0	£-6,814.84	£778.48	£232,881.09		£226,844.73	£232,510.27	
105	VAT Refund		£0	£0	£-1,805.09	£0.00	£1,805.09	£0.00	£0.00		
235	Transfer in		£0	£0	£0.00	£0.00	£0.00	£0.00	£0.00		
	Total Receipts		£459,355	£0	£-8,619.93	£778.48	£234,686.18	£0.00	£226,844.73		
					£-8,619.93	£778.48	£234,686.18	£0.00	£226,844.73		
						OK	OK		OK		
EXPENDITURE											
230	Bank Transfer out					£0.00	£0.00	£0.00	£0.00		
	<u>110 Staff Expenditure</u>										
4000	Salaries	16.16%	£104,316	£0	£0.00	£8,465.67	£8,391.09	£0.00	£16,856.76	£87,459.24	4000
4060	Staff Training	22.00%	£2,300	£0	£0.00	£506.00	£0.00	£0.00	£506.00	£1,794.00	4060
	Total Staff Expenditure	16.29%	£106,616	£0	£0.00	£8,971.67	£8,391.09	£0.00	£17,362.76	£89,253.24	
										OK	
	<u>150 Administration</u>										
4061	Councillor Training	0.00%	£900	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£900.00	4061
4200	Chairman's Expenses	0.00%	£1,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	4200
4205	Council Office Expenditure	9.40%	£2,100	£0	£-111.65	£309.14	£0.00	£0.00	£197.49	£1,902.51	4205
4210	Audit	0.00%	£2,000	£0	£-448.31	£448.31	£0.00	£0.00	£0.00	£2,000.00	4210
4215	Bank Charges	10.18%	£200	£0	£0.00	£20.35	£0.00	£0.00	£20.35	£179.65	4215
4220	Conference / Seminars	0.00%	£500	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	4220
4225	Elections		£10,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£10,000.00	4225
4230	Repairs & Maintenance	0.00%	£1,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	4230
4235	Insurance	101.64%	£12,300	£0	£0.00	£12,502.26	£0.00	£0.00	£12,502.26	£-202.26	4235
4240	Travel Allowance	0.00%	£300	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£300.00	4240
4245	Office Equipment	0.00%	£900	£0	£-144.00	£144.00	£0.00	£0.00	£0.00	£900.00	4245
4250	Office/Room Hire	0.00%	£200	£0	£-144.00	£0.00	£144.00	£0.00	£0.00	£200.00	4250
4260	FOIA/EIR requests	0.00%	£500	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	4260
4265	Subscriptions	102.80%	£3,000	£0	£0.00	£3,084.00	£0.00	£0.00	£3,084.00	£-84.00	4265
4275	Internet and Phone	0.00%	£600	£0	£-51.95	£51.95	£0.00	£0.00	£0.00	£600.00	4275
4285	Remembrance Sunday	0.00%	£160	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£160.00	4285
4290	COVID Memorial		£0	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	4290
4400	Electric Support Maintenance	51.20%	£1,700	£0	£-51.96	£885.44	£37.00	£0.00	£870.48	£829.52	4400
4660	Communications and Engagement	1.17%	£10,650	£0	£-350.00	£375.00	£99.89	£0.00	£124.89	£10,525.11	4660
	Total Administration	34.99%	£48,010	£0	£-1,301.87	£17,820.45	£280.89	£0.00	£16,799.47	£31,210.53	
	Total Council	22.09%	£154,626	£0	£-1,301.87	£26,792.12	£8,671.98	£0.00	£34,162.23	£120,463.77	
										OK	
	Finance & Management Committee										
4315	Grants - Other Community Assets	-12.16%	£46,940	£0	£-5,828.80	£119.80	£0.00	£0.00	£-5,709.00	£52,649.00	4315
4405	Grants - Projects and Events	0.00%	£19,500	£0	£-1,500.00	£1,500.00	£0.00	£0.00	£0.00	£19,500.00	4405
4420	Honley Library	95.24%	£15,750	£0	£0.00	£0.00	£15,000.00	£0.00	£15,000.00	£750.00	4420
4425	Holmfirth Civic Hall	3.23%	£65,000	£0	£0.00	£300.00	£1,799.50	£1,799.50	£2,099.50	£64,700.00	4425
	Total Finance & Management	7.74%	£147,190	£0	£-7,328.80	£1,919.80	£16,799.50	£1,799.50	£11,390.50	£137,599.00	
										OK	
	Planning Committee										
4505	Neighbourhood Plan	0.00%	£1,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	4505
	Total Planning Committee	0.00%	£1,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	
										OK	
	Service Provision Committee										
4320	Public toilets - Day to Day	0.07%	£23,100	£0	£-914.37	£914.37	£16.84	£0.00	£16.84	£23,083.16	4320
4325	Public toilets - Lettable Space	0.00%	£1,050	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£1,050.00	4325
4705	Christmas Provision	0.00%	£5,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£5,000.00	4705
4710	New Mill - Churchyard	0.00%	£788	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£788.00	4710
4715	Defibrillators	0.00%	£0	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	4715
4720	Street Litter and Dog Waste	0.00%	£1,260	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£1,260.00	4720
4730	Minibus	8.12%	£23,500	£0	£0.00	£1,908.00	£0.00	£0.00	£1,908.00	£21,592.00	4730
4735	Phone Boxes	0.00%	£1,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	4735
4740	Seats & Shelters - Maintenance	7.26%	£13,650	£0	£495.32	£495.32	£0.00	£0.00	£990.64	£12,659.36	4740
4750	War Memorial		£1,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	4750
4760	Youth Work in the Holme Valley	0.00%	£25,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£25,000.00	4760
4765	Tourism		£5,000	£0	£0.00	£1,000.00	£0.00	£1,000.00	£1,000.00	£5,000.00	4765
4770	Sustainable Transport		£0	£0	£0.00	£750.00	£0.00	£750.00	£750.00	£0.00	4770
4840	Climate Action	0.00%	£5,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£5,000.00	4840
	Total Service Provision	4.43%	£105,348	£0	£-419.05	£5,067.69	£16.84	£1,750.00	£4,665.48	£102,432.52	
										OK	
	Total Administration	22.09%	£154,626	£0	£-1,301.87	£26,792.12	£8,671.98	£0.00	£34,162.23	£120,463.77	
	Total Finance & Management	7.74%	£147,190	£0	£-7,328.80	£1,919.80	£16,799.50	£1,799.50	£11,390.50	£137,599.00	
	Total Planning Committee	0.00%	£1,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	
	Total Service Provision	4.43%	£105,348	£0	£-419.05	£5,067.69	£16.84	£1,750.00	£4,665.48	£102,432.52	
	Total	12.30%	£408,164	£0	£-9,049.72	£33,779.61	£25,488.32	£3,549.50	£50,218.21	£361,495.29	
										OK	
					£-9,049.72	£33,779.61	£25,488.32	£3,549.50	£50,218.21		
						OK	OK	OK	OK		

