

**To: All Members of the Council**

You are hereby summoned to attend the **MEETING OF THE FULL COUNCIL** to be held on **MONDAY, 2 FEBRUARY 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)**

**2526 161 Public Question Time**

**7.00pm**

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

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

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

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

**PROCEDURAL MATTERS**

**2526 162 Recording of public meeting**

**7.15pm**

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

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

**TO NOTE:** correspondence received (B) from a member of the public with regards to the recording of Holme Valley Parish Council meetings and other matters.

**TO CONSIDER:** any actions arising from the correspondence.

**2526 163 Items to be heard in private session**

**7.17pm**

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

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

# Holme Valley Parish Council

## 2526 164 Apologies and reasons for absence

7.18pm

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

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

**TO CONSIDER:** Cllr Pat Colling requests Council to approve granting her a dispensation for up to 6 months with regards to Council business and meetings while she recovers from her fall.

## 2526 165 Receipt of written Declaration of Pecuniary and Other Interests

7.20pm

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

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

Clerk to report.

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

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

## 2526 166 Declaration of interests in agenda items and written dispensations

7.22pm

### REMINDER

1. If a member has listed in written declaration as a pecuniary or other interest an organisation or body etc which features in the agenda then this should be declared by the member.
2. If a member has a pecuniary or other interest not listed in written declaration in an organisation or body etc which features in the agenda then this should be declared.
3. The onus is on individual members to make declarations appropriately.
4. Failure to declare may constitute a breach of the Code of Conduct and may be reported by members of the public or other councillors to the Monitoring Officer.

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

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

No written requests for dispensations have been received prior to the meeting.

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

## 2526 167 Minutes of Full Council meetings

7.25pm

Clerk to report.

# Holme Valley Parish Council

**TO APPROVE:** the Minutes of the FULL COUNCIL Meeting held on 15 December 2025 numbered 2526 128 to 2526 160 **(C)**.

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

Clerk to report.

**TO CONSIDER:** any further action(s) arising from the minutes of the FULL COUNCIL MEETING, held on 15 December 2025.

## THE COMMITTEE MINUTES UNDER DELEGATED POWERS

### 2526 168 Minutes of Standing Committee meetings 7.28pm

**TO APPROVE:** the Minutes of the EXTRAORDINARY STAFFING COMMITTEE Meeting held on 5 January 2026 numbered 2526 35 to 2526 42 **(Di)**.

**TO APPROVE:** the Minutes of the PLANNING COMMITTEE Meeting held on 12 January 2026 numbered 2526 98 to 2526 116 **(Dii)**.

**TO APPROVE:** the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 19 January numbered 2526 88 to 2526 106 **(Diii)**.

### 2526 169 Standing item – the Climate Emergency 7.31pm

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

**TO CONSIDER:** any actions regarding the Climate Emergency arising from the agenda.

## FINANCIAL MATTERS

### 2526 170 Schedule of Payments 7.34pm

The Schedule of Payments for January 2026 Month To Date **(E)** is presented.

Deputy Clerk/RFO to report.

**TO NOTE:** Schedule of Payments month-to-date for January 2026.

### 2526 171 Approving the Precept 7.34pm

Deputy Clerk/RFO to report.

At its meeting of 19 January 2026, the Finance and Management Committee voted to maintain the precept at the same level as the current year, £447,780.

# Holme Valley Parish Council

Unfortunately, as the RFO/Deputy Clerk looked into this, he grasped that it was impossible to realise this figure with a rounded Band D household charge figure. (Given the revised tax base figure of 10848.49, It could only be realised with a figure of £41.27579.)

The RFO/Deputy Clerk suggests two options for a Band D household charge, - Option A £41.27; and Option B £41.28.

Option A would lead to a precept of £447,717 **(Fi)**.

Option B would lead to a precept of £447,826 **(Fii)**.

**TO CONSIDER:** A precept for Holme Valley Parish Council for 2026/27.

## 2526 172 AGAR 2026 – actions required including Assertion 10 requirements

7.44pm

### Assertion 10

Assertion 10 is an addition to the Annual Governance and Accountability Return (AGAR) this year. Through it, councils are being asked to demonstrate that they are managing digital, data and information governance responsibly. Assertion 10 brings together a series of expectations around digital, data and information governance including data protection principles.

Assertion 10 applies to the current financial year. That means the Parish Council should take steps now to ensure they can demonstrate compliance when the time comes.

As part of Assertion 10, NALC has produced a model IT Policy, and the RFO/Deputy Clerk has drafted this with Holme Valley Parish Council in mind. **(Gi)**

NALC has produced an Assertion 10 toolkit for councils.

**TO CONSIDER:** Adopting the IT policy for the year 2025/26.

**TO NOTE:** The Assertion 10 checklist for referral to the Finance and Management Committee in due course. **(Gii)**.

Deputy Clerk/RFO to report.

**TO CONSIDER:** approving the IT Policy as presented.

### Risk Assessment 2026-27

The Risk Assessment for 2026-27 **(Giii)** also requires approving.

**TO CONSIDER:** Risk Assessment for 2026/27.

# Holme Valley Parish Council

## MATTERS RESERVED FOR FULL COUNCIL

- 2526 173 Referrals to the Monitoring Officer 7.54pm**
- The Monitoring Officer's team has reported to the Clerk via email that a complaint against named councillors has concluded and has not been upheld. Both the complainant and the named councillors have been informed.
- One new complaint has been received regarding a named councillor and is in the process of being considered.
- TO NOTE:** Update from the Monitoring Officer regarding referrals made.
- 2526 174 Holmfirth Town Centre Works – updates and oversight 7.55pm**
- This was made a standing item at the FULL COUNCIL meeting on 8 September 2025.
- Verbal updates from councillors to be given as appropriate.
- TO NOTE:** letter received from Steve Mawson, Chief Executive, Kirklees Council (H).
- TO CONSIDER:** any further actions with regards to Holmfirth Town Centre Works.
- 2526 175 Kirklees Local Plan Review 8.00pm**
- Councillors were emailed on 22 January 2026 regarding two community consultation meetings on the recently published revised National Planning Policy Framework.
- Cllr Blacka to report on the work of the Reference Group on the Local Plan.
- TO NOTE:** the dates of two community consultation meetings on the revised National Planning Policy Framework as follows:
- Wednesday 11 February, at 7-00pm, at Holme Community Centre
  - Monday 16 February, at 7-00pm, at Brockholes Village Hall
- TO CONSIDER:** any actions with regards to the Kirklees Local Plan Review.
- 2526 176 Membership of the Finance and Management Committee 8.03pm**
- Cllr Tom Dixon to report.
- TO CONSIDER:** approving Cllr Tom Dixon as a member of the Finance and Management Committee 2025/6 for the remainder of the Council Year.
- 2526 177 Statement for the Holme Valley Land Charity 8.04pm**
- A request was received from the Holme Valley Land Charity for a statement from Holme Valley Parish Council with reference to funding arrangements for Holmfirth Civic and Honley Library.

# Holme Valley Parish Council

**TO NOTE:** financial statement released by email on 22 January 2026 to Holme Valley Land Charity (I).

**2526 178 Grant evaluation regarding Holmfirth Pride Grant 2025 8.05pm**

The grant was approved as an extraordinary grant by Full Council in May 2025. The evaluation (J) was recently received.

Clerk to report.

**TO NOTE:** receipt of a grant evaluation from Holmfirth Forward with reference to a grant of £300 towards a Holmfirth Pride event in June 2025.

**2526 179 Town of Culture Competition 8.07pm**

The Clerk was recently copied into correspondence about the Town of Culture Competition – see <https://www.gov.uk/government/publications/uk-town-of-culture-2028-expression-of-interest/uk-town-of-culture-2028-expression-of-interest-guidance-for-bidders> - and emailed all councillors for their information. It is believed that Holmfirth Forward will be the lead organisation in assembling a bid.

CLLr Blacka has suggested that the Council notes this initiative and its general support for it.

**NOTED:** correspondence regarding the request for expressions of interest in the Town of Culture Competition.

**2526 180 Councillor Training 8.09pm**

**TO NOTE:** any feedback (K) from recent councillor training received.

**TO CONSIDER:** any actions arising from councillor training feedback.

**2526 181 The Future of Local Democracy 8.11pm**

Item from CLLr Sarah Whitelaw.

The Local Policy Innovation Partnership (LPIP) recently published its report on *The Future of Local Democracy – Devolution and the Need to Empower Town and Parish Councils* – follow link to view the whole report <https://lpiphub.bham.ac.uk/the-future-of-local-democracy-devolution-and-the-need-to-empower-town-and-parish-councils/>. A report summary (L) has been included in papers.

The Clerk suggests this is for noting at this time as the *English Devolution and Community Empowerment Bill* is still progressing through Parliament and may be amended. A date is yet to be set for when any provisions of the Act will come into force. It is likely that YLCA will offer training in due course regarding the implications of the legislation at local council level.

**TO NOTE:** Report *The Future of Local Democracy – Devolution and the Need to Empower Town and Parish Councils* – from the Local Policy Innovation Partnership (LPIP).

# Holme Valley Parish Council

## 2526 182 Draft Meeting Schedule for Council Year 2026/27

8.14pm

Clerk to report.

**TO CONSIDER:** the draft meeting schedule for Council Year 2026/27 (M).

## 2526 183 Draft Safeguarding Policy

8.17pm

Recent contact with Kirklees Local Authority Designated Safeguarding Officer (LADO) has indicated that Holme Valley Parish Council should have a Safeguarding Policy and Procedure in place as soon as possible.

A draft policy (N) is presented for comment, alongside

- a councillor briefing note on safeguarding responsibilities
- a reporting form
- a public-facing statement for the HVPC website
- a risk assessment
- a reporting flowchart
- and a poster for display

Council may consider approving the documentation as is, delegating it to a Committee for further scrutiny or appointing a working group to refine the documentation for presentation to a future Full Council meeting.

Clerk to report further.

**TO CONSIDER:** the draft Safeguarding policy and process documentation, as presented.

## 2526 184 The Civic – Preparation for Vision Meeting

8.23pm

Item from Cllr Jenny Holmes.

Due to commercial sensitivity the Architect's Plans for the Civic Vision, the Heads of Terms of the Lease and the Side Letter to accompany the Lease will be sent out to councillors separate to the main agenda pack.

Ahead of the Joint Vision Meeting with Holmfirth Civic Trustees taking place Tuesday 3 February 2026 Cllr Holmes wishes to report back on the work of the Vision Working Group and garner feedback from Full Council around the following discussion points:

- Do the plans meet the needs of the Council in terms of the office space and meeting room?
- Is the overall vision good for the community?
- How will any refurbishment inter-relate with the programme of works taking place?
- Does the vision have any implications for the contents of the new lease?
- What comments and questions need to be pitched to the architect?

**TO CONSIDER:** any actions arising from the item.

# Holme Valley Parish Council

## REFERRALS FROM STANDING COMMITTEES AND WORKING GROUPS

### 2526 185 Updates from the Communications and Engagement Working Group

8.33pm

Assistant Clerk/Working Group to report.

Summary of actions (Oi) and updated Action Plan (Oii) attached.

**TO NOTE:** arrangements for the Annual Parish Meeting to be held Monday 23 March 2026.

**TO CONSIDER:** renewing funding contribution to Huddersfield Hub for a dedicated Holme Valley news page from the beginning of April for the next year at a cost of £200 per calendar month.

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

## THE STAFFING COMMITTEE

### 2526 186 Learning Points

8.38pm

Below is an extract from the Extraordinary Staffing committee meeting of 5 January 2026, termed learning points.

9. *Considers that learning points have been raised as a result of this investigation and are proposed as improvements to be made by this Committee:*
  - a. *The Committee found that this investigation has highlighted shortfalls in the Council's policies and procedures for this process. These include specified steps to be taken and timescales for these, obligations for and methods of keeping relevant parties informed of plans and progress, clarification of channels of communication, channels for raising concerns at an early stage to allow resolution without recourse to formal actions. A review of the Council's complaints, grievances and disciplinary policies and procedures to be scheduled as soon as possible.*
  - b. *The Committee noted comments from an external party, gathered in the fact-finding investigation, which were apparently unsubstantiated in written records. The Committee warns against conversations that might be misinterpreted or construed as inappropriate and recommends that any significant communications, whether internal or external, are made or confirmed in writing, or are recorded, so as to ensure transparency and accountability.*
  - c. *The Committee noted that repeated advisory reminders and encouragement to members about the responsibility to declare interests is good practice. It was pleased to note that this has been the case in recent meetings, as at January 2026, and urges this to be maintained, whether from the Clerk or the meeting Chair.*
  - d. *Progress on each of the above recommended learning points to be kept under review by this Committee.*

Attached is the Clerk's job description (P).



# Holme Valley Parish Council

Cllr Baylin to report.

**TO CONSIDER:** approving a review of the complaints, grievance and disciplinary policies by the Staffing Committee for presenting to Full council at the Annual council meeting on 18 May 2026.

**TO CONSIDER:** any further actions with regards to learning points from the Extraordinary Staffing Committee meeting of 5 January 2026.

## CORRESPONDENCE

### 2526 187 Reports from Kirklees Ward Councillors

8.48pm

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

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

See update (Q) from Cllr Charles Greaves Holme Valley North.

Kirklees Ward councillors to report as appropriate.

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

### 2526 188 Holmfirth Public Space Protection Order - request

8.53pm

Following the recent publication of the Public Space Protection Order covering Holmfirth Centre a request has been received for the Parish Council to display the signs (R) regarding this via its noticeboards.

Clerk to report.

**TO NOTE:** signs regarding the recent Public Space Protection Order will be displayed as and when possible on the Holme Valley Parish Council noticeboards.

## MISCELLANEOUS ITEMS

### 2526 189 Items for Publicity

8.55pm

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

**CLOSE 9.00pm**

# Holme Valley Parish Council

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

*Jen McIntosh*

Clerk to the Council

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

Telephone: 01484 687460 Email: [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)

**clerk@holmevalleyparishcouncil.gov.uk**

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**From:** [REDACTED]  
**Sent:** 15 January 2026 22:52  
**To:** clerk@holmevalleyparishcouncil.gov.uk  
**Subject:** Holme Valley Parish Council Meetings - YouTube

Dear Mrs McIntosh,

A retired resident of Wooldale I recently had the distinct misfortune of trying to watch and listen to the Holme Valley Parish Council Members on YouTube conducting their business 'in session' on 15th December and I failed.

I was struck by the wholly inappropriate layout of the tables & seating arrangements in a room apparently too long and too narrow to allow even half decent engagement and communication across and between attendees. It seemed better suited to a model railway layout.

The picture and sound qualities (at times inaudible) were no better.

The set up and acoustics were not fit for purpose and reflect badly upon the HVPC Process and Procedure.

I didn't feel inclined to view much else on the HVPC YouTube Channel beyond a brief glimpse of the 'on line' meetings.

With 22 other 'views' it seemed that others may feel likewise I won't be returning in a hurry.

The failed attempt at moving the long tables into an offline diamond fashion (to assist?) simply offended my sense of and need for order. It added to the feeling of a poorly organised disheveled jumble sale by well meaning but disorganised and disparate individuals.

It did not and does not bring credit to HVPC.

You and we deserve better. The solutions need an application of thought rather than overly expensive fixes.

Yours Faithfully

[REDACTED]

[REDACTED]

Sent from my iPhone

**From:** clerk@holmevalleyparishcouncil.gov.uk  
**Sent:** 22 January 2026 12:03  
**To:** [REDACTED]  
**Subject:** RE: Holme Valley Parish Council Meetings - YouTube

Thursday 22 January 2026

Good morning, [REDACTED]

Thank you for your email of 15 January 2026 and apologies for the delay in responding.

I do note your comments and will share these with councillors at our next meeting on Monday 2 February 2026.

As it happens, the issue of the quality of our recording equipment came up at the last Full Council meeting on 15 December 2025 and it is possible that Council will be seeking advice on how best to upgrade the equipment in the next council year.

Regarding your comments on the room and furnishings, the Council is aware of the limitations of the room itself and the furniture. The Exhibition Room was not purpose-built for Council meetings and nor was the furniture purchased with the meetings in mind - it happened to be what was available when the Council moved to these premises from the former council offices rented from Kirklees in 2017/2018. The former had a bespoke council chamber, I believe. The decision was made to hold meetings at the Civic which had just been transferred from Kirklees to Holme Valley Parish Council's ownership.

As always, the Council has to consider the expense of making the arrangements fit-for-purpose against delivering value for money for residents. It may interest you to know that the Council is currently working with the Holmfirth Civic Hall Community Trust to develop a long-term plan for the future development of the building. One of the matters under consideration is whether it is possible and affordable to improve the facilities available with regards to both the meeting space and the Council office which is situated on the 3rd floor alongside the Exhibition Room. There are likely to be updates from time to time regarding progress in this area posted to the HVPC website in the news section which can be accessed here: <https://www.holmevalleyparishcouncil.gov.uk/news/>.

With regards to table layout, it is unfortunate that this has offended your sense of order. This particular layout has been determined by councillors. The tables are laid out in that way to ensure that all are visible to the Chair and to the camera recording the meeting. It is most certainly a compromise as the tables do not lend themselves to being set up in this way and it does not look tidy. However, it is considered to be the best way available with this furniture and this space to ensure that each individual can be seen when addressing the meeting. The Council would welcome any suggestions you might have about how to use the resources currently available more effectively for the benefit of residents viewing the recording at home.

It would not be appropriate for me to respond to your comment about councillors being well-meaning but disorganised and disparate individuals. Our parish councillors are elected to their roles but do not receive any payment. They work to make life better in the community, to make this a community all can be proud of.

On behalf of the Council I do invite you to attend in person any of our scheduled meetings and see first-hand the work that our councillors do. Details of meetings can be found here: [https://www.holmevalleyparishcouncil.gov.uk/wp-content/uploads/2025/05/E.-Meeting-Schedule-2025\\_26-v1-18-03-2025.pdf](https://www.holmevalleyparishcouncil.gov.uk/wp-content/uploads/2025/05/E.-Meeting-Schedule-2025_26-v1-18-03-2025.pdf). Meetings take place in the Exhibition Room at the Civic from 7-9pm. In particular, I do recommend attending the next Annual Parish Meeting scheduled for Monday 23 March 2026 which will include a review of all the work undertaken by the Council over the preceding year. This would give you a good insight into what has been achieved. All meetings begin with a public session in which any member of the public can speak for up to 3 minutes and so you would have the opportunity to give your views to the Council in person.

Do let me know if you can attend and thank you again for your correspondence.

Kind regards

*Jen McIntosh*

Mrs Jen McIntosh  
Clerk

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

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

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

My usual working pattern is Monday to Thursday.

-----Original Message-----

From: [REDACTED]  
Sent: 15 January 2026 22:52  
To: clerk@holmevalleyparishcouncil.gov.uk  
Subject: Holme Valley Parish Council Meetings - YouTube

Dear [REDACTED],

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I was struck by the wholly inappropriate layout and seating arrangements in a room apparently too long and too narrow to allow even half decent engagement and conversation across and between attendees. It seemed better suited to a model railway layout.

The picture and sound qualities (at times inaudible) were no better.

The set up and acoustics were not fit for purpose and reflect badly upon the HVPC Process and Procedure.

I didn't feel inclined to view much else on the HVPC YouTube Channel beyond a brief glimpse of the [REDACTED].

With 22 'views' it seemed that others may feel likewise I won't be returning in a hurry.

The failed attempt at turning the long tables into an offline diamond fashion (to assist?) simply offended my sense of and need for order. It added to the feeling of a poorly organised disheveled jumble sale by well meaning but disorganised and disparate individuals.

It did not and does not bring credit to [REDACTED].  
You and we deserve better. The solutions need [REDACTED] of thought rather than overly expensive fixes.

Yours Faithfully

[REDACTED]

Sent from my iPhone

## MEETING OF THE FULL COUNCIL

held on **MONDAY, 15 DECEMBER 2025** at **7pm**

in **THE EXHIBITION ROOM, THIRD FLOOR, THE CIVIC, HOLMFIRTH, HD9 3AS**

**IN THE CHAIR:** Cllr Glenn Kirkby

## PRESENT:

Cllr Lawrence Baylin  
Cllr Donna Bellamy  
Cllr Mary Blacka  
Cllr Harry Davis  
Cllr Tom Dixon  
Cllr Donald Firth  
Cllr Chris Green  
Cllr Jenny Holmes  
Cllr Alison Morgan  
Cllr Hugh Osborne  
Cllr Steve Ransby  
Cllr Martin Rostron  
Cllr Jane Rylah  
Cllr Tricia Stewart  
Cllr Sarah Whitelaw  
Cllr Andy Wilson

**APPROVED APOLOGIES & REASONS:** Cllr Damian Brook, Cllr Pat Colling, Cllr Andrew Fenwick, Cllr Charles Greaves, Cllr Jo Liles.

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

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

## DRAFT MINUTES

### 2526 128 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.

The Clerk explained that a Partner from Ramsden's was due to arrive to speak to item 2526 137 Civic Lease.

The Chair requested Councillors to raise their hand if they wished to speak and to not talk over each other. The Chair also referred to the busy agenda and requested that members refrained from repeating points already made.

The Partner from Ramsden's arrived.

# Holme Valley Parish Council

Due to the need of the Partner from Ramsdens to return home as soon as possible the Chair directed that the meeting move to item 2526 137 and suspend Standing Orders so that the Partner could speak.

## **2526 137 Civic Lease – decision needed regarding Heads of Terms**

Cllr Rostron arrived at 7.05pm whilst this item was being heard.

Cllr Bellamy, Chair of the Civic Lease Working Group, explained that work continued on drawing up a new lease and a side letter with Holmfirth Civic Hall Community Trust and was close to completion.

The representative from Ramsden's spoke regarding the one element of the Heads of Terms of the new lease which the Working Group wished FULL COUNCIL to consider before proceeding. This was in respect of whether or not the new lease should be exempt from the provisions of the Landlord and Tenant Act 1954.

The member of the Ramsdens team explained the significance of contracting out of the 1954 Act.

**RESOLVED:** to approve the exemption of the Lease with Holmfirth Civic Hall Community Trust from the 1954 Landlord and Tenant Act.

The Partner from Ramsdens has offered to attend any future meeting where the finalised lease was to be discussed. They were thanked for their time and valuable contribution.

*Following the conclusion of this item the meeting reverted to the agenda order.*

## **PROCEDURAL MATTERS**

## **2526 129 Recording of public meeting**

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

There were no requests to make additional recordings.

The matter of purchasing better quality recording equipment had been raised with the Clerk. Cllr Whitelaw spoke to this issue, specifying the need for in-meeting amplification.

The Chair had been in discussions with the Assistant Clerk about the Council's systems and approaches. As part of that an action for the Assistant Clerk was to research what equipment might be used and report to a future meeting.

## **2526 130 Items to be heard in private session**

No agenda items were to be heard in private session.

## **2526 131 Apologies and reasons for absence**

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



# Holme Valley Parish Council

**APPROVED:** apologies and reasons for absence from Cllr Colling, Cllr Brook, Cllr Greaves, Cllr Liles and Cllr Fenwick.

## 2526 132 Receipt of written Declaration of Pecuniary and Other Interests

Revised written declarations of pecuniary and other interests for Cllr Baylin and Cllr Davis had been sent out and were **NOTED**.

An **ACTION** for the Clerk was to redact signatures and addresses from the revised declarations, post them to the HVPC website and share with the Kirklees Monitoring Officer.

Cllr Baylin had submitted a request for a written dispensation to speak and vote with regards to any matter arising for Hade Edge Residents Association of which he was a member by virtue of his position as ward councillor.

Cllr Firth arrived at 7.19pm during discussion of this item.

Following discussion, Cllr Baylin withdrew his request to vote.

