

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 2<sup>nd</sup> JUNE 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 01** **Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014** **7.15 pm**

As Local (Parish & Town) Council meetings can now be recorded, the Chair to check if anybody wishes to record the meeting, to ensure reasonable facilities can be provided. The Officer will be recording the meeting in video format for upload to the Parish Council's YouTube channel.

**2526 02** **To accept apologies for absence** **7.16 pm**

**To receive**, apologies for absence given in advance of the meeting; these to be recorded in the minutes.

**To consider**, the approval of reasons given for absence by Members.

**2526 03** **To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda** **7.17 pm**

**2526 04** **To consider written requests for new DPI dispensations** **7.18 pm**

**2526 05** **To consider whether items on the agenda should be discussed in private session** **7.19 pm**

**2526 06** **To confirm the Minutes of the previous Committee meeting** **7.20 pm**

- To note the Minutes of the Finance & Management Committee Meeting held on 3 March 2025, numbered 2425 93 to 2425 111 inclusive. **(B)**

**2526 07** **To elect a Vice-Chair to this Committee** **7.21 pm**

**2526 08** **Grants** **7.21 pm**

- i. **To note**, the list of all grants awarded by the Finance Committee 2024-25. RFO/Deputy Clerk to report. **(C)**

## ii. Finance and Management Grant budgets and grants earmarked reserves 2025/26

The Finance and Management Committee has two grants budget lines under its control. These are:

- 4315 Community Assets Grants - £48,440
- 4405 Projects and Events Grants - £20,500

In addition, the Committee has one grants earmarked reserve under shared control with Service Provision. This is:

- EMR 345 Rolling Grants - £7,768
  - Honley Business Association £1,560 via 4315 (for term of this Council)
  - Friends of Cliff Rec £500 via 4405 (for term of this Council)
  - Holmfirth Arts Festival £1,500 via 4405 (final payment)
  - Holmfirth Festival of Folk £1,500 via 4405 (for term of this Council)
  - Holme Valley Patient Transport £1,000 via 4405 (for term of this Council)
  - Service Provision holds £1,708 in this earmarked reserve for rolling Christmas tree awards.

Wooldale Community Association £1,000 was also approved by this Committee as a rolling grant in the March 3<sup>rd</sup> meeting, but this money is not included in the rolling grants earmarked reserve; the money will come from the 4405 budget-line this year.

In essence, this means that 4315 Community Assets Grants will have £50,000 to spend over the year (£48,440 from the budget and £1,560 from the EMR), and 4405 Projects and Events will have £25,000 to spend (£20,500 from the budget and £4,500 from the EMR).

## iii. Grant Evaluations

**a. To note**, new grant evaluations for the year 2024/25 have been received since the last meeting from the following community organisations:

- [Brockholes Bowling Club](#)
- [Honley Village Community Trust – Welcome Club](#)

The RFO/Deputy Clerk has updated the grants page on the website to include all evaluation reports received to date.

**b. To note**, the RFO/Deputy Clerk has emailed out the grant evaluation forms to all the community groups who were awarded grants in the September 2024 grants cycle.

## iv. Grants Working Group

**To consider**, the role of the Grants Working Group and whether it should continue its work.

# Holme Valley Parish Council

2526 09      **Chair's Expenses**      7.30 pm

**To note**, the Chair's Expenses budget for 2024-25 was £1,000. Expenditure from the Chair's expenses to attend events on behalf of the Parish Council in 2024-25 was £59.17. The Chair also donated £500 to Full Life Church Food Bank in December 2024. Finally, the Chair asked for £435 remaining to be donated to River Holme Connections. £5.83 was left in the budget line at year end.

The Chair's Expenses budget for 2025-26 is £1,000.

2526 10      **Holme Valley Parish Council Annual Governance and Accountability Return 2024/25 - draft**      7.31 pm

**To approve**, the final Fixed Asset List at 31<sup>st</sup> March 2025. RFO/Deputy Clerk to report. (D)

**To consider**, approving the draft AGAR and supporting documentation as presented for the pending visit of the internal auditor, and to recommend it (pending any amendments from the internal auditor) to full Council:

- AGAR Annual Return 2024/25 Form 3
  - Section 1 Annual Governance Statement (Ei)
  - Section 2 Accounting Statements (Eii)
  - Section 3 Annual External Audit Report (currently blank) (Eiii)
  - Annual Internal Audit Report (currently blank) (Eiv)
- AGAR supporting documents to be sent to the external auditor
  - Making Provision for the Exercise of Public Rights – the notice would be posted Monday 23<sup>rd</sup> June and members of the public could inspect accounts Tuesday 24<sup>th</sup> June to Monday 4<sup>th</sup> August 2025. (Fi)
  - Confirmation of the dates of the period for the exercise of public rights (Fii)
  - Bank Reconciliation with box 8 (Fiii)
  - Reconciliation between box 7 and box 8 (Fiv)
  - Explanation of variances (Fv)
  - Contact details (redacted) (Fvi)
  - Declaration that the accounts are unaudited (Fvii)
  - Letter to Kirklees notifying of the precept. (Fviii)

**To note**, the internal auditor is visiting mid-June to undertake the year-end audit and complete the Annual Internal Audit Report section of the AGAR.

2526 11      **Schedule of Payments**      7.40 pm

**To note**, the following Schedules of Payments:

- February 2025 (Rialtas) (Gi)
- March 2025 (Rialtas) (Gii)
- April 2025 (Rialtas) (Giii)
- May 2025 (draft) (Giv)

**To approve**, the Schedule of Payments MTD for June 2025. (Gv)

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

2526 12

## Financial Statements

7.42 pm

**To note** the accounting summaries – copies enclosed – for financial year 2024-25.

i. For February 2025 (H):

- (1) Cash Books All Accounts Receipts and Payments (to end 28 February 2025)
- (2) Trial Balance (to end 28 February 2025)
- (3) Balance Sheet (to end 28 February 2025)
- (4) Income and Expenditure by Budget Heading (to end 28 February 2025)
- (5) Cash and Investment Reconciliation (to end 28 February 2025)
- (6) VAT Return – year-to-date for the quarter JAN-MAR 2025 not for submission.

ii. For March 2025 (I):

- (1) Cash Books All Accounts Receipts and Payments (to end 31 March 2025)
- (2) Trial Balance (to end 31 March 2025)
- (3) Balance Sheet (to end 31 March 2025)
- (4) Income and Expenditure by Budget Heading (to end 31 March 2025)
- (5) Cash and Investment Reconciliation (to end 31 March 2025)
- (6) VAT Return –for the quarter JAN-MAR 2025 submitted 29<sup>th</sup> April 2025.

These are the final accounting records for 2024-25, with all transactions assigned to the correct financial year. RFO/Deputy Clerk to report.

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

iii. For April 2025 (J):

- (1) Cash Books All Accounts Receipts and Payments (to end 30 April 2025)
- (2) Trial Balance (to end 30 April 2025)
- (3) Balance Sheet (to end 30 April 2025)
- (4) Cash and Investment Reconciliation (to end 30 April 2025)
- (5) VAT Return – year-to-date for the quarter APR-JUN 2025 not for submission.

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

All the Members have to do with this is check that the amount recorded on the bank reconciliation at month end and the amount recorded on the related bank statement at month end match.

- N.B.: Members should note that HSBC do not process bank statements by calendar month, so Members need to locate the record for the last date of the month to do the reconciliation.



# Holme Valley Parish Council

For February 2025:

- HSBC Current Account Bank Statement **(Ki)** and HSBC Current Account Bank Reconciliation **(Kii)**
- HSBC Business Money Manager Bank Statement **(Kiii)** and HSBC Business Money Manager Bank Reconciliation **(Kiv)**
- CCLA PSDF Bank Statement **(Kv)** and CCLA PSDF Bank Reconciliation **(Kvi)**.
- Unity Trust Current Account T2 Bank Statement **(Kvii)** and Unity Trust Current Account T2 Bank reconciliation **(Kiii)**.
- Unity Trust Savings Account Bank Statement **(Kix)** and Unity Trust Savings Account Bank reconciliation **(Kx)**.

For March 2025:

- HSBC Current Account Bank Statement **(Li)** and HSBC Current Account Bank Reconciliation **(Lii)**
- HSBC Business Money Manager Bank Statement **(Liii)** and HSBC Business Money Manager Bank Reconciliation **(Liv)**
- CCLA PSDF Bank Statement **(Lv)** and CCLA PSDF Bank Reconciliation **(Lvi)**.
- Unity Trust Current Account T2 Bank Statement **(Lvii)** and Unity Trust Current Account T2 Bank reconciliation **(Lviii)**.
- Unity Trust Savings Account Bank Statement **(Lix)** and Unity Trust Savings Account Bank reconciliation **(Lx)**.

For April 2025:

- HSBC Current Account Bank Statement **(Mi)** and HSBC Current Account Bank Reconciliation **(Mii)**
- HSBC Business Money Manager Bank Statement **(Miii)** and HSBC Business Money Manager Bank Reconciliation **(Miv)**
- CCLA PSDF Bank Statement **(Mv)** and CCLA PSDF Bank Reconciliation **(Mvi)**.
- Unity Trust Current Account T2 Bank Statement **(Mvii)** and Unity Trust Current Account T2 Bank reconciliation **(Mviii)**.
- Unity Trust Savings Account Bank Statement **(Mix)** and Unity Trust Savings Account Bank reconciliation **(Mx)**.

**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.

## Holme Valley Parish Council

- iv. Councillors to review the draft Income and Expenditure report for April 2025 from the accounting summaries. (N)

Notes from the RFO:

Income -

- On the income side, 1076 Precept the budget was not received in the month of April. (£225,615.50 was subsequently received 1<sup>st</sup> May 2025.)
- 1200 Allotments has received £261.50 of the budgeted £324. Two cheques totalling £60 have been received but not yet deposited. The full budgeted income of £324 will not be received this year as one tenant gave up their tenancy and the new tenant took up an 11-month lease at £27.50 (against the budgeted £30).
- 1300 Garages has received £480 of the budgeted £840. One cheque for £120 has been received but not yet deposited. One tenant (£240) has not yet been able to pay, - see Tenancies below.
- Holmfirth Civic Hall Community Trust did pay us in April in financial year 2025-26 for the reimbursement on insurance 2024-25, and this is reconciled into last year's accounts as 1095 Other Income hence why it does not show here.
- The Gartside building shop unit is paying its rent and electricity costs in a timely fashion.

Expenditure side:

- **To note**, A new budget code 4660 Communications and Engagement was created with the full Council cost centre 150. £15,000 was vired from CACE 4650 Communications & Engagement to full Council 4660 Communications & Engagement, so those funds now sit with Council.
- **To note**, Similarly, a new budget code 4840 Climate Action was created with the Service Provision 400 cost centre. £5,000 was vired from CACE 4805 Climate Action to Service Provision 4840 Climate Action, so those funds now sit with the Service Provision Standing Committee.
- 4000 Salaries and oncosts are on budget at 8.5% after one month.
- Transactions in brackets, like the (£435) against 4200 Chairman's Expenses are when transactions need to be factored into the previous year's account. The £435 will be resolved to 0 once the money is paid out in May.
- 4735 Phone Boxes the bill of £708 was paid £400 from the Phone Boxes earmarked reserve and £308 from the 4735 Phone Boxes budget line. That budget line essentially still contains £82.

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

# Holme Valley Parish Council

## v. Earmarked Reserves

At year end 2024-25, the earmarked reserves were as per document **O**.

On 1<sup>st</sup> April the following movements of reserves were undertaken:

- EMR 325 Election Funds – This earmarked reserve was increased from £7,000 to £14,000.
- EMR 331 Gartside Building – This earmarked reserve was increased by £6,600 to £10,000.
- EMR 336 Royal Events – This earmarked reserve was increased by £1,000 to £2,000, some of the underspend on the 4650 Communications and Engagement budget line 2024-25.
- EMR 341 Gartside Building Energy Projects – This earmarked reserve was increased by £4,141 (that is, the underspend on the 4805 Climate Action budget line 2024-25) to £17,657.68.
- EMR 345 Rolling Grants – This earmarked reserve was increased by £6,668 to £7,668 to cover the rolling grants set up by Finance and Management and Service Provision.
- EMR 346 Public Transport – This earmarked reserve was reduced from £5,000 to £2,500.
- EMR 351 Holmfirth Toilets Refurb – This earmarked reserve was reduced from £2,504 to 0.
- EMR 352 War Memorials – This earmarked reserve was established with £2,500 of funding.
- EMR 353 Phone Boxes – This earmarked reserve was established with £400 of funding, - the underspend on the 4735 Phone Boxes budget line 2024-25.
- EMR 354 Digital and Physical Assets – This earmarked reserve was established with £1,000 of funding, - some of the underspend on the 4650 Communications and Engagement budget line 2024-25.

These movements of reserves are accounted for in the Journal details. (**P**)

At the end of 1<sup>st</sup> April 2025, the earmarked reserves were now as per document **Q**.

Councillors to review the April report (**R**). The earmarked reserves as presented 31<sup>st</sup> April 2025 represents the situation year-to-date. After the changes above, there were few additional changes across the month.

- i. EMR 337 Covid Memorial is down £262 to £4,614.50 after expenditure on trees for the memorial gardens.
- ii. EMR 353 Phone Boxes – Since the £400 placed in this earmarked reserve on the 1<sup>st</sup> of April was spent 25<sup>th</sup> April 2025, this earmarked reserve is reduced to 0 and has disappeared from the list.

**To consider**, any further actions on earmarked reserves.

2526 13

## List of Regular Payments

8.00 pm

**To consider**, approving the list of regular payments for the new Council year 2025-26. RFO/Deputy Clerk to report. The new list removes some payees that are no longer relevant, - Npower, Norton, - amends some information on others such as Document Logic, and includes new regular payees like E.ON, McAfee, Huddersfield Hub, Hepworth Focus, Hade Edge Breeze as well as rolling grant

# Holme Valley Parish Council

recipients. (S)

**2526 14**

## The Civic, Holmfirth

**8.05 pm**

**To note**, the report from Holmfirth Civic Hall Community Trust. **(T)**

**To consider**, what information from Holmfirth Civic Hall Community Trust should be included in future reports to the Council.

**To consider**, any other arrangements to better manage the working relationship between the Parish Council and The Civic and Holmfirth Civic Hall Community Trust.

**2526 15**

**Honley Library**

**8.10 pm**

**To note**, the report from Honley Library. **(U)**

**To consider**, what information from Friends of Honley Library should be included in future reports to the Council.

**To consider**, any other arrangements to better manage the working relationship between the Parish Council and Honley Library and Friends of Honley Library.

2526 16

## Reclaiming VAT on “gifts” to grant recipients

Councillors will be aware that the Parish Council contracted with Parkinson Partnership regarding advice on ways of reclaiming VAT pertaining to works to The Civic. As part of their report (V), Parkinson Partnership also pointed out that the Parish Council could potentially reclaim VAT paid on items (or services) as “gifts” to community groups as non-business activities.

44) *The council can reclaim VAT on costs that it incurs for non-business purposes. Gifts are a non-business activity – so when a council purchases goods for another party, it can gift the goods and reclaim VAT. The same principle applies for services, but in practice this can be more difficult. This is more tax-efficient than making a cash grant. Rules are set out in VAT Notice 749 section 6. The council must place the order, receive the supply, receive a VAT invoice made out to the council and pay out of its own funds. This could help with the visioning project, so long as the council steps in to engage the suppliers.*

This might mean, for example, that, instead of the Parish Council paying a community organisation a cash grant for them to buy, say, outdoor tables and chairs, the Parish Council could instead pay for the table and chairs directly, gift them, and then subsequently reclaim the VAT paid on the purchase.

**To consider**, any further action on this.

**2526 17**

## Tenancies

**8.15 pm**

## Allotments

- i. The RFO/Deputy Clerk reports that all rental payments on the allotments have been received, though some were rather late and needed prompting, or did not pay into the correct Unity Trust account.

One of the tenants gave up their allotment plot and it was taken on by the 1<sup>st</sup> person on the waiting list at a cost of £27.50 for 11/12 months of the year.

**To consider**, any further actions.

# Holme Valley Parish Council

- ii. **To note**, following the last meeting of this Committee, tenancies agreements were amended as follows:

## “The Tenant’s Obligations

The Tenant agrees with the Landlord:

.....

- 5.15 to not use pesticides and herbicides including glyphosate on the site”

## Garages

- iii.
  - a. **To note**, The RFO/Deputy Clerk reports that most rental payments on the garages have been received though, again, some were rather late and needed prompting, or sent cheques for the incorrect amount.
  - b. One of the tenants has not yet paid the outstanding rent of £240. This was despite letters and multiple emails. However, following communication with Cllr Greaves, it was established that the tenant was in hospital, having been lately in intensive care.  
**To consider**, any further actions on this debt.
  - c. One tenant in the Dover Lane garages, gave up the lease, having moved out of the area. The rental was taken on by the individual at the top of the waiting list. That tenant has asked if the Parish Council would be interested in selling the garage/land.  
**To consider**, any further actions on potential sales of the garage/s.

## Gartside Building

- iv. The RFO/Deputy Clerk reports that all rental payments on the Gartside building have been received and are paid regularly via a standing order. Payments for the electricity used by the unit are also paid in a timely fashion.
- To consider,** any further actions.

**2526 18**

## Interim Internal Audit 2024/25

**8.20 pm**

**To note**, the interim internal audit report undertaken after a visit 21<sup>st</sup> March 2025.  
(W)

**To approve**, the action plan for the interim internal audit p18 of 18.

**2526 19**

## Internal Control Check

**8.25 pm**

Arrangement were made for Cllr Liles to undertake the final internal controls check for 2024-25 covering the JAN-MAR period.

**To note**, Cllr Liles' verbal report.

**To consider,** any further action on the internal controls check 2024-25.

**To consider**, arrangements for the internal controls checks of the financial year ahead 2025-26.

## Unity Trust

- ia. **To note**, the Parish Council has now been using the Unity Trust T2 Current Account for around 6 months as its main account. This is set up so that payments from the account require triple authorisation: an Officer (normally the RFO) sets up a payment, then two mandated Councillors authorise the payment to trigger the release of the money.  
RFO/Deputy Clerk and Councillors on the 2024-25 mandate to report.
- ib. **To note**, following the meeting of Council, Councillors on the Unity Trust bank mandate will be as follows: Cllr Kirkby, Cllr Baylin, Cllr Colling, Cllr Morgan, Cllr Wilson.  
The RFO/Deputy clerk is making provision for these changes in due course.
- ic. One of the motivations behind switching to Unity Trust Bank plc was the possibility of signing up for a charge-card. Council was keen that Officers were not out of pocket for the purchase of items and services that were typically only available online and could only be purchased with a charge-card or Paypal. In these cases, staff had been paying for items/services out of their own money and then subsequently being reimbursed.

The Unity Trust MultiPay card is underwritten by Lloyds Bank. It is essentially a credit card, but a direct debit facility must be in place for the card and any debt must be paid off as a matter of course each month.

RFO to report.

**To consider**, signing Holme Valley Parish Council up for a Unity Trust Bank MultiPay Business account. (X)

**To consider**, who would be the Primary Programme Administrator on the programme.

**To consider**, who would be the Secondary Programme Administrator on the programme.

**To consider**, whether cash access will be required.

**To consider**, whether Merchant Category Group blocking will be needed.

**To consider**, who will be the cardholder/s. (Y)

**To consider**, the monthly limit/s for the cardholder/s.

**To consider**, the individual transaction limit/s for the cardholder/s.

**To consider**, if approved above, the cash withdrawal limit of the cardholder/s.

## HSBC

- id. **To note**, following resolutions last year, the intention of the Parish Council is to close the two HSBC accounts. This would, first, require the RFO/Deputy Clerk to be set up on the accounts as the primary user. This has proved rather more difficult than anticipated, but some progress has been made. The RFO/Deputy Clerk has attended the HSBC Huddersfield branch to confirm his identification. We await confirmation of this check and the pending change.
- ie. **To note**, following the meeting of Council, Councillors on the HSBC bank mandate are the same as of 2024-25, that is: Cllr Colling, Cllr Dixon, Cllr Baylin, Cllr Blacka, Cllr Whitelaw, Cllr Wilson.

# Holme Valley Parish Council

## CCLA

- if. **To note**, following the meeting of Council, Councillors on the CCLA Public Sector Deposit Fund mandate will be: Cllr Kirkby and Cllr Colling.  
The RFO/Deputy clerk will make provision for these changes in due course.

### 2526 21      **Prioritising Climate Action activities 2025-7**      8.40 pm

Councillor Whitelaw to report.

**To consider**, the way forward for the Parish Council in terms of prioritising its works related to the climate emergency. Any outcome to inform the Council Structures Review Group.

### 2526 22      **Councillor Training**      8.55 pm

**To note**, the Clerk's report on Councillor training.

### 2526 23      **Financial Records for the website**      8.57 pm

**To note**, the financial records for February, March and April 2025 have been added to the website. The records for May will be added in due course.

### 2526 24      **Publicising the work of Holme Valley Parish Council**      8.58 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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DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 3 MARCH 2025

Those present:

Chair: Cllr A Wilson

Councillors: Cllr I Barnett, Cllr M Blacka, Cllr P Colling, Cllr J Holmes, Cllr J Liles, Cllr S Whitelaw

Officer: Mr R McGill (RFO/Deputy Clerk)

Also present: Mrs Jen McIntosh (Clerk)

### **Welcome**

The Chair welcomed Members and members of the public to this sixth meeting of the Holme Valley Parish Council Finance and Management Standing Committee of the Council year.

### **Public Question Time**

Three members of the public were present at the meeting. Two were elected Councillors who spoke to encourage Members to propose and support a motion on banning the use of herbicides and pesticides on Parish Council land. The third member of the public spoke in support of a grant application.

#### **2425 93      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.

#### **2425 94      To accept apologies for absence**

Cllrs Baylin, Brook, Greaves, Kirkby, Rostron and Rylah were absent from the meeting.  
**NOTED:** Members noted those absent from the meeting.

The Council reported that it had received apologies for absence with reasons given in advance of the meeting from Cllrs Baylin, Brook, Greaves, Kirkby, Rostron and Rylah. The Council considered accepting these reasons.

**RESOLVED:** The reasons for apologies of Cllrs Baylin, Brook, Greaves, Kirkby, Rostron and Rylah were approved.

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



**2425 95 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda**

Cllr Blacka disclosed a personal interest in the grant application of Friends of Cliff Recreation Ground being considered under item 2425 99 Cxv and also the grant evaluation report of the same organisation under 2425 99 A.

Cllr Holmes disclosed a personal interest in the grant application of Holmfirth Tech being considered under item 2425 99 Cix. and also the grant evaluation report of the same organisation under 2425 99 A.

Cllr Wilson disclosed a personal interest in the grant applications of Holme Valley Lions being considered under item 2425 99 Ciii, and that of Hepworth Hurricanes being considered under 2425 99 Cxxvii.

Cllr Whitelaw disclosed a personal interest in the following:

- The grant application of Holmfirth Tech being considered under item 2425 99 Cix.
- the grant evaluation report of the same organisation under 2425 99 A.
- The grant application of Café 100 being considered under item 2425 99 Cxvi.
- The grant application of Valley Anchors CIC being considered under item 2425 99 Cxxi.

**2425 96 To consider written requests for new DPI dispensations**

No new DPI dispensations had been received.

**2425 97 To consider whether items on the agenda should be discussed in private session**

**RESOLVED:** Members approved that no item would be heard in private session.

**2425 98 To confirm the Minutes of the previous Committee meeting**

**APPROVED:** Members approved the Minutes of the Finance & Management Committee Meeting held on 2 December 2024, numbered 2425 73 to 2425 92 inclusive.

At this point Members suspended standing orders so that items involving the three members of the public in attendance could be moved up the agenda order. First, the agenda item for stopping the use of glyphosate was moved up the order.

**2425 109 Glyphosate**

At full Council 14 October 2024 item 2425 98, Holme Valley Parish Council had adopted a Biodiversity Policy that stated that the Parish Council will:

*"manage its land and property using environmentally friendly practices that will promote biodiversity."*

Alison Morgan and Chris Green of the Climate Emergency Working Group asked the Finance and Management Committee to support this directive by banning the use of glyphosate on the Parish Council's allotments. This would have required Members of the Committee to propose and second a motion to amend the tenancy agreements of

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

Watery Lane allotments. A motion was proposed and seconded by Committee Members to this end.

**RESOLVED:** The Committee resolved that the Parish Council would amend its tenancy agreements to ban the use of herbicides and pesticides on its allotments.

2425 99

## Grants

Members voted to suspend standing orders and move item 2425 99 Cxxi up the agenda item and allow the member of the public to speak to the item.

**Cxxi.** Members considered a Grant Application from Valley Anchors CIC for £1,500 towards workshops for local organisations delivering community activities.

**RESOLVED:** No award.

At this point, the Committee voted to return to the order in the agenda.

### A. Grant Evaluation Reports

**NOTED:** Members noted the list of grants awarded 2024-25, and the RFO's report.

The Committee noted that the following Grant Evaluation Reports had been added to the Parish Council website

- Friends of Honley – Christmas lights event and Christmas tree
- Friends of Honley - defibrillators
- Friends of Cliff Rec
- Holmfirth Food and Drink Festival
- Holmfirth Tech - interim
- Honley Village Community Trust (Children's Halloween Party)
- Honley Village Community Trust (Children's Christmas Party)
- Wooldale Community Group

**NOTED:** Members noted that all of these groups had applications being heard at the meeting.

- i. **NOTED:** Members noted that Honley Village Community Trust had two incomplete projects from 2023/24 related to Magdale, for which grant evaluation reports were delayed. They had sent an email update regarding expenditure on those projects. It was further noted that the organisation had submitted two new applications related to Magdale.
- ii. **NOTED:** Members noted that Cartworth Moor Cricket Club had one ongoing project from 2023/24 related to a solar panels development and had sent an email update regarding that project. It was further noted that the organisation has submitted a new application asking for additional funds for this same project.
- iii. **NOTED:** The Committee noted that the Officer will be contacting award winners from the September cycle in the next month for their grant evaluation reports on those awards.

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

- iv. Members considered any further actions with regard to grant evaluation reports.  
**RESOLVED:** No further action.

## B. Grant Applications

- i. **NOTED:** Members noted the list of grant applications being considered at that night's meeting against budget lines 4315 Community Assets and 4405 Projects and Events. They further noted that the money related to rolling grants awarded previously had been deducted from the budgets.
- ii. **NOTED:** Members noted the full list of grant awards since 2020.
- iii. **NOTED:** Members noted the RFO's report on the applicants tonight, - their recent, prior applications and awards.

**NOTED:** Members noted that, as part of the considerations of grants, the Committee could consider where awards might be offered as rolling, multi-year awards.

- iv. The Committee noted that there was something of an imbalance between the two budget lines under the Finance and Management remit. 4315 Community Assets contained £28,240 (assuming the rolling grant to Honley Business Association would be honoured). 4405 Projects and Events only contained £4,702.70. The Members considered how to resolve this imbalance.

**RESOLVED:** The Committee would consider any money unspent in 4315 after Item 2425 99 Cix, as potentially being available to fund Projects and Events under 4405. This would mean recommending to Council to vire money, as required, from 4315 to 4405.

**NOTED:** The Committee noted that, since the Clerk is now qualified, the legal powers we have hitherto needed to identify to make awards are no longer required. The legal power for all grants is now General Power of Competence (GPC) under the Localism Act 2011.

## C. Budget line 4315 Community Assets Grants

Members considered the following grant applications:

- i. Members considered a Grant Application from New Mill Community Garden for £655 towards equipment and signage for the garden.  
**RESOLVED:** New Mill Community Garden was awarded £655 towards equipment and signage.

- ii. Members considered a Grant Application from Scholes Cricket Club for £2,904.28 towards outdoor seating.  
**RESOLVED:** Scholes Cricket Club was awarded £851.07 towards a Calder Plus 8-seater circular picnic table – with wheelchair Accessibility.

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- iii. Members considered a Grant Application from Holme Valley Lions for £435 towards works on Santa's sleigh.  
**RESOLVED:** Holme Valley Lions was awarded £435 towards works on Santa's sleigh.
- iv. Members considered a Grant Application from Honley Village Community Trust for £1,000 towards a hay-bob for Magdale.  
**RESOLVED:** Honley Village Community Trust was awarded £1,000 for a hay-bob.
- v. Members considered a Grant Application from Honley Village Community Trust for £5,000 towards tree-works for Magdale.  
**RESOLVED:** Honley Village Community Trust was awarded £4,000 for tree-works.
- vi. Members considered a Grant Application from Brockholes Green Spaces for £1,029 towards clearing and replanting the Tollbar.  
**RESOLVED:** Brockholes Green Spaces was awarded £1,029 towards clearing and replanting.
- vii. Members considered a Grant Application from Hepworth Band for £5,000 towards a community studio space.  
**RESOLVED:** Hepworth Band was awarded £2,500 towards a studio space.
- viii. Members considered a Grant Application from Cartworth Moor Cricket Club for £2,500 towards its solar panels project.  
**RESOLVED:** No award.
- ix. Members considered a Grant Application from Holmfirth Tech for £2,238.98 towards kitchen equipment and energy costs.  
**RESOLVED:** No award.

#### **Budget Line 4405 Projects and Events**

- x. Members considered a Grant Application from Holmfirth Book Festival CIC for £1,500 towards funding a website and promotional materials for a 1<sup>st</sup> Children's Book Festival 2025.  
**RESOLVED:** Members voted to recommend to full Council an award of £1,500 to Holmfirth Book Festival CIC – 1<sup>st</sup> Children's Book Festival, pending a decision on virements between budgets 24<sup>th</sup> March 2025.
- xi. Members considered a Grant Application from Honley Business Association for £1,000 towards Honley Open Gardens Festival.  
**RESOLVED:** Members voted to recommend to full Council an award of £1,000 to Honley Business Association – Honley Open Gardens Festival, pending a decision on virements between budgets.
- xii. Members considered a Grant Application from Holmfirth Food and Drink Festival for £1,500 towards Festival running costs.  
**RESOLVED:** No award.

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- xiii.** Members considered a Grant Application from Wooldale Community Group for £1,000 towards room hire and equipment for the youth club and mother & baby club.  
**RESOLVED:** Members voted to recommend to full Council an award of £1,000 to Wooldale Community Group – room hire, pending a decision on virements between budgets.  
The Committee then voted that this should be a rolling grant for (at least) the term of the current Council.
- xiv.** Members considered a Grant Application from Women’s Open Talk Holmfirth for £1,500 towards room hire for a women’s mental health support group.  
**RESOLVED:** Members voted to recommend to full Council an award of £1,500 to Women’s Open Talk Holmfirth – room hire, pending a decision on virements between budgets.
- xv.** Members considered a Grant Application from Friends of Cliff Recreation Ground for £1,055 towards VE Day 80 beacon lighting event.  
**RESOLVED:** Members voted to recommend to full Council an award of £1,055 to Friends of Cliff Recreation Ground – VE Day event, pending a decision on virements between budgets.
- xvi.** Members considered a Grant Application from Café 100 for £1,500 towards rent for the youth club.  
**RESOLVED:** Members voted to recommend to full Council an award of £1,500 to Café 100 – room hire, pending a decision on virements between budgets.
- xvii.** Members considered a Grant Application from New Mill Male Voice Choir for £625 towards a workshop and concert at the Festival of Folk.  
**RESOLVED:** Members voted to recommend to full Council an award of £625 to New Mill Male Voice Choir – workshop and concert, pending a decision on virements between budgets.
- xviii.** Members considered a Grant Application from Honley Village Community Trust for £450 towards a Welcome Club VE Day 80 Party.  
**RESOLVED:** Members voted to recommend to full Council an award of £450 to Honley Village Community Trust – Welcome Club Party, pending a decision on virements between budgets.
- xix.** Members considered a Grant Application from Holmfirth Forward for £950 towards a video to promote Holmfirth.  
**RESOLVED:** No award.
- xx.** Members considered a Grant Application from Holmfirth Music Festival for £1,500 towards Festival Running Costs - room hire, printing, - and website.  
**RESOLVED:** Members voted to recommend to full Council an award of £1,500 to Holmfirth Music Festival – room hire &c, pending a decision on virements between budgets.

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- xxii.** Members considered a Grant Application from Project Communities CIC for £1,500 towards summer sports camps for SEND children.

**RESOLVED:** Members voted to recommend to full Council an award of £1,500 to Project Communities – sports camps, pending a decision on virements between budgets.

- xxiii.** Members considered a Grant Application from Honley Village Community Trust for £220 towards an Easter tea party for children.

**RESOLVED:** Members voted to recommend to full Council an award of £220 to Honley Village Community Trust – Easter tea, pending a decision on virements between budgets.

- xxvi.** Members considered a Grant Application from Honley Village Community Trust for £120 towards Easter craft workshops for children.

**RESOLVED:** Members voted to recommend to full Council an award of £120 to Honley Village Community Trust – Easter craft workshops, pending a decision on virements between budgets.

- xxvii.** Members considered a Grant Application from Hepworth Hurricanes for £1,500 towards netball coaching for young people.

**RESOLVED:** Members voted to recommend to full Council an award of £1,500 to Hepworth Hurricanes – netball coaching, pending a decision on virements between budgets.

#### **2425 100 Chair's Expenses**

**NOTED:** Members noted that the Chair's Expenses budget for 2024-25 was £1,000. The expenditure so far had been a £30 ticket to The Lions Charter Dinner and a donation of £500 to Full Life Church Food Bank. £470 remained which needed to be spent and/or donated before 31<sup>st</sup> March 2025.

#### **2425 101 Schedule of Payments**

- i. **NOTED:** The Committee noted the finalised schedules of payments for i. November 2024, ii. December 2024, and iii. January 2025. These were initialled by the Chair.
- ii. The RFO reported on the month-to-date schedule of payments for February 2025. The Committee considered the approval of this schedule.  
**RESOLVED:** The month-to-date schedule of payments for February 2025 was approved. This was initialled by the Chair.

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**NOTED:** The Committee noted the following the accounting summaries -

i. For November 2024:

- (1) Cash Books All Accounts Receipts and Payments (to end 30 November 2024)
- (2) Trial Balance (to end 30 November 2024)
- (3) Balance Sheet (to end 30 November 2024)
- (4) Income and Expenditure against Budget Headings (to end 30 November 2024)
- (5) Cash and Investment Reconciliation (to end 30 November 2024)
- (6) VAT Return – year-to-date for the quarter OCT-DEC 2024 – not for submission.

ii. For December 2024:

- (1) Cash Books All Accounts Receipts and Payments (to end 31 December 2024)
- (2) Trial Balance (to end 31 December 2024)
- (3) Balance Sheet (to end 31 December 2024)
- (4) Income and Expenditure against Budget Headings (to end 31 December 2024)
- (5) Cash and Investment Reconciliation (to end 31 December 2024)
- (6) VAT Return – year-to-date for the quarter OCT-DEC 2024. Submitted to HMRC.

ii. For January 2025:

- (1) Cash Books All Accounts Receipts and Payments (to end 31 January 2025)
- (2) Trial Balance (to end 31 January 2025)
- (3) Balance Sheet (to end 31 January 2025)
- (4) Income and Expenditure against Budget Headings (to end 31 January 2025)
- (5) Cash and Investment Reconciliation (to end 31 January 2024)
- (6) VAT Return – year-to-date for the quarter – not for submission.

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

**RESOLVED:** The Finance and Management Committee approved the following bank reconciliations against bank statements for November and December 2024 and January 2025:

For November 2024:

- HSBC Current Account Bank Statement and HSBC Current Account Bank Reconciliation.
- HSBC Business Money Manager Bank Statement and HSBC Business Money Manager Bank Reconciliation.
- CCLA PSDF Bank Statement and CCLA PSDF Bank Reconciliation.
- 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.

For December 2024:

- HSBC Current Account Bank Statement and HSBC Current Account Bank Reconciliation.
- HSBC Business Money Manager Bank Statement and HSBC Business Money

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Manager Bank Reconciliation.

- CCLA PSDF Bank Statement and CCLA PSDF Bank Reconciliation.
- 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.

For January 2025:

- HSBC Current Account Bank Statement and HSBC Current Account Bank Reconciliation.
- HSBC Business Money Manager Bank Statement and HSBC Business Money Manager Bank Reconciliation.
- CCLA PSDF Bank Statement and CCLA PSDF Bank Reconciliation.
- 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.

The Chair and a second signatory on the bank mandates signed and dated all the bank reconciliations, checking against the bank statements.

- iv. Councillors reviewed the Income and Expenditure report for month-to-date February 2025 and noted the report from the RFO as below:

RFO's report

Income -

- 1076 Precept On the income side, the Parish Council had received all its precept for the year.
- 1078 Special Expenses Grant The Parish Council had also received all its Special Expenses Grant for the year.
- 1090 Bank Interest Ten months into the year, the Parish Council remained a little up on projections regarding bank interest.
- 1092 Toilets Donations Ten months into the year, the Parish Council was about on track on projections regarding toilets donations.
- 1095 Other Donations This is significantly low, because the Parish Council had not yet been recompensed by Holmfirth Civic Hall Community Trust for the insurance on The Civic. This is due in March.
- 1200 Allotment Rents All rents had been received and banked.
- 1250 Gartside Building All rent (and one month deposit) had been banked.
- 1300 Garage Rents All rents had been received and banked.

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Expenditure side:

- 4000 Salaries were 4% over-budget after ten months. An earmarked reserve had been created to fund the annual pay uplifts which would be used in February/March.
- 4060 Staff Training was under-budget ten months into the year.
- 4235 Insurance was, again, significantly over-budget by £3,101 or by 35%. However, it should be noted that the Parish Council will be reimbursed much of this increase by Holmfirth Civic Hall Community Trust under the terms of the lease in March 2025.
- 4275 Telephone and Broadband was a little overbudget 10 months into the year and would need adjusting in the budget. Part of the overspend was down to a penalty when the Parish Council switched to a new bank.
- 5005 Grant to Food Bank £3,500 came directly from general reserves.
- 4310 Holmfirth Civic Hall – Projects is £56,998 over budget with £52,490 coming from earmarked reserves. However, the Council has committed to spend a further £22,000 from general reserves in February of further costs related to the roof and other emergency repairs.
- All other expenditure was broadly in line with budgets.

Members considered any further actions on income and expenditure against budget.

**RESOLVED:** No further action.

#### v. Earmarked Reserves

**NOTED:** The Committee noted the year-to-date report regarding the Parish Council's earmarked reserves and the RFO's report as below.

- i. 322 EMR CCTV was closed as this was now a rolling grant.
- ii. 323 EMR 323 Other Community Assets in the Holme Valley consisted of £2,017 for 10<sup>th</sup> Holme Valley (New Mill) Scouts (towards a new scout hut).
- iii. 325 EMR Election Fund held £7,000 allocated directly from the precept. This would be added to every year until the next full-Council cycle of elections when the reserve should hold around £30,000.
- iv. 326 EMR Defibrillator Special Reserve held £1,738.51. This was solely for maintenance of defibrillators the Parish Council is directly responsible for.
- v. 329 EMR Holmfirth Civic Hall was no longer recorded as all the money from the earmarked reserve was spent.
- vi. 331 EMR Gartside Building held £3,400. £1,600 was spent from this EMR on estate agent fees and fitting a sink.
- vii. 332 EMR Honley Library held £15,000.
- viii. 336 EMR Royal Events held £1,000 in respect of Operation London Bridge.
- ix. 337 EMR COVID Memorial held £5,376.50. Money has been spent from this EMR on the commemorative plaque and groundworks with other expenditure pending.
- x. 338 EMR Children's Playgrounds was closed.
- xi. 341 EMR Climate Action Projects held £13,526.68 with some expenditure on a planning application for the solar panels paid from it. Further expenditure on the solar panels project is anticipated soon.
- xii. 343 EMR Road Safety held £0 after expenditure on 2 speed indicator devices and 2 sets of pavement signs for schools and had been disestablished.

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- xiii. 344 Staff Pay £5,000 had been added to this earmarked reserve after annual Council to safeguard staff pay in the event of a national pay award. This would be used in the February and March pay cycles.
- xiv. 345 Rolling Grants held £2,560 for anticipated rolling grant awards that had been agreed by this committee. Expenditure from this earmarked reserve had been £1,500 Holmfirth Arts Festival, £1,500 Festival of Folk, and £500 to Friends of Cliff Rec. £1,560 remains for the Honley CCTV rolling grant and £1,000 for Holme Valley Transport.
- xv. 346 EMR Public Transport held £5,000.
- xvi. 347 EMR Tourism held £4,961. £39 had been spent on flyers about the tourism strategy
- xvii. 348 EMR Dog Waste and Litter holds £3,800. There would likely be some expenditure from this towards new waste bins.
- xviii. 349 EMR Community Engagement held £3,609.87.
- xix. 351 EMR Holmfirth Toilets Refurb held £4,104.

**To consider**, any further actions on earmarked reserves.

#### **2425 104      Tenancies**

- i. **NOTED:** It was noted that the Parish Council had to repair a damaged wall to the allotments at a cost of £350. This expenditure came from general reserves as there is no set budget for allotments.
- ii. **NOTED:** It was noted that the new tenant is now paying a rent of £350/month on the Gartside shop unit. They had set up a standing order so the payment is always regular.

#### **2425 106      Internal Control Checks**

**NOTED:** Councillor Liles reported on the internal controls checks she had undertaken. There were no significant issues.

#### **2425 107      Banking**

##### **Unity Trust**

- ia. **NOTED:** The Committee noted that most of the named signatories are now able to log on to the Unity Trust banking website. Only Cllrs Dixon had not been able to log on yet. Cllrs Baylin, Blacka and Wilson had all approved payments. Cllrs Colling and Whitelaw had yet to approve payments.
- ib. **NOTED:** The RFO/Deputy Clerk had set up direct debits from the Unity Trust T2 current account for:
  - BT (telephone and internet)
  - Grenke (photocopier lease)
  - Information Commissioner's Office (annual data protection fee)
  - Scottish Water / Business Stream (water/sewage to the toilets)
  - E.ON Next (electricity costs to Holmfirth toilets)

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- ic. The company which delivers our photocopying service, Document Logic, had been bought by another company. The Parish Council considered setting up a new direct debit for this new company.

**RESOLVED:** The Parish Council approved setting up a new direct debit for Anglotech Document Logic.

- id. **NOTED:** Members noted that, in October, the RFO/Deputy Clerk had set up a standing order for:

- Time In Time Out Media - TiTo (Parish Council monthly news)
- Artweek (annual subscription)

**NOTED:** Members further noted that salaries, PAYE and pensions were no longer paid as standing orders, but as individual BACS payments.

#### **2425 108 Rolling Grants**

Members considered the rolling grant agreement of Honley Business Association to fund the Honley CCTV network, - £1,560 for the term of the Council.

**RESOLVED:** The rolling grant was agreed.

#### **2425 110 Financial Records for the website**

**NOTED:** The Committee noted that the financial records for November and December 2024 and January 2025 had been added to the website. The February records would be added once bank statements have been received.

#### **2425 111 Publicising the work of Holme Valley Parish Council**

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

**RESOLVED:** The grants awarded at this meeting would be publicised.

**The meeting closed at 923pm**

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

| Holme Valley Parish Council - Grants to Community Groups |           |            |  |                |       |                     |      |                        |                  |               |           |  | Projects and Events   |           | Other Community Assets |            |           |            |
|--|-----------|------------|--|----------------|-------|---------------------|------|------------------------|------------------|---------------|-----------|--|-----------------------|-----------|------------------------|------------|-----------|------------|
| All F&M Grants 2024-25 most recent to the top            |           |            |  |                |       |                     |      |                        |                  |               |           |  | 4405                  |           | 4315                   |            |           |            |
| No   | COMMITTEE | WHEN       | NAME   | GROUP          | TYPE  | REGISTRATION NUMBER | CODE | BUDGET                 | HOW MUCH APPLIED | TOTAL PROJECT | QUOTATION | WHAT FOR   | LEGAL POWER           | AWARD     | REMAINING              | 4315 AWARD | REMAINING |            |
| COUNCIL 29/01/2024                                       |           |            |  |                |       |                     |      |                        |                  |               |           |  |                       |           |                        |            |           |            |
| 72   | F&M       | 03/03/2025 | Honley Business Association                                      | Unregd         | Group |                     | 4315 | Community Assets       | £1,560.00        |               |           | Virement of £8,309 from 4315 Comm Assets to 4405 Projects and Events                     |                       |           | -£8,309                | -£435.00   | £8,309    | £9,895.63  |
| 71   | F&M       | 03/03/2025 | Hepworth Hurricanes  | Charity        |       | 1163904             | 4405 | Projects and Events    | £1,500.00        |               |           | Rolling Grant - Honley CCTV  | GPC Location Act 2011 | £1,560    |                        |            | £1,560    | £18,204.93 |
| 70   | F&M       | 03/03/2025 | Honley Village Community Trust                                   | Charity        |       | 1195759             | 4405 | Projects and Events    | £120.00          |               |           | Netball coaching for youg people - expenses and accommodation                            | GPC Location Act 2011 | £1,500    | £1,500                 | -£8,744.30 |           | £19,764.93 |
| 69   | F&M       | 03/03/2025 | Honley Village Community Trust                                   | Charity        |       | 1195759             | 4405 | Projects and Events    | £220.00          |               |           | Easter craft workshops for children  | GPC Location Act 2011 | £120      | £120                   | -£7,244.30 |           | £19,764.93 |
| 68   | F&M       | 03/03/2025 | Project Communities CIC  | CIC            |       |                     | 4405 | Projects and Events    | £1,500.00        |               |           | Easter tea for children  | GPC Location Act 2011 | £220      | £220                   | -£7,124.30 |           | £19,764.93 |
| 67   | F&M       | 03/03/2025 | Valley Anchors CIC   | CIC            |       | 14689749            | 4405 | Projects and Events    | £1,500.00        |               |           | Summer Sports Camp for SEND Children   | GPC Location Act 2011 | £1,500    | £1,500                 | -£6,904.30 |           | £19,764.93 |
| 66   | F&M       | 03/03/2025 | Holmfirth Music Festival   | Charity        |       | 1041628             | 4405 | Projects and Events    | £1,500.00        |               |           | Workshops for local organisations delivering community activities                        | GPC Location Act 2011 | £0        | £0                     | -£5,404.30 |           | £19,764.93 |
| 65   | F&M       | 03/03/2025 | Holmfirth Forward  | Ltd Company    |       | 11928547            | 4405 | Projects and Events    | £950.00          |               |           | Festival Running Costs - room hire, printing, - and set up website                       | GPC Location Act 2011 | £1,500    | £1,500                 | -£5,404.30 |           | £19,764.93 |
| 64   | F&M       | 03/03/2025 | Honley Village Community Trust                                   | Charity        |       | 1195759             | 4405 | Projects and Events    | £450.00          |               |           | A video to promote Holmfirth and the Holme Valley  | GPC Location Act 2011 | £0        | £0                     | -£3,904.30 |           | £19,764.93 |
| 63   | F&M       | 03/03/2025 | New Mill Male Voice Choir  | Charity        |       | 1107731             | 4405 | Projects and Events    | £625.00          |               |           | Welcome Club VE Day Party  | GPC Location Act 2011 | £400      | £400                   | -£3,904.30 |           | £19,764.93 |
| 62   | F&M       | 03/03/2025 | Café 100   | Charity        |       | 1086161             | 4405 | Projects and Events    | £1,500.00        |               |           | Workshop and concert at Festival of Folk   | GPC Location Act 2011 | £625      | £625                   | -£3,504.30 |           | £19,764.93 |
| 61   | F&M       | 03/03/2025 | Friends of Cliff Rec   | Unregd         | Group |                     | 4405 | Projects and Events    | £1,055.00        |               |           | Rent for the youth project   | GPC Location Act 2011 | £1,500    | £1,500                 | -£2,879.30 |           | £19,764.93 |
| 60   | F&M       | 03/03/2025 | Women's Open Talk Holmfirth                                      | Unregd         | Group |                     | 4405 | Projects and Events    | £1,092.00        |               |           | Towards VE Day 80 beacon lighting/band   | GPC Location Act 2011 | £1,055    | £1,055                 | -£1,379.30 |           | £19,764.93 |
| 59   | F&M       | 03/03/2025 | Wooldale Community Group   | Unregd         | Group |                     | 4405 | Projects and Events    | £1,000.00        |               |           | Women's mental health support group room hire  | GPC Location Act 2011 | £1,092    | £1,092                 | -£324.30   |           | £19,764.93 |
| 58   | F&M       | 03/03/2025 | Holmfirth Food and Drink Festival                                | CIC            |       | 11965504            | 4405 | Projects and Events    | £1,500.00        |               |           | Rent and new games equipment   | GPC Location Act 2011 | £1,000    | £1,000                 | £767.70    |           | £19,764.93 |
| 57   | F&M       | 03/03/2025 | Honley Business Association                                      | Unregd         | Group |                     | 4405 | Projects and Events    | £1,000.00        |               |           | Festival Running Costs   | GPC Location Act 2011 | £0        | £0                     | £1,767.70  |           | £19,764.93 |
| 56   | F&M       | 03/03/2025 | Holmfirth Book Festival CIC                                      | CIC            |       |                     | 4405 | Projects and Events    | £1,500.00        |               |           | Honley Open Gardens Festival   | GPC Location Act 2011 | £1,000    | £1,000                 | £1,767.70  |           | £19,764.93 |
| 55   | F&M       | 03/03/2025 | Holmfirth Tech   | CBS            |       | FCA 7739            | 4315 | Community Assets       | £2,238.98        |               |           | Fund website and promotional materials for 1st Children's Book Festival 2025 in the HV   | GPC Location Act 2011 | £1,500    | £1,500                 | £2,767.70  |           | £19,764.93 |
| 54   | F&M       | 03/03/2025 | Cartworth Moor Cricket Club                                      | CASC           |       |                     | 4315 | Community Assets       | £2,500           |               |           | Energy saving kitchen equipment  | GPC Location Act 2011 | £0        |                        | £4,267.70  | £0        | £19,764.93 |
| 53   | F&M       | 03/03/2025 | Hepworth Band  | Charity        |       | 1161654             | 4315 | Community Assets       | £5,000           |               |           | Solar panels project   | GPC Location Act 2011 | £0        |                        | £4,267.70  | £0        | £19,764.93 |
| 52   | F&M       | 03/03/2025 | Brockholes Green Spaces  | Unregd         | Group |                     | 4315 | Community Assets       | £1,029           |               |           | Community studio space   | GPC Location Act 2011 | £2,500    |                        | £4,267.70  | £2,500    | £19,764.93 |
| 51   | F&M       | 03/03/2025 | Honley Village Community Trust                                   | Charity        |       | 1195759             | 4315 | Community Assets       | £5,000           |               |           | Clear and replant Tollbar green space  | GPC Location Act 2011 | £1,029    |                        | £4,267.70  | £1,029.00 | £22,264.93 |
| 50   | F&M       | 03/03/2025 | Honley Village Community Trust                                   | Charity        |       | 1195759             | 4315 | Community Assets       | £1,000           |               |           | Tree works for Magdale   | GPC Location Act 2011 | £4,000    |                        | £4,267.70  | £4,000.00 | £23,293.93 |
| 49   | F&M       | 03/03/2025 | Holme Valley Lions   | Charity        |       | 1180437             | 4405 | Projects and Events    | £435             |               |           | Purchase hay-bob for Magdale   | GPC Location Act 2011 | £1,000    |                        | £4,267.70  | £1,000.00 | £27,293.93 |
| 48   | F&M       | 03/03/2025 | Scholes Cricket Club   | Unregd         | Group |                     | 4315 | Community Assets       | £2,904.28        |               |           | Works to Santa's sleigh  | GPC Location Act 2011 | £435      | £435.00                | £4,267.70  |           | £28,293.93 |
| 47   | F&M       | 03/03/2025 | New Mill Community Garden  | Unregd         | Group |                     | 4315 | Community Assets       | £655             |               |           | Replace outdoor seating  | GPC Location Act 2011 | £851.07   |                        | £4,702.70  | £851.07   | £28,293.93 |
| 32   | F&M       | 30/09/2024 | Holme Valley Transport   | Charity        |       | 1119261             | 4405 | Projects and Events    | £1,000           |               |           | Equipment and signage for the community garden   | GPC Location Act 2011 | £655      |                        | £4,702.70  | £655.00   | £29,145.00 |
| 31   | F&M       | 30/09/2024 | Friends of Cliff Rec   | Unregd         | Group |                     | 4405 | Projects and Events    | £500             |               |           | Rolling Grant - Patient Transport Scheme   | UGARA 1997            | £1,000    | £1,000.00              | £6,202.70  |           | £29,800.00 |
| 30   | F&M       | 30/09/2024 | Holmfirth Arts Festival  | Charity        |       | 1141623             | 4405 | Projects and Events    | £1,500           |               |           | Rolling Grant - Carols on the Cliff event  | UGA 1972 1545         | £500      | £500.00                | £7,202.70  |           | £29,800.00 |
| 30   | F&M       | 10/06/2024 | Holmfirth Festival of Folk                                       | Unregd         | Group |                     | 4405 | Projects and Events    | £1,500           |               |           | Rolling Grant - Flow project   | UGA 1972 1545         | £1,500    | £1,500.00              | £7,702.70  |           | £29,800.00 |
| 29   | F&M       | 30/09/2024 | Holmfirth Businesses Together Ltd 20240831                       | Business Group |       |                     | 4405 | Projects and Events    | £1,500           |               |           | Rolling Grant - Traffic Management and Insurance   | UGA 1972 1545         | £1,500    | £1,500.00              | £9,202.70  |           | £29,800.00 |
| 28   | F&M       | 30/09/2024 | Holme Valley Community Land Trust Limited t/a EcoHolmes 20240831 | CBS            |       | 8289                | 4405 | Projects and Events    | £1,500           |               |           | Towards Random Acts of Kindness project  | UGA 1972 1537         | £0        | £0.00                  | £10,702.70 |           | £29,800.00 |
|  | F&M       | 30/09/2024 | Holme Village Community Centre 20240830                          | Charity        |       | 1172459             | 4405 | Projects and Events    | £200.00          |               |           | Towards website design   | UGA 1972 1537         | £0        | £0.00                  | £10,702.70 |           | £29,800.00 |
| 27   | F&M       | 30/09/2024 | Honley Village Community Trust 20240830                          | Charity        |       | 1195759             | 4405 | Projects and Events    | £587.50          |               |           | Towards Children's Christmas Party - in error  | UGA 1972 1545         | £200      | £200.00                | £10,702.70 |           | £29,800.00 |
| 26   | F&M       | 30/09/2024 | Honley Village Community Trust 20240830                          | Charity        |       | 1195759             | 4405 | Projects and Events    | £577.50          |               |           | Towards Children's Christmas Party   | UGA 1972 1545         | £200      | £200.00                | £10,902.70 |           | £29,800.00 |
| 25   | F&M       | 30/09/2024 | Arts for Health 20240830   | CIC            |       |                     | 4405 | Projects and Events    | £1,500           |               |           | Towards Children's Halloween Party   | UGA 1972 1545         | £200      | £200.00                | £11,102.70 |           | £29,800.00 |
| 24   | F&M       | 30/09/2024 | Vocal Expression 20240829  | Charity        |       | 1100915             | 4405 | Projects and Events    | £1,500           |               |           | Rent and sessional worker fr music/film/animation sessions                               | UGA 1972 1545         | £1,500    | £1,500.00              | £11,302.70 |           | £29,800.00 |
| 23   | F&M       | 30/09/2024 | The Nest 20240829  | CIC            |       |                     | 4405 | Projects and Events    | £1,357.50        |               |           | Choir uniforms   | UGA 1972 1537         | £0        | £0.00                  | £12,802.70 |           | £29,800.00 |
| 22   | F&M       | 30/09/2024 | Holmfirth Tech 20240828  | CBS            |       | FCA 7739            | 4405 | Projects and Events    | £1,500           |               |           | Parent support sessions  | UGA 1972 1537         | £1,357.50 | £1,357.50              | £12,802.70 |           | £29,800.00 |
| 21   | F&M       | 30/09/2024 | Wooldale Community Group 20240828                                | Unregd         | Group |                     | 4405 | Projects and Events    | £159.80          |               |           | Food and drink for warm spaces sessions  | UGA 1972 1537         | £1,500    | £1,500.00              | £14,160.20 |           | £29,800.00 |
| 20   | F&M       | 30/09/2024 | Friends of Honley Library 20240828                               | Charity        |       | 1181829             | 4405 | Projects and Events    | £850             |               |           | Foldable tables x 4  | UGA 1972 1545         | £159.80   | £159.80                | £15,660.20 |           | £29,800.00 |
| 19   | F&M       | 30/09/2024 | New Mill Male Voice Choir 20240828                               | Charity        |       | 1107731             | 4405 | Projects and Events    | £1,300           |               |           | Library activities for children  | UGA 1972 1545         | £850      | £850.00                | £15,820.00 |           | £29,800.00 |
| 18   | F&M       | 30/09/2024 | Holmfirth Film Festival 20240821                                 | CIC            |       | 8875828             | 4405 | Projects and Events    | £1,000           |               |           | Recruitment projects for new members including website                                   | UGA 1972 1545         | £0        | £0.00                  | £16,670.00 |           | £29,800.00 |
| 17   | F&M       | 30/09/2024 | Honley Village Community Trust 20240820                          | Charity        |       | 1195759             | 4405 | Projects and Events    | £840             |               |           | Venue hire for the Film Festival   | UGA 1972 1545         | £1,000    | £1,000.00              | £16,670.00 |           | £29,800.00 |
| 16   | F&M       | 30/09/2024 | Sharing Memories 20240727  | Unregd         | Group |                     | 4405 | Projects and Events    | £1,490           |               |           | Welcome Club activities and Christmas party  | UGA 1972 1545         | £840      | £840.00                | £17,670.00 |           | £29,800.00 |
| 15   | F&M       | 30/09/2024 | Holmfirth Harriers 20240831                                      | Unregd         | Group |                     | 4315 | Other community assets | £5,000           |               |           | Artist fees, taxis, refreshments for art project involving older people and young people | UGA 1972 1545         | £1,490    | £1,490.00              | £18,510.00 |           | £29,800.00 |
| 14   | F&M       | 30/09/2024 | Friends of Honley 20240831                                       | Unregd         | Group |                     | 4315 | Other community assets | £1,500           |               |           | Solar panels and batteries   | LGMPJA 1976 519       | £5,000    | £20,000.00             | £5,000.00  |           | £29,800.00 |
| 13   | F&M       | 30/09/2024 | Uppertong Village Hall 20240831                                  | Charity        |       | 1027546             | 4315 | Other community assets | £5,000           |               |           | Seasonal Planting of outdoor spaces with volunteers                                      | LGMPJA 1976 519       | £1,500    | £20,000.00             | £1,500.00  |           | £34,800.00 |
| 12   | F&M       | 30/09/2024 | Just Hoop CIC 20240830   | CIC            |       |                     | 4315 | Other community assets | £5,000           |               |           | Towards replacement of hall roof   | LGMPJA 1976 519       | £0        | £20,000.00             | £0.00      |           | £36,300.00 |
| 11   | F&M       | 30/09/2024 | Holme Village Community Centre 20240830                          | Charity        |       | 1172459             | 4315 | Other community assets | £5,000           |               |           | Towards basketball goals   | LGMPJA 1976 519       | £5,000    | £20,000.00             | £5,000.00  |           | £36,300.00 |
| 10   | F&M       | 30/09/2024 | Holmfirth Tech 20240829  | CBS            |       | FCA 7739            | 4315 | Other community assets | £4,826.23        |               |           | Towards installation of toilets etc  | LGMPJA 1976 519       | £5,000    | £20,000.00             | £5,000.00  |           | £41,300.00 |
| 9  | F&M       | 30/09/2024 | Hepworth Band 20240829   | Charity        |       | 1161654             | 4315 | Other community assets | £5,000           |               |           | Towards development of the dance studio  | LGMPJA 1976 519       | £0        | £20,000.00             | £0.00      |           | £46,300.00 |
| 8  | F&M       | 30/09/2024 | Cartworth Moor Cricket Club 20240829                             | CASC           |       |                     | 4315 | Other community assets | £5,000           |               |           | Towards refurbishment of band room   | LGMPJA 1976 519       | £0        | £20,000.00             | £0.        |           |            |