Holme Valley Parish Council Cash Book 2026-27

Unity Trust T2 Current Account

Schedule of Payments April 2026

No	HVPC ref	Payment Sent Date	Payment method	Check v Statement	To pay	Description	Net	Vat	Gross	Authorisation to Pay	Legislation
1	2627/01/01	01/04/2026	BACS	<input type="checkbox"/>	STAFF 02	REIMBURSEMENT - ZOOM NOV-DEC	£12.99	£2.60	£15.59	F&M 2526 13	GPC Localism Act 2011
2	2627/01/02	01/04/2026	BACS	<input type="checkbox"/>	STAFF 02	REIMBURSEMENT - ZOOM DEC-JAN	£12.99	£2.60	£15.59	F&M 2526 13	GPC Localism Act 2011
3	2627/01/03	01/04/2026	BACS	<input type="checkbox"/>	CATERER - KW	CATERING FOR ANNUAL PARISH MEETING	£350.00	£0.00	£350.00	COUNCIL 2425 94	GPC Localism Act 2011
4	2627/01/04	01/04/2026	BACS	<input type="checkbox"/>	STAFF 02	REIMBURSEMENT - ZOOM JAN-FEB	£12.99	£2.60	£15.59	F&M 2526 13	GPC Localism Act 2011
5	2627/01/05	01/04/2026	BACS	<input type="checkbox"/>	KNOWN AIM	BUS ROUTES MAP - DESIGN AND ART	£750.00	£0.00	£750.00	FIN REGS 6.8ii	GPC Localism Act 2011
6	2627/01/06	01/04/2026	BACS	<input type="checkbox"/>	HONLEY VILLAGE COMMUNITY TRUST	GRANT - GALVANISED POSTS, POSTFIX	£119.80	£0.00	£119.80	COUNCIL 2425 94	GPC Localism Act 2011
7	2627/01/07	01/04/2026	BACS	<input type="checkbox"/>	HOLMFIRTH CONSERVATION GROUP	GRANT - HOLME VALLEY HERITAGE HUB	£1,000.00	£0.00	£1,000.00	COUNCIL 2526 201	GPC Localism Act 2011
8	2627/01/08	01/04/2026	BACS	<input type="checkbox"/>	STAFF 02	REIMBURSEMENT - ZOOM FEB-MAR	£12.99	£2.60	£15.59	F&M 2526 13	GPC Localism Act 2011
9	2627/01/09	01/04/2026	BACS	<input type="checkbox"/>	INTERNAL AUDIT YORKSHIRE	INTERIM AUDIT	£448.31	£0.00	£448.31	F&M 2526 13	GPC Localism Act 2011
10	2627/01/10	07/04/2026	DD	<input type="checkbox"/>	BT	INTERNET AND PHONE	£51.95	£10.39	£62.34	F&M 2526 13	GPC Localism Act 2011
11	2627/01/11	07/04/2026	DD	<input type="checkbox"/>	GRENKE	PHOTOCOPIER LEASE	£117.99	£23.60	£141.59	F&M 2526 13	GPC Localism Act 2011
12	2627/01/12	13/04/2026	BACS	<input type="checkbox"/>	STAFF 02	SALARY STAFF	£1,864.77	£0.00	£1,864.77	F&M 2526 13	GPC Localism Act 2011
13	2627/01/13	13/04/2026	BACS	<input type="checkbox"/>	WEST YORKSHIRE PENSION FUND	PENSIONS	£1,412.28	£0.00	£1,412.28	F&M 2526 13	GPC Localism Act 2011
14	2627/01/14	13/04/2026	BACS	<input type="checkbox"/>	HMRC	PAYE TAX & NI	£1,921.78	£0.00	£1,921.78	F&M 2526 13	GPC Localism Act 2011
15	2627/01/15	13/04/2026	BACS	<input type="checkbox"/>	STAFF 05	SALARY STAFF	£1,571.66	£0.00	£1,571.66	F&M 2526 13	GPC Localism Act 2011
16	2627/01/16	13/04/2026	BACS	<input type="checkbox"/>	STAFF 04	SALARY STAFF	£1,695.18	£0.00	£1,695.18	F&M 2526 13	GPC Localism Act 2011
17	2627/01/17	16/04/2026	DD	<input type="checkbox"/>	LLOYDS BANK	MULTIPAY CARD FEE	£6.00	£0.00	£6.00	F&M 2526 20ic	GPC Localism Act 2011
18	2627/01/18	17/04/2026	DD	<input type="checkbox"/>	E-ON	ELECTICITY HOLMFIRTH TOILETS	£17.77	£0.89	£18.66	F&M 2526 13	GPC Localism Act 2011
19	2627/01/19	22/04/2026	BACS	<input type="checkbox"/>	DOCUMENT LOGIC - ANGLOTECH	PHOTOCOPYING	£79.50	£15.90	£95.40	F&M 2526 13	GPC Localism Act 2011
20	2627/01/20	22/04/2026	BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR	MAINTENANCE	£1,339.79	£0.00	£1,339.79	F&M 2526 13	GPC Localism Act 2011
21	2627/01/21	22/04/2026	BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR	EXPENSES	£52.13	£10.45	£62.58	F&M 2526 13	GPC Localism Act 2011
22	2627/01/22	22/04/2026	BACS	<input type="checkbox"/>	SLCC	MEMBERSHIP FEE STAFF 02	£253.00	£0.00	£253.00	F&M 2526 13	GPC Localism Act 2011
23	2627/01/23	22/04/2026	BACS	<input type="checkbox"/>	SLCC	MEMBERSHIP FEE STAFF 05	£253.00	£0.00	£253.00	F&M 2526 13	GPC Localism Act 2011
24	2627/01/24	22/04/2026	BACS	<input type="checkbox"/>	WEST YORKSHIRE COMBINED AUTHORITY	HOLME VALLEY MINIBUS SERVICE - APR	£1,908.00	£0.00	£1,908.00	F&M 2526 13	GPC Localism Act 2011
25	2627/01/25	22/04/2026	BACS	<input type="checkbox"/>	TOWN AND COUNTRY	HVPC ANNUAL INSURANCE	£12,502.26	£0.00	£12,502.26	F&M 2526 13	GPC Localism Act 2011
26	2627/01/26	22/04/2026	BACS	<input type="checkbox"/>	HONLEY SHOW SOCIETY LTD	GRANT - TOWARDS PRINTING PROGRAMME & C	£1,500.00	£0.00	£1,500.00	COUNCIL 2526 212	GPC Localism Act 2011
27	2627/01/27	22/04/2026	BACS	<input type="checkbox"/>	STAFF 02	REIMBURSEMENT - ZOOM MAR-APR	£12.99	£2.60	£15.59	F&M 2526 13	GPC Localism Act 2011
28	2627/01/28	22/04/2026	BACS	<input type="checkbox"/>	VIKING	OFFICE CHAIR AND STATIONERY	£176.15	£35.23	£211.38	COUNCIL 2425 94	GPC Localism Act 2011
29	2627/01/29	22/04/2026	BACS	<input type="checkbox"/>	RIALTAS	OMEGA AND MTD LICENCE	£733.00	£146.60	£879.60	F&M 2526 13	GPC Localism Act 2011
30	2627/01/30	22/04/2026	BACS	<input type="checkbox"/>	YLCA	MEMBERSHIP SUBSCRIPTION	£3,084.00	£0.00	£3,084.00	F&M 2526 13	GPC Localism Act 2011
31	2627/01/31	22/04/2026	BACS	<input type="checkbox"/>	VISION ICT	EMAIL FOR CLLR RB	£25.00	£5.00	£30.00	F&M 2526 13	GPC Localism Act 2011
32	2627/01/32	22/04/2026	BACS	<input type="checkbox"/>	STAFF 04	REIMBURSEMENT PLANNING APPLICATION - HCH VISION	£300.00	£0.00	£300.00	F&M 2526 13	GPC Localism Act 2011
33	2627/01/33	22/04/2026	BACS	<input type="checkbox"/>	DOCUMENT LOGIC - ANGLOTECH	PHOTOCOPYING	£79.50	£15.90	£95.40	F&M 2526 13	GPC Localism Act 2011
34	2627/01/34	22/04/2026	BACS	<input type="checkbox"/>	STAFF 02	REIMBURSEMENT - MICROSOFT 365	£87.49	£17.50	£104.99	F&M 2526 13	GPC Localism Act 2011
35	2627/01/35	30/04/2026	FEE	<input type="checkbox"/>	UNITY TRUST	SERVICE CHARGE	£14.35	£0.00	£14.35	F&M 2526 13	GPC Localism Act 2011
							£33,779.61	£294.46	£34,074.07		
										£30,502.79	

Cash Book Balance to carry forward:

Holme Valley Parish Council Cash Book 2026-27

Unity Trust T2 Current Account

Schedule of Payments May 2026

No	HVPC ref	Payment Sent Date	Payment method	Check v Statement	To pay	Description	Net	Vat	Gross	Authorisation to Pay	Legislation
1	2627/02/01	07/05/2026	BACS	<input type="checkbox"/>	HOYLES FIRE AND SAFETY	FIRE ALARMS BROCKHOLES VILLAGE HALL - GIFT IN LIEU OF GRANT	£4,149.00	£0.00	£4,149.00	COUNCIL 2526 200	GPC Localism Act 2011
2	2627/02/02	07/05/2026	BACS	<input type="checkbox"/>	HONLEY BUSINESS ASSOCIATION	GRANT - CCTV	£1,560.00	£0.00	£1,560.00	COUNCIL 2526 200	GPC Localism Act 2011
3	2627/02/03	07/05/2026	BACS	<input type="checkbox"/>	PEAK PARISHES FORUM	SUBSCRIPTION	£6.00	£0.00	£6.00	F&M 2526 13	GPC Localism Act 2011
4	2627/02/04	07/05/2026	BACS	<input type="checkbox"/>	HOLMFIRTH CIVIC HALL COMMUNITY TRUST	ROLLING GRANT - HALL RUNNING COSTS	£25,000.00	£0.00	£25,000.00	F&M 2526 13	GPC Localism Act 2011
5	2627/02/05	07/05/2026	BACS	<input type="checkbox"/>	MOSEDALE GILLATT ARCHITECT	WORK ON THE CIVIC VISION VIA EMR	£1,799.50	£359.90	£2,159.40	Fin Regs 6.8iii	GPC Localism Act 2011
6	2627/02/06	07/05/2026	BACS	<input type="checkbox"/>	RIALTAS	MOVE SOFTWARE AND DATA TO A NEW LAPTOP AND CLOUD SERVER	£37.00	£7.40	£44.40	F&M 2526 13	GPC Localism Act 2011
7	2627/02/07	07/05/2026	BACS	<input type="checkbox"/>	VISION ICT	SSL CERTIFICATE	£50.00	£10.00	£60.00	F&M 2526 13	GPC Localism Act 2011
8	2627/02/08	07/05/2026	BACS	<input type="checkbox"/>	FRIENDS OF HONLEY LIBRARY	ROLLING GRANT - LIBRARY RUNNING COSTS	£15,000.00	£0.00	£15,000.00	F&M 2526 13	GPC Localism Act 2011
9	2627/02/09	07/05/2026	BACS	<input type="checkbox"/>	E-ON	ELECTRICITY HOLMFIRTH TOILETS	£16.84	£0.84	£17.68	F&M 2526 13	GPC Localism Act 2011
			BACS	<input type="checkbox"/>	STAFF 05	SALARY STAFF	£1,627.40	£0.00	£1,627.40	F&M 2526 13	GPC Localism Act 2011
			BACS	<input type="checkbox"/>	STAFF 04	SALARY STAFF	£1,695.18	£0.00	£1,695.18	F&M 2526 13	GPC Localism Act 2011
			BACS	<input type="checkbox"/>	STAFF 02	SALARY STAFF	£1,864.57	£0.00	£1,864.57	F&M 2526 13	GPC Localism Act 2011
			BACS	<input type="checkbox"/>	WEST YORKSHIRE PENSION FUND	PENSIONS	£1,247.33	£0.00	£1,247.33	F&M 2526 13	GPC Localism Act 2011
			BACS	<input type="checkbox"/>	HMRC	PAYE TAX & NI	£1,956.61	£0.00	£1,956.61	F&M 2526 13	GPC Localism Act 2011
			BACS	<input type="checkbox"/>	HCHCT	HIRE OF LESSER HALL	£144.00	£0.00	£144.00	F&M 2526 13	GPC Localism Act 2011
			BACS	<input type="checkbox"/>	STAFF 05	REIMBURSEMENT BANNER VIA EMR	£49.89	£0.00	£49.89	F&M 2526 13	GPC Localism Act 2011
							£25,488.32	£378.14	£25,866.46		