**APPROVED:** written dispensation for Cllr Lawrence Baylin to speak but not vote in any matters pertaining to Hade Edge Residents Association of which he is a member by virtue of being a Parish Councillor for Scholes Ward. Dispensation to remain in place from 15-12-2026 until the end of the current term of office.

## 2526 133 Declaration of interests in agenda items and written dispensations

The Clerk reminded councillors that if a member had listed in their written declaration as a pecuniary or other interest an organisation or body which featured in the agenda then that should be declared by the member. Also, if a member had a pecuniary or other interest not listed in their written declaration in an organisation or body which featured in the agenda then that should be declared.

The Clerk further stated that the onus was on individual members to make declarations appropriately. Failure to declare may constitute a breach of the Code of Conduct and be reported to the Monitoring Officer.

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

- Cllr Bellamy with regards to **item 2526 147** Packhorse Bridge, Smithy Place, Brockholes.
- Cllr Rylah, Cllr Holmes, Cllr Stewart, Cllr Whitelaw and Cllr Ransby with regards to **item 2526 138**, an out-of-cycle grant application from the Tech.
- Cllr Stewart with regards to any item arising concerning her relation, Kirklees Cllr Mo Crook.
- Cllrs Wilson and Ransby declared interests in the Civic (nb they both have written dispensations in place regarding this interest).

No declarations of interests were made by officers.

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

## 2526 134 Minutes of Full Council meetings

# Holme Valley Parish Council

Before the minutes below were approved the Clerk expressed her thanks to the Deputy Clerk/RFO for clerking the meeting in her absence.

**APPROVED:** the Minutes of the FULL COUNCIL Meeting held on 20 October 2025 numbered 2526 98 to 2526 127.

The Clerk reported that there was no further information regarding ongoing matters arising from the above minutes which did not appear under other agenda items.

## THE COMMITTEE MINUTES UNDER DELEGATED POWERS

### 2526 135 Minutes of Standing Committee meetings

**NOTED:** the Minutes of the PLANNING COMMITTEE Meeting held on 6 October 2025 numbered 2526 60 to 2526 76 **APPROVED** at the PLANNING COMMITTEE Meeting held 10 November 2025.

**APPROVED:** the Minutes of the STAFFING COMMITTEE Meeting held on 3 November 2025 numbered 2526 17 to 2526 34.

**APPROVED:** the Minutes of the PLANNING COMMITTEE Meeting held on 10 November 2025 numbered 2526 77 to 2526 97.

**APPROVED:** the Minutes of the SERVICE PROVISION COMMITTEE Meeting held on 17 November 2025 numbered 2526 40 to 2526 58, subject to an amendment to minute 2526 52 Tourism to clarify that the Civic and Gartside Unit were possible location options that might be considered for Holme Valley Tourism Partnership's Heritage Week.

An **ACTION** for the Clerk was to amend the minutes accordingly.

**APPROVED:** the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 1 December 2025 numbered 2526 65 to 2526 87.

### 2526 136 Resignation of a councillor

Cllr Isaac Barnett of Netherthong ward had resigned as of Friday 7 November 2025 and a Notice of Vacancy had been posted on Monday 10 November. The Notification of an Election was to be published on Wednesday 31 December with any election to take place on Thursday 5 February 2026.

The Clerk had confirmed with Electoral Services that poll cards would be required.

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

## TOPICAL MATTERS

### 2526 138 Out-of-cycle Grant Applications

# Holme Valley Parish Council

The Clerk reported that two out-of-cycle grant applications had been received. In both cases the applicants had confirmed that they wish the Council to consider these out-of-cycle applications as 'emergency' applications.

A constitution had been received from Yorkshire Neon Makers after papers for the meeting were published and copies of this were shared. It was confirmed that Cllr Baylin had scrutinised the unredacted full paperwork for each application.

It was up to the Council to decide if it wished to consider each or either application as constituting an emergency and from there to consider the merits of each application weighed against the Council's stated criteria and priorities.

The Council voted to **DECLINE** consideration of a grant application from Yorkshire Neon Makers on the grounds that the application did not satisfy the Council's stipulation that only 'emergency' grants would be considered outside of the normal cycle.

The Council voted to **DECLINE** consideration of a grant application from Holmfirth Tech on the grounds that the application did not satisfy the Council's stipulation that only 'emergency' grants would be considered outside of the normal cycle.

## FINANCIAL MATTERS

### 2526 139 Council Budget 2025-26 Year-To-Date including Earmarked Reserves

Deputy Clerk/RFO reported that staffing expenditure was expected to be c.£3,000 over-budget due to a miscalculation when the budget was originally set.

A number of Earmarked Reserves associated with the Holmfirth Toilets project were down to zero following the recent works. The budget for the project remained within the limits set by the Council.

The Christmas Provision budget line was likely to be overspent due to needing to find a new supplier for Christmas trees, increased cost of the purchase of a tree from Kirklees and because a bigger grant was made to Holmfirth Christmas Team; the Service Provision Committee was addressing this through virement from an underspent budget line.

There were no questions for the Deputy Clerk/RFO.

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

### 2526 140 Schedule of Payments

**NOTED:** Schedule of Payments for November 2025.

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

# Holme Valley Parish Council

## MATTERS RESERVED FOR FULL COUNCIL

### 2526 141 Referrals to the Monitoring Officer

The Clerk reported that the Monitoring Officer's team expected two outstanding complaints to have been closed by the date of the meeting, with no breach having been found to have occurred. Both the complainant and the subject of the complaints should have been informed of the outcome by the date of the meeting.

The Monitoring Officer's team had further reported that there was another matter involving the declaring of interests that was now logged as a formal complaint and under investigation. The subjects of the complaint and the complainant were due to be informed as of 11 December 2025.

**NOTED:** that FULL COUNCIL has been informed that 2 outstanding complaints were expected to be closed by the date of the meeting and that 1 further complaint was under investigation.

**NOTED:** Cllr Baylin had self-referred to Kirklees Monitoring Officer over his previous Declaration of Pecuniary and Other Interests regarding the omission of an interest in the Tech.

### 2526 142 Holmfirth Civic Hall – Vision project

The Clerk reported on possible dates for a follow up meeting regarding developing a vision for the Civic. Papers from Mosedale Gillatt Architects had been distributed ahead of the follow up meeting.

**RESOLVED:** Tuesday 3 February 2026 at 7pm in the Exhibition Room is confirmed for the next meeting with Mosedale Gillatt Architects.

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

Cllr Jenny Holmes drew the Council's attention to the original instructions shared with Mosedale Gillatt Architects which referenced the setting up of a Civic Vision Working Group. On 1 December 2025 the FINANCE AND MANAGEMENT COMMITTEE **RESOLVED** to recommend to FULL COUNCIL the setting up of a Vision for the Civic Working Group.

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

The Vision Group would consist of 5 councillors and 5 trustees. Cllr Andy Wilson and Cllr Steve Ransby would be 2 of the 5 trustees.

**RESOLVED:** Cllr Baylin, Cllr Holmes, Cllr Kirkby, Cllr Morgan and Cllr Whitelaw to be Vision Group members.

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

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

# Holme Valley Parish Council

Cllr Rylah referred to an update given to Kirklees ward councillors. A copy of the update was to be provided by Cllr Rylah and attached to the draft minutes.

The Clerk reported that on 20 October 2025 it was **RESOLVED** to send a letter to Kirklees Council regarding supporting the people and businesses of Holmfirth. This was sent by email on 4 November 2025. No reply had been forthcoming.

An **ACTION** for the Clerk was to chase up a response to the letter.

Cllr Holmes referred to the production of the videos supporting Holmfirth. Cllr Firth wanted to know how many businesses had been contacted and was concerned that not all businesses were being kept informed. Cllr Whitelaw stated that through Holmfirth Business Together businesses were being kept well-informed. The first publicity video had had over 10,000 views. Further data regarding viewing figures for all 6 videos would be presented to FULL COUNCIL in due course.

The Chair requested that Cllr Firth let an appropriate person know if he knew of any businesses which were not being kept informed. Cllr Ransby stated that 188 businesses were situated in Holmfirth Town Centre.

No further actions were resolved upon with regards to Holmfirth Town Centre Works.

## **2526 144 Earnshaw's Foundation – Holme Valley Parish Council representative requested**

The Clerk reported that Earnshaw's Foundation was set up to support Holme Sunday School and prior to May 2024 the Parish Council appointed a representative to the Foundation each year as part of the Annual Council Meeting.

In May 2024 it was reported in error that the Foundation was no longer active and therefore a representative was not appointed. This was corrected at the FULL COUNCIL meeting on 24 June 2024 when Cllr Whitelaw was approved as representative (minute 66).

At the Annual Council Meeting in May 2025 the Clerk had omitted to include appointing a representative to Earnshaw's Foundation. The Foundation had been in touch to explain that a representative was needed.

**RESOLVED:** appointment of Cllr Sarah Whitelaw as Holme Valley Parish Council representative to Earnshaw's Foundation for Council Year 2025/2026.

An **ACTION** for the Clerk was to amend the list of representatives to be considered at successive Annual Council meetings to include the appointment of a representative to Earnshaw's Foundation.

## **2526 145 Kirklees Local Plan Review**

The meeting notes of the Reference Group from 7 November 2025 had been distributed.

Cllr Mary Blacka reported the following points:

- New guidance from central government was expected to be published on 18 December 2025.
- Kirklees was leading the way in terms of local council engagement.
- There would be no further consultations until a draft plan is issued.

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- The Reference Group was working towards producing a further document by the end of January 2026.
- The level of engagement was pleasing as was the support from Kirklees.

Cllr Wilson was invited to comment on the status of green/grey belt land and referred to Kirklees stated intention to review all greenbelt land.

Cllr Whitelaw thanked Cllr Blacka for her work and commented that the Reference Group's work was an object lesson in useful collaboration with community groups.

The Holme community was involved in giving feedback regarding the Peak District neighbourhood plan.

There were no actions proposed with regards to the Kirklees Local Plan Review.

## **2526 146 Community Governance Review**

This item was requested by Cllr Lawrence Baylin.

A Community Governance Review briefing from Cllr Lawrence Baylin had been included in papers. The working group had consisted of Cllr Baylin, Cllr Bellamy and Cllr Greaves.

One issue that had arisen was the possible restyling of the Parish Council's name. It was within the power of Holme Valley Parish Council itself to consider the appropriateness of its name. Any move to change the current nomenclature would need to be balanced with the cost and extent of the recent rebranding.

An **ACTION** for the Clerk was to schedule further discussion of this at a future meeting.

No other actions in respect of the Kirklees Community Governance Review were considered.

## **2526 147 Concerns regarding Packhorse Bridge, Smithy Place, Brockholes**

This item was raised by Cllr Donna Bellamy in her role as Kirklees Holme Valley North Councillor.

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

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

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

Recent photographs showing the current condition of the bridge had been distributed.

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**RESOLVED:** to refer the matter to the PLANNING COMMITTEE for further consideration.

## 2526 148 Democracy-friendly Schools

The Working Group reported that the project was moving forward.

Following a meeting with a Kirklees officer, a Democracy in Schools slideshow had been provided, covering:

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

Councillors were encouraged to check on the current involvement of any schools in their wards. Cllr Stewart to contact Holmfirth high regarding the initiative.

No further actions with regards to the Democracy-Friendly Schools initiative were resolved upon.

## 2526 149 HVPC Community Nature Reserve

The Working Group reported that it had produced a Foundation statement for the Council to consider. The intention was to upload a finalised copy of this to the HVPC website and include links to a survey to encourage public engagement with the project.

**RESOLVED:** to approve the Holme Valley Parish Council Foundation statement.

**RESOLVED:** to commit expenditure of up to £500 from General Reserves for the provision of 15 Swift boxes.

## 2526 150 Establishment of the Ethics and Integrity Commission

Cllr Sarah Whitelaw wished to draw the Council's attention to the establishment of an Ethics and Integrity Commission – link here

[https://eic.independentcommission.uk/?d102\\_cookies\\_enabled=all](https://eic.independentcommission.uk/?d102_cookies_enabled=all).

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

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

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

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There were no actions arising from the establishment of the Ethics and Integrity Commission to consider.

## **2526 151 Grants to community organisations**

This item had been requested by Cllr Lawrence Baylin.

Cllr Baylin wrote:

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

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

This led to discussion about the Council communicating more clearly its expectations regarding grant recipients publicising the Council as a source of funding. It was stated that this was normal practice.

Rather than being considered at the meeting the matter was **DEFERRED** to the Grants Working Group. In the absence of Cllr Colling, Cllr Wilson would circulate dates and convene a meeting. The issue of sponsorship would also be considered further by the Working Group, for example, the sponsorship of the Honley Show programme.

## **REFERRALS FROM STANDING COMMITTEES AND WORKING GROUPS**

### **2526 152 Updates from the Communications and Engagement Working Group**

Notes from 17 November 2025 meeting of the Communications and Engagement Working Group and the Action Plan 2025-2027 had been distributed with the meeting papers.

The Working Group wished it to be **NOTED** that the support received by the Assistant Clerk was excellent.

The Chair requested that two councillors stopped having a side conversation during the item.

The social media training arranged had been useful. Plans were being formed to celebrate grant recipients at the Annual Parish Meeting in March to make this a lively and engaging event.

No actions arising from the work of the Communications and Engagement Working Group were considered.

## **THE FINANCE AND MANAGEMENT COMMITTEE**



# Holme Valley Parish Council

## **2526 153 Appointment of Committee Vice-Chair**

Following the resignation from COUNCIL of Isaac Barnet there arose a vacancy for a Vice Chair for the FINANCE AND MANAGEMENT COMMITTEE. Cllr Jenny Holmes was elected as Vice Chair at the FINANCE AND MANAGEMENT COMMITTEE meeting on 1 December 2025.

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

**NOTED:** the appointment of Cllr Jenny Holmes as the Vice Chair of FINANCE AND MANAGEMENT COMMITTEE and as a member of the STAFFING COMMITTEE, effective from Monday 1 December 2025.

### ***THE PLANNING COMMITTEE***

## **2526 154 Design Guide for Shop Fronts – request for assistance**

Item from Cllr Andy Wilson.

Cllr Wilson raised the distribution of the Shopfront Design leaflet. He was proud of the character and charm of the valley. The Guide, whilst it was guidance and not statutory, was an attempt to maintain that character and charm.

The intention was for councillors to hand deliver the guides to local businesses. A distribution list of relevant businesses had been compiled. All envelopes will be addressed.

No councillor had declined to be involved and so an assumption would be made that all were willing to assist. Cllr Wilson will contact councillors to take this forward in the New Year.

Thanks were to be passed to the Assistant Clerk for enveloping and addressing all the Guides to be delivered.

No further actions with regards to the Design Guide for Shop Fronts were considered.

### ***THE STAFFING COMMITTEE***

## **2526 155 Staffing Review**

One outcome from the Staffing Committee 3rd November 2025 was to recommend to Council the need for a review of the Parish Council's staffing needs, - to make sure the Parish Council had the right level of staffing to meet its goals.

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

Typical price ranges were:

£500–£1,000

A light-touch assessment:

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

## £1,000–£2,000

A fuller review, more common:

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

The last external staffing review took place in 2020.

**APPROVED:** i. that a review of staffing takes place in the council year 2026-7 ii. That expenditure of up to £2,000 is committed to the review in the 2026/7 budget.

## **THE SERVICE PROVISION COMMITTEE**

### **2526 156 Holmfirth Toilets - Update**

Cllr Alison Morgan reported that:

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

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

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

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

**NOTED:** Cllr Morgan's report.

## **THE BUDGET FOR 2026/7**

### **2526 157 Approving the budget for the council year 2026/7**

RFO/Deputy Clerk reported that the Finance and Management Standing Committee met 1<sup>st</sup> December 2025 and recommended Budget Option A with a budget of £408,164. This would give the Standing Committees all the budgetary funding they requested.

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Council was reminded that only the budget was to be approved at this meeting. Earmarked Reserves and the Precept are draft status and will be put forward for finalising on 2 February 2026.

Approval of expenditure of up to £2,000 for an external review of staffing meant a new budgetary calculation of £410,164.

This would mean £49,233 would be in General Reserves. The Band D Charge would be £41.52. This is about £7 higher than the Kirklees average. The West Yorkshire average is £57.51. The national average charge is £90.20.

**APPROVED:** a budget for Holme Valley Parish Council 2026/27 of £410,164.

## CORRESPONDENCE

### 2526 158 Reports from Kirklees Ward Councillors

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

Kirklees Ward Councillors from Holme Valley South and Holme Valley North are invited to provide any feedback from them regarding news from Kirklees.

Cllr Bellamy reported on the possibility of being able to apply retrospectively for monies to support the asset transfer of community buildings, for example to carry out repairs. She would send the information to the Clerk.

Cllr Rylah stated that the Kirklees draft budget was now available to view.

There were no actions arising from any reports received from Kirklees Ward Councillors to consider.

Standing Orders were suspended at 9pm to allow the business of the meeting to be concluded.

## MISCELLANEOUS ITEMS

### 2526 159 Standing item – the Climate Emergency

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

The funding of 15 Swift boxes was **NOTED** as an example from the Minutes of action taken to address the Climate Emergency.

An **ACTION** for the Clerk Team was to move this item to the beginning of all agendas.

No further motions were put forward regarding actions and decisions taken reflecting the Climate Emergency.

# Holme Valley Parish Council

## **2526 160 Items for Publicity**

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

Suggestions included:

- The Democracy in Schools Initiative
- Shop Front Design Code
- The provision of 15 Swift Boxes
- A Christmas message from the Council to residents.

***The meeting closed at 9.02pm.***

Draft minutes prepared by Chair of the meeting

**EXTRAORDINARY MEETING** of the **STAFFING STANDING COMMITTEE** of **HOLME VALLEY PARISH COUNCIL** held on **MONDAY 5 JANUARY 2026 at 19:00 HRS, in the EXHIBITION ROOM, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS**

This meeting has been convened in line with Standing Order 6b:

*“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].”*

The members of the Staffing Committee convening this meeting are:

- Cllr Lawrence Baylin (Vice Chair Full Council and Vice Chair Staffing Committee)
- Cllr Glenn Kirkby (Chair Full Council and member of the Staffing Committee)
- Cllr Mary Blacka (Staff Performance and Development Lead and member of the Staffing Committee)

PRESENT: Cllr Baylin (in the Chair), Cllr Blacka, Cllr Holmes, Cllr Kirkby, Cllr Morgan, Cllr Wilson. Cllr Kirkby arrived at 7.04pm

APOLOGIES AND REASONS APPROVED: Cllr Colling

TAKING MINUTES: Cllr Baylin

## **Public question time.**

No members of the public were present.

## **2526 35 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014**

It was noted that this meeting is being audio recorded and that the public session will be made publicly available on the **HOLME VALLEY PARISH COUNCIL** website. Video recording is not available due to technical reasons.

The Chair asked if anyone present wished to make their own recording and nobody wished to do that.

## **2526 36 Apologies for absence.**

The Chair noted the absence of Cllr Colling and recorded the concerns and best wishes of the Committee for her. Reasons for absence were approved by the Committee.

## **2526 37 Items on the agenda to be discussed in private session**

Members of the public are excluded from the meeting during such items. The Chair proposed that the bulk of item **2526 42 Update regarding complaint**, should be held in private due to its confidential nature and the rights to privacy for the individuals involved. This was agreed, as was the point at which the meeting went into private session and concluded it.

## **2526 38 Members' personal and disclosable pecuniary interests in items on the agenda.**

No members declared any personal or disclosable pecuniary interests in items on the agenda. No written requests for dispensations received from members.

## **2526 39 Officers' interests in items on the agenda.**

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No officer present.

## **2526 40 Receipt of Revised Declarations of Pecuniary Interest**

No revised declarations of pecuniary interests for Committee members or for members of the clerking team received. .

## **2526 41 Minutes for the Staffing Committee meeting on 3 November 2025, numbered 2526 17 to 2526 34.**

The Minutes of the STAFFING COMMITTEE MEETING held on 3 November 2025, numbered 2526 17 to 2526 34 were approved with the following exception. **2526 28** Other staffing matters. iii. Correction to the wording of the Resolution regarding the Investigation of a complaint was being undertaken. That it was not resolved that a working party would be set up, but rather that the investigation process was to be as per procedure, i.e. referred to a panel and, if necessary, an Appeals panel.

The Committee agreed this correction.

**Matters arising.** Cllr Kirkby gave an update on the item **2526 24** The use of AI. Noted that he has been working with the Assistant Clerk to review the best solution for incorporating AI into our administration processes and that the lack of standardisation across our current programmes makes this not easily achievable for the time being. This remains an ongoing project but, in the meantime, AI is being deployed where it is of help.

Committee resolved to keep this under review at future meetings and noted that the planned External Staffing Review might become relevant in this.

## **2526 42 Update regarding complaint**

The Committee agreed at 7.14pm that the meeting moves into private session for the debate. Any arising actions with regards to a complaint to be within public session in accordance with Standing Orders.

At 9.00pm, it was moved and agreed to suspend Standing Orders to allow time to complete business.

Private session ended at 9.13pm.

### **Outcome of consideration of the update regarding the complaint.**

The Staffing Committee, having received and considered the update regarding Complaint raised under item 2526 28, thank Cllr Kirkby for his work in conducting a fact-finding investigation. The independent advice obtained from consultant Mr Paul Hoey of Hoey Ainscough Associates Ltd was also noted.

The Committee hereby:

1. Notes the process undertaken to date and the information presented to the Committee.  
The complaint concerns an employee of the Council and, according to the Council's Complaints procedure, is dealt with as an employment matter under the Council's Disciplinary Procedure and appropriately referred to the Staffing Committee.
2. Confirms that the handling of the complaint has been reviewed by members and found to be appropriate, although notes that the progress of the process has not been as speedy as might have been hoped for, which was attributed to the sickness absence of the staff

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- member, the sickness of the Committee Chair and the Christmas holiday period.
3. Notes that the process has highlighted shortfalls in the Council's policies and procedures for this process. These are detailed in the learning points set out below.
  4. Notes that the Committee's role and task are to determine how the matter should now be progressed, ensuring compliance with Council policy and safeguarding obligations. The Committee is mindful of the expectation set out in the Disciplinary Procedure that 'Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally'. The Committee identified that the process is, at present, in the stage of being Informal, having instructed an independent member of the Committee to conduct a fact-finding investigation and to report back.
  5. Has concluded that the employee has no case to answer in respect of Complaint 1 and there should be no further action under the Council's disciplinary procedure. In respect of Complaints 2 and 3, the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally. The employee will be issued with a statement of response to the complaint (see below) and should be afforded the opportunity to respond to the Committee via the Acting Chair.
  6. Notes that, whilst the Disciplinary Procedure sets out the requirements to communicate with the employee, it does not identify such requirements with the complainant. However, it does state that 'If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances'. Being mindful of its responsibilities to resolve issues of dissatisfaction and to promote good working relationships amongst all members and employees of the Council, the Committee resolves to send a statement to the complainant to aid understanding of its conclusions and to facilitate ongoing improvements in relationships through dialogue.
  7. Resolves that the above statements of detailed response to the complaint will be drafted by the Chair of the Committee, approved by Committee members, and then issued to the member of staff and to the complainant. The statements issued will not be shared beyond those individuals and the members of the Staffing Committee. This is considered compliant with the Council's adopted Standing Orders on Handling Staff Matters and appropriate for the purposes of confidentiality and rights to privacy.
  8. Recognises that concerns have been raised by members of the staff team in recent Staffing Committee meetings in respect of poor behaviour by members of the Council towards them. The Committee would consider any such behaviour to be unacceptable and counter to the Seven Principles of Public Life (the Nolan Principles) as well as our shared duty of care as employers. This Committee resolves and recommends to the Council to resolve that we will work purposefully with members of the Council and with our employees to address any such concerns. We confirm that channels of communication for concerns for employees are the Chair of the Council, the Chair of the Staffing Committee or the Staff Performance & Development Lead, and we encourage such reports of incidents to enable us to monitor any examples or trends. We remind members of the Council of their opportunity to challenge Council decisions or actions within Council meetings or to the Chair of the meeting or to the Chair of the Council, and additionally have the option of complaint under the Council's Disciplinary Procedure if appropriate. Recourse to the Monitoring Officer is an option in all cases, but it is hoped that issues can be resolved within the Council wherever possible.
  9. Considers that learning points have been raised as a result of this investigation and are proposed as improvements to be made by this Committee:
    - a. The Committee found that this investigation has highlighted shortfalls in the Council's policies and procedures for this process. These include specified steps to be taken and timescales for these, obligations for and methods of keeping relevant parties informed of plans and progress, clarification of channels of communication, channels for raising concerns at an early stage to allow resolution without recourse to formal actions. A review of the Council's complaints, grievances and disciplinary policies and procedures to be scheduled as soon as possible.