Fixed Asset List

| Purchase Date                         | Description   | Account                           | (A)<br>Original Cost | Asset No | (B)<br>Annual Return Value<br>2023-24 | (C)<br>Insurance Value @<br>31/03/24 | Notes   |
|---------------------------------------|---|-----------------------------------|----------------------|----------|---------------------------------------|--------------------------------------|---|
| 01/06/2009                            | Chairman's Chain of Office  | 10 · Civic Items                  | £0.00                | 10       | £4,729.39                             | £5,592.86                            |   |
|                                       | Chairman's Escort's Chain of Office with badge  | 10 · Civic Items                  | £0.00                | 11       | £443.33                               | £519.08                              |   |
|                                       | Silver Gilt VC's Badge of Office  | 10 · Civic Items                  | £0.00                | 12       | £343.30                               | £401.96                              |   |
|                                       | VC's Pendant & Chain  | 10 · Civic Items                  | £1,825.50            | 13       | £2,181.46                             | £2,554.19                            |   |
|                                       | 7 Limited Edition signed prints   | 10 · Civic Items                  | £0.00                | 15       | £1,037.71                             | £1,167.96                            |   |
|                                       | Civic Furniture   | 30 · Office Furniture & Equipment | £21,089.63           | 20       | £500.00                               | £562.75                              | Majority of furniture disposed of in 2017-18. 3 chairs and 1 long table retained. |
|                                       | Office Furnitue   | 30 · Office Furniture & Equipment | £3,220.26            | 25       | £3,350.04                             | £3,922.46                            | Insurance includes Honours Board, Notice Boards etc                               |
|                                       | Filing Cabinets and Contents  | 30 · Office Furniture & Equipment |                      |          |                                       | £1,159.28                            |   |
| 16/12/2005                            | Samsung Digimax U-CA5 Camera  | 30 · Office Furniture & Equipment | £109.98              | 33       | £245.53                               | £287.49                              |   |
| 01/02/2015                            | Laptops   | 30 · Office Furniture & Equipment | £833.30              | 41       | £841.63                               | £985.44                              |   |
| 01/04/15 - printer 01/03/15 - cabling | HP Colour Laser Printer, Wifi Netork hub and cabling  | 30 · Office Furniture & Equipment |                      |          | £500.00                               | £1,375.76                            |   |
| 01/01/2011                            | Casio 135 LEIXGA Digital Projector  | 30 · Office Furniture & Equipment | £750.00              | 51       | £822.75                               | £972.96                              |   |
| 29/03/2018                            | Barn - Holme Allotments - off Watery Lane, Holme HD9 2QG<br>Land Registry: WYK821758  | 50 · Land & Buildings             | £0.00                | 100      | £57,368.17                            | £74,237.50                           |   |
|                                       | K6 Telephone Kiosks (5) Upperthong 20120331, Fulstone 20120331, Honley South 20120331, Netherthong 20170731, Holme 20120331 | 70 · Community Assets             | £5.00                | 105      | £15,758.13                            | £18,860.30                           |   |
|                                       | Closed Churchyard, Sude Hill, New Mill, HD9 7ER   | 70 · Community Assets             | £0.00                | 110      | £0.00                                 | £0.00                                | Closed Churchyard and stones not insured, other than public liability ins         |
|                                       | Bus Shelters x 24   | 70 · Community Assets             | £0.00                | 70       | £0.00                                 | £0.00                                | Shelters not insured  |
|                                       | Public Seats  | 70 · Community Assets             | £16,000.00           | 75       | £0.00                                 | £0.00                                | Ord Seats not insured   |
| 28/02/2013                            | Queen's Diamond Jubilee Seats (12)  | 70 · Community Assets             | £12,000.00           | 76       | £12,858.11                            | £15,055.14                           |   |
| 06/07/2014                            | TdF Seats (2)   | 70 · Community Assets             | £2,000.00            | 77       | £2,080.60                             | £2,436.11                            |   |
|                                       | Holme Allotments - off Watery Lane, Holme HD9 2QG Land<br>Registry: WYK821758   | 50 · Land & Buildings             | £25,000.00           | 80       | £0.00                                 | £0.00                                | Allotment land not insured, only barn   |
|                                       | Thirstin Rd Garage Site - adjoining 34, Thirston Road, Honley HD9 6JG   |                                   |                      |          |                                       |                                      |   |
|                                       | Land Registry: WYK821750  | 50 · Land & Buildings             | £0.00                | 85       | £0.00                                 | £0.00                                | Land not insured; buildings are resp of tenant                                    |
|                                       | Dover Lane Garage Site - Dover Lane, Underbank, Holmfirth HD9 2RB   |                                   |                      |          |                                       |                                      |   |
|                                       | Land Registry: WYK539066  | 50 · Land & Buildings             | £0.00                | 86       | £0.00                                 | £0.00                                | Land not insured; buildings are resp of tenant                                    |
| 30/09/2012                            | Handrails (2) - Holmfirth Centre  | 70 · Community Assets             | £1,300.00            | 90       | £1,324.38                             | £1,550.67                            |   |
| 09/01/2012                            | Street Nameplate - Victoria St (on YBS bldg)  | 70 · Community Assets             | £307.50              | 91       | £329.49                               | £385.79                              |   |
| 07/03/2013                            | Heritage Business Signboard - Norridge Bottom   | 70 · Community Assets             | £2,300.00            | 92       | £2,464.47                             | £2,885.57                            |   |
|                                       | War Memorials   | 70 · Community Assets             | £0.00                | 95       | £0.00                                 | £0.00                                |   |
|                                       | Holmfirth Public Conveniences and adjoining shop unit,<br>Towngate, Holmfirth HD9 1HA                                       |                                   |                      |          |                                       |                                      |   |
| 05/08/2016                            | Land Registry: YY71581  | 50 · Land & Buildings             | £1.00                | 96       | £150,000.00                           | £184,864.82                          |   |
|                                       | Holmfirth Civic Hall, Huddersfield Road, Holmfirth HD9 3AS  |                                   |                      |          |                                       |                                      |   |
| 31/03/2017                            | Land Registry: WYK809802  | 50 · Land & Buildings             | £1.00                | 97       | £5,000,000.00                         | £9,974,250.00                        | New valuation 2023  |
| 29/08/2017                            | HCG Interpretation Board  | 70 · Community Assets             | £1,000.00            | 98       | £1,000.00                             | £1,159.28                            |   |
| 29/03/2018                            | WW1 commemorative seat  | 70 · Community Assets             | £1,000.00            | 99       | £1,000.00                             | £1,225.51                            |   |
|                                       | Display Board - women's suffrage  | 70 · Community Assets             |                      | 100      | £1,000.00                             | £1,125.51                            |   |
| 12/2018 01/2019                       | Defibrillators x 2  | 70 · Community Assets             | £1,400.40            | 101      | £1,400.40                             | £3,151.43                            |   |
|                                       | Dog Waste Bag Dispensers x 15   | 70 · Community Assets             | £2,775.00            | 102      | £2,775.00                             | £2,944.00                            |   |
| 14/08/2019                            | Ricoh MPC 2503 Leased copier/scanner/printer  | 30 · Office Furniture & Equipment | £3,000.00            | 103      | £3,000.00                             | £3,278.18                            |   |
| 20/08/2020                            | Outdoor bottle filling station - Holmfirth toilets with decal   | 70 · Community Assets             | £2,052.50            | 104      | £2,052.50                             | £2,052.50                            |   |
| 20/08/2020                            | Plaques x 2 for Civic Hall and Holmfirth toilets  | 70 · Community Assets             | £798.00              | 105      | £798.00                               | £798.00                              |   |
| 15/09/2020                            | iPad  | 30 · Office Furniture & Equipment | £459.00              | 106      | £459.00                               | £459.00                              | Apple replacement cost  |
| 04/01/2021                            | HP Laptops x 2 for Clerk and CEC  | 30 · Office Furniture & Equipment | £831.66              | 107      | £831.66                               | £831.66                              |   |
| 21/11/2020                            | iPhone  | 30 · Office Furniture & Equipment | £399.00              | 108      | £399.00                               | £399.00                              | Apple replacement cost  |
| 09/12/2021                            | K6 Telephone Kiosk (1 additional Holmfirth centre)  | 70 · Community Assets             | £1.00                | 109      | £1.00                                 | £3,000.00                            |   |
| 29/04/2022                            | K6 Telephone Kiosk (1 additional Wooldale)  | 70 · Community Assets             | £1.00                | 110      | £1.00                                 | £3,000.00                            |   |
| 16/12/2022                            | Honley Library, West Avenue, Honley HD9 6HF<br>Registrv: WYK809802  | Land<br>50 · Land & Buildings     | £1.00                | 111      | £1.00                                 | £830,000                             |   |
| 21/04/2023                            | Illuminated signs for Upperthong phone box  | 70 · Community Assets             | £158.50              | 112      | £158.50                               | £158.50                              |   |
| 22/09/2023                            | Holme Moss Topograph  | 70 · Community Assets             | £9,446.90            | 113      | £9,446.90                             | £9,446.90                            | Breakdown on a separate sheet   |
| 27/02/2024                            | Pavement Signs for School - Think Before You Park   | 70 · Community Assets             | £474.00              | 114      | £474.00                               | £474.00                              |   |
| 21/03/2024                            | Office Chair  | 70 · Community Assets             | £154.00              | 115      | £154.00                               | £154.00                              |   |
| 30/04/2024                            | Book - Arnold-Baker on Local Council Administration - 13th  | 70 · Community Assets             | £141.00              | 116      | £141.00                               | £141.00                              |   |
| 11/06/2024                            | Pavement Signs for School - Think Before You Park   | 70 · Community Assets             | £474.00              | 117      | £474.00                               | £474.00                              |   |
| 17/12/2024                            | Plaque for Honley Library Covd Memorial   | 70 · Community Assets             | £623.50              | 118      | £623.50                               | £623.50                              |   |
|                                       | Total Values  |                                   | £111,933.63          |          | £5,283,368.95                         | £11,158,924.06                       |   |

Key (with ref to Practitioners' Guide re assets):  
(A) Column A is original purchase cost, where known. Where original cost not known, may substitute with insurance value.  
(B) Figures in Column B should not change, year on year (as PKF guidance - email of 14/9/15 refers) except where items disposed of or acquired; total of Col B transferred onto Annual Return (Box 9)  
(C) Column C is for insurance purposes only (to check sufficient insurance cover and will fluctuate to tie in with actual insurance cover)  
(D) 31/3/17 Original valuation £5m, then revised to £4.59m by specialist valuer (for insurance purposes) on behalf of Norris & Fisher in Sept 2017, then £4,805,730 on 20/2/18 at renewal time; then £4729980 in February 2019; then £9,974,250 2023; should be revalued every 5 years.  
As agreed with Internal Auditor, col C revised accordingly, but col B only changes if disposal or additional asset acquired.

Schedule of Disposals 2024-25:

| Purchase Date         | Description | Account | (A)<br>Original Cost | Asset No | (B)<br>Annual Return Value<br>2024-25 | (C)<br>Insurance Value @<br>31/03/25 |
|-----------------------|-------------|---------|----------------------|----------|---------------------------------------|--------------------------------------|
| Total disposal value: |             |         |                      |          | £0.00                                 |                                      |

Breakdown of payments towards Holme Moss topograph:

| Pay Date   | Our number | Description   | NET       | VAT    | GROSS     |
|------------|------------|---|-----------|--------|-----------|
| 29/03/2023 | 2223/12/54 | Patrick Walls - design and fabrication Holme Moss Topograph | £2,500.00 | £0.00  | £2,500.00 |
| 29/03/2023 | 2223/12/55 | Patrick Walls - materials Holme Moss Topograph              | £1,250.00 | £0.00  | £1,250.00 |
| 30/03/2023 | 2223/12/67 | Planning Application - reimbursement to Cllr RH             | £257.83   | £5.37  | £263.20   |
| 30/03/2023 | 2223/12/68 | Further plans - reimbursement to Cllr RH                    | £25.50    | £5.10  | £30.60    |
| 30/03/2023 | 2223/12/69 | Preparatory work - reimbursement to Cllr RH                 | £150.00   | £30.00 | £180.00   |
| 26/05/2023 | 2324/02/25 | Planning Application Fee - reimbursement to Cllr RH         | £34.00    | £6.80  | £40.80    |
| 26/05/2023 | 2324/02/26 | Additional Planning Fee - reimbursement to Cllr RH          | £24.00    | £4.80  | £28.80    |
| 26/05/2023 | 2324/02/27 | Extra structural checks - reimbursement to Cllr RH          | £50.00    | £10.00 | £60.00    |
| 28/06/2023 | 2324/03/22 | Patrick Walls - Materials for Holme Moss Topograph          | £155.57   | £0.00  | £155.57   |
| 13/10/2023 | 2324/07/06 | Patrick Walls - towards fabrication of Holme Moss Topograph | £3,935.00 | £0.00  | £3,935.00 |
| 19/12/2023 | 2324/09/16 | Patrick Walls - towards fabrication of Holme Moss Topograph | £1,065.00 | £0.00  | £1,065.00 |
|            |            |   | £9,446.90 |        |           |

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ENTER NAME OF AUTHORITY  
Holme Valley Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

|   | Agreed |     |   |
|---|--------|-----|---|
|   | Yes    | No* |   |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.  | ✓      |     | prepared its accounting statements in accordance with the Accounts and Audit Regulations.   |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.  | ✓      |     | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.   |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓      |     | has only done what it has the legal power to do and has complied with Proper Practices in doing so.   |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.   | ✓      |     | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.   |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.  | ✓      |     | considered and documented the financial and other risks it faces and dealt with them properly.  |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.  | ✓      |     | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.  | ✓      |     | responded to matters brought to its attention by internal and external audit.   |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.                                  | ✓      |     | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.   |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.                         | Yes    | No  | N/A   |
|   | ✓      |     |   |

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

23/06/2025

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.holmevalleyparishcouncil.gov.uk

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Section 2 – Accounting Statements 2024/25 for

Holme Valley Parish Council

|   | Year ending     |                 | Notes and guidance  |
|---|-----------------|-----------------|---|
|   | 31 March 2024 £ | 31 March 2025 £ |   |
| 1. Balances brought forward             | 253,277         | 221,342         | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.  |
| 2. (+) Precept or Rates and Levies      | 284,924         | 327,934         | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.   |
| 3. (+) Total other receipts             | 19,861          | 22,371          | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.   |
| 4. (-) Staff costs                      | 85,328          | 91,574          | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments | 0               | 0               | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).  |
| 6. (-) All other payments               | 251,392         | 323,203         | Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).   |
| 7. (=) Balances carried forward         | 221,342         | 156,870         | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).   |

|   |           |           |  |
|---|-----------|-----------|--|
| 8. Total value of cash and short term investments           | 231,312   | 151,646   | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b> |
| 9. Total fixed assets plus long term investments and assets | 5,271,897 | 5,283,369 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.                         |
| 10. Total borrowings  | 0         | 0         | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).   |

| For Local Councils Only                                    | Yes | No | N/A |   |
|--|-----|----|-----|---|
| 11a. Disclosure note re Trust funds (including charitable) | ✓   |    |     | The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets. |
| 11b. Disclosure note re Trust funds (including charitable) | ✓   |    |     | The figures in the accounting statements above exclude any Trust transactions.                                |

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners’ Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date 26/05/2025

I confirm that these Accounting Statements were approved by this authority on this date:

23/06/2025

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

Holme Valley Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Annual Internal Audit Report 2024/25

ENTER NAME OF AUTHORITY

ENTER AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority’s internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority’s needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective   | Yes | No* | Not covered**  |
|--|-----|-----|----------------|
| A. Appropriate accounting records have been properly kept throughout the financial year.   |     |     |                |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.  |     |     |                |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.  |     |     |                |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.   |     |     |                |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.  |     |     |                |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.   |     |     |                |
| G. Salaries to employees and allowances to members were paid in accordance with this authority’s approvals, and PAYE and NI requirements were properly applied.  |     |     |                |
| H. Asset and investments registers were complete and accurate and properly maintained.   |     |     |                |
| I. Periodic bank account reconciliations were properly carried out during the year.  |     |     |                |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.   |     |     |                |
| K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick “not covered”)  |     |     |                |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.   |     |     |                |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set). |     |     |                |
| N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).   |     |     |                |
| O. (For local councils only)<br>Trust funds (including charitable) – The council met its responsibilities as a trustee.  | Yes | No  | Not applicable |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYYDD/MM/YYYYDD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

\*If the response is ‘no’ please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is ‘not covered’ please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Smaller authority name: **Holme Valley Parish Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION  
OF UNAUDITED ANNUAL GOVERNANCE &  
ACCOUNTABILITY RETURN**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025**

**Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

**NOTICE**

**1. Date of announcement Monday 23 June 2025**

**2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.**

**Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:**

**Richard McGill, Responsible Finance Officer  
Holme Valley parish Council  
The Civic  
Huddersfield Road  
Holmfirth HD9 3AS  
Tel: 01484 687460  
Email: [deputyclerk@holmevalleyparishcouncil.gov.uk](mailto:deputyclerk@holmevalleyparishcouncil.gov.uk)**

commencing on **Tuesday 24 June 2025**

and ending on **Monday 4 August 2025**

**3. Local government electors and their representatives also have:**

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

**4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:**

**PKF Littlejohn LLP (Ref: SBA Team)  
15 Westferry Circus  
Canary Wharf  
London E14 4HD  
([sba@pkf-l.com](mailto:sba@pkf-l.com))**

**5. This announcement is made by Richard McGill, Responsible Finance Officer**

## LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

**Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.**

### The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

### The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2025 for 2024/25 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

### The right to ask the auditor questions about the accounting records

**You should first ask your smaller authority** about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.



Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer ‘what’ questions, not ‘why’ questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

### **The right to make objections at audit**

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority’s finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority’s area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

### **A final word**

You may not use this ‘right to object’ to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens’ Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor’s decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority’s appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

## CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

**This form is only for use by smaller authorities subject to a review and should not be published on your website**

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation

Name of smaller authority: **Holme Valley Parish Council**

County Area (local councils and parish meetings only): **Kirklees, West Yorkshire**

**On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:**

Commencing on **Tuesday 24 June 2025**

and ending on **Monday 4 August 2025**

**Signed:**



**Role:** Responsible Finance Officer

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree with the column headed “Year ending 31 March 2025” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are on the accruals and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority: **Holme Valley Parish Council**

County area (local councils and parish meetings only): **Kirklees, West Yorkshire**

### Financial year ending 31 March 2025

Prepared by (Name and Role): **Richard McGill, Responsible Finance Officer**

Date: **26/05/2025**

|   | £         | £                       |
|---|-----------|-------------------------|
| <b>Balance per bank statements as at 31/3/25:</b>                             |           |                         |
| HSBC Business Current Account   | 2,245.08  |                         |
| HSBC Business Money Manager Account   | 55,454.13 |                         |
| CCLA - Public Sector Deposit Fund   | 75,000.00 |                         |
| Unity Trust Current Account T2  | 18,439.67 |                         |
| Unity Trust Instant Access Account  | 506.93    |                         |
|   |           | 151,645.8               |
| Petty cash float (if applicable)  |           | -                       |
| Less: any unpresented cheques as at 31/3/25 (enter these as negative numbers) |           |                         |
|   |           | -                       |
| Add: any un-banked cash as at 31/3/25   |           |                         |
|   |           | -                       |
| <b>Net balances as at 31/3/25 (Box 8)</b>                                     |           | <b><u>151,645.8</u></b> |

## Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Holme Valley Parish Council

County area (local councils and parish meetings only):

Kirklees, West Yorkshire

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

|  | £          | £                 |
|--|------------|-------------------|
| <b>Box 7: Balances carried forward</b>   |            | <b>156,869.73</b> |
| Deduct: Debtors (enter these as negative numbers)                                |            |                   |
| HMRC - reimbursement of VAT  | (1,553.60) |                   |
| HCHCT - reimbursement insurance  | (6,635.66) |                   |
| Northern Powergrid   | (2.00)     |                   |
|  | (8,191.26) |                   |
| Deduct: Payments made in advance (prepayments) (enter these as negative numbers) |            |                   |
| Vision ICT - hosted email accounts   | (580.00)   |                   |
| HCHCT - room hire for NOV event  | (100.00)   |                   |
| Time In Time Out - TiTo APR  | (210.00)   |                   |
|  | (890.00)   |                   |
| <b>Total deductions</b>  |            | <b>(9,081.26)</b> |
| Add:   |            |                   |
| Creditors (must not include community infrastructure levy (CIL) receipts)        |            |                   |
| Grant to Holme Valley Lions  | 435.00     |                   |
| Maintenance - seats & shelters   | 687.70     |                   |
| Maintenance - toilets  | 937.75     |                   |
| Expenses - toilets   | 71.26      |                   |
| Meltham Town Council - ticket  | 29.17      |                   |
| HCHCT - room hire Parish Meeting   | 96.00      |                   |
| BT - internet and phone MAR  | 47.46      |                   |
| Parkinson Partners VAT advice  | 800.00     |                   |
| Donation to River Holme Connections  | 435.00     |                   |
|  | 3,539.34   |                   |
| Add:   |            |                   |
| Receipts in advance (must not include deferred grants/loans received)            |            |                   |
| Allotment Rent - MB  | 30.00      |                   |
| Garage Rent - BB   | 240.00     |                   |
| Allotment Rent - AH  | 48.00      |                   |
|  | 318.00     |                   |
| <b>Total additions</b>   |            | <b>3,857.34</b>   |
| <b>Box 8: Total cash and short term investments</b>                              |            | <b>151,645.81</b> |



Explanation of variances – pro forma

Name of smaller authority: **Holme Valley Parish Council**  
County area (local councils and parish meetings only): **Kirklees, West Yorkshire**

Insert figures from Section 2 of the AGAR in all [Blue highlighted boxes](#)

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;

|  | 2023/24<br>£ | 2024/25<br>£ | Variance<br>£ | Variance<br>% | Explanation<br>Required? | Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>   | Explanation from smaller authority <u>(must include narrative and supporting figures)</u>  |
|--|--------------|--------------|---------------|---------------|--------------------------|---|--|
| 1 Balances Brought Forward                                       | 253,277      | 221,342      |               |               |                          | Explanation of % variance from PY opening balance not required - Balance brought forward agrees |  |
| 2 Precept or Rates and Levies                                    | 284,924      | 327,934      | 43,010        | 15.10%        | YES                      |   | The budget of the Parish Council actually reduced from £336,720 to £332,260 from 2023/24 to 2024/25. The reasons for the precept going up was principally because the Parish Council needed significantly more money to fund new earmarked reserves it set up 2024/25 (£30,000 for The Civic; £5,000 for public transport; £5,000 for tourism; £3,800 for dog waste) and to ensure it had as per the JPAG Practitioners' Guide, 3 months net revenue expenditure available in general reserves as a contingency fund. To that end, £16,453 from the precept contributed directly to general reserves. In addition, £7,000 from the precept went directly into the Elections earmarked reserve (to be added to annually until the next full Council Election), and £9,453 into the £30,000 earmarked reserve for The Civic.   |
| 3 Total Other Receipts   | 19,861       | 22,371       | 2,510         | 12.64%        | NO                       |   |  |
| 4 Staff Costs  | 85,328       | 91,574       | 6,246         | 7.32%         | NO                       |   |  |
| 5 Loan Interest/Capital Repayment                                | 0            | 0            | 0             | 0.00%         | NO                       |   |  |
| 6 All Other Payments   | 251,392      | 323,203      | 71,811        | 28.57%        | YES                      |   | The biggest contributor to this increase in All Other Payments was expenditure on The Civic, a building which the Parish Council owns but which is managed by a charitable trust. In 2023/24 expenditure by the Parish Council on The Civic was £19,396. In 2024/25, expenditure on The Civic was £88,998. Much of this was planned, and paid from earmarked reserves, and represents an ongoing commitment of the Parish Council to the building. However, £26,508 was unanticipated additional emergency expenditure to fix the roof and other urgently needed repairs. In addition to this, Council Office Expenditure went somewhat overbudget to fund financial advice (£800) on the nature of the relationship between the Parish Council and The Civic charitable trust, and the ability to reclaim VAT on building work. Other notable expenditure was that the Parish Council's insurance premium increased from £8,937 to £11,851 on the back of a new valuation of The Civic at just under £10,000,000. The Parish Council also paid £5,500 in grants/donations to a local food bank which was struggling to meet need over Christmas. Whilst they remained in budget, expenditure on the Parish Council's grants budget lines were around £5,000 higher than the previous year, - £64,539 against £59,706. Through its earmarked reserves, the Parish Council also paid out £7,676 this year (against £474 last year) on road calming measures (purchase of two speed cameras and parking bollards for schools). The Parish Council has plans to develop the public toilet block in Holmfirth, and this meant that expenditure increased from £566 last year to £3,350 this year, with more anticipated in the year ahead. Finally, the Parish Council committed to pay for a full year to fund youth work in the Holme Valley, - paying for a youth worker to facilitate youth clubs, - meaning £25,000 was paid out against the £14,000 for the part-year in 2023/24. Against, these increases a few budget lines did reduce, - Elections from £24,860 to £9,016 and Honley Library from £25,000 to £15,080; |
| 7 Balances Carried Forward                                       | 221,342      | 156,870      |               |               |                          | VARIANCE EXPLANATION NOT REQUIRED   |  |
| 8 Total Cash and Short Term Investments                          | 231,312      | 151,646      |               |               |                          | VARIANCE EXPLANATION NOT REQUIRED   |  |
| 9 Total Fixed Assets plus Other Long Term Investments and Assets | 5,271,897    | 5,283,369    | 11,472        | 0.22%         | NO                       |   |  |
| 10 Total Borrowings  | 0            | 0            | 0             | 0.00%         | NO                       |   |  |

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

## Contact details

Name of smaller authority: **Holme Valley Parish Council**

County Area (local councils and parish meetings only): **Kirklees, West Yorkshire**

Please complete this form and send it back to us with the AGAR or exemption certificate

|                          | RFO (Main contact)   | Clerk  |
|--------------------------|--|--|
| Name                     | Richard McGill   | Jennifer McIntosh  |
| Address                  | Holme Valley Parish Council<br>The Civic<br>Huddersfield Road<br>Holmfirth HD9 3AS | Holme Valley Parish Council<br>The Civic<br>Huddersfield Road<br>Holmfirth HD9 3AS |
| Daytime telephone number | 01484 687460   | 01484 687460   |
| Mobile telephone number  |  |  |
| Email address            | deputyclerk@holmevalleyparishcouncil.gov.uk  | clerk@holmevalleyparishcouncil.gov.uk  |

|                          | Chairman  |
|--------------------------|---|
| Name                     | Cllr Glenn Kirkby                               |
| Address                  |   |
| Daytime telephone number |   |
| Mobile telephone number  |   |
| Email address            | cllrglennkirkby@holmevalleyparishcouncil.gov.uk |



The Civic  
Huddersfield Road  
Holmfirth HD9 3AS

Clerk to the Council: Mrs Jen McIntosh RFO  
and Deputy Clerk to the Council: Rich McGill

Phone: 01484 687460

E-mail: [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)

[deputyclerk@holmevalleyparishcouncil.gov.uk](mailto:deputyclerk@holmevalleyparishcouncil.gov.uk)

26<sup>th</sup> May 2024

Regarding the draft final accounts for the financial year ending 31<sup>st</sup> March 2025, I declare that the Accounting Statements as published are unaudited and may be subject to change.

A handwritten signature in grey ink, appearing to read 'RM McGill', is positioned above the printed name.

**Rich McGill**

Responsible Finance Officer and Deputy Clerk of Holme Valley Parish Council



Holmfirth Civic Hall  
Huddersfield Road  
Holmfirth HD9 3AS

Clerk to the Council: Mrs Jen McIntosh  
RFO and Deputy Clerk to the Council: Rich McGill

Phone: 01484 687460  
E-mail: [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)  
[deputyclerk@holmevalleyparishcouncil.gov.uk](mailto:deputyclerk@holmevalleyparishcouncil.gov.uk)

30<sup>th</sup> January 2024

To Amy Whibley  
Senior Finance Officer  
Kirklees Council

Dear Amy Whibley

Re. the Precept and Budget for Holme Valley Parish Council for the year 2024/25

I am writing to confirm that at the Full Council Meeting on 29<sup>th</sup> January 2024 Holme Valley Parish Council resolved to approve adoption of a budget for 2024/25 of £332,260.

Within this budget, the Parish Council calls on Kirklees Council for the following amounts:

- Precept **£327,934** ( $10741.38 \times £30.53$  Band D, an increase of £3.35 = £327934.3314)
- Special Expenses Grant **£3,437** ( $10741.38 \times £0.32 = £3437.2416$ )

The total amount due from Kirklees Council will be **£331,371**.

We would appreciate receiving the money in two instalments as 2023-24.

Yours sincerely

Jennifer McIntosh  
Clerk to Holme Valley Parish Council

Date: 18/03/2025

Holme Valley Parish Council

Time: 13:51

Unity Trust Current Account T2

List of Payments made between 01/02/2025 and 28/02/2025

| <u>Date Paid</u> | <u>Payee Name</u>              | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>     |
|------------------|--------------------------------|------------------|--------------------|-----------------------|-------------------------------|
| 01/02/2025       | Maintenance Contractor         | 2425/11/10       | 350.00             | F&M 2425 12           | HOLME WALLING                 |
| 10/02/2025       | HCHCT                          | 2425/11/01       | 12,000.00          | COUNCIL 2425 158i     | GRANT - ADDITIONAL REPAIRS    |
| 10/02/2025       | HCHCT                          | 2425/11/02       | 10,000.00          | COUNCIL 2425 158ii    | GRANT - URGENT WORKS          |
| 10/02/2025       | Honley Village Community Trust | 2425/11/03       | 200.00             | COUNCIL 2425 77       | GRANT - HALLOWEEN PARTY       |
| 10/02/2025       | HEPWORTH FOCUS                 | 2425/11/04       | 100.00             | F&M 2425 12           | MAGAZINE ARTICLE X4           |
| 10/02/2025       | HUDDERSFIELD HUB               | 2425/11/05       | 600.00             | COUNCIL 2425 154      | HUB NEWS 3 MNTHS              |
| 10/02/2025       | Maintenance Contractor         | 2425/11/06       | 199.48             | F&M 2425 12           | EXPENSES                      |
| 10/02/2025       | British Telecom                | 2425/11/07       | 56.47              | F&M 2425 12           | INTERNET AND PHONE            |
| 10/02/2025       | Staff 02                       | 2425/11/08       | 56.26              | F&M 2425 12           | REIMBURSEMENT - FOUNTAIN PART |
| 10/02/2025       | STEPHENSONS TREES              | 2425/11/09       | 600.00             | COUNCIL 2425 154      | CLEAR VEGETATION RE MEMORIAL  |
| 10/02/2025       | Maintenance Contractor         | 2425/11/11       | 1,510.75           | F&M 2425 12           | MAINTENANCE                   |
| 17/02/2025       | Time In Time Out Media         | 2425/11/12       | 252.00             | F&M 2425 12           | COUNCIL NEWS                  |
| 17/02/2025       | West Yorkshire Pension Fund    | 2425/11/13       | 992.62             | F&M 2425 12           | PENSIONS                      |
| 17/02/2025       | HMRC                           | 2425/11/14       | 1,568.63           | F&M 2425 12           | PAYE TAX AND NI               |
| 17/02/2025       | Staff 05                       | 2425/11/15       | 1,491.50           | F&M 2425 12           | SALARY                        |
| 17/02/2025       | Staff 02                       | 2425/11/16       | 1,792.24           | F&M 2425 12           | SALARY                        |
| 17/02/2025       | Staff 04                       | 2425/11/17       | 1,618.99           | F&M 2425 12           | SALARY                        |
| 18/02/2025       | E.ON NEXT                      | 2425/11/18       | 31.18              | F&M 2425 12           | ELECTRICITY HOLMFIRTH TOILETS |
| 28/02/2025       | Unity Trust                    | 2425/11/19       | 9.15               | F&M 2425 53ia         | SERVICE CHARGE                |
| Total Payments   |                                |                  | 33,429.27          |                       |                               |

Date: 18/03/2025

## Holme Valley Parish Council

Page 1

Time: 13:51

## HSBC Current A/C

## List of Payments made between 01/02/2025 and 28/02/2025

| <u>Date Paid</u>      | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|-------------------|------------------|--------------------|-----------------------|---------------------------|
| 03/02/2025            | HSBC              | 2425/11/20       | 2.32               | F&M 2425 12           | DEBIT INTEREST            |
| 03/02/2025            | HSBC              | 2425/11/21       | 8.00               | F&M 2425 12           | BANK CHARGES              |
| <b>Total Payments</b> |                   |                  | <u>10.32</u>       |                       |                           |

| Payments for Month 12 |                               |            |              | Nominal Ledger Analysis |        |      |        |           |                              |
|-----------------------|-------------------------------|------------|--------------|-------------------------|--------|------|--------|-----------|------------------------------|
| Date                  | Payee Name                    | Reference  | £ Total Amnt | £ Creditors             | £ VAT  | A/c  | Centre | £ Amount  | Transaction Detail           |
| 06/03/2025            | Staff 04                      | 2425/12/01 | 20.99        |                         | 3.50   | 4245 | 150    | 17.49     | REIMBURSEMENT SCALES         |
| 06/03/2025            | Vision ICT                    | 2425/12/02 | 696.00       |                         | 116.00 | 4400 | 150    | 580.00    | HOSTED EMAIL ACCOUNTS        |
| 06/03/2025            | REDBAK LTD                    | 2425/12/03 | 1,260.00     |                         | 210.00 | 4650 | 350    | 1,050.00  | BRAND REFRESH                |
| 06/03/2025            | Kirklees Youth Alliance       | 2425/12/04 | 5,000.00     |                         |        | 4760 | 400    | 5,000.00  | GRANT - YOUTH PROVISION      |
| 06/03/2025            | Kirklees Youth Alliance       | 2425/12/05 | 5,000.00     |                         |        | 4760 | 400    | 5,000.00  | GRANT - YOUTH PROVISION      |
| 06/03/2025            | Handelsbanken                 | 2425/12/06 | 100.00       |                         |        | 4650 | 350    | 100.00    | ROOM HIRE FOR 09/11          |
| 06/03/2025            | SLCC                          | 2425/12/07 | 50.00        |                         |        | 4060 | 110    | 50.00     | CILCA EXTENSION STAFF 02     |
| 06/03/2025            | Document Logic                | 2425/12/08 | 234.00       |                         | 39.00  | 4205 | 150    | 195.00    | PHOTOCOPYING                 |
| 06/03/2025            | West Yorks Combined Authority | 2425/12/09 | 1,971.00     |                         |        | 4730 | 400    | 1,971.00  | HV MINIBUS SERVICE JAN 25    |
| 06/03/2025            | YLCA                          | YLCA       | 35.00        |                         |        | 4061 | 150    | 35.00     | WEBINAR - BREAKTHROUGH COMMS |
| 06/03/2025            | Staff 02                      | 2425/12/11 | 15.59        |                         | 2.60   | 4400 | 150    | 12.99     | REIMBURSEMENT ZOOM           |
| 06/03/2025            | Staff 02                      | 2425/12/12 | 15.59        |                         | 2.60   | 4400 | 150    | 12.99     | REIMBURSEMENT ZOOM DEC       |
| 06/03/2025            | Staff 02                      | 2425/12/13 | 15.59        |                         | 2.60   | 4400 | 150    | 12.99     | REIMBURSEMENT ZOOM FEB       |
| 06/03/2025            | Handelsbanken                 | 2425/12/06 | -100.00      |                         |        | 4650 | 350    | -100.00   | REVERSE PAYMENTS ERROR       |
| 06/03/2025            | HCHCT                         | 2425/12/06 | 100.00       |                         |        | 4650 | 350    | 100.00    | ROOM HIRE 09/11              |
| 14/03/2025            | Staff 04                      | 2425/12/14 | 1,619.19     |                         |        | 4000 | 110    | 1,619.19  | SALARY                       |
| 14/03/2025            | Staff 05                      | 2425/12/15 | 1,491.30     |                         |        | 4000 | 110    | 1,491.30  | SALARY                       |
| 14/03/2025            | West Yorkshire Pension Fund   | 2425/12/16 | 992.62       |                         |        | 4000 | 110    | 992.62    | PENSIONS                     |
| 14/03/2025            | HMRC                          | 2425/12/17 | 1,568.63     |                         |        | 4000 | 110    | 1,568.63  | PAYE TAX AND NI              |
| 14/03/2025            | Staff 02                      | 2425/12/18 | 1,792.04     |                         |        | 4000 | 110    | 1,792.04  | SALARY                       |
| 14/03/2025            | Staff 04                      | 2425/12/14 | -1,619.19    |                         |        | 4000 | 110    | -1,619.19 | REVERSE SALARY               |
| 14/03/2025            | Staff 05                      | 2425/12/15 | -1,491.30    |                         |        | 4000 | 110    | -1,491.30 | REVERSE SALARY               |
| 14/03/2025            | West Yorkshire Pension Fund   | 2425/12/16 | -992.62      |                         |        | 4000 | 110    | -992.62   | REVERSE PENSIONS             |
| 14/03/2025            | HMRC                          | 2425/12/17 | -1,568.63    |                         |        | 4000 | 110    | -1,568.63 | REVERSE PAYE TAX & NI        |
| 14/03/2025            | Staff 04                      | 2425/12/14 | 1,619.19     |                         |        | 4000 | 110    | 1,619.19  | SALARY                       |
|                       |                               |            |              |                         |        | 344  | 0      | -1,619.19 | SALARY                       |
|                       |                               |            |              |                         |        | 6000 | 110    | 1,619.19  | SALARY                       |
| 14/03/2025            | Staff 05                      | 2425/12/15 | 1,491.30     |                         |        | 4000 | 110    | 1,491.30  | SALARY                       |
|                       |                               |            |              |                         |        | 344  | 0      | -1,491.30 | SALARY                       |
|                       |                               |            |              |                         |        | 6000 | 110    | 1,491.30  | SALARY                       |
| 14/03/2025            | West Yorkshire Pension Fund   | 2425/12/16 | 992.62       |                         |        | 4000 | 110    | 992.62    | PENSIONS                     |
|                       |                               |            |              |                         |        | 344  | 0      | -992.62   | PENSIONS                     |
|                       |                               |            |              |                         |        | 6000 | 110    | 992.62    | PENSIONS                     |
| 14/03/2025            | HMRC                          | 2425/12/17 | 1,568.63     |                         |        | 4000 | 110    | 896.89    | PAYE TAX & NI                |
|                       |                               |            |              |                         |        | 344  | 0      | -896.89   | PAYE TAX & NI                |
|                       |                               |            |              |                         |        | 6000 | 110    | 896.89    | PAYE TAX & NI                |
|                       |                               |            |              |                         |        | 4000 | 110    | 671.74    | PAYE TAX & NI                |
| 17/03/2025            | Time In Time Out Media        | 2425/12/19 | 252.00       |                         | 42.00  | 4650 | 350    | 210.00    | COUNCIL NEWS                 |
| 19/03/2025            | E.ON NEXT                     | 2425/12/20 | 48.22        |                         | 2.30   | 4320 | 400    | 45.92     | ELECTRICITY                  |

Date: 22/05/2025

## Holme Valley Parish Council

Page: 3

Time: 11:33

## Cashbook 7

User: RFO

## Unity Trust Current Account T2

For Month No: 12

## Payments for Month 12

## Nominal Ledger Analysis

| <u>Date</u> | <u>Payee Name</u>                | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u>                      |
|-------------|----------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|--|
| 28/03/2025  | Business Stream                  | 2425/12/21       | 754.44              |                    |              | 4320       | 400           | 754.44          | HOLMFIRTH TOILETS<br>WATER SEWERAGE<br>TOILETS |
| 28/03/2025  | BROCKHOLES GREEN SPACES          | 2425/12/22       | 1,029.00            |                    |              | 4315       | 250           | 1,029.00        | GRANT - CLEAR<br>REPLANT TOLLBAR               |
| 28/03/2025  | Maintenance Contractor           | 2425/12/23       | 1,157.35            |                    |              | 4740       | 400           | 291.60          | MAINTENANCE - SEATS<br>& SHELTERS              |
| 28/03/2025  | HEPWORTH BAND                    | 2425/12/24       | 2,500.00            |                    |              | 4320       | 400           | 865.75          | MAINTENANCE - TOILETS                          |
| 28/03/2025  | HEPWORTH HURRICANES              | 2425/12/25       | 1,500.00            |                    |              | 4315       | 250           | 2,500.00        | GRANT- COMMUNITY<br>STUDIO SPACE               |
| 28/03/2025  | REDBAK LTD                       | 2425/12/26       | 1,260.00            |                    | 210.00       | 4650       | 350           | 1,050.00        | GRANT - NETBALL<br>COACHING                    |
| 28/03/2025  | HOLME ARCHITECTURE               | 2425/12/27       | 1,920.00            |                    | 320.00       | 4325       | 400           | 1,600.00        | BRAND REFRESH<br>TOILETS CONDITION<br>REPORT   |
|             |                                  |                  |                     |                    |              | 351        | 0             | -1,600.00       | TOILETS CONDITION<br>REPORT                    |
|             |                                  |                  |                     |                    |              | 6000       | 400           | 1,600.00        | TOILETS CONDITION<br>REPORT                    |
| 28/03/2025  | Peak Parishes Forum              | 2425/12/28       | 6.00                |                    |              | 4265       | 150           | 6.00            | SUBSCRIPTION                                   |
| 28/03/2025  | Friends of Cliff Rec             | 2425/12/29       | 1,055.00            |                    |              | 4405       | 250           | 1,055.00        | GRANT - VE DAY<br>BEACON EVENT                 |
| 28/03/2025  | Staff 02                         | 2425/12/30       | 15.59               |                    | 2.60         | 4400       | 150           | 12.99           | REIMBURSEMENT ZOOM<br>MAR                      |
| 28/03/2025  | Maintenance Contractor           | 2425/12/31       | 28.70               |                    | 4.78         | 4320       | 400           | 23.92           | EXPENSES - TOILETS                             |
| 28/03/2025  | Honley Village Community Trust   | 2425/12/32       | 400.00              |                    |              | 4405       | 250           | 400.00          | GRANT - VE DAY 80<br>PARTY                     |
| 28/03/2025  | Principal Hygiene                | 2425/12/33       | 72.00               |                    | 12.00        | 4320       | 400           | 60.00           | SERVICE NAPPY UNITS                            |
| 28/03/2025  | Honley Business Association      | 2425/12/34       | 1,560.00            |                    |              | 4315       | 250           | 1,560.00        | GRANT - CCTV                                   |
|             |                                  |                  |                     |                    |              | 345        | 0             | -1,560.00       | GRANT - CCTV                                   |
|             |                                  |                  |                     |                    |              | 6000       | 250           | 1,560.00        | GRANT - CCTV                                   |
| 28/03/2025  | WOMEN'S OPEN TALK<br>HOLMFIRTH   | 2425/12/35       | 1,092.00            |                    |              | 4405       | 250           | 1,092.00        | GRANT - ROOM HIRE                              |
| 28/03/2025  | CAFE 100                         | 2425/12/36       | 1,500.00            |                    |              | 4405       | 250           | 1,500.00        | GRANT - ROOM HIRE                              |
| 28/03/2025  | WOOLDALE COMMUNITY<br>GROUP      | 2425/12/37       | 1,000.00            |                    |              | 4405       | 250           | 1,000.00        | GRANT - ROOM HIRE,<br>EQUIPMENT                |
| 28/03/2025  | Honley Show Society Ltd          | 2425/12/38       | 1,500.00            |                    |              | 4650       | 350           | 1,500.00        | SPONSORSHIP OF<br>SHOW PROGRAMME               |
| 28/03/2025  | Natnl Assoc of Local Councils    | 2425/12/39       | 625.00              |                    |              | 4405       | 250           | 625.00          | GRANT - WORKSHOP<br>AT FOLK FEST               |
| 28/03/2025  | HOLMFIRTH MUSICAL<br>ASSOCIATION | 2425/12/40       | 1,500.00            |                    |              | 4405       | 250           | 1,500.00        | GRANT - MUSIC<br>FESTIVAL                      |
| 28/03/2025  | Honley Village Community Trust   | 2425/12/41       | 220.00              |                    |              | 4405       | 250           | 220.00          | GRANT - EASTER TEA<br>PARTY                    |
| 28/03/2025  | NEW MILL COMMUNITY<br>GARDEN     | 2425/12/42       | 655.00              |                    |              | 4315       | 250           | 655.00          | GRANT - GARDEN<br>EQUIPT/SIGNAGE               |
| 28/03/2025  | PROJECT COMMUNITIES              | 2425/12/43       | 1,500.00            |                    |              | 4405       | 250           | 1,500.00        | GRANT - SUMMER<br>SPORTS CAMPS                 |
| 28/03/2025  | Honley Business Association      | 2425/12/44       | 1,000.00            |                    |              | 4405       | 250           | 1,000.00        | GRANT - OPEN<br>GARDENS FESTIVAL               |
| 28/03/2025  | West Yorks Combined Authority    | 2425/12/45       | 1,971.00            |                    |              | 4730       | 400           | 1,971.00        | HV MINIBUS SERVICE<br>MAR                      |

Continued on Page 4



Date: 22/05/2025

## Holme Valley Parish Council

Page: 4

Time: 11:33

## Cashbook 7

User: RFO

## Unity Trust Current Account T2

For Month No: 12

## Payments for Month 12

## Nominal Ledger Analysis

| <u>Date</u>                     | <u>Payee Name</u>              | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u>      |
|---------------------------------|--------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|--------------------------------|
| 28/03/2025                      | SCHOLES CRICKET CLUB           | 2425/12/46       | 851.07              |                    |              | 4315       | 250           | 851.07          | GRANT - OUTDOOR SEATING        |
| 28/03/2025                      | Staff 04                       | 2425/12/47       | 3.60                |                    |              | 4205       | 150           | 3.60            | REIMBURSEMENT - TEA, BISCS     |
| 28/03/2025                      | Kirklees Council               | 2425/12/48       | 1,425.60            |                    | 237.60       | 4705       | 400           | 1,188.00        | CHRISTMAS TREE                 |
| 28/03/2025                      | Honley Village Community Trust | 2425/12/49       | 1,000.00            |                    |              | 4315       | 250           | 1,000.00        | GRANT - HAY-BOB                |
| 28/03/2025                      | Honley Village Community Trust | 2425/12/50       | 4,000.00            |                    |              | 4315       | 250           | 4,000.00        | GRANT - TREE WORKS MAGDALE     |
| 28/03/2025                      | West Yorks Combined Authority  | 2425/12/51       | 1,780.00            |                    |              | 4730       | 400           | 1,780.00        | HV MINIBUS SERVICE FEB         |
| 28/03/2025                      | Honley Village Community Trust | 2425/12/52       | 120.00              |                    |              | 4405       | 250           | 120.00          | GRANT - EASTER CRAFTS WORKSHOP |
| 28/03/2025                      | Staff 05                       | 2425/12/53       | 8.99                |                    |              | 4650       | 350           | 8.99            | REIMBURSEMENT                  |
| 28/03/2025                      | Internal Audit Yorkshire       | 2425/12/54       | 423.31              |                    |              | 4210       | 150           | 423.31          | INTERIM INTERNAL AUDIT         |
| 28/03/2025                      | HOLMFIRTH BOOK FESTIVAL CIC    | 2425/12/55       | 1,500.00            |                    |              | 4405       | 250           | 1,500.00        | GRANT - CHILDREN'S BOOK FEST   |
| 31/03/2025                      | Unity Trust                    | 2425/12/56       | 9.00                |                    |              | 4215       | 150           | 9.00            | SERVICE CHARGE                 |
| <b>Total Payments for Month</b> |                                |                  | 59,120.41           | 0.00               | 1,207.58     |            |               | 57,912.83       |                                |
| <b>Balance Carried Fwd</b>      |                                |                  | 18,439.67           |                    |              |            |               |                 |                                |
| <b>Cashbook Totals</b>          |                                |                  | 77,560.08           | 0.00               | 1,207.58     |            |               | 76,352.50       |                                |

Date: 22/05/2025

Holme Valley Parish Council

Page: 12

Time: 11:32

Cashbook 1

User: RFO

HSBC Current A/C

For Month No: 12

## Payments for Month 12

## Nominal Ledger Analysis

| <u>Date</u>                     | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|-------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|---------------------------|
| 06/03/2025                      | HSBC              | 2425/12/57       | 8.00                |                    |              | 4215       | 150           | 8.00            | Bank Charges              |
| 06/03/2025                      | HSBC              | 2425/12/57       | -8.00               |                    |              | 4215       | 150           | -8.00           | Reverse Bank Charge       |
| 06/03/2025                      | HSBC              | 2425/12/57       | 17.15               |                    |              | 4215       | 150           | 17.15           | Bank Charges              |
| <b>Total Payments for Month</b> |                   |                  | 17.15               | 0.00               | 0.00         |            |               | 17.15           |                           |
| <b>Balance Carried Fwd</b>      |                   |                  | 2,245.08            |                    |              |            |               |                 |                           |
| <b>Cashbook Totals</b>          |                   |                  | 2,262.23            | 0.00               | 0.00         |            |               | 2,262.23        |                           |