APPLICATION FOR A DISPENSATION

..... Parish/Town/Community/Village Council

I (name of councillor)....., hereby apply to
Council for a dispensation.

Please indicate the type of interest that you have:

- Disclosable Pecuniary Interest
- Other Interest

Please describe the nature of your interest:

Please indicate whether this dispensation is for you to participate in a discussion only or in discussion and with a vote:

- Discussion only
- Discussion and vote

Please indicate the period of time that you would like the dispensation for (not exceeding four years):

Please explain the reason(s) why you are seeking the dispensation:

Signed:

Print name:

Date of application:

Please submit this form to the Clerk to Council at least days prior to the council meeting

DECISION :	
Dispensation given: YES / NO	Length of Dispensation :
Date:	Minute Number:
Signed:	Clerk to the Council

8 May 2026

ICO Reference Number: IC-510155-B9D5

Dear [REDACTED]

I am writing further to your personal data breach report on 1 May 2026 regarding the sharing of documents relating to a complaint by a councillor with another councillor, who was the instigator of the complaint.

Thank you for the information you have provided.

Data security requirements

You are required to have appropriate technical and organisational measures in place to ensure the security of personal data.

Our Decision

We have considered the information you have provided and we have decided that no further action by the ICO is necessary on this occasion. This decision is based on the information we have recorded about the breach.

The reasons for our decision are as follows:

- Some training was undertaken when Councillor 2 became a councillor, which if adhered to should have helped prevented this breach.
- You have escalated the matter, contacting the Chair of the Parish Council and the Staffing Development Coordinator, who will be best placed to support your handling of the breach.
- You are planning data protection training for all councillors and more enhanced data protection training for Staffing Committee members, which should help reduce the likelihood of a breach of this nature in future.

However, we recommend that you investigate the causes of this incident to ensure that you understand how and why it occurred, and what steps you need to take to prevent it from happening again.

In particular, we recommend that you consider:

- Determining whether it may be appropriate to undertake an audit of your existing policies and procedures to identify if there are any gaps in your data security measures that could be improved. In

We now consider the matter to be closed.

Yours sincerely



Case Officer

For information about what we do with personal data see our [privacy notice](#)

No.	Name of working group	Members (identifying Chair where known)	Reporting to	Established	Status <i>ie</i> Active/Completed
1	Committee Structure and Meetings Schedule <i>Review timetables of meetings, rationalise meetings schedule for Council to be most effective</i>	<u>Cllr Green</u> Cllr Blacka Cllr Morgan Cllr Ransby Cllr Whitelaw	FULL COUNCIL	13-05-2024	COMPLETED?
2	Code of Conduct Working Group <i>Reviewing the HVPC Code of Conduct and considering the NALC model</i>	Cllr Blacka Cllr Liles Clerk Cllr Whitelaw Cllr Colling (minute 2425/177 FC 24/03/2025)	FULL COUNCIL	14-10-2024	FIRST MEETING TO BE CONVENED
3	Communication Protocol <i>To consider a replacement protocol to the lapsed Parish Charter</i>	Cllr Blacka Cllr Ransby Cllr Whitelaw	FULL COUNCIL	13-05-2024	ACTIVE
4	Big Community Celebration	<u>Cllr Whitelaw</u> Cllr Baylin Cllr Bellamy Cllr Blacka Cllr Holmes	FULL COUNCIL (Originally CACE)	04-03-2024	ACTIVE
5	Covid Memorial <i>To make recommendations to FULL COUNCIL re a covid memorial</i>	<u>Jason Brook</u> (Chair but no voting rights) Cllr Blacka Cllr Liles Cllr Stewart	FULL COUNCIL (Originally CACE)	10-07-2023	COMPLETED
6	Climate action <i>Ongoing mobilisation of priorities and actions</i>	<u>Cllr Chris Green</u> Cllr Blacka Cllr Morgan Cllr Osborne	FULL COUNCIL (Originally CACE)	10-07-2023	ACTIVE?
7	Communications & engagement <i>Ongoing mobilisation of priorities and actions</i>	<u>Cllr Sarah Whitelaw</u> Cllr Baylin Cllr Bellamy Cllr Colling Cllr Kirkby Cllr Holmes	FULL COUNCIL (Originally CACE)	10-07-2023	ACTIVE
8	Civic Lease/VAT <i>To investigate VAT arrangements with ref to repairs programme and to review lease</i>	<u>Cllr Donna Bellamy</u> Cllr Wilson Cllr Ransby Cllr Liles Cllr Baylin Cllr Dixon	FULL COUNCIL		ACTIVE

No.	Name of working group	Members (identifying Chair where known)	Reporting to	Established	Status <i>ie</i> Active/Completed
9	Civic Vision	<u>Cllr Holmes</u> Cllr Baylin Cllr Kirkby Cllr Morgan Cllr Whitelaw	FULL COUNCIL	15-12-2025	ACTIVE
10	Democracy-Friendly Schools <i>To bring proposals to FC on taking initiative forward</i>	<u>Cllr Blacka</u> Cllr Holmes Cllr Kirkby Cllr Liles Cllr Rostron Cllr Stewart	FULL COUNCIL	16-1-2025	ACTIVE
11	Community Governance Review	<u>Cllr Baylin</u> Cllr Bellamy Cllr Green	FULL COUNCIL		ACTIVE
12	Safeguarding <i>To review draft policy and implementation and bring recommendations to FC</i>	<u>Cllr Blacka</u> Cllr Baylin Cllr Green Cllr Stewart	FULL COUNCIL	2-2-2026	ACTIVE
13	Local Plan Reference Group <i>To review and contribute to the revision of the Local Plan</i>	<u>Cllr Blacka</u> Cllr Wilson Cllr Whitelaw Cllr Rylah Cllr Ransby Cllr Colling Cllr Liles Cllr Baylin Cllr Davis	FULL COUNCIL	Transferred from Planning Committee 2025/6	ACTIVE
14	Grants <i>Reviewing grants process, paperwork, criteria etc</i>	(Cllr Pat Colling) <u>Cllr Wilson</u> Cllr Blacka Cllr Holmes Cllr Kirkby RFO/Deputy Clerk	F&M		ACTIVE
15	IT Policy (Assertion 10) <i>To review draft policy and bring recommendations to F&M.</i>	Cllr Dixon Cllr Kirkby Cllr Liles Cllr Osbourne	F&M	Est 2-2-2026 by Full Council	
16	Draft Financial Regulations <i>Updating the HVPC Financial Regulations based on the new NALC Model Fin regs</i>	<u>Cllr Andy Wilson</u> Cllr Colling RFO/Deputy Clerk	F&M	06-10-2024	COMPLETED
17	Planning Applications <i>To explore different approaches to reviewing planning applications</i>	<u>Cllr Blacka</u> Cllr Dixon Cllr Liles Cllr Wilson	Planning	12-08-2024	COMPLETED?