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- b. The Committee noted comments from an external party, gathered in the fact-finding investigation, which were apparently unsubstantiated in written records. The Committee warns against conversations that might be misinterpreted or construed as inappropriate and recommends that any significant communications, whether internal or external, are made or confirmed in writing, or are recorded, so as to ensure transparency and accountability.
- c. The Committee noted that repeated advisory reminders and encouragement to members about the responsibility to declare interests is good practice. It was pleased to note that this has been the case in recent meetings, as at January 2026, and urges this to be maintained, whether from the Clerk or the meeting Chair.
- d. Progress on each of the above recommended learning points to be kept under review by this Committee.

The above resolutions were proposed by the Chair and unanimously carried. There were no abstentions.

There was no further business and the meeting ended at 9.30 pm

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



**DRAFT** Minutes of the **PLANNING STANDING COMMITTEE** held at **EXHIBITION ROOM** at **THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH HD9** on **MONDAY 12 JANUARY 2026** at **700pm**.

**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**

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

**2526 98      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 99      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 100    To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda**

Cllr Ransby declared a personal interest in item 2526 104 applications 2526/10/02, 2526/10/06 and 2526/10/07

**2526 101    To consider written requests for new DPI dispensations**

None received.

**2526 102    To consider whether items on the agenda should be discussed in private session**

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

**2526 103    To Confirm the Minutes of the Previous Meeting**

**Approved with amendment:** Minutes of the Planning Committee meeting held on 10 November 2025, numbered 2526 77 – 2526 97 inclusive, were approved with a minor amendment to item 2526 84.

The Assistant Clerk gave updates on progress and matters arising from the previous minutes not otherwise covered in the agenda including:

- Commercial waste storage in Holmfirth town centre
- The public enquiry regarding the width of Footpath 60 at Wolfstones Heights
- Video conferencing platform for the planning applications sub-committee.

**To consider,** any further action.

## **2526 104 Kirklees Planning Applications**

- i.
  - **Noted:** List of Kirklees planning applications 30 September 2025 to 4 November 2025 updated with the views of the Committee.
  - **Noted:** List of Kirklees planning applications 4 November to 2025 2 December 2025 updated with the views of the Committee.
- ii.
  - The Committee considered the new or amended applications received from Kirklees Council 2 December 2025 to 6 January 2026 – List 2526-10.
  - **Resolved:** The Planning Committee's comments on the above applications will be forwarded to Kirklees Council by the Officer.
- lii
  - The Committee considered a community consultation for a proposed wind turbine at Carter Plantation Farm.
  - **Action:** The Assistant Clerk will respond to the Carter Plantation to convey that the Parish is supportive of green energy in general but would need to see the full application before comment can be made.

## **2526 105 Peak District National Park Authority**

- i.
  - **Noted:** List of applications received from the Peak District National Park Authority 30 September 2025 to 2 December 2025 updated with the views of the Committee.
- ii.
  - The committee considered the new or amended applications received from the Peak District National Park Authority 2 December 2025 to 6 January 2026 inclusive – List 2526-10.
  - **Resolved:** The Planning Committee's comments on the above applications will be forwarded to the Peak District Planning Authority by the Officer.
- iii. **PDNPA Local Plan consultation**  
The previous working group on responding to the PDNPA local plan consultation reconvened to consult with residents and respond to the Local Plan Preferred Response consultation by the deadline of 21 December 2025.

The Working group gave an overview of the submission, which is available to read on request with the Chair.

Cllrs Blacka and Ransby thanked the chair for their work on coordinating and submitting the response to the consultation.

## 2526 106 Traffic Calming

### 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 with Kirklees HV South councillors concerning the HV South SID.

**Noted:** concerns raised by a member of the public via Cllr Dixon regarding frequent accidents on Sheffield Road Hepworth.

**Action:** Assistant Clerk to request update on SID location decisions and movement schedule, and to reiterate that the funding provided included resource for device movement.

**Action:** Cllr Dixon to request permission of resident to pass on contact details and concerns regarding road safety on Sheffield Road to Kirklees officers and Cllrs.

**Action:** Assistant Clerk to pass on the concerns of the resident to the relevant Kirklees contacts pending permission to do so.

## 2526 107 Ongoing highways campaigns, including unmade roads, green lanes and byways of the Holme Valley

The ongoing campaigns are:

### Ramsden Road/ Cheesegate Nab

Cllr Wilson gave updates on information received from Kirklees Cllrs.

## 2526 108 Planning Policy, Guidance and Consultation

- i. **Noted:** An update on the roll out of the new Local plan-making system was published on 27 November 2025:

<https://www.gov.uk/government/news/new-local-plan-system-launching-early-2026-latest-update>

The new system for local plan development launches in early 2026, introducing a 30-month process, three gateways, and digital-first requirements.

## ii. Consultation on changes to the National Planning Policy Framework

**Noted:** On 16 December 2025 the Ministry of Housing, Communities and Local Government launched an open consultation on the National Planning Policy Framework (NPPF), proposed reforms and other changes to the planning system.

The consultation and associated documents can be accessed via the following link:  
<https://www.gov.uk/government/consultations/national-planning-policy-framework-proposed-reforms-and-other-changes-to-the-planning-system>

The consultation is open until 10 March 2026.

Cllr Blacka gave updates that the Reference Group on the Local Plan would be making a response to the consultation and that they would be holding open community session for anyone that wanted to contribute. The sessions will be held on:

- **Wednesday 11 February, at 7-00pm, at Holme Community Centre**
- **Monday 16 February, at 7-00pm, at Brockholes Village Hall**

## iii. **Noted:** Invitation to join a participatory event focused on shaping community visions for nature in protected areas of the Peak District Dales.

Saturday 24th January 2026 (10am-3pm) at Beltonville Farm, Millers Dale (Nr Buxton), Derbyshire, SK17 8SS. An event poster and FAQ are included.

The study by the University of East Anglia seeks diverse local voices to explore how nature is valued and imagined in the Peak District Dales to build community visions for the future of nature in the Dales — that reflect the hopes, experiences and aspirations of those who know this landscape best.

## 2526 109 **Concerns regarding Packhorse Bridge, Smithy Place, Brockholes (referral from Full Council)**

This item was referred to Planning Committee by Full Council on 15 December 2025 following concerns raised by Cllr Donna Bellamy (Kirklees Holme Valley North) about damage to the Packhorse Bridge, Smithy Place, Brockholes. The Grade II listed bridge has missing coping stones, leaving the structure exposed and at risk of further deterioration.

Residents have expressed concern that delays to repairs could increase future costs. No repair date has been confirmed. Cllr Bellamy has raised the issue through Councillor Enquiries and requested urgent action, and has asked whether Holme Valley Parish Council could also contact Kirklees to reinforce the need for timely repair and conservation oversight.

**Action:** Assistant Clerk to request a repair timeframe and updates from Kirklees Holme Valley North councillors and Customer Enquiries.

## 2526 110 **Design Guide**

# Holme Valley Parish Council

Cllr Wilson gave an update on progress.

The design guides and letters are now in the envelopes ready for delivery (pending address labels, to be completed in the following days).

The guides will then be hand delivered via councillors over the coming weeks.

Copies for agents were delivered via Royal Mail in December 2025.

## **2526 111 Holmfirth Town Centre Group**

- No updates received

## **2526 112 Neighbourhood Development Plan**

Cllr Ransby reported work on the Holme Valley Parish Council Neighbourhood Development Plan actions and gave an overview of findings.

**Noted:** An assessment of progress was circulated before the meeting, which would be considered in the context of the Kirklees Local Plan review.

## **2526 113 Section 106 Funding**

**Noted:** The most recent Kirklees Council Infrastructure Funding Statement 2024/25 was published in December 2025.

Cllrs discussed the possibility of funding from future housing developments and engaging with Kirklees and Developers on identifying local need for Section 106 infrastructure expenditure.

## **2526 114 Planning Standing Committee Expenditure Against Budget and EMRs 2025-26**

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

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

**Action:** Assistant Clerk to seek advice from the Deputy Clerk regarding the need to move budget intended for the Local Plan review to Full Council as the Working and Reference groups are now under that reporting line.

## **2526 115 Planning Standing Committee Budget and EMRs 2026-27**

# Holme Valley Parish Council

**Noted:** At the meeting of Full Council on 15 December 2025 the Planning Committee budget (4505 Neighbourhood Plan) for 2026-27 was approved at £1,000.

**Action:** Cllr Wilson to circulate details of the Meltham shop front grants scheme for consideration.

## 2526 116 Publicising the work of Holme Valley Parish Council

The Assistant Clerk gave an update on recent and planned activity and the period of election sensitivity until 5 February 2026.

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

Close 8.37pm

**DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 19 JANUARY 2026**

Those present:

Vice Chair standing in as Chair: Cllr J Holmes

Councillors: Cllrs L Baylin, M Blacka, D Brook, C Green, G Kirkby, J Liles, A Morgan, H Osborn, T Stewart, S Whitelaw, A Wilson

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

Also present: Mrs Jen McIntosh (Clerk)

**Welcome**

The Chair welcomed Councillors and Officers to this fifth meeting of the Finance and Management Committee 2025/26.

**Public Question Time**

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

**2526 88      Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014**

The RFO/Deputy Clerk recorded the meeting for upload to the Parish Council's YouTube channel. No-one else wished to record the meeting.

**2526 89      To accept apologies for absence**

**NOTED:** The Committee noted that Cllrs Bellamy, Colling, Davies, Rostron and Rylah were absent from the meeting.

The Committee received the reasons for apologies for absence given by these Members.

**RESOLVED:** the reasons given for absence by Members Bellamy, Colling, Davies, Rostron and Rylah were approved by the Parish Council.

**2526 90      To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda**

Councillors were reminded of the following:

1. If a member has listed in written declaration as a pecuniary or other interest an organisation or body etc which features in the agenda then this should be declared by the Member.
2. If a Member has a pecuniary or other interest not listed in written declaration in an organisation or body etc which features in the agenda then this should be declared.

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

## Holme Valley Parish Council

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

**2526 91      To consider written requests for new Declarations of Pecuniary Interests and any pending dispensations**

**NOTED:** Members noted that Cllr Holmes and Cllr Whitelaw had each submitted revised Registers of Disclosable Pecuniary and Other Interests (DPI). These had been shared to Councillors and would be uploaded to the website in redacted form.

**2526 92      To consider whether items on the agenda should be discussed in private session**

**RESOLVED:** Members resolved at this time that no item should be heard in private session.

**2526 93      To confirm the Minutes of the previous Committee meeting**

**APPROVED:** Members approved the Minutes of the Finance and Management Committee Meeting held on 1 December 2025, numbered 2526 65 to 2526 87 inclusive.

Matters arising arising from the last meeting/minutes:

The RFO reported that, at the time the agenda had gone out, he had not yet had the opportunity to discuss with HMRC the VAT the Parish Council owed in respect of the garage leases. Additionally, there were new potential VAT issues with sponsorships undertaken by the Parish Council in recent years, since payments for sponsorship are a taxable supply.

**2526 94      Grants**

**A. Grant Evaluations**

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

2025/26:

- Holmfirth Forward

2024/25

- Scholes Cricket Club
- Hepworth Band
- Café 100
- Honley Village Community Trust – Easter Crafts
- Honley Village Community Trust – Easter Party
- Honley Village Community Trust – Welcome Club VE Day Party
- Women's Open Talk

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



The officer reported that he had asked groups awarded grants in the March 2025 cycle to supply Grant Evaluation Reports, and a lot had responded. Only a few were outstanding.

The Chair spoke positively about the quality of the Grant Evaluation Reports.

The Officer additionally reported that there were still some outstanding Grant Evaluation Reports from earlier in 2024, but reasons had been received from some organisations explaining this, - projects incomplete, for example.

The Committee considered any further action on grant evaluations.

**RESOLVED:** No further action.

## **B. Request for a Grant change of use**

On 3 March 2025, Honley Village Community Trust had been awarded £1,000 by the Parish Council to pay for a second-hand hay bob. Since that time, the Trust had gratefully received a hay bob free from elsewhere. The Trust asked that the £1,000 go towards a different project, - to replace a kissing gate.

**RESOLVED:** The Parish Council resolved that this grant award should not be repurposed towards a second project. Honley Village Community Trust would be asked to return the sum of £1,000. The Parish Council wanted to assure the organisation that this was a matter of process and did not reflect its being unsupportive of the new project. The organisation would be encouraged to submit a new application ahead of the 31 January deadline.

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

In 2022, Holme Valley Parish Council awarded 10th Holme Valley (New Mill) Scouts £2,017 towards a new hut for the group but, in so doing, the Parish Council resolved to place this money into an earmarked reserve to be called on when the project was further on. It was resolved to ask the Scout group if they were in a position to call on the £2,017. The scout group replied to state they were still hoping that the funds were still there for their use, and that they were undertaking architectural works in respect of the new hut. The Parish Council considered whether it would continue to hold this money in an earmarked reserve on behalf of the group.

**RESOLVED:** At this time, Holme Valley Parish Council would retain this £2,017 on behalf of the Scout group.

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

## D. Grants Working Group

**NOTED:** The Committee noted that the Grants Working Group had met 14 January 2026. In Cllr Colling's absence, Cllr Wilson had taken on responsibility for organising the meeting. Cllr Wilson reported on the work of the group, the intention to hold one more meeting and then to report to Council 23 March 2026 with an action plan and outcomes for the year ahead.

The Committee considered any further action on the Grants Working Group and its work.

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

## E. Rolling Grants

- i. **NOTED:** The Committee noted that Honley Business Association had been advised before Christmas to forward the paperwork accompanying their rolling grant agreement in respect of Honley's CCTV network. This had not been received at the time of this meeting, so the consideration would be deferred to the March 2 2026 meeting.
- ii. The Committee considered the Rolling Grant Agreement and supporting paperwork for Wooldale Community Group, and whether to pay the agreed amount of £1,000 to the group. The Parish Council had approved this as a rolling grant at the meeting of this Committee 3 March 2024.  
**RESOLVED:** The Committee resolved to pay the amount of £1,000 to Wooldale Community Group.

## 2526 95 Chair's Expenses

**NOTED:** The Committee noted that the Chair of Council's Expenses budget for 2025-26 is £1,000 and that £205 had been spent from this budget line to date in 2025/26, of which £25 was subsequently to be approved for payment at this meeting. £795 remained. The Chair of Council noted that he needed to start thinking about whether to make a donation to a local community group from whatever is left in the Expenses budget.

## 2526 96 Schedule of Payments

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

- the finalised, Rialtas Schedule of Payments for November 2025.
- the finalised, Rialtas Schedule of Payments for December 2025.

**APPROVED:** The Committee approved the following Schedule of Payments;

- the draft Schedule of Payments for January 2026.

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

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

2526 97

## Financial Statements

**NOTED:** The Committee noted the following accounting summaries for financial year 2025-26.

i. For November 2025:

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

ii. For December 2025:

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

iii. The Committee considered as per the guidance in the SAPPP Practitioners' Guide 2025, approval of the bank reconciliations cross-referenced with the relevant bank statements.

**RESOLVED:** The following bank reconciliations were approved:

For November 2025:

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

For December 2025:

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

Two Members on the bank mandates, signed and dated all the bank reconciliations, checking against the bank statements.

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

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

**NOTED:** The following reports from the RFO were noted:

Income side:

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

Expenditure side:

- Council was already aware that the staffing Salaries budget was likely to be around £3,000 over at year end.
- 4215 Bank Charges was likely to be under-budget because it was calculated on the Parish Council also having the two HSBC accounts, since closed.
- The RFO/Deputy Clerk apologised that the expenditure on social media training should have been paid via a virement from 4660 Communications and Engagement. This was overlooked. This will be corrected by the next meeting.
- The Climate Action budget line was currently £3,092 over-budget and would likely be £4,000+ over budget at year end due to works regarding the solar panels/roofing project at the Gartside Building. This had been approved by Council.
- All other budget lines appeared broadly-speaking on target.

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

**RESOLVED:** No further action.

v. Earmarked Reserves

The RFO reported on the current holding in earmarked reserves.

**NOTED:** The Committee noted his report. All earmarked reserves connected to the Gartside building roof and solar project had now been reduced to 0. The Rolling Grants earmarked reserve only contained the £1,560 expected to be paid to Honley Business Association in respect of the Honley CCTVs. Money from the Tourism earmarked reserve was being spent on the videos to promote Holmfirth businesses.

The Committee considered any further actions on earmarked reserves.

**RESOLVED:** No further action.

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

## 2526 98 The Civic, Holmfirth

Trustees reported on The Civic.

**NOTED:** The reports from Holmfirth Civic Hall Community Trust were noted. As these reports may be at times commercially sensitive, these had been shared separate to the Agenda and its supporting documentation.

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

**RESOLVED:** No further action.

## 2526 99 Honley Library

**NOTED:** Council noted that there were no reports received from Friends of Honley Library at this time.

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

**RESOLVED:** No further action.

## 2526 100 Tenancies

### Allotments

- i. **NOTED:** Members noted that the RFO/Deputy Clerk would be sending out in February the paperwork in respect of the new leases of the allotments to commence 1<sup>st</sup> April 2026.
- ii. **NOTED:** It was noted that one tenant had given notice on her tenancy; the plot had been offered to and accepted thankfully by the applicant at the top of the waiting list.

### Garages

- iii. **NOTED:** The Committee noted that the RFO/Deputy Clerk would, in February, be sending out the paperwork in respect of the new leases of the garages to commence 1<sup>st</sup> April 2026. As approved by this committee, VAT would not be added on; it would be deducted from the gross rental fee. This will mean –
  - Double garages: £200 + £40 VAT = £240
  - Single garages: £100 + £20 VAT = £120

### Gartside Building

- iv. Members and Officers attached to the Service Provision Standing Committee were asked to report on the current situation with the Gartside building. No comment was forthcoming.

## 2526 101 Internal Control Check

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

## **Holme Valley Parish Council**

**NOTED:** Members noted that the RFO/Deputy Clerk had contacted Cllr Green to make arrangements to undertake the checks on the accounts from OCT-DEC 2025. Cllr Green shared that he had make arrangements to undertake the internal controls check 20 January 2026.

The subsequent internal controls check would be the important one at the end of the year.

### **2526 102      Banking**

**NOTED:** The Committee noted the RFO/Deputy Clerks report:

- The RFO/Deputy Clerk reported positively on the ongoing banking arrangements with Unity Trust bank. Councillors on the bank mandate acted in a timely fashion. Councillors, themselves, reported that the banking tasks were not onerous and could be completed quickly.
- The RFO/Deputy Clerk asked, additionally, for the mandated Councillors to make sure that they check the dates of scheduled payments. Salaries of staff, tax and NI, and pensions should all be set up to be paid around the 13<sup>th</sup>-15<sup>th</sup> of the month. Scheduled payments with dates earlier in the month should be queried with the Officer. Monthly payments of the Maintenance Contractor are normally set up to be paid after 20<sup>th</sup> of the month. Scheduled payments with dates earlier in the month should, likewise, be queried with the Officer.

### **2526 103      To recommend a precept for Holme Valley Parish Council 2026/27**

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

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

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

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

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

The draft tax base figure for the Holme Valley for 2026/27 had been calculated by Kirklees as 10,848.49.

Using this as a starting point, the RFO/Deputy Clerk drew up two options. This

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

## Holme Valley Parish Council

Committee may have recommended one or other to Council, may have amended one or other, or may have devised a totally different Precept figure.

**RESOLVED:** The Finance and Management Committee resolved to recommend to Council to keep the precept for 2026/27 the same as the current year - **£447,780**.

This would have a Band D household charge of £41.28, a reduction of £0.24 over 2025/26.

### **2526 104      Prioritising Climate Action activities 2025-7**

Members considered ways in which the Parish Council can prioritise the climate emergency through its works. Cllr Liles reported on an opportunity that she felt the Parish Council and local businesses might benefit from concerning what is called license exempt supply. License exempt supply allows renewable generators (owners of wind turbines, solar etc) to supply electricity directly to consumers such as the Parish Council or local businesses rather than being supplied through traditional energy suppliers like E.ON. Organisations such as businesses could save money through such arrangements.

It was suggested that the Service Provision Committee, which manages, the Parish Council's Climate Emergency budget should investigate this.

### **2526 105      Financial Records for the website**

**NOTED:** The Committee noted that the financial records for November and December 2025 had been added to the website. The records for January 2026 would be added in due course.

### **2526 106      Publicising the work of Holme Valley Parish Council**

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

**RESOLVED:** Once the precept is approved by Council, this would be shared with the public via a press releases, including a story of what the Parish Council delivers from that funding.

The meeting closed at 750pm.