Date: 21/05/2025

## Holme Valley Parish Council

Page 1

Time: 16:57

## Unity Trust Current Account T2

## List of Payments made between 01/04/2025 and 30/04/2025

| <u>Date Paid</u>      | <u>Payee Name</u>           | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|-----------------------|-----------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 03/04/2025            | Grenke                      | 2526/01/01       | 141.59             | F&M 2425 12           | PHOTOCOPIER LEASE              |
| 07/04/2025            | British Telecom             | 2526/01/02       | 56.47              | F&M 2425 12           | INTERNET AND PHONE             |
| 14/04/2025            | Staff 02                    | 2526/01/03       | 15.59              | F&M 2425 12           | REIMBURSEMENT ZOOM             |
| 14/04/2025            | PARKINSON PARTNERSHIP       | 2526/01/04       | 960.00             |                       | ADVICE ON VAT                  |
| 14/04/2025            | HOLME VALLEY LIONS          | 2526/01/05       | 435.00             | COUNCIL 2425 179      | GRANT - WORKS SANTA'S SLEIGH   |
| 14/04/2025            | HOLME VALLEY LIONS          | 2526/01/05       | -435.00            | COUNCIL 2425 179      | GRANT - SANTA'S SLEIGH         |
| 14/04/2025            | HOLME VALLEY LIONS          | 2526/01/05       | 435.00             | COUNCIL 2425 179      | GRANT - SANTA'S SLEIGH         |
| 15/04/2025            | Time In Time Out Media      | 2526/01/06       | 252.00             | F&M 2425 12           | COUNCIL NEWS                   |
| 15/04/2025            | West Yorkshire Pension Fund | 2526/01/07       | 1,193.11           | F&M 2425 12           | PENSIONS                       |
| 15/04/2025            | Staff 02                    | 2526/01/08       | 1,792.24           | F&M 2425 12           | SALARY                         |
| 15/04/2025            | Staff 05                    | 2526/01/09       | 1,532.14           | F&M 2425 12           | SALARY                         |
| 15/04/2025            | HMRC                        | 2526/01/10       | 1,870.87           | F&M 2425 12           | PAYE TAX AND NI                |
| 15/04/2025            | Staff 04                    | 2425/01/11       | 1,733.16           | F&M 2425 12           | SALARY                         |
| 22/04/2025            | Rialtas                     | 2526/01/12       | 706.80             | F&M 2425 12           | OMEGA ACCOUNTS LICENCE         |
| 22/04/2025            | MELTHAM TOWN COUNCIL        | 2526/01/13       | 35.00              | COUNCIL 2425 94       | CIVIC DINNER TICKET            |
| 22/04/2025            | YLCA                        | 2526/01/14       | 30.00              | F&M 2425 12           | WEBINAR NEURODIVERSITY         |
| 22/04/2025            | HCHCT                       | 2526/01/15       | 96.00              | F&M 2425 12           | DEPOSIT - ROOM HIRE            |
| 22/04/2025            | Rialtas                     | 2526/01/16       | 139.20             | F&M 2425 12           | MAKING TAX DIGITAL SUBSCRIPTIO |
| 23/04/2025            | E.ON NEXT                   | 2526/01/17       | 62.72              | F&M 2425 12           | ELECTRICITY HOLMFIRTH TOILETS  |
| 25/04/2025            | H. I. DODSON                | 2526/01/18       | 262.00             | COUNCIL 2425 94       | TREES FOR COVID MEMORIAL       |
| 25/04/2025            | Maintenance Contractor      | 2526/01/19       | 708.00             | COUNCIL 2425 96       | WORKS TO HOLME PHONE BOX       |
| 25/04/2025            | Maintenance Contractor      | 2526/01/20       | 85.52              | F&M 2425 12           | EXPENSES TOILETS               |
| 25/04/2025            | Maintenance Contractor      | 2526/01/21       | 1,625.45           | F&M 2425 12           | MAINTENANCE                    |
| 30/04/2025            | Unity Trust                 | 2526/01/22       | 14.70              | F&M 2425 53ia         | SERVICE CHARGE                 |
| <b>Total Payments</b> |                             |                  | <b>13,747.56</b>   |                       |                                |

Date: 21/05/2025

## Holme Valley Parish Council

Page 1

Time: 16:56

## HSBC Current A/C

## List of Payments made between 01/04/2025 and 30/04/2025

| <u>Date Paid</u>      | <u>Payee Name</u>  | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------|------------------|--------------------|-----------------------|---------------------------|
| 03/04/2025            | HSBC               | 2526/01/23       | 8.00               | F&M 2425 12           | BANK CHARGES              |
| 14/04/2025            | HOLME VALLEY LIONS | 2526/01/05       | -435.00            |                       | CORRECT ENTRY             |
| 14/04/2025            | HOLME VALLEY LIONS | 2526/01/05       | 435.00             | COUNCIL 2425<br>179   | GRANT SANTA'S SLEIGH      |
| 14/04/2025            | HOLME VALLEY LIONS | 2526/01/05       | 435.00             |                       | CORRECT DATA ENTRY ERROR  |
| 14/04/2025            | HOLME VALLEY LIONS | 2526/01/05       | -435.00            |                       | CORRECT DATA ENTRY ERROR  |
| <b>Total Payments</b> |                    |                  | 8.00               |                       |                           |

# Holme Valley Parish Council Cash Book 2025-26

Unity Trust T2 Current Account

## Schedule of Payments May 2025

| No | HVPC ref | Payment<br>Sent Date | Payment<br>method | Check v<br>Statement     | To pay                            | Description   | Net        | Vat     | Gross      | Authorisation to<br>Pay | Legislation           |
|----|----------|----------------------|-------------------|--------------------------|-----------------------------------|---|------------|---------|------------|-------------------------|-----------------------|
|    |          |                      |                   | <input type="checkbox"/> | BT                                | INTERNET AND PHONE                                    | £50.65     | 10.13   | £60.78     | F&M 2425 12             | GPC Localism Act 2011 |
|    |          |                      |                   | <input type="checkbox"/> | TIME IN TIME OUT MEDIA            | TITO COUNCIL NEWS                                     | £210.00    | £42.00  | £252.00    | F&M 2425 12             | GPC Localism Act 2011 |
|    |          |                      |                   | <input type="checkbox"/> | STAFF 02                          | SALARY  | £1,792.24  | £0.00   | £1,792.24  | F&M 2425 12             | GPC Localism Act 2011 |
|    |          |                      |                   | <input type="checkbox"/> | STAFF 04                          | SALARY  | £1,733.16  | £0.00   | £1,733.16  | F&M 2425 12             | GPC Localism Act 2011 |
|    |          |                      |                   | <input type="checkbox"/> | HMRC                              | PAYE TAX AND NI                                       | £1,870.87  | £0.00   | £1,870.87  | F&M 2425 12             | GPC Localism Act 2011 |
|    |          |                      |                   | <input type="checkbox"/> | WEST YORKSHIRE PENSIONS FUND      | PENSIONS  | £1,193.11  | £0.00   | £1,193.11  | F&M 2425 12             | GPC Localism Act 2011 |
|    |          |                      |                   | <input type="checkbox"/> | STAFF 05                          | SALARY  | £1,532.14  | £0.00   | £1,532.14  | F&M 2425 12             | GPC Localism Act 2011 |
|    |          |                      |                   | <input type="checkbox"/> | YLCA                              | MEMBERSHIP SUBSCRIPTION                               | £2,742.00  | £0.00   | £2,742.00  | F&M 2425 12             | GPC Localism Act 2011 |
|    |          |                      |                   | <input type="checkbox"/> | HCHCT                             | ANNUAL RENT   | £10,000.00 | 0.00    | £10,000.00 | F&M 2425 12             | GPC Localism Act 2011 |
|    |          |                      |                   | <input type="checkbox"/> | TOWN AND COUNTRY                  | HVPC INSURANCE  | £12,088.61 | 0.00    | £12,088.61 | F&M 2425 12             | GPC Localism Act 2011 |
|    |          |                      |                   | <input type="checkbox"/> | SLCC                              | MEMBERSHIP STAFF 02                                   | £240.00    | 0.00    | £240.00    | F&M 2425 12             | GPC Localism Act 2011 |
|    |          |                      |                   | <input type="checkbox"/> | SLCC                              | MEMBERSHIP STAFF 05                                   | £240.00    | 0.00    | £240.00    | F&M 2425 12             | GPC Localism Act 2011 |
|    |          |                      |                   | <input type="checkbox"/> | KIRKLEES COUNCIL                  | ELECTION COSTS  | £5,918.38  | 0.00    | £5,918.38  | F&M 2425 12             | GPC Localism Act 2011 |
|    |          |                      |                   | <input type="checkbox"/> | YLCA                              | WEBINAR - COUNCILS AS SOLE TRUSTEE CLLR 04 / STAFF 04 | £54.80     | £0.00   | £54.80     | F&M 2425 12             | GPC Localism Act 2011 |
|    |          |                      |                   | <input type="checkbox"/> | MAINTENANCE CONTRACTOR            | MAINTENANCE   | £1,578.12  | 0.00    | £1,578.12  | F&M 2425 12             | GPC Localism Act 2011 |
|    |          |                      |                   | <input type="checkbox"/> | MAINTENANCE CONTRACTOR            | EXPENSES  | £173.57    | 34.71   | £208.28    | F&M 2425 12             | GPC Localism Act 2011 |
|    |          |                      |                   | <input type="checkbox"/> | WEST YORKSHIRE COMBINED AUTHORITY | HV MINIBUS SERVICE APR                                | £1,908.00  | 0.00    | £1,908.00  | F&M 2425 12             | GPC Localism Act 2011 |
|    |          |                      |                   | <input type="checkbox"/> | ENTERPRISE PRINT                  | COMMUNITY GRANTS LEAFLETS ETC                         | £82.00     | 0.00    | £82.00     | Council 2526 19         | GPC Localism Act 2011 |
|    |          |                      |                   | <input type="checkbox"/> | HUDDERSFIELD HUB CIC              | HVPC SPONSORSHIP OF HUB WEBSITE                       | £600.00    | 0.00    | £600.00    | Council 2526 19         | GPC Localism Act 2011 |
|    |          |                      |                   | <input type="checkbox"/> | REDBAK                            | SHOP FRONT DESIGN CODE - DESIGN AND PRINT             | £1,410.00  | 282.00  | £1,692.00  | Council 2526 19         | GPC Localism Act 2011 |
|    |          |                      |                   | <input type="checkbox"/> | MIDDLEPEAK ENGINEERING            | CAST ALUMINIUM PLAQUE FOR COVID MEMORIAL              | £844.50    | 168.90  | £1,013.40  | Council 2526 19         | GPC Localism Act 2011 |
|    |          |                      |                   | <input type="checkbox"/> | RIVER HOLME CONNECTIONS           | DONATION FROM CHAIR'S EXPENSES                        | £435.00    | 0.00    | £435.00    | Council 2526 19         | GPC Localism Act 2011 |
|    |          |                      |                   | <input type="checkbox"/> | DOCUMENT LOGIC                    | PHOTOCOPYING  | £178.63    | 35.73   | £214.36    | F&M 2425 12             | GPC Localism Act 2011 |
|    |          |                      |                   |                          |                                   |   | £38,493.61 | £521.34 | £39,014.95 |                         |                       |

# Holme Valley Parish Council Cash Book 2025-26

Unity Trust T2 Current Account

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## Schedule of Payments June 2025

| No | HVPC ref | Payment<br>Sent Date | Payment<br>method | Check v<br>Statement     | To pay                               | Description  | Net        | Vat   | Gross      | Authorisation to<br>Pay | Legislation           |
|----|----------|----------------------|-------------------|--------------------------|--------------------------------------|--|------------|-------|------------|-------------------------|-----------------------|
|    |          |                      |                   | <input type="checkbox"/> | Holmfirth Arts Festival              | Rolling Grant - Flow Project - 2023/4, 2024/5, 2025/6 (3 years)                    | £1,500     | £0.00 | £1,500.00  |                         | GPC Localism Act 2011 |
|    |          |                      |                   | <input type="checkbox"/> | Festival of Folk                     | Rolling Grant - to Festival costs 2023/4, 2024/5, 2025/6, 2026/7 (term of Council) | £1,500     | £0.00 | £1,500.00  |                         | GPC Localism Act 2011 |
|    |          |                      |                   | <input type="checkbox"/> | Friends of Cliff Rec                 | Rolling Grant - Carols on the Cliff 2024/5, 2025/6, 2026/7 (term of Council)       | £500       | £0.00 | £500.00    |                         | GPC Localism Act 2011 |
|    |          |                      |                   | <input type="checkbox"/> | Holme Valley Transport               | Rolling Grant - Patient Transport - 2024/5, 2025/6, 2026/7 (term of Council)       | £1,000     | £0.00 | £1,000.00  |                         | GPC Localism Act 2011 |
|    |          |                      |                   | <input type="checkbox"/> | Friends of Honley Library            | Towards Library running costs as per contract                                      | £15,000.00 | £0.00 | £15,000.00 |                         | GPC Localism Act 2011 |
|    |          |                      |                   | <input type="checkbox"/> | Holmfirth Civic Hall Community Trust | Towards The Civic committed programme of works                                     | £40,000.00 | £0.00 | £40,000.00 |                         | GPC Localism Act 2011 |
|    |          |                      |                   | <input type="checkbox"/> |                                      |  | £59,500.00 | £0.00 | £59,500.00 |                         |                       |

| Receipts for Month 11    |                    |                 |           | Nominal Ledger Analysis |      |        |          |                     |
|--------------------------|--------------------|-----------------|-----------|-------------------------|------|--------|----------|---------------------|
| Receipt Ref              | Name of Payer      | £ Amnt Received | £ Debtors | £ VAT                   | A/c  | Centre | £ Amount | Transaction Detail  |
| Balance Brought Fwd :    |                    | 2,023.49        |           |                         |      |        | 2,023.49 |                     |
| 2425/11/01               | Banked: 04/02/2025 | 300.43          |           |                         |      |        |          |                     |
| 2425/11/01               | CCLA               | 300.43          |           |                         | 1090 | 100    | 300.43   | PSDF INTEREST       |
| 2425/11/01               | Banked: 04/02/2025 | -300.43         |           |                         |      |        |          |                     |
| 2425/11/01               | CCLA               | -300.43         |           |                         | 1090 | 100    | -300.43  | REVERSE OF INTEREST |
| Total Receipts for Month |                    | 0.00            | 0.00      | 0.00                    |      |        | 0.00     |                     |
| Cashbook Totals          |                    | 2,023.49        | 0.00      | 0.00                    |      |        | 2,023.49 |                     |

Date: 18/03/2025

## Holme Valley Parish Council

Page: 12

Time: 13:29

## Cashbook 1

User: RFO

## HSBC Current A/C

For Month No: 11

## Payments for Month 11

## Nominal Ledger Analysis

| <u>Date</u>                     | <u>Payee Name</u>              | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u>      |
|---------------------------------|--------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|--------------------------------|
| 15/10/2024                      | Holmfirth Festival of Folk     | 2425/07/12       | -1,500.00           |                    |              | 4405       | 250           | -1,500.00       | Reverse Rolling Grant Award    |
| 15/10/2024                      | Holmfirth Festival of Folk     | 2425/07/12       | 1,500.00            |                    |              | 4405       | 250           | 1,500.00        | Rolling Grant - Festival Costs |
|                                 |                                |                  |                     |                    |              | 345        | 0             | -1,500.00       | Rolling Grant - Festival Costs |
|                                 |                                |                  |                     |                    |              | 6000       | 250           | 1,500.00        | Rolling Grant - Festival Costs |
| 14/11/2024                      | Friends of Cliff Rec           | 2425/08/32       | -500.00             |                    |              | 4405       | 250           | -500.00         | Rolling Grant - Carols event   |
| 14/11/2024                      | Friends of Cliff Rec           | 2425/08/32       | 500.00              |                    |              | 4405       | 250           | 500.00          | Rolling Grant - Carols event   |
|                                 |                                |                  |                     |                    |              | 345        | 0             | -500.00         | Rolling Grant - Carols event   |
|                                 |                                |                  |                     |                    |              | 6000       | 250           | 500.00          | Rolling Grant - Carols event   |
| 14/11/2024                      | Holmfirth Arts Festival        | 2425/08/33       | -1,500.00           |                    |              | 4405       | 250           | -1,500.00       | Reverse Rolling Grant - Flow   |
| 14/11/2024                      | Holmfirth Arts Festival        | 2425/08/33       | 1,500.00            |                    |              | 4405       | 250           | 1,500.00        | Rolling Grant - Flow Project   |
|                                 |                                |                  |                     |                    |              | 345        | 0             | -1,500.00       | Rolling Grant - Flow Project   |
|                                 |                                |                  |                     |                    |              | 6000       | 250           | 1,500.00        | Rolling Grant - Flow Project   |
| 14/11/2024                      | Holme Valley Patient Transport | 2425/08/34       | -1,000.00           |                    |              | 4405       | 250           | -1,000.00       | Reverse Rolling Grant          |
| 14/11/2024                      | Holme Valley Patient Transport | 2425/08/34       | 1,000.00            |                    |              | 4405       | 250           | 1,000.00        | Rolling Grant - Patient Transp |
|                                 |                                |                  |                     |                    |              | 345        | 0             | -1,000.00       | Rolling Grant - Patient Transp |
|                                 |                                |                  |                     |                    |              | 6000       | 250           | 1,000.00        | Rolling Grant - Patient Transp |
| 14/11/2024                      | Holme Valley Patient Transport | 2425/08/34       | -1,000.00           |                    |              | 4405       | 250           | -1,000.00       | Reverse Rolling Grant          |
|                                 |                                |                  |                     |                    |              | 345        | 0             | 1,000.00        | Reverse Rolling Grant          |
|                                 |                                |                  |                     |                    |              | 6000       | 250           | -1,000.00       | Reverse Rolling Grant          |
| 14/11/2024                      | Holme Valley Patient Transport | 2425/08/34       | 1,000.00            |                    |              | 4405       | 250           | 1,000.00        | Rolling Grant - Patient Transp |
| 03/02/2025                      | HSBC                           | 2425/11/20       | 2.32                |                    |              | 4215       | 150           | 2.32            | DEBIT INTEREST                 |
| 03/02/2025                      | HSBC                           | 2425/11/21       | 8.00                |                    |              | 4215       | 150           | 8.00            | BANK CHARGES                   |
| <b>Total Payments for Month</b> |                                |                  | 10.32               | 0.00               | 0.00         |            |               | 10.32           |                                |
| <b>Balance Carried Fwd</b>      |                                |                  | 2,013.17            |                    |              |            |               |                 |                                |
| <b>Cashbook Totals</b>          |                                |                  | 2,023.49            | 0.00               | 0.00         |            |               | 2,023.49        |                                |



Date: 18/03/2025

Holme Valley Parish Council

Page: 3

Time: 13:30

Cashbook 2

User: RFO

Money Manager - HSBC

For Month No: 11

## Receipts for Month 11

## Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|--------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
|--------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|

|                              |  |                  |  |  |  |  |                  |  |
|------------------------------|--|------------------|--|--|--|--|------------------|--|
| <b>Balance Brought Fwd :</b> |  | <b>55,454.13</b> |  |  |  |  | <b>55,454.13</b> |  |
|------------------------------|--|------------------|--|--|--|--|------------------|--|

|         |  |             |  |  |  |  |  |  |
|---------|--|-------------|--|--|--|--|--|--|
| Banked: |  | <b>0.00</b> |  |  |  |  |  |  |
|---------|--|-------------|--|--|--|--|--|--|

0.00

0.00

|                                 |  |      |      |      |  |  |      |  |
|---------------------------------|--|------|------|------|--|--|------|--|
| <b>Total Receipts for Month</b> |  | 0.00 | 0.00 | 0.00 |  |  | 0.00 |  |
|---------------------------------|--|------|------|------|--|--|------|--|

|                        |  |           |      |      |  |  |           |  |
|------------------------|--|-----------|------|------|--|--|-----------|--|
| <b>Cashbook Totals</b> |  | 55,454.13 | 0.00 | 0.00 |  |  | 55,454.13 |  |
|------------------------|--|-----------|------|------|--|--|-----------|--|

| Payments for Month 11    |                   |                  |                     | Nominal Ledger Analysis |              |            |               |                 |                           |
|--------------------------|-------------------|------------------|---------------------|-------------------------|--------------|------------|---------------|-----------------|---------------------------|
| <u>Date</u>              | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u>      | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|                          |                   |                  | 0.00                |                         |              |            |               |                 |                           |
| Total Payments for Month |                   |                  | 0.00                | 0.00                    | 0.00         |            |               | 0.00            |                           |
| Balance Carried Fwd      |                   |                  | 55,454.13           |                         |              |            |               |                 |                           |
| Cashbook Totals          |                   |                  | 55,454.13           | 0.00                    | 0.00         |            |               | 55,454.13       |                           |

Date: 18/03/2025

Holme Valley Parish Council

Page: 1

Time: 13:30

Cashbook 5

User: RFO

CCLA Deposit Fund

For Month No: 11

## Receipts for Month 11

## Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|--------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
|--------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|

|                              |  |                  |  |  |  |  |                  |  |
|------------------------------|--|------------------|--|--|--|--|------------------|--|
| <b>Balance Brought Fwd :</b> |  | <b>75,000.00</b> |  |  |  |  | <b>75,000.00</b> |  |
|------------------------------|--|------------------|--|--|--|--|------------------|--|

|         |  |             |  |  |  |  |  |  |
|---------|--|-------------|--|--|--|--|--|--|
| Banked: |  | <b>0.00</b> |  |  |  |  |  |  |
|---------|--|-------------|--|--|--|--|--|--|

0.00

0.00

|                                 |  |      |      |      |  |  |      |  |
|---------------------------------|--|------|------|------|--|--|------|--|
| <b>Total Receipts for Month</b> |  | 0.00 | 0.00 | 0.00 |  |  | 0.00 |  |
|---------------------------------|--|------|------|------|--|--|------|--|

|                        |  |                  |             |             |  |  |                  |  |
|------------------------|--|------------------|-------------|-------------|--|--|------------------|--|
| <b>Cashbook Totals</b> |  | <u>75,000.00</u> | <u>0.00</u> | <u>0.00</u> |  |  | <u>75,000.00</u> |  |
|------------------------|--|------------------|-------------|-------------|--|--|------------------|--|

| Payments for Month 11    |                   |                  |                     | Nominal Ledger Analysis |              |            |               |                 |                           |
|--------------------------|-------------------|------------------|---------------------|-------------------------|--------------|------------|---------------|-----------------|---------------------------|
| <u>Date</u>              | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u>      | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|                          |                   |                  | 0.00                |                         |              |            |               |                 |                           |
| Total Payments for Month |                   |                  | 0.00                | 0.00                    | 0.00         |            |               | 0.00            |                           |
| Balance Carried Fwd      |                   |                  | 75,000.00           |                         |              |            |               |                 |                           |
| Cashbook Totals          |                   |                  | 75,000.00           | 0.00                    | 0.00         |            |               | 75,000.00       |                           |

Date: 18/03/2025

Holme Valley Parish Council

Page: 1

Time: 13:45

Cashbook 7

User: RFO

Unity Trust Current Account T2

For Month No: 11

## Receipts for Month 11

## Nominal Ledger Analysis

| <u>Receipt Ref</u>              | <u>Name of Payer</u>      | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u>   | <u>Transaction Detail</u> |
|---------------------------------|---------------------------|------------------------|------------------|--------------|------------|---------------|-------------------|---------------------------|
| <b>Balance Brought Fwd :</b>    |                           | <b>108,888.20</b>      |                  |              |            |               | <b>108,888.20</b> |                           |
| 2425/11/01                      | Banked: <b>04/02/2025</b> | <b>300.43</b>          |                  |              |            |               |                   |                           |
| 2425/11/01                      | CCLA                      | 300.43                 |                  |              | 1090       | 100           | 300.43            | PSDF INTEREST             |
| 2425/11/02                      | Banked: <b>12/02/2025</b> | <b>350.00</b>          |                  |              |            |               |                   |                           |
| 2425/11/02                      | Environment Kirklees Ltd  | 350.00                 |                  |              | 1250       | 100           | 350.00            | RENT                      |
| <b>Total Receipts for Month</b> |                           | 650.43                 | 0.00             | 0.00         |            |               | 650.43            |                           |
| <b>Cashbook Totals</b>          |                           | <u>109,538.63</u>      | <u>0.00</u>      | <u>0.00</u>  |            |               | <u>109,538.63</u> |                           |

Date: 18/03/2025

## Holme Valley Parish Council

Page: 2

Time: 13:45

## Cashbook 7

User: RFO

## Unity Trust Current Account T2

For Month No: 11

## Payments for Month 11

## Nominal Ledger Analysis

| <u>Date</u>                     | <u>Payee Name</u>              | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u>      |
|---------------------------------|--------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|--------------------------------|
| 22/11/2024                      | Information Commissioner's Off | 2425/08/01       | -35.00              |                    |              | 4625       | 350           | -35.00          | REVERSE PAYMENT                |
| 22/11/2024                      | Information Commissioner's Off | 2425/08/01       | 35.00               |                    |              | 4650       | 350           | 35.00           | ANNUAL CERTIFICATE             |
| 01/02/2025                      | Maintenance Contractor         | 2425/11/10       | 350.00              |                    |              | 4900       | 500           | 350.00          | HOLME WALLING                  |
| 10/02/2025                      | HCHCT                          | 2425/11/01       | 12,000.00           |                    |              | 4310       | 400           | 12,000.00       | GRANT - ADDITIONAL REPAIRS     |
| 10/02/2025                      | HCHCT                          | 2425/11/02       | 10,000.00           |                    |              | 4310       | 400           | 10,000.00       | GRANT - URGENT WORKS           |
| 10/02/2025                      | Honley Village Community Trust | 2425/11/03       | 200.00              |                    |              | 4405       | 250           | 200.00          | GRANT - HALLOWEEN PARTY        |
| 10/02/2025                      | HEPWORTH FOCUS                 | 2425/11/04       | 100.00              |                    |              | 4650       | 350           | 100.00          | MAGAZINE ARTICLE X4            |
| 10/02/2025                      | HUDDERSFIELD HUB               | 2425/11/05       | 600.00              |                    |              | 4650       | 350           | 600.00          | HUB NEWS 3 MNTHS               |
| 10/02/2025                      | Maintenance Contractor         | 2425/11/06       | 199.48              |                    | 33.24        | 4740       | 400           | 110.69          | EXPENSES - SEATS & SHELTERS    |
|                                 |                                |                  |                     |                    |              | 4320       | 400           | 55.55           | EXPENSES - TOILETS             |
| 10/02/2025                      | British Telecom                | 2425/11/07       | 56.47               |                    | 9.41         | 4275       | 150           | 47.06           | INTERNET AND PHONE             |
| 10/02/2025                      | Staff 02                       | 2425/11/08       | 56.26               |                    |              | 4320       | 400           | 56.26           | REIMBURSEMENT - FOUNTAIN PART  |
| 10/02/2025                      | STEPHENSONS TREES              | 2425/11/09       | 600.00              |                    | 100.00       | 4290       | 150           | 500.00          | CLEAR VEGETATION RE MEMORIAL   |
|                                 |                                |                  |                     |                    |              | 337        | 0             | -500.00         | CLEAR VEGETATION RE MEMORIAL   |
|                                 |                                |                  |                     |                    |              | 6000       | 150           | 500.00          | CLEAR VEGETATION RE MEMORIAL   |
| 10/02/2025                      | Maintenance Contractor         | 2425/11/11       | 1,510.75            |                    |              | 4740       | 400           | 564.75          | MAINTENANCE - SEATS & SHELTERS |
|                                 |                                |                  |                     |                    |              | 4320       | 400           | 946.00          | MAINTENANCE - TOILETS          |
| 17/02/2025                      | Time In Time Out Media         | 2425/11/12       | 252.00              |                    | 42.00        | 4650       | 350           | 210.00          | COUNCIL NEWS                   |
| 17/02/2025                      | West Yorkshire Pension Fund    | 2425/11/13       | 992.62              |                    |              | 4000       | 110           | 992.62          | PENSIONS                       |
| 17/02/2025                      | HMRC                           | 2425/11/14       | 1,568.63            |                    |              | 4000       | 110           | 1,568.63        | PAYE TAX AND NI                |
| 17/02/2025                      | Staff 05                       | 2425/11/15       | 1,491.50            |                    |              | 4000       | 110           | 1,491.50        | SALARY                         |
| 17/02/2025                      | Staff 02                       | 2425/11/16       | 1,792.24            |                    |              | 4000       | 110           | 1,792.24        | SALARY                         |
| 17/02/2025                      | Staff 04                       | 2425/11/17       | 1,618.99            |                    |              | 4000       | 110           | 1,618.99        | SALARY                         |
| 18/02/2025                      | E.ON NEXT                      | 2425/11/18       | 31.18               |                    | 1.48         | 4320       | 400           | 29.70           | ELECTRICITY HOLMFIRTH TOILETS  |
| 28/02/2025                      | Unity Trust                    | 2425/11/19       | 9.15                |                    |              | 4215       | 150           | 9.15            | SERVICE CHARGE                 |
| <b>Total Payments for Month</b> |                                |                  | 33,429.27           | 0.00               | 186.13       |            |               | 33,243.14       |                                |
| <b>Balance Carried Fwd</b>      |                                |                  | 76,109.36           |                    |              |            |               |                 |                                |
| <b>Cashbook Totals</b>          |                                |                  | 109,538.63          | 0.00               | 186.13       |            |               | 109,352.50      |                                |

Date: 18/03/2025

Holme Valley Parish Council

Page: 1

Time: 13:32

Cashbook 8

User: RFO

Unity Trust Instant Access A/C

For Month No: 11

## Receipts for Month 11

## Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|-------------|---------------|-----------------|-----------|-------|-----|--------|----------|--------------------|
|-------------|---------------|-----------------|-----------|-------|-----|--------|----------|--------------------|

|                       |  |        |  |  |  |  |        |  |
|-----------------------|--|--------|--|--|--|--|--------|--|
| Balance Brought Fwd : |  | 503.76 |  |  |  |  | 503.76 |  |
|-----------------------|--|--------|--|--|--|--|--------|--|

|         |  |      |  |  |  |  |  |  |
|---------|--|------|--|--|--|--|--|--|
| Banked: |  | 0.00 |  |  |  |  |  |  |
|---------|--|------|--|--|--|--|--|--|

|  |  |      |  |  |  |  |      |  |
|--|--|------|--|--|--|--|------|--|
|  |  | 0.00 |  |  |  |  | 0.00 |  |
|--|--|------|--|--|--|--|------|--|

|                          |  |      |      |      |  |  |      |  |
|--------------------------|--|------|------|------|--|--|------|--|
| Total Receipts for Month |  | 0.00 | 0.00 | 0.00 |  |  | 0.00 |  |
|--------------------------|--|------|------|------|--|--|------|--|

|                 |  |        |      |      |  |  |        |  |
|-----------------|--|--------|------|------|--|--|--------|--|
| Cashbook Totals |  | 503.76 | 0.00 | 0.00 |  |  | 503.76 |  |
|-----------------|--|--------|------|------|--|--|--------|--|

| Payments for Month 11    |                   |                  |                     | Nominal Ledger Analysis |              |            |               |                 |                           |
|--------------------------|-------------------|------------------|---------------------|-------------------------|--------------|------------|---------------|-----------------|---------------------------|
| <u>Date</u>              | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u>      | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|                          |                   |                  | 0.00                |                         |              |            |               |                 |                           |
| Total Payments for Month |                   |                  | 0.00                | 0.00                    | 0.00         |            |               | 0.00            |                           |
| Balance Carried Fwd      |                   |                  | 503.76              |                         |              |            |               |                 |                           |
| Cashbook Totals          |                   |                  | 503.76              | 0.00                    | 0.00         |            |               | 503.76          |                           |



Date : 18/03/2025

**Holme Valley Parish Council**

Page 1

Time: 13:45

Trial Balance for Month No: 11

User : RFO

Account Number Order

| <u>A/c Code</u> | <u>Account Name</u>            | <u>Centre</u> | <u>Centre Name</u> | <u>Debit</u> | <u>Credit</u> |
|-----------------|--------------------------------|---------------|--------------------|--------------|---------------|
| 105             | VAT Control A/c                |               |                    | 346.02       |               |
| 200             | HSBC Current A/C               |               |                    | 2,013.17     |               |
| 205             | Money Manager - HSBC           |               |                    | 55,454.13    |               |
| 220             | CCLA Deposit Fund              |               |                    | 75,000.00    |               |
| 230             | Unity Trust Current Account T2 |               |                    | 76,109.36    |               |
| 235             | Unity Trust Instant Access A/C |               |                    | 503.76       |               |
| 310             | General Reserves               |               |                    |              | 91,947.78     |
| 323             | EMR Com Asset-Others in Valley |               |                    |              | 2,017.00      |
| 325             | EMR Election Fund              |               |                    |              | 7,000.00      |
| 326             | EMR Defibrillator Special Resr |               |                    |              | 1,738.51      |
| 331             | EMR Gartside Building          |               |                    |              | 3,400.00      |
| 332             | EMR Honley Library             |               |                    |              | 15,000.00     |
| 336             | EMR Royal Events               |               |                    |              | 1,000.00      |
| 337             | EMR COVID Memorial             |               |                    |              | 4,876.50      |
| 341             | EMR Climate Action Projects    |               |                    |              | 13,526.68     |
| 344             | EMR Staff Pay                  |               |                    |              | 5,000.00      |
| 345             | EMR Rolling Grants             |               |                    |              | 2,560.00      |
| 346             | EMR Public Transport           |               |                    |              | 5,000.00      |
| 347             | EMR Tourism                    |               |                    |              | 4,961.00      |
| 348             | EMR Dog Waste & Litter         |               |                    |              | 3,800.00      |
| 349             | EMR Community Engagement       |               |                    |              | 3,609.87      |
| 351             | EMR Holmfirth Toilets Refurb   |               |                    |              | 4,104.00      |
| 1076            | Precept                        | 100           | Income             |              | 327,934.00    |
| 1078            | Special Expenses Grant         | 100           | Income             |              | 3,437.00      |
| 1090            | Bank Interest                  | 100           | Income             |              | 4,293.91      |
| 1092            | Toilets Donations              | 100           | Income             |              | 2,160.00      |
| 1095            | Other income                   | 100           | Income             |              | 481.07        |
| 1200            | Allotment Rents                | 100           | Income             |              | 324.00        |
| 1250            | Gartside Building              | 100           | Income             |              | 2,812.56      |
| 1300            | Garage plot income             | 100           | Income             |              | 840.00        |
| 4000            | Salaries                       | 110           | Staff Expenditure  | 84,110.14    |               |
| 4060            | Staff Training                 | 110           | Staff Expenditure  | 921.07       |               |
| 4061            | Councillor Training            | 150           | Administration     | 1,113.45     |               |
| 4200            | Chairman's Expenses            | 150           | Administration     | 530.00       |               |
| 4205            | Council Office Expenditure     | 150           | Administration     | 1,834.07     |               |
| 4210            | Audit                          | 150           | Administration     | 1,213.31     |               |
| 4215            | Bank Charges                   | 150           | Administration     | 202.38       |               |
| 4225            | Elections                      | 150           | Administration     | 9,016.17     |               |
| 4230            | Repairs & Maintenance          | 150           | Administration     | 66.31        |               |
| 4235            | Insurance                      | 150           | Administration     | 11,851.16    |               |
| 4245            | Office Equipment               | 150           | Administration     | 22.48        |               |
| 4250            | Office/Room Hire               | 150           | Administration     | 10,096.00    |               |

Continued over page

Date : 18/03/2025

**Holme Valley Parish Council**

Page 2

Time: 13:45

Trial Balance for Month No: 11

User : RFO

Account Number Order

| <u>A/c Code</u>               | <u>Account Name</u>            | <u>Centre</u> | <u>Centre Name</u>           | <u>Debit</u>      | <u>Credit</u>     |
|-------------------------------|--------------------------------|---------------|------------------------------|-------------------|-------------------|
| 4265                          | Subscriptions                  | 150           | Administration               | 2,574.00          |                   |
| 4275                          | Telephone and Broadband        | 150           | Administration               | 636.09            |                   |
| 4285                          | Remembrance Sunday             | 150           | Administration               | 160.00            |                   |
| 4290                          | COVID Memorial                 | 150           | Administration               | 1,123.50          |                   |
| 4300                          | Honley Library                 | 400           | Service Provision            | 15,080.00         |                   |
| 4310                          | Holmfirth Civic Hall- Projects | 400           | Service Provision            | 88,998.00         |                   |
| 4315                          | Other Community Assets         | 250           | Finance & Management         | 24,200.00         |                   |
| 4320                          | Public Toilet - Day to Day     | 400           | Service Provision            | 14,946.12         |                   |
| 4325                          | Public Toilet - Lettable Space | 400           | Service Provision            | 1,750.24          |                   |
| 4400                          | Electronic Support             | 150           | Administration               | 1,048.92          |                   |
| 4405                          | Grants - Projects and Events   | 250           | Finance & Management         | 15,297.30         |                   |
| 4505                          | Neighbourhood Plan             | 300           | Planning                     | 7,676.28          |                   |
| 4650                          | Communications & Engagement    | 350           | Publications & Communication | 7,776.03          |                   |
| 4705                          | Christmas Provision            | 400           | Service Provision            | 4,418.00          |                   |
| 4710                          | New Mill - Churchyard          | 400           | Service Provision            | 239.15            |                   |
| 4715                          | Defibrillators                 | 400           | Service Provision            | 57.54             |                   |
| 4720                          | Dog Waste                      | 400           | Service Provision            | 403.50            |                   |
| 4730                          | Minibus                        | 400           | Service Provision            | 17,487.00         |                   |
| 4740                          | Seats & Shelters-Maintenance   | 400           | Service Provision            | 9,391.97          |                   |
| 4750                          | War Memorial                   | 400           | Service Provision            | 200.00            |                   |
| 4760                          | Youth Work in the Holme Valley | 400           | Service Provision            | 15,000.00         |                   |
| 4765                          | Tourism                        | 400           | Service Provision            | 39.00             |                   |
| 4805                          | Community Mobilisation         | 450           | Climate Emergency            | 868.91            |                   |
| 4900                          | Allotment Expense              | 500           | Allotments/Garage plots      | 350.00            |                   |
| 5005                          | Grant to Food Bank             | 150           | Administration               | 3,500.00          |                   |
| 6000                          | Transfer from EMR              | 150           | Administration               |                   | 1,123.50          |
| 6000                          | Transfer from EMR              | 250           | Finance & Management         |                   | 4,500.00          |
| 6000                          | Transfer from EMR              | 300           | Planning                     |                   | 7,676.28          |
| 6000                          | Transfer from EMR              | 400           | Service Provision            |                   | 54,186.54         |
| 6000                          | Transfer from EMR              | 450           | Climate Emergency            |                   | 767.33            |
| 6001                          | Transfer to EMR                | 100           | Income                       | 16,453.00         |                   |
| <b>Trial Balance Totals :</b> |                                |               |                              | <b>580,077.53</b> | <b>580,077.53</b> |
| <b>Difference</b>             |                                |               |                              | <b>0.00</b>       |                   |

18/03/2025

Holme Valley Parish Council

Page 1

13:47

**Detailed Balance Sheet - Excluding Stock Movement****Month 11 Date 01/02/2025**

| <u>A/c</u>                  | <u>Description</u>             | <u>Actual</u>  |
|-----------------------------|--------------------------------|----------------|
| <u>Current Assets</u>       |                                |                |
| 105                         | VAT Control A/c                | 346            |
| 200                         | HSBC Current A/C               | 2,013          |
| 205                         | Money Manager - HSBC           | 55,454         |
| 220                         | CCLA Deposit Fund              | 75,000         |
| 230                         | Unity Trust Current Account T2 | 76,109         |
| 235                         | Unity Trust Instant Access A/C | 504            |
| <b>Total Current Assets</b> |                                | <b>209,426</b> |
| <u>Represented by :-</u>    |                                |                |
| 300                         | Current Year Fund              | (11,916)       |
| 310                         | General Reserves               | 143,748        |
| 323                         | EMR Com Asset-Others in Valley | 2,017          |
| 325                         | EMR Election Fund              | 7,000          |
| 326                         | EMR Defibrillator Special Resr | 1,739          |
| 331                         | EMR Gartside Building          | 3,400          |
| 332                         | EMR Honley Library             | 15,000         |
| 336                         | EMR Royal Events               | 1,000          |
| 337                         | EMR COVID Memorial             | 4,877          |
| 341                         | EMR Climate Action Projects    | 13,527         |
| 344                         | EMR Staff Pay                  | 5,000          |
| 345                         | EMR Rolling Grants             | 2,560          |
| 346                         | EMR Public Transport           | 5,000          |
| 347                         | EMR Tourism                    | 4,961          |
| 348                         | EMR Dog Waste & Litter         | 3,800          |
| 349                         | EMR Community Engagement       | 3,610          |
| 351                         | EMR Holmfirth Toilets Refurb   | 4,104          |
| <b>Total Equity</b>         |                                | <b>209,426</b> |

18/03/2025

## Holme Valley Parish Council

Page 1

13:46

## Detailed Income &amp; Expenditure by Budget Heading 01/02/2025

Month No: 11

## Cost Centre Report

|  | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>100 Income</b>                                |                       |                        |                       |                          |                          |                    |              |                         |
| 1076 Precept                                     | 0                     | 327,934                | 327,934               | 0                        |                          |                    | 100.0%       | 16,453                  |
| 1078 Special Expenses Grant                      | 0                     | 3,437                  | 3,437                 | 0                        |                          |                    | 100.0%       |                         |
| 1090 Bank Interest                               | 300                   | 4,294                  | 4,500                 | 206                      |                          |                    | 95.4%        |                         |
| 1092 Toilets Donations                           | 0                     | 2,160                  | 2,500                 | 340                      |                          |                    | 86.4%        |                         |
| 1095 Other income                                | 0                     | 481                    | 4,460                 | 3,979                    |                          |                    | 10.8%        |                         |
| 1200 Allotment Rents                             | 0                     | 324                    | 324                   | 0                        |                          |                    | 100.0%       |                         |
| 1250 Gartside Building                           | 350                   | 2,813                  | 4,800                 | 1,987                    |                          |                    | 58.6%        |                         |
| 1300 Garage plot income                          | 0                     | 840                    | 840                   | 0                        |                          |                    | 100.0%       |                         |
| <b>Income :- Income</b>                          | <b>650</b>            | <b>342,283</b>         | <b>348,795</b>        | <b>6,512</b>             |                          |                    | <b>98.1%</b> | <b>16,453</b>           |
| <b>Net Income</b>                                | <b>650</b>            | <b>342,283</b>         | <b>348,795</b>        | <b>6,512</b>             |                          |                    |              |                         |
| 6001 less Transfer to EMR                        | 0                     | 16,453                 | 0                     | (16,453)                 |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>            | <b>650</b>            | <b>325,830</b>         | <b>348,795</b>        | <b>22,965</b>            |                          |                    |              |                         |
| <b>110 Staff Expenditure</b>                     |                       |                        |                       |                          |                          |                    |              |                         |
| 4000 Salaries                                    | 7,464                 | 84,110                 | 87,700                | 3,590                    |                          | 3,590              | 95.9%        |                         |
| 4060 Staff Training                              | 0                     | 921                    | 2,300                 | 1,379                    |                          | 1,379              | 40.0%        |                         |
| <b>Staff Expenditure :- Indirect Expenditure</b> | <b>7,464</b>          | <b>85,031</b>          | <b>90,000</b>         | <b>4,969</b>             | <b>0</b>                 | <b>4,969</b>       | <b>94.5%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                           | <b>(7,464)</b>        | <b>(85,031)</b>        | <b>(90,000)</b>       | <b>(4,969)</b>           |                          |                    |              |                         |
| <b>150 Administration</b>                        |                       |                        |                       |                          |                          |                    |              |                         |
| 4061 Councillor Training                         | 0                     | 1,113                  | 900                   | (213)                    |                          | (213)              | 123.7%       |                         |
| 4200 Chairman's Expenses                         | 0                     | 530                    | 1,000                 | 470                      |                          | 470                | 53.0%        |                         |
| 4205 Council Office Expenditure                  | 0                     | 1,834                  | 2,000                 | 166                      |                          | 166                | 91.7%        |                         |
| 4210 Audit                                       | 0                     | 1,213                  | 1,650                 | 437                      |                          | 437                | 73.5%        |                         |
| 4215 Bank Charges                                | 19                    | 202                    | 500                   | 298                      |                          | 298                | 40.5%        |                         |
| 4220 Conference / Seminars                       | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%         |                         |
| 4225 Elections                                   | 0                     | 9,016                  | 0                     | (9,016)                  |                          | (9,016)            | 0.0%         |                         |
| 4230 Repairs & Maintenance                       | 0                     | 66                     | 1,000                 | 934                      |                          | 934                | 6.6%         |                         |
| 4235 Insurance                                   | 0                     | 11,851                 | 8,750                 | (3,101)                  |                          | (3,101)            | 135.4%       |                         |
| 4240 Travel Allowance                            | 0                     | 0                      | 300                   | 300                      |                          | 300                | 0.0%         |                         |
| 4245 Office Equipment                            | 0                     | 22                     | 300                   | 278                      |                          | 278                | 7.5%         |                         |
| 4250 Office/Room Hire                            | 0                     | 10,096                 | 10,200                | 104                      |                          | 104                | 99.0%        |                         |
| 4260 FOIA/EIR requests                           | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%         |                         |
| 4265 Subscriptions                               | 0                     | 2,574                  | 3,000                 | 426                      |                          | 426                | 85.8%        |                         |
| 4275 Telephone and Broadband                     | 47                    | 636                    | 500                   | (136)                    |                          | (136)              | 127.2%       |                         |
| 4285 Remembrance Sunday                          | 0                     | 160                    | 160                   | 0                        |                          | 0                  | 100.0%       |                         |
| 4290 COVID Memorial                              | 500                   | 1,124                  | 0                     | (1,124)                  |                          | (1,124)            | 0.0%         | 1,124                   |

Continued over page

18/03/2025

## Holme Valley Parish Council

Page 2

13:46

## Detailed Income &amp; Expenditure by Budget Heading 01/02/2025

Month No: 11

## Cost Centre Report

|  | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4400 Electronic Support                              | 0                     | 1,049                  | 1,650                 | 601                      |                          | 601                | 63.6%         |                         |
| 5005 Grant to Food Bank                              | 0                     | 3,500                  | 0                     | (3,500)                  |                          | (3,500)            | 0.0%          |                         |
| Administration :- Indirect Expenditure               | <b>567</b>            | <b>44,988</b>          | <b>32,910</b>         | <b>(12,078)</b>          | <b>0</b>                 | <b>(12,078)</b>    | <b>136.7%</b> | <b>1,124</b>            |
| <b>Net Expenditure</b>                               | <b>(567)</b>          | <b>(44,988)</b>        | <b>(32,910)</b>       | <b>12,078</b>            |                          |                    |               |                         |
| 6000 plus Transfer from EMR                          | 500                   | 1,124                  | 0                     | (1,124)                  |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>                | <b>(67)</b>           | <b>(43,864)</b>        | <b>(32,910)</b>       | <b>10,954</b>            |                          |                    |               |                         |
| <b>250 Finance &amp; Management</b>                  |                       |                        |                       |                          |                          |                    |               |                         |
| 4315 Other Community Assets                          | 0                     | 24,200                 | 53,000                | 28,800                   |                          | 28,800             | 45.7%         | 1,000                   |
| 4405 Grants - Projects and Events                    | 200                   | 15,297                 | 16,500                | 1,203                    |                          | 1,203              | 92.7%         | 3,500                   |
| Finance & Management :- Indirect Expenditure         | <b>200</b>            | <b>39,497</b>          | <b>69,500</b>         | <b>30,003</b>            | <b>0</b>                 | <b>30,003</b>      | <b>56.8%</b>  | <b>4,500</b>            |
| <b>Net Expenditure</b>                               | <b>(200)</b>          | <b>(39,497)</b>        | <b>(69,500)</b>       | <b>(30,003)</b>          |                          |                    |               |                         |
| 6000 plus Transfer from EMR                          | 3,500                 | 4,500                  | 0                     | (4,500)                  |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>                | <b>3,300</b>          | <b>(34,997)</b>        | <b>(69,500)</b>       | <b>(34,503)</b>          |                          |                    |               |                         |
| <b>300 Planning</b>                                  |                       |                        |                       |                          |                          |                    |               |                         |
| 4505 Neighbourhood Plan                              | 0                     | 7,676                  | 1,500                 | (6,176)                  |                          | (6,176)            | 511.8%        | 7,676                   |
| Planning :- Indirect Expenditure                     | <b>0</b>              | <b>7,676</b>           | <b>1,500</b>          | <b>(6,176)</b>           | <b>0</b>                 | <b>(6,176)</b>     | <b>511.8%</b> | <b>7,676</b>            |
| <b>Net Expenditure</b>                               | <b>0</b>              | <b>(7,676)</b>         | <b>(1,500)</b>        | <b>6,176</b>             |                          |                    |               |                         |
| 6000 plus Transfer from EMR                          | 0                     | 7,676                  | 0                     | (7,676)                  |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>                | <b>0</b>              | <b>0</b>               | <b>(1,500)</b>        | <b>(1,500)</b>           |                          |                    |               |                         |
| <b>350 Publications &amp; Communication</b>          |                       |                        |                       |                          |                          |                    |               |                         |
| 4625 Website & Media                                 | (35)                  | 0                      | 0                     | 0                        |                          | 0                  | 0.0%          |                         |
| 4650 Communications & Engagement                     | 945                   | 7,776                  | 15,000                | 7,224                    |                          | 7,224              | 51.8%         |                         |
| Publications & Communication :- Indirect Expenditure | <b>910</b>            | <b>7,776</b>           | <b>15,000</b>         | <b>7,224</b>             | <b>0</b>                 | <b>7,224</b>       | <b>51.8%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                               | <b>(910)</b>          | <b>(7,776)</b>         | <b>(15,000)</b>       | <b>(7,224)</b>           |                          |                    |               |                         |
| <b>400 Service Provision</b>                         |                       |                        |                       |                          |                          |                    |               |                         |
| 4300 Honley Library                                  | 0                     | 15,080                 | 15,000                | (80)                     |                          | (80)               | 100.5%        |                         |
| 4310 Holmfirth Civic Hall- Projects                  | 22,000                | 88,998                 | 10,000                | (78,998)                 |                          | (78,998)           | 890.0%        | 52,490                  |
| 4320 Public Toilet - Day to Day                      | 1,088                 | 14,946                 | 22,000                | 7,054                    |                          | 7,054              | 67.9%         |                         |
| 4325 Public Toilet - Lettable Space                  | 0                     | 1,750                  | 1,000                 | (750)                    |                          | (750)              | 175.0%        | 1,600                   |
| 4705 Christmas Provision                             | 0                     | 4,418                  | 6,000                 | 1,582                    |                          | 1,582              | 73.6%         |                         |

Continued over page

18/03/2025

## Holme Valley Parish Council

Page 3

13:46

## Detailed Income &amp; Expenditure by Budget Heading 01/02/2025

Month No: 11

## Cost Centre Report

|   | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4710 New Mill - Churchyard                      | 0                     | 239                    | 750                   | 511                      |                          | 511                | 31.9%         |                         |
| 4715 Defibrillators                             | 0                     | 58                     | 0                     | (58)                     |                          | (58)               | 0.0%          | 58                      |
| 4720 Dog Waste                                  | 0                     | 404                    | 1,200                 | 797                      |                          | 797                | 33.6%         |                         |
| 4730 Minibus                                    | 0                     | 17,487                 | 23,500                | 6,013                    |                          | 6,013              | 74.4%         |                         |
| 4735 Phone Boxes                                | 0                     | 0                      | 400                   | 400                      |                          | 400                | 0.0%          |                         |
| 4740 Seats & Shelters-Maintenance               | 675                   | 9,392                  | 13,000                | 3,608                    |                          | 3,608              | 72.2%         |                         |
| 4750 War Memorial                               | 0                     | 200                    | 500                   | 300                      |                          | 300                | 40.0%         |                         |
| 4760 Youth Work in the Holme Valley             | 0                     | 15,000                 | 25,000                | 10,000                   |                          | 10,000             | 60.0%         |                         |
| 4765 Tourism                                    | 0                     | 39                     | 0                     | (39)                     |                          | (39)               | 0.0%          | 39                      |
| Service Provision :- Indirect Expenditure       | <b>23,763</b>         | <b>168,011</b>         | <b>118,350</b>        | <b>(49,661)</b>          | <b>0</b>                 | <b>(49,661)</b>    | <b>142.0%</b> | <b>54,187</b>           |
| <b>Net Expenditure</b>                          | <b>(23,763)</b>       | <b>(168,011)</b>       | <b>(118,350)</b>      | <b>49,661</b>            |                          |                    |               |                         |
| 6000 plus Transfer from EMR                     | 0                     | 54,187                 | 0                     | (54,187)                 |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>           | <b>(23,763)</b>       | <b>(113,824)</b>       | <b>(118,350)</b>      | <b>(4,526)</b>           |                          |                    |               |                         |
| <u>450 Climate Emergency</u>                    |                       |                        |                       |                          |                          |                    |               |                         |
| 4805 Community Mobilisation                     | 0                     | 869                    | 5,000                 | 4,131                    |                          | 4,131              | 17.4%         | 767                     |
| Climate Emergency :- Indirect Expenditure       | <b>0</b>              | <b>869</b>             | <b>5,000</b>          | <b>4,131</b>             | <b>0</b>                 | <b>4,131</b>       | <b>17.4%</b>  | <b>767</b>              |
| <b>Net Expenditure</b>                          | <b>0</b>              | <b>(869)</b>           | <b>(5,000)</b>        | <b>(4,131)</b>           |                          |                    |               |                         |
| 6000 plus Transfer from EMR                     | 0                     | 767                    | 0                     | (767)                    |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>           | <b>0</b>              | <b>(102)</b>           | <b>(5,000)</b>        | <b>(4,898)</b>           |                          |                    |               |                         |
| <u>500 Allotments/Garage plots</u>              |                       |                        |                       |                          |                          |                    |               |                         |
| 4900 Allotment Expense                          | 350                   | 350                    | 0                     | (350)                    |                          | (350)              | 0.0%          |                         |
| Allotments/Garage plots :- Indirect Expenditure | <b>350</b>            | <b>350</b>             | <b>0</b>              | <b>(350)</b>             | <b>0</b>                 | <b>(350)</b>       |               | <b>0</b>                |
| <b>Net Expenditure</b>                          | <b>(350)</b>          | <b>(350)</b>           | <b>0</b>              | <b>350</b>               |                          |                    |               |                         |
| Grand Totals:- Income                           | <b>650</b>            | <b>342,283</b>         | <b>348,795</b>        | <b>6,512</b>             |                          |                    | <b>98.1%</b>  |                         |
| Expenditure                                     | <b>33,253</b>         | <b>354,198</b>         | <b>332,260</b>        | <b>(21,938)</b>          | <b>0</b>                 | <b>(21,938)</b>    | <b>106.6%</b> |                         |
| <b>Net Income over Expenditure</b>              | <b>(32,603)</b>       | <b>(11,916)</b>        | <b>16,535</b>         | <b>28,451</b>            |                          |                    |               |                         |
| plus Transfer from EMR                          | <b>4,000</b>          | <b>68,254</b>          | <b>0</b>              | <b>(68,254)</b>          |                          |                    |               |                         |
| less Transfer to EMR                            | <b>0</b>              | <b>16,453</b>          | <b>0</b>              | <b>(16,453)</b>          |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>           | <b>(28,603)</b>       | <b>39,885</b>          | <b>16,535</b>         | <b>(23,350)</b>          |                          |                    |               |                         |