No.	Name of working group	Members (identifying Chair where known)	Reporting to	Established	Status <i>ie</i> <i>Active/Completed</i>
18	Local Plan Working Group <i>Coordinate the Parish Council's engagement with the consultation on the Local Plan</i>	Cllr Blacka Cllr Colling Cllr Liles Cllr Ransby Cllr Wilson	Planning	15-07-2024	ACTIVE
19	Transport <i>Cross-Committee group – wide-ranging review of public transport needs and preferred options for future mapped against current provision.</i>	Cllr Baylin Cllr Liles Cllr Morgan Cllr Blacka Cllr Dixon	Service Provision	18-09-2023	ACTIVE
20	Holmfirth Toilets <i>To report to SPC on 18-9-2023 on robustness of arrangements prior to release of funds</i>	Cllr Morgan Cllr Dixon Cllr Kirkby	Service Provision	08-07-2024	ACTIVE
21	Tendering Process <i>Review the tendering process for 1) maintenance contract and 2) toilets contract</i>	Cllr Baylin Cllr Dixon Cllr Kirkby Cllr Morgan	Service Provision	08-07-2024	FIRST MEETING TO BE CONVENED
22	Public Area Litter & Dog Waste Management Strategy <i>To develop the above; liaise with Kirklees, district Councillors, FULL COUNCIL</i>	Cllr Blacka Cllr Baylin Cllr Rylah	Service Provision	08-07-2024	COMPLETED
23	Urban Nature Reserve	Cllr Morgan Cllr Green Cllr Rostron	Service Provision		ACTIVE



Internal Audit Yorkshire

For Town & Parish Councils

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Holme Valley Parish Council

Interim Internal Audit Report

Financial Year Ending 31st March 2026

Date of Interim Visit: 10th March 2026

Date Report Issued: 18th March 2026

Prepared by: Internal Audit Yorkshire

Status: Final

Internal Auditor: Ms Safia Kauser

Internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

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Statement of Responsibility

1.1 Background

The Accounts and Audit Regulations 2015, Regulation 5(1), require relevant authorities to undertake an effective internal audit to evaluate the effectiveness of their risk management, control, and governance processes, with regard to applicable public sector audit standards or guidance. The Governance and Accountability Practitioners' Guide provides the non-statutory guidance referenced in the Regulations. Smaller authorities in England must complete an Annual Return, including an Annual Governance Statement, for public reporting. The Annual Return must be submitted to the external auditor by 30 June.

1.2 Purpose of Internal Audit

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. Internal auditing tests the continuing existence and adequacy of the authority's internal controls. The internal audit function must be independent from the management of the financial controls and procedures of the authority which are the subject of review. The person or persons carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the authority. It results in an annual assurance report to members designed to improve effectiveness and efficiency of the activities and operating procedures under the authority's control. Managing the authority's internal controls is a day-to-day function of the authority's staff and management, and not the responsibility of internal audit.

1.3 Responsibility

The internal audit work was undertaken in accordance with the agreed scope of assignment and in accordance with the letter of engagement. The council as a corporate body is responsible for ensuring that council business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for. This report and findings are based on the information that was made available during the course of the audit. The matters raised in this report should not be read as a comprehensive statement of all the weaknesses identified or all improvements to be made. Internal Audit work should not be relied upon to identify all circumstances of fraud and irregularity, should there be any. Internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

1.4 Our Objectives & Programme of Work

The work undertaken during both the interim and year-end audits is designed to support the internal auditor's conclusions on the internal control objectives set out in the Annual Internal Audit Report, which forms part of the Council's Annual Governance and Accountability Return (AGAR). The Internal Audit Report provides evidence to inform the authority's responses to Assertions 2 and 6 within the Annual Governance Statement. This report should therefore be available to members when considering approval of the Annual Governance Statement. The audit programme has been designed to provide reasonable assurance that the Council's financial systems are operating effectively and, where applicable, in accordance with the relevant legal and regulatory framework. Under our definition of reasonable internal audit assurance, this indicates that "There is generally a good system of governance, risk management and control in place. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of objectives in the control area audited".

The Council

1.1 The Council

Holme Valley Parish Council is the first tier of local government for the Holme Valley administrative area, serving a population of approximately 30,000 residents. The Council comprises of 23 elected members, each serving a four-year term and representing the wards of Brockholes, Fulstone, Hepworth, Holmfirth, Honley Central & East, Honley South & West, Netherthong, Scholes, Upper Holme Valley, Upperthong, and Wooldale. The most recent parish council elections were held in May 2023. The Council's overarching objective is to enhance the quality of life for residents across the Holme Valley. Kirkless Metropolitan Council is currently undertaking a community governance review of the Holme Valley Parish with any changes to be implemented from May 2027 elections.

1.2 The Council's administrative functions are delivered by a small officer team comprising the Parish Clerk, the Deputy Clerk/Responsible Financial Officer (RFO), and a part time Assistant Clerk. The Council is responsible for a wide range of community assets, services, and financial commitments, including:

- **Financial Contributions and Community Services**

- Annual contribution of £25,000 towards the Youth Service.
- Approximately £24,000 towards local bus services and £1,000 to a patient transport scheme.
- Grant funding to local festivals, arts groups, and community events.
- Grant contribution towards CCTV provision in Honley.

- **Property, Land and Facilities Management**

- One allotment site containing 12 plots, with tenancies administered by the Deputy Clerk under the Finance & Management Committee.
- Two garage sites and the Honley Library building (library operations run by the Friends of Honley Library).
- Holmfirth Civic Hall, owned by the Council and managed by an independent trust; Council offices are located within this building. The Land Charity, for which the Clerk ensures appropriate financial management and submission of accounts to the Charity Commission.
- Holmfirth Public Toilets and the adjoining Gartside Building, managed by a self employed contractor reporting to the Clerk.
- Lease management for a tenant occupying part of the public toilet building, including apportionment of electricity costs.

- **Public Realm Assets**

- 35 bus shelters and 5 adopted phone boxes, maintained by a self employed contractor reporting directly to the Clerk.
- One closed churchyard, with maintenance and topple testing undertaken by a contractor supervised by the Clerk.
- 20 dog waste glove dispensers, supported by approximately 12 volunteers.
- Around 150 wooden roadside benches and 8 metal memorial benches.
- Five war memorials, maintained by a contractor.
- Various public art installations, maintained by the Council's maintenance contractor.

1.3 The Councils precept for the 2025/2026 financial year was £447,780 and the Special Expenses Grant amounting to £3,451.

Our Scope of Work During the Interim Visit

1.1 We covered the following areas during our interim visit in March 2025.

- Accounting Records
- Payment Controls [Standing Orders, Financial Regulations, Expenditure Testing & VAT]
- Risk Management
- Budgetary Controls and Financial Health
- Income Controls including the precept
- Petty Cash (Not applicable)
- Payroll Controls and Members Allowances
- Bank Reconciliations

1.2 We would like to thank the Responsible Financial Officer for all his help and assistance during the audit.

Internal Audit Findings and Recommendations

Accounting Records

Internal Control Objective: Appropriate accounting records have been kept properly throughout the year.

Aim: To provide assurance that the books of account have been properly kept throughout the year and that data input controls are accurate.

Internal Audit Testing	Compliance	Comments / Recommendations
Has the council appointed a Responsible Financial Officer (RFO)?	Yes	The council is required to appoint an officer with statutory responsibility for the authority's financial administration, in accordance with Section 151 of the Local Government Act 1972. This responsibility continues to be assigned to the Deputy Clerk, who fulfils the role of Responsible Financial Officer alongside their existing duties. The postholder's contract of employment confirms this dual role.
Has the Responsible Financial Officer (RFO) determined a form of accounting and supporting records which have been maintained throughout the year?	Yes	<p>The cash book remains the primary tool for day-to-day financial recording, balancing, and reconciliation to bank statements, and continues to serve as the key control within the council's accounting framework. The council's accounts are maintained using the specialist accounting software Rialtas, which supports routine transaction entry, bank reconciliations, VAT reporting, and the preparation of year-end accounting statements.</p> <p>The main user is the Deputy Clerk/RFO, and at present, training is being offered to the Parish Clerk for utilizing the software.</p>
Do the accounting records contain entries from day to day of all sums of money received and expended by the council? Is the arithmetic correct?	Yes	<p>The council's bank accounts remain unchanged, and each account continues to be maintained as a separate cash book within the Rialtas accounting system. The bank balances in place at the time of the audit were reviewed and recorded.</p> <p>(1) HSBC Current Account – Account closed on 26th June 2025 (2) HSBC Money Manager – Account closed on 26th June 2025 (3) CCLA Deposit Fund (£75,000 – interest on account paid into the HSBC current account) (4) Unity Trust Bank Current T2 Instant Access Account (£129,357.83 – balance at 28th February 2026. (5) Unity Trust Instant Savings Account (£59,601.12 – balance at 31st January 2026)</p>

		<p><u>HSBC Bank Accounts closure</u></p> <p>The HSBC Money Manager account was closed on 26 June 2025. The closing balance of £58,244.30 was first transferred to the HSBC current account before being moved to the Unity Trust current account. The Unity Trust current account statement was reviewed to confirm that the transfer had been completed correctly. A corresponding receipt of £58,284.30 was identified in the Unity Trust account ending in 11582, reflecting an additional £40.00 of credit received. The HSBC current account was closed on 26th June 2025 following the transfer. Further audit testing identified a cash donation of £40.00 that had been deposited into the Unity Trust bank account. Corresponding supporting documentation was located and retained on file that was reviewed during the audit.</p> <p>A sample of cashbook transactions from April to February 2026 were reviewed to verify the accuracy of data entry against original invoices, Rialtas cashbook entries and bank statements. No issues were identified from the sample selected for audit.</p>
Do the previous year's annual return figures agree with the current year's opening balances in the cash book?	Yes	The council's total balances carried forward as at 31 March 2025 were £156,870, as reported in Box 7 of the AGAR Accounting Statement. This figure was correctly brought forward as the opening balance on 1 April 2025 within the Rialtas system, and appropriate evidence was provided during the audit to confirm this.