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

# Holme Valley Parish Council Cash Book 2025-26

## Unity Trust T2 Current Account

### Schedule of Payments January 2026

No	HVPC ref	Payment Sent Date	Payment method	Check v Statement	To pay	Description	Net	Vat	Gross	Authorisation to Pay	Legislation
		05/01/2026	DD	<input type="checkbox"/>	BT	INTERNET AND PHONE	£51.95	£10.39	£62.34	F&M 2526 13	GPC Localism Act 2011
		06/01/2026	DD	<input type="checkbox"/>	GRENKE	LEASE ON PHOTOCOPIER	£117.99	£23.60	£141.59	F&M 2526 13	GPC Localism Act 2011
		15/01/2026	BACS	<input type="checkbox"/>	STAFF 02	SALARY	£1,864.57	£0.00	£1,864.57	F&M 2526 13	GPC Localism Act 2011
		15/01/2026	BACS	<input type="checkbox"/>	WEST YORKSHIRE PENSIONS FUND	PENSIONS	£1,232.43	£0.00	£1,232.43	F&M 2526 13	GPC Localism Act 2011
		15/01/2026	BACS	<input type="checkbox"/>	HMRC	PAYE TAX AND NI	£1,922.18	£0.00	£1,922.18	F&M 2526 13	GPC Localism Act 2011
		15/01/2026	BACS	<input type="checkbox"/>	STAFF 05	SALARY	£1,571.66	£0.00	£1,571.66	F&M 2526 13	GPC Localism Act 2011
		15/01/2026	BACS	<input type="checkbox"/>	STAFF 04	SALARY	£1,694.98	£0.00	£1,694.98	F&M 2526 13	GPC Localism Act 2011
		16/01/2026	DD	<input type="checkbox"/>	LLOYDS BANK	MULTIPAY CARD MONTHLY SUB	£6.00	£0.00	£6.00	Council 2526 108	GPC Localism Act 2011
		20/01/2026	DD	<input type="checkbox"/>	E.ON NEXT	ELECTRICITY - HOLMFIRTH TOILETS	£47.99	£2.40	£50.39	F&M 2526 13	GPC Localism Act 2011
		23/01/2026	BACS	<input type="checkbox"/>	MOSEDALE GILLATT ARCHITECTS	FEES TOWARDS VISIONING STUDY FOR THE CIVIC	£4,311.00	£862.20	£5,173.20	F&M 2526 96	GPC Localism Act 2011
		23/01/2026	BACS	<input type="checkbox"/>	WEST YORKSHIRE COMBINED AUTHORITY	HV MINIBUS SERVICE JAN	£1,971.15	£0.00	£1,971.15	F&M 2526 13	GPC Localism Act 2011
		23/01/2026	BACS	<input type="checkbox"/>	HOEY AINSCOUGH ASSOCIATES LTD	SUPPORT ON GOVERNANCE-RELATED MATTERS	£25.00	£5.00	£30.00	F&M 2526 54	GPC Localism Act 2011
		23/01/2026	BACS	<input type="checkbox"/>	PRINCIPAL HYGIENE	SERVICE SANITARY UNITS	£242.50	£48.50	£291.00	F&M 2526 13	GPC Localism Act 2011
		23/01/2026	BACS	<input type="checkbox"/>	DOCUMENT LOGIC	PHOTOCOPYING	£79.50	£15.90	£95.40	F&M 2526 13	GPC Localism Act 2011
		23/01/2026	BACS	<input type="checkbox"/>	REDBAK	HOLMFIRTH PROMOTIONAL VIDEOS	£960.00	£192.00	£1,152.00	F&M 2526 96	GPC Localism Act 2011
		23/01/2026	BACS	<input type="checkbox"/>	STAFF 04	REIMBURSEMENT - MCAFFEE ANTIVIRUS	£114.99	£0.00	£114.99	F&M 2526 13	GPC Localism Act 2011
		23/01/2026	BACS	<input type="checkbox"/>	SLCC	MEMBERSHIP STAFF 04	£253.00	0.00	£253.00	F&M 2526 13	GPC Localism Act 2011
		23/01/2026	BACS	<input type="checkbox"/>	1ST HOLME VALLEY SCOUTS	COLLECTION / RECYCLING CHRISTMAS TREES	£120.00	£0.00	£120.00	COUNCIL 2425 94	GPC Localism Act 2011
		23/01/2026	BACS	<input type="checkbox"/>	STAFF 04	REIMBURSEMENT - STATIONERY ETC	£76.29	£12.75	£89.04	F&M 2526 13	GPC Localism Act 2011
		23/01/2026	BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR	EXPENSES	£191.27	£36.51	£227.78	F&M 2526 13	GPC Localism Act 2011
		23/01/2026	BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR	MAINTENANCE	£1,149.03	£0.00	£1,149.03	F&M 2526 13	GPC Localism Act 2011
			DD	<input type="checkbox"/>	BUSINESS STREAM	WATER AND SEWERAGE	£43.14	£0.00	£43.14	F&M 2526 13	GPC Localism Act 2011
			BACS	<input type="checkbox"/>	WOOLDALE COMMUNITY GROUP	ROLLING GRANT - RENT FOR BABY GROUP / YOUTHCLUB	£1,000.00	£0.00	£1,000.00	F&M 2526 94 Eii	GPC Localism Act 2011
			BACS	<input type="checkbox"/>	KIRKLEES YOUTH ALLIANCE	GRANT - YOUTH WORK IN THE HOLME VALLEY #4 OF 5	£5,000.00	£0.00	£5,000.00	F&M 2526 13	GPC Localism Act 2011
							£24,046.62	£1,209.25	£25,255.87		



# Holme Valley Parish Council

## Precept Setting 2026-27 - Option A



Last Year:

Opening Cash Book Balance 01 April 2025 (Box 7 AGAR -carry forward 31.03.23)		£156,870
Made up of		
General Reserves	£87,436	(A)
Earmarked Reserves		
EMR Comm Assets - others	£2,017	
EMR Election Fund	£7,000	
EMR Defibrillator	£1,739	
EMR Gartside Building	£3,400	
EMR Honley Library	£15,000	
EMR Royal Events	£1,000	
EMR COVID Memorial	£4,877	
EMR Climate Emergency Projects	£13,527	
EMR Rolling Grants	£1,000	
EMR Sustainable Transport	£5,000	
EMR Tourism	£4,961	
EMR Dog Waste & Litter	£3,800	
EMR Community Engagement	£3,610	
EMR Toilets Refurb	£2,504	
Total Earmarked Reserves	£69,434	
		£69,434 (B)
Total General + Earmarked		£156,870 (A) + (B)

Next Year:

Precept 2025/26 + projected Opening Balances 01/04/2026	
Projected Opening Balance 01/04/2026	£180,335
Less earmarked reserves 01/04/2026	£79,578
Total General Funds Available	£100,756
Less contribution to budget 2026/27	£0
General Reserves Balance (A)	£100,756
Projected Income (excluding precept)	£11,638
Plus contribution from General Reserves	£0
Less Budget expenditure	£410,164
Deficit	£398,526
Plus contribution to reserves 2026/27 (B)	£49,191
Deficit - to be raised via precept	£447,717
General Reserves Summary	
Projected General Reserves Balance 2026/27 (A)+(B)	£149,947
General Reserves as a Percentage of NRE	37%
General Reserves if at 25% of NRE	£102,541
General Reserves +/- 25% NRE	£47,406

This Year Projected:

Projected Balances 31 March 2026		
Opening Cash Book balance	£156,870	
Plus precept received	£447,780	
Projected income not including precept	£27,608	
		£632,258
Projected Expenditure	£451,923	
Projected General Fund and Earmarked Reserves		£180,335
Represented by:		
EMR Comm Assets - others - F&M	£0	-£2,017
EMR Election Fund - Council	£21,000	+£7,000
EMR Defibrillator - Service Provision	£1,674	no change
EMR Gartside Building - Service Provision	£10,000	+£10,000
EMR Honley Library - F&M	£0	
EMR Royal Events - C&EWG/Council	£3,000	+£1,000
EMR COVID Memorial - Council	£0	delete
EMR Rolling Grants - F&M NEW	£8,560	
EMR Rolling Grants - Service Provision NEW	£2,300	
EMR Sustainable Transport - Service Provision	£5,000	-£5,000
EMR Tourism - Service Provision	£0	now budget
EMR Community Engagement - C&EWG/Council	£3,610	no change
EMR War Memorial	£2,500	no change
EMR Phone Boxes	£2,000	+£2,000
EMR Brand Assets - C&EWG/Council	£2,000	+£1,080
EMR Maintenance Contract Negotiations - Toilets NEW	£2,100	+£2,100
EMR Maintenance Contract Negotiations - Seats &c NEW	£1,365	+£1,365
EMR Bus Shelters NEW - Service Provision	£10,000	+£10,000
EMR Local Plan NEW - Council	£2,470	+£2,470
EMR Events NEW - C&EWG/Council	£2,000	+£2,000
EMR		
Total Earmarked Reserves	£79,578	
Total General Reserves	£100,756	
		£180,335
Less contribution to 2025/26 budget	£0	
General Reserves Projected Balance	£100,756	
General Reserves as % of expenditure	22%	

Year-on-year comparisons	2024/25	2025/26	2025/26	2026/27
	ACTUAL	BUDGET	PROJECTED	BUDGET A
	£221,342	£156,870	£156,870	£180,335
Precept	£327,934	£447,780	£447,780	£447,717
Total other receipts	£22,371	£22,465	£27,608	£11,638
Expenditure - staff	£91,574	£96,108	£99,520	£104,316
Expenditure - all other	£323,203	£310,890	£352,403	£303,848
Cash Book balance - carry	£156,870	£220,117	£180,335	£231,527
Of which - earmarked	£69,434	£79,578	£79,578	£79,578
Of which - general reserves	£87,436	£140,539	£100,757	£151,948
General reserves as a % of	21%	35%	22%	37%
Contribution to budget				
Contribution to general	£16,453	£61,583	£61,583	£51,192

Precept/Tax Base Calculator - Financial Year	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Change in charge
Tax Base	10092.94	10400.79	10482.86	10741.38	10784.69	10848.49	
Council Tax Band A	£18.12	£18.12	£18.12	£20.35	£27.68	£27.51	-£0.17
Council Tax Band B	£21.14	£21.14	£21.14	£23.75	£32.29	£32.10	-£0.19
Council Tax Band C	£24.16	£24.16	£24.16	£27.14	£36.91	£36.68	-£0.22
Council Tax Band D	£27.18	£27.18	£27.18	£30.53	£41.52	£41.27	-£0.25
Council Tax Band E	£33.22	£33.22	£33.22	£37.31	£50.75	£50.44	-£0.31
Council Tax Band F	£39.26	£39.26	£39.26	£44.10	£59.97	£59.61	-£0.36
Council Tax Band G	£45.30	£45.30	£45.30	£50.88	£69.20	£68.78	-£0.42
Council Tax Band H	£54.36	£54.36	£54.36	£61.06	£83.04	£82.54	-£0.50
	£274,326	£282,693	£284,924	£327,934	£447,780	£447,717	



Precept Setting 2026-27 - Option B

Last Year:

Opening Cash Book Balance 01 April 2025 (Box 7 AGAR -carry forward 31.03.23)				£156,870
Made up of				
General Reserves				£87,436 (A)
Earmarked Reserves				
EMR Comm Assets - others	£2,017			
EMR Election Fund	£7,000			
EMR Defibrillator	£1,739			
EMR Gartside Building	£3,400			
EMR Honley Library	£15,000			
EMR Royal Events	£1,000			
EMR COVID Memorial	£4,877			
EMR Climate Emergency Projects	£13,527			
EMR Rolling Grants	£1,000			
EMR Sustainable Transport	£5,000			
EMR Tourism	£4,961			
EMR Dog Waste & Litter	£3,800			
EMR Community Engagement	£3,610			
EMR Toilets Refurb	£2,504			
Total Earmarked Reserves	£69,434			
				£69,434 (B)
Total General + Earmarked				£156,870 (A) + (B)

Next Year:

Precept 2025/26 + projected Opening Balances 01/04/2026	
Projected Opening Balance 01/04/2026	£180,335
Less earmarked reserves 01/04/2026	£79,578
Total General Funds Available	£100,756
Less contribution to budget 2026/27	£0
General Reserves Balance (A)	£100,756
Projected Income (excluding precept)	£11,638
Plus contribution from General Reserves	£0
Less Budget expenditure	£410,164
Deficit	£398,526
Plus contribution to reserves 2026/27 (B)	£49,300
Deficit - to be raised via precept	£447,826
General Reserves Summary	
Projected General Reserves Balance 2026/27 (A)+(B)	£150,056
General Reserves as a Percentage of NRE	37%
General Reserves if at 25% of NRE	£102,541
General Reserves +/- 25% NRE	£47,515

This Year Projected:

Projected Balances 31 March 2026		
Opening Cash Book balance	£156,870	
Plus precept received	£447,780	
Projected income not including precept		
	£27,608	
		£632,258
Projected Expenditure	£451,923	
Projected General Fund and Earmarked Reserves		
		£180,335
Represented by:		
EMR Comm Assets - others - F&M	£0	-£2,017
EMR Election Fund - Council	£21,000	+£7,000
EMR Defibrillator - Service Provision	£1,674	no change
EMR Gartside Building - Service Provision	£10,000	+£10,000
EMR Honley Library - F&M	£0	
EMR Royal Events - C&EWG/Council	£3,000	+£1,000
EMR COVID Memorial - Council	£0	delete
EMR Rolling Grants - F&M NEW	£8,560	
EMR Rolling Grants - Service Provision NEW	£2,300	
EMR Sustainable Transport - Service Provision	£5,000	-£5,000
EMR Tourism - Service Provision	£0	now budget
EMR Community Engagement - C&EWG/Council	£3,610	no change
EMR War Memorial	£2,500	no change
EMR Phone Boxes	£2,000	+£2,000
EMR Brand Assets - C&EWG/Council	£2,000	+£1,080
EMR Maintenance Contract Negotiations - Toilets NEW	£2,100	+£2,100
EMR Maintenance Contract Negotiations - Seats &c NEW	£1,365	+£1,365
EMR Bus Shelters NEW - Service Provision	£10,000	+£10,000
EMR Local Plan NEW - Council	£2,470	+£2,470
EMR Events NEW - C&EWG/Council	£2,000	+£2,000
EMR		
Total Earmarked Reserves	£79,578	
Total General Reserves	£100,756	
£180,335		
Less contribution to 2025/26 budget	£0	
General Reserves Projected Balance	£100,756	
General Reserves as % of expenditure	22%	

Year-on-year comparisons	2024/25	2025/26	2025/26	2026/27
	ACTUAL	BUDGET	PROJECTED	BUDGET A
	£221,342	£156,870	£156,870	£180,335
Precept	£327,934	£447,780	£447,780	£447,826
Total other receipts	£22,371	£22,465	£27,608	£11,638
Expenditure - staff	£91,574	£96,108	£99,520	£104,316
Expenditure - all other	£323,203	£310,890	£352,403	£303,848
Cash Book balance - carry	£156,870	£220,117	£180,335	£231,635
Of which - earmarked	£69,434	£79,578	£79,578	£79,578
Of which - general reserves	£87,436	£140,539	£100,757	£152,057
General reserves as a % of	21%	35%	22%	37%
Contribution to budget				
Contribution to general	£16,453	£61,583	£61,583	£51,301

Precept/Tax Base Calculator - Financial Year	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Change in charge
Tax Base	10092.94	10400.79	10482.86	10741.38	10784.69	10848.49	
Council Tax Band A	£18.12	£18.12	£18.12	£20.35	£27.68	£27.52	-£0.16
Council Tax Band B	£21.14	£21.14	£21.14	£23.75	£32.29	£32.11	-£0.19
Council Tax Band C	£24.16	£24.16	£24.16	£27.14	£36.91	£36.69	-£0.21
Council Tax Band D	£27.18	£27.18	£27.18	£30.53	£41.52	£41.28	-£0.24
Council Tax Band E	£33.22	£33.22	£33.22	£37.31	£50.75	£50.45	-£0.29
Council Tax Band F	£39.26	£39.26	£39.26	£44.10	£59.97	£59.63	-£0.35
Council Tax Band G	£45.30	£45.30	£45.30	£50.88	£69.20	£68.80	-£0.40
Council Tax Band H	£54.36	£54.36	£54.36	£61.06	£83.04	£82.56	-£0.48
	£274,326	£282,693	£284,924	£327,934	£447,780	£447,826	

# HOLME VALLEY PARISH COUNCIL

## INFORMATION TECHNOLOGY POLICY v1

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## **Purpose of the IT Policy**

The purpose of an IT policy is to establish clear parameters for how councillors, staff, and other authorised users use council-provided technology or equipment in the course of their duties. A well-defined policy helps to:

- Set expectations for appropriate use of equipment and systems;
- Raise awareness of risks associated with IT use;
- Safeguard the council's data and digital assets;
- Clarify what constitutes acceptable and unacceptable use;
- Outline the consequences of policy breaches.

Councils will also need to determine and clearly state whether limited personal use of IT equipment is permitted (for example, checking personal email or online shopping during lunch breaks).

## **Monitoring of IT Use**

As an IT provider, the council has the right to monitor the use of its IT equipment and systems, provided there is a legitimate reason for doing so and councillors, employees and other authorised users are informed that such monitoring may take place. Any monitoring must be proportionate and comply with relevant data protection and privacy laws. Other persons may be included if they access or use council systems e.g. if they have a council e-mail address

## **Scope of this policy**

This policy applies to all councillors, staff, and other authorised users, regardless of their working location or pattern, including those who are home-based, office-based, or work on a flexible or part-time basis. It sets out the expectations for the appropriate use of IT equipment and systems provided by the council.

## **Computer use**

### **1.1 Hardware**

**1.1.1** Council computer equipment is provided for council purposes, however reasonable personal use is permitted (reasonable interpreted as in the opinion of the council). Any personal use of our computers and systems should not interrupt our daily council work in any way. Councillors, staff, and other authorised users are asked to restrict any personal use to official lunch breaks or before or after working hours.

**1.1.2** Locking computers when leaving desk, all councillors, staff, and other authorised users must lock their computers when leaving their desks to prevent unauthorised access. This applies to all council and personal devices used for work. Failure to comply may lead to disciplinary action.

**1.1.3** All computer and other electronic equipment supplied should be treated with good care at all times. Computer equipment is expensive, and any damage sustained to any equipment will have a financial impact on the council.

**1.1.4** Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.

**1.1.5** All computer and mobile equipment will carry a number which is logged against the current owner of that equipment. A database of equipment issued will be kept.

**1.1.6** Equipment should not be dismantled or reassembled without seeking advice.

**1.1.7** Councillors, staff, and other authorised are not to purchase any computer or mobile equipment (including software). Unless previously authorised.

**1.1.8** Personal disks, USB stick, CDs, DVDs, data storage devices etc cannot be used on council computers without the prior approval of the council.

**1.1.9** The council has a wireless network. Using a portable device to make personal Wi-Fi hot spots which bypass existing WiFi is not allowed.

**1.1.10** Any faults or necessary repairs must be reported to the clerk.

## **Equipment**

### **2.1 Portable equipment**

**2.1.1** Portable equipment includes laptop computers, netbooks, tablets, mobile and smart phones with email capability and access to the internet etc.

**2.1.2** It is particularly emphasised that council back-up procedures specific to portable equipment should be followed at all times.

**2.1.3** All portable computers must be stored safely and securely when not in use in the office, i.e. when travelling or when working from home. Portable equipment (unless locked in a secure cabinet or office) should be kept with or near the user at all times; should not be left unattended when away from council premises and should never be left in parked vehicles or at any council or non-council premises.

**2.1.4** It is important to ensure all portable devices are protected with encryption in case they are lost or stolen. All smartphones or tablets that hold council data, including emails and files, must be protected with a pin code. Where possible, these devices should also be programmed to erase all content after several unsuccessful attempts to break in. Any security set on these devices must not be disabled or removed.

**2.1.5** If an item of portable equipment is lost or damaged this should be reported to the clerk. If the loss or damage is due to an act of negligence, the individual responsible may be liable to meet the first £150 of the loss/damage.

**2.1.6** To protect confidential information, unless it is a requirement of the job and this has been authorised, it is forbidden for photographs or videos to be taken on council premises, without the prior written permission of the council. This includes mobile telephones with camera function, camcorder, tape or other recording device for sound or pictures - moving or still.

**2.1.7** Under no circumstances should any non public meeting or conversation be recorded without the permission of those present. This does not affect statutory rights (under The Openness of Local Government Regulations 2014).

**2.1.8** In addition, the council does not permit webcams (which may be pre-installed on many laptops) to be used in the workplace, other than for conference calls for council purposes. If there is any doubt as to whether a device falls under this clause, advice should be sought from the clerk.

## **2.2 Use of own devices**

**2.2.2** The Council recognises that some councillors, staff, and other authorised users may wish to use their own smartphones, tablets, laptops etc to access our servers, private clouds or networks for normal council purposes, including, but not limited to, reading their emails, accessing documents stored on the council's Dropbox cloud-storage service or to store data on the council's server(s) or access data in other services. Any such use of personal devices will be at the discretion of the council, but consent for standard systems (MS Windows, Mac OS X, Linux - in commercial configurations) will normally be permitted. Such devices should be kept up to date so that any vulnerabilities in the operating system or other software on the device are appropriately patched or updated.

**2.2.3** However, the same security precautions apply to personal devices as to the council's desktop equipment. For continuity purposes, calls made to external parties (such as external stakeholders) must be made on council landlines or mobile phone numbers to ensure that only these numbers are used and/or stored by the recipient, rather than personal numbers. Any emails sent from own devices should be sent from a council email account and should not identify the individual's personal email address.

**2.2.4** Councillors, staff, and other authorised persons that use council systems are expected to use all devices in an ethical and respectful manner and in accordance with this policy. Accessing inappropriate websites or services on any device via the IT infrastructure that is paid for or provided by the council carries a high degree of risk, and, for employees, may result in disciplinary action, including summary dismissal (without notice). For Workers or Contractors, we may terminate the worker agreement. This is irrespective of the ownership of the device used. An example would be downloading copyright music illegally or accessing pornographic material.

**2.2.5** In cases of legal proceedings against the council or external stakeholders, the council may need to temporarily take possession of a device, whether council-owned or personal to retrieve the relevant data.

**2.2.6** Wherever possible the user should maintain a clear separation between the personal data processed on the council's behalf and that processed for their own personal use, for example, by using different apps for council and personal use. If the device supports both work and personal profiles, the work profile must always be used for work-related purposes.

**2.2.7** Councillors, staff, and other authorised users who intend to use their own devices via the council's infrastructure must ensure that they:

- use a 6-digit pin, strong password or finger print (preferably the latter) to protect their device(s) from being accessed. For smartphones and tablets this should lock the device after no more than 10 failed login attempts;
- configure their device(s) to automatically prompt for a password after a period of inactivity of more than 5 minutes;
- always password protect any documents containing confidential information that are sent as attachments to an email, and notify the password separately (preferably by a means other than email);
- for smartphones and tablets, activate the automatic device wipe function (where available). Note that use of the remote wipe function may also involve the removal of the individual's personal data. Councillors, staff, and other authorised users are therefore advised to keep personal data separate from council data where possible;
- ensure secure WiFi networks are used;
- ensure that work-related data cannot be viewed or retrieved by family or friends who may use the device;
- inform the clerk if their device(s) is/are lost, stolen, or inappropriately accessed where there is risk of access to council data or resources. To prevent phones being used, they will need to retain the details of their IMEI number and the SIM number of the device as their provider will require this to deactivate it.

**2.2.8** Personal data relating to councillors, staff, and other authorised users, associates, residents, external stakeholders should not be saved to any personal accounts with third-party storage cloud service providers (e.g. Dropbox) as this may breach data protection legislation or create a security risk if the device is lost or stolen. This applies especially if the passwords used to store/access data are saved onto the device, or if the service permits councillors, staff, and other authorised users to remain logged in between sessions.

**2.2.9** Personal information and sensitive data should never be saved on councillors, staff, or other authorised users own devices as this may breach confidentiality agreements, especially if the device is used by other people from time to time. The following data must never be accessed or processed on a personal device:

- **Special category personal data** (e.g., health information, disability information, racial or ethnic origin, political opinions, trade union membership, religious or philosophical beliefs, sexual orientation).
- **Personal data relating to residents, service users, or members of the public**, including names, addresses, contact details, casework information, complaints, or correspondence.
- **Employee or councillor data**, including HR records, payroll information, disciplinary or grievance material, performance data, or recruitment information.
- **Financial information**, including bank details, invoices, grant applications, or payment records.
- **Confidential council documents**, including draft reports, legal advice, commercially sensitive information, procurement documents, or exempt committee papers.
- **Any data classified as 'restricted', 'confidential', or 'sensitive' under the Council's Information Classification Scheme.**

**2.2.10** If removable media are used to transfer data (e.g. USB drives or CDs), the user must also securely delete the data on the media once the transfer is complete.

**2.2.11** Any work done on user's own equipment should be stored securely and password protected and should always be backed up in accordance with the council's standard backup procedures.

**2.2.12** Prior to the disposal of any device that has work data stored on it, and in the event of a user leaving the council, councillors, staff, and other authorised users are required to allow the council access to the device to ensure that all passwords, user access shortcuts and any identifiable data are removed from the device.

**2.2.13** Councillors, staff, and other authorised users must take responsibility for understanding how their device(s) work in respect to the above rules if they are accessing council servers/services via their own IT equipment. Risks to the user's personal device(s) include data loss as a result of a crash of the operating system, bugs and viruses, software or hardware failures and programming errors rendering a device inoperable. The council will use reasonable endeavours to assist, but councillors, staff, and other authorised users are personally liable for their own device(s) and for any costs incurred as a result of the above.