# Holme Valley Parish Council

## Bank - Cash and Investment Reconciliation as at 1 February 2025

### Confirmed Bank & Investment Balances

#### Bank Statement Balances

|            |                                |           |
|------------|--------------------------------|-----------|
| 28/02/2025 | HSBC Current A/C               | 2,013.17  |
| 28/02/2025 | HSBC - Money Manager           | 55,454.13 |
| 28/02/2025 | CCLA Deposit Fund              | 75,000.00 |
| 28/02/2025 | Unity Trust Current Account T2 | 76,109.36 |
| 01/02/2025 | Unity Trust Instant Access     | 503.76    |

**209,080.42**

#### Receipts not on Bank Statement

**0.00**

#### **Closing Balance**

**209,080.42**

#### All Cash & Bank Accounts

|   |                                       |                   |
|---|---------------------------------------|-------------------|
| 1 | HSBC Current A/C                      | 2,013.17          |
| 2 | Money Manager - HSBC                  | 55,454.13         |
| 5 | CCLA Deposit Fund                     | 75,000.00         |
| 7 | Unity Trust Current Account T2        | 76,109.36         |
| 8 | Unity Trust Instant Access A/C        | 503.76            |
|   | Other Cash & Bank Balances            | 0.00              |
|   | <b>Total Cash &amp; Bank Balances</b> | <b>209,080.42</b> |

## Previewed Draft - Do Not Submit to HMRC

|                  |                                     |           |
|------------------|-------------------------------------|-----------|
| Date: 18/03/2025 | Holme Valley Parish Council         | Page 1    |
| Time: 13:52      | VAT Return: 01/01/2025 - 31/03/2025 | User: RFO |

| Source   | Ledger | Ref No        | Month              | Code     | Gross            | Net              | VAT           |
|----------|--------|---------------|--------------------|----------|------------------|------------------|---------------|
| Cashbook | 1      |               | 10                 |          | 2,002.09         | 2,002.09         | 0.00          |
| Cashbook | 7      |               | 10                 |          | 852.67           | 852.67           | 0.00          |
| Cashbook | 1      |               | 11                 |          | 0.00             | 0.00             | 0.00          |
| Cashbook | 7      |               | 11                 |          | 650.43           | 650.43           | 0.00          |
|          |        | <b>OUTPUT</b> | <b>Total Rate:</b> | <b>Z</b> | <b>3,505.19</b>  | <b>3,505.19</b>  | <b>0.00</b>   |
| Cashbook | 7      |               | 11                 |          | 31.18            | 29.70            | 1.48          |
|          |        | <b>INPUT</b>  | <b>Total Rate:</b> | <b>F</b> | <b>31.18</b>     | <b>29.70</b>     | <b>1.48</b>   |
| Cashbook | 7      |               | 10                 |          | 959.30           | 799.41           | 159.89        |
| Cashbook | 7      |               | 11                 |          | 1,107.95         | 923.30           | 184.65        |
|          |        | <b>INPUT</b>  | <b>Total Rate:</b> | <b>S</b> | <b>2,067.25</b>  | <b>1,722.71</b>  | <b>344.54</b> |
| Cashbook | 1      |               | 10                 |          | 8.00             | 8.00             | 0.00          |
| Cashbook | 7      |               | 10                 |          | 14,683.82        | 14,683.82        | 0.00          |
| Cashbook | 1      |               | 11                 |          | 10.32            | 10.32            | 0.00          |
| Cashbook | 7      |               | 11                 |          | 32,290.14        | 32,290.14        | 0.00          |
|          |        | <b>INPUT</b>  | <b>Total Rate:</b> | <b>Z</b> | <b>46,992.28</b> | <b>46,992.28</b> | <b>0.00</b>   |

|  |                      |                  |                  |                  |
|--|----------------------|------------------|------------------|------------------|
| <b>VAT Return Summary:</b>   | <b>Total Outputs</b> | <b>3,505.19</b>  | <b>3,505.19</b>  | <b>0.00</b>      |
|  | <b>Total Inputs</b>  | <b>49,090.71</b> | <b>48,744.69</b> | <b>346.02</b>    |
| VAT due in the period on sales and other outputs   | <b>Box 1</b>         |                  |                  | 0.00             |
| VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States                                | <b>2</b>             |                  |                  | 0.00             |
| <b>Total VAT due</b>   | <b>3</b>             |                  |                  | <b>0.00</b>      |
| VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states) | <b>4</b>             |                  |                  | 346.02           |
| <b>Net VAT to reclaim from HMRC</b>  | <b>5</b>             |                  |                  | <b>346.02</b>    |
| <b>Total value of sales and all other outputs excluding any VAT</b>  | <b>6</b>             |                  |                  | <b>3,505.00</b>  |
| <b>Total value of purchases and all other inputs excluding any VAT</b>   | <b>7</b>             |                  |                  | <b>48,744.00</b> |
| Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States               | <b>8</b>             |                  |                  | 0.00             |
| Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States        | <b>9</b>             |                  |                  | 0.00             |
| VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States                                |                      |                  |                  | <b>0.00</b>      |



Date: 20/05/2025

Holme Valley Parish Council

Page: 11

Time: 16:57

Cashbook 1

User: RFO

HSBC Current A/C

For Month No: 12

## Receipts for Month 12

## Nominal Ledger Analysis

| <u>Receipt Ref</u>       | <u>Name of Payer</u>      | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|--------------------------|---------------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
| Balance Brought Fwd :    |                           | 2,013.17               |                  |              |            |               | 2,013.17        |                           |
| 2425/12/01               | Banked: <b>04/03/2025</b> | 262.72                 |                  |              |            |               |                 |                           |
| 2425/12/01               | CCLA                      | 262.72                 |                  |              | 1090       | 100           | 262.72          | INTEREST ON PSDF          |
| 2425/12/01               | Banked: <b>04/03/2025</b> | -262.72                |                  |              |            |               |                 |                           |
| 2425/12/01               | PSDF                      | -262.72                |                  |              | 1090       | 100           | -262.72         | REVERSE INTEREST ON PSDF  |
| 2425/12/07               | Banked: <b>05/03/2025</b> | 249.06                 |                  |              |            |               |                 |                           |
| 2425/12/07               | HSBC                      | 249.06                 |                  |              | 1090       | 100           | 249.06          | Interest on BMM account   |
| Total Receipts for Month |                           | 249.06                 | 0.00             | 0.00         |            |               | 249.06          |                           |
| Cashbook Totals          |                           | 2,262.23               | 0.00             | 0.00         |            |               | 2,262.23        |                           |

Date: 20/05/2025

Holme Valley Parish Council

Page: 12

Time: 16:57

Cashbook 1

User: RFO

HSBC Current A/C

For Month No: 12

## Payments for Month 12

## Nominal Ledger Analysis

| <u>Date</u>              | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|--------------------------|-------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|---------------------------|
| 06/03/2025               | HSBC              | 2425/12/57       | 8.00                |                    |              | 4215       | 150           | 8.00            | Bank Charges              |
| 06/03/2025               | HSBC              | 2425/12/57       | -8.00               |                    |              | 4215       | 150           | -8.00           | Reverse Bank Charge       |
| 06/03/2025               | HSBC              | 2425/12/57       | 17.15               |                    |              | 4215       | 150           | 17.15           | Bank Charges              |
| Total Payments for Month |                   |                  | 17.15               | 0.00               | 0.00         |            |               | 17.15           |                           |
| Balance Carried Fwd      |                   |                  | 2,245.08            |                    |              |            |               |                 |                           |
| Cashbook Totals          |                   |                  | 2,262.23            | 0.00               | 0.00         |            |               | 2,262.23        |                           |

Date: 20/05/2025

Holme Valley Parish Council

Page: 3

Time: 16:57

Cashbook 2

User: RFO

Money Manager - HSBC

For Month No: 12

## Receipts for Month 12

## Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|--------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
|--------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|

|                              |  |                  |  |  |  |  |                  |  |
|------------------------------|--|------------------|--|--|--|--|------------------|--|
| <b>Balance Brought Fwd :</b> |  | <b>55,454.13</b> |  |  |  |  | <b>55,454.13</b> |  |
|------------------------------|--|------------------|--|--|--|--|------------------|--|

|         |  |             |  |  |  |  |  |  |
|---------|--|-------------|--|--|--|--|--|--|
| Banked: |  | <b>0.00</b> |  |  |  |  |  |  |
|---------|--|-------------|--|--|--|--|--|--|

0.00

0.00

|                                 |  |      |      |      |  |  |      |  |
|---------------------------------|--|------|------|------|--|--|------|--|
| <b>Total Receipts for Month</b> |  | 0.00 | 0.00 | 0.00 |  |  | 0.00 |  |
|---------------------------------|--|------|------|------|--|--|------|--|

|                        |  |           |      |      |  |  |           |  |
|------------------------|--|-----------|------|------|--|--|-----------|--|
| <b>Cashbook Totals</b> |  | 55,454.13 | 0.00 | 0.00 |  |  | 55,454.13 |  |
|------------------------|--|-----------|------|------|--|--|-----------|--|

| Payments for Month 12    |                   |                  |                     | Nominal Ledger Analysis |              |            |               |                 |                           |
|--------------------------|-------------------|------------------|---------------------|-------------------------|--------------|------------|---------------|-----------------|---------------------------|
| <u>Date</u>              | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u>      | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|                          |                   |                  | 0.00                |                         |              |            |               |                 |                           |
| Total Payments for Month |                   |                  | 0.00                | 0.00                    | 0.00         | 0.00       |               |                 |                           |
| Balance Carried Fwd      |                   |                  | 55,454.13           |                         |              |            |               |                 |                           |
| Cashbook Totals          |                   |                  | 55,454.13           | 0.00                    | 0.00         | 55,454.13  |               |                 |                           |

Date: 20/05/2025

Holme Valley Parish Council

Page: 1

Time: 16:58

Cashbook 5

User: RFO

CCLA Deposit Fund

For Month No: 12

## Receipts for Month 12

## Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|-------------|---------------|-----------------|-----------|-------|-----|--------|----------|--------------------|
|-------------|---------------|-----------------|-----------|-------|-----|--------|----------|--------------------|

|                       |  |           |  |  |  |  |           |  |
|-----------------------|--|-----------|--|--|--|--|-----------|--|
| Balance Brought Fwd : |  | 75,000.00 |  |  |  |  | 75,000.00 |  |
|-----------------------|--|-----------|--|--|--|--|-----------|--|

Banked:

0.00

0.00

0.00

Total Receipts for Month

0.00

0.00

0.00

0.00

Cashbook Totals

75,000.00

0.00

0.00

75,000.00

| Payments for Month 12    |                   |                  |                     | Nominal Ledger Analysis |              |            |               |                 |                           |
|--------------------------|-------------------|------------------|---------------------|-------------------------|--------------|------------|---------------|-----------------|---------------------------|
| <u>Date</u>              | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u>      | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|                          |                   |                  | 0.00                |                         |              |            |               |                 |                           |
| Total Payments for Month |                   |                  | 0.00                | 0.00                    | 0.00         |            |               | 0.00            |                           |
| Balance Carried Fwd      |                   |                  | 75,000.00           |                         |              |            |               |                 |                           |
| Cashbook Totals          |                   |                  | 75,000.00           | 0.00                    | 0.00         |            |               | 75,000.00       |                           |

Date: 20/05/2025

Holme Valley Parish Council

Page: 1

Time: 16:58

Cashbook 7

User: RFO

Unity Trust Current Account T2

For Month No: 12

## Receipts for Month 12

## Nominal Ledger Analysis

| <u>Receipt Ref</u>              | <u>Name of Payer</u>      | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u>  | <u>Transaction Detail</u> |
|---------------------------------|---------------------------|------------------------|------------------|--------------|------------|---------------|------------------|---------------------------|
| <b>Balance Brought Fwd :</b>    |                           | <b>76,109.36</b>       |                  |              |            |               | <b>76,109.36</b> |                           |
| 2425/12/01                      | Banked: <b>04/03/2025</b> | <b>262.72</b>          |                  |              |            |               |                  |                           |
| 2425/12/01                      | CCLA                      | 262.72                 |                  |              | 1090       | 100           | 262.72           | INTEREST ON PSDF          |
| 2425/12/02                      | Banked: <b>12/03/2025</b> | <b>350.00</b>          |                  |              |            |               |                  |                           |
| 2425/12/02                      | Environment Kirklees Ltd  | 350.00                 |                  |              | 1250       | 100           | 350.00           | RENT                      |
| 2425/12/03                      | Banked: <b>24/03/2025</b> | <b>30.00</b>           |                  |              |            |               |                  |                           |
| 2425/12/03                      | ALLOTMENT TENANT MB       | 30.00                  |                  |              | 1200       | 100           | 30.00            | ALLOTMENT RENT            |
| 2425/12/04                      | Banked: <b>26/03/2025</b> | <b>520.00</b>          |                  |              |            |               |                  |                           |
| 2425/12/04                      | Holmfirth Toilets         | 520.00                 |                  |              | 1092       | 100           | 520.00           | DONATIONS                 |
| 2425/12/05                      | Banked: <b>28/03/2025</b> | <b>240.00</b>          |                  |              |            |               |                  |                           |
| 2425/12/05                      | GARAGE TENANT BB          | 240.00                 |                  |              | 1300       | 100           | 240.00           | GARAGE RENTAL             |
| 2425/12/06                      | Banked: <b>31/03/2025</b> | <b>48.00</b>           |                  |              |            |               |                  |                           |
| 2425/12/06                      | ALLOTMENT TENANT AH       | 48.00                  |                  |              | 1200       | 100           | 48.00            | ALLOTMENT RENTAL          |
| <b>Total Receipts for Month</b> |                           | 1,450.72               | 0.00             | 0.00         |            |               | 1,450.72         |                           |
| <b>Cashbook Totals</b>          |                           | <u>77,560.08</u>       | <u>0.00</u>      | <u>0.00</u>  |            |               | <u>77,560.08</u> |                           |

Date: 20/05/2025

## Holme Valley Parish Council

Page: 2

Time: 16:58

## Cashbook 7

User: RFO

## Unity Trust Current Account T2

For Month No: 12

## Payments for Month 12

## Nominal Ledger Analysis

| <u>Date</u> | <u>Payee Name</u>             | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u>    |
|-------------|-------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|------------------------------|
| 06/03/2025  | Staff 04                      | 2425/12/01       | 20.99               |                    | 3.50         | 4245       | 150           | 17.49           | REIMBURSEMENT SCALES         |
| 06/03/2025  | Vision ICT                    | 2425/12/02       | 696.00              |                    | 116.00       | 4400       | 150           | 580.00          | HOSTED EMAIL ACCOUNTS        |
| 06/03/2025  | REDBAK LTD                    | 2425/12/03       | 1,260.00            |                    | 210.00       | 4650       | 350           | 1,050.00        | BRAND REFRESH                |
| 06/03/2025  | Kirklees Youth Alliance       | 2425/12/04       | 5,000.00            |                    |              | 4760       | 400           | 5,000.00        | GRANT - YOUTH PROVISION      |
| 06/03/2025  | Kirklees Youth Alliance       | 2425/12/05       | 5,000.00            |                    |              | 4760       | 400           | 5,000.00        | GRANT - YOUTH PROVISION      |
| 06/03/2025  | Handelsbanken                 | 2425/12/06       | 100.00              |                    |              | 4650       | 350           | 100.00          | ROOM HIRE FOR 09/11          |
| 06/03/2025  | SLCC                          | 2425/12/07       | 50.00               |                    |              | 4060       | 110           | 50.00           | CILCA EXTENSION STAFF 02     |
| 06/03/2025  | Document Logic                | 2425/12/08       | 234.00              |                    | 39.00        | 4205       | 150           | 195.00          | PHOTOCOPYING                 |
| 06/03/2025  | West Yorks Combined Authority | 2425/12/09       | 1,971.00            |                    |              | 4730       | 400           | 1,971.00        | HV MINIBUS SERVICE JAN 25    |
| 06/03/2025  | YLCA                          | YLCA             | 35.00               |                    |              | 4061       | 150           | 35.00           | WEBINAR - BREAKTHROUGH COMMS |
| 06/03/2025  | Staff 02                      | 2425/12/11       | 15.59               |                    | 2.60         | 4400       | 150           | 12.99           | REIMBURSEMENT ZOOM           |
| 06/03/2025  | Staff 02                      | 2425/12/12       | 15.59               |                    | 2.60         | 4400       | 150           | 12.99           | REIMBURSEMENT ZOOM DEC       |
| 06/03/2025  | Staff 02                      | 2425/12/13       | 15.59               |                    | 2.60         | 4400       | 150           | 12.99           | REIMBURSEMENT ZOOM FEB       |
| 06/03/2025  | Handelsbanken                 | 2425/12/06       | -100.00             |                    |              | 4650       | 350           | -100.00         | REVERSE PAYMENTS ERROR       |
| 06/03/2025  | HCHCT                         | 2425/12/06       | 100.00              |                    |              | 4650       | 350           | 100.00          | ROOM HIRE 09/11              |
| 14/03/2025  | Staff 04                      | 2425/12/14       | 1,619.19            |                    |              | 4000       | 110           | 1,619.19        | SALARY                       |
| 14/03/2025  | Staff 05                      | 2425/12/15       | 1,491.30            |                    |              | 4000       | 110           | 1,491.30        | SALARY                       |
| 14/03/2025  | West Yorkshire Pension Fund   | 2425/12/16       | 992.62              |                    |              | 4000       | 110           | 992.62          | PENSIONS                     |
| 14/03/2025  | HMRC                          | 2425/12/17       | 1,568.63            |                    |              | 4000       | 110           | 1,568.63        | PAYE TAX AND NI              |
| 14/03/2025  | Staff 02                      | 2425/12/18       | 1,792.04            |                    |              | 4000       | 110           | 1,792.04        | SALARY                       |
| 14/03/2025  | Staff 04                      | 2425/12/14       | -1,619.19           |                    |              | 4000       | 110           | -1,619.19       | REVERSE SALARY               |
| 14/03/2025  | Staff 05                      | 2425/12/15       | -1,491.30           |                    |              | 4000       | 110           | -1,491.30       | REVERSE SALARY               |
| 14/03/2025  | West Yorkshire Pension Fund   | 2425/12/16       | -992.62             |                    |              | 4000       | 110           | -992.62         | REVERSE PENSIONS             |
| 14/03/2025  | HMRC                          | 2425/12/17       | -1,568.63           |                    |              | 4000       | 110           | -1,568.63       | REVERSE PAYE TAX & NI        |
| 14/03/2025  | Staff 04                      | 2425/12/14       | 1,619.19            |                    |              | 4000       | 110           | 1,619.19        | SALARY                       |
|             |                               |                  |                     |                    |              | 344        | 0             | -1,619.19       | SALARY                       |
|             |                               |                  |                     |                    |              | 6000       | 110           | 1,619.19        | SALARY                       |
| 14/03/2025  | Staff 05                      | 2425/12/15       | 1,491.30            |                    |              | 4000       | 110           | 1,491.30        | SALARY                       |
|             |                               |                  |                     |                    |              | 344        | 0             | -1,491.30       | SALARY                       |
|             |                               |                  |                     |                    |              | 6000       | 110           | 1,491.30        | SALARY                       |
| 14/03/2025  | West Yorkshire Pension Fund   | 2425/12/16       | 992.62              |                    |              | 4000       | 110           | 992.62          | PENSIONS                     |
|             |                               |                  |                     |                    |              | 344        | 0             | -992.62         | PENSIONS                     |
|             |                               |                  |                     |                    |              | 6000       | 110           | 992.62          | PENSIONS                     |
| 14/03/2025  | HMRC                          | 2425/12/17       | 1,568.63            |                    |              | 4000       | 110           | 896.89          | PAYE TAX & NI                |
|             |                               |                  |                     |                    |              | 344        | 0             | -896.89         | PAYE TAX & NI                |
|             |                               |                  |                     |                    |              | 6000       | 110           | 896.89          | PAYE TAX & NI                |
|             |                               |                  |                     |                    |              | 4000       | 110           | 671.74          | PAYE TAX & NI                |
| 17/03/2025  | Time In Time Out Media        | 2425/12/19       | 252.00              |                    | 42.00        | 4650       | 350           | 210.00          | COUNCIL NEWS                 |
| 19/03/2025  | E.ON NEXT                     | 2425/12/20       | 48.22               |                    | 2.30         | 4320       | 400           | 45.92           | ELECTRICITY                  |

Continued on Page 3



Date: 20/05/2025

## Holme Valley Parish Council

Page: 3

Time: 16:58

## Cashbook 7

User: RFO

## Unity Trust Current Account T2

For Month No: 12

## Payments for Month 12

## Nominal Ledger Analysis

| <u>Date</u> | <u>Payee Name</u>                | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u>                      |
|-------------|----------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|--|
| 28/03/2025  | Business Stream                  | 2425/12/21       | 754.44              |                    |              | 4320       | 400           | 754.44          | HOLMFIRTH TOILETS<br>WATER SEWERAGE<br>TOILETS |
| 28/03/2025  | BROCKHOLES GREEN SPACES          | 2425/12/22       | 1,029.00            |                    |              | 4315       | 250           | 1,029.00        | GRANT - CLEAR<br>REPLANT TOLLBAR               |
| 28/03/2025  | Maintenance Contractor           | 2425/12/23       | 1,157.35            |                    |              | 4740       | 400           | 291.60          | MAINTENANCE - SEATS<br>& SHELTERS              |
| 28/03/2025  | HEPWORTH BAND                    | 2425/12/24       | 2,500.00            |                    |              | 4320       | 400           | 865.75          | MAINTENANCE - TOILETS                          |
| 28/03/2025  | HEPWORTH HURRICANES              | 2425/12/25       | 1,500.00            |                    |              | 4315       | 250           | 2,500.00        | GRANT- COMMUNITY<br>STUDIO SPACE               |
| 28/03/2025  | REDBAK LTD                       | 2425/12/26       | 1,260.00            |                    | 210.00       | 4650       | 350           | 1,050.00        | GRANT - NETBALL<br>COACHING                    |
| 28/03/2025  | HOLME ARCHITECTURE               | 2425/12/27       | 1,920.00            |                    | 320.00       | 4325       | 400           | 1,600.00        | BRAND REFRESH<br>TOILETS CONDITION<br>REPORT   |
|             |                                  |                  |                     |                    |              | 351        | 0             | -1,600.00       | TOILETS CONDITION<br>REPORT                    |
|             |                                  |                  |                     |                    |              | 6000       | 400           | 1,600.00        | TOILETS CONDITION<br>REPORT                    |
| 28/03/2025  | Peak Parishes Forum              | 2425/12/28       | 6.00                |                    |              | 4265       | 150           | 6.00            | SUBSCRIPTION                                   |
| 28/03/2025  | Friends of Cliff Rec             | 2425/12/29       | 1,055.00            |                    |              | 4405       | 250           | 1,055.00        | GRANT - VE DAY<br>BEACON EVENT                 |
| 28/03/2025  | Staff 02                         | 2425/12/30       | 15.59               |                    | 2.60         | 4400       | 150           | 12.99           | REIMBURSEMENT ZOOM<br>MAR                      |
| 28/03/2025  | Maintenance Contractor           | 2425/12/31       | 28.70               |                    | 4.78         | 4320       | 400           | 23.92           | EXPENSES - TOILETS                             |
| 28/03/2025  | Honley Village Community Trust   | 2425/12/32       | 400.00              |                    |              | 4405       | 250           | 400.00          | GRANT - VE DAY 80<br>PARTY                     |
| 28/03/2025  | Principal Hygiene                | 2425/12/33       | 72.00               |                    | 12.00        | 4320       | 400           | 60.00           | SERVICE NAPPY UNITS                            |
| 28/03/2025  | Honley Business Association      | 2425/12/34       | 1,560.00            |                    |              | 4315       | 250           | 1,560.00        | GRANT - CCTV                                   |
|             |                                  |                  |                     |                    |              | 345        | 0             | -1,560.00       | GRANT - CCTV                                   |
|             |                                  |                  |                     |                    |              | 6000       | 250           | 1,560.00        | GRANT - CCTV                                   |
| 28/03/2025  | WOMEN'S OPEN TALK<br>HOLMFIRTH   | 2425/12/35       | 1,092.00            |                    |              | 4405       | 250           | 1,092.00        | GRANT - ROOM HIRE                              |
| 28/03/2025  | CAFE 100                         | 2425/12/36       | 1,500.00            |                    |              | 4405       | 250           | 1,500.00        | GRANT - ROOM HIRE                              |
| 28/03/2025  | WOOLDALE COMMUNITY<br>GROUP      | 2425/12/37       | 1,000.00            |                    |              | 4405       | 250           | 1,000.00        | GRANT - ROOM HIRE,<br>EQUIPMENT                |
| 28/03/2025  | Honley Show Society Ltd          | 2425/12/38       | 1,500.00            |                    |              | 4650       | 350           | 1,500.00        | SPONSORSHIP OF<br>SHOW PROGRAMME               |
| 28/03/2025  | Natnl Assoc of Local Councils    | 2425/12/39       | 625.00              |                    |              | 4405       | 250           | 625.00          | GRANT - WORKSHOP<br>AT FOLK FEST               |
| 28/03/2025  | HOLMFIRTH MUSICAL<br>ASSOCIATION | 2425/12/40       | 1,500.00            |                    |              | 4405       | 250           | 1,500.00        | GRANT - MUSIC<br>FESTIVAL                      |
| 28/03/2025  | Honley Village Community Trust   | 2425/12/41       | 220.00              |                    |              | 4405       | 250           | 220.00          | GRANT - EASTER TEA<br>PARTY                    |
| 28/03/2025  | NEW MILL COMMUNITY<br>GARDEN     | 2425/12/42       | 655.00              |                    |              | 4315       | 250           | 655.00          | GRANT - GARDEN<br>EQUIPT/SIGNAGE               |
| 28/03/2025  | PROJECT COMMUNITIES              | 2425/12/43       | 1,500.00            |                    |              | 4405       | 250           | 1,500.00        | GRANT - SUMMER<br>SPORTS CAMPS                 |
| 28/03/2025  | Honley Business Association      | 2425/12/44       | 1,000.00            |                    |              | 4405       | 250           | 1,000.00        | GRANT - OPEN<br>GARDENS FESTIVAL               |
| 28/03/2025  | West Yorks Combined Authority    | 2425/12/45       | 1,971.00            |                    |              | 4730       | 400           | 1,971.00        | HV MINIBUS SERVICE<br>MAR                      |

Continued on Page 4

Date: 20/05/2025

## Holme Valley Parish Council

Page: 4

Time: 16:58

## Cashbook 7

User: RFO

## Unity Trust Current Account T2

For Month No: 12

## Payments for Month 12

## Nominal Ledger Analysis

| <u>Date</u>                     | <u>Payee Name</u>              | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u>      |
|---------------------------------|--------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|--------------------------------|
| 28/03/2025                      | SCHOLES CRICKET CLUB           | 2425/12/46       | 851.07              |                    |              | 4315       | 250           | 851.07          | GRANT - OUTDOOR SEATING        |
| 28/03/2025                      | Staff 04                       | 2425/12/47       | 3.60                |                    |              | 4205       | 150           | 3.60            | REIMBURSEMENT - TEA, BISCS     |
| 28/03/2025                      | Kirklees Council               | 2425/12/48       | 1,425.60            |                    | 237.60       | 4705       | 400           | 1,188.00        | CHRISTMAS TREE                 |
| 28/03/2025                      | Honley Village Community Trust | 2425/12/49       | 1,000.00            |                    |              | 4315       | 250           | 1,000.00        | GRANT - HAY-BOB                |
| 28/03/2025                      | Honley Village Community Trust | 2425/12/50       | 4,000.00            |                    |              | 4315       | 250           | 4,000.00        | GRANT - TREE WORKS MAGDALE     |
| 28/03/2025                      | West Yorks Combined Authority  | 2425/12/51       | 1,780.00            |                    |              | 4730       | 400           | 1,780.00        | HV MINIBUS SERVICE FEB         |
| 28/03/2025                      | Honley Village Community Trust | 2425/12/52       | 120.00              |                    |              | 4405       | 250           | 120.00          | GRANT - EASTER CRAFTS WORKSHOP |
| 28/03/2025                      | Staff 05                       | 2425/12/53       | 8.99                |                    |              | 4650       | 350           | 8.99            | REIMBURSEMENT                  |
| 28/03/2025                      | Internal Audit Yorkshire       | 2425/12/54       | 423.31              |                    |              | 4210       | 150           | 423.31          | INTERIM INTERNAL AUDIT         |
| 28/03/2025                      | HOLMFIRTH BOOK FESTIVAL CIC    | 2425/12/55       | 1,500.00            |                    |              | 4405       | 250           | 1,500.00        | GRANT - CHILDREN'S BOOK FEST   |
| 31/03/2025                      | Unity Trust                    | 2425/12/56       | 9.00                |                    |              | 4215       | 150           | 9.00            | SERVICE CHARGE                 |
| <b>Total Payments for Month</b> |                                |                  | 59,120.41           | 0.00               | 1,207.58     |            |               | 57,912.83       |                                |
| <b>Balance Carried Fwd</b>      |                                |                  | 18,439.67           |                    |              |            |               |                 |                                |
| <b>Cashbook Totals</b>          |                                |                  | 77,560.08           | 0.00               | 1,207.58     |            |               | 76,352.50       |                                |

Date: 20/05/2025

Holme Valley Parish Council

Page: 1

Time: 16:59

Cashbook 8

User: RFO

Unity Trust Instant Access A/C

For Month No: 12

## Receipts for Month 12

## Nominal Ledger Analysis

| <u>Receipt Ref</u>           | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|------------------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
| <b>Balance Brought Fwd :</b> |                      | <b>503.76</b>          |                  |              |            |               | <b>503.76</b>   |                           |

|            |                           |             |  |  |  |  |  |  |
|------------|---------------------------|-------------|--|--|--|--|--|--|
| 2425/12/08 | Banked: <b>31/03/2025</b> | <b>3.17</b> |  |  |  |  |  |  |
|------------|---------------------------|-------------|--|--|--|--|--|--|

|            |             |      |  |  |      |     |      |          |
|------------|-------------|------|--|--|------|-----|------|----------|
| 2425/12/08 | Unity Trust | 3.17 |  |  | 1090 | 100 | 3.17 | Interest |
|------------|-------------|------|--|--|------|-----|------|----------|

|                                 |  |      |      |      |  |  |      |  |
|---------------------------------|--|------|------|------|--|--|------|--|
| <b>Total Receipts for Month</b> |  | 3.17 | 0.00 | 0.00 |  |  | 3.17 |  |
|---------------------------------|--|------|------|------|--|--|------|--|

|                        |               |             |             |  |  |               |  |  |
|------------------------|---------------|-------------|-------------|--|--|---------------|--|--|
| <b>Cashbook Totals</b> | <u>506.93</u> | <u>0.00</u> | <u>0.00</u> |  |  | <u>506.93</u> |  |  |
|------------------------|---------------|-------------|-------------|--|--|---------------|--|--|

| Payments for Month 12    |                   |                  |                     | Nominal Ledger Analysis |              |            |               |                 |                           |
|--------------------------|-------------------|------------------|---------------------|-------------------------|--------------|------------|---------------|-----------------|---------------------------|
| <u>Date</u>              | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u>      | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|                          |                   |                  | 0.00                |                         |              |            |               |                 |                           |
| Total Payments for Month |                   |                  | 0.00                | 0.00                    | 0.00         |            |               | 0.00            |                           |
| Balance Carried Fwd      |                   |                  | 506.93              |                         |              |            |               |                 |                           |
| Cashbook Totals          |                   |                  | 506.93              | 0.00                    | 0.00         |            |               | 506.93          |                           |

Date : 20/05/2025

**Holme Valley Parish Council**

Page 1

Time: 16:50

Trial Balance for Month No: 12

User : RFO

Account Number Order

| <u>A/c Code</u> | <u>Account Name</u>            | <u>Centre</u> | <u>Centre Name</u> | <u>Debit</u> | <u>Credit</u> |
|-----------------|--------------------------------|---------------|--------------------|--------------|---------------|
| 100             | Debtors                        |               |                    | 6,637.66     |               |
| 105             | VAT Control A/c                |               |                    | 1,553.60     |               |
| 110             | Prepayments                    |               |                    | 890.00       |               |
| 200             | HSBC Current A/C               |               |                    | 2,245.08     |               |
| 205             | Money Manager - HSBC           |               |                    | 55,454.13    |               |
| 220             | CCLA Deposit Fund              |               |                    | 75,000.00    |               |
| 230             | Unity Trust Current Account T2 |               |                    | 18,439.67    |               |
| 235             | Unity Trust Instant Access A/C |               |                    | 506.93       |               |
| 310             | General Reserves               |               |                    |              | 91,947.78     |
| 323             | EMR Com Asset-Others in Valley |               |                    |              | 2,017.00      |
| 325             | EMR Election Fund              |               |                    |              | 7,000.00      |
| 326             | EMR Defibrillator Special Resr |               |                    |              | 1,738.51      |
| 331             | EMR Gartside Building          |               |                    |              | 3,400.00      |
| 332             | EMR Honley Library             |               |                    |              | 15,000.00     |
| 336             | EMR Royal Events               |               |                    |              | 1,000.00      |
| 337             | EMR COVID Memorial             |               |                    |              | 4,876.50      |
| 341             | EMR Climate Action Projects    |               |                    |              | 13,526.68     |
| 345             | EMR Rolling Grants             |               |                    |              | 1,000.00      |
| 346             | EMR Public Transport           |               |                    |              | 5,000.00      |
| 347             | EMR Tourism                    |               |                    |              | 4,961.00      |
| 348             | EMR Dog Waste & Litter         |               |                    |              | 3,800.00      |
| 349             | EMR Community Engagement       |               |                    |              | 3,609.87      |
| 351             | EMR Holmfirth Toilets Refurb   |               |                    |              | 2,504.00      |
| 500             | Creditors                      |               |                    |              | 3,104.34      |
| 510             | Accruals                       |               |                    |              | 435.00        |
| 520             | Receipts In Advance            |               |                    |              | 318.00        |
| 1076            | Precept                        | 100           | Income             |              | 327,934.00    |
| 1078            | Special Expenses Grant         | 100           | Income             |              | 3,437.00      |
| 1090            | Bank Interest                  | 100           | Income             |              | 4,808.86      |
| 1092            | Toilets Donations              | 100           | Income             |              | 2,680.00      |
| 1095            | Other income                   | 100           | Income             |              | 7,118.73      |
| 1200            | Allotment Rents                | 100           | Income             |              | 324.00        |
| 1250            | Gartside Building              | 100           | Income             |              | 3,162.56      |
| 1300            | Garage plot income             | 100           | Income             |              | 840.00        |
| 4000            | Salaries                       | 110           | Staff Expenditure  | 91,573.92    |               |
| 4060            | Staff Training                 | 110           | Staff Expenditure  | 971.07       |               |
| 4061            | Councillor Training            | 150           | Administration     | 1,148.45     |               |
| 4200            | Chairman's Expenses            | 150           | Administration     | 994.17       |               |
| 4205            | Council Office Expenditure     | 150           | Administration     | 2,832.67     |               |
| 4210            | Audit                          | 150           | Administration     | 1,636.62     |               |
| 4215            | Bank Charges                   | 150           | Administration     | 228.53       |               |
| 4225            | Elections                      | 150           | Administration     | 9,016.17     |               |

Continued over page

Date : 20/05/2025

**Holme Valley Parish Council**

Page 2

Time: 16:50

Trial Balance for Month No: 12

User : RFO

Account Number Order

| <u>A/c Code</u>               | <u>Account Name</u>            | <u>Centre</u> | <u>Centre Name</u>           | <u>Debit</u>      | <u>Credit</u>     |
|-------------------------------|--------------------------------|---------------|------------------------------|-------------------|-------------------|
| 4230                          | Repairs & Maintenance          | 150           | Administration               | 66.31             |                   |
| 4235                          | Insurance                      | 150           | Administration               | 11,851.16         |                   |
| 4245                          | Office Equipment               | 150           | Administration               | 39.97             |                   |
| 4250                          | Office/Room Hire               | 150           | Administration               | 10,192.00         |                   |
| 4265                          | Subscriptions                  | 150           | Administration               | 2,580.00          |                   |
| 4275                          | Telephone and Broadband        | 150           | Administration               | 683.55            |                   |
| 4285                          | Remembrance Sunday             | 150           | Administration               | 160.00            |                   |
| 4290                          | COVID Memorial                 | 150           | Administration               | 1,123.50          |                   |
| 4300                          | Honley Library                 | 400           | Service Provision            | 15,080.00         |                   |
| 4310                          | Holmfirth Civic Hall- Projects | 400           | Service Provision            | 88,998.00         |                   |
| 4315                          | Other Community Assets         | 250           | Finance & Management         | 35,795.07         |                   |
| 4320                          | Public Toilet - Day to Day     | 400           | Service Provision            | 17,705.16         |                   |
| 4325                          | Public Toilet - Lettable Space | 400           | Service Provision            | 3,350.24          |                   |
| 4400                          | Electronic Support             | 150           | Administration               | 1,100.88          |                   |
| 4405                          | Grants - Projects and Events   | 250           | Finance & Management         | 28,744.30         |                   |
| 4505                          | Neighbourhood Plan             | 300           | Planning                     | 7,676.28          |                   |
| 4650                          | Communications & Engagement    | 350           | Publications & Communication | 11,385.02         |                   |
| 4705                          | Christmas Provision            | 400           | Service Provision            | 5,606.00          |                   |
| 4710                          | New Mill - Churchyard          | 400           | Service Provision            | 239.15            |                   |
| 4715                          | Defibrillators                 | 400           | Service Provision            | 57.54             |                   |
| 4720                          | Dog Waste                      | 400           | Service Provision            | 403.50            |                   |
| 4730                          | Minibus                        | 400           | Service Provision            | 23,209.00         |                   |
| 4740                          | Seats & Shelters-Maintenance   | 400           | Service Provision            | 10,371.27         |                   |
| 4750                          | War Memorial                   | 400           | Service Provision            | 200.00            |                   |
| 4760                          | Youth Work in the Holme Valley | 400           | Service Provision            | 25,000.00         |                   |
| 4765                          | Tourism                        | 400           | Service Provision            | 39.00             |                   |
| 4805                          | Community Mobilisation         | 450           | Climate Emergency            | 868.91            |                   |
| 4900                          | Allotment Expense              | 500           | Allotments/Garage plots      | 350.00            |                   |
| 5005                          | Grant to Food Bank             | 150           | Administration               | 3,500.00          |                   |
| 6000                          | Transfer from EMR              | 110           | Staff Expenditure            |                   | 5,000.00          |
| 6000                          | Transfer from EMR              | 150           | Administration               |                   | 1,123.50          |
| 6000                          | Transfer from EMR              | 250           | Finance & Management         |                   | 6,060.00          |
| 6000                          | Transfer from EMR              | 300           | Planning                     |                   | 7,676.28          |
| 6000                          | Transfer from EMR              | 400           | Service Provision            |                   | 55,786.54         |
| 6000                          | Transfer from EMR              | 450           | Climate Emergency            |                   | 767.33            |
| 6001                          | Transfer to EMR                | 100           | Income                       | 16,453.00         |                   |
| <b>Trial Balance Totals :</b> |                                |               |                              | <b>591,957.48</b> | <b>591,957.48</b> |
| <b>Difference</b>             |                                |               |                              | <b>0.00</b>       |                   |

20/05/2025

Holme Valley Parish Council

Page 1

16:37

**Detailed Balance Sheet - Excluding Stock Movement****Month 12 Date 31/03/2025**

| <u>A/c</u> | <u>Description</u>                           | <u>Actual</u>  |                |
|------------|--|----------------|----------------|
|            | <u>Current Assets</u>                        |                |                |
| 100        | Debtors                                      | 6,638          |                |
| 105        | VAT Control A/c                              | 1,554          |                |
| 110        | Prepayments                                  | 890            |                |
| 200        | HSBC Current A/C                             | 2,245          |                |
| 205        | Money Manager - HSBC                         | 55,454         |                |
| 220        | CCLA Deposit Fund                            | 75,000         |                |
| 230        | Unity Trust Current Account T2               | 18,440         |                |
| 235        | Unity Trust Instant Access A/C               | 507            |                |
|            | <b>Total Current Assets</b>                  | <b>160,727</b> |                |
|            | <u>Current Liabilities</u>                   |                |                |
| 500        | Creditors                                    | 3,104          |                |
| 510        | Accruals                                     | 435            |                |
| 520        | Receipts In Advance                          | 318            |                |
|            | <b>Total Current Liabilities</b>             | <b>3,857</b>   |                |
|            | <b>Net Current Assets</b>                    |                | <b>156,870</b> |
|            | <b>Total Assets less Current Liabilities</b> |                | <b>156,870</b> |
|            | <u>Represented by :-</u>                     |                |                |
| 300        | Current Year Fund                            | (64,472)       |                |
| 310        | General Reserves                             | 151,908        |                |
| 323        | EMR Com Asset-Others in Valley               | 2,017          |                |
| 325        | EMR Election Fund                            | 7,000          |                |
| 326        | EMR Defibrillator Special Resr               | 1,739          |                |
| 331        | EMR Gartside Building                        | 3,400          |                |
| 332        | EMR Honley Library                           | 15,000         |                |
| 336        | EMR Royal Events                             | 1,000          |                |
| 337        | EMR COVID Memorial                           | 4,877          |                |
| 341        | EMR Climate Action Projects                  | 13,527         |                |
| 345        | EMR Rolling Grants                           | 1,000          |                |
| 346        | EMR Public Transport                         | 5,000          |                |
| 347        | EMR Tourism                                  | 4,961          |                |
| 348        | EMR Dog Waste & Litter                       | 3,800          |                |
| 349        | EMR Community Engagement                     | 3,610          |                |
| 351        | EMR Holmfirth Toilets Refurb                 | 2,504          |                |
|            | <b>Total Equity</b>                          |                | <b>156,870</b> |

20/05/2025

## Holme Valley Parish Council

Page 1

16:39

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

## Cost Centre Report

|            |  | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|------------|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>100</b> | <b>Income</b>                                    |                       |                        |                       |                          |                          |                    |               |                         |
| 1076       | Precept  | 0                     | 327,934                | 327,934               | 0                        |                          |                    | 100.0%        | 16,453                  |
| 1078       | Special Expenses Grant                           | 0                     | 3,437                  | 3,437                 | 0                        |                          |                    | 100.0%        |                         |
| 1090       | Bank Interest                                    | 515                   | 4,809                  | 4,500                 | (309)                    |                          |                    | 106.9%        |                         |
| 1092       | Toilets Donations                                | 520                   | 2,680                  | 2,500                 | (180)                    |                          |                    | 107.2%        |                         |
| 1095       | Other income                                     | 6,638                 | 7,119                  | 4,460                 | (2,659)                  |                          |                    | 159.6%        |                         |
| 1200       | Allotment Rents                                  | 0                     | 324                    | 324                   | 0                        |                          |                    | 100.0%        |                         |
| 1250       | Gartside Building                                | 350                   | 3,163                  | 4,800                 | 1,637                    |                          |                    | 65.9%         |                         |
| 1300       | Garage plot income                               | 0                     | 840                    | 840                   | 0                        |                          |                    | 100.0%        |                         |
|            | <b>Income :- Income</b>                          | <b>8,023</b>          | <b>350,305</b>         | <b>348,795</b>        | <b>(1,510)</b>           |                          |                    | <b>100.4%</b> | <b>16,453</b>           |
|            | <b>Net Income</b>                                | <b>8,023</b>          | <b>350,305</b>         | <b>348,795</b>        | <b>(1,510)</b>           |                          |                    |               |                         |
| 6001       | less Transfer to EMR                             | 0                     | 16,453                 | 0                     | (16,453)                 |                          |                    |               |                         |
|            | <b>Movement to/(from) Gen Reserve</b>            | <b>8,023</b>          | <b>333,852</b>         | <b>348,795</b>        | <b>14,943</b>            |                          |                    |               |                         |
| <b>110</b> | <b>Staff Expenditure</b>                         |                       |                        |                       |                          |                          |                    |               |                         |
| 4000       | Salaries   | 7,464                 | 91,574                 | 87,700                | (3,874)                  |                          | (3,874)            | 104.4%        | 5,000                   |
| 4060       | Staff Training                                   | 50                    | 971                    | 2,300                 | 1,329                    |                          | 1,329              | 42.2%         |                         |
|            | <b>Staff Expenditure :- Indirect Expenditure</b> | <b>7,514</b>          | <b>92,545</b>          | <b>90,000</b>         | <b>(2,545)</b>           | <b>0</b>                 | <b>(2,545)</b>     | <b>102.8%</b> | <b>5,000</b>            |
|            | <b>Net Expenditure</b>                           | <b>(7,514)</b>        | <b>(92,545)</b>        | <b>(90,000)</b>       | <b>2,545</b>             |                          |                    |               |                         |
| 6000       | plus Transfer from EMR                           | 5,000                 | 5,000                  | 0                     | (5,000)                  |                          |                    |               |                         |
|            | <b>Movement to/(from) Gen Reserve</b>            | <b>(2,514)</b>        | <b>(87,545)</b>        | <b>(90,000)</b>       | <b>(2,455)</b>           |                          |                    |               |                         |
| <b>150</b> | <b>Administration</b>                            |                       |                        |                       |                          |                          |                    |               |                         |
| 4061       | Councillor Training                              | 35                    | 1,148                  | 900                   | (248)                    |                          | (248)              | 127.6%        |                         |
| 4200       | Chairman's Expenses                              | 464                   | 994                    | 1,000                 | 6                        |                          | 6                  | 99.4%         |                         |
| 4205       | Council Office Expenditure                       | 999                   | 2,833                  | 2,000                 | (833)                    |                          | (833)              | 141.6%        |                         |
| 4210       | Audit  | 423                   | 1,637                  | 1,650                 | 13                       |                          | 13                 | 99.2%         |                         |
| 4215       | Bank Charges                                     | 26                    | 229                    | 500                   | 271                      |                          | 271                | 45.7%         |                         |
| 4220       | Conference / Seminars                            | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%          |                         |
| 4225       | Elections  | 0                     | 9,016                  | 0                     | (9,016)                  |                          | (9,016)            | 0.0%          |                         |
| 4230       | Repairs & Maintenance                            | 0                     | 66                     | 1,000                 | 934                      |                          | 934                | 6.6%          |                         |
| 4235       | Insurance  | 0                     | 11,851                 | 8,750                 | (3,101)                  |                          | (3,101)            | 135.4%        |                         |
| 4240       | Travel Allowance                                 | 0                     | 0                      | 300                   | 300                      |                          | 300                | 0.0%          |                         |
| 4245       | Office Equipment                                 | 17                    | 40                     | 300                   | 260                      |                          | 260                | 13.3%         |                         |
| 4250       | Office/Room Hire                                 | 96                    | 10,192                 | 10,200                | 8                        |                          | 8                  | 99.9%         |                         |
| 4260       | FOIA/EIR requests                                | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%          |                         |
| 4265       | Subscriptions                                    | 6                     | 2,580                  | 3,000                 | 420                      |                          | 420                | 86.0%         |                         |

Continued over page



20/05/2025

## Holme Valley Parish Council

Page 2

16:39

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

## Cost Centre Report

|  | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4275 Telephone and Broadband                         | 47                    | 684                    | 500                   | (184)                    |                          | (184)              | 136.7%        |                         |
| 4285 Remembrance Sunday                              | 0                     | 160                    | 160                   | 0                        |                          | 0                  | 100.0%        |                         |
| 4290 COVID Memorial                                  | 0                     | 1,124                  | 0                     | (1,124)                  |                          | (1,124)            | 0.0%          | 1,124                   |
| 4400 Electronic Support                              | 52                    | 1,101                  | 1,650                 | 549                      |                          | 549                | 66.7%         |                         |
| 5005 Grant to Food Bank                              | 0                     | 3,500                  | 0                     | (3,500)                  |                          | (3,500)            | 0.0%          |                         |
| Administration :- Indirect Expenditure               | <b>2,166</b>          | <b>47,154</b>          | <b>32,910</b>         | <b>(14,244)</b>          | <b>0</b>                 | <b>(14,244)</b>    | <b>143.3%</b> | <b>1,124</b>            |
| <b>Net Expenditure</b>                               | <b>(2,166)</b>        | <b>(47,154)</b>        | <b>(32,910)</b>       | <b>14,244</b>            |                          |                    |               |                         |
| 6000 plus Transfer from EMR                          | 0                     | 1,124                  | 0                     | (1,124)                  |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>                | <b>(2,166)</b>        | <b>(46,030)</b>        | <b>(32,910)</b>       | <b>13,120</b>            |                          |                    |               |                         |
| <u>250 Finance &amp; Management</u>                  |                       |                        |                       |                          |                          |                    |               |                         |
| 4315 Other Community Assets                          | 11,595                | 35,795                 | 44,691                | 8,896                    |                          | 8,896              | 80.1%         | 2,560                   |
| 4405 Grants - Projects and Events                    | 13,447                | 28,744                 | 24,809                | (3,935)                  |                          | (3,935)            | 115.9%        | 3,500                   |
| Finance & Management :- Indirect Expenditure         | <b>25,042</b>         | <b>64,539</b>          | <b>69,500</b>         | <b>4,961</b>             | <b>0</b>                 | <b>4,961</b>       | <b>92.9%</b>  | <b>6,060</b>            |
| <b>Net Expenditure</b>                               | <b>(25,042)</b>       | <b>(64,539)</b>        | <b>(69,500)</b>       | <b>(4,961)</b>           |                          |                    |               |                         |
| 6000 plus Transfer from EMR                          | 1,560                 | 6,060                  | 0                     | (6,060)                  |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>                | <b>(23,482)</b>       | <b>(58,479)</b>        | <b>(69,500)</b>       | <b>(11,021)</b>          |                          |                    |               |                         |
| <u>300 Planning</u>                                  |                       |                        |                       |                          |                          |                    |               |                         |
| 4505 Neighbourhood Plan                              | 0                     | 7,676                  | 1,500                 | (6,176)                  |                          | (6,176)            | 511.8%        | 7,676                   |
| Planning :- Indirect Expenditure                     | <b>0</b>              | <b>7,676</b>           | <b>1,500</b>          | <b>(6,176)</b>           | <b>0</b>                 | <b>(6,176)</b>     | <b>511.8%</b> | <b>7,676</b>            |
| <b>Net Expenditure</b>                               | <b>0</b>              | <b>(7,676)</b>         | <b>(1,500)</b>        | <b>6,176</b>             |                          |                    |               |                         |
| 6000 plus Transfer from EMR                          | 0                     | 7,676                  | 0                     | (7,676)                  |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>                | <b>0</b>              | <b>0</b>               | <b>(1,500)</b>        | <b>(1,500)</b>           |                          |                    |               |                         |
| <u>350 Publications &amp; Communication</u>          |                       |                        |                       |                          |                          |                    |               |                         |
| 4650 Communications & Engagement                     | 3,609                 | 11,385                 | 15,000                | 3,615                    |                          | 3,615              | 75.9%         |                         |
| Publications & Communication :- Indirect Expenditure | <b>3,609</b>          | <b>11,385</b>          | <b>15,000</b>         | <b>3,615</b>             | <b>0</b>                 | <b>3,615</b>       | <b>75.9%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                               | <b>(3,609)</b>        | <b>(11,385)</b>        | <b>(15,000)</b>       | <b>(3,615)</b>           |                          |                    |               |                         |
| <u>400 Service Provision</u>                         |                       |                        |                       |                          |                          |                    |               |                         |
| 4300 Honley Library                                  | 0                     | 15,080                 | 15,000                | (80)                     |                          | (80)               | 100.5%        |                         |
| 4310 Holmfirth Civic Hall- Projects                  | 0                     | 88,998                 | 10,000                | (78,998)                 |                          | (78,998)           | 890.0%        | 52,490                  |
| 4320 Public Toilet - Day to Day                      | 2,759                 | 17,705                 | 22,000                | 4,295                    |                          | 4,295              | 80.5%         |                         |