Payment Controls [Standing Orders – Financial Regulations – Expenditure Testing & VAT]

Internal Control Objective: This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

Aim: To provide assurance that Standing Orders, Financial Regulations and Appropriate payment controls (payments supported by invoices, expenditure is approved, VAT is correctly accounted for) are in place and are followed

Internal Audit Testing	Compliance	Comments / Recommendations
Has the Council adopted the Standing Orders and are these in accordance with the latest NALC model?	Yes	The council's Standing Orders were approved at the Annual Council Meeting on 19 May 2025, with amendments incorporated to align them with the latest NALC Model Standing Orders 2025.
Has the Council adopted Financial Regulations and are these up to date with the latest NALC Model? And tailored to the Council?	Yes	The council has adopted the latest NALC Model Financial Regulations, as amended by the council. These were reviewed and formally re-adopted at the Annual Council Meeting held on 19 May 2025 (minute reference 2526 11 Full Council).
Are the values consistent in place for the acquisition of formal tenders between Standing Orders and the Financial Regulations?	Yes	The value threshold for formal tenders was found to be consistent across both the Standing Orders and the Financial Regulations. This threshold is set at £60,000, with detailed tendering procedures outlined within the Financial Regulations.
Is the Purchasing Authority set out in the Financial Regulations? Are all payments listed in the cashbook supported by invoices, authorised and minuted in accordance with the Financial Regs? Certification of an account stamp used?	Yes	<p><u>Authority to Spend & Payment Controls</u></p> <p>The purchasing authority and payment controls remain unchanged. This is set out in Financial Regulation 5.15. Individual Purchases within an agreed type of expenditure may be authorised by:</p> <ul style="list-style-type: none"> ➤ the Clerk, under delegated authority, for any items below £500 excluding VAT ➤ the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT. ➤ a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £10,000 excluding VAT. ➤ in respect of grants, the Finance and Management Committee, the Service Provision Committee, or council itself within any limits set by council and in accordance with any policy statement agreed by the council. ➤ the council for all items over £10,000.

Committees Delegated Authority to Spend & Scheme of Delegation

At the Annual Council Meeting held on 19 May 2025, the Council reviewed and confirmed committee memberships. Four committees were appointed and each committee has the authority to approve committee expenditure up to the amount specified in the budget (as defined within the Scheme of Delegation).

- 1) Finance & Management
- 2) Planning
- 3) Service Provision
- 4) Staffing Committee

The Finance Committee was appointed with 18 members and a quorum of six. During the audit, discussions were held with officers regarding the size and structure of this committee. The current membership level is significantly higher than is typical for a committee whose purpose, as outlined in the *NALC Good Councillor's Guide*, is to bring together a smaller group of councillors to focus on specific functions and to support the effective distribution of workload. With 18 members, the Finance Committee is approaching the size of a full council meeting which may reduce the operational benefits normally associated with a committee structure.

It was noted that much of the business considered by the Finance Committee could be dealt with at Full Council, potentially streamlining governance processes and reducing administrative demands on officers.

Recommendation 1:

That the council considers a review and the size of the Finance Committee to determine whether its current membership is proportionate to its purpose and workload and to consider whether some elements of financial matters, for example, grant applications could be incorporated into full council meetings, thereby reducing the number of formal committees and associated administrative tasks.

Purchase Orders

In the previous year's internal audit report, it was recommended that formal Purchase Orders should be issued for all items over £250.00, unless a formal contract or official order would be inappropriate, in accordance with Financial Regulation 5.20.

During the current year audit, a sample of invoices were reviewed. All invoices examined were supported by an authorised Purchase Order, demonstrating compliance with the recommendation and with the council's Financial Regulations. The Responsible Financial Officer also confirmed that a copy of each Purchase Order is issued to the supplier at the time of ordering. The consistent use of

Purchase Orders strengthens the council's internal financial controls by ensuring expenditure is properly authorised before commitments are made and that there is an adequate audit trail which tracks back to where the payments originated from.

Instructions to make payments & Schedules of Payments

- The Clerk and Responsible Financial Officer (RFO) are authorised to approve payments up to £500 (excluding VAT) within an approved budget, and up to £2,000 for emergency expenditure, in accordance with Financial Regulation 6.8.
- Financial Regulation 6.9 requires the RFO to present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council or Finance and Management Committee. The council or committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

Summary of Findings:

The Responsible Financial Officer (RFO) continues to maintain accounting records to a high standard, with clear audit trails and appropriate authorisation references. All invoices reviewed were supported by a corresponding Purchase Order and an authorisation sheet, providing full traceability back to the source of each payment. Each authorisation sheet was signed by the RFO and included details of the approving signatories.

Payment schedules were routinely presented to the Finance and Management Committee or Full Council, with signed copies appended to the minutes and made publicly accessible via the council's website.

Since the transition to the Unity Trust Bank account, additional evidence of payment authorisation was retained. For each invoice, a copy of the bank payment confirmation was attached, clearly identifying the officer who set up the payment and the two councillors who authorised it. This demonstrates robust controls of dual-authorisation compliance with the council's financial governance arrangements.

<p>Has the council approved the annual list of the continuing contracts/obligations for the financial year? Has the council reviewed the payments on a direct debit or Standing order arrangements?</p>	<p>Yes</p>	<p><u>Regular Payments</u></p> <p>Financial Regulation 6.6 stipulates that:</p> <ul style="list-style-type: none"> ➤ For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or the Finance and Management Committee may authorise in advance for the year. <p>A review of the Finance and Management Committee minutes dated 2 June 2025 confirmed that the committee carried out its annual review of regular payments for the 2025/2026 financial year. The schedule of regular payments was reviewed and formally approved (minute item 2526 13)</p> <p><u>Direct Debits & Standing Orders</u></p> <p>Financial Regulation 7.9 requires with the approval of the Finance and Management Committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the Finance and Management Committee at least every two years.</p> <p>A review of the Finance and Management Committee minutes dated 3 March 2025 confirmed that the committee noted the RFO/Deputy Clerk had set up new direct debits from the Unity Trust T2 current account for the following suppliers:</p> <ul style="list-style-type: none"> • BT (telephone and internet) • Grenke (photocopier lease) • Information Commissioner’s Office (annual data protection fee) • Scottish Water / Business Stream (water and sewage for public toilets) • E.ON Next (electricity for Holmfirth toilets) <p>The committee also noted that salaries, PAYE, and pension contributions are no longer paid via standing orders but are instead processed as individual BACS payments. Standing Orders remain in place for the following regular payments:</p> <ul style="list-style-type: none"> • Time In Time Out Media (monthly Parish Council news) • Artweek (annual subscription) <p>The council has appropriate arrangements in place for managing regular payments and changes to payment methods which have been properly reported to the committee and in compliance with the requirements of the Financial Regulations.</p>
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<p>Are there any debit/credit cards in use? Are the total monthly and individual transaction limits corresponding with the Financial Regs? Are there appropriate controls over physical security and usage of the cards in place?</p>	<p>Yes</p>	<p><u>Multi-Pay Corporate Credit Card – Unity Trust</u></p> <p>The council has progressed its application for corporate credit cards through Unity Trust Bank, with the Parish Clerk and the RFO/Deputy Clerk designated as the named card-holders. The credit card balance is cleared in full via the Unity Trust Bank account.</p> <p>At the Finance Committee meeting held on 2 June 2025, the committee confirmed the spending limits to be applied to the card as part of the application process. The RFO confirmed that these limits were submitted to Unity Trust Bank. The limits agreed were:</p> <ul style="list-style-type: none"> • £2,500 monthly limit • £200 cash withdrawal limit <p>The minutes also recorded the appointment of programme administrators and the role of Cllr Colling as Chair of the Finance and Management Committee.</p> <p>Financial Regulation 9 sets out the controls for card management, authorising the Clerk and RFO to hold a card and restricting single transactions to a maximum of £2,000 unless prior written approval is obtained from the Council or the Finance Committee. The regulation also specifies a weekly spending limit of £2,500 for the Corporate Multipay card.</p> <p>During the audit, inconsistencies were identified between the limits and authorisation arrangements approved by the committee and those set out in Financial Regulation 9. These include discrepancies between weekly and monthly spending limits and the designation of programme administrators. Additionally, there are no documented controls within the Financial Regulations, governing the appropriate usage of the card, such as circumstances where card payments are permitted (e.g., online purchases without credit facilities, or items not suitable for payment via the normal ordering process).</p> <p>At the time of the audit, no transactions had yet been made using the corporate credit card. Officers confirmed the security arrangements in place for the card, and these were found adequate.</p> <p>Recommendation 2: That the controls in Financial Regulation 9 are updated with the limits approved by the Finance Committee ensuring all spending thresholds and authorisation requirements are consistent.</p> <p>Recommendation 3: That the controls in Financial Regulation 9 are updated to include an appropriate card usage policy.</p>
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<p>Is there a segregation of duties between writing cheques and/or setting up online payments and physical release of payments? Do the instructions for the payment of invoices comply with the Financial Regulations?</p>	<p>See findings</p>	<p><u>Cheques</u> Financial Regulation 8 sets out the controls governing the use of cheque payments. During the year, only one cheque was issued from the Unity Trust Bank account, made payable to the Royal British Legion for the purchase of wreaths.</p> <p><u>Online Payments</u> The Clerk and the RFO/Deputy Clerk are authorised to set up online payments, with five councillors designated to authorise the payment. Dual-authorisation controls for online payments have been reviewed reported in the earlier part of our report. It is noted that the updated Financial Regulations, now formally adopted by the council, accurately reflect these dual-control requirements. These arrangements are set out in Financial Regulation 7.</p>
<p>Has the council complied with the quotations procedures for obtaining quotations and formal tender requirements?</p>	<p>See findings</p>	<p>Three high-value payments were selected for audit, to review compliance with the council's tendering and procurement requirements.</p> <p>1. Architect Fees – £20,000 (Contract Award). An exemption from the formal tendering process was applied by the council. Supporting documentation confirming the exemption was reviewed during the audit.</p> <p>2. Solar Panels & Battery Installation – Holmfirth Toilets – £13,080 (Contract Award)</p> <ul style="list-style-type: none"> • The award of the contract was considered and approved by the relevant council committee (minute reference provided during the audit). • Three quotations were obtained in accordance with Financial Regulations. Evidence of the quotations was supplied and verified as part of the audit testing. <p>3. Holmfirth Toilet Block – Building Works – £22,275 (Contract Award). An exemption from the tendering process was applied by the council. Evidence supporting the exemption was reviewed during the audit.</p> <p>For the sample tested, procurement activity was generally found to comply with the council's Financial Regulations, with appropriate use of quotations or documented exemptions where applicable.</p>
<p>Is VAT correctly recorded in the cashbook and linked to invoices? VAT evidence, recording and reclaim?</p>	<p>Yes</p>	<p>The Council is registered for VAT, and VAT continues to be reclaimed on a quarterly basis through the Rialtas accounting system. VAT returns are submitted electronically to HMRC via the software. From the sample of transactions tested during the audit, VAT was correctly recorded against the relevant invoices and appropriately included within the quarterly reclaim. The VAT reclaims were up to date and filed to the end period of December 2025.</p>