## **Health and safety**

**3.1.1** Councillors, staff, and other authorised users who work in council offices will be provided with an appropriate workstation.

**3.1.2** The council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment. Further details are set out in the council's display screen equipment policy.

**3.1.3** Any VDU user who feels that their workstation requires changes to make it compliant must speak to the clerk.



If any hazards are detected at a workstation, including 'noises' from the IT equipment, this should be reported immediately to the clerk.

## **Password and Authentication Policy**

**4.1.1** All user accounts must be protected by strong, secure passwords. The council follows the National Cyber Security Centre (NCSC) recommendations for creating passwords using three random words (e.g. PurpleCandleRiver). This method helps create passwords that are both strong and easy to remember, while offering effective protection against common cyber threats such as brute-force attacks. This approach is endorsed in NALC guidance.

In addition to strong passwords, Multi-Factor Authentication (MFA) should be enabled wherever possible. MFA requires users to provide two or more independent forms of verification—for example, a password (something you know) and a code sent to your phone (something you have). This significantly reduces the risk of unauthorised access to systems and personal data.

To further strengthen account security:

- Initial user account passwords must be generated by the IT provider.
- Default passwords provided by vendors or the IT provider must be changed immediately upon installation or setup.
- Service or System (e.g. Website) account passwords are generated and managed by the IT provider.
- The council recommends these practices as part of its commitment to robust information security and to support compliance with the UK GDPR and the Data Protection Act 2018.

### **4.1.2 Access to Passwords**

- Passwords are personal and must not be shared under any circumstances.
- Only the assigned user of an account may access or use the associated password.
- In exceptional cases (e.g., incident response or employee offboarding), access to system credentials may be granted to authorised personnel from the IT provider with appropriate approvals and logging.
- Administrative credentials must be stored securely and only accessible to authorised personnel with a copy provided to the clerk in a sealed envelope, only to be accessed in an emergency.

### **4.1.3 Password Storage and Management**

- Passwords must not be stored in plain text or written down in insecure locations.
- Passwords must be stored using a council-approved, encrypted password manager (e.g., LastPass, Bitwarden, or KeePass).

### **4.1.4 Password Change Requirements**

- Immediately change password if compromise is suspected.

### **4.1.5 Password Access Control and Logging**

- All access to administrative or shared credentials must be logged and auditable.
- Attempts to access unauthorized passwords will be treated as a security incident.

#### **4.1.6 Responsibility**

- Users are responsible for creating and maintaining secure passwords for their accounts.

The IT security provider is responsible for:

- Managing system/service credentials.
- Enforcing password policies. Auditing and monitoring password-related security practices.

### **Monitoring**

**5.1.1** The council reserves the right to monitor and maintain logs of computer usage and inspect any files stored on its network, servers, computers, or associated technology to ensure compliance with this policy as well as relevant legislation. Internet, email, and computer usage is continually monitored as part of the council's protection against computer viruses, ongoing maintenance of the system, and when investigating faults.

**5.1.5** The council will monitor the use of electronic communications and use of the internet in line with the Investigatory Powers (Interception by Councils etc for Monitoring and Record-keeping Purposes) Regulations 2018.

**5.1.6** Monitoring of an employee's email and/or internet use will be conducted in accordance with an impact assessment that the council has carried out to ensure that monitoring is necessary and proportionate. Monitoring is in the council's legitimate interests and is to ensure that this policy is being complied with.

**5.1.7** The information obtained through monitoring may be shared internally, including with relevant councillors and IT staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.

**5.1.8** The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.

**5.1.9** Councillors, staff, and other authorised users have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in the council's data protection policy.

**5.1.10** Such monitoring and the retrieval of the content of any messages may be for the purposes of checking whether the use of the system is legitimate, to find lost messages or to retrieve messages lost due to computer failure, to assist in the investigation of wrongful acts, or to comply with any legal obligation.

**5.1.11** The council has systems in place that can monitor and record all internet usage. A daily log is kept of all activity, which details the names of all websites accessed, along with the date and time of access, by individual councillors, staff, and other authorised users. Records of internet use and sites visited will normally be retained for a period of 60 days.

**5.1.12** The council reserves the right to inspect all files stored on its computer systems in order to assure compliance with this policy. The council also reserves the right to monitor the types of sites being accessed and the extent and frequency of use of the internet at any time, both inside and outside of working hours to ensure that the system is not being abused and to protect the council from potential damage or disrepute.

**5.1.13** Any use that the council considers to be 'improper', either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.

**5.1.14** All computers will be periodically checked and scanned for unauthorised programmes and viruses.

### **Remote working**

**6.1.1** Increased IT security measures apply to those who work away from their normal place of work (e.g. whilst travelling, working from home or at external stakeholder's premises or any other different venue), as follows:

- if logging into the council's systems or services remotely, using computers that either do not belong to the council or are not owned by the user, any passwords must not be saved, and the user must log out at the end of the session deleting all logs and history records within the browser used. If the configuration of the device does not clearly support these actions (for example at an internet café), council services should not be accessed from that device;
- the location and direction of the screen should be checked to ensure confidential information is out of view. Steps should be taken to avoid messages being read by other people, including other travellers on public transport etc;
- any data printed should be collected and stored securely;
- all electronic files should be password protected and the data saved to the council's system/services when accessible;
- papers, files or computer equipment must not be left unattended at a non-council premises unless arrangements have been made with a responsible person at said premises for them to be kept in a locked room or cabinet if they are to be left unattended at any time;
- any data should be kept safely and should only be disposed of securely;
- papers, files, data sticks/storage, flash drive or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods, in which case they must be locked in the boot of the car. If staying away overnight, council data should be taken into the accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed;
- where possible the ability to remotely wipe any mobile devices that process sensitive information should be retained in the case of loss or theft;

- Councillors, staff, and other authorised users who work away from the office with sensitive data should be equipped with a screen privacy filter for mobile devices and should use this at all times when accessing such data away from the office.

**6.1.2** Those issued with a 'dongle' to enable internet access from a laptop via 3G or 4G networks whilst away from their normal workplace should note that the cost of internet access can be very high. Dongles should therefore be used for essential council purposes only, especially if abroad.

**6.1.3** Similarly, use of paid for Wi-Fi access, for example at airports should be carefully monitored and restricted to essential council use.

## **Email**

**7.1.1** Council email facilities are intended to promote effective and speedy communication on work-related matters. Although we encourage the use of email, it can be risky. Councillors, staff, and other authorised users need to be careful not to introduce viruses onto council systems and should take proper account of the security advice below.

**7.1.2** On occasion, it will be quicker to action an issue by telephone or face to face, rather than via protracted email chains. Emails should not be used as a substitute for face to face or telephone conversations. Councillors, staff, and other authorised users are expected to decide which is the optimum channel of communication to complete their tasks quickly and effectively.

**7.1.3** These rules are designed to minimise the legal risks run when using email at work and to guide councillors, staff, and other authorised users as to what may and may not be done. If there is something which is not covered in the policy, councillors, staff, and other authorised users should ask email provider, rather than assuming they know the right answer.

**7.1.4** All councillors, staff, and other authorised users who need to use email as part of their role will normally be given their own council email address and account. The council may, at any time, withdraw email access, should it feel that this is no longer necessary for the role or that the system is being abused.

**7.1.5** Email messages sent on the council's account should be for council use only. Personal communications are permitted provided they do not encroach upon working time or interrupt council business in any way. Employees and other authorised users are asked to restrict their personal use to official lunch breaks or before or after working hours, and to use their personal email accounts, rather than council addresses.

## **Use of the Internet**

### **8.1 Copyright**

**8.1.1** Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 set out the rules. The copyright laws not only apply to

documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against the council and damages being awarded, as well as disciplinary action, including dismissal, being taken against the perpetrator.

**8.1.2** It is easy to copy electronically, but this does not make it any less an offence. The council's policy is to comply with copyright laws, and not to bend the rules in any way.

**8.1.3** Councillors, staff, and other authorised users should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information but is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years).

**8.1.4** Usually, a website will contain copyright conditions; these warnings should be read before downloading or copying.

**8.1.5** Copyright and database right law can be complicated. Councillors, staff, and other authorised users should check with the clerk if unsure about anything.

## **8.2 Trademarks, links and data protection**

**8.2.1** The council does not permit the registration of any new domain names or trademarks relating to the council's names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the council's web pages to any other external sites without checking first with the clerk.

**8.2.2** Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the council's data protection policy, a copy of which is on the Holme Valley Parish Council website.

## **8.3 Accuracy of information**

**8.3.1** One of the main benefits of the internet is the access it gives to large amounts of information, which is often more up to date than traditional sources such as libraries. Be aware that, as the internet is uncontrolled, much of the information may be less accurate than it appears.

## **Use of social media**

**9.1.1** Social media includes blogs; Wikipedia and other similar sites where text can be posted; multimedia or user generated media sites (YouTube); social networking sites (such as Facebook, LinkedIn, X (formerly known as Twitter), Instagram, TikTok, etc.); virtual worlds (Second Life); text messaging and mobile device communications and more traditional forms of media such as TV and newspapers. Care should be taken when using social media at any time, either using council systems or at home.

**9.1.2** Personal use of social networking/media and chat sites are not should be restricted to breaks during working hours, or after hours with permission.

**9.1.3** The council recognises the importance of councillors, staff, and other authorised users joining in and helping to shape sector conversation and enhancing its image through blogging and interaction in social media. Therefore, where it is relevant to use social networking sites as part of the individual's position, this is acceptable.

However, inappropriate comments and postings can adversely affect the reputation of the council, even if it is not directly referenced. If comments or photographs could reasonably be interpreted as being associated with the council, or if remarks about external stakeholders could be regarded as abusive, humiliating, sexual harassment, discriminatory or derogatory, or could constitute bullying or harassment, the council will treat this as a serious disciplinary offence. Councillors, staff, and other authorised users should be aware that parishioners or other local organisations may read councillors, staff, and other authorised users' personal weblogs, to acquire information, for example, about their work, internal council business, and employee morale. Therefore, even if the council is not named, care should be taken with any views expressed.

**9.1.4** To protect both the council and its interests, everyone is required to comply with the following rules about social media, whether in relation to their council role or personal social networking sites, and irrespective of whether this is during or after working hours:

- Contacts from any of the council's databases should not be downloaded and connected with on LinkedIn or other social networking sites with electronic address book facilities, unless this has been authorised.
- Any blog that mentions the council, its current work, councillors, employees, other users associated with the council, partner organisations, local groups, suppliers, parishioners, should identify the author as one of its councillors or employees and state that the views expressed on the blog or website are theirs alone and do not represent the views of Holme Valley Parish Council. Even if the council is not mentioned, care should be taken with any views expressed on social media sites and any views should clearly be stated to be the writer's own (e.g. via a disclaimer statement such as: "The comments and other content on this site are my own and do not represent the positions or opinions of my employer/ the council.") Writers must not claim or give the impression that they are speaking on behalf of the council.
- Any employee who is developing a site or writing a blog that will mention the council, our current or potential plans, councillors, staff, and other authorised users, partners, must inform the clerk that they are writing this and gain agreement before going 'live'.
- The council expects councillors, staff, and other authorised users to be respectful when referring to the council, its employees, partners and anyone acting on its behalf, and not to engage in name-calling or any behaviour that could reflect negatively on the council's reputation. Any unauthorised use of copyright materials, unfounded or derogatory statements, or any form of misrepresentation is unacceptable and may constitute gross misconduct.
- Photos or videos that include employees or other workers wearing uniforms or clothing displaying the council's name or logo should not be posted on social media if they could reflect negatively on the individual, their role, their colleagues, or the

council. Additionally, photos, videos, or audio recordings must not be taken on council premises without explicit permission

- Comments posted by councillors, staff, and other authorised users on any sites should be knowledgeable, accurate and professional and should not compromise the council in any way.
- Inappropriate conversations with external stakeholders should not take place on any social networking sites, including forums.
- Any writing about or displaying photos or videos of internal activities that involves current councillors, staff, and other authorised persons, might be considered a breach of data protection and a breach of privacy and confidentiality. Therefore, their permission should be gained prior to uploading any such material. Details of any kind relating to any events, conversations, materials or documents that are meant to be private, confidential or internal to the council should not be posted. This may include manuals; procedures; training documents; non-public financial or operational information; personal information regarding other councillors, staff, and other authorised users anything to do with a disciplinary case, grievance, allegation of bullying/harassment or discrimination, or legal issue; any other secret, confidential, or proprietary information or information that is subject to confidentiality agreements. This does not affect statutory requirements to publish information including under the Freedom of Information Act.
- Councillors, staff, and other authorised users must be aware that they are personally liable for anything that they write or present online (including on an online forum or blog, post, feed or website). Councillors should always be mindful of the Members Code of Conduct and Nolan Principles. Employees may be subject to disciplinary action for comments, content, or images that are defamatory, embarrassing, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment. They may also be sued by other organisations, and any individual or council that views their comments, content, or images as defamatory, pornographic, proprietary, harassing, libellous or creating a hostile work environment. In addition, other councillors, staff, and other authorised users can raise grievances for alleged bullying and/or harassment.
- Postings to websites or anywhere on the internet and social media of any kind, or in any press or media of any kind, should not breach copyright or other law or disclose confidential information, defame or make derogatory comments about the council or its councillors, staff, and other authorised users, or disclose personal data or information about any individual that could breach data protection legislation.
- Contacts by the media relating to the council, should be referred to the clerk.
- Councillors, staff, and other authorised users who use sites such as LinkedIn and Facebook must ensure that the information on their profile is accurate and up to date and must update their profile on leaving the council.
- Councillors, staff, and other authorised users who use X.com, LinkedIn, or other social media/networking sites for council development purposes must ensure they provide the council with login details, including password(s), so that these sites can be accessed and updated in their absence.
- Councillors, staff, and other authorised users who have left the council must not post any inappropriate comments about the council or its councillors, staff, and other authorised users on LinkedIn, Facebook, X.com or any other social media/networking sites.

- During your employment/ involvement with the council, you may create or obtain access to a variety of professional contacts and confidential information. This includes, but is not limited to, contacts made through professional networking platforms such as LinkedIn, where those contacts have been established or maintained in your capacity as a councillor, member of staff, or other authorised user. All such contacts will be considered council property and may be subject to disclosure upon request.

**9.1.5** Note that the council may, from time to time, monitor external postings on social media sites. Any employee who has a profile (for example on LinkedIn or Facebook) must not misrepresent themselves or their role with the council. Councillors, staff, and other authorised users are also advised that social media sites are not an appropriate place to air council concerns or complaints: these should be raised with the council or formally through the grievance procedure.

**9.1.6** It is important to note that external stakeholders' contact details and information remain the property of the council. In addition, councillors, staff, and other authorised users leaving the council will be required to delete all council-related data including external stakeholders' contact details from any personal device/equipment.

## **Misuse**

Misuse of IT systems and equipment is not in line with the council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.



### 1. Domain & Email Compliance

- ☐ The council owns and controls its own domain name (e.g. .gov.uk or .org.uk).
- ☐ All councillors and staff use council-issued email addresses for council business.
- ☐ No personal email accounts (Gmail/Hotmail etc.) are used for official business.
- ☐ Email accounts are revoked and archived when members or staff leave.

### 2. IT & Data Governance Policy

- ☐ The council has an adopted IT / Digital & Data Governance Policy.
- ☐ The policy covers acceptable use, security, storage, and breaches.
- ☐ The policy is reviewed at least annually.
- ☐ Councillors and staff have been informed of their responsibilities.

### 3. Data Protection Practices

- ☐ A record of personal data held by the council is maintained.
- ☐ Data is stored securely and access controlled.
- ☐ Retention periods are documented and followed.
- ☐ There is a procedure for data access requests and breaches.

### 4. Website Requirements

- ☐ The website meets accessibility requirements.
- ☐ All required council documents are published.
- ☐ An accessibility statement is published.

### 5. Information Security & Equipment

- ☐ Council devices are password-protected and updated.
- ☐ Personal devices comply with council IT rules.
- ☐ Backups of key information exist and are tested.

### 6. Training & Review

- ☐ Training is provided on digital governance.
- ☐ Annual checks of compliance take place.

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<b>Business continuity:</b>  <b>Risk of Council not being able to continue its business due to unexpected circumstances.</b>  <b>FINANCIAL, OPERATING</b>	1 – unlikely	3 – severe	<b>1x3=3 MEDIUM</b>	All Council files are in the cloud, - Dropbox.  Council should have +25% of net revenue expenditure as general reserves as contingency fund.  RFO monitors general reserves level monthly and rationalises expenditure to keep within the 25%-100% level and reports to F&M	A Business Continuity Plan is being drawn up	Spring 2026	Clerk with Officers
<b>Precept/Income:</b>  <b>Risk of Parish Council not having sufficient funds to deliver budget/services.</b>  <b>FINANCIAL, OPERATING, STRATEGIC</b>	1 – unlikely	3 – severe	<b>1x3=3 MEDIUM</b>	Approval of budget by full Council and regular budget monitoring statements.  Methodical budget-setting process with all Committees and Council. Oversight by Finance and Management Committee.  Regular budget monitoring report to Finance & Management Committee or full Council.  Movements of reserves and virements if needed. Ensure the Parish Council has adequate general reserves.	A Business Continuity Plan is being drawn up	Spring 2026	Clerk with Officers
<b>Loss of Income or the need to provide essential services:</b>  <b>FINANCIAL, OPERATING, STRATEGIC</b>	1 – unlikely	3 – severe	<b>1x3=3 MEDIUM</b>	Contingency fund (general reserves). Level agreed as part of annual budget process.  General reserves should be between 25% and 100% of net revenue expenditure or c25% of precept.	Regular monitoring of the levels of general reserves.	Monthly, ongoing	RFO

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<b>Financial Records:</b>  <b>Risk of not keeping proper financial records in accordance with statutory requirements.</b>  <b>COMPLIANCE</b>	1 – unlikely	2 – negligible	1x2=2 <b>LOW</b>	<p>Regular scrutiny of financial records and approval of pending expenditure by Council/F&amp;M.</p> <p>Records kept in accordance with Accounts and Audit Regulations.</p> <p>Annual Internal and External Audit.</p> <p>Adoption of financial regulations reviewed every two years at least.</p> <p>Quarterly check of accounts, payments, systems by internal controls checker.</p> <p>Bank reconciliations must be signed by the Chair and one other mandated signatory at F&amp;M/Council.</p> <p>Schedules of payments must be initialled by the Chair.</p>			

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<b>Money, Banks, Banking:</b>  <b>Risk of loss of cash through theft or dishonesty, - error fraud</b>  <b>FINANCIAL</b>	2 – quite likely	3 – severe	2x3=6 <b>SUBSTANTIAL RISK</b>	<p>Fidelity Guarantee insurance.</p> <p>Petty cash system no longer in use.</p> <p>Insurance cover; annual check on level of cover in place.</p> <p>Financial Regulations set out requirements re banking to safeguard public money held by HVPC.</p> <p>Review bank mandates as required.</p> <p>Monthly bank reconciliations. All payments in line with Financial Regulations.</p> <p>Regular monitoring reports to Finance &amp; Management Committee or full Council.</p> <p>Quarterly Internal Controls and half-year Internal Audit.</p> <p>Payments through Unity Trust accounts have dual authorisation. Officer/s set up payments; two mandated Councillors have to approve payments before payment is triggered.</p> <p>CRB checks for staff in place.</p> <p>External Audit.</p>	<p>Security marking on equipment to be kept up to date.</p> <p>Thorough vetting process of job applicants and annual staff reviews.</p> <p>Ongoing CRB checks for staff</p>	<p>AUG 2026</p> <p>Ongoing</p> <p>3 yearly</p>	<p>RFO</p> <p>Staffing SC</p> <p>Clerk</p>

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<b>Employer Liability:</b>  <b>Salaries paid incorrectly.</b>  <b>Wrong calculations/deductions re pensions, NI, income tax.</b>  <b>Unfair dismissal claims.</b>  <b>FINANCIAL, COMPLIANCE, OPERATING</b>	1 – unlikely	2 – moderate	<b>1x2=2 LOW</b>	Regular returns to Inland Revenue; contracts of employment for all staff, systems of updating records for any changes in relevant legislation.  Staff salaries are approved by Council based on NJC salary scale.  Salaries are reviewed annually.  Grievance and Appeals procedure.  Annual Staffing Review; Staff Development Review Scheme  Employment position of contractors under PAYE regulations – checks undertaken.  Policies – review  Annual Internal and External Audit.  Training –for Officers.  Assistant clerk trained in online banking, payroll, VAT, HMRC etc	Assistant Clerk needs more opportunities to undertake online banking, payroll, VAT, HMRC etc	By DEC 2026	Assistant Clerk, Clerk, RFO as trainer
<b>VAT:</b>  <b>Incorrect submissions under VAT/Customs and Excise regulations.</b>  <b>FINANCIAL, COMPLIANCE, OPERATING</b>	1 – unlikely	1 – negligible	<b>1x1=1 LOW</b>	Regular VAT returns to HM Customs and Excise.  Signed up to Making Tax Digital submission of VAT return.  RFO has undertaken more in-depth VAT training.	Training of Assistant Clerk to be trained in terms of online banking, payroll, VAT, HMRC etc	DEC 2026	RFO

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<b>Proper Officers:</b>  <b>Loss of proper officers for respective remits</b>  <b>FINANCIAL, COMPLIANCE, OPERATING</b>	2 – quite likely	2 – moderate	<b>2x2=4 MEDIUM</b>	Re Clerk – Officers coached to stand in for Clerk in emergency.  Re RFO – Officers being trained to manage banking system, payroll, HMRC/VAT, Rialtas accounts package etc.	Cross-training being undertaken to safeguard the Parish Council should proper officers be absent.	By DEC 2026	Assistant Clerk, Clerk, RFO
<b>Grants:</b>  <b>Funds are awarded to community groups without proper authority/ specific powers or under Section 137.</b>  <b>FINANCIAL, COMPLIANCE</b>	2 – quite likely	2 – moderate	<b>2x2=4 MEDIUM</b>	All grants are authorised under general power of competence (not individual legal powers).  No Section 137 any more.  Use of budget headings to allocate expenditure.  RFO checks legal power/duty for all expenditure.  Regular monitoring reports to Finance & Management Committee or full Council.  Annual Internal Audit.  Annual External Audit.			
<b>Elections:</b>  <b>Having inadequate money to fund elections</b>  <b>FINANCIAL, COMPLIANCE, OPERATING, STRATEGIC</b>	1 – unlikely	2 – moderate	<b>1x2=2 LOW</b>	Aim to have £30,000 in an Elections earmarked reserve by election year.  Add £7,000 to the reserve every year.  £10,000/a in elections budget to meet ad hoc by-election costs..			