Continued over page

20/05/2025

## Holme Valley Parish Council

Page 3

16:39

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

## Cost Centre Report

|   | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4325 Public Toilet - Lettable Space             | 1,600                 | 3,350                  | 1,000                 | (2,350)                  |                          | (2,350)            | 335.0%        | 3,200                   |
| 4705 Christmas Provision                        | 1,188                 | 5,606                  | 6,000                 | 394                      |                          | 394                | 93.4%         |                         |
| 4710 New Mill - Churchyard                      | 0                     | 239                    | 750                   | 511                      |                          | 511                | 31.9%         |                         |
| 4715 Defibrillators                             | 0                     | 58                     | 0                     | (58)                     |                          | (58)               | 0.0%          | 58                      |
| 4720 Dog Waste                                  | 0                     | 404                    | 1,200                 | 797                      |                          | 797                | 33.6%         |                         |
| 4730 Minibus                                    | 5,722                 | 23,209                 | 23,500                | 291                      |                          | 291                | 98.8%         |                         |
| 4735 Phone Boxes                                | 0                     | 0                      | 400                   | 400                      |                          | 400                | 0.0%          |                         |
| 4740 Seats & Shelters-Maintenance               | 979                   | 10,371                 | 13,000                | 2,629                    |                          | 2,629              | 79.8%         |                         |
| 4750 War Memorial                               | 0                     | 200                    | 500                   | 300                      |                          | 300                | 40.0%         |                         |
| 4760 Youth Work in the Holme Valley             | 10,000                | 25,000                 | 25,000                | 0                        |                          | 0                  | 100.0%        |                         |
| 4765 Tourism                                    | 0                     | 39                     | 0                     | (39)                     |                          | (39)               | 0.0%          | 39                      |
| Service Provision :- Indirect Expenditure       | <b>22,248</b>         | <b>190,259</b>         | <b>118,350</b>        | <b>(71,909)</b>          | <b>0</b>                 | <b>(71,909)</b>    | <b>160.8%</b> | <b>55,787</b>           |
| <b>Net Expenditure</b>                          | <b>(22,248)</b>       | <b>(190,259)</b>       | <b>(118,350)</b>      | <b>71,909</b>            |                          |                    |               |                         |
| 6000 plus Transfer from EMR                     | 1,600                 | 55,787                 | 0                     | (55,787)                 |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>           | <b>(20,648)</b>       | <b>(134,472)</b>       | <b>(118,350)</b>      | <b>16,122</b>            |                          |                    |               |                         |
| <u>450 Climate Emergency</u>                    |                       |                        |                       |                          |                          |                    |               |                         |
| 4805 Community Mobilisation                     | 0                     | 869                    | 5,000                 | 4,131                    |                          | 4,131              | 17.4%         | 767                     |
| Climate Emergency :- Indirect Expenditure       | <b>0</b>              | <b>869</b>             | <b>5,000</b>          | <b>4,131</b>             | <b>0</b>                 | <b>4,131</b>       | <b>17.4%</b>  | <b>767</b>              |
| <b>Net Expenditure</b>                          | <b>0</b>              | <b>(869)</b>           | <b>(5,000)</b>        | <b>(4,131)</b>           |                          |                    |               |                         |
| 6000 plus Transfer from EMR                     | 0                     | 767                    | 0                     | (767)                    |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>           | <b>0</b>              | <b>(102)</b>           | <b>(5,000)</b>        | <b>(4,898)</b>           |                          |                    |               |                         |
| <u>500 Allotments/Garage plots</u>              |                       |                        |                       |                          |                          |                    |               |                         |
| 4900 Allotment Expense                          | 0                     | 350                    | 0                     | (350)                    |                          | (350)              | 0.0%          |                         |
| Allotments/Garage plots :- Indirect Expenditure | <b>0</b>              | <b>350</b>             | <b>0</b>              | <b>(350)</b>             | <b>0</b>                 | <b>(350)</b>       |               | <b>0</b>                |
| <b>Net Expenditure</b>                          | <b>0</b>              | <b>(350)</b>           | <b>0</b>              | <b>350</b>               |                          |                    |               |                         |
| Grand Totals:- Income                           | <b>8,023</b>          | <b>350,305</b>         | <b>348,795</b>        | <b>(1,510)</b>           |                          |                    | <b>100.4%</b> |                         |
| Expenditure                                     | <b>60,579</b>         | <b>414,777</b>         | <b>332,260</b>        | <b>(82,517)</b>          | <b>0</b>                 | <b>(82,517)</b>    | <b>124.8%</b> |                         |
| <b>Net Income over Expenditure</b>              | <b>(52,557)</b>       | <b>(64,472)</b>        | <b>16,535</b>         | <b>81,007</b>            |                          |                    |               |                         |
| plus Transfer from EMR                          | <b>8,160</b>          | <b>76,414</b>          | <b>0</b>              | <b>(76,414)</b>          |                          |                    |               |                         |
| less Transfer to EMR                            | <b>0</b>              | <b>16,453</b>          | <b>0</b>              | <b>(16,453)</b>          |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>           | <b>(44,397)</b>       | <b>(4,512)</b>         | <b>16,535</b>         | <b>21,047</b>            |                          |                    |               |                         |

# Holme Valley Parish Council

## Bank - Cash and Investment Reconciliation as at 31 March 2025

### Confirmed Bank & Investment Balances

#### Bank Statement Balances

|            |                                |           |
|------------|--------------------------------|-----------|
| 31/03/2025 | HSBC Current A/C               | 2,245.08  |
| 31/03/2025 | HSBC - Money Manager           | 55,454.13 |
| 31/03/2025 | CCLA Deposit Fund              | 75,000.00 |
| 31/03/2025 | Unity Trust Current Account T2 | 18,439.67 |
| 31/03/2025 | Unity Trust Instant Access     | 506.93    |

**151,645.81**

#### Receipts not on Bank Statement

**0.00**

#### **Closing Balance**

**151,645.81**

#### All Cash & Bank Accounts

|   |                                       |                   |
|---|---------------------------------------|-------------------|
| 1 | HSBC Current A/C                      | 2,245.08          |
| 2 | Money Manager - HSBC                  | 55,454.13         |
| 5 | CCLA Deposit Fund                     | 75,000.00         |
| 7 | Unity Trust Current Account T2        | 18,439.67         |
| 8 | Unity Trust Instant Access A/C        | 506.93            |
|   | Other Cash & Bank Balances            | 0.00              |
|   | <b>Total Cash &amp; Bank Balances</b> | <b>151,645.81</b> |

Date: 20/05/2025

**Holme Valley Parish Council**

Page 1

Time: 16:52

VAT Return for Month 10 to 12 (01/01/2025 - 31/03/2025)

User: RFO

| Source   | Ledger | Ref No | Month       | Code | Gross     | Net       | VAT      |
|----------|--------|--------|-------------|------|-----------|-----------|----------|
| Cashbook | 1      |        | 10          |      | 2,002.09  | 2,002.09  | 0.00     |
| Cashbook | 7      |        | 10          |      | 852.67    | 852.67    | 0.00     |
| Cashbook | 1      |        | 11          |      | 0.00      | 0.00      | 0.00     |
| Cashbook | 7      |        | 11          |      | 650.43    | 650.43    | 0.00     |
| Cashbook | 1      |        | 12          |      | 249.06    | 249.06    | 0.00     |
| Cashbook | 7      |        | 12          |      | 1,450.72  | 1,450.72  | 0.00     |
| Cashbook | 8      |        | 12          |      | 3.17      | 3.17      | 0.00     |
|          |        | OUTPUT | Total Rate: | Z    | 5,208.14  | 5,208.14  | 0.00     |
| Cashbook | 7      |        | 11          |      | 31.18     | 29.70     | 1.48     |
| Cashbook | 7      |        | 12          |      | 48.22     | 45.92     | 2.30     |
|          |        | INPUT  | Total Rate: | F    | 79.40     | 75.62     | 3.78     |
| Cashbook | 7      |        | 10          |      | 959.30    | 799.41    | 159.89   |
| Cashbook | 7      |        | 11          |      | 1,107.95  | 923.30    | 184.65   |
| Cashbook | 7      |        | 12          |      | 7,231.65  | 6,026.37  | 1,205.28 |
|          |        | INPUT  | Total Rate: | S    | 9,298.90  | 7,749.08  | 1,549.82 |
| Cashbook | 1      |        | 10          |      | 8.00      | 8.00      | 0.00     |
| Cashbook | 7      |        | 10          |      | 14,683.82 | 14,683.82 | 0.00     |
| Cashbook | 1      |        | 11          |      | 10.32     | 10.32     | 0.00     |
| Cashbook | 7      |        | 11          |      | 32,290.14 | 32,290.14 | 0.00     |
| Cashbook | 1      |        | 12          |      | 17.15     | 17.15     | 0.00     |
| Cashbook | 7      |        | 12          |      | 51,840.54 | 51,840.54 | 0.00     |
|          |        | INPUT  | Total Rate: | Z    | 98,849.97 | 98,849.97 | 0.00     |

|  |               |            |            |                   |
|--|---------------|------------|------------|-------------------|
| VAT Return Summary:  | Total Outputs | 5,208.14   | 5,208.14   | 0.00              |
|  | Total Inputs  | 108,228.27 | 106,674.67 | 1,553.60          |
| VAT due in the period on sales and other outputs   |               |            | Box 1      | 0.00              |
| VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States                                |               |            | 2          | 0.00              |
| <b>Total VAT due</b>   |               |            | 3          | <b>0.00</b>       |
| VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states) |               |            | 4          | 1,553.60          |
| <b>Net VAT to reclaim from HMRC</b>  |               |            | 5          | <b>1,553.60</b>   |
| <b>Total value of sales and all other outputs excluding any VAT</b>  |               |            | 6          | <b>5,208.00</b>   |
| <b>Total value of purchases and all other inputs excluding any VAT</b>   |               |            | 7          | <b>106,674.00</b> |
| Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States               |               |            | 8          | 0.00              |
| Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States        |               |            | 9          | 0.00              |
| VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States                                |               |            |            | <b>0.00</b>       |

Date: 21/05/2025

Holme Valley Parish Council

Page: 11

Time: 16:40

Cashbook 1

User: RFO

HSBC Current A/C

For Month No: 1

## Receipts for Month 1

## Nominal Ledger Analysis

| <u>Receipt Ref</u>       | <u>Name of Payer</u>      | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|--------------------------|---------------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
| Balance Brought Fwd :    |                           | 2,245.08               |                  |              |            |               | 2,245.08        |                           |
| 2526/01/11               | Banked: <b>29/04/2025</b> | 48.00                  |                  |              |            |               |                 |                           |
| 2526/01/11               | ALLOTMENT TENANT JJ       | 48.00                  |                  |              | 1200       | 100           | 48.00           | ALLOTMENT RENTAL          |
| Total Receipts for Month |                           | 48.00                  | 0.00             | 0.00         |            |               | 48.00           |                           |
| Cashbook Totals          |                           | 2,293.08               | 0.00             | 0.00         |            |               | 2,293.08        |                           |

Date: 21/05/2025

## Holme Valley Parish Council

Page: 12

Time: 16:40

## Cashbook 1

User: RFO

## HSBC Current A/C

For Month No: 1

## Payments for Month 1

## Nominal Ledger Analysis

| <u>Date</u>                     | <u>Payee Name</u>  | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u>   |
|---------------------------------|--------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|-----------------------------|
| 03/04/2025                      | HSBC               | 2526/01/23       | 8.00                |                    |              | 4215       | 150           | 8.00            | BANK CHARGES                |
| 14/04/2025                      | HOLME VALLEY LIONS | 2526/01/05       | -435.00             |                    |              | 4315       | 250           | -435.00         | CORRECT ENTRY               |
| 14/04/2025                      | HOLME VALLEY LIONS | 2526/01/05       | 435.00              |                    |              | 4405       | 250           | 435.00          | GRANT SANTA'S SLEIGH        |
| 14/04/2025                      | HOLME VALLEY LIONS | 2526/01/05       | 435.00              |                    |              | 4315       | 250           | 435.00          | CORRECT DATA ENTRY<br>ERROR |
| 14/04/2025                      | HOLME VALLEY LIONS | 2526/01/05       | -435.00             |                    |              | 4405       | 250           | -435.00         | CORRECT DATA ENTRY<br>ERROR |
| <b>Total Payments for Month</b> |                    |                  | 8.00                | 0.00               | 0.00         |            |               | 8.00            |                             |
| <b>Balance Carried Fwd</b>      |                    |                  | 2,285.08            |                    |              |            |               |                 |                             |
| <b>Cashbook Totals</b>          |                    |                  | 2,293.08            | 0.00               | 0.00         |            |               | 2,293.08        |                             |

Date: 21/05/2025

Holme Valley Parish Council

Page: 3

Time: 16:18

Cashbook 2

User: RFO

Money Manager - HSBC

For Month No: 1

## Receipts for Month 1

## Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|--------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
|--------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|

|                              |  |                  |  |  |  |  |                  |  |
|------------------------------|--|------------------|--|--|--|--|------------------|--|
| <b>Balance Brought Fwd :</b> |  | <b>55,454.13</b> |  |  |  |  | <b>55,454.13</b> |  |
|------------------------------|--|------------------|--|--|--|--|------------------|--|

|         |  |             |  |  |  |  |  |  |
|---------|--|-------------|--|--|--|--|--|--|
| Banked: |  | <b>0.00</b> |  |  |  |  |  |  |
|---------|--|-------------|--|--|--|--|--|--|

0.00

0.00

|                                 |  |      |      |      |  |  |      |  |
|---------------------------------|--|------|------|------|--|--|------|--|
| <b>Total Receipts for Month</b> |  | 0.00 | 0.00 | 0.00 |  |  | 0.00 |  |
|---------------------------------|--|------|------|------|--|--|------|--|

|                        |  |           |      |      |  |  |           |  |
|------------------------|--|-----------|------|------|--|--|-----------|--|
| <b>Cashbook Totals</b> |  | 55,454.13 | 0.00 | 0.00 |  |  | 55,454.13 |  |
|------------------------|--|-----------|------|------|--|--|-----------|--|

| Payments for Month 1     |                   |                  |                     | Nominal Ledger Analysis |              |            |               |                 |                           |
|--------------------------|-------------------|------------------|---------------------|-------------------------|--------------|------------|---------------|-----------------|---------------------------|
| <u>Date</u>              | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u>      | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|                          |                   |                  | 0.00                |                         |              |            |               |                 |                           |
| Total Payments for Month |                   |                  | 0.00                | 0.00                    | 0.00         |            |               | 0.00            |                           |
| Balance Carried Fwd      |                   |                  | 55,454.13           |                         |              |            |               |                 |                           |
| Cashbook Totals          |                   |                  | 55,454.13           | 0.00                    | 0.00         |            |               | 55,454.13       |                           |



Date: 21/05/2025

Holme Valley Parish Council

Page: 1

Time: 16:18

Cashbook 5

User: RFO

CCLA Deposit Fund

For Month No: 1

## Receipts for Month 1

## Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|--------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
|--------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|

|                              |  |                  |  |  |  |  |                  |  |
|------------------------------|--|------------------|--|--|--|--|------------------|--|
| <b>Balance Brought Fwd :</b> |  | <b>75,000.00</b> |  |  |  |  | <b>75,000.00</b> |  |
|------------------------------|--|------------------|--|--|--|--|------------------|--|

|         |  |             |  |  |  |  |  |  |
|---------|--|-------------|--|--|--|--|--|--|
| Banked: |  | <b>0.00</b> |  |  |  |  |  |  |
|---------|--|-------------|--|--|--|--|--|--|

0.00

0.00

|                                 |  |      |      |      |  |  |      |  |
|---------------------------------|--|------|------|------|--|--|------|--|
| <b>Total Receipts for Month</b> |  | 0.00 | 0.00 | 0.00 |  |  | 0.00 |  |
|---------------------------------|--|------|------|------|--|--|------|--|

|                        |  |                  |             |             |  |  |                  |  |
|------------------------|--|------------------|-------------|-------------|--|--|------------------|--|
| <b>Cashbook Totals</b> |  | <u>75,000.00</u> | <u>0.00</u> | <u>0.00</u> |  |  | <u>75,000.00</u> |  |
|------------------------|--|------------------|-------------|-------------|--|--|------------------|--|

| Payments for Month 1     |                   |                  |                     | Nominal Ledger Analysis |              |            |               |                 |                           |
|--------------------------|-------------------|------------------|---------------------|-------------------------|--------------|------------|---------------|-----------------|---------------------------|
| <u>Date</u>              | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u>      | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|                          |                   |                  | 0.00                |                         |              |            |               |                 |                           |
| Total Payments for Month |                   |                  | 0.00                | 0.00                    | 0.00         |            |               | 0.00            |                           |
| Balance Carried Fwd      |                   |                  | 75,000.00           |                         |              |            |               |                 |                           |
| Cashbook Totals          |                   |                  | 75,000.00           | 0.00                    | 0.00         |            |               | 75,000.00       |                           |

Date: 21/05/2025

## Holme Valley Parish Council

Page: 1

Time: 16:43

## Cashbook 7

User: RFO

## Unity Trust Current Account T2

For Month No: 1

## Receipts for Month 1

## Nominal Ledger Analysis

| Receipt Ref                     | Name of Payer             | £ Amnt Received | £ Debtors | £ VAT | A/c  | Centre | £ Amount  | Transaction Detail      |
|---------------------------------|---------------------------|-----------------|-----------|-------|------|--------|-----------|-------------------------|
| Balance Brought Fwd :           |                           | 18,439.67       |           |       |      |        | 18,439.67 |                         |
| 2526/01/01                      | Banked: <b>02/04/2025</b> | 120.00          |           |       |      |        |           |                         |
| 2526/01/01                      | GARAGE TENANT KB          | 120.00          |           |       | 1300 | 100    | 120.00    | GARAGE RENTAL           |
| 2526/01/02                      | Banked: <b>02/04/2025</b> | 286.64          |           |       |      |        |           |                         |
| 2526/01/02                      | CCLA                      | 286.64          |           |       | 1090 | 100    | 286.64    | INTEREST ON PSDF        |
| 2526/01/03                      | Banked: <b>14/04/2025</b> | 350.00          |           |       |      |        |           |                         |
| 2526/01/03                      | Environment Kirklees Ltd  | 350.00          |           |       | 1250 | 100    | 350.00    | RENT                    |
| 2526/01/04                      | Banked: <b>14/04/2025</b> | 30.00           |           |       |      |        |           |                         |
| 2526/01/04                      | ALLOTMENT TENANT HM       | 30.00           |           |       | 1200 | 100    | 30.00     | ALLOTMENT RENTAL        |
| 2526/01/05                      | Banked: <b>15/04/2025</b> | 30.00           |           |       |      |        |           |                         |
| 2526/01/05                      | ALLOTMENT TENANT CL       | 30.00           |           |       | 1200 | 100    | 30.00     | ALLOTMENT RENTAL        |
| 2526/01/06                      | Banked: <b>22/04/2025</b> | 41.66           |           |       |      |        |           |                         |
| 2526/01/06                      | Environment Kirklees Ltd  | 41.66           |           |       | 1250 | 100    | 41.66     | ELECTRICITY USAGE       |
| 2526/01/07                      | Banked: <b>25/04/2025</b> | 6,635.66        |           |       |      |        |           |                         |
| 2526/01/07                      | Holmfirth Civic Hall CT   | 6,635.66        |           |       | 1095 | 100    | 6,635.66  | REIMBURSEMENT INSURANCE |
| 2526/01/08                      | Banked: <b>28/04/2025</b> | 48.00           |           |       |      |        |           |                         |
| 2526/01/08                      | ALLOTMENT TENANT SN       | 48.00           |           |       | 1200 | 100    | 48.00     | ALLOTMENT RENTAL        |
| 2526/01/09                      | Banked: <b>28/04/2025</b> | 27.50           |           |       |      |        |           |                         |
| 2526/01/09                      | ALLOTMENT TENANT AD       | 27.50           |           |       | 1200 | 100    | 27.50     | ALLOTMENT RENTAL        |
| 2526/01/10                      | Banked: <b>28/04/2025</b> | 120.00          |           |       |      |        |           |                         |
| 2526/01/10                      | GARAGE TENANT CB          | 120.00          |           |       | 1300 | 100    | 120.00    | GARAGE RENTAL           |
| <b>Total Receipts for Month</b> |                           | 7,689.46        | 0.00      | 0.00  |      |        | 7,689.46  |                         |
| <b>Cashbook Totals</b>          |                           | 26,129.13       | 0.00      | 0.00  |      |        | 26,129.13 |                         |

Continued on Page 2

Date: 21/05/2025

## Holme Valley Parish Council

Page: 2

Time: 16:43

## Cashbook 7

User: RFO

## Unity Trust Current Account T2

For Month No: 1

## Payments for Month 1

## Nominal Ledger Analysis

| <u>Date</u>                     | <u>Payee Name</u>           | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u>         |
|---------------------------------|-----------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|-----------------------------------|
| 03/04/2025                      | Grenke                      | 2526/01/01       | 141.59              |                    | 23.60        | 4205       | 150           | 117.99          | PHOTOCOPIER LEASE                 |
| 07/04/2025                      | British Telecom             | 2526/01/02       | 56.47               |                    | 9.41         | 4275       | 150           | 47.06           | INTERNET AND PHONE                |
| 14/04/2025                      | Staff 02                    | 2526/01/03       | 15.59               |                    | 2.60         | 4400       | 150           | 12.99           | REIMBURSEMENT ZOOM                |
| 14/04/2025                      | PARKINSON PARTNERSHIP       | 2526/01/04       | 960.00              |                    | 160.00       | 4205       | 150           | 800.00          | ADVICE ON VAT                     |
| 14/04/2025                      | HOLME VALLEY LIONS          | 2526/01/05       | 435.00              |                    |              | 4315       | 250           | 435.00          | GRANT - WORKS<br>SANTA'S SLEIGH   |
| 14/04/2025                      | HOLME VALLEY LIONS          | 2526/01/05       | -435.00             |                    |              | 4315       | 250           | -435.00         | GRANT - SANTA'S<br>SLEIGH         |
| 14/04/2025                      | HOLME VALLEY LIONS          | 2526/01/05       | 435.00              |                    |              | 4405       | 250           | 435.00          | GRANT - SANTA'S<br>SLEIGH         |
| 15/04/2025                      | Time In Time Out Media      | 2526/01/06       | 252.00              |                    | 42.00        | 4660       | 150           | 210.00          | COUNCIL NEWS                      |
| 15/04/2025                      | West Yorkshire Pension Fund | 2526/01/07       | 1,193.11            |                    |              | 4000       | 110           | 1,193.11        | PENSIONS                          |
| 15/04/2025                      | Staff 02                    | 2526/01/08       | 1,792.24            |                    |              | 4000       | 110           | 1,792.24        | SALARY                            |
| 15/04/2025                      | Staff 05                    | 2526/01/09       | 1,532.14            |                    |              | 4000       | 110           | 1,532.14        | SALARY                            |
| 15/04/2025                      | HMRC                        | 2526/01/10       | 1,870.87            |                    |              | 4000       | 110           | 1,870.87        | PAYE TAX AND NI                   |
| 15/04/2025                      | Staff 04                    | 2425/01/11       | 1,733.16            |                    |              | 4000       | 110           | 1,733.16        | SALARY                            |
| 22/04/2025                      | Rialtas                     | 2526/01/12       | 706.80              |                    | 117.80       | 4400       | 150           | 589.00          | OMEGA ACCOUNTS<br>LICENCE         |
| 22/04/2025                      | MELTHAM TOWN COUNCIL        | 2526/01/13       | 35.00               |                    | 5.83         | 4200       | 150           | 29.17           | CIVIC DINNER TICKET               |
| 22/04/2025                      | YLCA                        | 2526/01/14       | 30.00               |                    |              | 4060       | 110           | 30.00           | WEBINAR<br>NEURODIVERSITY         |
| 22/04/2025                      | HCHCT                       | 2526/01/15       | 96.00               |                    |              | 4250       | 150           | 96.00           | DEPOSIT - ROOM HIRE               |
| 22/04/2025                      | Rialtas                     | 2526/01/16       | 139.20              |                    | 23.20        | 4400       | 150           | 116.00          | MAKING TAX DIGITAL<br>SUBSCRIPTIO |
| 23/04/2025                      | E.ON NEXT                   | 2526/01/17       | 62.72               |                    | 2.99         | 4320       | 400           | 59.73           | ELECTRICITY<br>HOLMFIRTH TOILETS  |
| 25/04/2025                      | H. I. DODSON                | 2526/01/18       | 262.00              |                    |              | 4290       | 150           | 262.00          | TREES FOR COVID<br>MEMORIAL       |
|                                 |                             |                  |                     |                    |              | 337        | 0             | -262.00         | TREES FOR COVID<br>MEMORIAL       |
|                                 |                             |                  |                     |                    |              | 6000       | 150           | 262.00          | TREES FOR COVID<br>MEMORIAL       |
| 25/04/2025                      | Maintenance Contractor      | 2526/01/19       | 708.00              |                    |              | 4735       | 400           | 400.00          | WORKS TO HOLME<br>PHONE BOX       |
|                                 |                             |                  |                     |                    |              | 353        | 0             | -400.00         | WORKS TO HOLME<br>PHONE BOX       |
|                                 |                             |                  |                     |                    |              | 6000       | 400           | 400.00          | WORKS TO HOLME<br>PHONE BOX       |
|                                 |                             |                  |                     |                    |              | 4735       | 400           | 308.00          | WORKS TO HOLME<br>PHONE BOX       |
| 25/04/2025                      | Maintenance Contractor      | 2526/01/20       | 85.52               |                    | 14.26        | 4320       | 400           | 71.26           | EXPENSES TOILETS                  |
| 25/04/2025                      | Maintenance Contractor      | 2526/01/21       | 1,625.45            |                    |              | 4740       | 400           | 687.70          | MAINTENANCE - SEATS<br>& SHELTERS |
|                                 |                             |                  |                     |                    |              | 4320       | 400           | 937.75          | MAINTENANCE - TOILETS             |
| 30/04/2025                      | Unity Trust                 | 2526/01/22       | 14.70               |                    |              | 4215       | 150           | 14.70           | SERVICE CHARGE                    |
| <b>Total Payments for Month</b> |                             |                  | 13,747.56           | 0.00               | 401.69       |            |               | 13,345.87       |                                   |
| <b>Balance Carried Fwd</b>      |                             |                  | 12,381.57           |                    |              |            |               |                 |                                   |
| <b>Cashbook Totals</b>          |                             |                  | 26,129.13           | 0.00               | 401.69       |            |               | 25,727.44       |                                   |

Date: 21/05/2025

Holme Valley Parish Council

Page: 1

Time: 16:19

Cashbook 8

User: RFO

Unity Trust Instant Access A/C

For Month No: 1

## Receipts for Month 1

## Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|-------------|---------------|-----------------|-----------|-------|-----|--------|----------|--------------------|
|-------------|---------------|-----------------|-----------|-------|-----|--------|----------|--------------------|

|                       |  |        |  |  |  |  |        |  |
|-----------------------|--|--------|--|--|--|--|--------|--|
| Balance Brought Fwd : |  | 506.93 |  |  |  |  | 506.93 |  |
|-----------------------|--|--------|--|--|--|--|--------|--|

|         |  |      |  |  |  |  |  |  |
|---------|--|------|--|--|--|--|--|--|
| Banked: |  | 0.00 |  |  |  |  |  |  |
|---------|--|------|--|--|--|--|--|--|

|  |  |      |  |  |  |  |      |  |
|--|--|------|--|--|--|--|------|--|
|  |  | 0.00 |  |  |  |  | 0.00 |  |
|--|--|------|--|--|--|--|------|--|

|                          |  |      |      |      |  |  |      |  |
|--------------------------|--|------|------|------|--|--|------|--|
| Total Receipts for Month |  | 0.00 | 0.00 | 0.00 |  |  | 0.00 |  |
|--------------------------|--|------|------|------|--|--|------|--|

|                 |  |        |      |      |  |  |        |  |
|-----------------|--|--------|------|------|--|--|--------|--|
| Cashbook Totals |  | 506.93 | 0.00 | 0.00 |  |  | 506.93 |  |
|-----------------|--|--------|------|------|--|--|--------|--|

| Payments for Month 1     |                   |                  |                     | Nominal Ledger Analysis |              |            |               |                 |                           |
|--------------------------|-------------------|------------------|---------------------|-------------------------|--------------|------------|---------------|-----------------|---------------------------|
| <u>Date</u>              | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u>      | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|                          |                   |                  | 0.00                |                         |              |            |               |                 |                           |
| Total Payments for Month |                   |                  | 0.00                | 0.00                    | 0.00         |            |               | 0.00            |                           |
| Balance Carried Fwd      |                   |                  | 506.93              |                         |              |            |               |                 |                           |
| Cashbook Totals          |                   |                  | 506.93              | 0.00                    | 0.00         |            |               | 506.93          |                           |

Date : 21/05/2025

**Holme Valley Parish Council**

Page 1

Time: 16:49

Trial Balance for Month No: 1

User : RFO

Account Number Order

| <u>A/c Code</u> | <u>Account Name</u>            | <u>Centre</u> | <u>Centre Name</u>           | <u>Debit</u> | <u>Credit</u> |
|-----------------|--------------------------------|---------------|------------------------------|--------------|---------------|
| 105             | VAT Control A/c                |               |                              | 1,955.29     |               |
| 200             | HSBC Current A/C               |               |                              | 2,285.08     |               |
| 205             | Money Manager - HSBC           |               |                              | 55,454.13    |               |
| 220             | CCLA Deposit Fund              |               |                              | 75,000.00    |               |
| 230             | Unity Trust Current Account T2 |               |                              | 12,381.57    |               |
| 235             | Unity Trust Instant Access A/C |               |                              | 506.93       |               |
| 310             | General Reserves               |               |                              |              | 63,141.17     |
| 323             | EMR Community Assets           |               |                              |              | 2,017.00      |
| 325             | EMR Election Fund              |               |                              |              | 14,000.00     |
| 326             | EMR Defibrillator Special Resr |               |                              |              | 1,738.51      |
| 331             | EMR Gartside Building          |               |                              |              | 10,000.00     |
| 332             | EMR Honley Library             |               |                              |              | 15,000.00     |
| 336             | EMR Royal Events               |               |                              |              | 2,000.00      |
| 337             | EMR COVID Memorial             |               |                              |              | 4,614.50      |
| 341             | EMR Gartside Energy Projects   |               |                              |              | 17,657.68     |
| 345             | EMR Rolling Grants             |               |                              |              | 7,668.00      |
| 346             | EMR Public Transport           |               |                              |              | 2,500.00      |
| 347             | EMR Tourism                    |               |                              |              | 4,961.00      |
| 348             | EMR Dog Waste & Litter         |               |                              |              | 3,800.00      |
| 349             | EMR Community Engagement       |               |                              |              | 3,609.87      |
| 352             | EMR War Memorials              |               |                              |              | 2,500.00      |
| 354             | EMR Digital & Physical Assets  |               |                              |              | 1,000.00      |
| 1090            | Bank Interest                  | 100           | Income                       |              | 286.64        |
| 1095            | Other income                   | 100           | Income                       | 2.00         |               |
| 1200            | Allotment Rents                | 100           | Income                       |              | 261.50        |
| 1250            | Gartside Building              | 100           | Income                       |              | 391.66        |
| 1300            | Garage plot income             | 100           | Income                       |              | 480.00        |
| 4000            | Salaries                       | 110           | Staff Expenditure            | 8,121.52     |               |
| 4060            | Staff Training                 | 110           | Staff Expenditure            | 30.00        |               |
| 4200            | Chairman's Expenses            | 150           | Administration               |              | 435.00        |
| 4205            | Council Office Expenditure     | 150           | Administration               | 117.99       |               |
| 4215            | Bank Charges                   | 150           | Administration               | 22.70        |               |
| 4275            | Telephone and Broadband        | 150           | Administration               |              | 0.40          |
| 4290            | COVID Memorial                 | 150           | Administration               | 262.00       |               |
| 4320            | Public Toilet - Day to Day     | 400           | Service Provision            | 59.73        |               |
| 4400            | Electronic Support             | 150           | Administration               | 1,297.99     |               |
| 4650            | Communications & Engagement    | 350           | Publications & Communication | 310.00       |               |
| 4660            | Communications & Engagement    | 150           | Administration               | 210.00       |               |
| 4735            | Phone Boxes                    | 400           | Service Provision            | 708.00       |               |
| 6000            | Transfer from EMR              | 150           | Administration               |              | 262.00        |
| 6000            | Transfer from EMR              | 400           | Service Provision            |              | 400.00        |

Continued over page

| <u>A/c Code</u>        | <u>Account Name</u> | <u>Centre</u> | <u>Centre Name</u> | <u>Debit</u> | <u>Credit</u> |
|------------------------|---------------------|---------------|--------------------|--------------|---------------|
| Trial Balance Totals : |                     |               |                    | 158,724.93   | 158,724.93    |
| Difference             |                     |               |                    | 0.00         |               |



21/05/2025

Holme Valley Parish Council

Page 1

16:53

**Detailed Balance Sheet - Excluding Stock Movement****Month 1 Date 30/04/2025**

| <u>A/c</u>                  | <u>Description</u>             | <u>Actual</u>  |
|-----------------------------|--------------------------------|----------------|
| <u>Current Assets</u>       |                                |                |
| 105                         | VAT Control A/c                | 1,955          |
| 200                         | HSBC Current A/C               | 2,285          |
| 205                         | Money Manager - HSBC           | 55,454         |
| 220                         | CCLA Deposit Fund              | 75,000         |
| 230                         | Unity Trust Current Account T2 | 12,382         |
| 235                         | Unity Trust Instant Access A/C | 507            |
| <b>Total Current Assets</b> |                                | <b>147,583</b> |
| <u>Represented by :-</u>    |                                |                |
| 300                         | Current Year Fund              | (9,287)        |
| 310                         | General Reserves               | 63,803         |
| 323                         | EMR Community Assets           | 2,017          |
| 325                         | EMR Election Fund              | 14,000         |
| 326                         | EMR Defibrillator Special Resr | 1,739          |
| 331                         | EMR Gartside Building          | 10,000         |
| 332                         | EMR Honley Library             | 15,000         |
| 336                         | EMR Royal Events               | 2,000          |
| 337                         | EMR COVID Memorial             | 4,615          |
| 341                         | EMR Gartside Energy Projects   | 17,658         |
| 345                         | EMR Rolling Grants             | 7,668          |
| 346                         | EMR Public Transport           | 2,500          |
| 347                         | EMR Tourism                    | 4,961          |
| 348                         | EMR Dog Waste & Litter         | 3,800          |
| 349                         | EMR Community Engagement       | 3,610          |
| 352                         | EMR War Memorials              | 2,500          |
| 354                         | EMR Digital & Physical Assets  | 1,000          |
| <b>Total Equity</b>         |                                | <b>147,583</b> |

# Holme Valley Parish Council

## Bank - Cash and Investment Reconciliation as at 30 April 2025

| <b><u>Confirmed Bank &amp; Investment Balances</u></b> |                                       |           |                   |
|--|---------------------------------------|-----------|-------------------|
| <b><u>Bank Statement Balances</u></b>                  |                                       |           |                   |
| 30/04/2025   | HSBC Current A/C                      | 2,285.08  |                   |
| 30/04/2025   | HSBC - Money Manager                  | 55,454.13 |                   |
| 30/04/2025   | CCLA Deposit Fund                     | 75,000.00 |                   |
| 30/04/2025   | Unity Trust Current Account T2        | 12,381.57 |                   |
| 30/04/2025   | Unity Trust Instant Access            | 506.93    |                   |
|  |                                       |           | <b>145,627.71</b> |
| <b><u>Receipts not on Bank Statement</u></b>           |                                       |           |                   |
|  |                                       |           | <b>0.00</b>       |
| <b>Closing Balance</b>                                 |                                       |           | <b>145,627.71</b> |
| <b><u>All Cash &amp; Bank Accounts</u></b>             |                                       |           |                   |
| 1  | HSBC Current A/C                      | 2,285.08  |                   |
| 2  | Money Manager - HSBC                  | 55,454.13 |                   |
| 5  | CCLA Deposit Fund                     | 75,000.00 |                   |
| 7  | Unity Trust Current Account T2        | 12,381.57 |                   |
| 8  | Unity Trust Instant Access A/C        | 506.93    |                   |
|  | Other Cash & Bank Balances            | 0.00      |                   |
|  | <b>Total Cash &amp; Bank Balances</b> |           | <b>145,627.71</b> |

## Previewed Draft - Do Not Submit to HMRC

Date: 21/05/2025

Holme Valley Parish Council

Page 1

Time: 16:57

VAT Return: 01/04/2025 - 30/06/2025

User: RFO

| <u>Source</u> | <u>Ledger</u> | <u>Ref No</u> | <u>Month</u>       | <u>Code</u> | <u>Gross</u>     | <u>Net</u>       | <u>VAT</u>    |
|---------------|---------------|---------------|--------------------|-------------|------------------|------------------|---------------|
| Cashbook      | 1             |               | 1                  |             | 48.00            | 48.00            | 0.00          |
| Cashbook      | 7             |               | 1                  |             | 7,689.46         | 7,689.46         | 0.00          |
|               |               | <b>OUTPUT</b> | <b>Total Rate:</b> | <b>Z</b>    | <b>7,737.46</b>  | <b>7,737.46</b>  | <b>0.00</b>   |
| Cashbook      | 7             |               | 1                  |             | 62.72            | 59.73            | 2.99          |
|               |               | <b>INPUT</b>  | <b>Total Rate:</b> | <b>F</b>    | <b>62.72</b>     | <b>59.73</b>     | <b>2.99</b>   |
| Cashbook      | 7             |               | 1                  |             | 2,392.17         | 1,993.47         | 398.70        |
|               |               | <b>INPUT</b>  | <b>Total Rate:</b> | <b>S</b>    | <b>2,392.17</b>  | <b>1,993.47</b>  | <b>398.70</b> |
| Cashbook      | 1             |               | 1                  |             | 8.00             | 8.00             | 0.00          |
| Cashbook      | 7             |               | 1                  |             | 11,292.67        | 11,292.67        | 0.00          |
|               |               | <b>INPUT</b>  | <b>Total Rate:</b> | <b>Z</b>    | <b>11,300.67</b> | <b>11,300.67</b> | <b>0.00</b>   |

**VAT Return Summary:****Total Outputs** 7,737.46 7,737.46 0.00**Total Inputs** 13,755.56 13,353.87 401.69VAT due in the period on sales and other outputs **Box 1** 0.00VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States **2** 0.00**Total VAT due** **3** 0.00VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states) **4** 401.69**Net VAT to reclaim from HMRC** **5** 401.69**Total value of sales and all other outputs excluding any VAT** **6** 7,737.00**Total value of purchases and all other inputs excluding any VAT** **7** 13,353.00Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States **8** 0.00Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States **9** 0.00

VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States 0.00



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## Your Statement

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



### Account Summary

|                 |          |
|-----------------|----------|
| Opening Balance | 2,013.17 |
| Payments In     | 249.06   |
| Payments Out    | 0.00     |
| Closing Balance | 2,262.23 |

6 February to 5 March 2025

### Account Name

Holme Valley Parish Council

### Your BUSINESS CURRENT ACCOUNT details

| Date      | Payment type and details  | Paid out | Paid in | Balance  |
|-----------|---|----------|---------|----------|
| 05 Feb 25 | BALANCE BROUGHT FORWARD   |          |         | 2,013.17 |
| 05 Mar 25 | CR GROSS INTEREST<br>TO 04MAR2025<br>FOR ACCOUNT<br>402424 41061348 |          | 249.06  | 2,262.23 |
| 05 Mar 25 | BALANCE CARRIED FORWARD   |          |         | 2,262.23 |

### Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [fscs.org.uk](http://fscs.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([hsbc.co.uk/fscs/](http://hsbc.co.uk/fscs/)).

| Credit Interest Rates          | balance | AER<br>variable | Debit Interest Rates | balance | EAR<br>variable |
|--------------------------------|---------|-----------------|----------------------|---------|-----------------|
| Credit interest is not applied |         |                 | Debit interest       |         | 21.34%          |

## Business Banking Customers

### Interest and Charges

Your Business Banking Terms & Conditions cover how and when we apply interest and charges.

Details of our charges are available in our Business Price List or your individual price list if we've agreed one with you. Details of the debit interest we charge and credit interest we pay are available from our website – see Additional Information below. None of our business current accounts pays interest when in credit unless we individually agree a rate with you.

### Overdrafts

#### Arranged overdraft:

This is where we agree in advance to provide an overdraft limit on your account before you make any transactions that take your account overdrawn, or over your existing arranged overdraft limit. Interest rates are individually agreed and will apply until otherwise agreed or the overdraft is cancelled. Rates are linked to the Bank of England base rate but if the base rate falls below zero, we'll treat it as zero.

For details of our fees and charges, please refer to your Business Overdraft agreement.

#### Unarranged overdraft:

This is where you make a payment or we take an amount from your account and you don't have enough money in the account to cover it or it exceeds your existing arranged overdraft limit. When you don't have an arranged overdraft limit, we'll charge our Business Standard Debit Interest Rate on any debit balances. When you have an existing arranged overdraft and go over its limit, we'll charge interest at the rate we've agreed with up to your arranged overdraft limit and will charge our Business Standard Debit Interest Rate on any balance over your arranged overdraft limit.

For information on our debit interest rates, see Additional Information below.

### Your debit card

For debit card charges, please refer to the Business Price List. This details the standard charges for our business accounts, but doesn't apply if we've agreed different prices with you. For information about how foreign currency transactions are converted to sterling, please refer to the Business Banking Terms & Conditions.

### Additional Information

A copy of our Business Price List and the Business Banking Terms & Conditions can be found on our website at [business.hsbc.uk/legal](https://business.hsbc.uk/legal).

Information on our savings accounts interest rates and Business Standard Debit Interest Rate can be found on our website at [business.hsbc.uk/interest-rates](https://business.hsbc.uk/interest-rates).

This information is also available in our branches or by calling us on 03457 60 60 60 (+44 122 626 0878 if you're calling from outside the UK). Lines are normally open Monday to Friday, 8:00am to 8:00pm and Saturday, 8:00am to 2:00pm (subject to change over certain periods). If you need a Text Relay service, you can download the 'Relay UK' app and call our number from within it.

Details of the interest rates we pay and charges are also separately available through these channels.

To help us continuously improve our service and in the interests of security, we may monitor and/or record your conversation with us.

## Business and Personal Banking Customers

### Lost and Stolen Cards

If any of your cards are lost or stolen and you're a business account customer, please call 0800 032 7075. If you're a personal account customer, please call 0800 085 2401 or call 0800 085 2403 if you're a Private Banking client or Premier customer. If you're calling from outside the UK, please call us on +44 1442 422 929. Lines are open 24 hours.

### Dispute Resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you're not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you don't take up your problem with us first, you won't be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

## Accessibility

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Our online banking services can be used with your own personal assistive technology. You can access your information and contact us via live chat in a way that suits you. Find out more about our online banking at: [hsbc.co.uk/ways-to-bank/online-banking](https://hsbc.co.uk/ways-to-bank/online-banking).

We can send this information in large print, braille, or audio. You can speak to us by visiting one of our branches, or by giving us a call. We also work with third parties such as SignVideo who provide services such as Text Relay and British Sign Language (BSL) Video Relay. Please visit [hsbc.co.uk/accessibility](https://hsbc.co.uk/accessibility) to find out more. Business Banking customers can visit [business.hsbc.uk/accessibility](https://business.hsbc.uk/accessibility) or [business.hsbc.uk/contact-us](https://business.hsbc.uk/contact-us). Personal Banking customers can visit [hsbc.co.uk/accessibility](https://hsbc.co.uk/accessibility) or [hsbc.co.uk/contact](https://hsbc.co.uk/contact).

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## Personal Banking Customers

### Interest

Credit Interest is calculated daily on the cleared credit balance and is paid monthly if applicable.

Overdraft interest is charged on the cleared debit balance of your account, it accrues during your charging cycle (usually monthly) and is deducted from your account following the end of your charging cycle. Before we deduct debit interest, we will give you at least 14 days' notice of the amount to be deducted.

### Overdrafts

#### Arranged overdraft:

Where we agree an overdraft limit in advance which lets you go overdrawn to spend up to that limit.

#### Unarranged overdraft:

When you make a payment that takes your account overdrawn if you don't have an arranged overdraft or takes your account over your arranged overdraft limit.

### Monthly cap on unarranged overdraft charges

- Each current account will set a monthly maximum charge for:
  - going overdrawn when you have not arranged an overdraft; or
  - going over/past your arranged overdraft limit (if you have one).
- This cap covers any:
  - interest and fees for going over/past your arranged overdraft limit;
  - fees for each payment your bank allows despite lack of funds; and
  - fees for each payment your bank refuses due to lack of funds.

The monthly cap on unarranged overdraft charges for HSBC Premier with retained Jade Benefits Bank Account, HSBC Premier Bank Account, HSBC Advance Bank Account, HSBC Bank Account and HSBC Graduate Bank Account is £20.

The monthly cap on unarranged overdraft charges for the HSBC Private Banking Account is £10,000.

The monthly cap on unarranged overdraft charges is not applicable to Basic Bank Account, Student Bank Account and MyAccount as these accounts do not incur unarranged overdraft charges.

### Your debit card

For debit card charges and how foreign currency transactions are converted to sterling please refer to the Personal Banking Terms and Conditions and Charges.

For Private Banking Account clients, please refer to the Private Banking Banking Services Terms and Conditions.

### Customer service

You can chat with us 24/7 via Online Banking and the HSBC UK Mobile Banking App. Telephone Banking lines are open 8:00am to 8:00pm 365 days a year. Our 24-hour automated Telephone Banking, Online Banking and Mobile Banking are subject to maintenance periods. Calls may be monitored or recorded for quality purposes.

Date:18/03/2025

Holme Valley Parish Council

Page 1

Time: 13:20

**Bank Reconciliation Statement as at 28/02/2025  
for Cashbook 1 - HSBC Current A/C**

User: RFO

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u> |
|--|-----------------------|------------------------------------|-----------------|
| HSBC Current A/C                       | 28/02/2025            |                                    | 2,013.17        |
|  |                       |                                    | <u>2,013.17</u> |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                 |
|  |                       | 0.00                               |                 |
|  |                       |                                    | <u>0.00</u>     |
|  |                       |                                    | 2,013.17        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                 |
| 04/02/2025 2425/11/01                  |                       | 300.43                             |                 |
| 04/02/2025 2425/11/01                  |                       | -300.43                            |                 |
|  |                       |                                    | <u>0.00</u>     |
|  |                       |                                    | 2,013.17        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>2,013.17</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>     |

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....



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## Your Statement

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



### Account Summary

|                 |           |
|-----------------|-----------|
| Opening Balance | 55,454.13 |
| Payments In     | 0.00      |
| Payments Out    | 0.00      |
| Closing Balance | 55,454.13 |

**Interest Rate - Valid as at end date of the statement period**  
1.77% AER

**6 February to 5 March 2025**

### Account Name

Holme Valley Parish Council

### Your Business Money Manager details

| <i>Date</i> | <i>Payment type and details</i> | <i>Paid out</i> | <i>Paid in</i> | <i>Balance</i> |
|-------------|---------------------------------|-----------------|----------------|----------------|
| 05 Feb 25   | BALANCE BROUGHT FORWARD         |                 |                | 55,454.13      |
| 05 Mar 25   | BALANCE CARRIED FORWARD         |                 |                | 55,454.13      |

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- This cap covers any:
  - interest and fees for going over/past your arranged overdraft limit;
  - fees for each payment your bank allows despite lack of funds; and
  - fees for each payment your bank refuses due to lack of funds.

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For Private Banking Account clients, please refer to the Private Banking Banking Services Terms and Conditions.

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You can chat with us 24/7 via Online Banking and the HSBC UK Mobile Banking App. Telephone Banking lines are open 8:00am to 8:00pm 365 days a year. Our 24-hour automated Telephone Banking, Online Banking and Mobile Banking are subject to maintenance periods. Calls may be monitored or recorded for quality purposes.



Date:18/03/2025

Holme Valley Parish Council

Page 1

Time: 13:22

Bank Reconciliation Statement as at 28/02/2025  
for Cashbook 2 - Money Manager - HSBC

User: RFO

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>  |
|--|-----------------------|------------------------------------|------------------|
| HSBC - Money Manager                   | 28/02/2025            |                                    | 55,454.13        |
|  |                       |                                    | <hr/> 55,454.13  |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                  |
|  |                       | 0.00                               |                  |
|  |                       |                                    | <hr/> 0.00       |
|  |                       |                                    | 55,454.13        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                  |
|  |                       | 0.00                               |                  |
|  |                       |                                    | <hr/> 0.00       |
|  |                       |                                    | 55,454.13        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>55,454.13</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>      |

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## Statement of Account

[REDACTED]  
Holme Valley Parish Council  
Huddersfield Civic Hall  
Huddersfield Road  
HOLMFIRTH  
HD9 3AZ

5 March 2025

Account name: **HOLME VALLEY PARISH COUNCIL**  
Account number: [REDACTED]  
Statement period: [REDACTED]

### Account summary

Total valuation as at 28 February 2025 **£75,000.00**  
Total valuation as at last statement at 31 January 2025 **£75,000.00**

### Holdings as at 28 February 2025

| Fund name   | Unit/share holdings | Price per unit/share | Value              |
|---|---------------------|----------------------|--------------------|
| <b>The Public Sector Deposit Fund SC4</b><br>[REDACTED] | 75,000.0000         | £1.00                | £75,000.00         |
|   |                     |                      | <b>Total value</b> |
|   |                     |                      | <b>£75,000.00</b>  |

The average Fund yield for this period was 4.57% p.a.

Income for the period is as follows:

| Month    | Date paid  | Method                            | Amount (£) | Destination |
|----------|------------|-----------------------------------|------------|-------------|
| Feb 2025 | 04/03/2025 | Paid to Nominated Bank<br>Details | £262.72    |             |

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

[clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk)

Freephone 0800 022 3505

[www.ccla.co.uk](http://www.ccla.co.uk)

Fund documentation is available at [www.ccla.co.uk/investments](http://www.ccla.co.uk/investments), or may be requested from our Client Services team. Telephone calls are recorded.  
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.  
Registered address: One Angel Lane, London EC4R 3AB.

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, [www.ccla.co.uk](http://www.ccla.co.uk). Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk).

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on [www.ccla.co.uk/glossary](http://www.ccla.co.uk/glossary). If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at [\*\*clientservices@ccla.co.uk\*\*](mailto:clientservices@ccla.co.uk).

Date:18/03/2025

Holme Valley Parish Council

Page 1

Time: 13:23

Bank Reconciliation Statement as at 28/02/2025  
for Cashbook 5 - CCLA Deposit Fund

User: RFO

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>  |
|--|-----------------------|------------------------------------|------------------|
| CCLA Deposit Fund                      | 28/02/2025            |                                    | 75,000.00        |
|  |                       |                                    | <hr/> 75,000.00  |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                  |
|  |                       | 0.00                               |                  |
|  |                       |                                    | <hr/> 0.00       |
|  |                       |                                    | 75,000.00        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                  |
|  |                       | 0.00                               |                  |
|  |                       |                                    | <hr/> 0.00       |
|  |                       |                                    | 75,000.00        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>75,000.00</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>      |

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

# Your Account Statement



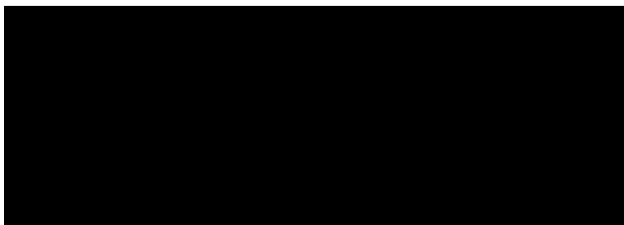
For Businesses. For Communities. For Good.

Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

██████████  
Holme Valley Parish Council  
Holmfirth Civic Hall (Top Floor)  
Huddersfield Road  
Holmfirth  
HD9 3AS

**Date:** 28/02/2025

**Account Name:** Holme Valley Parish Council



Your arranged overdraft limit is £0.00

**Go Paperless!** Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

## Contact Us

- Call us: 0345 140 1000
- Email us: [us@unity.co.uk](mailto:us@unity.co.uk)
- Visit us: [unity.co.uk](http://unity.co.uk)

## Your Current T2 account transactions:

| Date       | Type                 | Details                            | Payments Out | Payments In | Balance     |
|------------|----------------------|------------------------------------|--------------|-------------|-------------|
| 31/01/2025 |                      | Balance brought forward            | £0.00        | £0.00       | £108,888.20 |
| 04/02/2025 | Credit               | CCLA Investment Management Limited | £0.00        | £300.43     | £109,188.63 |
| 10/02/2025 | Faster Payment Debit | B/P to: HCHCT                      | £12,000.00   | £0.00       | £97,188.63  |
| 10/02/2025 | Faster Payment Debit | B/P to: HCHCT                      | £10,000.00   | £0.00       | £87,188.63  |

Page number 1 of 3

Statement number 009

**For Businesses.  
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For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570.  
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.  
Registered in England and Wales no. 1713124.  
Calls may be monitored and recorded for training, quality and security purposes.  
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**INVESTORS IN PEOPLE**  
We invest in people Gold



| Your Current T2 account transactions: |                      |                              |              |             |            |
|---------------------------------------|----------------------|------------------------------|--------------|-------------|------------|
| Date                                  | Type                 | Details                      | Payments Out | Payments In | Balance    |
| 10/02/2025                            | Faster Payment Debit | B/P to: Honley VCT           | £200.00      | £0.00       | £86,988.63 |
| 10/02/2025                            | Faster Payment Debit | B/P to: Hepworth Focus       | £100.00      | £0.00       | £86,888.63 |
| 10/02/2025                            | Faster Payment Debit | B/P to: Huddersfield Hub     | £600.00      | £0.00       | £86,288.63 |
| 10/02/2025                            | Faster Payment Debit | B/P to: [REDACTED]           | £199.48      | £0.00       | £86,089.15 |
| 10/02/2025                            | Faster Payment Debit | B/P to: British Telecom      | £56.47       | £0.00       | £86,032.68 |
| 10/02/2025                            | Faster Payment Debit | B/P to: [REDACTED]           | £56.26       | £0.00       | £85,976.42 |
| 10/02/2025                            | Faster Payment Debit | B/P to: Stephenson Trees     | £600.00      | £0.00       | £85,376.42 |
| 10/02/2025                            | Faster Payment Debit | B/P to: [REDACTED]           | £350.00      | £0.00       | £85,026.42 |
| 10/02/2025                            | Faster Payment Debit | B/P to: [REDACTED]           | £1,510.75    | £0.00       | £83,515.67 |
| 12/02/2025                            | Credit               | ENVIRONMENT KIRKLEES LTD     | £0.00        | £350.00     | £83,865.67 |
| 17/02/2025                            | Standing Order       | S/O to: TiTo                 | £252.00      | £0.00       | £83,613.67 |
| 17/02/2025                            | Faster Payment Debit | B/P to: WYPF                 | £992.62      | £0.00       | £82,621.05 |
| 17/02/2025                            | Faster Payment Debit | B/P to: HMRC                 | £1,568.63    | £0.00       | £81,052.42 |
| 17/02/2025                            | Faster Payment Debit | B/P to: [REDACTED]           | £1,491.50    | £0.00       | £79,560.92 |
| 17/02/2025                            | Faster Payment Debit | B/P to: [REDACTED]           | £1,792.24    | £0.00       | £77,768.68 |
| 17/02/2025                            | Faster Payment Debit | B/P to: [REDACTED]           | £1,618.99    | £0.00       | £76,149.69 |
| 18/02/2025                            | Direct Debit         | Direct Debit (E.ON NEXT LTD) | £31.18       | £0.00       | £76,118.51 |
| 28/02/2025                            | Fee                  | Service Charge               | £9.15        | £0.00       | £76,109.36 |

Date:18/03/2025

Holme Valley Parish Council

Page 1

Time: 13:43

Bank Reconciliation Statement as at 28/02/2025  
for Cashbook 7 - Unity Trust Current Account T2

User: RFO

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>  |
|--|-----------------------|------------------------------------|------------------|
| Unity Trust Current Account T2         | 28/02/2025            |                                    | 76,109.36        |
|  |                       |                                    | <hr/> 76,109.36  |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                  |
|  |                       | 0.00                               |                  |
|  |                       |                                    | <hr/> 0.00       |
|  |                       |                                    | 76,109.36        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                  |
|  |                       | 0.00                               |                  |
|  |                       |                                    | <hr/> 0.00       |
|  |                       |                                    | 76,109.36        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>76,109.36</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>      |

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## Your Account Statement



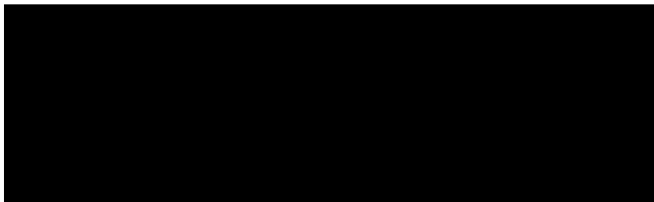
For Businesses. For Communities. For Good.

Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

██████████  
Holme Valley Parish Council  
Holmfirth Civic Hall (Top Floor)  
Huddersfield Road  
Holmfirth  
HD9 3AS

**Date:** 28/02/2025

**Account Name:** Holme Valley Parish Council



Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000

The credit interest rate is 2.50% AER as of your statement date.

### Contact Us



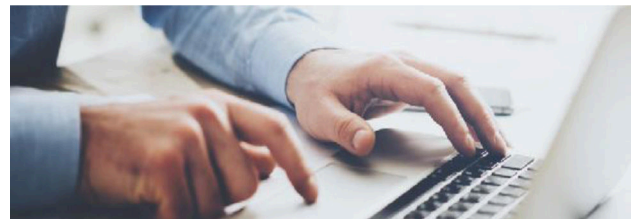
Call us: **0345 140 1000**



Email us: **us@unity.co.uk**



Visit us: **unity.co.uk**



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

### Your Instant Access account transactions:

| Date       | Type | Details                 | Payments Out | Payments In | Balance |
|------------|------|-------------------------|--------------|-------------|---------|
| 31/01/2025 |      | Balance brought forward | £0.00        | £0.00       | £503.76 |

Page number 1 of 2

Statement number 008

**For Businesses.  
For Communities.  
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570.  
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.  
Registered in England and Wales no. 1713124.  
Calls may be monitored and recorded for training, quality and security purposes.  
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## Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

## Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

## What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

## Accessibility

Unity offers a number of supporting services such as statements in braille or large print. Please contact us for more information.

### Additional information

A copy of our interest rates can be found on our website – **[unity.co.uk/interest-rates](https://www.unity.co.uk/interest-rates)**

A copy of our fees and charges can be found on our website – **<https://www.unity.co.uk/terms-and-conditions/>**

This information is also available by calling **0345 140 1000**.

**To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.**

Date:18/03/2025

Holme Valley Parish Council

Page 1

Time: 13:27

**Bank Reconciliation Statement as at 28/02/2025  
for Cashbook 8 - Unity Trust Instant Access A/C**

User: RFO

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u> |
|--|-----------------------|------------------------------------|-----------------|
| Unity Trust Instant Access             | 01/02/2025            |                                    | 503.76          |
|  |                       |                                    | <hr/> 503.76    |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                 |
|  |                       | 0.00                               |                 |
|  |                       |                                    | <hr/> 0.00      |
|  |                       |                                    | 503.76          |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                 |
|  |                       | 0.00                               |                 |
|  |                       |                                    | <hr/> 0.00      |
|  |                       |                                    | 503.76          |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>503.76</b>   |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>     |

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....



Contact tel 03457 60 60 60  
see reverse for call times  
Text phone 03457 125 563  
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www.hsbc.co.uk

## Your Statement

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



### Account Summary

|                 |          |
|-----------------|----------|
| Opening Balance | 2,262.23 |
| Payments In     | 0.00     |
| Payments Out    | 25.15    |
| Closing Balance | 2,237.08 |

6 March to 5 April 2025

### Account Name

Holme Valley Parish Council

### Your BUSINESS CURRENT ACCOUNT details

| Date      | Payment type and details         | Paid out | Paid in | Balance  |
|-----------|----------------------------------|----------|---------|----------|
| 05 Mar 25 | BALANCE BROUGHT FORWARD          |          |         | 2,262.23 |
| 06 Mar 25 | DR TOTAL CHARGES<br>TO 12FEB2025 | 17.15    |         | 2,245.08 |
| 03 Apr 25 | DR TOTAL CHARGES<br>TO 12MAR2025 | 8.00     |         | 2,237.08 |
| 05 Apr 25 | BALANCE CARRIED FORWARD          |          |         | 2,237.08 |

### Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [fscs.org.uk](https://fscs.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([hsbc.co.uk/fscs/](https://hsbc.co.uk/fscs/)).

| Credit Interest Rates          | balance | AER<br>variable | Debit Interest Rates | balance | EAR<br>variable |
|--------------------------------|---------|-----------------|----------------------|---------|-----------------|
| Credit interest is not applied |         |                 | Debit interest       |         | 21.34%          |

## Business Banking Customers

### Interest and Charges

Your Business Banking Terms & Conditions cover how and when we apply interest and charges.

Details of our charges are available in our Business Price List or your individual price list if we've agreed one with you. Details of the debit interest we charge and credit interest we pay are available from our website – see Additional Information below. None of our business current accounts pays interest when in credit unless we individually agree a rate with you.

### Overdrafts

#### Arranged overdraft:

This is where we agree in advance to provide an overdraft limit on your account before you make any transactions that take your account overdrawn, or over your existing arranged overdraft limit. Interest rates are individually agreed and will apply until otherwise agreed or the overdraft is cancelled. Rates are linked to the Bank of England base rate but if the base rate falls below zero, we'll treat it as zero.

For details of our fees and charges, please refer to your Business Overdraft agreement.

#### Unarranged overdraft:

This is where you make a payment or we take an amount from your account and you don't have enough money in the account to cover it or it exceeds your existing arranged overdraft limit. When you don't have an arranged overdraft limit, we'll charge our Business Standard Debit Interest Rate on any debit balances. When you have an existing arranged overdraft and go over its limit, we'll charge interest at the rate we've agreed with up to your arranged overdraft limit and will charge our Business Standard Debit Interest Rate on any balance over your arranged overdraft limit.

For information on our debit interest rates, see Additional Information below.

### Your debit card

For debit card charges, please refer to the Business Price List. This details the standard charges for our business accounts, but doesn't apply if we've agreed different prices with you. For information about how foreign currency transactions are converted to sterling, please refer to the Business Banking Terms & Conditions.

### Additional Information

A copy of our Business Price List and the Business Banking Terms & Conditions can be found on our website at [business.hsbc.uk/legal](https://business.hsbc.uk/legal).

Information on our savings accounts interest rates and Business Standard Debit Interest Rate can be found on our website at [business.hsbc.uk/interest-rates](https://business.hsbc.uk/interest-rates).

This information is also available in our branches or by calling us on 03457 60 60 60 (+44 122 626 0878 if you're calling from outside the UK). Lines are normally open Monday to Friday, 8:00am to 8:00pm and Saturday, 8:00am to 2:00pm (subject to change over certain periods). If you need a Text Relay service, you can download the 'Relay UK' app and call our number from within it.

Details of the interest rates we pay and charges are also separately available through these channels.

To help us continuously improve our service and in the interests of security, we may monitor and/or record your conversation with us.

## Business and Personal Banking Customers

### Lost and Stolen Cards

If any of your cards are lost or stolen and you're a business account customer, please call 0800 032 7075. If you're a personal account customer, please call 0800 085 2401 or call 0800 085 2403 if you're a Private Banking client or Premier customer. If you're calling from outside the UK, please call us on +44 1442 422 929. Lines are open 24 hours.

### Dispute Resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you're not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you don't take up your problem with us first, you won't be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

## Accessibility

Do you need this information in a different format?

Our online banking services can be used with your own personal assistive technology. You can access your information and contact us via live chat in a way that suits you. Find out more about our online banking at: [hsbc.co.uk/ways-to-bank/online-banking](https://hsbc.co.uk/ways-to-bank/online-banking).

We can send this information in large print, braille, or audio. You can speak to us by visiting one of our branches, or by giving us a call. We also work with third parties such as SignVideo who provide services such as Text Relay and British Sign Language (BSL) Video Relay. Please visit [hsbc.co.uk/accessibility](https://hsbc.co.uk/accessibility) to find out more. Business Banking customers can visit [business.hsbc.uk/accessibility](https://business.hsbc.uk/accessibility) or [business.hsbc.uk/contact-us](https://business.hsbc.uk/contact-us). Personal Banking customers can visit [hsbc.co.uk/accessibility](https://hsbc.co.uk/accessibility) or [hsbc.co.uk/contact](https://hsbc.co.uk/contact).

**HSBC UK Bank plc**, registered in England and Wales number 09928412. Registered office: 1 Centenary Square, Birmingham B1 1HQ. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under reference number 765112.

RFB2616 CMT0900 ©HSBC Group 2024. All Rights Reserved.

## Personal Banking Customers

### Interest

Credit Interest is calculated daily on the cleared credit balance and is paid monthly if applicable.

Overdraft interest is charged on the cleared debit balance of your account, it accrues during your charging cycle (usually monthly) and is deducted from your account following the end of your charging cycle. Before we deduct debit interest, we will give you at least 14 days' notice of the amount to be deducted.

### Overdrafts

#### Arranged overdraft:

Where we agree an overdraft limit in advance which lets you go overdrawn to spend up to that limit.

#### Unarranged overdraft:

When you make a payment that takes your account overdrawn if you don't have an arranged overdraft or takes your account over your arranged overdraft limit.

### Monthly cap on unarranged overdraft charges

- Each current account will set a monthly maximum charge for:
  - going overdrawn when you have not arranged an overdraft; or
  - going over/past your arranged overdraft limit (if you have one).
- This cap covers any:
  - interest and fees for going over/past your arranged overdraft limit;
  - fees for each payment your bank allows despite lack of funds; and
  - fees for each payment your bank refuses due to lack of funds.

The monthly cap on unarranged overdraft charges for HSBC Premier with retained Jade Benefits Bank Account, HSBC Premier Bank Account, HSBC Advance Bank Account, HSBC Bank Account and HSBC Graduate Bank Account is £20.

The monthly cap on unarranged overdraft charges for the HSBC Private Banking Account is £10,000.

The monthly cap on unarranged overdraft charges is not applicable to Basic Bank Account, Student Bank Account and MyAccount as these accounts do not incur unarranged overdraft charges.

### Your debit card

For debit card charges and how foreign currency transactions are converted to sterling please refer to the Personal Banking Terms and Conditions and Charges.

For Private Banking Account clients, please refer to the Private Banking Banking Services Terms and Conditions.

### Customer service

You can chat with us 24/7 via Online Banking and the HSBC UK Mobile Banking App. Telephone Banking lines are open 8:00am to 8:00pm 365 days a year. Our 24-hour automated Telephone Banking, Online Banking and Mobile Banking are subject to maintenance periods. Calls may be monitored or recorded for quality purposes.

Date:29/04/2025

Holme Valley Parish Council

Page 1

Time: 14:20

**Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 1 - HSBC Current A/C**

User: RFO

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u> |
|--|-----------------------|------------------------------------|-----------------|
| HSBC Current A/C                       | 31/03/2025            |                                    | 2,245.08        |
|  |                       |                                    | <u>2,245.08</u> |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                 |
|  |                       | 0.00                               |                 |
|  |                       |                                    | <u>0.00</u>     |
|  |                       |                                    | 2,245.08        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                 |
|  |                       | 0.00                               |                 |
|  |                       |                                    | <u>0.00</u>     |
|  |                       |                                    | 2,245.08        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>2,245.08</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>     |

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....



Contact tel 03457 60 60 60  
see reverse for call times  
Text phone 03457 125 563  
used by deaf or speech impaired customers  
www.hsbc.co.uk

Your Statement

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



| Account Summary |           |
|-----------------|-----------|
| Opening Balance | 55,454.13 |
| Payments In     | 0.00      |
| Payments Out    | 0.00      |
| Closing Balance | 55,454.13 |

Interest Rate - Valid as at end date of the statement period  
1.77% AER

6 March to 5 April 2025

Account Name  
Holme Valley Parish Council



| Your Business Money Manager details |                          |          |         |           |
|-------------------------------------|--------------------------|----------|---------|-----------|
| Date                                | Payment type and details | Paid out | Paid in | Balance   |
| 05 Mar 25                           | BALANCE BROUGHT FORWARD  |          |         | 55,454.13 |
| 05 Apr 25                           | BALANCE CARRIED FORWARD  |          |         | 55,454.13 |

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at fscs.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (hsbc.co.uk/fscs/).

## Business Banking Customers

### Interest and Charges

Your Business Banking Terms & Conditions cover how and when we apply interest and charges.

Details of our charges are available in our Business Price List or your individual price list if we've agreed one with you. Details of the debit interest we charge and credit interest we pay are available from our website – see Additional Information below. None of our business current accounts pays interest when in credit unless we individually agree a rate with you.

### Overdrafts

#### Arranged overdraft:

This is where we agree in advance to provide an overdraft limit on your account before you make any transactions that take your account overdrawn, or over your existing arranged overdraft limit. Interest rates are individually agreed and will apply until otherwise agreed or the overdraft is cancelled. Rates are linked to the Bank of England base rate but if the base rate falls below zero, we'll treat it as zero.

For details of our fees and charges, please refer to your Business Overdraft agreement.

#### Unarranged overdraft:

This is where you make a payment or we take an amount from your account and you don't have enough money in the account to cover it or it exceeds your existing arranged overdraft limit. When you don't have an arranged overdraft limit, we'll charge our Business Standard Debit Interest Rate on any debit balances. When you have an existing arranged overdraft and go over its limit, we'll charge interest at the rate we've agreed with up to your arranged overdraft limit and will charge our Business Standard Debit Interest Rate on any balance over your arranged overdraft limit.

For information on our debit interest rates, see Additional Information below.

### Your debit card

For debit card charges, please refer to the Business Price List. This details the standard charges for our business accounts, but doesn't apply if we've agreed different prices with you. For information about how foreign currency transactions are converted to sterling, please refer to the Business Banking Terms & Conditions.

### Additional Information

A copy of our Business Price List and the Business Banking Terms & Conditions can be found on our website at [business.hsbc.uk/legal](https://business.hsbc.uk/legal).

Information on our savings accounts interest rates and Business Standard Debit Interest Rate can be found on our website at [business.hsbc.uk/interest-rates](https://business.hsbc.uk/interest-rates).

This information is also available in our branches or by calling us on 03457 60 60 60 (+44 122 626 0878 if you're calling from outside the UK). Lines are normally open Monday to Friday, 8:00am to 8:00pm and Saturday, 8:00am to 2:00pm (subject to change over certain periods). If you need a Text Relay service, you can download the 'Relay UK' app and call our number from within it.

Details of the interest rates we pay and charges are also separately available through these channels.

To help us continuously improve our service and in the interests of security, we may monitor and/or record your conversation with us.

## Business and Personal Banking Customers

### Lost and Stolen Cards

If any of your cards are lost or stolen and you're a business account customer, please call 0800 032 7075. If you're a personal account customer, please call 0800 085 2401 or call 0800 085 2403 if you're a Private Banking client or Premier customer. If you're calling from outside the UK, please call us on +44 1442 422 929. Lines are open 24 hours.

### Dispute Resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you're not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you don't take up your problem with us first, you won't be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

## Accessibility

Do you need this information in a different format?

Our online banking services can be used with your own personal assistive technology. You can access your information and contact us via live chat in a way that suits you. Find out more about our online banking at: [hsbc.co.uk/ways-to-bank/online-banking](https://hsbc.co.uk/ways-to-bank/online-banking).

We can send this information in large print, braille, or audio. You can speak to us by visiting one of our branches, or by giving us a call. We also work with third parties such as SignVideo who provide services such as Text Relay and British Sign Language (BSL) Video Relay. Please visit [hsbc.co.uk/accessibility](https://hsbc.co.uk/accessibility) to find out more. Business Banking customers can visit [business.hsbc.uk/accessibility](https://business.hsbc.uk/accessibility) or [business.hsbc.uk/contact-us](https://business.hsbc.uk/contact-us). Personal Banking customers can visit [hsbc.co.uk/accessibility](https://hsbc.co.uk/accessibility) or [hsbc.co.uk/contact](https://hsbc.co.uk/contact).

**HSBC UK Bank plc**, registered in England and Wales number 09928412. Registered office: 1 Centenary Square, Birmingham B1 1HQ. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under reference number 765112.

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## Personal Banking Customers

### Interest

Credit Interest is calculated daily on the cleared credit balance and is paid monthly if applicable.

Overdraft interest is charged on the cleared debit balance of your account, it accrues during your charging cycle (usually monthly) and is deducted from your account following the end of your charging cycle. Before we deduct debit interest, we will give you at least 14 days' notice of the amount to be deducted.

### Overdrafts

#### Arranged overdraft:

Where we agree an overdraft limit in advance which lets you go overdrawn to spend up to that limit.

#### Unarranged overdraft:

When you make a payment that takes your account overdrawn if you don't have an arranged overdraft or takes your account over your arranged overdraft limit.

### Monthly cap on unarranged overdraft charges

- Each current account will set a monthly maximum charge for:
  - going overdrawn when you have not arranged an overdraft; or
  - going over/past your arranged overdraft limit (if you have one).
- This cap covers any:
  - interest and fees for going over/past your arranged overdraft limit;
  - fees for each payment your bank allows despite lack of funds; and
  - fees for each payment your bank refuses due to lack of funds.

The monthly cap on unarranged overdraft charges for HSBC Premier with retained Jade Benefits Bank Account, HSBC Premier Bank Account, HSBC Advance Bank Account, HSBC Bank Account and HSBC Graduate Bank Account is £20.

The monthly cap on unarranged overdraft charges for the HSBC Private Banking Account is £10,000.

The monthly cap on unarranged overdraft charges is not applicable to Basic Bank Account, Student Bank Account and MyAccount as these accounts do not incur unarranged overdraft charges.

### Your debit card

For debit card charges and how foreign currency transactions are converted to sterling please refer to the Personal Banking Terms and Conditions and Charges.

For Private Banking Account clients, please refer to the Private Banking Banking Services Terms and Conditions.

### Customer service

You can chat with us 24/7 via Online Banking and the HSBC UK Mobile Banking App. Telephone Banking lines are open 8:00am to 8:00pm 365 days a year. Our 24-hour automated Telephone Banking, Online Banking and Mobile Banking are subject to maintenance periods. Calls may be monitored or recorded for quality purposes.

Date:29/04/2025

Holme Valley Parish Council

Page 1

Time: 14:22

Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 2 - Money Manager - HSBC

User: RFO

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>  |
|--|-----------------------|------------------------------------|------------------|
| HSBC - Money Manager                   | 31/03/2025            |                                    | 55,454.13        |
|  |                       |                                    | <hr/> 55,454.13  |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                  |
|  |                       | 0.00                               |                  |
|  |                       |                                    | <hr/> 0.00       |
|  |                       |                                    | 55,454.13        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                  |
|  |                       | 0.00                               |                  |
|  |                       |                                    | <hr/> 0.00       |
|  |                       |                                    | 55,454.13        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>55,454.13</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>      |

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....



## Statement of Account

[REDACTED]  
Holme Valley Parish Council  
Huddersfield Civic Hall  
Huddersfield Road  
HOLMFIRTH  
HD9 3AZ

5 April 2025

Account name: **HOLME VALLEY PARISH COUNCIL**  
Account number: [REDACTED]  
Statement period: [REDACTED]

### Account summary

Total valuation as at 31 March 2025 **£75,000.00**  
Total valuation as at last statement at 28 February 2025 **£75,000.00**

### Holdings as at 31 March 2025

| Fund name   | Unit/share holdings | Price per unit/share | Value              |
|---|---------------------|----------------------|--------------------|
| <b>The Public Sector Deposit Fund SC4</b><br>[REDACTED] | 75,000.0000         | £1.00                | £75,000.00         |
|   |                     |                      | <b>Total value</b> |
|   |                     |                      | <b>£75,000.00</b>  |

The average Fund yield for this period was 4.50% p.a.

Income for the period is as follows:

| Month    | Date paid  | Method                         | Amount (£) | Destination |
|----------|------------|--------------------------------|------------|-------------|
| Mar 2025 | 02/04/2025 | Paid to Nominated Bank Details | £286.64    |             |

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

[clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk)

Freephone 0800 022 3505

[www.ccla.co.uk](http://www.ccla.co.uk)

Fund documentation is available at [www.ccla.co.uk/investments](http://www.ccla.co.uk/investments), or may be requested from our Client Services team. Telephone calls are recorded.  
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.  
Registered address: One Angel Lane, London EC4R 3AB.

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, [www.ccla.co.uk](http://www.ccla.co.uk). Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk).

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on [www.ccla.co.uk/glossary](http://www.ccla.co.uk/glossary). If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at [\*\*clientservices@ccla.co.uk\*\*](mailto:clientservices@ccla.co.uk).

Date:29/04/2025

Holme Valley Parish Council

Page 1

Time: 14:23

Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 5 - CCLA Deposit Fund

User: RFO

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>  |
|--|-----------------------|------------------------------------|------------------|
| CCLA Deposit Fund                      | 31/03/2025            |                                    | 75,000.00        |
|  |                       |                                    | <hr/> 75,000.00  |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                  |
|  |                       | 0.00                               |                  |
|  |                       |                                    | <hr/> 0.00       |
|  |                       |                                    | 75,000.00        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                  |
|  |                       | 0.00                               |                  |
|  |                       |                                    | <hr/> 0.00       |
|  |                       |                                    | 75,000.00        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>75,000.00</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>      |

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

# Your Account Statement



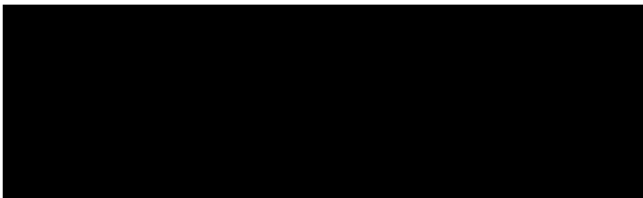
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Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

██████████  
Holme Valley Parish Council  
Holmfirth Civic Hall (Top Floor)  
Huddersfield Road  
Holmfirth  
HD9 3AS

**Date:** 31/03/2025

**Account Name:** Holme Valley Parish Council



Your arranged overdraft limit is £0.00

**Go Paperless!** Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

## Contact Us



Call us: **0345 140 1000**



Email us: **us@unity.co.uk**



Visit us: **unity.co.uk**

## Your Current T2 account transactions:

| Date       | Type                 | Details                            | Payments Out | Payments In | Balance    |
|------------|----------------------|------------------------------------|--------------|-------------|------------|
| 28/02/2025 |                      | Balance brought forward            | £0.00        | £0.00       | £76,109.36 |
| 04/03/2025 | Credit               | CCLA Investment Management Limited | £0.00        | £262.72     | £76,372.08 |
| 06/03/2025 | Faster Payment Debit | B/P to: ██████████                 | £20.99       | £0.00       | £76,351.09 |
| 06/03/2025 | Faster Payment Debit | B/P to: Vision ICT                 | £696.00      | £0.00       | £75,655.09 |

Page number 1 of 5

Statement number 010

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| Your Current T2 account transactions: |                      |  |              |             |            |
|---------------------------------------|----------------------|--|--------------|-------------|------------|
| Date                                  | Type                 | Details                                | Payments Out | Payments In | Balance    |
| 06/03/2025                            | Faster Payment Debit | B/P to: Redbak                         | £1,260.00    | £0.00       | £74,395.09 |
| 06/03/2025                            | Transfer             | B/P to: Kirklees Youth                 | £5,000.00    | £0.00       | £69,395.09 |
| 06/03/2025                            | Transfer             | B/P to: Kirklees Youth                 | £5,000.00    | £0.00       | £64,395.09 |
| 06/03/2025                            | Faster Payment Debit | B/P to: HCHCT                          | £100.00      | £0.00       | £64,295.09 |
| 06/03/2025                            | Transfer             | B/P to: SLCC                           | £50.00       | £0.00       | £64,245.09 |
| 06/03/2025                            | Faster Payment Debit | B/P to: Document Logic NEW             | £234.00      | £0.00       | £64,011.09 |
| 06/03/2025                            | Faster Payment Debit | B/P to: WYCA                           | £1,971.00    | £0.00       | £62,040.09 |
| 06/03/2025                            | Faster Payment Debit | B/P to: YLCA                           | £35.00       | £0.00       | £62,005.09 |
| 06/03/2025                            | Faster Payment Debit | B/P to: [REDACTED]                     | £15.59       | £0.00       | £61,989.50 |
| 06/03/2025                            | Faster Payment Debit | B/P to: [REDACTED]                     | £15.59       | £0.00       | £61,973.91 |
| 06/03/2025                            | Faster Payment Debit | B/P to: [REDACTED]                     | £15.59       | £0.00       | £61,958.32 |
| 12/03/2025                            | Credit               | ENVIRONMENT KIRKLEES LTD               | £0.00        | £350.00     | £62,308.32 |
| 14/03/2025                            | Faster Payment Debit | B/P to: [REDACTED]                     | £1,619.19    | £0.00       | £60,689.13 |
| 14/03/2025                            | Faster Payment Debit | B/P to: [REDACTED]                     | £1,491.30    | £0.00       | £59,197.83 |
| 14/03/2025                            | Faster Payment Debit | B/P to: WYPF                           | £992.62      | £0.00       | £58,205.21 |
| 14/03/2025                            | Faster Payment Debit | B/P to: HMRC                           | £1,568.63    | £0.00       | £56,636.58 |
| 14/03/2025                            | Faster Payment Debit | B/P to: [REDACTED]                     | £1,792.04    | £0.00       | £54,844.54 |
| 17/03/2025                            | Standing Order       | S/O to: TiTo                           | £252.00      | £0.00       | £54,592.54 |
| 19/03/2025                            | Direct Debit         | Direct Debit (E.ON NEXT LTD)           | £48.22       | £0.00       | £54,544.32 |
| 24/03/2025                            | Credit               | [REDACTED]                             | £0.00        | £30.00      | £54,574.32 |
| 26/03/2025                            | Credit               | Post Office Cash Deposit 185320 185320 | £0.00        | £520.00     | £55,094.32 |
| 28/03/2025                            | Direct Debit         | Direct Debit (SCOTTISH WATER BUS)      | £754.44      | £0.00       | £54,339.88 |
| 28/03/2025                            | Faster Payment Debit | B/P to: Brockholes Green S             | £1,029.00    | £0.00       | £53,310.88 |
| 28/03/2025                            | Faster Payment Debit | B/P to: [REDACTED]                     | £1,157.35    | £0.00       | £52,153.53 |

Page number 2 of 5

Statement number 010

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| Your Current T2 account transactions: |                      |                            |              |             |            |
|---------------------------------------|----------------------|----------------------------|--------------|-------------|------------|
| Date                                  | Type                 | Details                    | Payments Out | Payments In | Balance    |
| 28/03/2025                            | Faster Payment Debit | B/P to: Hepworth Band      | £2,500.00    | £0.00       | £49,653.53 |
| 28/03/2025                            | Faster Payment Debit | B/P to: Hepwrth Hurricanes | £1,500.00    | £0.00       | £48,153.53 |
| 28/03/2025                            | Faster Payment Debit | B/P to: Redbak             | £1,260.00    | £0.00       | £46,893.53 |
| 28/03/2025                            | Faster Payment Debit | B/P to: Holme Architecture | £1,920.00    | £0.00       | £44,973.53 |
| 28/03/2025                            | Faster Payment Debit | B/P to: Peak Park Parishes | £6.00        | £0.00       | £44,967.53 |
| 28/03/2025                            | Faster Payment Debit | B/P to: Frnds of Cliff Rec | £1,055.00    | £0.00       | £43,912.53 |
| 28/03/2025                            | Faster Payment Debit | B/P to: [REDACTED]         | £15.59       | £0.00       | £43,896.94 |
| 28/03/2025                            | Faster Payment Debit | B/P to: [REDACTED]         | £28.70       | £0.00       | £43,868.24 |
| 28/03/2025                            | Faster Payment Debit | B/P to: Honley VCT         | £400.00      | £0.00       | £43,468.24 |
| 28/03/2025                            | Faster Payment Debit | B/P to: Principal Hygiene  | £72.00       | £0.00       | £43,396.24 |
| 28/03/2025                            | Faster Payment Debit | B/P to: Honley Bus Assoc   | £1,560.00    | £0.00       | £41,836.24 |
| 28/03/2025                            | Faster Payment Debit | B/P to: Womens Open Talk   | £1,092.00    | £0.00       | £40,744.24 |
| 28/03/2025                            | Faster Payment Debit | B/P to: Caf 100            | £1,500.00    | £0.00       | £39,244.24 |
| 28/03/2025                            | Faster Payment Debit | B/P to: Wooldale Commy Grp | £1,000.00    | £0.00       | £38,244.24 |
| 28/03/2025                            | Faster Payment Debit | B/P to: Honley Show        | £1,500.00    | £0.00       | £36,744.24 |
| 28/03/2025                            | Faster Payment Debit | B/P to: Nw Mill Male Choir | £625.00      | £0.00       | £36,119.24 |
| 28/03/2025                            | Faster Payment Debit | B/P to: Hmfirth Music Fest | £1,500.00    | £0.00       | £34,619.24 |
| 28/03/2025                            | Faster Payment Debit | B/P to: Honley VCT         | £220.00      | £0.00       | £34,399.24 |
| 28/03/2025                            | Faster Payment Debit | B/P to: New Mill Church    | £655.00      | £0.00       | £33,744.24 |
| 28/03/2025                            | Faster Payment Debit | B/P to: Project Cmmunities | £1,500.00    | £0.00       | £32,244.24 |
| 28/03/2025                            | Faster Payment Debit | B/P to: Honley Bus Assoc   | £1,000.00    | £0.00       | £31,244.24 |
| 28/03/2025                            | Faster Payment Debit | B/P to: WYCA               | £1,971.00    | £0.00       | £29,273.24 |
| 28/03/2025                            | Faster Payment Debit | B/P to: Scholes CC         | £851.07      | £0.00       | £28,422.17 |
| 28/03/2025                            | Faster Payment Debit | B/P to: [REDACTED]         | £3.60        | £0.00       | £28,418.57 |

Page number 3 of 5

Statement number 010

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| Your Current T2 account transactions: |                      |                            |              |             |            |
|---------------------------------------|----------------------|----------------------------|--------------|-------------|------------|
| Date                                  | Type                 | Details                    | Payments Out | Payments In | Balance    |
| 28/03/2025                            | Faster Payment Debit | B/P to: Kirklees Council   | £1,425.60    | £0.00       | £26,992.97 |
| 28/03/2025                            | Faster Payment Debit | B/P to: Honley VCT         | £1,000.00    | £0.00       | £25,992.97 |
| 28/03/2025                            | Faster Payment Debit | B/P to: Honley VCT         | £4,000.00    | £0.00       | £21,992.97 |
| 28/03/2025                            | Faster Payment Debit | B/P to: WYCA               | £1,780.00    | £0.00       | £20,212.97 |
| 28/03/2025                            | Faster Payment Debit | B/P to: Honley VCT         | £120.00      | £0.00       | £20,092.97 |
| 28/03/2025                            | Faster Payment Debit | B/P to: [REDACTED]         | £8.99        | £0.00       | £20,083.98 |
| 28/03/2025                            | Faster Payment Debit | B/P to: Intern Audit Yorks | £423.31      | £0.00       | £19,660.67 |
| 28/03/2025                            | Faster Payment Debit | B/P to: Hlmfirth Book Fest | £1,500.00    | £0.00       | £18,160.67 |
| 28/03/2025                            | Credit               | [REDACTED]                 | £0.00        | £240.00     | £18,400.67 |
| 31/03/2025                            | Credit               | [REDACTED]                 | £0.00        | £48.00      | £18,448.67 |
| 31/03/2025                            | Fee                  | Service Charge             | £9.00        | £0.00       | £18,439.67 |

Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 7 - Unity Trust Current Account T2

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>  |
|--|-----------------------|------------------------------------|------------------|
| Unity Trust Current Account T2         | 31/03/2025            |                                    | 18,439.67        |
|  |                       |                                    | <u>18,439.67</u> |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                  |
|  |                       | 0.00                               |                  |
|  |                       |                                    | <u>0.00</u>      |
|  |                       |                                    | 18,439.67        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                  |
|  |                       | 0.00                               |                  |
|  |                       |                                    | <u>0.00</u>      |
|  |                       |                                    | 18,439.67        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>18,439.67</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>      |

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....



Your Account Statement



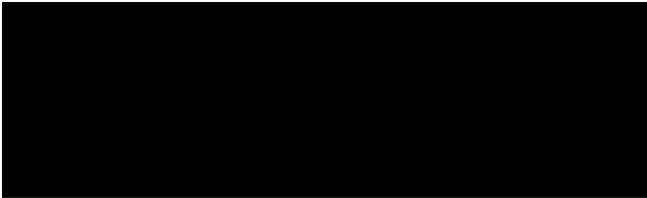
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Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

[Redacted]  
Holme Valley Parish Council  
Holmfirth Civic Hall (Top Floor)  
Huddersfield Road  
Holmfirth  
HD9 3AS

Date: 31/03/2025

Account Name: Holme Valley Parish Council

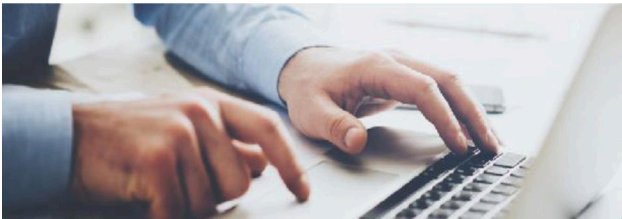


Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000

The credit interest rate is 2.50% AER as of your statement date.

Contact Us

- Call us: 0345 140 1000
- Email us: us@unity.co.uk
- Visit us: unity.co.uk



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

| Your Instant Access account transactions: |                 |                         |              |             |         |
|---|-----------------|-------------------------|--------------|-------------|---------|
| Date                                      | Type            | Details                 | Payments Out | Payments In | Balance |
| 28/02/2025                                |                 | Balance brought forward | £0.00        | £0.00       | £503.76 |
| 31/03/2025                                | Credit Interest | Credit Interest         | £0.00        | £3.17       | £506.93 |

## Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

## Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

## What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

## Accessibility

Unity offers a number of supporting services such as statements in braille or large print. Please contact us for more information.

### Additional information

A copy of our interest rates can be found on our website – **[unity.co.uk/interest-rates](https://www.unity.co.uk/interest-rates)**

A copy of our fees and charges can be found on our website – **<https://www.unity.co.uk/terms-and-conditions/>**

This information is also available by calling **0345 140 1000**.

**To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.**

Date:29/04/2025

Holme Valley Parish Council

Page 1

Time: 14:32

Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 8 - Unity Trust Instant Access A/C

User: RFO

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u> |
|--|-----------------------|------------------------------------|-----------------|
| Unity Trust Instant Access             | 31/03/2025            |                                    | 506.93          |
|  |                       |                                    | <hr/> 506.93    |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                 |
|  |                       | 0.00                               |                 |
|  |                       |                                    | <hr/> 0.00      |
|  |                       |                                    | 506.93          |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                 |
|  |                       | 0.00                               |                 |
|  |                       |                                    | <hr/> 0.00      |
|  |                       |                                    | 506.93          |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>506.93</b>   |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>     |

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....



Contact tel 03457 60 60 60  
see reverse for call times  
Text phone 03457 125 563  
used by deaf or speech impaired customers  
www.hsbc.co.uk

## Your Statement

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



### Account Summary

|                 |          |
|-----------------|----------|
| Opening Balance | 2,237.08 |
| Payments In     | 48.00    |
| Payments Out    | 8.00     |
| Closing Balance | 2,277.08 |

6 April to 5 May 2025

### Account Name

Holme Valley Parish Council

### Your BUSINESS CURRENT ACCOUNT details

| Date      | Payment type and details           | Paid out | Paid in | Balance  |
|-----------|------------------------------------|----------|---------|----------|
| 05 Apr 25 | BALANCE BROUGHT FORWARD            |          |         | 2,237.08 |
| 29 Apr 25 | CR [REDACTED]<br>plot 4 waterylane |          | 48.00   | 2,285.08 |
| 04 May 25 | DR TOTAL CHARGES<br>TO 12APR2025   | 8.00     |         | 2,277.08 |
| 05 May 25 | BALANCE CARRIED FORWARD            |          |         | 2,277.08 |

### Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [fscs.org.uk](https://fscs.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([hsbc.co.uk/fscs/](https://hsbc.co.uk/fscs/)).

| Credit Interest Rates          | balance | AER<br>variable | Debit Interest Rates | balance | EAR<br>variable |
|--------------------------------|---------|-----------------|----------------------|---------|-----------------|
| Credit interest is not applied |         |                 | Debit interest       |         | 21.34%          |

## Business Banking Customers

### Interest and Charges

Your Business Banking Terms & Conditions cover how and when we apply interest and charges.

Details of our charges are available in our Business Price List or your individual price list if we've agreed one with you. Details of the debit interest we charge and credit interest we pay are available from our website – see Additional Information below. None of our business current accounts pays interest when in credit unless we individually agree a rate with you.

### Overdrafts

#### Arranged overdraft:

This is where we agree in advance to provide an overdraft limit on your account before you make any transactions that take your account overdrawn, or over your existing arranged overdraft limit. Interest rates are individually agreed and will apply until otherwise agreed or the overdraft is cancelled. Rates are linked to the Bank of England base rate but if the base rate falls below zero, we'll treat it as zero.

For details of our fees and charges, please refer to your Business Overdraft agreement.

#### Unarranged overdraft:

This is where you make a payment or we take an amount from your account and you don't have enough money in the account to cover it or it exceeds your existing arranged overdraft limit. When you don't have an arranged overdraft limit, we'll charge our Business Standard Debit Interest Rate on any debit balances. When you have an existing arranged overdraft and go over its limit, we'll charge interest at the rate we've agreed with up to your arranged overdraft limit and will charge our Business Standard Debit Interest Rate on any balance over your arranged overdraft limit.

For information on our debit interest rates, see Additional Information below.

### Your debit card

For debit card charges, please refer to the Business Price List. This details the standard charges for our business accounts, but doesn't apply if we've agreed different prices with you. For information about how foreign currency transactions are converted to sterling, please refer to the Business Banking Terms & Conditions.

### Additional Information

A copy of our Business Price List and the Business Banking Terms & Conditions can be found on our website at [business.hsbc.uk/legal](https://business.hsbc.uk/legal).

Information on our savings accounts interest rates and Business Standard Debit Interest Rate can be found on our website at [business.hsbc.uk/interest-rates](https://business.hsbc.uk/interest-rates).

This information is also available in our branches or by calling us on 03457 60 60 60 (+44 122 626 0878 if you're calling from outside the UK). Lines are normally open Monday to Friday, 8:00am to 8:00pm and Saturday, 8:00am to 2:00pm (subject to change over certain periods). If you need a Text Relay service, you can download the 'Relay UK' app and call our number from within it.

Details of the interest rates we pay and charges are also separately available through these channels.

To help us continuously improve our service and in the interests of security, we may monitor and/or record your conversation with us.

## Business and Personal Banking Customers

### Lost and Stolen Cards

If any of your cards are lost or stolen and you're a business account customer, please call 0800 032 7075. If you're a personal account customer, please call 0800 085 2401 or call 0800 085 2403 if you're a Private Banking client or Premier customer. If you're calling from outside the UK, please call us on +44 1442 422 929. Lines are open 24 hours.

### Dispute Resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you're not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you don't take up your problem with us first, you won't be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

## Accessibility

Do you need this information in a different format?

Our online banking services can be used with your own personal assistive technology. You can access your information and contact us via live chat in a way that suits you. Find out more about our online banking at: [hsbc.co.uk/ways-to-bank/online-banking](https://hsbc.co.uk/ways-to-bank/online-banking).

We can send this information in large print, braille, or audio. You can speak to us by visiting one of our branches, or by giving us a call. We also work with third parties such as SignVideo who provide services such as Text Relay and British Sign Language (BSL) Video Relay. Please visit [hsbc.co.uk/accessibility](https://hsbc.co.uk/accessibility) to find out more. Business Banking customers can visit [business.hsbc.uk/accessibility](https://business.hsbc.uk/accessibility) or [business.hsbc.uk/contact-us](https://business.hsbc.uk/contact-us). Personal Banking customers can visit [hsbc.co.uk/accessibility](https://hsbc.co.uk/accessibility) or [hsbc.co.uk/contact](https://hsbc.co.uk/contact).

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## Personal Banking Customers

### Interest

Credit Interest is calculated daily on the cleared credit balance and is paid monthly if applicable.

Overdraft interest is charged on the cleared debit balance of your account, it accrues during your charging cycle (usually monthly) and is deducted from your account following the end of your charging cycle. Before we deduct debit interest, we will give you at least 14 days' notice of the amount to be deducted.

### Overdrafts

#### Arranged overdraft:

Where we agree an overdraft limit in advance which lets you go overdrawn to spend up to that limit.

#### Unarranged overdraft:

When you make a payment that takes your account overdrawn if you don't have an arranged overdraft or takes your account over your arranged overdraft limit.

### Monthly cap on unarranged overdraft charges

- Each current account will set a monthly maximum charge for:
  - going overdrawn when you have not arranged an overdraft; or
  - going over/past your arranged overdraft limit (if you have one).
- This cap covers any:
  - interest and fees for going over/past your arranged overdraft limit;
  - fees for each payment your bank allows despite lack of funds; and
  - fees for each payment your bank refuses due to lack of funds.

The monthly cap on unarranged overdraft charges for HSBC Premier with retained Jade Benefits Bank Account, HSBC Premier Bank Account, HSBC Advance Bank Account, HSBC Bank Account and HSBC Graduate Bank Account is £20.

The monthly cap on unarranged overdraft charges for the HSBC Private Banking Account is £10,000.

The monthly cap on unarranged overdraft charges is not applicable to Basic Bank Account, Student Bank Account and MyAccount as these accounts do not incur unarranged overdraft charges.

### Your debit card

For debit card charges and how foreign currency transactions are converted to sterling please refer to the Personal Banking Terms and Conditions and Charges.

For Private Banking Account clients, please refer to the Private Banking Banking Services Terms and Conditions.

### Customer service

You can chat with us 24/7 via Online Banking and the HSBC UK Mobile Banking App. Telephone Banking lines are open 8:00am to 8:00pm 365 days a year. Our 24-hour automated Telephone Banking, Online Banking and Mobile Banking are subject to maintenance periods. Calls may be monitored or recorded for quality purposes.

Bank Reconciliation Statement as at 30/04/2025  
for Cashbook 1 - HSBC Current A/C

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u> |
|--|-----------------------|------------------------------------|-----------------|
| HSBC Current A/C                       | 30/04/2025            |                                    | 2,285.08        |
|  |                       |                                    | <u>2,285.08</u> |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                 |
|  |                       | 0.00                               |                 |
|  |                       |                                    | <u>0.00</u>     |
|  |                       |                                    | 2,285.08        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                 |
|  |                       | 0.00                               |                 |
|  |                       |                                    | <u>0.00</u>     |
|  |                       |                                    | 2,285.08        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>2,285.08</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>     |

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....



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Your Statement

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

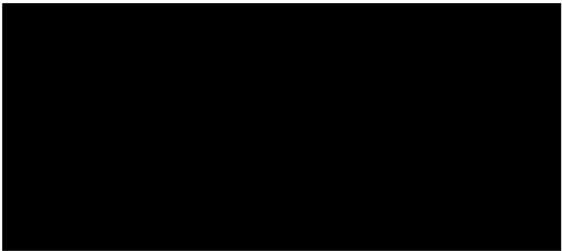


| Account Summary |           |
|-----------------|-----------|
| Opening Balance | 55,454.13 |
| Payments In     | 0.00      |
| Payments Out    | 0.00      |
| Closing Balance | 55,454.13 |

Interest Rate - Valid as at end date of the statement period  
1.65% AER

6 April to 5 May 2025

Account Name  
Holme Valley Parish Council



| Your Business Money Manager details |                          |          |         |           |
|-------------------------------------|--------------------------|----------|---------|-----------|
| Date                                | Payment type and details | Paid out | Paid in | Balance   |
| 05 Apr 25                           | BALANCE BROUGHT FORWARD  |          |         | 55,454.13 |
| 05 May 25                           | BALANCE CARRIED FORWARD  |          |         | 55,454.13 |

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at fscs.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (hsbc.co.uk/fscs/).



## Business Banking Customers

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### Overdrafts

#### Arranged overdraft:

This is where we agree in advance to provide an overdraft limit on your account before you make any transactions that take your account overdrawn, or over your existing arranged overdraft limit. Interest rates are individually agreed and will apply until otherwise agreed or the overdraft is cancelled. Rates are linked to the Bank of England base rate but if the base rate falls below zero, we'll treat it as zero.

For details of our fees and charges, please refer to your Business Overdraft agreement.

#### Unarranged overdraft:

This is where you make a payment or we take an amount from your account and you don't have enough money in the account to cover it or it exceeds your existing arranged overdraft limit. When you don't have an arranged overdraft limit, we'll charge our Business Standard Debit Interest Rate on any debit balances. When you have an existing arranged overdraft and go over its limit, we'll charge interest at the rate we've agreed with up to your arranged overdraft limit and will charge our Business Standard Debit Interest Rate on any balance over your arranged overdraft limit.

For information on our debit interest rates, see Additional Information below.

### Your debit card

For debit card charges, please refer to the Business Price List. This details the standard charges for our business accounts, but doesn't apply if we've agreed different prices with you. For information about how foreign currency transactions are converted to sterling, please refer to the Business Banking Terms & Conditions.

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To help us continuously improve our service and in the interests of security, we may monitor and/or record your conversation with us.

## Business and Personal Banking Customers

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### Dispute Resolution

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We can send this information in large print, braille, or audio. You can speak to us by visiting one of our branches, or by giving us a call. We also work with third parties such as SignVideo who provide services such as Text Relay and British Sign Language (BSL) Video Relay. Please visit [hsbc.co.uk/accessibility](https://hsbc.co.uk/accessibility) to find out more. Business Banking customers can visit [business.hsbc.uk/accessibility](https://business.hsbc.uk/accessibility) or [business.hsbc.uk/contact-us](https://business.hsbc.uk/contact-us). Personal Banking customers can visit [hsbc.co.uk/accessibility](https://hsbc.co.uk/accessibility) or [hsbc.co.uk/contact](https://hsbc.co.uk/contact).

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## Personal Banking Customers

### Interest

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Overdraft interest is charged on the cleared debit balance of your account, it accrues during your charging cycle (usually monthly) and is deducted from your account following the end of your charging cycle. Before we deduct debit interest, we will give you at least 14 days' notice of the amount to be deducted.

### Overdrafts

#### Arranged overdraft:

Where we agree an overdraft limit in advance which lets you go overdrawn to spend up to that limit.

#### Unarranged overdraft:

When you make a payment that takes your account overdrawn if you don't have an arranged overdraft or takes your account over your arranged overdraft limit.

### Monthly cap on unarranged overdraft charges

- Each current account will set a monthly maximum charge for:
  - going overdrawn when you have not arranged an overdraft; or
  - going over/past your arranged overdraft limit (if you have one).
- This cap covers any:
  - interest and fees for going over/past your arranged overdraft limit;
  - fees for each payment your bank allows despite lack of funds; and
  - fees for each payment your bank refuses due to lack of funds.

The monthly cap on unarranged overdraft charges for HSBC Premier with retained Jade Benefits Bank Account, HSBC Premier Bank Account, HSBC Advance Bank Account, HSBC Bank Account and HSBC Graduate Bank Account is £20.

The monthly cap on unarranged overdraft charges for the HSBC Private Banking Account is £10,000.

The monthly cap on unarranged overdraft charges is not applicable to Basic Bank Account, Student Bank Account and MyAccount as these accounts do not incur unarranged overdraft charges.

### Your debit card

For debit card charges and how foreign currency transactions are converted to sterling please refer to the Personal Banking Terms and Conditions and Charges.

For Private Banking Account clients, please refer to the Private Banking Banking Services Terms and Conditions.

### Customer service

You can chat with us 24/7 via Online Banking and the HSBC UK Mobile Banking App. Telephone Banking lines are open 8:00am to 8:00pm 365 days a year. Our 24-hour automated Telephone Banking, Online Banking and Mobile Banking are subject to maintenance periods. Calls may be monitored or recorded for quality purposes.



Bank Reconciliation Statement as at 30/04/2025  
for Cashbook 2 - Money Manager - HSBC

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>  |
|--|-----------------------|------------------------------------|------------------|
| HSBC - Money Manager                   | 30/04/2025            |                                    | 55,454.13        |
|  |                       |                                    | <u>55,454.13</u> |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                  |
|  |                       | 0.00                               |                  |
|  |                       |                                    | <u>0.00</u>      |
|  |                       |                                    | 55,454.13        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                  |
|  |                       | 0.00                               |                  |
|  |                       |                                    | <u>0.00</u>      |
|  |                       |                                    | 55,454.13        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>55,454.13</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>      |

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## Statement of Account

[REDACTED]  
Holme Valley Parish Council  
Huddersfield Civic Hall  
Huddersfield Road  
HOLMFIRTH  
HD9 3AZ

5 May 2025

Account name: **HOLME VALLEY PARISH COUNCIL**  
Account number: [REDACTED]  
Statement period: [REDACTED]

### Account summary

Total valuation as at 30 April 2025 **£75,000.00**  
Total valuation as at last statement at 31 March 2025 **£75,000.00**

### Holdings as at 30 April 2025

| Fund name   | Unit/share holdings | Price per unit/share | Value              |
|---|---------------------|----------------------|--------------------|
| <b>The Public Sector Deposit Fund SC4</b><br>[REDACTED] | 75,000.0000         | £1.00                | £75,000.00         |
|   |                     |                      | <b>Total value</b> |
|   |                     |                      | <b>£75,000.00</b>  |

The average Fund yield for this period was 4.46% p.a.

Income for the period is as follows:

| Month    | Date paid  | Method                            | Amount (£) | Destination |
|----------|------------|-----------------------------------|------------|-------------|
| Apr 2025 | 02/05/2025 | Paid to Nominated Bank<br>Details | £275.07    |             |

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

[clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk)

Freephone 0800 022 3505

[www.ccla.co.uk](http://www.ccla.co.uk)

Fund documentation is available at [www.ccla.co.uk/investments](http://www.ccla.co.uk/investments), or may be requested from our Client Services team. Telephone calls are recorded.  
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.  
Registered address: One Angel Lane, London EC4R 3AB.

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, [www.ccla.co.uk](http://www.ccla.co.uk). Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk).

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on [www.ccla.co.uk/glossary](http://www.ccla.co.uk/glossary). If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at [\*\*clientservices@ccla.co.uk\*\*](mailto:clientservices@ccla.co.uk).

Date:21/05/2025

Holme Valley Parish Council

Page 1

Time: 16:00

Bank Reconciliation Statement as at 30/04/2025  
for Cashbook 5 - CCLA Deposit Fund

User: RFO

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>  |
|--|-----------------------|------------------------------------|------------------|
| CCLA Deposit Fund                      | 30/04/2025            |                                    | 75,000.00        |
|  |                       |                                    | <u>75,000.00</u> |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                  |
|  |                       | 0.00                               |                  |
|  |                       |                                    | <u>0.00</u>      |
|  |                       |                                    | 75,000.00        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                  |
|  |                       | 0.00                               |                  |
|  |                       |                                    | <u>0.00</u>      |
|  |                       |                                    | 75,000.00        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>75,000.00</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>      |

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

██████████  
Holme Valley Parish Council  
Holmfirth Civic Hall (Top Floor)  
Huddersfield Road  
Holmfirth  
HD9 3AS

**Date:** 30/04/2025

**Account Name:** Holme Valley Parish Council

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000

Your arranged overdraft limit is £0.00

### Contact Us



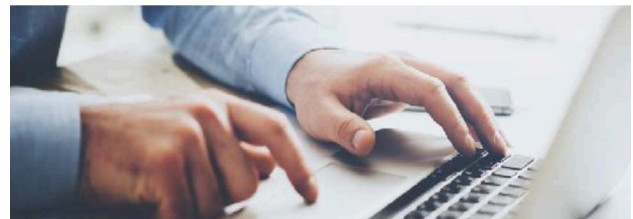
Call us: **0345 140 1000**



Email us: **us@unity.co.uk**



Visit us: **unity.co.uk**



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

### Your Current T2 account transactions:

| Date       | Type         | Details                            | Payments Out | Payments In | Balance    |
|------------|--------------|------------------------------------|--------------|-------------|------------|
| 31/03/2025 |              | Balance brought forward            | £0.00        | £0.00       | £18,439.67 |
| 02/04/2025 | Credit       | ██████████                         | £0.00        | £120.00     | £18,559.67 |
| 02/04/2025 | Credit       | CCLA Investment Management Limited | £0.00        | £286.64     | £18,846.31 |
| 03/04/2025 | Direct Debit | Direct Debit (GRENKELEASING LIM)   | £141.59      | £0.00       | £18,704.72 |

Page number 1 of 4

Statement number 011

**For Businesses.  
For Communities.  
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570.  
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.  
Registered in England and Wales no. 1713124.  
Calls may be monitored and recorded for training, quality and security purposes.  
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| Your Current T2 account transactions: |                      |                              |              |             |            |
|---------------------------------------|----------------------|------------------------------|--------------|-------------|------------|
| Date                                  | Type                 | Details                      | Payments Out | Payments In | Balance    |
| 07/04/2025                            | Direct Debit         | Direct Debit (BT GROUP PLC)  | £56.47       | £0.00       | £18,648.25 |
| 14/04/2025                            | Faster Payment Debit | B/P to: [REDACTED]           | £15.59       | £0.00       | £18,632.66 |
| 14/04/2025                            | Faster Payment Debit | B/P to: Parkinson Partners   | £960.00      | £0.00       | £17,672.66 |
| 14/04/2025                            | Faster Payment Debit | B/P to: Holme Valley Lions   | £435.00      | £0.00       | £17,237.66 |
| 14/04/2025                            | Credit               | ENVIRONMENT KIRKLEES LTD     | £0.00        | £350.00     | £17,587.66 |
| 14/04/2025                            | Credit               | [REDACTED]                   | £0.00        | £30.00      | £17,617.66 |
| 15/04/2025                            | Standing Order       | S/O to: TiTo                 | £252.00      | £0.00       | £17,365.66 |
| 15/04/2025                            | Faster Payment Debit | B/P to: WYPF                 | £1,193.11    | £0.00       | £16,172.55 |
| 15/04/2025                            | Faster Payment Debit | B/P to: [REDACTED]           | £1,792.24    | £0.00       | £14,380.31 |
| 15/04/2025                            | Faster Payment Debit | B/P to: [REDACTED]           | £1,532.14    | £0.00       | £12,848.17 |
| 15/04/2025                            | Faster Payment Debit | B/P to: HMRC                 | £1,870.87    | £0.00       | £10,977.30 |
| 15/04/2025                            | Faster Payment Debit | B/P to: [REDACTED]           | £1,733.16    | £0.00       | £9,244.14  |
| 15/04/2025                            | Credit               | [REDACTED]                   | £0.00        | £30.00      | £9,274.14  |
| 22/04/2025                            | Faster Payment Debit | B/P to: Rialtas              | £706.80      | £0.00       | £8,567.34  |
| 22/04/2025                            | Faster Payment Debit | B/P to: Meltham Town Cncil   | £35.00       | £0.00       | £8,532.34  |
| 22/04/2025                            | Faster Payment Debit | B/P to: YLCA                 | £30.00       | £0.00       | £8,502.34  |
| 22/04/2025                            | Faster Payment Debit | B/P to: HCHCT                | £96.00       | £0.00       | £8,406.34  |
| 22/04/2025                            | Faster Payment Debit | B/P to: Rialtas              | £139.20      | £0.00       | £8,267.14  |
| 22/04/2025                            | Credit               | ENVIRONMENT KIRKLEES LTD     | £0.00        | £41.66      | £8,308.80  |
| 23/04/2025                            | Direct Debit         | Direct Debit (E.ON NEXT LTD) | £62.72       | £0.00       | £8,246.08  |
| 25/04/2025                            | Faster Payment Debit | B/P to: [REDACTED]           | £262.00      | £0.00       | £7,984.08  |
| 25/04/2025                            | Faster Payment Debit | B/P to: [REDACTED]           | £708.00      | £0.00       | £7,276.08  |
| 25/04/2025                            | Faster Payment Debit | B/P to: [REDACTED]           | £85.52       | £0.00       | £7,190.56  |
| 25/04/2025                            | Faster Payment Debit | B/P to: [REDACTED]           | £1,625.45    | £0.00       | £5,565.11  |

Page number 2 of 4

Statement number 011

**For Businesses.  
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For Good.**

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Registered in England and Wales no. 1713124.  
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**INVESTORS IN PEOPLE**  
We invest in people Gold



| Your Current T2 account transactions: |        |  |              |             |            |
|---------------------------------------|--------|--|--------------|-------------|------------|
| Date                                  | Type   | Details                                | Payments Out | Payments In | Balance    |
| 25/04/2025                            | Credit | HOLMFIRTH CIVIC HALL<br>COMMUNITY TRUS | £0.00        | £6,635.66   | £12,200.77 |
| 28/04/2025                            | Credit | [REDACTED]                             | £0.00        | £48.00      | £12,248.77 |
| 28/04/2025                            | Credit | [REDACTED]                             | £0.00        | £27.50      | £12,276.27 |
| 28/04/2025                            | Credit | [REDACTED]                             | £0.00        | £120.00     | £12,396.27 |
| 30/04/2025                            | Fee    | Service Charge                         | £14.70       | £0.00       | £12,381.57 |

Date:21/05/2025

Holme Valley Parish Council

Page 1

Time: 16:44

User: RFO

**Bank Reconciliation Statement as at 30/04/2025  
for Cashbook 7 - Unity Trust Current Account T2**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>  |
|--|-----------------------|------------------------------------|------------------|
| Unity Trust Current Account T2         | 30/04/2025            |                                    | 12,381.57        |
|  |                       |                                    | <u>12,381.57</u> |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                  |
|  |                       | 0.00                               |                  |
|  |                       |                                    | <u>0.00</u>      |
|  |                       |                                    | 12,381.57        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                  |
|  |                       | 0.00                               |                  |
|  |                       |                                    | <u>0.00</u>      |
|  |                       |                                    | 12,381.57        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>12,381.57</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>      |

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....