Risk Management

Internal Control Objective: This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Aim: To obtain assurance that risk management arrangements are adequate to manage all identified risks.

Internal Audit Testing	Compliance	Comments / Recommendations
<p>Annual risk assessment carried out? Does this include all financial and non-financial risks?</p>	<p>Yes</p>	<p>The Council is required to identify, assess, and document risks that may give rise to financial or reputational impacts. It must also determine appropriate actions to address these risks, including the implementation of internal controls and, where relevant, the use of insurance to mitigate and manage residual risk.</p> <p><u>Risk Management Policy & Strategy</u></p> <p>The Council continues to maintain and operate under its Risk Management Policy and Strategy. During the previous year’s audit, it was recommended that the document be updated to remove outdated statutory references to the Accounts and Audit Regulations 2003, which have since been superseded by the Accounts and Audit Regulations 2015. While the policy remains comprehensive in its description of risk management processes and categories, the recommended update has not yet been implemented.</p> <p>Recommendation 4: That the council updates the Risk Management Policy and Strategy to remove outdated statutory references to the Accounts and Audit Regulations 2003 and replace them with the current Accounts and Audit Regulations 2015. This will ensure the policy reflects the correct legislative framework and maintains compliance with current regulatory requirements.</p> <p><u>Risk Assessment</u></p> <p>The Council’s risk assessment was reviewed and formally adopted at the Council meeting held on 2nd February 2026. The assessment remains comprehensive and is supported by a risk-rating matrix, recommended actions, and documented control measures. One risk is assessed as substantial, relating to the potential loss of cash through dishonesty, error, or fraud. This risk is currently rated with a likelihood score of 2 (“quite likely”) and an impact score of 3 (“severe”). During the previous year’s audit, officers explained that the likelihood rating reflected the absence of dual-authorisation controls. It is noted, however, that online banking through Unity</p>

		Trust now operates with dual controls and that the HSBC accounts have been closed. The risk assessment has not yet been updated to reflect these controls. Recommendation 5: That the Council updates the risk assessment to reflect the introduction of dual-authorisation controls within the Unity Trust online banking system and the closure of the HSBC accounts. This will ensure that the likelihood rating accurately reflects the current control environment and that the assessment remains a reliable tool for managing financial risk.
Have the assets been inspected for risk and H&S purposes and do inspection records exist? Is there appropriate monitoring in place? (Play areas, sports pitches, open spaces etc)	Yes	In the previous year's audit report, it was recommended that appropriate site-based risk assessments be carried out periodically to manage health and safety risks and that these assessments be reviewed and adopted by the Council. During the current audit, risk assessments were found to be in place for both the public toilets and the allotments, with the most recent assessment dated 13 December 2025. The assessments identified no high-risk issues, and where necessary, further actions had been assigned to address specific risk areas.
Insurance cover appropriate and adequate?	Yes	The councils insurance policy was reviewed and included appropriate cover in place for buildings, contents, legal expenses and officials indemnity.
Has the Council carried out a review of the effectiveness of internal controls?	Yes	Evidence reviewed during the audit confirms that internal control checks have been completed once each quarter and have recently been reported to the Finance and Management Committee.

Budgetary Controls And Financial Health

Internal Control Objective: The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Aim: Verify the annual precept request is the result of a proper budget process, that budget progress has been regularly monitored and the Councils reserves are appropriate.

Internal Audit Testing	Compliance	Comments / Recommendations																																													
Is there an annual budget to support precept? Has the budget been discussed and adopted by council? Is the precept demand correctly recorded in the minutes?	Yes	<p>The Council's draft budget was reviewed by the Finance and Management Committee and subsequently considered by Full Council at its meeting on 2 February 2026. The Council resolved to retain the precept at £447,717, resulting in a Band D charge of £41.27. Precept testing confirmed that the approved annual budget appropriately supports the precept requirement. The detailed calculations are set out below.</p> <table border="1"> <tbody> <tr> <td>Opening Cashbook Balance 01 April 2025 (box 7 carry forward)</td> <td>£156,870</td> <td>A</td> </tr> <tr> <td>Actual Precept Received 2025/2026</td> <td>£447,780</td> <td>B</td> </tr> <tr> <td>Projected Income 2025/2026 (not inc the precept)</td> <td>£27,608</td> <td>C</td> </tr> <tr> <td>Projected Expenditure 2025/2026</td> <td>£451,923</td> <td>D</td> </tr> <tr> <td>Total</td> <td>£180,335</td> <td>A + B + C - D</td> </tr> <tr> <td>Earmarked Reserves</td> <td>£79,578</td> <td>E</td> </tr> <tr> <td>Projected General Reserves to 31.03.26</td> <td>£100,756</td> <td>F</td> </tr> <tr> <td>Projected Balance at 31 March 2026 - Contribution towards 26-27 Budget</td> <td>£0</td> <td>G</td> </tr> <tr> <td>Projected Year End Balances 31 March 26</td> <td>£180,334</td> <td>E + F + G</td> </tr> <tr> <td>Projected Opening Balance 01 April 2026</td> <td>£180,335</td> <td>A</td> </tr> <tr> <td>Agreed Income Budget 26/27 (less precept)</td> <td>£11,617</td> <td>B</td> </tr> <tr> <td>Agreed Expenditure Budget 26/27</td> <td>£410,164</td> <td>C</td> </tr> <tr> <td>Earmarked Reserves 2026/2027</td> <td>£79,578</td> <td>D</td> </tr> <tr> <td>General Reserves 2026/2027</td> <td>£149,927</td> <td>E</td> </tr> <tr> <td>Precept 2026/2027</td> <td>-£447,717</td> <td>A + B - C - D - E = Precept Requirement</td> </tr> </tbody> </table>	Opening Cashbook Balance 01 April 2025 (box 7 carry forward)	£156,870	A	Actual Precept Received 2025/2026	£447,780	B	Projected Income 2025/2026 (not inc the precept)	£27,608	C	Projected Expenditure 2025/2026	£451,923	D	Total	£180,335	A + B + C - D	Earmarked Reserves	£79,578	E	Projected General Reserves to 31.03.26	£100,756	F	Projected Balance at 31 March 2026 - Contribution towards 26-27 Budget	£0	G	Projected Year End Balances 31 March 26	£180,334	E + F + G	Projected Opening Balance 01 April 2026	£180,335	A	Agreed Income Budget 26/27 (less precept)	£11,617	B	Agreed Expenditure Budget 26/27	£410,164	C	Earmarked Reserves 2026/2027	£79,578	D	General Reserves 2026/2027	£149,927	E	Precept 2026/2027	-£447,717	A + B - C - D - E = Precept Requirement
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Precept 2026/2027	-£447,717	A + B - C - D - E = Precept Requirement																																													