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT AND SCHEDULE OF RISKS

January 2026

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<b>Insolvency of insurance company:</b>  <b>FINANCIAL, OPERATING</b>	1 – unlikely	1 - negligible	<b>1x1 = 1 Low</b>	Use of one of the largest companies providing specialist cover for Councils.	Free legal service and advice from National Association of Local Councils and Yorkshire Local Councils Associations. <i>Council to review insurance providers at least every three years – next review due May 2027</i>	MAY 2027	RFO
<b>Not complying with restrictions on borrowing.</b>  <b>FINANCIAL, COMPLIANCE</b>	1 – unlikely	1 – negligible	<b>1x1=1 LOW</b>	<p>No current borrowing.</p> <p>Borrowing approval to be authorised by Council in line with current restrictions.</p> <p>Reference to Local Council Administration Book (Charles Arnold Baker) and National Association of Local Councils (NALC) and Yorkshire Local Councils Associations (YLCA).</p>			

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<b>Community Assets:</b>  <b>Damage to third party property or individuals.</b>  <b>Risk to third party as a consequence of providing a service.</b>  <b>FINANCIAL, OPERATING, STRATEGIC</b>	1 – unlikely	3 – severe	<b>1x3 = 3 MEDIUM</b>	Public Liability Insurance.		SPRING 2027	HCHCT, Clerk, Service Provision SC, RFO
				Property damage – all risks.			
				Annual check on level of Public Liability Cover in place.			
				Maintain asset register (add new items/remove disposed items) to calculate insurance needs.			
				Look for new insurance options 2027			
				Insurance for unique items	Existing procedure adequate		
				<i>Adequate insurance provided for Jubilee, TdF and WW1 Seat etc</i>			
				Maintain logged system of complaints.	Existing procedure adequate		
				All complaints logged with received and action taken.			
				Check smartwater topping stones at New Mill churchyard	Smartwater marking to be applied to topping stones of walls surrounding closed churchyard and appropriate signage	end August 2026	Contractor
				Topple tests at Closed Churchyard needed.	Topple test to be carried out by Maintenance Contractor.	end August 2026	Contractor
				Back of replacement stone slates affixed to Holme Barn painted with red paint for future traceability in case of theft Oct 2015.	Holme Barn – check marker red paint on Holme barn.	end August 2026	Contractor



Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<b>Property Damage:</b>  <b>FINANCIAL</b>	2 – quite likely	2 - moderate	<b>2x2 = 4 Medium</b>	Insurance.  All Risks Insurance.  Annual check on insurance values  Use of one of the largest companies providing specialist cover for Councils. Public Liability Insurance. Fidelity Guarantee insurance.	Look for new insurance options 2027.	SPRING 2027	HCHCT, Clerk, Service Provision SC, RFO
<b>Unsafe equipment:</b>  <b>FINANCIAL, OPERATING</b>	2 - quite likely	2 - moderate	<b>2x2 = 4 Medium</b>	Visual inspections.  Annual PAT Testing of electrical small electrical appliance, alarms and fire extinguishers all carried out by Holmfirth Civic Hall Community Trust (HCHCT).	Existing procedure adequate		
<b>Civic Regalia - lost, damaged:</b>  <b>FINANCIAL</b>	1 – unlikely	1 - negligible	<b>1x1 = 1 Low</b>	Annual inspection of regalia.	Ensure Chairman/Vice Chair is aware of need for Civic Regalia to be kept under secure conditions.	MAY 2026 when new Chair is appointed	CLERK
<b>Legal liability as a consequence of asset ownership:</b>  <b>FINANCIAL, OPERATING, STRATEGIC</b>	1 – unlikely	3 – severe	<b>1 x 3 = 3 Medium</b>	Public Liability Insurance.	Annual check on level of cover.	MAR 2026	RFO

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<b>Damage to and safety of seats and stone bus shelters:</b>  <b>FINANCIAL</b>	2 - quite likely	1 - negligible	2x1=2 LOW	Cantilever shelters transferred to Metro 2009. Pursue any reports for evidence, witness statements whenever possible. Claims for costs pursued whenever possible.  Regular maintenance (and photographs taken).  Remind Ward members to keep a check on seats and shelters in Ward and to report any problems to Council offices.  Reports from members of the public and bus operators.  Inspections to be carried out by members during normal Ward duties.	Existing procedure adequate		
<b>Damage to closed churchyard.</b>  <b>FINANCIAL</b>	2 – quite likely	1 - negligible	2x1=2 LOW	Pursue any reports for evidence, witness statements whenever possible. Claims for costs pursued whenever possible.	Regular reports (and photographs) from Maintenance Contractor.	Ongoing	Contractor
<b>Holmfirth Public Toilets.</b>  <b>FINANCIAL</b>	2 – quite likely	1 - negligible	2x1=2 LOW	Regular reports from Cleaning Contractor.  Claims for costs pursued whenever possible.  See separate risk management policy and assessments – approved and adopted by Council.	Annual Risk Assessment of Public Toilets to be carried out.	JUL 2026	CLERK

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<b>Personal Accident to Members and Officers.</b> <b>Assault to Officers.</b>  <b>FINANCIAL, OPERATING</b>	1 – unlikely	2- moderate	<b>1x2=2 LOW</b>	Personal Accident cover. Including Assault cover. Employer's Liability cover.  Libel and Slander cover  Annual check on level of cover in place  Council Office – alarm, personal alarm facility or mobile phone (ring 999 and/or Chairman, another Member, or family member).  Officers to be accompanied out of building after evening meetings.  Advice to Members.	Existing procedure adequate		
<b>Unwanted visitors entering HVPC meeting room during meetings.</b>  <b>OPERATING</b>	1 – unlikely	2 - moderate	<b>1x2=2 LOW</b>	Signage at strategic places around the building.  Both Holmfirth Civic Hall and Honley Library are public buildings, open to the community, so it may be inevitable that members of the public lose their way around the buildings. HCHCT and FoHL to be encouraged to signpost rooms for hirings/events.	Existing procedure adequate		

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<b>Security of officers working alone in building.</b> <b>Security of officers exiting and locking up building after meetings.</b>  <b>OPERATING</b>	1 – unlikely	2 - moderate	1x2=2 <b>LOW</b>	<p>When no other occupants in Civic Hall, Manager, Clerk or other nominated person locks the building.</p> <p>Whenever possible, Officers to be accompanied out of building after evening meetings.</p>	Existing procedure adequate		

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<b>Misconduct of Members, Members interests</b>  <b>OPERATING, COMPLIANCE</b>	2 - quite likely	2 – moderate	2x2 = 4 <b>MEDIUM</b>	<p>Procedures in place for recording and monitoring Members' and Officers' interests, gifts and hospitality received.</p> <p>Completion of Code of Conduct.</p> <p>Code of Conduct signed and a Register of Interest completed by each Member of the Council each year.</p> <p>Councillors have a duty to disclose interests.</p> <p>Disclosure of Interest Register kept listing any interests, gifts and hospitality received.</p> <p>Disclosure of Interests appears as item on the agenda as a prompt to Members/Officers</p> <p>Holme Valley Parish Council adopted the Kirklees Council Code of Conduct.</p> <p>Internal audit check.</p> <p>Register of Interest kept by Kirklees Monitoring Officer, with copy kept by Clerk, and published on KC and HVPC websites.</p> <p>Any new Disclosable Pecuniary Interests to be declared at meeting and Member's responsibility to notify Kirklees Monitoring Officer within 28 days.</p>	<p>Ensure all new Members aware of Code of Conduct, sign it, and of need to complete Registers annually.</p> <p>Working group to review/change the Code of Conduct, - considering the NALC Code of Conduct and the Kirklees Code of Conduct</p> <p><b>NB – It is the responsibility of individual Members (not the Clerk or another Member) to notify changes in interests and to declare interests at meetings</b></p>	<p>MAY 2026</p> <p>August 2026</p>	<p>CLERK</p> <p>Working Group, then Council</p>

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p><b>Parish Council does not meet consultation invitations in a timely fashion including commenting on planning applications.</b></p> <p><b>OPERATING, STRATEGIC, COMPLIANCE</b></p>	1 – unlikely	1 – negligible	<b>1x1=1 LOW</b>	<p>Consultation documents presented to next appropriate Committee/ Council meeting to formulate response.</p> <p>Minuting of action so agreed.</p> <p>Contact agencies to ask for an extension of deadline if possible.</p> <p>Hold extraordinary meetings to ensure important business is done.</p>	Existing procedure adequate		
<p><b>Breach of data handling and confidentiality.</b></p> <p><b>COMPLIANCE</b></p>	2 – quite likely	2 – moderate	<b>2x2=4 MEDIUM</b>	<p>Registration under the Data Protection Act (<i>General Data Protection Regulations from 25 May 2017</i>).</p> <p>Clerk/DPO maintains up to date registration entry.</p> <p>Procedures for dealing with personal and confidential data. Clerk (if DPO) delegated to respond to breaches and to report to ICO (if risk to an individual's rights and freedoms) within 72 hours.</p> <p>All Councillors, Officers have holmevalleyparishcouncil.gov.uk emails.</p> <p>Item on each agenda for considering items to be taken in private session.</p> <p>Passwords changed regularly. Policies, procedures and forms reviewed annually.</p>	Existing procedure adequate		

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<b>Improper reporting of Council business in minutes</b>  <b>COMPLIANCE</b>	1 – unlikely	1 – negligible	<b>1x1=1 LOW</b>	Minutes properly numbered with a master copy kept in safekeeping.  Minutes circulated.  Minutes approved and signed at next meeting of Council or Committee.  Internal Audit check.  Computer cloud to hard drive backup maintained on a monthly basis backups maintained and taken off site.	Computer cloud to hard drive backup maintained on a monthly basis.	Monthly	RFO
<b>Failure to respond to electors wishing to exercise their rights of inspection.</b>  <b>OPERATING, COMPLIANCE</b>	1 – unlikely	1 – negligible	<b>1x1=1 LOW</b>	<i>Minutes and Audit Notices published on website.</i>  Advertising of end of year accounts and available for inspection to the public as required under the Accounts and Audit Regulations.  Minutes published on website. Financial information published on website.  Notice of Appointment confirmation signed and returned to Auditors.	Existing procedure adequate		
<b>Inadequate provision of supporting papers.</b>  <b>COMPLIANCE</b>	1 – unlikely	1 – negligible	<b>1x1=1 LOW</b>	Freedom of Information Publication Scheme.  Publication scheme adopted 2015 and re-adopted annually. Agenda consideration at each meeting.	Existing procedure adequate		

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT AND SCHEDULE OF RISKS

January 2026

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<b>Challenge to Members and Officers when visiting sites on Council business, e.g. re planning applications.</b>  <b>OPERATING</b>	1 – unlikely	2 – moderate	<b>1x2=2 LOW</b>	<p>Members and Officers should identify themselves if challenged by a member of public.</p> <p>ID cards provided for Members and Officers.</p>	New Councillors do not always use their Cllr ID badges; encourage to use on Council business	NOV 2026	Clerk
<b>Poor document control – correspondence, postage, storage and filing, etc</b>  <b>OPERATING, COMPLIANCE</b>	1 – unlikely	1 – negligible	<b>1x1=1 LOW</b>	<p>Correspondence date receipted.</p> <p>Filing systems maintained in fireproof cabinets.</p> <p>Regular review of need to retain documents and other records.</p> <p>Review of Records Management Policy regarding retention, management and disposal of documents (including filing system and files stored/archived by third parties, e.g. solicitors). Any deeds or other legal documents to be stored in safe storage.</p> <p>Dropbox is used for safe storage of documentation. Back-ups of Dropbox system maintained on external hard drives monthly.</p>	<p>Back-ups of Dropbox system maintained on external hard drives monthly.</p> <p>Need to dispose of some documentation that does not need to be held</p>	<p>Monthly</p> <p>SUMMER 2026</p>	<p>Deputy Clerk</p> <p>Clerk, RFO</p>



Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
Risks around allotments and garage plots  <b>FINANCIAL, OPERATING</b>	1 – unlikely	2 – moderate	<b>1x2=2 LOW</b>	Appropriate legal agreements (tenancies) signed.  Annual review of Leases and Agreements.  Annual renewal where necessary.	Quarterly inspection of the allotments.	Ongoing (no issues)	RFO
<b>Security of vulnerable building.</b>  <b>1) Council's Meeting Room &amp; Office (Anchor Tenancy @ Holmfirth Civic Hall)</b>  <b>FINANCIAL, OPERATING</b>	2 – quite likely	2 – moderate	<b>2x2=4 MEDIUM</b>	Intruder and fire alarms installed. Provision of Fire extinguishers, fire drills.  Secure locks and annual review of security.  Record of key holders held by HCHCT.  The Civic - Annual servicing of alarm and security systems are responsibility of HCHCT (Landlord), not HVPC.  Fire protection equipment – responsibility of HCHCT (not HVPC).	Existing procedure adequate		
<b>Security of vulnerable building.</b>  <b>2) Honley Library</b>  <b>FINANCIAL, OPERATING</b>	2 – quite likely	2 – moderate	<b>2x2=4 MEDIUM</b>	Honley Library - Annual servicing of alarm and security systems are responsibility of FoHL, not HVPC.  Fire protection equipment – responsibility of FoHL (not HVPC).	Existing procedure adequate		

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<b>Changes to legislation and procedures.</b>  <b>COMPLIANCE/ OPERATING</b>	1 – unlikely	1 – negligible	<b>1x1=1 LOW</b>	Provide effective training for Members and Officers.  <i>Latest version of Standing Orders (NALC Model)</i>  New revised Financial Regulations 2025-26, based on the new model Financial Regulations.  Provide adequate budget for Member and Officer training.	Updated Financial Regulations to be reviewed	March 2026	RFO/ Working Group
<b>Risks to supplies and Services provided to the Council.</b>  <b>FINANCIAL, OPERATING</b>	Low			Contract for services advertised and awarded in line with Standing Orders and Financial Regulations.  Ensure Contractors have adequate insurance including public liability cover.  Ensure Contractors have appropriate Health and Safety policy.  Contracts approved by Council. Ensure maintenance contracts are fully reviewed and minimum 3 new quotations sought.  Sight of insurance certificate before award of contract.  Remind contractors re Health and Safety implications	Maintenance contracts to be reviewed 2026-27	Ongoing (no issues)	Service Provision Standing Committee, Clerk

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<b>Collection and banking of cash donations from toilets</b>  <b>FINANCIAL</b>	2 – quite likely	2 – moderate	<b>2x2=4 MEDIUM</b>	<p>As above, - effective recruitment of contractor - awarded in line with Standing Orders and Financial Regulations.</p> <p>Contractor to count, bag and bank money regularly - on a monthly basis.</p> <p>Retain receipts from the bank and forward to RFO.</p> <p>Report deposits to the RFO.</p>	Existing procedure adequate		

**Internal Audit assurance testing will include:**

- (1) Review of internal controls in place and their documentation.
- (2) Testing of specific internal controls and reporting findings to Council.
- (3) Review of management arrangements regarding insurance.
- (4) Review of minutes to ensure legal powers in place recorded and correctly applied.
- (5) Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc.
- (6) Review and testing of arrangements to prevent and detect fraud and corruption.
- (7) Review and testing of specific controls, reporting findings to Council.

**Levels of impact (examples):**

Severe Impact	Moderate Impact	Negligible Impact
<b>Examples:</b> <ul style="list-style-type: none"> <li>Death</li> <li>Extensive, permanent injuries, long term sickness</li> <li>Medium term loss of service capability</li> <li>Adverse national publicity</li> <li>More than 10 people involved</li> <li>Litigation almost certain and difficult to defend</li> <li>Financial loss in excess of £50,000</li> <li>Breaches of law punishable by imprisonment</li> <li>Up to 10 people involved</li> <li>Litigation to be expected</li> </ul>	<b>Examples:</b> <ul style="list-style-type: none"> <li>Medical treatment required – long term injury</li> <li>Short term disruption to service capability</li> <li>Adverse local publicity</li> <li>Needs careful public relations</li> <li>No more than 5 people involved</li> <li>High potential for complaint, litigation possible</li> <li>Financial loss between £5,000 and £50,000</li> <li>Breaches of the law punishable by fines only</li> </ul>	<b>Examples:</b> <ul style="list-style-type: none"> <li>No injuries beyond first aid level</li> <li>No significant disruption to service capability</li> <li>Unlikely to cause any adverse publicity</li> <li>No more than 2 people involved</li> <li>Unlikely to cause complaint/litigation</li> <li>Financial loss below £5,000</li> <li>Breaches of local procedures/standards</li> </ul>

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
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Priority of Risk Management		IMPACT		
		NEGLIGIBLE (SCORE 1)	MODERATE (SCORE 2)	SEVERE (SCORE 3)
LIKELIHOOD OF OCCURRENCE	UNLIKELY (SCORE 1)	LOW RISK (1x1)	LOW RISK (1x2)	MEDIUM RISK (1x3)
	QUITE LIKELY (SCORE 2)	LOW RISK (2x1)	MEDIUM RISK (2x2)	SUBSTANTIAL RISK (2x3)
	HIGHLY LIKELY (SCORE 3)	MEDIUM RISK (3x1)	SUBSTANTIAL RISK (3x2)	MAJOR RISK (3x3)

Kirklees Council  
PO Box 1720  
Huddersfield  
HD1 9EL

Mrs J McIntosh  
Holme Valley Parish Council  
The Civic  
Huddersfield Road  
Holmfirth  
HD9 3AS

  
[www.kirklees.gov.uk](http://www.kirklees.gov.uk)

Wednesday, 07 January 2026

Dear Jen McIntosh

Thank you for your letter expressing the concerns of Holme Valley Parish Council regarding the ongoing town-centre works in Holmfirth. I sincerely apologise for the delay in responding to your initial correspondence of 4 November.

We fully appreciate the impact these works are having on residents, visitors, and local businesses. Kirklees Council is committed to improving Holmfirth's infrastructure while minimising inconvenience to the local economy and community life. Over recent weeks, we have implemented several measures to mitigate disruption and are actively seeking further ways to support both residents and businesses as the works progress.

We take your concerns about communication very seriously. The scheme has a public liaison officer who updates businesses and residents regularly, in addition, updates are shared with key stakeholders, and community drop-in sessions are held every week to provide direct support and information. We have also held monthly drop-in events at Holmfirth Library and share scheme updates via the council's website, social media channels, resident e-newsletters, and the local press.

Over the past weeks, notable progress has been made across several key sections. Notably, the Victoria Street and Town Gate and Huddersfield Road East highway works, and we are currently undertaking a thorough review of the project schedule.

We are reviewing options to accelerate the remaining highway activities on Hollowgate and Huddersfield Road with anticipated completion in March/April 2026. Once this milestone is reached, the team's attention will revert to the completion of the car park, which is targeted for Spring 2026.

Our focus remains on maintaining progress, promptly addressing any emerging challenges, and ensuring that upcoming phases proceed according to the revised timetable. Further updates will be shared as the schedule review concludes, and new milestones are confirmed.

We understand how important it is for our local businesses to thrive, particularly in challenging trading conditions. Since before the Covid-19 pandemic, we have not offered free parking initiatives, and unfortunately, we are unable to support such measures exclusively in one area. Following discussions with local businesses and Kirklees members, the council addressed the initial reduction in short stay parking following the closure of Huddersfield Road Car Park by introducing a 30-minute stay from 45p at the Council Office Car Park located next door to Holmfirth Library while the work is ongoing.

Where businesses have contacted us with concerns, we have instead focused on identifying other practical and sustainable ways to provide support. This has included helping businesses to access business rates relief, particularly for those in the retail, hospitality, and leisure sectors. We have signposted local businesses to relevant UK Government schemes and encouraged them to check their eligibility, as many shops, cafés, pubs, restaurants, and leisure venues can benefit from a reduction in their business rates.

Alongside this, we have provided a Holmfirth Forward grant to support Christmas promotional activity aimed at boosting footfall and encouraging people to visit and enjoy the town during the festive period. We have also actively promoted shopping local through Kirklees Council channels and newsletters, helping to showcase the fantastic range of independent businesses in Holmfirth Town Centre.

We remain committed to working with our business community and supporting initiatives that help keep our town centres vibrant, welcoming, and successful.

Kirklees Council values the opportunity to collaborate with Holme Valley Parish Council, local businesses, and community organisations.

Please do not hesitate to contact me with any further questions or suggestions.

Yours sincerely

  
Chief Executive

**From:** clerk@holmevalleyparishcouncil.gov.uk  
**Sent:** 22 January 2026 14:43  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Statement from Holme Valley Parish Council regarding funding for Honley Library and the Civic

Thursday 22 January 2026

Good afternoon [REDACTED]

STATEMENT FROM HOLME VALLEY PARISH COUNCIL REGARDING FUNDING ARRANGEMENTS FOR HONLEY LIBRARY AND THE CIVIC, HOLMFIRTH

This statement is further to our communication in December 2025 regarding the Land Charity's intention to make grants to Honley Library and Holmfirth Civic to a total of around £350K and whether there is any prospect that Holme Valley Parish Council could provide an alternative channel of funding to that amount.

Holme Valley Parish Council owns both the Civic and Honley Library via asset transfer. Both assets are leased to charitable organisations who manage the day-to-day running. The Parish Council currently funds the Civic and Honley Library so that both buildings are maintained and makes a contribution to running costs through the annual budget. For 2026/7 this has been set to £65,000 for the Civic and £15,750 for Honley Library.

The budget was approved on 15 December 2025. There is no opportunity to change this until the financial year 2027/8.

The monies built into the budget for 2026/7 and for previous years represents a substantial proportion of Holme Valley Parish Council's income, which largely comes from the precept raised from the population of the Holme Valley. There is no indication that there is either the will or the capacity to alter the funding arrangements described above or to take out a loan to do so.

Whilst both Trusts could apply for an asset grant from Holme Valley Parish Council the maximum that could be awarded is £5,000.

Please contact me if you require further information.

Kind regards

*Jen McIntosh*

Mrs Jen McIntosh  
Clerk

Holme Valley Parish Council

Holmfirth Civic Hall  
Huddersfield Road  
Holmfirth HD9 3AS

Tel: 01484 687460

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

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

*My usual working pattern is Monday to Thursday.*





# Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
- As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed

<b>Name of Organisation</b>	Holmfirth Forward
<b>Amount of award</b>	300
<b>Purpose for which the grant was awarded (Maximum 20 words)</b>	To contribute to funding the first Holmfirth Pride event, organized in response to a homophobic attack (Please note other grants were obtained so the events' total costs shown below were covered.)

## The Story of Your Project

- *Tell us what you did with the money awarded to you (Maximum 500 words)*
- *Attach a few photos*

•  
**A evening event on Saturday 7<sup>th</sup> June & afternoon/ evening event on Sunday 8 June 2025**

Key events:

- Rainbow scavenger hunts, drag bingo sessions, and a queer art exhibition highlighting local talent
- Town-wide participation: Around 65 local businesses displayed bunting, and passers-by chalked positive messages on pavements ("love" and hearts).
- Music & entertainment: Local performers like Bongo Dave, Maya Pinion, and "Captain Smash" took to the stage.

Over 65 local businesses displayed rainbow bunting , created Pride window displays and messages of welcome

Organisers reported being moved to tears by the turnout; described the event as a "heartwarming" and uplifting way to turn negativity into unity

**Feedback included:**

- “First time at a pride and it was in my bf’s small hometown ... the support and turnout was just incredible ... the euphoria of seeing so much support was overwhelming.”
- “Holmfirth is a really nice town ... it certainly comes across in a way that you would be welcome there.”
- “Grateful to see families, friends, pets – everyone joining in in what was a fantastic inclusive event for the town”
- “Didn’t expect drag bingo to be so much fun!”
- “The turnout gave me chills – real community strength”
- “So glad the whole town embraced rainbows and acceptance after such a horrible incident.”
- “Holmfirth is above love and acceptance and welcomes everyone. We don’t want hate here and this event showcased that!”

#### Outcomes & future plans

- Organisers plan to repeat the event next year given overwhelming positive feedback subject to funding.
- Strategic aim: show that Holmfirth supports inclusivity and will not tolerate hate

### The Story of Your Project contd.

## What you achieved

#### What were the benefits of your project? (Maximum 500 words)

For a modest cost and given the short time available to organise the event, it was an overwhelming success.

The benefits included:

Emotional resonance: Participants said the event moved them to tears—highlighting how the community “rallied together” against hate.

Symbolic unity: The visible commitment of storefronts and residents sent a clear message: “everybody belongs, we will not tolerate hate”.

#### Who benefited from the project? (Maximum 200 words)

65 businesses were part of a town centre event. This drew the attention of the national media and was reported on the BBC web site...

The event had wide social media coverage.