# Your Account Statement



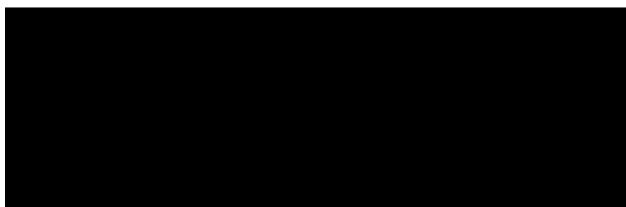
For Businesses. For Communities. For Good.

Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

[Redacted]  
Holme Valley Parish Council  
Holmfirth Civic Hall (Top Floor)  
Huddersfield Road  
Holmfirth  
HD9 3AS

**Date:** 30/04/2025

**Account Name:** Holme Valley Parish Council

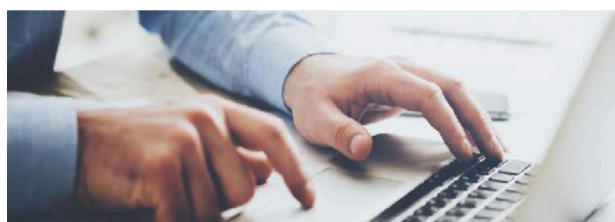


Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000

The credit interest rate is 2.50% AER as of your statement date.

## Contact Us

- Call us: **0345 140 1000**
- Email us: **us@unity.co.uk**
- Visit us: **unity.co.uk**



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

| Your Instant Access account transactions: |      |                         |              |             |         |
|---|------|-------------------------|--------------|-------------|---------|
| Date                                      | Type | Details                 | Payments Out | Payments In | Balance |
| 31/03/2025                                |      | Balance brought forward | £0.00        | £0.00       | £506.93 |

## Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

## Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

## What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

## Accessibility

Unity offers a number of supporting services such as statements in braille or large print. Please contact us for more information.

### Additional information

A copy of our interest rates can be found on our website – **[unity.co.uk/interest-rates](https://www.unity.co.uk/interest-rates)**

A copy of our fees and charges can be found on our website – **<https://www.unity.co.uk/terms-and-conditions/>**

This information is also available by calling **0345 140 1000**.

**To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.**

Bank Reconciliation Statement as at 30/04/2025  
for Cashbook 8 - Unity Trust Instant Access A/C

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u> |
|--|-----------------------|------------------------------------|-----------------|
| Unity Trust Instant Access             | 30/04/2025            |                                    | 506.93          |
|  |                       |                                    | <hr/> 506.93    |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                 |
|  |                       | 0.00                               |                 |
|  |                       |                                    | <hr/> 0.00      |
|  |                       |                                    | 506.93          |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                 |
|  |                       | 0.00                               |                 |
|  |                       |                                    | <hr/> 0.00      |
|  |                       |                                    | 506.93          |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>506.93</b>   |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>     |

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

21/05/2025

16:53



## Holme Valley Parish Council

Page 1

## Detailed Income &amp; Expenditure by Budget Heading 30/04/2025

Month No: 1

## Cost Centre Report

|  | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent     | Transfer<br>to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------|-------------------------|
| <b>100 Income</b>                                |                       |                        |                       |                          |                          |                    |             |                         |
| 1076 Precept                                     | 0                     | 0                      | 447,780               | 447,780                  |                          |                    | 0.0%        |                         |
| 1078 Special Expenses Grant                      | 0                     | 0                      | 3,451                 | 3,451                    |                          |                    | 0.0%        |                         |
| 1090 Bank Interest                               | 287                   | 287                    | 4,500                 | 4,213                    |                          |                    | 6.4%        |                         |
| 1092 Toilets Donations                           | 0                     | 0                      | 2,500                 | 2,500                    |                          |                    | 0.0%        |                         |
| 1095 Other income                                | (2)                   | (2)                    | 6,650                 | 6,652                    |                          |                    | 0.0%        |                         |
| 1200 Allotment Rents                             | 262                   | 262                    | 324                   | 63                       |                          |                    | 80.7%       |                         |
| 1250 Gartside Building                           | 392                   | 392                    | 4,200                 | 3,808                    |                          |                    | 9.3%        |                         |
| 1300 Garage plot income                          | 480                   | 480                    | 840                   | 360                      |                          |                    | 57.1%       |                         |
| <b>Income :- Income</b>                          | <b>1,418</b>          | <b>1,418</b>           | <b>470,245</b>        | <b>468,827</b>           |                          |                    | <b>0.3%</b> | <b>0</b>                |
| <b>Net Income</b>                                | <b>1,418</b>          | <b>1,418</b>           | <b>470,245</b>        | <b>468,827</b>           |                          |                    |             |                         |
| <b>110 Staff Expenditure</b>                     |                       |                        |                       |                          |                          |                    |             |                         |
| 4000 Salaries                                    | 8,122                 | 8,122                  | 96,108                | 87,986                   |                          | 87,986             | 8.5%        |                         |
| 4060 Staff Training                              | 30                    | 30                     | 2,300                 | 2,270                    |                          | 2,270              | 1.3%        |                         |
| <b>Staff Expenditure :- Indirect Expenditure</b> | <b>8,152</b>          | <b>8,152</b>           | <b>98,408</b>         | <b>90,256</b>            | <b>0</b>                 | <b>90,256</b>      | <b>8.3%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                           | <b>(8,152)</b>        | <b>(8,152)</b>         | <b>(98,408)</b>       | <b>(90,256)</b>          |                          |                    |             |                         |
| <b>150 Administration</b>                        |                       |                        |                       |                          |                          |                    |             |                         |
| 4061 Councillor Training                         | 0                     | 0                      | 900                   | 900                      |                          | 900                | 0.0%        |                         |
| 4200 Chairman's Expenses                         | (435)                 | (435)                  | 1,000                 | 1,435                    |                          | 1,435              | (43.5%)     |                         |
| 4205 Council Office Expenditure                  | 118                   | 118                    | 2,000                 | 1,882                    |                          | 1,882              | 5.9%        |                         |
| 4210 Audit                                       | 0                     | 0                      | 1,650                 | 1,650                    |                          | 1,650              | 0.0%        |                         |
| 4215 Bank Charges                                | 23                    | 23                     | 500                   | 477                      |                          | 477                | 4.5%        |                         |
| 4220 Conference / Seminars                       | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%        |                         |
| 4225 Elections                                   | 0                     | 0                      | 10,000                | 10,000                   |                          | 10,000             | 0.0%        |                         |
| 4230 Repairs & Maintenance                       | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%        |                         |
| 4235 Insurance                                   | 0                     | 0                      | 12,000                | 12,000                   |                          | 12,000             | 0.0%        |                         |
| 4240 Travel Allowance                            | 0                     | 0                      | 300                   | 300                      |                          | 300                | 0.0%        |                         |
| 4245 Office Equipment                            | 0                     | 0                      | 300                   | 300                      |                          | 300                | 0.0%        |                         |
| 4250 Office/Room Hire                            | 0                     | 0                      | 10,200                | 10,200                   |                          | 10,200             | 0.0%        |                         |
| 4260 FOIA/EIR requests                           | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%        |                         |
| 4265 Subscriptions                               | 0                     | 0                      | 3,000                 | 3,000                    |                          | 3,000              | 0.0%        |                         |
| 4275 Telephone and Broadband                     | (0)                   | (0)                    | 600                   | 600                      |                          | 600                | (0.1%)      |                         |
| 4285 Remembrance Sunday                          | 0                     | 0                      | 160                   | 160                      |                          | 160                | 0.0%        |                         |
| 4290 COVID Memorial                              | 262                   | 262                    | 0                     | (262)                    |                          | (262)              | 0.0%        | 262                     |
| 4400 Electronic Support                          | 1,298                 | 1,298                  | 1,700                 | 402                      |                          | 402                | 76.4%       |                         |
| 4660 Communications & Engagement                 | 210                   | 210                    | 15,000                | 14,790                   |                          | 14,790             | 1.4%        |                         |
| <b>Administration :- Indirect Expenditure</b>    | <b>1,475</b>          | <b>1,475</b>           | <b>61,310</b>         | <b>59,835</b>            | <b>0</b>                 | <b>59,835</b>      | <b>2.4%</b> | <b>262</b>              |
| <b>Net Expenditure</b>                           | <b>(1,475)</b>        | <b>(1,475)</b>         | <b>(61,310)</b>       | <b>(59,835)</b>          |                          |                    |             |                         |
| 6000 plus Transfer from EMR                      | 262                   | 262                    | 0                     | (262)                    |                          |                    |             |                         |

Continued over page

21/05/2025

## Holme Valley Parish Council

Page 2

16:53

## Detailed Income &amp; Expenditure by Budget Heading 30/04/2025

Month No: 1

## Cost Centre Report

|  | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent     | Transfer<br>to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------|-------------------------|
| <b>Movement to/(from) Gen Reserve</b>                | <b>(1,213)</b>        | <b>(1,213)</b>         | <b>(61,310)</b>       | <b>(60,097)</b>          |                          |                    |             |                         |
| <b>250 Finance &amp; Management</b>                  |                       |                        |                       |                          |                          |                    |             |                         |
| 4315 Other Community Assets                          | 0                     | 0                      | 48,440                | 48,440                   |                          | 48,440             | 0.0%        |                         |
| 4405 Grants - Projects and Events                    | 0                     | 0                      | 20,500                | 20,500                   |                          | 20,500             | 0.0%        |                         |
| Finance & Management :- Indirect Expenditure         | <b>0</b>              | <b>0</b>               | <b>68,940</b>         | <b>68,940</b>            | <b>0</b>                 | <b>68,940</b>      | <b>0.0%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                               | <b>0</b>              | <b>0</b>               | <b>(68,940)</b>       | <b>(68,940)</b>          |                          |                    |             |                         |
| <b>300 Planning</b>                                  |                       |                        |                       |                          |                          |                    |             |                         |
| 4505 Neighbourhood Plan                              | 0                     | 0                      | 2,500                 | 2,500                    |                          | 2,500              | 0.0%        |                         |
| Planning :- Indirect Expenditure                     | <b>0</b>              | <b>0</b>               | <b>2,500</b>          | <b>2,500</b>             | <b>0</b>                 | <b>2,500</b>       | <b>0.0%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                               | <b>0</b>              | <b>0</b>               | <b>(2,500)</b>        | <b>(2,500)</b>           |                          |                    |             |                         |
| <b>350 Publications &amp; Communication</b>          |                       |                        |                       |                          |                          |                    |             |                         |
| 4650 Communications & Engagement                     | 310                   | 310                    | 0                     | (310)                    |                          | (310)              | 0.0%        |                         |
| Publications & Communication :- Indirect Expenditure | <b>310</b>            | <b>310</b>             | <b>0</b>              | <b>(310)</b>             | <b>0</b>                 | <b>(310)</b>       |             | <b>0</b>                |
| <b>Net Expenditure</b>                               | <b>(310)</b>          | <b>(310)</b>           | <b>0</b>              | <b>310</b>               |                          |                    |             |                         |
| <b>400 Service Provision</b>                         |                       |                        |                       |                          |                          |                    |             |                         |
| 4300 Honley Library                                  | 0                     | 0                      | 15,750                | 15,750                   |                          | 15,750             | 0.0%        |                         |
| 4310 Holmfirth Civic Hall- Projects                  | 0                     | 0                      | 60,000                | 60,000                   |                          | 60,000             | 0.0%        |                         |
| 4320 Public Toilet - Day to Day                      | 60                    | 60                     | 23,100                | 23,040                   |                          | 23,040             | 0.3%        |                         |
| 4325 Public Toilet - Lettable Space                  | 0                     | 0                      | 1,050                 | 1,050                    |                          | 1,050              | 0.0%        |                         |
| 4705 Christmas Provision                             | 0                     | 0                      | 4,592                 | 4,592                    |                          | 4,592              | 0.0%        |                         |
| 4710 New Mill - Churchyard                           | 0                     | 0                      | 788                   | 788                      |                          | 788                | 0.0%        |                         |
| 4720 Dog Waste                                       | 0                     | 0                      | 1,260                 | 1,260                    |                          | 1,260              | 0.0%        |                         |
| 4730 Minibus   | 0                     | 0                      | 23,500                | 23,500                   |                          | 23,500             | 0.0%        |                         |
| 4735 Phone Boxes                                     | 708                   | 708                    | 400                   | (308)                    |                          | (308)              | 177.0%      | 400                     |
| 4740 Seats & Shelters-Maintenance                    | 0                     | 0                      | 13,650                | 13,650                   |                          | 13,650             | 0.0%        |                         |
| 4750 War Memorial                                    | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%        |                         |
| 4760 Youth Work in the Holme Valley                  | 0                     | 0                      | 26,250                | 26,250                   |                          | 26,250             | 0.0%        |                         |
| 4840 Climate Action                                  | 0                     | 0                      | 5,000                 | 5,000                    |                          | 5,000              | 0.0%        |                         |
| Service Provision :- Indirect Expenditure            | <b>768</b>            | <b>768</b>             | <b>175,840</b>        | <b>175,072</b>           | <b>0</b>                 | <b>175,072</b>     | <b>0.4%</b> | <b>400</b>              |
| <b>Net Expenditure</b>                               | <b>(768)</b>          | <b>(768)</b>           | <b>(175,840)</b>      | <b>(175,072)</b>         |                          |                    |             |                         |
| 6000 plus Transfer from EMR                          | 400                   | 400                    | 0                     | (400)                    |                          |                    |             |                         |
| <b>Movement to/(from) Gen Reserve</b>                | <b>(368)</b>          | <b>(368)</b>           | <b>(175,840)</b>      | <b>(175,472)</b>         |                          |                    |             |                         |

Continued over page

21/05/2025

## Holme Valley Parish Council

Page 3

16:53

## Detailed Income &amp; Expenditure by Budget Heading 30/04/2025

Month No: 1

## Cost Centre Report

|                                       | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| Grand Totals:- Income                 | 1,418                 | 1,418                  | 470,245               | 468,827                  |                          |                    | 0.3%    |                         |
| Expenditure                           | 10,705                | 10,705                 | 406,998               | 396,293                  | 0                        | 396,293            | 2.6%    |                         |
| <b>Net Income over Expenditure</b>    | <b>(9,287)</b>        | <b>(9,287)</b>         | <b>63,247</b>         | <b>72,534</b>            |                          |                    |         |                         |
| plus Transfer from EMR                | 662                   | 662                    | 0                     | (662)                    |                          |                    |         |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>(8,625)</b>        | <b>(8,625)</b>         | <b>63,247</b>         | <b>71,872</b>            |                          |                    |         |                         |



## Earmarked Reserves

| Account                            | Opening Balance  | Net Transfers | Closing Balance  |
|------------------------------------|------------------|---------------|------------------|
| 322 EMR CCTV                       | 320.00           | -320.00       | 0.00             |
| 323 EMR Com Asset-Others in Valley | 2,017.00         | 0.00          | 2,017.00         |
| 325 EMR Election Fund              | 0.00             | 7,000.00      | 7,000.00         |
| 326 EMR Defibrillator Special Resr | 1,796.05         | -57.54        | 1,738.51         |
| 331 EMR Gartside Building          | 5,000.00         | -1,600.00     | 3,400.00         |
| 332 EMR Honley Library             | 15,000.00        |               | 15,000.00        |
| 336 EMR Royal Events               | 0.00             | 1,000.00      | 1,000.00         |
| 337 EMR COVID Memorial             | 6,000.00         | -1,123.50     | 4,876.50         |
| 338 EMR Children's Playgrounds     | 15,000.00        | -15,000.00    | 0.00             |
| 341 EMR Climate Action Projects    | 13,697.00        | -170.32       | 13,526.68        |
| 343 EMR Road Safety                | 10,000.00        | -10,000.00    | 0.00             |
| 345 EMR Rolling Grants             | 0.00             | 1,000.00      | 1,000.00         |
| 346 EMR Public Transport           | 0.00             | 5,000.00      | 5,000.00         |
| 347 EMR Tourism                    | 0.00             | 4,961.00      | 4,961.00         |
| 348 EMR Dog Waste & Litter         | 0.00             | 3,800.00      | 3,800.00         |
| 349 EMR Community Engagement       | 0.00             | 3,609.87      | 3,609.87         |
| 351 EMR Holmfirth Toilets Refurb   | 0.00             | 2,504.00      | 2,504.00         |
|                                    | <b>68,830.05</b> | <b>603.51</b> | <b>69,433.56</b> |

21/05/2025  
12:29**Holme Valley Parish Council**  
**Journal Detail**Page 1  
User: RFO

| Date  | 01/04/2025                   | Month No: 1 | Current Period | Journal Ref: 133            |                       |                          |
|---|------------------------------|-------------|----------------|-----------------------------|-----------------------|--------------------------|
| A/c   | Description                  | Centre      | Description    | Transaction Detail          | Debit                 | Credit                   |
| 351   | EMR Holmfirth Toilets Refurb | 0           |                | Close EMR Holmfirth Toilets | 2,504.00              |                          |
| 310   | General Reserves             | 0           |                | Close EMR Holmfirth Toilets |                       | 2,504.00                 |
| <b>Narrative:</b> Closing EMR 351 Holmfirth Toilets Refurb as part of the budget/reserves planning process agreed 16/12/2025 2425 118 and 03/02/2025 2425 155. This EMR is now essentially consolidated into EMR 331 Gartside Building. |                              |             |                |                             | <b>Journal Totals</b> | <b>2,504.00 2,504.00</b> |

| Date  | 01/04/2025       | Month No: 1 | Current Period | Journal Ref: 134            |                       |                          |
|---|------------------|-------------|----------------|-----------------------------|-----------------------|--------------------------|
| A/c   | Description      | Centre      | Description    | Transaction Detail          | Debit                 | Credit                   |
| 347   | EMR Tourism      | 0           |                | Reduce EMR Public Transport | 2,500.00              |                          |
| 310   | General Reserves | 0           |                | Reduce EMR Public Transport |                       | 2,500.00                 |
| <b>Narrative:</b> Reduce EMR 346 Public Transport as part of the budget/reserves planning process agreed 16/12/2025 2425 118 and 03/02/2025 2425 155 from £5,000 to £2,500. |                  |             |                |                             | <b>Journal Totals</b> | <b>2,500.00 2,500.00</b> |

| Date  | 01/04/2025        | Month No: 1 | Current Period | Journal Ref: 135           |                       |                          |
|---|-------------------|-------------|----------------|----------------------------|-----------------------|--------------------------|
| A/c   | Description       | Centre      | Description    | Transaction Detail         | Debit                 | Credit                   |
| 325   | EMR Election Fund | 0           |                | Add £7,000 to EMR Election |                       | 7,000.00                 |
| 310   | General Reserves  | 0           |                | Add £7,000 to EMR Election | 7,000.00              |                          |
| <b>Narrative:</b> Add £7,000 to the 325 EMR Election Fund earmarked reserve with the intention of having £30,000 by the time of the next Council elections. This was approved as part of the budget/reserves planning process agreed 16/12/2025 2425 118 and 03/02/2025 2425 155. |                   |             |                |                            | <b>Journal Totals</b> | <b>7,000.00 7,000.00</b> |

| Date  | 01/04/2025            | Month No: 1 | Current Period | Journal Ref: 136           |                       |                          |
|---|-----------------------|-------------|----------------|----------------------------|-----------------------|--------------------------|
| A/c   | Description           | Centre      | Description    | Transaction Detail         | Debit                 | Credit                   |
| 331   | EMR Gartside Building | 0           |                | Add £5,600 to EMR Gartside |                       | 6,600.00                 |
| 310   | General Reserves      | 0           |                | Add £5,600 to EMR Gartside | 6,600.00              |                          |
| <b>Narrative:</b> Add £5,600 to EMR 331 Gartside Building to bring it up to £10,000 as part of the budget/reserves planning process agreed 16/12/2025 2425 118 and 03/02/2025 2425 155. As part of this process, EMR 351 Holmfirth Toilets Refurb will be closed and essentially consolidated into EMR 331 Gartside Building. |                       |             |                |                            | <b>Journal Totals</b> | <b>6,600.00 6,600.00</b> |



21/05/2025

## Holme Valley Parish Council

Page 2

12:29

## Journal Detail

User: RFO

| Date   | 01/04/2025       | Month No: 1 | Current Period | Journal Ref: 137               |                 |                 |
|--|------------------|-------------|----------------|--------------------------------|-----------------|-----------------|
| A/c  | Description      | Centre      | Description    | Transaction Detail             | Debit           | Credit          |
| 336  | EMR Royal Events | 0           |                | Add £1,000 to EMR Royal Events |                 | 1,000.00        |
| 310  | General Reserves | 0           |                | Add £1,000 to EMR Royal Events | 1,000.00        |                 |
| <b>Narrative:</b> Add £1,000 to EMR Royal Events from the underspend on the 4650 Community Engagement budget line 2024/25. This is intended for Operation London Bridge. |                  |             |                | <b>Journal Totals</b>          | <b>1,000.00</b> | <b>1,000.00</b> |

| Date  | 01/04/2025                   | Month No: 1 | Current Period | Journal Ref: 138              |                 |                 |
|---|------------------------------|-------------|----------------|-------------------------------|-----------------|-----------------|
| A/c   | Description                  | Centre      | Description    | Transaction Detail            | Debit           | Credit          |
| 341   | EMR Gartside Energy Projects | 0           |                | Add £4,131 to Gartside Energy |                 | 4,131.00        |
| 310   | General Reserves             | 0           |                | Add £4,131 to Gartside Energy | 4,131.00        |                 |
| <b>Narrative:</b> Add the underspend from budget line 4805 Climate Action 2024/25 to the EMR 341 Gartside Building Energy Project. Agreed as part of the budget/reserves planning process agreed 16/12/2025 2425 118 and 03/02/2025 2425 155. T |                              |             |                | <b>Journal Totals</b>         | <b>4,131.00</b> | <b>4,131.00</b> |

| Date  | 01/04/2025         | Month No: 1 | Current Period | Journal Ref: 139             |                 |                 |
|---|--------------------|-------------|----------------|------------------------------|-----------------|-----------------|
| A/c   | Description        | Centre      | Description    | Transaction Detail           | Debit           | Credit          |
| 345   | EMR Rolling Grants | 0           |                | Provision for rolling grants |                 | 6,668.00        |
| 310   | General Reserves   | 0           |                | Provision for rolling grants | 6,668.00        |                 |
| <b>Narrative:</b> The Finance and Management Committee (£6,060) and the Service Provision Committee (£1,708) have made provision for rolling grants in this earmarked reserve. (These amounts were essentially deducted from the grants budgets of those Committees so that the amount to award as grants will be as agreed.) |                    |             |                | <b>Journal Totals</b>        | <b>6,668.00</b> | <b>6,668.00</b> |

| Date  | 01/04/2025               | Month No: 1 | Current Period | Journal Ref: 140               |                 |                 |
|---|--------------------------|-------------|----------------|--------------------------------|-----------------|-----------------|
| A/c   | Description              | Centre      | Description    | Transaction Detail             | Debit           | Credit          |
| 349   | EMR Community Engagement | 0           |                | £1,000 added for brand refresh |                 | 1,000.00        |
| 310   | General Reserves         | 0           |                | £1,000 added for brand refresh | 1,000.00        |                 |
| <b>Narrative:</b> Adding £1,000 from the underspend on 4650 Communications and Engagment 2024/25 to 349 EMR Community Engagement. This to be used to fund work on the brand refresh of the Parish Council. Agreed at Council 24/03/2025 2425 201. |                          |             |                | <b>Journal Totals</b>          | <b>1,000.00</b> | <b>1,000.00</b> |

| Date   |                   | 01/04/2025 | Month No: 1 | Current Period               | Journal Ref: 141      |                 |                 |
|--|-------------------|------------|-------------|------------------------------|-----------------------|-----------------|-----------------|
| A/c  | Description       | Centre     | Description | Transaction Detail           | Debit                 | Credit          |                 |
| 352  | EMR War Memorials | 0          |             | Create new EMR War Memorials |                       | 2,500.00        |                 |
| 310  | General Reserves  | 0          |             | Create new EMR War Memorials | 2,500.00              |                 |                 |
| <b>Narrative:</b> Some significant pending expenditure on a war memorial needing extensive work meant that creation of this earmarked reserve was approved as part of the budget/reserves planning process agreed 16/12/2025 2425 118 and 03/02/2025 2425 155. |                   |            |             |                              | <b>Journal Totals</b> | <b>2,500.00</b> | <b>2,500.00</b> |

| Date   |                  | 01/04/2025 | Month No: 1 | Current Period         | Journal Ref: 142      |               |               |
|--|------------------|------------|-------------|------------------------|-----------------------|---------------|---------------|
| A/c  | Description      | Centre     | Description | Transaction Detail     | Debit                 | Credit        |               |
| 353  | EMR Phone Boxes  | 0          |             | Create EMR Phone Boxes |                       | 400.00        |               |
| 310  | General Reserves | 0          |             | Create EMR Phone Boxes | 400.00                |               |               |
| <b>Narrative:</b> At full Council 24/03/2025, under agenda item 2425 196 it was resolved that £400 remaining in the phone box budget line 4735 at the end of the financial year 2024/25 would be moved into a new earmarked reserve. |                  |            |             |                        | <b>Journal Totals</b> | <b>400.00</b> | <b>400.00</b> |

| Date   | 01/04/2025       | Month No: 1 | Current Period |                               | Journal Ref: 143 |                 |
|--|------------------|-------------|----------------|-------------------------------|------------------|-----------------|
| A/c  | Description      | Centre      | Description    | Transaction Detail            | Debit            | Credit          |
| 347  | EMR Tourism      | 0           |                | Correct error in reducing EMR |                  | 2,500.00        |
| 310  | General Reserves | 0           |                | Correct error in reducing EMR | 2,500.00         |                 |
| <b>Narrative:</b> Made an error in deducting £2,500 from EMR 347 when it should have been EMR 346. |                  |             |                | <b>Journal Totals</b>         | <b>2,500.00</b>  | <b>2,500.00</b> |

| Date  | 01/04/2025           | Month No: 1 | Current Period | Journal Ref: 144            |                 |                 |
|---|----------------------|-------------|----------------|-----------------------------|-----------------|-----------------|
| A/c   | Description          | Centre      | Description    | Transaction Detail          | Debit           | Credit          |
| 346   | EMR Public Transport | 0           |                | Reduce EMR Public Transport | 2,500.00        |                 |
| 310   | General Reserves     | 0           |                | Reduce EMR Public Transport |                 | 2,500.00        |
| <b>Narrative:</b> Reduce EMR 346 Public Transport by £2,500 to £2,500 as part of the budget/reserves planning process agreed 16/12/2025 2425 118 and 03/02/2025 2425 155. |                      |             |                | <b>Journal Totals</b>       | <b>2,500.00</b> | <b>2,500.00</b> |





| Account                            | Opening Balance  | Net Transfers    | Closing Balance  |
|------------------------------------|------------------|------------------|------------------|
| 323 EMR Community Assets           | 2,017.00         |                  | 2,017.00         |
| 325 EMR Election Fund              | 7,000.00         | 7,000.00         | 14,000.00        |
| 326 EMR Defibrillator Special Resr | 1,738.51         |                  | 1,738.51         |
| 331 EMR Gartside Building          | 3,400.00         | 6,600.00         | 10,000.00        |
| 332 EMR Honley Library             | 15,000.00        |                  | 15,000.00        |
| 336 EMR Royal Events               | 1,000.00         | 1,000.00         | 2,000.00         |
| 337 EMR COVID Memorial             | 4,876.50         |                  | 4,876.50         |
| 341 EMR Gartside Energy Projects   | 13,526.68        | 4,131.00         | 17,657.68        |
| 345 EMR Rolling Grants             | 1,000.00         | 6,668.00         | 7,668.00         |
| 346 EMR Public Transport           | 5,000.00         | -2,500.00        | 2,500.00         |
| 347 EMR Tourism                    | 4,961.00         | 0.00             | 4,961.00         |
| 348 EMR Dog Waste & Litter         | 3,800.00         |                  | 3,800.00         |
| 349 EMR Community Engagement       | 3,609.87         | 0.00             | 3,609.87         |
| 351 EMR Holmfirth Toilets Refurb   | 2,504.00         | -2,504.00        | 0.00             |
| 352 EMR War Memorials              | 0.00             | 2,500.00         | 2,500.00         |
| 353 EMR Phone Boxes                | 0.00             | 400.00           | 400.00           |
| 354 EMR Digital & Physical Assets  | 0.00             | 1,000.00         | 1,000.00         |
|                                    | <b>69,433.56</b> | <b>24,295.00</b> | <b>93,728.56</b> |

21/05/2025  
16:55



**Holme Valley Parish Council**  
**Earmarked Reserves**

Page 1

| Account                            | Opening Balance  | Net Transfers    | Closing Balance  |
|------------------------------------|------------------|------------------|------------------|
| 323 EMR Community Assets           | 2,017.00         |                  | 2,017.00         |
| 325 EMR Election Fund              | 7,000.00         | 7,000.00         | 14,000.00        |
| 326 EMR Defibrillator Special Resr | 1,738.51         |                  | 1,738.51         |
| 331 EMR Gartside Building          | 3,400.00         | 6,600.00         | 10,000.00        |
| 332 EMR Honley Library             | 15,000.00        |                  | 15,000.00        |
| 336 EMR Royal Events               | 1,000.00         | 1,000.00         | 2,000.00         |
| 337 EMR COVID Memorial             | 4,876.50         | -262.00          | 4,614.50         |
| 341 EMR Gartside Energy Projects   | 13,526.68        | 4,131.00         | 17,657.68        |
| 345 EMR Rolling Grants             | 1,000.00         | 6,668.00         | 7,668.00         |
| 346 EMR Public Transport           | 5,000.00         | -2,500.00        | 2,500.00         |
| 347 EMR Tourism                    | 4,961.00         | 0.00             | 4,961.00         |
| 348 EMR Dog Waste & Litter         | 3,800.00         |                  | 3,800.00         |
| 349 EMR Community Engagement       | 3,609.87         | 0.00             | 3,609.87         |
| 351 EMR Holmfirth Toilets Refurb   | 2,504.00         | -2,504.00        | 0.00             |
| 352 EMR War Memorials              | 0.00             | 2,500.00         | 2,500.00         |
| 354 EMR Digital & Physical Assets  | 0.00             | 1,000.00         | 1,000.00         |
|                                    | <b>69,433.56</b> | <b>23,633.00</b> | <b>93,066.56</b> |



## List of Regular Payments (Financial Regulation 5.6) 2025-26

## Salaries:

| Name                        | Authorisation to Spend | Payment Type | Frequency | Service               |
|-----------------------------|------------------------|--------------|-----------|-----------------------|
| Staff 02                    | Council / Staffing     | BACS         | Monthly   | Payroll - Salary      |
| Staff 04                    | Council / Staffing     | BACS         | Monthly   | Payroll - Salary      |
| Staff 05                    | Council / Staffing     | BACS         | Monthly   | Payroll - Salary      |
| HMRC                        | Council/Staffing       | BACS         | Monthly   | Payroll - PAYE/NI/TAX |
| West Yorkshire Pension Fund | Council / Staffing     | BACS         | Monthly   | Payroll - pensions    |

## Annual Contracts:

| Name                   | Authorisation to Spend               | Payment Type | Frequency                               | Start Date      | End Date | Total Contract Value | Service   |
|------------------------|--------------------------------------|--------------|---|-----------------|----------|----------------------|---|
| Maintenance Contractor | Service Provision Committee & others | BACS         | Annual Contract paid monthly and ad hoc | Needs reviewing |          | Circa £15,000        | Service - maintenance contractor – Holmfirth Toilets    |
| Maintenance Contractor | Service Provision Committee & others | BACS         | Annual Contract paid monthly and ad hoc | Needs reviewing |          | Circa £11,000        | Service - maintenance contractor – Benches and Shelters |



## List of Regular Payments (Financial Regulation 5.6) 2025-26

### Longer Term Contracts:

| Name                                | Authorisation to Spend      | Payment Type                 | Frequency                             | Start Date | End Date   | Total Contract Value  | Service   |
|-------------------------------------|-----------------------------|------------------------------|---------------------------------------|------------|------------|---|---|
| BT (British Telecom)                | Council                     | DD                           | Monthly                               |            |            |   | Service – broadband and telephone                         |
| Business Stream (Scottish Water)    | Service Provision SC        | DD                           | Quarterly                             |            |            |   | Service – water/sewage Holmfirth toilets                  |
| Document Logic                      | Council                     | BACS (but DD form completed) | Quarterly                             |            |            |   | Service - photocopying charges & maintenance              |
| Grenke                              | Council                     | DD                           | Quarterly                             |            |            | £117.99 + £23.60 VAT =<br>£141.59 per quarter<br>£566.36/a  | Service – photocopying lease                              |
| Principal Hygiene                   | Service Provision Committee | BACS                         | 3-year contract paid ½ YEAR           | 10/12/2024 | 09/12/2026 | £242.50 x 2 = £485/a exc VAT<br>£291.00 x 2 = £582/a inc VAT<br><u>3 years - £1746.00 inc VAT</u> | Supplier and Service – Holmfirth toilets – Sanitary Units |
| Principal Hygiene                   | Service Provision Committee | BACS                         | 3-year Annual contract paid quarterly | 10/12/2024 | 09/12/2026 | £60 x 4 = £240/a exc VAT<br>£72 x 4 = £288/a inc VAT<br><u>3 years - £864 inc VAT</u>             | Supplier and Service – Holmfirth toilets – Nappy Unit     |
| Town and Country Financial Services | Council                     | BACS                         | Three Year Contract 1/3               | 22/04/2023 | 21/04/2024 | £12,088.61/a this year  | Service - Insurance HVPC inc The Civic                    |
| West Yorkshire Combined Authority   | Service Provision SC        | BACS                         | Ongoing contract – paid monthly       |            |            | £23,210/a   | Service - minibus   |

### Rolling Payments:





## List of Regular Payments (Financial Regulation 5.6) 2025-26

| Name  | Authorisation to Spend                                | Payment Type           | Frequency           | Service  |
|---|---|------------------------|---------------------|--|
| Artweek   | Council   | Standing Order         | Annual Subscription | Subscription/sponsorship   |
| Brockholes Christmas Tree Group                       | Service Provision SC                                  | BACS                   | Annual Payment      | Rolling Grant – £250 for Christmas tree and lights   |
| Campaign to Protect Rural England                     | Council   | BACS                   | Annual Subscription | Service – subscription   |
| Dropbox   | Council   | Reimbursement to staff | Annual Subscription | Service – cloud data storage   |
| E.ON NEXT   | Service Provision Committee                           | DD                     | Monthly             | Service – electricity to Holmfith toilets  |
| Friends of Cliff Recreation Ground                    | Finance & Management SC                               | BACS                   | Annual Payment      | Rolling Grant – £500/a for the Carols on the Cliff event for the term of this Council              |
| Friends of Honley Library                             | Finance & Management SC                               | BACS                   | Annual Payments     | £15,000 payment for ongoing management of the library service                                      |
| Hade Edge Breeze                                      | Council – Communications and Engagement Working Group | BACS                   | Quarterly           | Council News in the Hade Edge breeze magazine.   |
| Hade Edge Residents' Association Christmas Tree Group | Service Provision SC                                  | BACS                   | Annual Payment      | Rolling Grant – £130 for a tree from Kirk's and £94 for lights etc.                                |
| Hepworth Community Association Christmas Tree Group   | Service Provision SC                                  | BACS                   | Annual Payment      | Rolling Grant – £130 for a tree from Kirk's and £94 for lights etc.                                |
| Hepworth Focus  | Council – Communications and Engagement Working Group | BACS                   | Annual charge       | £100 for 1 year's Council News in the Hepworth Focus magazine.                                     |
| Holmbridge Christmas Tree Group                       | Service Provision SC                                  | BACS                   | Annual Payment      | Rolling Grant – £130 for a tree from Kirk's and £80 for paint, lights                              |
| Holme Valley Patient Transport                        | Finance & Management SC                               | BACS                   | Annual Payment      | Rolling Grant – Patient Transport £1,000/a for the term of this Council                            |
| Holmfirth Arts Festival                               | Finance & Management SC                               | BACS                   | Annual Payment      | Rolling Grant – Flow Project £1,500/a for three years beginning 2023-24. THIS IS THE LAST PAYMENT. |
| Holmfirth Civic Hall Community Trust                  | Finance & Management SC                               | BACS                   | Annual Payment      | Service – rent, room hire, PAT testing etc   |
| Holmfirth Civic Hall Community Trust                  | Finance & Management SC                               | BACS                   | Annual Payment      | Service – reimbursement for Community First membership   |
| Holmfirth Festival of Folk                            | Finance & Management SC                               | BACS                   | Annual Payment      | Rolling Grant – traffic management and insurance for the term of this Council                      |
| Holme Village Christmas Tree Group                    | Service Provision SC                                  | BACS                   | Annual Payment      | Rolling Grant – £130 for a tree from Kirk's  |
| Honley Business Association                           | Finance & Management SC                               | BACS                   | Annual Payment      | Rolling Grant – £1,560/a for CCTV maintenance for Honley for the term of this Council              |



## List of Regular Payments (Financial Regulation 5.6) 2025-26

|  |   |                        |                      |  |
|--|---|------------------------|----------------------|--|
| Honley Christmas Tree Group                            | Service Provision SC                                  | BACS                   | Annual Payment       | Rolling Grant – £250 for Christmas tree, lights, disposal                            |
| HSBC   | Finance & Management SC                               | Bank Charge            | Monthly Charge       | Service – bank account charge – but accounts to be closed soon                       |
| Huddersfield Hub CIC                                   | Council – Communications and Engagement Working Group | BACS                   | Quarterly charge     | £600 for 3-month's sponsorship of HVPC section of The Hub for Council News           |
| Information Commissioners Office                       | Council   | DD                     | Annual Payment       | Service – Annual Data Protection Fee   |
| Internal Audit Yorkshire                               | Council   | BACS                   | Bi-Annual Payments   | Service – Internal Audit   |
| Kirklees Council                                       | Service Provision                                     | BACS                   | Annual Payments      | Supplier – Christmas trees   |
| Kirklees Youth Alliance                                | Service Provision                                     | BACS                   | Annual Payments      | Service – youth worker, youth club costs   |
| McAfee   | Council   | Reimbursement to staff | Annual Subscription  | Service – anti-virus/firewall software   |
| Microsoft 365  | Council   | Reimbursement to staff | Annual subscription  | Service – Microsoft Office subscription  |
| NALC   | Council   | BACS                   | Annual Payment       | Support and training   |
| Netherthong Community Partnership Christmas Tree Group | Service Provision SC                                  | BACS                   | Annual Payment       | Rolling Grant – £130 for a tree from Kirk's and £94 for lights etc.                  |
| Peak Park Parishes                                     | Council   | BACS                   | Annual Subscription  | Subscription   |
| PKF Littlejohn   | Council   | BACS                   | Annual Payment       | Service – External Auditor   |
| Rialtas  | Council   | BACS                   | Annual Subscriptions | Service – 1) accounts package and 2) Making Tax Digital                              |
| Royal British Legion                                   | Council   | BACS                   | Annual Payment       | Supplier – Remembrance Day wreaths   |
| Scholes Christmas Tree Group                           | Service Provision SC                                  | BACS                   | Annual Payment       | Rolling Grant – £130 for a tree from Kirk's and £40 for catering for switch-on event |
| Script Media Group                                     | Council – Communications and Engagement Working Group | BACS                   | Monthly              | Service – Holme Valley Review - Council News Publication                             |
| SD and TJ Kirk   | Service Provision SC                                  | BACS                   | Annual Payments      | Supplier – Christmas trees   |
| SLCC   | Council   | BACS                   | Annual Subscription  | Support and training   |
| Time In Time Out Media (TiTo)                          | Council – Communications and Engagement Working Group | Standing Order         | Monthly              | Service - Council News Publication   |
| Unity Trust Bank                                       | Finance & Management SC                               | Bank Charge            | Monthly              | Service – bank account charge  |
| Vision ICT   | Council – Communications and Engagement Working Group | BACS                   | Annual Subscription  | Service – email support, domain name   |
| Wooldale Community Association                         | Finance & Management SC                               | BACS                   | Annual Payment       | Rolling Grant – £1,000 room hire for youth club and mother and baby club             |



## List of Regular Payments (Financial Regulation 5.6) 2025-26

|                                      |   |                        |                     |  |
|--------------------------------------|---|------------------------|---------------------|--|
| Yorkshire Local Council Associations | Council   | BACS                   | Annual Subscription | Service – support                            |
| Zonkey                               | Council – Communications and Engagement Working Group | BACS                   | Annual Subscription | Service – website, training                  |
| Zoom                                 | Council   | Reimbursement to staff | Monthly             | Service - Zoom teleconferencing subscription |

## Ad hoc Payments:

| Name                                 | Authorisation to Spend        | Payment Type          | Frequency             | Service              |
|--------------------------------------|-------------------------------|-----------------------|-----------------------|----------------------|
| Kirklees Council                     | Council                       | BACS                  | Ad hoc                | Election costs       |
| NALC                                 | Council                       | BACS                  | Ad hoc                | Support and training |
| Staff 02                             | Council / relevant Committees | Standing Order & BACS | Ad hoc reimbursements | Various              |
| Staff 04                             | Council / relevant Committees | Standing Order & BACS | Ad hoc reimbursements | Various              |
| Staff 05                             | Council / relevant Committees | Standing Order & BACS | Ad hoc reimbursements | Various              |
| SLCC                                 | Council                       | BACS                  | Ad hoc – training etc | Support and training |
| Yorkshire Local Council Associations | Council                       | BACS                  | Ad hoc                | Service – training   |

This list is of regular expenditures authorised by Holme Valley Parish Council and/or its Standing Committees.

By approving this list, regular payments to the named businesses, services or individuals are authorised over the entire Council year 2024-25 and do not need to be individually or separately approved by Council (or Finance and Management). This is authorised under item 5.6 of the Holme Valley Parish Council Financial Regulations:

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council ,or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or Finance Committee.



# HOLME VALLEY PARISH COUNCIL

## List of Regular Payments (Financial Regulation 5.6) 2025-26

Each and every payment to businesses, services or individuals on this list still must be ordered and signed by two members as per 5.6 of the Holme Valley Parish Council Financial Regulations:

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

Officers must flag up to Council any payments which are 50% in excess of previous regular payments or are otherwise deemed unusual.

Payment of rolling grant awards are conditional on organisations completing a one-off Rolling Grant Agreement and an annual Grant Evaluation Report.

This list of regular payments was approved by the Finance and Management Committee of Holme Valley Parish Council 19<sup>th</sup> August 2024.

Signed on behalf of Holme Valley Council:

.....Date.....  
Cllr **Pat Colling**, Chair of Council

.....Date.....  
Cllr **Andy Wilson**, Chair of Finance & Management

# THE CIVIC

The Civic, Holmfirth  
Huddersfield Road  
Holmfirth  
HD9 3AS

Tel: 01484 682643

Email: [bookings@thecivicholmfirth.org](mailto:bookings@thecivicholmfirth.org)

## Holmfirth Civic Hall Community Trust Report to HVPC Finance & Management Committee 2<sup>nd</sup> June 2025

This report is provided to give the Finance & Management Committee an update on activities at The Civic, Holmfirth and includes an update on ongoing projects, current activities, fundraising plans and finances. The report is based upon those previously provided for the Service Provision Committee, but it is understood that changes may be required going forward to give HVPC clearer oversight, particularly with regards to HCHCT's financial position.

### Ongoing Projects

#### Condition Plan and Management & Maintenance Plan

Trustees are working with Mosedale Gillatt Architects (MGA) on prioritising essential works for this year and longer term decisions on prioritisation thereafter. In the first instance some propping has been identified, along with a full mechanical and engineering report on the building and some other health and safety measures. Funds have been received from HVPC to cover these works, the report has been produced and is being considered with the other works being programmed.

#### Roof Repairs

Repairs to the staircase and kitchenette roofs is now complete with a summary income and expenditure shown below, there are one or two invoices outstanding from the architect and quantity surveyor and a retention payment being held for the contractor, so we anticipate the final spend to be in the region of £69,000.

| Description                             | £          | Balance           |
|---|------------|-------------------|
| Holme Valley Parish Council             | 78,998.00  | 78,998.00         |
| Mosedale Gillatt (Architects Fees)      | -9,757.73  | 69,240.27         |
| Kirklees (LBC and Planning)             | -216.50    | 69,023.77         |
| DRC Consulting Ltd (Quantity Surveyors) | -4,740.00  | 64,283.77         |
| Bluekeep (Building Control)             | -1,200.00  | 63,083.77         |
| Acorn Analytic (Asbestos Survey)        | -1,620.00  | 61,463.77         |
| Pinnacle Conservations Ltd (Contractor) | -44,842.38 | 16,621.39         |
|   |            | <b>£16,621.39</b> |

### Foyer-Stairs-Landings

Trustees have agreed an interim plan with MGA for the foyer refurbishment and they are now producing more detailed plans so that the work can be tendered. This will in essence now be a decorating project to lighten and brighten the communal areas, foyer, stairs, landings etc. Summary income and expenditure as shown below.

| Description                                       | £          | Balance           |
|---|------------|-------------------|
| Holme Valley Parish Council                       | 30,000.00  | 30,000.00         |
| Garfield Weston Foundation                        | 10,000.00  | 40,000.00         |
| Holme Valley League of Friends                    | 30,000.00  | 70,000.00         |
| Carlton Alarms (agreed with HVPC)                 | -7,434.00  | 62,566.00         |
| Mosedale Gillatt (Architects Fees)                | -4,200.00  | 58,366.00         |
| Transferred to unrestricted (as agreed with HVPC) | -22,566.00 | 35,800.00         |
|   |            | <b>£35,800.00</b> |

### Vision

Trustees had begun discussions with MGA regarding the development of a visioning document and further to HVPCs decision to commission this work, this will now be undertaken as a shared venture. Dates for a potential first meeting have been shared with all parties, further details to follow in due course.

### Grant Funding

We continually monitor opportunities for further capital grant funding, but have more recently concentrated efforts on securing revenue funding to support ongoing running costs. We have now more or less returned to pre-pandemic booking levels, but attendance is still down and with significantly increased costs, particularly energy our financial performance remains challenging.

Funds awarded in this period include £3000 from the Thornton Family Fund, through One Community Foundation.

### Staffing Update

Trustees have agreed a job description and we are now exploring grant funds to support the recruitment of an events manager/coordinator to allow us to be more proactive in organising and running events going forward. This will aid increased usage of the building as existing staff are managing all other day to day activities, finances etc and reacting to enquiries as they come in but have limited capacity to seek out new events/activities.

Other staff include a cleaner and hospitality staff, who all add value to the team. We have had difficulty filling the caretaker role, but have recently undertaken another round of recruitment and may have identified a suitable candidate.

## Finance & Governance

### Current & Savings Account Balances

As at 27<sup>th</sup> May 2025 the available balance in the current account is £40,901.34 and £40,420.72 in the savings account. A withdrawal request has been submitted to the 35-day account for £4620.72 (£420.72 interest and £4200 already paid from the current account for the architects initial fees for the foyer project), these funds should be received into the current account late-May/early-June.

#### Current Account

|   |                  |
|---|------------------|
| Funds from HVPC                                       |                  |
| £10,000 for 2024/25 works, £4770 spent to date        | 5,230.00         |
| £78,998 for roof works, £62,376.61 spent to date      | 16,621.39        |
| Other funds   |                  |
| Monies held on behalf of regular hirers               | 790.70           |
| <b>Third party funds held in current account</b>      | <b>22,642.09</b> |
|   |                  |
| <b>Available balance as at 27.05.2025</b>             | <b>40,420.22</b> |
| <b>Available to HCHCT</b>                             | <b>17,778.13</b> |
|   |                  |
| <b>Unpaid sales invoices</b>                          | <b>2164.23</b>   |
| <b>Payments due w/c 26<sup>th</sup> May (approx.)</b> | <b>360.00</b>    |

#### Savings Account

|   |                  |
|---|------------------|
| Garfield Weston Foundation                            | 10,000.00        |
| Holme Valley League of Friends                        | 30,000.00        |
| Interest earned                                       | 420.72           |
| <b>Total</b>  | <b>40,420.72</b> |
|   |                  |
| <b>Withdrawal request (back to current account):-</b> |                  |
| Interest earned                                       | 420.72           |
| Funds for Mosedale Gillatt re foyer works             | 4,200.00         |
| <b>Total</b>  | <b>4,620.72</b>  |
|   |                  |
| <b>Retained funds</b>                                 | <b>35,800.00</b> |

### Year End 2024/2025

Our accountants, Pi Partners have the information they required to commence the end of year independent examination – this needs to be included within the annual return to the Charity Commission by the end of January 2026.

All other year end activity has been undertaken, gift aid claim, employment returns etc.

## Current Activities

Bookings to look forward to over coming months include comedians Justin Moorhouse and Alfie Moorhouse – we have also booked Gary Delaney for a warm up show in November, and a date for his next tour in September next year. Tribute bands include Seriously Collins (Phil Collins and Genesis), George! The Concert (George Harrison), Elvis, American Highway, Michael Jackson, Eddie Cochran. Other concerts include Hade Edge band and Huddersfield Youth Choral supporting Thongsbridge C&BC, Black Dyke Band, and Hade Edge band again supporting the Full Life Food Bank. The routine activities also continue – Holmfirth ArtWeek, Turn Again Theatre, Holmfirth Music Festival and of course the HVPC Community Celebration.

A schedule of some of the forthcoming events are provided for information at the end of the report to give a flavour of the clubs and classes, events and activities taking place.

We hope you find this report helpful in terms of how HCHCT continue to run and manage The Civic, if there are other aspects of the work of HCHCT or The Civic please let us know and they can be incorporated into future updates as required.