		<p>It is noted that the next year approved budget was published on the website, see link: recorded as next year's budget on the website holmevalleyparishcouncil.gov.uk/wp-content/uploads/2026/03/Annual-Budget-By-Centre-January-2026.pdf.</p>
<p>Is the budget against spend comparisons provided regularly to the Council? I.e. quarterly basis? Any unexpected variances?</p>	<p>Yes</p>	<p>The Councils Finance and Management Committee continues to receive regular budget monitoring reports and the variances were found to be recorded in the minutes.</p> <p><u>Toilet Income</u></p> <p>It is noted that the Toilet income as at month 10 of the financial year was significantly lower than the agreed budget of £2,500. The year-to-date income was £915. The last year actual donations received was £2,680, higher than the agreed budget of £2,500.</p> <p>The Deputy Clerk/RFO has explained that the toilet donation income recorded to the end of January totalled £915. A further £335 was banked in February, and an additional £613.60 was due to be deposited at the time of audit. This brings the projected year-end total to approximately £2,000, which is around £500 below the agreed budget.</p> <p>The Deputy Clerk/RFO has added that the shortfall is partly due to the public toilets being closed for an extended period during roof repairs and the installation of solar panels. In addition, ongoing works in Holmfirth town centre including road closures and reduced access to key areas have had a noticeable impact on visitor numbers and local footfall. Income levels will continue to be monitored throughout the next financial year. The town centre improvement works are expected to be completed by spring, and it is anticipated that visitor numbers will begin to recover thereafter.</p> <p>The council need to ensure that the toilet income budget for the forthcoming year is reviewed with any significant variances to be formally reported.</p>
<p>Level of reserves within Proper Practice? I.e. between 3 and 12 months running costs. Review earmarked reserves.</p>	<p>Yes</p>	<p>Earmarked reserves were reviewed as part of the budget and oversight by the Finance and Management committee. The councils general reserves were found to be within the recommended level as per guidance within the Governance and Accountability Practitioners Guide.</p>

Income Controls Including The Precept

Internal Control Objective: Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for

Aim: Obtain assurance that income controls are in place and operating effectively.

Internal Audit Testing	Compliance	Comments / Recommendations
Does the precept approved agree to the Council Tax authority's notification and has this been received and banked?	Yes	The precept of £447,780 and special expenses grant of £3,451 was received and banked in two equal instalments and paid into the Unity Trust Bank Account.
Does the council receive any other income in addition to the precept? Is the income properly recorded and banked?	Yes	<p>The councils other income streams relate to the toilets, garage plot and allotments. The following sums received as at 30/01/2026 were noted:</p> <ul style="list-style-type: none"> > £915 – Toilets Donation > £322 – Allotment Rents > £2,198 – Gartside Building (appended to the public toilets) > £840.00 – Garage Plot Income > £7,487 – Other ad-hoc income > £3,547 – Bank Interest <p>See findings above relating to the toilet income.</p>
Has the council correctly invoiced for any sales and is the correct rate of VAT applied? (if applicable)	Yes	<p>In our last year report, the RFO informed the internal auditor, that it had been recently identified that the council is VAT registered and that this stemmed back from the 1970's. The majority of the income was received in accordance with the contracts for the allotments, Gartside Building and the Garage Plot. It was recommended that the RFO seek specialist VAT advice to confirm whether VAT should be applied to business-related activities, including the garages.</p> <p>During the current year, the Council obtained specialist VAT advice, which confirmed that VAT should be charged on the garage income. Following a review of the VAT report, the Council has taken appropriate action to address the identified VAT issues.</p> <p>Recommendation 6: The Council should continue to implement the actions arising from the specialist VAT review and ensure that VAT treatment across all income streams is fully aligned with HMRC requirements. Ongoing monitoring should be undertaken to ensure that VAT is correctly applied, recorded, and reported, particularly in relation to business related activities.</p>

Petty Cash Procedures

Internal Control Objective: Petty cash payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for

Aim: Obtain assurance that petty cash controls are in place and operating effectively

Internal Audit Testing	Compliance	Comments / Recommendations
Does the Council manage petty cash and is it accounted for properly and included in the AGAR figures? Is all petty cash spent recorded and supported by VAT receipts?		Not applicable. The council does not have any petty cash and this is reflected in Financial Regulation 10.1.

Payroll Controls & Members Allowances

Internal Control Objective: Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Aim: Obtain assurance that payroll costs are supported by employment contracts, expenditure is approved and PAYE/NIC is properly operated. Review Members Allowances to ensure PAYE and NI requirements are met.

Internal Audit Testing	Compliance	Comments / Recommendation
Is there a contract of employment for the Clerk/RFO and all employed staff? Has the Council approved the salaries paid? Do the salary records correspond with the pay points agreed by the Council?	Yes	Payroll continues to be administered in-house by the RFO. Payroll testing was undertaken to confirm that salary payments were calculated correctly and aligned with the employees' contracts of employment. The Council employs three members of staff, and all contracts remain in place. No issues were identified from the payroll testing completed for all three employees.
Is the Tax and NI contributions paid within the expected parameters to HMRC? Are pension obligations met as part of the auto-enrolment process?	Yes	Pension calculations continue to be carried out by the RFO based on the salary and percentage contribution. These calculations are recorded on a spreadsheet, uploaded to the pension portal, and payments are made via bank transfer. The Council remains a member of the West Yorkshire Pension Fund. Pension contributions were reviewed as part of the payroll testing and were found to be accurate. HMRC Tax and National Insurance contributions are automatically calculated through the payroll software, and payments to HMRC have been made accordingly.

Are allowances paid to members and paid via the payroll and/or other arrangements?	See findings	<p><u>Members Allowances</u> The council does not pay its members any allowances.</p> <p><u>Chairmans Allowance/Expenses</u> In accordance with Section 15 of the Local Government Act 1972, a council may pay its Chairman a reasonable allowance to cover expenses incurred in carrying out the duties of the office. The Council does not currently pay a Chairman's allowance. Instead, an annual budget is allocated for Mayor's Expenses, with reimbursements made upon presentation of valid receipts.</p>
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Periodic Bank Reconciliations

Objective: Periodic and year-end bank account reconciliations were properly carried out.

Aim: To provide assurance that bank reconciliations were carried out on a regular basis and reported to Council.

Internal Audit Testing	Compliance	Comments / Recommendations
Is there a bank reconciliation for each account? Reconciliation carried out on receipt of statement?	Yes	<p>Bank reconciliations serve an important control function by ensuring that the Council's financial records agree with the bank's records. This process helps to identify errors, omissions, or unusual transactions at an early stage and provides assurance over the accuracy and completeness of the accounting records.</p> <p>Bank reconciliations are completed monthly by the RFO upon receipt of the bank statements. Reconciliations and supporting entries were available for each month of the financial year. The Council should continue to ensure that monthly bank reconciliations are completed promptly and independently reviewed.</p>
Are bank reconciliations reported to council and committee? Are these independently signed off by members and recorded in the minutes?	Yes	<p>Financial Regulation 2.6 requires that, at least once each quarter and at the financial year-end, a member other than the Chair is appointed to verify the bank reconciliations for all accounts prepared by the RFO. The appointed member must sign the reconciliations and the original bank statements (or equivalent documentation) as evidence of verification. The outcome of this review, including any exceptions, must then be reported to and noted by the Finance and Management Committee.</p> <p>Bank reconciliation statements for each quarter are reported to the Finance and Management Committee and are subject to independent scrutiny by members. This evidence was recorded in the committee minutes.</p>

Any unexpected balancing entries in any reconciliation?	NA	A review of the bank reconciliations and corresponding bank statements confirmed that no unexpected balancing entries were identified.
Bank Reconciliation to the 31 March?	N/A	To be carried out at the year-end audit.

Holme Valley Parish Council - Recommendations Action Plan

Internal Audit Year Ending 31st March 2026

No	Recommendation	Page Number	Responsibility	Timescale
1	That the council considers a review and the size of the Finance Committee to determine whether its current membership is proportionate to its purpose and workload and to consider whether some elements of financial matters, for example, grant applications could be incorporated into full council meetings, thereby reducing the number of formal committees and associated administrative tasks.	8		
2	That the controls in Financial Regulation 9 are updated with the limits approved by the Finance Committee ensuring all spending thresholds and authorisation requirements are consistent.	11		
3	That the controls in Financial Regulation 9 are updated to include an appropriate card usage policy.	11		
4	That the council updates the Risk Management Policy and Strategy to remove outdated statutory references to the Accounts and Audit Regulations 2003 and replace them with the current Accounts and Audit Regulations 2015. This will ensure the policy reflects the correct legislative framework and maintains compliance with current regulatory requirements.	13		
5	That the Council updates the risk assessment to reflect the introduction of dual-authorisation controls within the Unity Trust online banking system and the closure of the HSBC accounts. This will ensure that the likelihood rating accurately reflects the current control environment and that the assessment remains a reliable tool for managing financial risk.	14		
6	The Council should continue to implement the actions arising from the specialist VAT review and ensure that VAT treatment across all income streams is fully aligned with HMRC requirements. Ongoing monitoring should be undertaken to ensure that VAT is correctly applied, recorded, and reported, particularly in relation to business related activities.	17		