The message ‘Holmfirth does not tolerate homophobic (or any form of ) hatred. Everyone is welcome, no matter who you love.’ was broadcast widely and received strong support.

#### How many people benefited? (Maximum 200 words)

A large number of people enjoyed the celebration and took part in the events that ran across town.

More importantly, it added to a deeper benefit to the town’s reputation of being a welcoming place to go.

#### Was the project

Yes, aimed at supporting the LGBTQI+ community following a

<b>inclusive?</b> How were marginalised groups (elderly, disabled, young people etc) able to participate?	homophobic attack which left a young man injured and suffering longer term consequences
<b>Reflecting on climate change, did the project address any aspects of the climate emergency? How?</b>	The event made limited use of non-recyclable materials
<b>Did you achieve what you were trying to do?</b> (Maximum 200 words)	Yes. The strategic aim was show that Holmfirth supports inclusivity and will not tolerate hate  Organisers plan to repeat the event next year given overwhelming positive feedback subject to funding.

## Finance and Expenditure

*We ask groups to retain their receipts and invoices, and to keep a record of what they've spent for auditing purposes*

<b>Grant awarded</b>	<b>£</b>
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Date	Description of expenditure (use another sheet if necessary)	Amount
	Bongo Dave	400
	Drafty Devilz	150
	Hilary - bunting & decorations	296.84
	[REDACTED]	200
	Print Pod	162
	[REDACTED]	75
	Sass & the Groove	200
	Nellies	350
	Drag artist costs + travel (Maya)	612
	Drag Satiater [REDACTED]	100
		<b>£</b>

	<b>Total expenditure</b>	<b>£ 2,545.84</b>
	<b>Amount of grant remaining (if any)</b>	<b>£</b>

***Any amount of the award unspent may have to be returned to the Parish Council***

<b>Person completing this form</b>		<b>Date</b>	
<b>Position in organisation</b>			

Send the completed application form, together with all supporting documentation, preferably in PDF format to: [deputyclerk@holmevalleyparishcouncil.gov.uk](mailto:deputyclerk@holmevalleyparishcouncil.gov.uk)

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

**Have you considered inviting a Member of the Parish Council to come and see your project and how your grant money has been spent? Why not give the Parish Council a ring and arrange a visit 01484 687460?**



## HOLME VALLEY PARISH COUNCIL

K

### TRAINING REPORT

*Please complete this feedback form and forward to the Clerk either by email or paper copy as soon as possible and within six weeks of the training being completed.*

Name of councillor/officer	CLLR SARAH WHITELOW
Title of training attended	NATURES FUTURE
Training provider	UNIVERSITY OF EAST ANGLIA AND NATURAL ENGLAND
Date of training	SATURDAY 24 JANUARY 2026
Main points of training worth feeding back to Council	<p>Understanding the role of research in relation to policy development – in this particular case, the use, protection and value of the natural environment.</p> <p>An effective Model of training – workshop, interactive response session, team working, structure which enables consideration of the macro/global through the local/individual/personal</p> <p>Opportunities for networking and knowledge/relationship building.</p>
Do you recommend this training for other councillors/officers?	I would recommend keeping 'abreast' of this research project – the session I attended was the first and a pilot. I expect there to be further opportunities to 'engage', particularly with key workers in Nature 'care, e.g. Derbyshire Wildlife Trust, Natural England .. vis Climate Change and Nature
Actions to be taken as a result of the training	I will keep in touch with the researchers and feedback any information which may help HVPC in planning and

Received by Clerk on: \_\_\_\_\_

Noted at FULL COUNCIL/STAFFING COMMITTEE on: \_\_\_\_\_

	delivering, and developing Climate and Nature related projects, practices and policies.
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*Please include resources received at the training to the Clerk for attaching to the evaluation.  
Completed training reports for Councillors will be noted at a meeting of the FULL COUNCIL.  
Training reports for officers will be received by the STAFFING COMMITTEE.*

*A statement regarding training received across the year will be received at the ANNUAL COUNCIL MEETING held in May each year.*

## The Future of Local Democracy

Burnett, Amy ; Leman, Jason ; Ozarow , Daniel

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# The Future of Local Democracy – Devolution and the Need to Empower Town and Parish Councils – December 2025

## Report Summary

### Local Policy Innovation Partnerships Hub

Dr Amy Burnett (Middlesex University/LPIP Place Fellow) Dr Jason Leman (Citizen Network) and Dr Daniel Ozarow (Middlesex University) reflect on key issues related to the role of town and parish councils, and how this can be amplified in discussions on devolution under the current Labour government. This discussion paper explores the roles and capacities of this smallest scale of government to deliver meaningful democratic action at the ‘hyper-local’ level. This is a particularly topical debate in light of The [English Devolution and Community Empowerment Bill](#), which underpins the government’s reforms devolve powers to local government.

The authors build on the debates raised in the National Association of Local Councils (NALC) [Power Shift Conference](#) on 23rd June 2025, where its members and local government experts came together to discuss how the current devolution measures might affect town and parish councils. This document highlights the potential of parish and town councils to be leaders of this approach. It acts as a checklist for policy-makers, practitioners, and local government at all scales to consider an integrated approach to reflection, resourcing and measurement. The following is a summary of the key points of the report.



#### Importance of Town and Parish Councils in Devolution

Town and parish councils are essential place-based, locally-driven institutions that can reflect and voice diverse community cultures that are crucial for supporting local action.



**Key Takeaway:** Town and parish councils are ready-made governance structures to bridge local and strategic goals within the devolution framework. Raising the profile of the sector may attract more diverse and skilled councillors and staff. However, it is important to consider the need to balance the complex situation of the expectation to ‘do more with less’ and that town and parish councillors are volunteers.



#### Risks of Current Devolution Proposals

Current devolution proposals that create unitary councils risk distancing democracy from the public. This may create gaps between the "local" government layer of town and parish councils and the "meso" government layers of unitary and strategic authorities, perpetuating "David and



Goliath" battles. This includes between urban and rural areas, large organisations (public and corporate) and local communities, regional interests and local interests.



#### Key takeaway

Unitary and strategic authorities, alongside public services, need to invest in genuinely supporting the local layer of government and effectively building connections underpinned by transparent and honest relationships.



### The Potential of Technology

Technology, including Artificial Intelligence (AI) and Large Language Models (LLMs), can be leveraged to analyse council minutes for themes, key actions, and funding opportunities. This would support the ability of councillors and the public to engage, alongside reducing the burden on staff. This could be particularly helpful in assessing complex documentation (such as those relating to planning applications). Digital platforms for place-based mapping of local issues and livestreaming meetings could also support the work of town and parish councils.



#### Key takeaway

Investment in technology pathways, developed alongside local authorities and community groups, would assist the capacity of town and parish councils to engage the public and deliver services.



### Resourcing Community Action

Town and parish councils, despite funding constraints, possess significant power under the General Power of Competence from the Localism Act (2011) – if certain conditions are met (such as having a trained Clerk). Examples like Frome Town Council demonstrate how strong leadership can lead to transformative actions in sustainability, food justice, and placemaking by building community capacity. However, not all town and parish councils have the capacity to gain these additional powers or don't have the same necessary mix of experience and resource to replicate 'pioneering' communities. Regenerative funding models supporting social and environmental goods could help to encourage proactive and positive outcomes linked to multiple dimensions of value.

#### Key takeaway



The capacity building of town and parish councils is critical. The strengthening of social value measures in public procurement could direct increased funding towards the town and parish council sector. This would effectively resource local supply chains that complement and enhance devolution and community empowerment. The celebration of innovation in its various forms should be recognised through peer-to-peer support networks, including the 'wins' of rural and smaller communities. For example, through cross-boundary thematic working groups and knowledge exchange.



### Power and Inclusion in the Parish

There is a need for town and parish councils to critically reflect on who exercises power and influence within the community, and how to foster greater inclusion. Examples of where town and parish councils have successfully used democratic innovations such as community assemblies or participatory budgeting processes need to be built upon (including lessons learning from what works and doesn't work).



### Key takeaway

Future 'model standing orders' should consider how democratic innovations and flexibility in decision-making could be embedded in town and parish councils (i.e. to invite greater public participation). The legislation on decision making processes need to allow for bottom-up learning loops that meaningfully consider community voice.



# Holme Valley Parish Council

## Meeting Schedule- April 2026 to May 2027



MEETING SCHEDULE 2026-7 V2			
DATE	MEETING	TIME	CLERK
QUARTER 2			
6 April	School Holiday		
13 April	Staffing Committee 1	1900HRS	JM
20 April			
27 April	Planning Committee 1	1900HRS	GS
4 May	Bank Holiday		
11 May	FREE BEFORE COUNCIL		
18 May	ANNUAL COUNCIL (1)	1900HRS	JM/RM/GS
25 May	Bank Holiday		
1 June	Finance and Management Committee 1 AGAR	1900HRS	RM/JM
8 June	Service Provision Committee 1	1900HRS	JM
15 June	FREE BEFORE FULL COUNCIL		
22 June	COUNCIL 2 AGAR	1900HRS	JM/RM/GS
29 June	Planning Committee 2 HONLEY LIBRARY TBC	1900HRS	GS
QUARTER 3			
6 July	Holmfirth Art Week – Civic unavailable		
13 July	Holmfirth Art Week – Civic unavailable		
20 July	Staffing Committee 1	1900HRS	JM
27 July	Planning Applications Sub-Committee 1 via Zoom	1900HRS	GS
27 July	School Holiday		
3 August	School Holiday		
10 August	Finance and Management Committee 2	1900HRS	RM/JM
17 August	Planning Committee 3	1900HRS	GS
24 August			
31 August	Bank Holiday		
7 September	FULL COUNCIL 3	1900HRS	JM/RM/GS
14 September	Planning Applications Sub-Committee 2 via Zoom	1900HRS	GS
21 September	Service Provision Committee 2 – grants (Q3)	1900HRS	JM
28 September	Finance and Management Committee 3- grants	1900HRS	RM/JM
QUARTER 4			
5 October			
12 October	Planning Committee 4	1900HRS	GS
19 October	FULL COUNCIL 4	1900HRS	JM/RM/GS
26 October	School Holiday		
2 November	Staffing Committee 2 - budget	1900HRS	JM/RM
9 November	Planning Committee 5 - budget	1900HRS	GS/RM
16 November	Service Provision Committee 3 (Q4) - budget	1900HRS	JM/RM
23 November	FREE TO ASSEMBLE DRAFT BUDGET		
30 November	Finance and Management Committee 4 – budget	1900HRS	RM/JM
7 December	Planning Applications Sub-Committee 3 via Zoom	1900HRS	GS/RM
14 December	COUNCIL 5- budget	1900HRS	JM/RM/GS
21 December	School Holiday		
28 December	School Holiday		

Agendas published on the Council Website three working days prior to the meeting.  
[clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)

# Holme Valley Parish Council

## Meeting Schedule- April 2026 to May 2027

MEETING SCHEDULE 2026-7			
V2			
DATE	MEETING	TIME	CLERK
QUARTER 1			
4 January 2027	FREE FOR AGENDAS TO BE PREPARED		
11 January	Planning Committee 6	1900HRS	GS
18 January	Finance and Management Committee 5 - precept	1900HRS	RM/JM
25 January	FREE BEFORE COUNCIL		
1 February	COUNCIL 6- precept	1900HRS	JM/RM/GS
8 February	Planning Applications Sub-Committee 4 via Zoom	1900HRS	GS
15 February	School Holiday		
22 February	Service Provision Committee 4	1900HRS	JM
1 March	Finance and Management Committee 6 - Grants	1900HRS	RM/JM
8 March	Planning Committee 7	1900HRS	GS
15 March	FREE BEFORE COUNCIL		
22 March	Annual Parish Meeting COUNCIL 7 - grants		JM/RM/GS
29 March	School Holiday		
QUARTER 2			
5 April	Planning Applications Sub-Committee 1 via Zoom	1900HRS	GS
12 April	Staffing Committee 1	1900HRS	JM
19 April			
26 April			
3 May	Bank Holiday		
10 May	Planning Committee 1	1900HRS	GS
17 May	ANNUAL COUNCIL (1)	1900HRS	JM/RM/GS
24 May			
31 May	Bank Holiday		

NOTES
Full agendas and papers for each meeting are published on the HVPC website 3 working days prior to the meeting.
All meetings are meetings held in public– members of the public are welcome to attend. Every meeting begins with a public session where any member of the public can have up to 3 minutes to share information/comment. Contact the Clerk for more information.
Meetings are on Monday evenings and start at 7pm, unless otherwise stated.
Meetings are in the Exhibition Room, Top Floor, Holmfirth Civic Hall, unless otherwise stated.
Annual Parish Meeting (of electorate) to be held between 1 March and 1 June.
In an election year the Annual Council Meeting is to be held between 4 and 14 days after polling day.
Service Provision meets 4 times a year; Planning meets every 8 weeks if possible; Staffing meets 3 times a year or as needed; Finance and Management and Full Council generally alternate month on month.
Meetings are clerked by the lead initials of officer(s) listed with any additional officer in attendance as indicated. JM=Mrs Jen McIntosh (Clerk); RM=Mr Rich McGill (Deputy Clerk/Responsible Financial Officer):GS=Mrs Gemma Sharp (Assistant Clerk).

Agendas published on the Council Website three working days prior to the meeting.  
[clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)

# Holme Valley Parish Council

## Councillor Briefing Note: Safeguarding Responsibilities

### Purpose

This briefing provides councillors with a clear understanding of their safeguarding responsibilities and the council's procedures.

### Why safeguarding matters

Holme Valley Parish Council interacts with the public, owns and leases out a number of community buildings and other assets, commissions activities and gives grants. Councillors therefore have a duty to act if they become aware of a safeguarding concern.

### Your responsibilities as a councillor

- Be alert to signs of abuse or neglect
- Report concerns immediately to the Clerk/Designated Safeguarding Lead
- Never investigate or promise confidentiality
- Record concerns factually using the council's reporting form
- Ensure safeguarding is considered in decision-making, risk assessments, and grant awards
- Challenge unsafe practice or behaviour

### If someone discloses a concern

- Listen without interruption
- Stay calm and avoid expressing shock
- Reassure them they have done the right thing
- Do not ask leading questions
- Report the concern immediately

### Allegations involving councillors or staff

Any allegation must be reported to the Clerk or, if it concerns the Clerk, to the Chair. The council will follow statutory procedures, including contacting the Local Authority Designated Officer (LADO) where children are involved.

### Training

All councillors should complete safeguarding awareness training every three to five years.

# Holme Valley Parish Council

## Draft Safeguarding Policy

### Context

A safeguarding policy for a parish or town council needs to be **clear, proportionate, and firmly rooted in statutory expectations**, while still being practical for a small authority with limited staff. The draft policy which follows aligns with UK safeguarding legislation and best practice.

### 1. Purpose

This policy sets out the Council's commitment to safeguarding children, young people, and adults at risk. The Council recognises its duty of care and its responsibility to promote the welfare of all individuals who engage with council services, activities, or premises.

### 2. Scope

This policy applies to:

- Councillors
- Council employees
- Volunteers acting on behalf of the council
- Contractors and third-party service providers working on council premises or delivering council-commissioned activities

### 3. Legal and Policy Framework

The Council works within the principles of:

- Children Act 1989 & 2004
- Care Act 2014
- Working Together to Safeguard Children
- Keeping Children Safe in Education (where relevant)
- Local Safeguarding Children Partnership (LSCP) and Safeguarding Adults Board (SAB) procedures
- Data Protection Act 2018 and UK GDPR

### 4. Safeguarding Principles

The Council is committed to:

- **Prevention** – creating a safe environment and reducing risk
- **Protection** – responding appropriately to concerns
- **Partnership** – working with statutory agencies and community partners
- **Proportionality** – taking action appropriate to the level of risk
- **Empowerment** – supporting individuals to make informed decisions

- **Accountability** – clear roles, responsibilities, and reporting routes

## 5. Roles and Responsibilities

### Council

- Ensures safeguarding is embedded in governance, risk management, and decision-making
- Re-adopts this policy at each Annual Council meeting
- Reviews this policy every 3-5 years or sooner if legislation changes
- Ensures councillors and staff understand their responsibilities

### Clerk (Designated Safeguarding Lead)

- Acts as the primary point of contact for safeguarding concerns
- Maintains secure records of concerns and referrals
- Liaises with statutory agencies where required
- Ensures staff and councillors receive appropriate training

### Councillors, Staff, and Volunteers

- Must report any safeguarding concern immediately
- Must not investigate or promise confidentiality
- Must follow the council's reporting procedure

## 6. Recognising Abuse

Abuse may include:

- Physical, emotional, sexual, or neglect
- Domestic abuse
- Financial or material abuse
- Discriminatory abuse
- Self-neglect
- Modern slavery
- Organisational abuse
- Online abuse or exploitation

Concerns may arise from:

- Something seen or heard
- A disclosure
- A pattern of behaviour
- A gut feeling supported by observations

## 7. Reporting Procedure

1. **Immediate danger** → Call emergency services (999).

2. **Concern but not immediate danger** → Report to the Clerk/Designated Safeguarding Lead as soon as possible.
3. The Clerk will:
  - Record the concern factually and securely
  - Seek advice from the local authority safeguarding team
  - Make a referral where appropriate
4. If the concern involves the Clerk, report directly to the Chair of the Council.
5. Councillors and staff retain the right to contact statutory services directly if necessary.

## 8. Information Sharing

- Information is shared on a **need-to-know basis** only
- Records are stored securely and separately from general council files
- The Council follows UK GDPR and Data Protection Act requirements
- Safeguarding concerns are exempt from normal confidentiality rules where safety is at risk

## 9. Safe Recruitment

The Council will:

- Use appropriate vetting and reference checks
- Require appropriate DBS checks where roles meet eligibility criteria
- Provide safeguarding induction for new staff and volunteers
- Ensure contractors understand their safeguarding responsibilities

## 10. Training

- Councillors and staff will receive safeguarding awareness training every three to five years
- The Clerk/Designated Safeguarding Lead will undertake enhanced training appropriate to the role

## 11. Managing Allegations Against Staff, Councillors, or Volunteers

- Any allegation must be reported immediately to the Clerk or Chair
- The Council will follow local authority Designated Officer (LADO) procedures for allegations involving children
- The Council will suspend involvement in Council activities where necessary to protect individuals and the integrity of the process
- Confidentiality will be maintained as far as possible

## 12. Use of Council Premises

Groups hiring/leasing Council facilities must:

- Have their own safeguarding policy
- Accept responsibility for safeguarding
- Provide evidence when asked of DBS checks where relevant
- Report any safeguarding incidents occurring on Council premises



### **13. Online and Social Media Safety**

The Council will:

- Moderate its online platforms
- Remove harmful or abusive content
- Avoid publishing personal information about children or vulnerable adults
- Ensure consent is obtained for images or recordings

### **14. Policy Review**

This policy will be reviewed every 3 to 5 years or sooner if legislation or local procedures change.

# Holme Valley Parish Council

## Safeguarding Reporting Form

*(Internal Use Only)*

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### Safeguarding Concern Reporting Form

Date of report:

Time of report:

Name of person reporting:

Role (Councillor / Staff / Volunteer / Contractor):

Contact details:

---

### Details of the Person at Risk

- Name (if known):
  - Age / Approximate age:
  - Address (if known):
  - Contact details (if known):
  - Connection to council activity/premises:
- 

### Details of the Concern

Provide factual, objective information only.

- What happened?
  - When did it happen?
  - Where did it happen?
  - Who was involved?
  - What did you see/hear?
  - Exact words used by the individual (if a disclosure was made):
- 

### Immediate Actions Taken

- Emergency services contacted: Yes / No
- First aid or reassurance provided: Yes / No

- Evidence preserved: Yes / No
  - Clerk/Designated Safeguarding Lead informed: Yes / No
- 

### **People Informed**

- Clerk / Designated Safeguarding Lead:
  - Chair of the Council (if relevant):
  - Police / Social Care:
  - Other agencies/others:
- 

**Signature of person reporting:**

**Date:**

---

### ***For Clerk / Designated Safeguarding Lead Use Only***

- *Date received:*
  - *Action taken:*
  - *Referral made to:*
  - *Case reference number:*
  - *Follow-up required:*
-

# Holme Valley Parish Council

## Public-Facing Safeguarding Statement – for website

Holme Valley Parish Council is committed to safeguarding children, young people, and adults at risk. We believe that everyone has the right to feel safe when engaging with council services, activities, and facilities.

We will:

- Promote a safe and welcoming environment
- Take all safeguarding concerns seriously
- Respond promptly and appropriately to concerns
- Work in partnership with statutory agencies
- Ensure councillors, staff, and volunteers understand their responsibilities

If you have a safeguarding concern relating to council activities or premises, please contact:

### **Clerk / Designated Safeguarding Lead**

Holme Valley Parish Council

Holmfirth Civic Hall

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

Telephone: 01484 687460

If someone is in immediate danger, call **999**.

# Holme Valley Parish Council

## Safeguarding Risk Assessment – Council Activities

Activity/Event:

Location:

Date:

Assessed by:

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### 1. Identified Risks

Risk Area	Examples	Likelihood	Impact	Controls Required
Contact with children or adults at risk	Public events, youth groups	Medium	High	Supervision, awareness, DBS where eligible
Use of council premises by leaseholders/third parties	Leaseholders/hirers without safeguarding policies	Medium	Medium	Require policy, hire agreement clauses
Online engagement	Social media, livestreams	Medium	Medium	Moderation, removal of harmful content
Lone working	Staff/councillors meeting individuals	Low	Medium	Lone-working procedures
Photography/filming	Images of children at events	Medium	Medium	Consent, signage, controlled storage
Allegations against staff/councillors	Complaints or disclosures	Low	High	Clear reporting routes, LADO procedures
Contractors/volunteers	Unvetted individuals	Medium	High	Safe recruitment, supervision

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### 2. Control Measures

- Safeguarding policy in place and reviewed annually
- Clerk as Designated Safeguarding Lead
- Reporting form available at all events
- Staff and councillors trained in safeguarding awareness
- Clear signage for photography/filming
- Hire/lease agreements require safeguarding compliance
- Emergency procedures briefed to all staff/volunteers

- Secure storage of safeguarding records
- 

### **3. Residual Risk**

Low / Medium / High

---

### **4. Review**

- Reviewed by:
  - Date:
  - Next review due:
-

# HOLME VALLEY PARISH COUNCIL - *Keeping our community safe*

## Safeguarding: What To Do If You Have a Concern

### 1. Have you seen or heard something worrying?

A safeguarding concern might involve a **child, young person, or adult at risk**. Take action immediately.

### 2. Is anyone in immediate danger?

**YES** ➡ Call 999 straight away (Police / Ambulance)

**NO** ➡ Report your concern to the Clerk / Designated Safeguarding Lead

#### **Contact:**

Holme Valley Parish Council, Holmfirth Civic Hall, HD9 3AS

Email: [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk) Telephone: 01484 687460

### 3. Record what you know

Use the Safeguarding Concern Reporting Form and write down:

- What happened
- When and where it happened
- Who was involved
- What you saw or heard
- The exact words used (if someone disclosed something to you)

Stick to **facts**, not opinions.

