Holme Valley Parish Council

25th November 2025

To all Members of the Finance & Management Committee

You are hereby summoned to attend a meeting of the **Finance and Management Standing Committee** to be held at **HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH HD9 3AS** on **MONDAY 1st December 2025** at **7pm** to transact the following business -

- AGENDA – (A)

	Welcome	**7.00 pm**
	Public Question Time Prior to the commencement of the business session of the Council, there will be an open session lasting 15 minutes, for members of the public to speak to the Council.	
2526 65	**Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014** As Local (Parish & Town) Council meetings can now be recorded, the Chair to check if anybody wishes to record the meeting, to ensure reasonable facilities can be provided. The Officer will be recording the meeting in video format for upload to the Parish Council's YouTube channel.	**7.15 pm**
2526 66	**To accept apologies for absence** **To note**, the absences from the meeting. **To receive**, apologies for absence given in advance of the meeting; these to be recorded in the minutes. **To consider**, the approval of reasons given for absence by Members.	**7.16 pm**
2526 67	**To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda**	**7.17 pm**
2526 68	**To consider written requests for new DPI dispensations**	**7.18 pm**
2526 69	**To consider whether items on the agenda should be discussed in private session**	**7.19 pm**
2526 70	**To confirm the Minutes of the previous Committee meeting** - To note the Minutes of the Finance & Management Committee Meeting held on 29 September 2025, numbered 2526 45 to 2526 64 inclusive. **(B)**	**7.20 pm**

Matters arising arising from the last meeting/minutes:

1. All the grant awards from September were paid in early November 2025. The awards could not be paid in October due to the Parish Council's levels of general reserves being inadequate at that time. Paying those awards in October would also have meant all funds in the Parish Council's current account being used up. Once the second instalment of the Precept was received, the current account was replenished as were general reserves, allowing the awards to be paid.

2. Members will remember that the Parish Council trialled a new approach to "gifting" items to community groups so as to reclaim VAT on those gifts. Two grant applicants were gifted items rather than being awarded money. These were Holmbridge Cricket Club (for picnic tables and seating) and Upperthong Village Hall (for steps to the hall). The RFO/Deputy Clerk reports that these transactions went smoothly with little additional work for the officers. The Parish Council was able to save £823.45 on these two gifts (against what would have been paid if a cash award had been made). The RFO/Deputy Clerk did contact other groups awarded grants to find out if similar arrangements were possible with them. None were readily practicable. The organisation installing a heat pump advised that VAT is not currently incurred on such purchases. One other organisation said that the financially beneficial arrangements they had with their supplier would be compromised by new negotiations involving the Parish Council. The Sailing Club reported that most of their works were done in-house for free by members. Although there was some possibility of reclaiming VAT on materials, parts and equipment, the RFO/Deputy Clerk did not consider this an easy win, so this was not pursued.

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

2526 71 Resignation of a Committee Member 7.30 pm

To note, the resignation of Cllr Barnett from this Committee, and from the position of Vice Chair of this Committee,

2526 72 Election of Vice Chair 7.31 pm

To elect, a new Vice Chair of this Committee.

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

2526 73 **Grants** **7.35 pm**

A. Grant Evaluations

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

2025/26:

- Holme Valley Climate Action Partnership

2024/25

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

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

There are still some outstanding Grant Evaluation Reports from 2024.

To consider, any further action on grant evaluations.

B. To consider, a Grant Application from Holmfirth Harriers, – application enclosed, – for £5,000 towards a heating system at the clubhouse. There is not on the face of it an opportunity to claim back VAT on this project. **(C)**

This award would be against the 4315 Community Assets budget line which currently holds £35,082.

This application is included in this meeting because it was missed by officers ahead of the September grants meeting.

C. Grants Working Group

To note, the Grants Working Group has not met since the last meeting of this Committee. However, the Group is nearing the end of its work for the current Council year. Chair of the Working Group to report.