HVPC Communications and Engagement Action Plan 2025-2027

Project or area of work	Progress	Next steps	Likely expenditure	Potential Collaborations	Timeframe
HVPC Website	<p>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.</p> <p>Climate action section expanded to include biodiversity & urban nature reserves, newsletter & sign-up function added.</p> <p>Ability to add alert banners added.</p> <p>Proposal to integrate the grants application form (costs for work provided by Zonkey) to go to F&M.</p> <p>Accessibility audit commissioned and completed in February. Website meets required assertion 10 accessibility standard but additional accessibility work is required to improve accessibility of uploaded documents.</p>	<p>Develop transport and tourism sections.</p> <p>Gather feedback on user experience for possible other improvements.</p> <p>Improvements to Grant Evaluation and application forms.</p> <p>Work identified by audit to improve accessibility of uploaded documents.</p>	<p>In house time plus any necessary development work from Zonkey.</p> <p>Chargeable work includes adding alert banners, Accessibility Audit, coding work to integrate grant forms.</p>	<p>Ongoing work with Zonkey, website developer.</p>	<p>Analytics and gather feedback, plus accessibility work February 2026 onwards</p>
Signage and Banners	<p>3 pull up banners designed and purchased by Assistant Clerk.</p>	<p>Further consideration to be given to additional signage outside and inside Parish Council buildings. This may need to be paused if changes are likely around the community governance review.</p> <p>Investigate light signage for HVPC office door.</p>	<p>3 banners now in place, approx. £150 expenditure</p>		<p>2026/27</p>

HVPC Communications and Engagement Action Plan 2025-2027

Printed “What HVPC Does” leaflet	Second version with updated branding to was produced in time for BCC 8/11/2025. Information is evergreen so can continue to be used for many months.				
Communication screen	HVV have done a trial	Pause pending the outcome of decisions regarding the Gartside Building.	Initial estimates for an outdoor screen were in the region of £4k. Would be much less for an indoor screen. Total of EMR plus available 2026/7 budget for comms is currently £5k		Pause pending the outcome of decisions regarding the Gartside Building.
Social Media	Developed presence on Facebook. Instagram account reactivated Dec 2025 as recommended by Social Progress to coincide with production of local tourism videos. Social media strategy session held in Dec 2025 and training for cllrs held January 2026 with social Progress.	Explore expansion into other platforms such as LinkedIn. Develop Instagram presence. Continue to support roll out of local tourism videos.	Social Progress strategy session and training £1,000. Tourism videos commissions with local content makers.	Social Progress	Roll out of tourism videos Dec 2025 onwards. Training January 2026
Plaques and QR codes for HVPC assets such as benches and bus shelters	Passed to Service Provision for inclusion within the bench and bus shelter management.	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	Maintenance Contractor	Start research into costings and possible suppliers 2026

HVPC Communications and Engagement Action Plan 2025-2027

			benches and bus shelters		
Councillor outreach activity	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 with the Local Plan reference group.	Review approach to councillor visibility and learn from other parishes.			Ongoing
The Big Community Celebration 8th November 2025.	Completed for 2025, next is planned for 2027	Planning for 2027 event to begin early 2027.			Early 2027.
Cllr blogs	Cllr blog and video interview published Summer 2025 Cllr visits to grant recipients shared as news items ongoing.	Review			Ongoing – Ad-hoc
Monitoring of engagement strategies/policy	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. Urban Nature reserves eNewsletter launched January 2026. Sign-up function added to the website. Will be every other month going forward.	Clerking team to review policy accessibility and consider rewriting or adding a simple summary to each to improve accessibility on public facing documents. Create regular news “round-ups” to summarise council activity such as meeting decisions, grants visits, & other relevant news – roughly every other month to tie in with Full Council.	Internal time.		from Spring 2026 onwards
Establish Publicly accessible PC activities Calendar	The meetings calendar is now available on new website.	Further events to be explored as part of website development.			Meetings calendar complete.

HVPC Communications and Engagement Action Plan 2025-2027

		Signposting to other community events can be done via the local directory on the website.			Directory launched August 2025
Improve visibility of Parish Council at the Civic	Expanded HVPC area in Foyer for leaflets and a pull up banner added. Additional banner to signpost the HVPC office and community leaflet stand to be added to the Civic foyer.	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 (more permanent signage etc). Some of the work of the Civic visioning may also include this.			Interim foyer presence – Autumn 2025 Redevelopment of the Civic is much longer term.
Review use of HD9 and Tito ‘booklets’, and other printed news in the Valley	Reduced presence in Tito to 4 times per year. Now contributing to the Honley Flyer.	Recommend to continue with village newsletters.			
Annual Parish Meeting	Annual Parish meeting will include a few short presentation from community groups that have worked with the council or benefitted from grant funding.		No budget was planned or allocated for this in the year 2025/26 so expenditure will come from underspend elsewhere within the budget line.		Action from Jan 2026 to March 2026.
Live streaming meetings/improving the quality of recordings	Some initial investigations with Meltham Town council regarding equipment.	Due to meet with Meltham TC in April 2026. Investigate feasibility and equipment required for			By end of council term.

HVPC Communications and Engagement Action Plan 2025-2027

		<p>better quality audio/visual output.</p> <p>Investigate similar parishes and hybrid set up in Scotland and Wales.</p>			
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Holme Valley Parish Council

Reference Group on the Kirklees Council Local Plan Update

Notes of a meeting on Friday 17 April '26

Present: Adrian Barraclough (River Holme Connections), Mary Blacka (HVPC) - CHAIR, Margaret Dale (Holme Valley Vision), Stephen Dorril, Stan Driver (Holmfirth Conservation Group), Caroline Godin (Honley Business Association), Steve Ransby (HVPC),

Apologies: Pat Colling (HVPC), John Queening (EcoHolmes CLT), Sarah Whitelaw (HVPC), Margaret Wadsworth (Honley Village Community Trust), Sarah Wells (Penistone Line Partnership), Andy Wilson (HVPC)

1. Welcome, apologies and introductions

Participants were welcomed to the meeting.

2. Notes of the previous meeting, 6 March '26

The notes were accepted, with no amendments.

3. Submission on new NPPF (National Planning Policy Framework)

The small group, which had done most of the work on the response – Mary Blacka, Margaret Dale, John Queening and Sarah Whitelaw, especially John Queening, who devised and spoke to a presentation – were thanked for their work on this.

After having been tidied up by Gemma Sharp, Assistant Clerk, the agreed response was submitted to HMG before the 10 March '26. deadline.

Group members thought that this type of public consultation might be appropriate when we have formulated a response to the updated Local Plan

4. Draft of second submission to Kirklees Council

The intention had been to send a second submission to Jo Scrutton in April '26. Mary Blacka had collated the reports from sub-groups and added some introductory material.

Mary voiced some concerns about the resulting draft document, which was very long and would need a great deal of editing to get it into a shape that could be shared with Jo Scrutton. There is some very useful information in the draft document, which the Group will be able to use later in the process and in the future updating of the Neighbourhood Development Plan.

The amount of work that had gone into producing the draft was recognised and it can be kept as a living document. It was agreed that a change of tactics was needed.

As a way forward the Group will:

- abandon the draft document in its existing format, ie not submit it - or any edited version - to Jo Scrutton
- produce a new short, sharp document, consisting solely of recommendations
- ask Group members to produce a list of recommendations and submit them to Mary to collate (These recommendations may relate to the specific subject areas on which members had been working or on any relevant issue.)
- invite Jo Scrutton to attend our next meeting on 15 May or 5 June
- send our new list of recommendations to Jo before we meet her
- carry out more community consultation – be more pro-active

Some recommendations – or areas for recommendations - were suggested at the meeting:

- To designate Honley and Brockholes as a town, so that it will benefit from greenbelt protection
- Challenge the concentration on on manufacturing in its Economic Development Strategy. This model does not fit the Holme Valley.
- Specify the characteristics of sites for development, including housing
- Densification
- Incentivising developers to develop out the land for which they already have planning permission

Several tasks were were allocated. See the table at the end of the notes. We also need to be looking at national and Kirklees strategies and other documents produced by national bodies, including the Agriculture and Horticulture Development Board.

5. Section 106 monies – possible action

Mary reported that at a meeting of the HVPC Planning Committee, on 9 March '26, it was resolved that the Assistant Clerk would write to Kirklees Council enquiring about the oldest S106 contributions that have not yet been utilised and inviting engagement with the HVPC Planning Committee.

The latest list of S106 contributions on p.18 includes the statement that Kirklees Council “...*will be engaging with councillors and local communities to identify additional projects in local areas.*”

It was suggested that the Planning Committee might consider setting up a task and finish Working Group on S106. Adrian Barraclough volunteered to be part of any such group.

6. Updates from sub-groups

No updates were given.

7. Any Other Business

Margaret Dale talked briefly about the work of Graham Galpin and the creation of Neighbourhood Boards. Graham is conducting some research into how local authorities work in partnership with local communities.

There is a Workshop, with Graham, at the Tech, on Monday 27 April '26, at 7-00pm. Graham is staying in Holmfirth for a couple of days, so anyone who cannot make the meeting may be able to talk to him at another time.

Date of next meeting:

This will be on **Friday 5 May** or **Friday 15 June '26**, depending on Jo Scrutton's availability.

ACTIONS

Task	Who
Contact Jo Scrutton ask whether she could attend a meeting on 15 May or 5 June '26.	Margaret Dale
Ask Sarah Whitelaw about the current state of the section on Agriculture, Farming and Food.	Steve Ransby
Run the draft document through AI	Margaret Dale
Re-order the recommendations in the Transport section of the draft document, to prioritise active travel	Mary Blacka
Produce a sharp and succinct list of recommendations, to be submitted to Jo Scrutton	All