### 4. What happens next?

The Clerk / Designated Safeguarding Lead will:

- Review the information
- Contact Police or Social Care if needed
- Seek advice from safeguarding professionals
- Make a referral where appropriate
- Keep a secure record of all actions taken

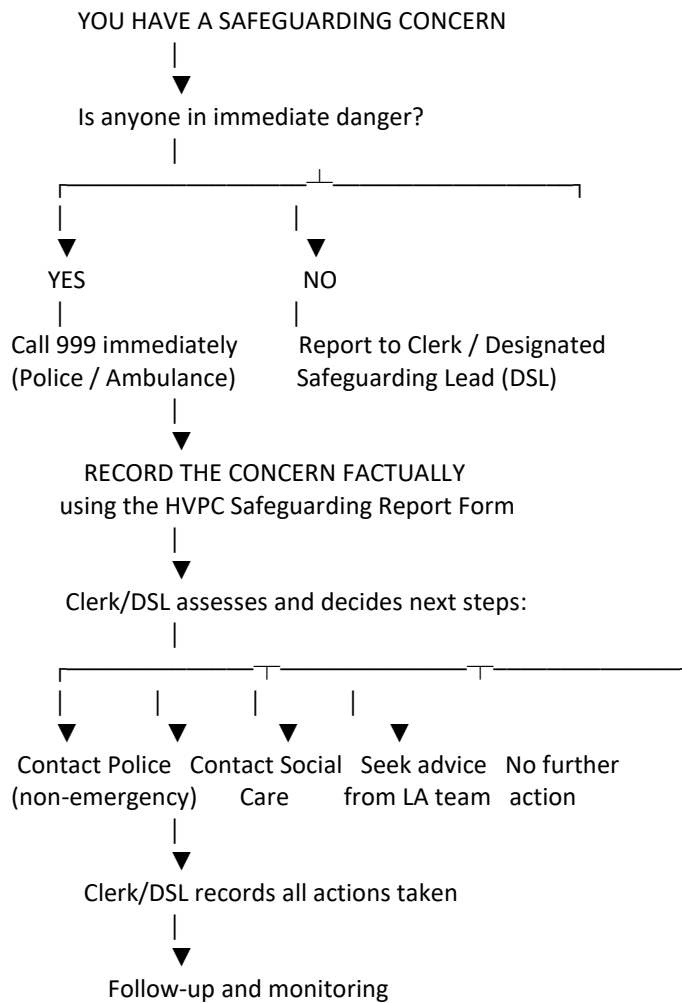
### 5. Your role

**\*Do not investigate   \*Do not promise confidentiality   \*Do not delay reporting**

**\*Do not ignore concerns**

Your quick action could protect someone from harm.

# Safeguarding Concern Flowchart





# HOLME VALLEY PARISH COUNCIL

## SAFEGUARDING: WHAT TO DO IF YOU HAVE A CONCERN

*Protecting children, young people and adults at risk*

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### IMMEDIATE ACTION

Is anyone in immediate danger?

☐ YES

☐ Call 999 immediately (Police / Ambulance)

☐ NO

☐ Report your concern to the Clerk / Designated Safeguarding Lead

#### Contact:

Holme Valley Parish Council

Holmfirth Civic Hall

Email:

Telephone:

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## Communications & Engagement Working Group – Summary & Actions

**Meeting:** 20 January 2026, 1pm

**Location:** Exhibition Room, 3rd Floor, The Civic, Holmfirth

**Attendees:** Cllr Sarah Whitelaw (chair), Cllr Donna Bellamy, Cllr Jenny Holmes, Gemma Sharp.

### 2526 26 Updates on actions from 17 November 2025

Discussion covered progress on digital grant application forms, IT systems review, and early work on policy simplification and website feedback.

#### Actions:

- **GS** to chase progress on embedded digital grant application forms with website provider.
- **GS** to continue review of systems and IT synergies.
- **GS** to work with Clerking team to progress public-facing policy simplification list and identify policies to add a plain English summary/introduction.
- **GS** to produce 6-month website traffic analytics for next meeting to support scoping a website feedback exercise.
- **All members** to come to next meeting with ideas for activity in autumn 2026 to be put to council in March. This would be in lieu of the Big Community Celebration.

### 2526 27 Communications & Engagement Action Plan 2025–2027

The group reviewed progress against the Action Plan and agreed to review and focus priorities in the context of remaining time of the council term.

#### Actions:

- **All members** to review Action Plan and determine priorities for the remainder of the council term ahead of the next meeting.

### 2526 28 Referrals from Full Council and Committees

Discussion focused on the Code of Recommended Practice on Local Authority Publicity and implications for sponsorship and public messaging.

#### Actions:

- **GS** to review the current language where funding contributions are made and align with publicity guidance.
- **GS** to add motion to Full Council to continue the contribution to Huddersfield Hub for the Holme Valley for another year (renewal due March 2026).

- **GS** to obtain reach and audience stats from Huddersfield Hub to support decision making.

### **2526 29          Strategy Session with Social Progress**

Feedback from the December 2025 session with Social Progress was discussed, with agreement to maintain focus on Facebook and develop Instagram, using factual messaging and focused on sharing local information and raising awareness of Parish Council services and activity.

#### **Actions:**

- **GS** to again approach Honley Flyer regarding the possibility of a regular news item for the parish council.
- **GS** to produce a pilot monthly “Round-up” of council activity for January for the website and social media.
- **GS** to update the website profile Bios of Cllrs with input from Cllrs.

### **2526 30          Annual Parish Meeting – March 2026**

Following agreement from council, the group agreed to enhance the APM through targeted invites, showcasing grant recipients and groups that have worked with the council through community partnerships. The Annual Parish meeting part of the evening will be a public meeting to introduce the annual report in the form of a reception with light refreshments and speakers invited from the pool of grant recipients.

#### **Actions:**

- **GS** to draft APM invite list (with support/suggestions from members) and invitation wording.
- **GS** to prepare promotional and supporting materials for APM.
- **GS** to work with the Clerk to organise equipment and catering for the event.

### **2526 31          Budget 2025/26 and 2026/27**

Budget position was noted, including remaining balances and approved allocations for 2026/27.

#### **Actions:**

- No new actions; budget position noted.

#### **Next meeting:**

10 February 2026, 11.30am

## HVPC Communications and Engagement Action Plan 2025-2027

Project or area of work	Progress	Next steps	Likely expenditure	Potential Collaborations	Timeframe
<b>HVPC Website</b>	New website went live in October 2024. Main content all migrated plus new sections on climate action migrated from the CA website. A local services directory is now in place. Transport page added but needs developing. Web developer are exploring ways to integrate the grants application form.	Expand climate action section and look at urban nature reserves, including transport and tourism info. Gather feedback on user experience for possible other improvements. Make Grant Evaluation forms easier to find.	In house time only		Run analytics and gather feedback January 2026 onwards
<b>Signage and Banners</b>	3 pull up banners designed and purchased by Assistant Clerk.	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	3 banners now in place, approx. £150 expenditure		
<b>Printed “What HVPC Does” leaflet</b>	Second version with updated branding to was produced in time for BCC 8/11/2025. Information is evergreen so can continue to be used for many months.				
<b>Communication screen</b>	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		Pause pending the outcome of decisions regarding the Gartside Building.

## HVPC Communications and Engagement Action Plan 2025-2027

			budget for comms is currently £5k		
<b>Social Media</b>	<p>Developed presence on Facebook. Instagram account reactivated Dec 2025 as recommended by Social Progress to coincide with production of local tourism videos.</p> <p>Social media strategy session held in Dec 2025 and training booked for late January 2026 with social Progress.</p>	<p>Explore expansion into other platforms such as LinkedIn. Develop Instagram presence.</p> <p>Continue to support roll out of local tourism videos.</p>	Proposal from Social Progress accepted at £1,000	Social Progress	<p>Roll out of tourism videos Dec 2025 onwards.</p> <p>Review outcomes from Social Progress strategy session Jan 2026.</p>
<b>Plaques and QR codes for HVPC assets such as benches and bus shelters</b>		Review	Initial research indicates metal or plastic plaques will cost approx. £5-£10 per plaque plus additional costs to fit. Approx 200 plaques will be needed to cover all benches and bus shelters	Maintenance Contractor	Start research into costings and possible suppliers Early 2026
<b>Councillor outreach activity</b>	Cllr presence at community events such as festivals and Holney Show. Some work has also been done to do public consultation such as at Sands and Local Plan reference group.	<p>Review approach to councillor visibility and learn from other parishes.</p> <p>Publicise that councillors are available to come and speak at events or schools.</p>			From Jan 2026
<b>The Big Community</b>	Completed for 2025, next is planned for 2027	Planning for 2027 event to begin early 2027.			Early 2027.

## HVPC Communications and Engagement Action Plan 2025-2027

<b>Celebration 8<sup>th</sup> November 2025.</b>		Cllrs to identify work in 2026 to best make use of available resources.			
<b>Cllr blogs</b>	Cllr blog and video interview published Summer 2025 Cllr visits to grant recipients shared as news items ongoing.	Review			Ongoing – Ad-hoc
<b>Monitoring of engagement strategies</b>	The Council has both a Communications Policy and Communications strategy.  A policy on social media and escalation procedure for vexatious communications was approved at Full Council on 20 Oct 2025.	Review & consider a feedback survey. Plans to create eNewsletter or monthly round-up, A ‘Sign up’ form will also be able to be integrated in the HVPC website. Consideration for a print news letter to be considered at next C&E group meeting. The Urban Nature Reserves working group are considering an eNewsletter as part of their work.			eNewsletter/round up to be actioned from Spring 2026 onwards
<b>Review of Collaboration and Community Engagement activities, Review Parish ‘image’ and presence</b>	The Database has been cleaned up and can support a monthly eNewsletter. Identifiable users/email address will need to “opt-in”. The Database was used for inviting groups to the Big Community Celebration.	As above			As above
<b>Establish Publicly accessible PC activities Calendar</b>	The meetings calendar is now available on new website.	Further events to be explored as part of website development.  Signposting to other community events can be done via the local directory on the website.			Meetings calendar complete.  Directory launched August 2025

## HVPC Communications and Engagement Action Plan 2025-2027

<b>Improve visibility of Parish Council at the Civic</b>	Dawn is exploring the possibility of expanding the HVPC branded presence in the foyer with the Civic trustees to coincide with the development work in the foyer.	Some of the work of the Civic visioning may include this.			Interim foyer presence – Autumn 2025  Redevelopment of the Civic is much longer term.
<b>Review use of HD9 and Tito ‘booklets’, and other printed news in the Valley</b>	Reduced presence in Tito to 4 times per year	Investigate the “Honley Flyer” Recommend to continue with village newsletters.			
<b>Annual Parish Meeting</b>	Awards were changed to the Big Community Celebration in 2024 – However there remains an opportunity to make more of the Annual Parish Meeting.  Initial proposal for a community receptions was approved by Full Council in Oct 2025. Event will be a sharing of the work of community groups.	Define event format and finalise invite list.	No budget was planned or allocated for this in the year 2025/26 so any required expenditure will need to come from savings elsewhere within the budget line and existing APM budget.		Action from Jan 2026 to March 2026.
<b>Live streaming meetings</b>		Investigate feasibility and equipment required for better quality audio/visual output.  Investigate similar parishes and hybrid set up in Scotland and Wales.			By end of council term.



## **Contract of Employment for Jen McIntosh Holme Valley Parish Council**

**Role; Clerk and Proper Officer**

for the Holme Valley Parish Council

This contract of employment ("the contract") contains the main terms and conditions of your employment with Holme Valley Parish Council ("the Council"). It includes all the written particulars required by the Employment Rights Act 1996.

**THE EMPLOYER::** Holme Valley Parish Council  
Civic Hall  
Holmfirth  
HD9 3AS

**THE EMPLOYEE:** Jen McIntosh  
**DATE OF ISSUE:** 16/08/201

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**1. COMMENCEMENT DATE**

- 1.1 Your employment with Holme Valley Parish Council began on..16 August 2021

**2. CONTINUOUS SERVICE**

- 2.1 Subject to 2.2 below, no period of employment before the commencement date counts as part of your period of continuous service.
- 2.2 For the purposes of entitlements to annual leave, sick pay arrangements, and maternity arrangements, continuous service includes continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies.

**3. CONDITIONS OF SERVICE**

- 3.1 The National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services ("the Green Book") applies to your employment save as amended by this contract.

**4. PROBATION**

- 4.1 Your appointment is subject to satisfactory completion of a probationary period of 6 months.

**5. JOB TITLE**

- 5.1 You are employed as Clerk and Proper Officer.

**6. JOB DUTIES**

- 6.1 You are expected to perform all duties which may be required of you as set out in the attached job description.
- 6.2 The Council may from time to time wish to amend your job description. You may be required to undertake other duties to meet the requirements of the job.

**7. DECLARATION OF OTHER EMPLOYMENT**

- 7.1 You shall not undertake other employment without the Council's written consent. Such consent shall not be unreasonably withheld.

## 8. PLACE OF WORK

### Working from the Council's premises

- 8.1 Your usual places of work are:  
The Council Office, Holmfirth Civic Hall, Huddersfield Road, Holmfirth  
HD9 3AS.  
Council Meeting will be at the same address.

## 9. SALARY

- 9.1 Your salary is £32,234 per annum Pro rata ( £21,779 for 25 hours)  
being the current salary point SCP 28 within the range in scale 24 to28  
as set out in the 2020-21 NJC Salaries and Conditions of Service of  
Local Council Clerks in England and Wales.
- 9.2 Subject to satisfactory performance, you will progress automatically  
through the range in salary scale by annual increments until you reach  
the maximum salary in the range. Your first increment will be payable on  
1st April 2020 and thereafter on the 1st April each year until you reach the  
maximum of the scale. The Council may withhold an increment if it is  
considered that performance fell below the level expected, following an  
annual appraisal, or award an additional increment for exemplary  
performance if it chooses to do so.
- 9.2 One salary point will be added to your salary, up to a maximum of  
four points, for success in obtaining or already holding any of the following  
relevant qualifications:
- The Certificate in Local Council Administration
  - Certificate of Higher Education in Community Engagement and  
Governance - Level 1 or equivalent qualification previously awarded  
by the University of Gloucestershire
  - the Certificate of Higher Education in Community Engagement and  
Governance or equivalent qualification previously awarded by the  
University of Gloucestershire
  - the Diploma in Higher Education in Community Engagement and  
Governance or equivalent qualification previously awarded by the  
University of Gloucestershire
  - BA (Hons) Degree in Community Engagement and Governance or

equivalent qualification previously awarded by the University of Gloucestershire.

- 9.3 Your salary will be paid to you by bank transfer to your bank or Building Society on 15th of each month.

## 10. EXPENSES

- 10.1 The Council shall reimburse you at NJC rates in force at the time for mileage incurred in the performance of Council business ("mileage expenses") provided that mileage expenses have been approved by the Council.
- 10.2 The Council shall reimburse you for other expenses which may include overnight accommodation, meals and fares incurred in the performance of Council business ("other expenses") provided that the other expenses have been receipted and approved by the Council.
- 10.3 You will be provided with a copy of the Council's expenses policy.

*YLCA note: YLCA believes that there should be no need for members of the public to visit the home of the clerk and that this practice should be avoided where possible. The public can attend council meetings and can correspond with the authority in various ways. If the council receives a request for the inspection of council documents, this should be arranged by appointment, be done in a public place ie the village hall and the council should ensure that two council representatives are present during the inspection.*



## **11. APPRAISAL**

- 12.1 You will receive an annual appraisal.

## **12. HOURS OF WORK**

- 13.1 You are required to work 25 hours per week in a flexible manner including evening work to cover council meetings.

## **13. ADDITIONAL HOURS**

14.

### **For employees who are paid at or below salary point 28**

- 14.1 If you work more than your normal working hours, then subject to the Council's approval, you will be reimbursed at the appropriate NJC rate for these hours or you may take time off in lieu at a time to be agreed between you and the Council.

**OR**

### **For other employees**

- 14.1 If you work more than your normal working hours, then subject to the Council's approval, you may take time off in lieu at a time to be agreed between you and the Council.

## **15. ANNUAL LEAVE**

- 15.1 Subject to clause 2.2 of the contract, the calculation of your annual leave commences from the first day of your employment. You are entitled, in addition to the normal bank and public holidays, to 21 working days' leave in each leave year (pro rata for part time employees).
- 15.2 In addition to normal bank and public holidays, you will be entitled to two extra statutory days.
- 15.3 Your leave entitlement will increase to 25 working days per year (pro rata for part time employees) when you have five years' continuous service immediately prior to the commencement of the leave year.
- 15.4 If your employment commenced or terminates part way through the leave year, your leave entitlement will be calculated on a pro rata basis. Deductions from your final salary payment will be made for any leave taken in excess of your entitlement.



- 15.5 Annual leave must be taken at times agreed with the Council. You may carry forward up to 5 days' leave into the following leave year, subject to the approval of the Council.

## **16. SICKNESS ABSENCE**

- 16.1 If you are absent from work on account of sickness or injury, it is your responsibility to inform the Council of the reason for your absence as soon as possible, but no later than the end of the working day on which the absence first occurs.
- 16.2 You will be provided with a copy of the Council's sickness absence policy.
- 16.3 The Council shall have the right at any time to require you to submit to examination by an independent medical practitioner selected by the Council, to obtain a confidential report on your condition from such practitioner and to discuss with such practitioner the findings of his/her examination and his/her prognosis of your likely recovery and or fitness to resume work and any recommended treatment.

## **17. SICK PAY**

- 17.1 Provided that you comply with the Council's sickness absence policy, you will receive sick pay when you are absent from work because of sickness, as follows:

during 1st year of service	• one month's full pay and (after completing 4 months' service) 2 months' half pay
during 2 <sup>nd</sup> year of service	• 2 months' full pay and 2 months' half pay
during 3 <sup>rd</sup> year of service	• 4 months' full pay and 4 months' half pay
during 4 <sup>th</sup> & 5 <sup>th</sup> - year of service	• 5 months' full pay and 5 months' half pay
after 5 years' service	• 6 months' full pay and 6 months' half pay

## **18. MATERNITY /PATERNITY /ADOPTION LEAVE**

- 18.1 Your entitlement to maternity/paternity/adoption leave is as set out in the relevant legislation.

## **19. INJURY OR ASSAULT**

- 19.1 In the event of death or permanent disablement arising from a violent or criminal assault suffered in the course of employment then all insurance payments will be made in accordance with paragraph 7 of Part 3 of the Green Book.

## **20. PENSIONS**

- 20.1 The Council is a member of the Local Government Pension Scheme, which operates a contributory pension scheme which you will join. Details of which are contained in the separate booklet provided.



## **21. NOTICE OF TERMINATION OF EMPLOYMENT**

### **During probationary period**

- 21.1 Either party may terminate the contract by giving one week's notice in writing.

### **After completion of probationary period**

- 21.2 The length of notice which you are obliged to give to the Council to terminate your employment is one month in writing.
- 21.3 The length of notice which you are entitled to receive from the Council to terminate your employment is four weeks in writing until you have been continuously employed for four years and thereafter such notice entitlement increases by one week for each year of continuous service until you have completed twelve years of continuous employment after which time you will be entitled to twelve weeks' notice.
- 21.4 Within one week of the termination of your employment you are required to surrender to the Council all Council property including computers and other electronic devices and any documents and other materials, including copies that you have been holding on behalf of the Council. You shall irretrievably delete from all your personal electronic devices all property of the Council and shall produce evidence of such as the Council may require.

## **22. DISPUTE RESOLUTION**

- 22.1 You have been provided with a copy of the Council's grievance and disciplinary procedures.
- 22.2 If you have a grievance arising from your employment, you should raise it with the Chairman of the Staffing Committee. If you are dissatisfied with any disciplinary decision made against you, you should raise it with Chairman of the Staffing Committee.

## **23. HEALTH AND SAFETY**

- 23.1 You have a duty to ensure the health and safety of yourself and others. You must also co-operate with the Council so that it can comply with its health and safety obligations.
- 23.2 You will be given a copy of the Council's Health and Safety Policy.

## 24. EQUAL OPPORTUNITY POLICIES

- 24.1 You must comply with the Council's Equal Opportunity Policies. You will be given a copy of these Policies.

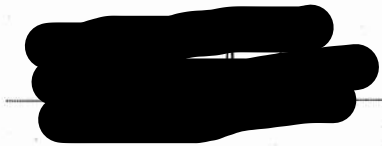
## 25. TRAINING AND DEVELOPMENT

- 25.1 The Council shall be responsible for the costs associated with any training and development that it considers necessary. This may include the cost of training and development courses or examinations, and payment of mileage expenses and other expenses in accordance with the Council's expenses policy. Where the Council considers it necessary, it shall give you reasonable paid time off for study.

## 26. INDEMNITY

- 26.1 The Council undertakes to indemnify you against any actions of commission or omission that are authorised by the Council.

Signed:



Dated:

22-11-2021

Name:



Signed for and on behalf of Holme Valley Parish Council

Signed:



Dated:

22/11/21

Name:





## **SPECIMEN JOB DESCRIPTION –**

### **CLERK TO THE COUNCIL**

#### **Overall Responsibilities**

The Clerk to the Council/Town Clerk will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. \*The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. \*The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. \*The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

#### **Specific Responsibilities**

To monitor the work of the deputy clerk/ RFO who manages the council finances,

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to ensure that the Council's obligations for Risk Assessment are properly met.

1. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval. \*Other than where such duties have been delegated to another Officer.
2. To attend all meetings of the Council and all meetings of its committees and sub-committees. Other than where such duties have been delegated to another Officer.
3. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
4. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
5. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators

and specialists in particular fields and to produce reports for circulation and discussion by the Council.

6. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
7. To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
8. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
9. To act as the representative of the Council as required.
10. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
11. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
12. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
13. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
14. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.
15. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.





**clerk@holmevalleyparishcouncil.gov.uk**

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**From:** Cllr Charles Greaves [REDACTED]  
**Sent:** 18 January 2026 13:46  
**To:** clerk@holmevalleyparishcouncil.gov.uk [REDACTED]  
**Subject:** Kirklees Council funding boost

Hello – please share with members so that they understand the funding uplift and how it will (and won't) affect Kirklees activity. Thanks, Charles

STARTS

The Government has announced that over the next 3.5 years it is giving Kirklees a funding boost of £146M.

But that doesn't mean that the Government is actually giving £146M of the money or that Kirklees planned budget now has an extra £40M a year. As usual it is more complicated than the headline !

£73M will come from Kirklees Ratepayers who will have to have 5% pa council tax rises – so council tax will go up by over 21% by May 2029. That will be extra £500 a year on a Band D property from the current rates.

£23M is coming from local businesses having to pay higher rates.

£50M is actually coming from Government.

Of the £50M - £15M of this is ring-fenced for specific use, and £20M of it was already factored into the current budget – but that does mean that Kirklees is getting a total of an extra £15M over the next 3.5 years that it hadn't expected. Kirklees can use this money how it wants to but it has said that it intends to use it to increase reserves and to cover any additional unplanned demand pressures.

It is still good news overall as this extra money will help Kirklees to get ahead of the cuts and changes that are needed – and knowing what the funding will be for the next 3 years really does help in planning service delivery and being able to implement cost savings and transformation programmes – but it does mean that residents are going to see their council tax continue to go up.

ENDS



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This email and any attachments are confidential. If you have received this email in error – please notify the sender immediately, delete it from your system, and do not use, copy or disclose the information in any way. Kirklees Council monitors all emails sent or received.

# You are in a PSPO ZONE

## PUBLIC SPACE PROTECTION ORDER

The following regulations apply in this area:



No begging



No loitering



No cat calling



No street drinking



No return within 24-hrs if asked to leave



No feeding of birds or vermin



No urinating or defecating in public places



No nuisance vehicles



No temporary structures  
e.g. tents, stalls, gazebos



No dog fouling



Must have means to pick up after your dog



Dogs must be on leads

A breach of a PSPO is a criminal offence and can result in being issued a Fixed Penalty Notice fine. If the Fixed Penalty Notice is not paid you could be prosecuted facing a maximum fine of £1000 from the Magistrates Court. This order does not apply to assistance dogs.



Full detail of the PSPOs in place in Kirklees can be found at [www.kirklees.gov.uk/PSPO](http://www.kirklees.gov.uk/PSPO)