2526 74 **Chair's Expenses** **7.40 pm**

To note, the Chair's Expenses budget for 2025-26 is £1,000. £180 has been spent from this budget line to date in 2025/26.

2526 75 **Schedule of Payments** **7.41 pm**

To note, the following Schedules of Payments:
the finalised, Rialtas Schedule of Payments for September 2025. (**Di**)
the finalised, Rialtas Schedule of Payments for October 2025. (**Dii**)
the draft Schedule of Payments for November 2025. (**Diii**) (All payments are already authorised.)

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

2526 76 **Financial Statements** **7.45 pm**

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

i. For September 2025 **(Ei)**:
(1) Cash Books All Accounts Receipts and Payments (to end 30 September 2025)
(2) Trial Balance (to end 30 September 2025)
(3) Balance Sheet (to end 30 September 2025)
(4) Income and Expenditure by Budget Heading (to end 30 September 2025)
(5) Cash and Investment Reconciliation (to end 30 September 2025)
(6) VAT Return – year-to-date for the quarter JUL-SEP 2025. **not for submission**.

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

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

For September 2025:

- Unity Trust Current Account T2 Bank Statement **(Fi)** and Unity Trust Current Account T2 Bank reconciliation **(Fii)**.
- Unity Trust Savings Account Bank Statement **(Fiii)** and Unity Trust Savings Account Bank reconciliation **(Fiv)**.
- CCLA PSDF Bank Statement **(Fv)** and CCLA PSDF Bank Reconciliation **(Fvi).**

For October 2025:

- Unity Trust Current Account T2 Bank Statement **(Gi)** and Unity Trust Current Account T2 Bank reconciliation **(Gii)**.
- Unity Trust Savings Account Bank Statement **(Giii)** and Unity Trust Savings Account Bank reconciliation **(Giv)**.
- CCLA PSDF Bank Statement **(Gv)** and CCLA PSDF Bank Reconciliation **(Gvi).**

To approve these bank reconciliations as above.

The Chair and a second signatory on the bank mandates have to sign and date all the bank reconciliations, checking against the bank statements.

iv. Councillors to review the draft Income and Expenditure report for October 2025 from the accounting summaries. **(H)**
Notes from the RFO:

Income side:

- **To note**, 1095 Other Receipts is likely to be in surplus – this is in significant part due to returned unspent grants.
- **To note,** income from the Gartside Building will be down, now that we have no tenant**.**

Expenditure side:

- Council is aware that the staffing Salaries budget is likely to be around £3,000 over at year end.
- **To note**, 4205 Council Office Expenditure may be a little over budget at year end. The cost of photocopying has gone up significantly (minimum monthly spend is now £45 against £25 previously, and service costs are higher, too.)
- The Climate Action budget line will likely be £4,000+ over budget at year end due to works regarding the solar panels/roofing project at the Gartside Building. This was approved by Council.
- All other budget lines appear broadly-speaking on target.

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

v. Earmarked Reserves

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

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

To consider, any further actions on earmarked reserves.

2526 77 **The Civic, Holmfirth** **8.10 pm**

Trustees to report.
To note, the report from Holmfirth Civic Hall Community Trust. As these reports may be at times commercially sensitive, these are shared separate to this Agenda and its supporting documentation.

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

2526 78 **Honley Library** **8.20 pm**

To note, the reports from Friends of Honley Library. As these reports may be at times commercially sensitive, these are shared separate to this Agenda and its supporting documentation.

To consider, any further actions with regard to the Parish Council's engagement with Honley Library and with the Friends.

2526 79 **Other VAT-related issues** **8.25 pm**

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

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

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

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

To consider, whether the money the Parish Council owes in respect of its garage lets is VAT-exclusive or VAT-inclusive.
To consider, approving the expenditure of up to a set amount of money owed on unreported VAT to HMRC.

2526 80 Tenancies **8.30 pm**

Allotments

i. **To note**, the RFO/Deputy Clerk reports that all rental payments on the allotments have now been received, and tenancies counter-signed by the Clerk and returned to the tenant.

Garages

ii. **To note**, The RFO/Deputy Clerk reports that all rental payments on the garages have been received, and tenancies counter-signed by the Clerk and returned to the tenant.

Gartside Building

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

2526 81 Internal Control Check **8.31 pm**

To note, the internal controls check was undertaken 25th November 2025 by Cllr Green covering JUL-SEP. Cllr Green to report.

The next internal controls check will be in January.

2526 82 Banking **8.32 pm**

To note, the Clerk and Deputy Clerk/RFO have received their MultiPay credit cards from Lloyds Bank (through Unity Trust). Unfortunately, a first attempt by the RFO/Deputy Clerk to pay for the Parish Council's Zoom account using the card did not prove successful. The RFO/Deputy Clerk will try again, and report.

2526 83 **Holme Valley Parish Council levels of general reserves** **8.33 pm**

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

Month	% of general reserves to budget *Should be over 25%*	Amount of general reserves	No of months' HVPC work that general reserves would meet *Should be over 3*
April 2024	**9.2%**	£30,116	**1.1 months**
May 2024	53.1%	£176,537	6.4 months
June 2024	49.8%	£165,458	6 months
July 2024	44.8%	£148,855	5.4 months
August 2024	37.7%	£125,292	4.5 months
September 2024	33.9%	£112,727	4.1 months
October 2024	26.1%	£86,787	3.1 months
November 2024	60.6%	£201,451	7.3 months
December 2024	50.9%	£169,091	6.1 months
January 2025	48.3%	£160,436	6.1 months
February 2025	39.7%	£131,833	4.8 months
March 2025	25.2%	£83,766	3 months
April 2025	**13.4%**	£54,516	**1.6 months**
May 2025	57.8%	£235,396	7 months
June 2025	39.3%	£160,123	4.7 months
July 2025	35.8%	£145,661	4.3 months
August 2025	32.2%	£131,073	3.9 months
September 2025	29.3%	£119,053	3.5 months
October 2025	**23.4%**	£95,378	**2.8 months**

[1] General reserves:
5.33. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.
5.34. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.
5.35. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.
5.36. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.

2526 84 To recommend a budget for Holme Valley Parish Council 2026/27 8.35 pm

This Committee must recommend a Council budget for the financial year 2026/27.

- Budget Option A is based on the Committees' requested budgets and earmarked reserves being met, and some rationalisations where budgets have been overspent in the current year. **(Ji)**
  It is founded on no-change to the household charges from 2024/25. This has a budget of **£408,164** and a draft precept of **£447,780**. The specific advantage of this budget is that it increases the amount held in general reserves by £50,000 to cope with the fluctuations detailed above and gives more scope for future projects. RFO/Deputy Clerk to report. **(Jii)**

- Budget Option B is a proposal by Cllr Wilson who, in consultation with the RFO, has prepared a draft Budget, based on the Committees' requested budgets and earmarked reserves, and some rationalisations where budgets have been overspent, with some amendments. Cllr Wilson to report. **(Ki)**
  The specific advantage of this budget is that there is a £5 reduction to the Band D charge to households, whilst general reserves do still increase by £7,350. This has a budget of **£398,164** and a precept of **£393,897**. **(Kii)**

There is only one variation in the actual Budget between these two proposals. Option B cuts 4315 Community Asset Grants by £10,000 from £46,940 to £36,940.

This Committee can choose to recommend one of these proposals, or one of these proposals with amendments, or a different budget proposal.

To consider, approving a draft Budget 2026/27 to recommend to full Council.

2526 85 Prioritising Climate Action activities 2025-7 8.57 pm

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

2526 86 Financial Records for the website 8.58 pm

To note, the financial records for September and October 2025 have been added to the website. The records for November will be added in due course.

2526 87 Publicising the work of Holme Valley Parish Council 8.59 pm

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

Close of Meeting **9.00 pm**

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

Mr Richard McGill
Responsible Finance Officer and Deputy Clerk to the Council

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