# THE CIVIC

## Clubs and Classes at The Civic

| <b>WEEKLY</b>      |                |  |
|--------------------|----------------|--|
| <b>MONDAY</b>      |                |  |
| 10.00am to 11.00am | Large Hall     | <b>Low Impact Fitness Dance - Jayne Wilsden</b>      |
| 11.15am to 12.15pm | Lesser Hall    | <b>Pilates - Jayne Wilsden</b>                       |
| 1.30pm to 3.00pm   | Large Hall     | <b>Badminton - Holme Valley U3A</b>                  |
| 6.30pm to 7.30pm   | Lesser Hall    | <b>Mixed Ability Pilates - Julie Edwards</b>         |
| 7.30pm to 8.30pm   | Lesser Hall    | <b>Improvers Pilates - Julie Edwards</b>             |
| 6.30pm to 8.30pm   | Large Hall     | <b>Badminton - Netherthong BC</b>                    |
| <b>TUESDAY</b>     |                |  |
| 7.15pm to 8.30pm   | Reception Room | <b>Meditation - Meditate in Huddersfield</b>         |
| 8.00pm to 9.30pm   | Large Hall     | <b>Badminton - Holmfirth BC</b>                      |
| <b>WEDNESDAY</b>   |                |  |
| 10.00am to 11.00am | Large Hall     | <b>Zumba Gold - Jo Hampshire</b>                     |
| 11.15am to 12.15pm | Lesser Hall    | <b>Pilates - PhysioKaren</b>                         |
| 12.30pm to 3.30pm  | Large Hall     | <b>Pickleball - Holme Valley U3A</b>                 |
| 7.00pm to 9.00pm   | Reception Room | <b>Huddersfield Samba</b>                            |
| 7.30pm to 10.00pm  | Large Hall     | <b>Vibejive Dance Club</b>                           |
| <b>FRIDAY</b>      |                |  |
| 9.30am to 11.30am  | Large Hall     | <b>Ladies Badminton</b>                              |
| 9.30am to 12.30pm  | Reception Room | <b>Community Café - The Civic, Holmfirth</b>         |
| <b>SUNDAY</b>      |                |  |
| 10.00am to 12.00pm | Large Hall     | <b>Children's Football Coaching - Little Kickers</b> |

| <b>MONTHLY</b>           |                    |                |   |
|--------------------------|--------------------|----------------|---|
| 2 <sup>nd</sup> Monday   | 7.00pm to 9.00pm   | Reception Room | <b>Wine Appreciation - Holme Valley U3A</b>   |
| 2 <sup>nd</sup> Thursday | 7.30pm to 9.00m    | Reception Room | <b>Holmfirth Local History Group</b>          |
| 3 <sup>rd</sup> Thursday | 7.30pm to 9.30pm   | Lesser Hall    | <b>Holme Valley Civic Society</b>             |
| 3 <sup>rd</sup> Sunday   | 10.00am to 11.30am | Lesser Hall    | <b>Conscious Movement - Victoria Robinson</b> |
| Last Sunday              | 7.00pm to 9.00pm   | Lesser Hall    | <b>Holmfirth Film Festival</b>                |

For booking and contact details see  
[www.thecivicholmfirth.org](http://www.thecivicholmfirth.org)

01484 682643  
[bookings@thecivicholmfirth.org](mailto:bookings@thecivicholmfirth.org)

# HOLMFIRTH

| Date  | Time  | Event   |
|---|---|---|
| Saturday 7 <sup>th</sup> June 2025                                  | Doors; 7.00pm<br>Show; 8.00pm to 10.00pm  | Justin Moorhouse; The Greatest Performance of My Life                     |
| Wednesday 11 <sup>th</sup> to Saturday 14 <sup>th</sup> June 2025   | Doors; 6.30pm<br>Show; 7.15pm to 10.00pm  | Turn Again Theatre present<br>Parfumerie                                  |
| Saturday 21 <sup>st</sup> June 2025                                 | Doors; 6.30pm<br>Show; 7.00pm to 9.30pm   | Thongsbridge Bowling Club<br>present Brass & Voices                       |
| Sunday 6 <sup>th</sup> to Saturday 12 <sup>th</sup> July 2025       | Sunday & Saturday;<br>10.00am to 5.00pm<br>Monday to Friday;<br>10.00am to 9.00pm | Holmfirth ArtWeek   |
| Friday 22 <sup>nd</sup> August 2025                                 | Doors; 6.30pm<br>Show; 7.30pm to 10.00pm  | Seriously Collins – The Phil Collins<br>and Genesis Tribute Show          |
| Saturday 6 <sup>th</sup> September 2025                             | Doors; 6.30pm<br>Show; 7.30pm to 10.00pm  | George! The Concert   |
| Friday 13 <sup>th</sup> September 2025                              | Doors; 7.00pm<br>Show; 8.00pm to 10.00pm  | Alfie Moore – Acopalypse Now!   |
| Saturday 4 <sup>th</sup> October 2025                               | Doors; 7.00pm<br>Show; 8.00pm to 10.30pm  | Up Close & Personal- The Love<br>Songs & Ballads of Elvis Presley         |
| Wednesday 8 <sup>th</sup> to Saturday 11 <sup>th</sup> October 2025 | Doors; 6.30pm<br>Show; 7.15pm to 10.00pm  | Turn Again Theatre, present<br>Agatha Christie's A Murder is<br>Announced |
| Thursday 16 <sup>th</sup> to Saturday 18 <sup>th</sup> October 2025 | Timings to be confirmed   | Holmfirth Music Festival  |
| Saturday 1 <sup>st</sup> November 2025                              | Doors; 6.30pm<br>Show; 7.30pm to 10.00pm  | The American Highway Music<br>Show  |
| Thursday 6 <sup>th</sup> November 2025                              | Timings to be confirmed   | Black Dyke Band presents<br>World Class Brass                             |
| Saturday 8 <sup>th</sup> November 2025                              | Timings to be confirmed   | Holme Valley Parish Council –<br>Community Celebration                    |

| Date   | Time                                     | Event   |
|--|--|---|
| Saturday 15 <sup>th</sup> November 2025                              | Doors; 6.30pm<br>Show; 7.30pm to 10.00pm | Unbreakable, A Tribute to the King of Pop                     |
| Friday 28 <sup>th</sup> November 2025                                | Timings to be confirmed                  | Charity Christmas Concert in support of Full Life Food Bank   |
| Saturday 29 <sup>th</sup> November 2025                              | Timings to be confirmed                  | Holmfirth Choral Society                                      |
| Friday 12 <sup>th</sup> December 2025                                | Doors; 6.30pm<br>Show; 7.30pm to 10.00pm | We Three Kings – the music of Elvis, Buddy & Roy!             |
| Sunday 21 <sup>st</sup> December 2025                                | Doors; 3.30pm<br>Show; 4.00pm to 6.00pm  | Holme Valley Singers Christmas Concert                        |
| Wednesday 31 <sup>st</sup> December 2025                             | Timings to be confirmed                  | New Year's Eve Ceilidh  |
| Saturday 10 <sup>th</sup> January 2026                               | Doors; 6.30pm<br>Show; 7.30pm to 10.00pm | Eddie Cochran – the 65 <sup>th</sup> Anniversary Tribute Show |
| Wednesday 28 <sup>th</sup> to Saturday 31 <sup>st</sup> January 2026 | Timings to be confirmed                  | Turn Again Theatre Pantomime                                  |
| Saturday 21 <sup>st</sup> March 2026                                 | Timings to be confirmed                  | Beatles Complete  |
| Sunday 26 <sup>th</sup> April 2026                                   | Timings to be confirmed                  | Holme Valley Brass Band Contest                               |
| Friday 15 <sup>th</sup> May 2026                                     | Timings to be confirmed                  | The Temple Brothers present Everly's & Friends, The Live Show |
| Wednesday 20 <sup>th</sup> May to Saturday 23 <sup>rd</sup> May 2026 | Timings to be confirmed                  | Turn Again Theatre spring production                          |
| Saturday 3 <sup>rd</sup> October 2026                                | Timings to be confirmed                  | Very Santana  |

More events are being added all the time, for up to date information and all ticket details or to sign up to our newsletter visit

[www.thecivicholmfirth.org](http://www.thecivicholmfirth.org)

01484 682643

[bookings@thecivicholmfirth.org](mailto:bookings@thecivicholmfirth.org)

## Your Village, Your Library, Your Future

### Friends of Honley Library

#### Report to Holme Valley Parish Council – Finance and Management Committee

June 2<sup>nd</sup> 2025

#### Library building

Window replacement phase 2 is planned for the end of May; two windows on the Thirstin Road elevation at a cost of £2784 (inc. VAT). A grant of £2484 has been obtained so £300 will be added from HVPC repairs and maintenance funding 2024/25

Window replacement phase 3; all three windows to West Avenue and one remaining window to Thirstin Rd) at a cost of £5856 inc. VAT. Date to be confirmed. No grant is available; the work will be funded with the remaining HVPC repairs and maintenance funding 2024/25 (£2,203) with the remainder to be taken from the 2025/2026 funding. Competitive quotations have been obtained.

#### Future projects.

Replacement of Skylights: We have an estimate of £20,000 and bids submitted. Associated works to the roof around the skylight openings is needed; this should also address the roof leaks.

Other work, including solar panels, is being evaluated with planning permission being sought where required, in order to be able to make progress when funds or grants become available. Future work may include replacement of boiler and radiators in main library, removal of damp cupboards to either side of the main entrance. design and installation of a 'pod' either internally or externally to the front door to conserve heat, remodelling of the office/kitchen/staff toilet/store, repurpose of the old boiler room for possible storage. These are long-term ambitions.

### 2. Finance

FoHL accounts for 2024/25 have been submitted for independent review. The carryover to the 2025/26 budget of £2503 from the HVPC repairs and maintenance funding 2024/25, will be used towards the much-delayed window replacements, as above.

### 3. Extension Project

- **Extension:**

The original plan, to build a larger extension to the library and remodel the existing library, which at the latest estimates was approaching £443,000 inc. VAT, has been retired. The withdrawal of the Community Ownership Fund (value of £250,000) without any similar replacement scheme, together with several recent rejections for applications for other smaller grants has made the project unaffordable. Consideration and costings to build the extension taking a 'phased' approach, is not viable due to increased cost to build in phases, timescales, and concern whether later phases would materialise. FoHL Trustees and Management Committee decided to retire the original plans and devise a smaller scheme.

Revised smaller extension plan: The revised extension plan will retain the existing entrance. The extension to the rear of the building will consist of an accessible toilet, store and lobby area. This will allow the internal space currently used for storage to be put back into 'library' use with an improved layout. This plan meets the needs of our library users and members, who rank these features as a priority. The revised costs are significantly lower.

## Your Village, Your Library, Your Future

An estimate based on draft plans is approximately £150,000, excluding work to improve the entrance (as above), the estimate for which would be in the region of £17,500. Revised plans including drawings and a timetable should be ready during May; AHR (Architects) will discuss the revision with local authority planners. It is important to be able to show some progress to the community.

**Funding:** The focus is on identifying and applying to trusts for grants to support the smaller extension and future building plans. There are four bid applications in the pipeline, with decisions expected in June or later, but grant awarding bodies are heavily oversubscribed with applications.

### 4. Further information

FoHL Management Committee continues to work tirelessly to support the development and activities of Honley Library but is desperately in need of new volunteers to the committee as we try to expand our offer to the community. As a result, we are now having to refuse some requests for evening sessions because there are not the volunteers to open and close the library. Management Committee is currently carrying out a 'single point of failure' analysis to address where the gaps might be and who might support key activities to ensure that they continue to run.

We continue to have a healthy number of library service support volunteers, supplemented by a recent, successful recruitment drive. Volunteers to assist with events are much needed.

We were invited to host an event for the Huddersfield Literature Festival again this year on May 8<sup>th</sup> and have other writers' events in the diary. We do not accept all requests for events, particularly if these might have a negative impact on any of the businesses in the village.

**5. Children's Events:** We are indebted to HVPC for their children's grant. It has allowed us to buy in visiting workshop leaders including an excellent local author. This has eased the demand on volunteers to lead children's holiday events. The grant has also allowed us to provide some children's events without advertising for donations or charging, enabling all families to be able to attend.

Please enjoy the FoHL May Newsletter and What's On flyer for our May events, attached to this report.

**Ann Brooks; Chair FoHL Trustees**



## May Newsletter

### May the Fun Be With You

May is (Literature) Festival Season, and this year sees best-selling author Linda Green return to discuss her latest book “The Woman With All the Answers”. We’ve also a fascinating talk about a slave turned abolitionist from the always fabulous Lawrence Benson. Then there’s poetry, and a half-term event for children. See more below and on social media.

### What’s On In May

We’ve events for all ages in May...

- Wednesday 7<sup>th</sup> – we’ve our new monthly digital drop in with Kay from 10am. then our SEND parent support group (5-7pm) will share advice, support from PCAN.
- Thursday 8<sup>th</sup> author Linda Green will be here as part of Huddersfield Literature Festival from 7pm
- Tuesday 20<sup>th</sup> we have our Poetry Readaround starting at 7pm
- Tuesday 27<sup>th</sup> we welcome back Lawrence Benson for another fascinating talk – this time about slave turned abolitionist Frederick Douglass starting at 7pm
- Thursday 29<sup>th</sup> we have a children’s half-term event for ages 5-10 from 2-3pm

See the What’s On attached, click on the links or visit our [website](#) to find out more about these and our regular events such as Knit & Natter, Reading Groups, Lego Club, and more.

### Dates for Your Diary

We’ve more exciting events coming up, so put these dates in your diary (more information to follow next month):

- June 7-8<sup>th</sup> we’re taking part in Honley Open Gardens
- June 28<sup>th</sup> – we’ve a stall at Honley Show, so look out for our fundraising stall.

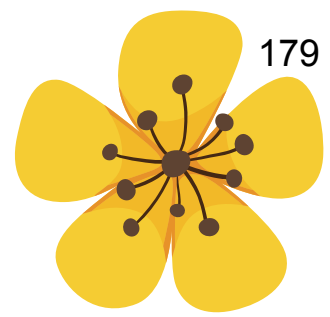
### Keep Up To Date

If you want to keep up-to-date with all that’s on at Honley Library, then you can visit our [website](#), our [Facebook Page](#), our [Instagram](#) and we’ve started a new [YouTube channel](#).





# MAY



Tuesdays

**Knit and Natter 1.30-2.30pm**

**Warm Space 2-4pm**

**Tuesday 20th**

**Poetry Readaround from 7pm**

**Tuesday 27th**

**Talk on Frederick Douglass, slave turned abolitionist  
with Lawrence Benson 7pm**

**Wednesday 7th**

**Digital Drop-In with Kay from 10-12**

**SEND Parent Support Group 5-7pm**

**Wednesday 14th**

**Reading Group (BOOK) 10.30am start**

**Thursday 8<sup>th</sup> May - Huddersfield Literature Festival**

**Linda Green from 7pm, Tickets £5 on the door**

**Thursday 29th**

**Half Term Children's Event for ages 5-10yr:**

**Our Animal Friends 2-3pm**

**Reading Group (The Quickening Maze), 7.30pm**



**Fridays (term time only)**

**Babies into Books 10-11am**

**Story & Rhyme Time 2-2.30pm**

**Saturdays**

**Lego Club & Crafts 10-12**



Honley Library, West Avenue, Honley, HD9 6HF • 01484 414868

**Your Village, Your Library, Your Future**





Mrs Jen McIntosh  
Holme Valley Parish Council  
Holmfirth Civic Hall  
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Telephone 023 8218 2318

24 March 2025

Dear Jen

### **VAT advice for Holmfirth Civic Hall**

You engaged us to advise the council on how to maximise VAT recovery on costs connected with Holmfirth Civic Hall in view of lease renegotiations. We have undertaken this work based on information the council provided by email and on its website and during a meeting with my colleague, Debra Smith, on 19<sup>th</sup> March.

### **The current situation**

- 1) The council owns Holmfirth Civic Hall, which it leases to Holmfirth Civic Hall Community Trust ('the Trust'), registered charity number 1172232.
- 2) Under the terms of the lease, the Trust is required to make a payment for the cost of insurance, amounting to around £6,000 annually. The Trust does not make any other payments.
- 3) The council provides grant support to the Trust, and the Trust also receives income from room hire, and from public events.
- 4) The council occupies office and meeting space on the third floor of the Civic Hall and pays rent to the Trust.
- 5) The Civic Hall requires significant repairs and the Trust has commissioned architects to produce a schedule of essential works. The Council estimates that it will spend in the region of £40,000 per year for 10 years on these works.
- 6) The Trust would like to approach grant-providers for additional funds for building works and has asked for a longer lease to satisfy grant-providers' requirements.
- 7) The Council is registered for VAT, the Trust is not.
- 8) The Council receives standard-rated income from garage leases, exempt income from lease of a shop unit and it has non-business activities.

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Members: Steve Parkinson FMAAT, Cordelia Parkinson www.parkinsonpartnership.uk VAT registration no. 443626690



### **VAT rules for councils**

- 9) We have attached a basic introduction to the VAT rules for councils and any reader not already familiar with these rules should read Appendix A at this point.

### **VAT implications of the current situation**

- 10) Although the rent is a peppercorn, the lease to the Trust is a VAT-exempt business activity, because there is an insurance charge that HMRC treats as additional rent.
- 11) Costs that the council incurs are subject to the partial exemption rules explained in Appendix A. Councils must carry out annual calculations to determine whether the total VAT on all their exempt activities exceeds the 'de minimis' threshold of £7,500 per year. We have not done a calculation but at this point, we are only aware of some minimal VAT costs associated with the Civic Hall, including legal advice.
- 12) Councils can only reclaim VAT on costs that they actually incur. This would normally mean making purchases which follow the council's own Financial Regulations, with decisions approved by councillors, contractual relationships entered into, tender rules met, purchase orders placed, the council supervising and confirming acceptable delivery of goods and services, and the council making payment.
- 13) This means that the Council has no rights to reclaim VAT when the Trust makes purchases or contracts with the architects to plan future works. As the Council is contributing funding towards the costs, this results in an inefficient tax situation.
- 14) The same principle applies whenever the Trust contracts to carry out building repairs, even if the council is providing some or all of the funding.

### **Lease re-negotiations**

- 15) The Council has set up a working group to re-negotiate the lease. Discussions appear to be in the early stages, although a term of 50 years has been mentioned.
- 16) At the meeting, councillors pointed out that the current lease does not reflect how the building is currently used, nor satisfy the tenant's need for long-term occupancy rights in order to qualify for grant-funding.
- 17) Undetermined issues include:
- Length of the lease
  - The council's rights to occupy the third floor for its offices and meeting space
  - Establishing who is responsible for repairs to the fabric of the building, and also maintenance and decoration.
  - Financial support from the council to the Trust
  - Whether the lease should provide for a rent payment by the tenant at some future date should the Trust's finances make that feasible
  - Recharges of utilities, insurance and other costs.

Each of these considerations will have an impact on the right to reclaim VAT.

### **VAT principles to consider**

- 18) If the council wants to reclaim VAT on anything, then it must be the party that incurs the costs. This must be genuine: a council that merely pays lip service to this requirement will not be able to recover VAT.
- 19) We understand that Council staff are too busy to take on all the work of engaging contractors and supervising works, and that it is the council's preference to have the Trust do this work. At the same time the Council is the landlord and asset-owner, and it is in its interests to be able to specify works, maintain standards, and meet legal obligations as a landlord.
- 20) One option is to subcontract Trust staff to provide project management support. If there is a payment, this would be a taxable supply of staff by the Trust. The Trust needs to be aware that income from this, when added to its other taxable income, could bring it up to the VAT Registration threshold of £90,000 per year. Exempt income from room hire does not count towards the registration threshold.
- 21) The Trust cannot reclaim VAT on any costs, as it is not registered for VAT. It could register, but then it would have to account for VAT on its taxable income (reducing profit margins) and could still be unable to reclaim all the VAT on its building-related costs. This is because the partial exemption rules are harsher than they are for councils.
- 22) There are 3 ways for the council to reclaim VAT on costs that it incurs on building repairs and associated costs:
  - enter into a non-business lease – with payment restricted to £1 or less
  - enter into a VAT-exempt lease but keep exempt-related VAT below the 'de minimis' limits, allowing full VAT recovery
  - Make an option to tax on the building, so VAT is charged on the lease.

### **Option 1 – Non-business lease**

- 23) If the council doesn't need the building to do more than cover its running costs, the simplest approach would be to lease it to the Trust for no more than £1. This would be a non-business activity, and the council could reclaim VAT that it incurs.
- 24) The main problem with this approach is that the council cannot accept additional payments from the tenant, or on the tenant's behalf. The Council cannot introduce any recharge arrangements. If the council applies for and receives a grant towards building costs it can use that funding and reclaim VAT, but if the Trust receives grant funding (as it hopes to) it cannot pass that funding to the council.
- 25) If the council intends to have an office within the building, it should either exclude this from the lease or reserve rights over it within the lease – otherwise it cannot pay less than market value in rent. The council should take legal advice on this.
- 26) In theory, the council can reclaim VAT on costs that it funds, and the tenant can spend any grant-funding it receives independently from the council (and not recover the VAT incurred).

- 27) However, the lease cannot include any terms that oblige the tenant to carry out and pay for works that fall within the landlord's responsibilities under the lease.
- 28) If the Trust provides free services to the Council – e.g. a free supply of staff or the right to occupy office space – this may be seen as an additional payment-in-kind and override the non-business status of the lease. Likewise, any clause that allows for the introduction of future payments/rents will prevent the lease from being non-business.
- 29) This approach can also be fragile. With the passing of the years, changes in staff and councillors and changing priorities, it would be very easy for the fundamental non-business treatment to be jeopardised by accidentally introducing new charges or accepting additional payments from the tenant. This would render the lease exempt – with rights to recover VAT at risk and a further risk of having to repay some VAT.
- 30) Many councils successfully use non-business leases to enable them to reclaim VAT on repairs, extensions, renovations and new buildings. The arrangement only works where the council genuinely intends to incur the costs, with no intent to accept payments from the tenant.

### **Option 2 – Exempt lease**

- 31) If a rent is charged, the lease is VAT-exempt and the council is free to introduce arrangements for the receipt of additional rents, recharges and tenant-sourced funding for works. However, the council can only reclaim VAT if its annual total of exempt-related VAT is within the de minimis rules.
- 32) If the council pays, say, £30,000 per year on building works, then that would incur up to £6,000 of VAT. The annual threshold (not a cap) is £7,500 – this must include VAT incurred on other exempt activities such as the retail unit, and a small proportion of VAT on overhead costs. It will be close to the threshold and in years when expenditure is more like £40,000 it will exceed it – in which case the council loses all rights to reclaim any VAT relating to exempt activities.
- 33) The council can look at the VAT over a 7-year period – making a total of £52,500 VAT over 7 years. This will be of some help, but ultimately the council could exceed the threshold due to the proposed costs over a 10-year period.
- 34) The council could try to preserve its de minimis status by ensuring it only incurs enough exempt-related costs to keep it just under the threshold, and then making a cash grant to the Trust, so that the Trust can make repairs itself. This will of course mean that VAT cannot be reclaimed on this proportion of any works. This may also be difficult to express in a lease.

### **Option 3 – Opt to tax**

- 35) Opting to tax a building means that income becomes taxable and not exempt. The council has to charge VAT on rents – but the Trust does not. Holme Valley PC would be able to reclaim VAT on any cost that it incurs in association with the building.
- 36) Opting to tax is a long-term decision (see Appendix B), that requires formal notification to HMRC. The option cannot be revoked until after 20 years has passed.

The option covers all income received – including sale of the building, if that should happen within the minimum 20-year period.

- 37) Because the council has received exempt income from this property, and does plan refurbishment in the future, it may have to seek permission to opt from HMRC.
- 38) The good news is that the council does not have to set a market rent – it can offer a low rent. A rent of £1,000 per year would be a taxable rent, with just £200 to of VAT to pay to HMRC. Any increase in rent in the future would result in more VAT being payable. Likewise, any recharges or additional payments connected to the lease would become subject to VAT. If the tenant won grant-funding of £20,000 which it passed to the council – within the terms of a lease or related agreement – that would be seen as additional rent, and subject to VAT of £4,000.
- 39) The lesson of this is that the council, where possible, should apply for any relevant grants directly and when it uses such funding on the building, it can reclaim VAT.
- 40) Opting to tax works best when the council expects to incur substantial costs and expects to subsidise the tenant long-term.

### **Other issues**

- 41) As discussed, the council should review its income from the garage sites which it has been treating as not subject to VAT. The supply of facilities to park a vehicle is a standard-rated taxable supply: it may be necessary to correct this for the last 4 years.
- 42) We have not assessed the liability of arrangements for the Honley Library – this may be non-business but could also be exempt depending on the terms of occupancy.
- 43) The council is required to carry out partial exemption exercises annually – details are in VAT Notice 749 sections 7 and 8. In this case the calculations are likely to be relatively straight-forward.
- 44) The council can reclaim VAT on costs that it incurs for non-business purposes. Gifts are a non-business activity – so when a council purchases goods for another party, it can gift the goods and reclaim VAT. The same principle applies for services, but in practice this can be more difficult. This is more tax-efficient than making a cash grant. Rules are set out in VAT Notice 749 section 6. The council must place the order, receive the supply, receive a VAT invoice made out to the council and pay out of its own funds. This could help with the visioning project, so long as the council steps in to engage the suppliers.
- 45) Non-business treatment does not extend to expenditure that a council suffers within an exempt lease, or where the beneficiary provides the funding.

### **Recommendations**

- 46) It is premature to make recommendations at this point, as the council has decisions to make about the future lease that are not driven by a need to achieve tax-efficiency.
- 47) Opting to tax (if HMRC gives permission) might prove more simple than other options but this might not be the best choice – it depends on what conclusions the working party, and the council, reaches about the long-term future of this building.

48) We remain available, under the terms of our engagement, to provide further advice as the situation develops.

**Disclaimer**

49) This advice covers the situation based on the information that the council has provided, but The Parkinson Partnership LLP cannot accept responsibility for any errors or omissions on the council's part in providing that information.

50) This advice is provided exclusively for Holme Valley Parish Council and The Parkinson Partnership LLP accepts no liability towards any other party that may access or use this information as a result of it being disclosed by the council.

I hope that this covers all the issues, but if you have any questions, please let me know.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Steve Parkinson', with a stylized flourish at the end.

Steve Parkinson  
The Parkinson Partnership LLP

## **Appendix A – VAT rules for local councils**

### **Entitlement to reclaim VAT**

Where councils act as a public body, providing freely available services using taxpayers' funds, they can normally treat these activities as non-business and recover associated VAT under Section 33 of the VAT Act 1994. This also includes services charged for under a statutory regime, such as burials, allotments and public conveniences.

Until early 2023, the hiring out local authority sports facilities was regarded as a business activity for VAT purposes. Following the recent tribunal decision in Chelmsford City Council [2022] UKUT149 (TCC), HMRC issued new guidance in March 2023 that the provision of sports facilities (including the provision of changing rooms) to the public by a local authority could be treated as a non-business activity.

Where a council supplies goods or services (including use of premises) in return for any form of payment, this is a business activity for VAT purposes (Section 5, VAT Notice 749 - Local Authorities and Similar Bodies) and the rules are different.

### **Taxable business activities**

Only a VAT registered council is entitled to reclaim VAT on costs relating to taxable business activities and they must charge VAT on their sales at the appropriate rate.

Unregistered councils are not entitled to reclaim VAT on costs related to activities that produce taxable income. A council would need to register for VAT if it expected to have taxable income of more than £6,000 in a financial year. The £90,000 VAT registration threshold does not apply to local authorities.

### **VAT-exempt activities**

Some business activities (such as room hire and leases of land) are exempt from VAT. Councils that receive VAT-exempt business income can only reclaim VAT on associated costs (such as construction, maintenance and running costs) if the amount of VAT is 'insignificant', which HMRC define as under £7,500 per financial year, or under 5% of total VAT incurred in the year (whichever is greater) - also known as the de minimis threshold (Section 7 of Notice 749).

Councils need to assess the value of VAT that they incur on all of their exempt activities in an annual process known as a partial exemption calculation. HMRC provide a Model Special Method of Partial Exemption in section 8 of VAT Notice 749.

If the VAT incurred on costs related to VAT-exempt business activities exceeds both thresholds, the council would be unable to recover any of it, for the financial year involved (the council can still reclaim VAT incurred on its non-business activities). This generally presents a problem for councils constructing new buildings for hire.

For minor breaches of the threshold, section 8.5 of VAT Notice 749 allows a council to look at the average of its exempt-related VAT over a 7-year period.



## **Appendix B - Making an Option to Tax**

An Option to Tax is a decision by the council that all future supplies of a building or area of land will become taxable supplies. VAT must then be charged on all room/sports hire and leases, but the council is able to reclaim any VAT incurred as it relates to taxable business activities.

The council would need to make formal decisions to register for VAT and to make an Option to Tax, identifying on a map the area of land that will be covered by the Option. HMRC must be notified of that decision within 30 days. Once the Option is in place, the council must charge the appropriate rate of VAT on all taxable supplies.

The council may need HMRC's permission to Opt to Tax, if it has made prior use of the site for VAT-exempt purposes, but it is likely to meet the conditions for automatic permission (specifically condition 3).

An Option to Tax cannot normally be revoked for at least 20 years, although the council will have a six-month "cooling off" period in which it can change its mind after making the decision. The ability to reclaim VAT will apply to all running costs and any future refurbishment costs of the building, as well as the initial construction costs.

Making an Option to Tax would affect hirers of the hall and sports facilities, as VAT would be added to all charges for use. Local groups would not be able to reclaim VAT, and the council may wish to consider this when setting charges for hire.

If property is hired to a charity for its non-business activities (other than as a general office) then these charges remain VAT exempt and are not affected by the option to tax (Paragraph 2(2)(b) of Schedule 10 of the VAT Act 1994). However, this seems unlikely to be significant.

The Option to Tax only affects the supply of land and property by the council and has no impact on other supplies, which are still taxed at the appropriate rate of VAT for those supplies. The option does not affect services provided by anyone who hires or leases property from the council.

The council should ensure that it follows the guidance in VAT Notice 742A, or seek further advice, if it decides to make an Option to Tax.



**Internal Audit Yorkshire**

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# Holme Valley Parish Council Internal Audit Report [Interim]

Financial Year Ending 31st March 2025

Date of Interim Visit: 21<sup>st</sup> March 2025

Date Report Issued: 23<sup>rd</sup> March 2025

Prepared by: Internal Audit Yorkshire

Status: Draft

Internal Auditor: Ms Safia Kauser

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Internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

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## Statement of Responsibility

### 1.1 Background

The Accounts and Audit Regulations 2015; 5 (1) require a relevant authority to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.' The Governance and Accountability Practitioners Guide is regarded as the 'non-statutory' guidance referred to within the above act. A copy of the guide is available from the National Association of Local Councils website. Smaller authorities in England must complete an Annual Return and an Annual Governance Statement to the public. The Annual Return must be submitted to the external auditor within the statutory deadline of 30 June.

### 1.2 Purpose of Internal Audit

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. Internal auditing tests the continuing existence and adequacy of the authority's internal controls. The internal audit function must be independent from the management of the financial controls and procedures of the authority which are the subject of review. The person or persons carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the authority. It results in an annual assurance report to members designed to improve effectiveness and efficiency of the activities and operating procedures under the authority's control. Managing the authority's internal controls is a day-to-day function of the authority's staff and management, and not the responsibility of internal audit.

### 1.3 Responsibility

The internal audit work was undertaken in accordance with the agreed scope of assignment and in accordance with the letter of engagement. The council as a corporate body is responsible for ensuring that council business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for. This report and findings are based on the information that was made available during the course of the audit. The matters raised in this report should not be read as a comprehensive statement of all the weaknesses identified or all improvements to be made. Internal Audit work should not be relied upon to identify all circumstances of fraud and irregularity, should there be any. Internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

### 1.4 Our Objectives & Programme of Work

Our work during the interim visit and the year-end visit will enable us to reach judgements on the internal control objectives in the Annual Internal Audit Report which forms part of the Councils Annual Governance and Accountability Return [AGAR]. The Internal audit report should inform the authority's responses to Assertions 2 and 6 in the Annual Governance Statement that forms part of the Annual Governance and Accountability Return [AGAR]. This internal audit report should therefore be made available to support and inform members considering the authority's approval of the annual governance statement.

## The Council

### 1.1 The Council

Holme Valley Parish Council is the first tier of local government covering the administrative area of the Holme Valley. It serves a population of nearly 30,000. The council is made up of 23 councillors elected on a four-year term representing the wards of Brockholes, Fulstone, Hepworth, Holmfirth, Honley Central & East, Honley South & West, Netherthong, Scholes, Upper Holme Valley, Upperthong and Wooldale. The recent parish council elections took place in May 2023. The Council's main aim is to improve the quality of life of the residents of the Holme Valley.

**1.2** The council is supported by the Parish Clerk, the Deputy Clerk/RFO and a part-time Assistant Clerk. The council is responsible for:

- Allotments – One allotment site with 12 allotment plots (tenancies managed by Deputy Clerk under F&M)
- Garages – (in two locations); Library (run by Friends of Honley Library)
- 35 Bus Shelters & 5 adopted phone boxes (managed by self-employed contractor who directly reports to the Clerk)
- Churchyards - One closed churchyard (maintenance contractor supervised by clerk and undertakes topple tests.)
- Transport Schemes - Contributes approximately £24,000 to local buses and £1,000 to a patient transport scheme.
- Entertainment and arts - Gives grants to three main local groups who organize arts festivals. (Maintenance contractor responsible for looking after a number of art installations)
- Dog Waste glove dispensers - 20 dispensers, approx. 12 volunteers filling them
- Roadside seats – including 150 wooden benches and 8 metal memorial benches.
- Buildings and Halls - Large Civic Hall in Holmfirth owned by HVPC but managed by a trust. The council office is based in this building. The Land Charity is part of HVPC but the Clerk is only responsible for ensuring that the Charity manages the finances properly and submits the accounts to the charity commission.
- Public conveniences - Holmfirth Public Toilets. Managed by self- employed contractor/ reports to Clerk. (Gartside Building adjoined to the toilet block)
- Tourism & Crime Prevention – Provision of grants to local festivals and grant contribution towards the CCTV located at Honley
- War memorials - 5 war memorials managed by contractor
- Tenants - A tenant in part of the public toilet building. Clerk has to manage the lease arrangements and ongoing relationship with tenant. Paying electricity bill, has to be apportioned as required.

**1.3** The Councils precept for the 2024/2025 financial year was £327,934 and the Special Expenses Grant amounting to £3,437.

## Our Scope of Work During the Interim Visit

**1.1** We covered the following areas during our interim visit in March 2025.

- Accounting Records
- Payment Controls [Standing Orders, Financial Regulations, Expenditure Testing & VAT]
- Risk Management
- Budgetary Controls and Financial Health
- Income Controls including the precept
- Petty Cash (Not applicable)
- Payroll Controls and Members Allowances
- Bank Reconciliations

**1.2** We would like to thank the Responsible Financial Officer for all his help and assistance during the audit.

## Internal Audit Findings and Recommendations

### Accounting Records

**Internal Control Objective:** Appropriate accounting records have been kept properly throughout the year.

**Aim:** To provide assurance that the books of account have been properly kept throughout the year and that data input controls are accurate.

| Internal Audit Testing   | Compliance | Comments / Recommendations  |
|--|------------|---|
| Has the council appointed a Responsible Financial Officer (RFO)?   | Yes        | The council need to appoint an officer to be responsible for the financial administration of the authority in accordance with section 151 of the Local Government Act 1972. The role of the Responsible Financial officer continues to be held by the Deputy Clerk who holds a dual role. This is confirmed in the contract of employment for the postholder.   |
| Has the Responsible Financial Officer (RFO) determined a form of accounting and supporting records which have been maintained throughout the year? | Yes        | The cash book is the main focus for the day-to-day accounting and balancing off and reconciliation to the bank statement, and remains the most important control over the accounting system. The councils accounts remain unchanged and are maintained on a specialised accounting software Rialtas. This software assists with day to day entries, bank reconciliations, VAT returns and year-end accounting statements.   |
| Do the accounting records contain entries from day to day of all sums of money received and expended by the council? Is the arithmetic correct?    | Yes        | <p>The councils bank accounts were reviewed during the year. Each bank account is set up as a separate cash book on the Rialtas accounting software. The bank accounts/cashbooks at the time of the audit visit were noted and balances confirmed against the actual bank statements.</p> <p>(1) HSBC Current Account (£2,023.49 – 31<sup>st</sup> January 2025)<br/> (2) HSBC Money Manager (£55,454.13 – 31<sup>st</sup> January 2025)<br/> (3) CCLA Deposit Fund (£75,000 – interest on account paid into the HSBC current account)<br/> (4) Unity Trust Bank Current T2 Account (£108,888.20 – 31<sup>st</sup> January 2025)<br/> (5) Unity Trust Instant Savings Account (£503.76 – 31<sup>st</sup> January 2025)</p> <p>A sample of the cashbook transactions were reviewed for the month of July, October and January 2024 to check data input accuracy against the original invoices and bank statements. No issues were identified from the sample selected for audit.</p> |
| Do the previous year's annual return figures agree with the current year's opening balances in the cash book?                                      | Yes        | The councils total balances carried forward at the 31 <sup>st</sup> March 2024 were £221,342 (Box 7 AGAR Accounting Statement). This figure had been carried forward correctly as the opening balance at the 01 <sup>st</sup> April 2024 in the Rialtas software and evidence of this was provided during the audit.  |

## Payment Controls [Standing Orders – Financial Regulations – Expenditure Testing & VAT]

**Internal Control Objective:** This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

**Aim:** To provide assurance that Standing Orders, Financial Regulations and Appropriate payment controls (payments supported by invoices, expenditure is approved, VAT is correctly accounted for) are in place and are followed

| Internal Audit Testing   | Compliance | Comments / Recommendations  |
|--|------------|---|
| Has the Council adopted the Standing Orders and are these in accordance with the latest NALC model?  | Yes        | The Councils Standing Orders were reviewed and readopted at the Annual council meeting held in May 2024. Minute reference 2425/12 (13-05-2024) and are based on NALC Model Standing Orders 2018 (England) - updated April 2022.   |
| Has the Council adopted Financial Regulations and are these up to date with the latest NALC Model? And tailored to the Council?  | Yes        | The new Model of the Financial Regulations were issued by the National Association of Local Councils in May 2024. The Council have adopted the new model and tailored these to the Councils requirements (Approved by full Council 14th October 2024 – Item 2425 94 based on the new NALC Model).   |
| Are there procedures for formal tenders and quotes consistent with the Standing Orders and Financial Regulations?  | Yes        | It is noted that recommendation arising in this area from our last financial year report has been addressed and we have found that the values for formal contracts exceeding £25,000 (Public Contracts Regulations 2015 and as amended by Government on the 21 December 2022 (SI 2022/1390) is consistent in the Standing Orders and the Financial Regulations.   |
| Is the Purchasing Authority set out in the Financial Regulations? Are all payments listed in the cashbook supported by invoices, authorised and minuted in accordance with the Financial Regs? Certification of an account stamp used? | Yes        | <p><u>Authority to Spend &amp; Payment Controls</u></p> <p>The authority to spend is set out in Financial Regulations 5.15. This is determined by:</p> <ul style="list-style-type: none"> <li>➤ the Clerk, under delegated authority, for any items below £500 excluding VAT</li> <li>➤ the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.</li> <li>➤ a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £10,000 excluding VAT.</li> <li>➤ in respect of grants, the Finance and Management Committee, the Service Provision Committee, or council itself within any limits set by council and in accordance with any policy statement agreed by the council.</li> <li>➤ the council for all items over £10,000.</li> </ul> |

### Committees Delegated Authority to Spend & Scheme of Delegation

The council appointed five committees in May 2025. Each Committee has the authority to approve committee expenditure up to the amount specified in the budget.

- 1) Finance & Management
- 2) Planning
- 3) Service Provision
- 4) Climate Action, Communications & Engagement Committee [CACE]
- 5) Staffing Committee

### Purchase Orders

Financial Regulation 5.20 requires sets out the controls for purchase orders:

- *An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared, or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.*

Following a review of the invoices, we found that a log of purchase orders/receipt of payments continues to be issued by the RFO with a detailed audit log which confirms the legal power for the payment and a reference which details the approval which can be tracked back to where the purchase originated from. This includes purchases authorised by a relevant committee, or Officer under delegated powers, or in accordance with the Financial Regulations for payments on contract, direct debits or ongoing contracts (approved by the council). A purchase order was found to be appended to all invoices that were selected for audit. In discussion with the RFO we found that purchase orders are not routinely issued to the supplier. The purpose of a purchase ordering system is to ensure that the supplier has a record of the purchases and the purchase order reference can be issued on the invoices which can then be matched prior to payment along with the delivery note to confirm the receipt of goods/services.

### **RECOMMENDATION 1:**

**That purchase orders for items over £250.00 are issued to the supplier unless a formal contract is to be prepared or an official order would be inappropriate (FR 5.20).**

### Instructions to make payments & Schedules of Payments

- For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or the Finance and Management Committee may authorise in advance for the year. A list of such payments shall be reported to the next appropriate meeting of the council or Finance and Management Committee for information only.

|  |     |   |
|--|-----|---|
|  |     | <ul style="list-style-type: none"> <li>➤ The Clerk and RFO shall have delegated authority to authorise payments only in the following any payments of up to £500 excluding VAT, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Management Committee.</li> <li>➤ Financial Regulation 6.9 requires the RFO to present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council or Finance and Management Committee. The council or committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.</li> </ul> <p><b>Summary of Findings:</b><br/>Invoices were accompanied by a corresponding purchase order and authorization sheet, allowing for traceability to the source of the payment. Each authorization sheet for invoices was signed by the Responsible Financial Officer (RFO) and contained the signatories' information. Payment schedules were regularly presented to the Finance and Management Committee, with copies of the signed schedules attached to the official minutes and accessible from the council website.</p> |
| Has the council approved the annual list of the continuing contracts/obligations for the financial year? | Yes | <p>Financial Regulation 6.6 stipulates that:</p> <ul style="list-style-type: none"> <li>➤ For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or the Finance and Management Committee may authorise in advance for the year.</li> </ul> <p>We found that the list of continuing contracts and obligations was presented to the Financial and Management committee in March and approved for the 2024/2025 Financial Year (minute reference 2425 12 (Finance &amp; Management Minutes)).</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>List of Regular Payments</b></p> <p>The Committee considered a revised list of regular payments for the new Council year 2024-25. The new list removed some payees that are no longer relevant, - Handelsbanken, GoDaddy, Midcounties Cooperative, - amended some other information, and included new regular payees including rolling grant recipients, - Friends of Cliff Rec, Holmfirth Arts Festival, Holmfirth Festival of Folk, Honley Business Association, Holme Valley Patient Transport, Kirklees Youth Alliance.</p> <p><b>RESOLVED:</b> The List of Regular Payments was approved allowing for an amendment to the record for Holme Valley Patient Transport.</p> </div>              |

|   |                     |   |
|---|---------------------|---|
| <p>Does the council have any direct debits or Standing Orders in place? Have these been reviewed in accordance with the Financial Regulations? Is there an authorised list of continuing contracts and obligations (FR 5.6)? Does the council operate with a Charge Card?</p> | <p>Yes</p>          | <p>Financial Regulation 7.9 requires the approval of the use of each variable direct debit to be reviewed by the Finance and Management Committee at least every two years.</p> <p>We found that a review of the direct debits and Standing Orders was carried out by the Finance &amp; Management Committee at the meeting held on the 19<sup>th</sup> August 2024 (minute reference 2425 53). The direct debits and Standing Orders were transferred from the previous HSBC account to the new Unity Trust Bank Account.</p> <p><b>Direct Debits</b></p> <ul style="list-style-type: none"> <li>• BT (telephone and internet)</li> <li>• Photocopier lease – currently Grenke</li> <li>• Information Commissioner's Office (annual data protection fee)</li> <li>• Scottish Water / Business Stream (water/sewage to the toilets)</li> <li>• Document Logic (photocopying)</li> <li>• Npower (electricity costs to Holmfirth toilets)</li> </ul> <p><b>Standing Orders</b></p> <ul style="list-style-type: none"> <li>• Staff Salaries (Staff 02, Staff 04, Staff 05)</li> <li>• HMRC (PAYE tax and national insurance)</li> <li>• West Yorkshire Pensions Fund (Pensions)</li> <li>• Time In Time Out Media - TiTo (Parish Council monthly news)</li> <li>• Artweek (annual subscription)</li> </ul> <p><u>Payment Cards</u></p> <p>The payment card is being progressed by the RFO and currently the council does not operate with any credit or payment cards.</p> |
| <p>Is there a segregation of duties between writing cheques and/or setting up online payments and physical release of payments? Do the instructions for the payment of invoices comply with the Financial Regulations?</p>  | <p>See findings</p> | <p><u>Cheques</u></p> <p>The controls for cheque payments are set out in Financial Regulation 8. The RFO has confirmed that the Council does not operate with cheque payments.</p> <p><u>Online Payments</u></p> <p>In our last year internal audit report, we had recommended that the controls for making online payments are set out in a separate policy or incorporated within the Financial Regulations. This recommendation has been addressed and the controls for making online payments are set out in Financial Regulation 7 which requires the RFO as the service administrator to set-up the payment and two councillors to authorise the payment. In discussion with the RFO, it is noted that these controls have been implemented for the Unity Trust Bank account and the two bank accounts with</p>   |



|  |              |  |
|--|--------------|--|
|  |              | <p>HSBC have no dual authorisation. The RFO has confirmed that the council intends to close the two accounts with HSBC and transfer the money to the Unity Trust Bank accounts.</p> <p>A discussion was held with the RFO to review the procedures for requesting signatories to authorize online payments. It was observed that, although the Financial Regulations mandate that signatories verify payment details against invoices prior to approving payments through the online banking system, this practice was not being followed. It is noted that the RFO was providing the details of each transaction and the payment amount which was being relied upon by signatories to approve the payment. It is recommended that copies of the invoices be attached to the email requests sent to the signatories.</p> <p><b>RECOMMENDATION 2:</b><br/> <b>That copies of invoices be appended to the email request to the signatories when requesting the signatories to approve the online payment in accordance with the requirements of the Financial Regulations.</b></p> |
| Has the council complied with the quotations procedures for obtaining quotations and formal tender requirements?                 | See findings | A contracts list is maintained by the RFO. The council has not carried out any tendering during the course of the financial year. The maintenance contract is currently on a rolling basis, and the RFO has indicated that the council plans to evaluate this contract and issue a tender for a fixed term.  |
| Is S137 separately recorded and within limits? Is S137 expenditure of direct benefit to electorate? Is S137 expenditure minuted? | See Findings | We are informed that the Clerk has recently completed the Certificate in Local Council Administration (CILCA) which includes the module for the General Power of Competence and that the council had met the criteria as a minimum of two-thirds of the council were elected at the ordinary elections held in May 2023. The eligibility for the General Power of Competence was declared at the full council meeting held on the 3 <sup>rd</sup> February 2025 (minute reference 2425 159). Due to this being the 'power of first resort' the council no longer have to rely upon S137 which restricted the expenditure (for the direct benefit of its area, or part of its area, or all or some of its inhabitants) which was calculated on the number of electors and the amount set by the Secretary of State (currently £10.81 per elector).  |
| Is VAT correctly recorded in the cashbook and linked to invoices? VAT evidence, recording and reclaim?                           | Yes          | The Council is registered for VAT which continues to be reclaimed on a quarterly basis via the Rialtas Accounting software. VAT returns are submitted via the software to HMRC. A sample of invoices were selected for audit and were found to be linked to the VAT on Rialtas. VAT returns were up to date to the end of December 2024 (Q3) at the time of our audit. A discussion was held with the RFO relating to the VAT on the garages as a business activity and we understand that advice from a VAT specialist is being obtained.   |

## Risk Management

**Internal Control Objective:** This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

**Aim:** To obtain assurance that risk management arrangements are adequate to manage all identified risks.

| Internal Audit Testing   | Compliance | Comments / Recommendations  |
|--|------------|---|
| Annual risk assessment carried out? Does this include all financial and non-financial risks? | Yes        | <p>The councils required to identify, assess and record risks and actions that have financial and reputational consequences and how it will address any risks by introducing controls to mitigate and manage which may include the use of insurance cover.</p> <p><u>Risk Management Policy &amp; Strategy</u><br/>The council adopted a Risk Management Policy &amp; Strategy as recommended by the Finance and Management committee. Although the Policy was deemed thorough in outlining risk management and categories, we noted that certain references were outdated, such as the Accounts &amp; Audit Regulations 2003, which have been replaced by the Accounts &amp; Audit Regulations 2015. It is recommended that the references be reviewed and updated accordingly.</p> <p><u>Risk Assessment – Schedule of risks</u><br/>Following our recommendation in the last year internal audit report, it is noted that the risk register includes a risk matrix to assess and manage risks. The risk register was found to be comprehensive and included the risk categories that could be referenced with the Risk Management Policy &amp; Strategy document. It is noted that the risk register did not include any Major Risks. The substantial risk rating regarding potential cash loss due to dishonesty, theft, or fraud was reviewed with the Responsible Financial Officer (RFO) to clarify the rationale behind the substantial risk rating. The RFO indicated that this rating stemmed from the HSBC bank accounts lacking dual authorization for online payments, which left the RFO solely responsible for online payments. The recommended action to transition the accounts to Unity Trust Bank by December 2024 had not yet been implemented. Additionally, we found that there are currently no controls identified within the current controls column to confirm that the Unity Trust Bank accounts have dual authorization in place. The RFO has confirmed that there are councillors as signatories on the HSBC Bank account which requires any two signatories to make changes on the account.</p> <p><b>RECOMMENDATION 3:</b><br/><b>That the council prioritises the closure of the HSBC bank accounts and transfers the money to Unity Trust and/or updates the online banking to dual authorisation.</b></p> |

|   |     |   |
|---|-----|---|
|   |     | The risk assessment was adopted by the Finance & Management Committee at the meeting held in December 2024 (minute reference 2425 85). It is recommended that the terms of reference for the Finance & Management committee be reviewed to confirm if the committee has the delegated authority to adopt the risk assessment as there is a conflict with FR 2.2.  |
| Have the assets been inspected for risk and H&S purposes and do inspection records exist? Is there appropriate monitoring in place? (Play areas, sports pitches, open spaces etc) | Yes | <p>Appropriate site based risk assessments to manage risks associated with health and safety and on site activities should be carried out periodically and reviewed and adopted by council. Risk assessments were found to be in place for the toilets and allotments but have not been reviewed since January 2024.</p> <p><b>RECOMMENDATION 4:</b><br/> <b>That a review of site specific risk assessments be carried out for the allotments and toilets.</b></p>   |
| Insurance cover appropriate and adequate?   | Yes | <p>In our last year internal audit report we recommended that the procurement of the parish council insurance is carried out prior to the expiry date and that consideration be given to obtaining quotes for a 3-5 year long-term period which would lock the insurance premium price subject to stipulations imposed by the insurance company. A long-term agreement may assist the council with securing the best value for money.</p> <p>We reviewed the minutes of the Finance and Management Committee meeting held on 26<sup>th</sup> February 2024 and note the decision at minute reference 2324 118 where the council have agreed to continue with the current insurance provider due to outstanding claims and to seek alternative providers for the 2025/2026 financial year.</p> <p>The council have reviewed the insurance valuation for the Civic Hall. The insurance cover continued from 22 April 2024 and is in place to the 21<sup>st</sup> April 2025. Following a review of the insurance policy, we found that the council had adequate insurance for buildings and contents, business interruption, Employers and Public Liability, officials' indemnity, legal expenses and fidelity. We note that the council does not have any cover in place for cyber security and it is recommended the appropriate cover be considered.</p> |
| Has the Council carried out a review of the effectiveness of internal controls?   | Yes | Internal control checks have been carried out once in each quarter and have recently been reported to the Finance and Management Committee.   |

## Budgetary Controls And Financial Health

**Internal Control Objective:** The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

**Aim:** Verify the annual precept request is the result of a proper budget process, that budget progress has been regularly monitored and the Councils reserves are appropriate.

| Internal Audit Testing   | Compliance       | Comments / Recommendations   |  |          |   |                                   |          |   |  |         |   |                               |          |   |              |                 |                      |                    |         |   |  |         |   |  |    |   |  |                 |                  |   |          |   |   |         |   |                                 |          |   |                              |         |   |                            |          |   |  |                  |  |
|--|------------------|--|--|----------|---|-----------------------------------|----------|---|--|---------|---|-------------------------------|----------|---|--------------|-----------------|----------------------|--------------------|---------|---|--|---------|---|--|----|---|--|-----------------|------------------|---|----------|---|---|---------|---|---------------------------------|----------|---|------------------------------|---------|---|----------------------------|----------|---|--|------------------|--|
| Is there an annual budget to support precept? Has the budget been discussed and adopted by council? Is the precept demand correctly recorded in the minutes? | Yes              | <p>The councils draft budget was reviewed by the Finance and Management committee who put forward three options to the Full Town Council. The budget planning process was found to be comprehensive with details recorded in the minutes and reports prepared by the RFO. The precept testing on option C was carried and was underpinned by the detailed budget supporting documents.</p> <p><u>Option C</u></p> <table> <tr> <td>Opening Cashbook Balance 01 April 2024 (box 7 carry forward)</td><td>£221,342</td><td>A</td></tr> <tr> <td>Actual Precept Received 2024/2025</td><td>£327,934</td><td>B</td></tr> <tr> <td>Projected Income 2024/2025 (not inc the precept)</td><td>£22,085</td><td>C</td></tr> <tr> <td>Projected Expenditure 2024-25</td><td>£396,098</td><td>D</td></tr> <tr> <td><b>Total</b></td><td><b>£175,263</b></td><td><b>A + B + C - D</b></td></tr> <tr> <td>Earmarked Reserves</td><td>£93,938</td><td>E</td></tr> <tr> <td>Projected General Reserves to 31.03.25</td><td>£81,325</td><td>F</td></tr> <tr> <td>Projected Balance at 31 March 2025 - Contribution towards 25-26 Budget</td><td>£0</td><td>G</td></tr> <tr> <td><b>Projected Year End Balances 31 March 25</b></td><td><b>£175,263</b></td><td><b>E + F + G</b></td></tr> <tr> <td>Projected Opening Balance 01 April 2025</td><td>£175,263</td><td>A</td></tr> <tr> <td>Agreed Income Budget 25/26 (less precept)</td><td>£22,451</td><td>B</td></tr> <tr> <td>Agreed Expenditure Budget 25/26</td><td>£406,998</td><td>C</td></tr> <tr> <td>Earmarked Reserves 2025/2026</td><td>£93,938</td><td>D</td></tr> <tr> <td>General Reserves 2025/2026</td><td>£113,325</td><td>E</td></tr> <tr> <td><b>Projected Closing Balance - Deficit to be raised via the Precept 2025/2026 (Option C)</b></td><td><b>-£416,547</b></td><td><b>A + B - C - D - E = Precept Requirement</b></td></tr> </table> | Opening Cashbook Balance 01 April 2024 (box 7 carry forward) | £221,342 | A | Actual Precept Received 2024/2025 | £327,934 | B | Projected Income 2024/2025 (not inc the precept) | £22,085 | C | Projected Expenditure 2024-25 | £396,098 | D | <b>Total</b> | <b>£175,263</b> | <b>A + B + C - D</b> | Earmarked Reserves | £93,938 | E | Projected General Reserves to 31.03.25 | £81,325 | F | Projected Balance at 31 March 2025 - Contribution towards 25-26 Budget | £0 | G | <b>Projected Year End Balances 31 March 25</b> | <b>£175,263</b> | <b>E + F + G</b> | Projected Opening Balance 01 April 2025 | £175,263 | A | Agreed Income Budget 25/26 (less precept) | £22,451 | B | Agreed Expenditure Budget 25/26 | £406,998 | C | Earmarked Reserves 2025/2026 | £93,938 | D | General Reserves 2025/2026 | £113,325 | E | <b>Projected Closing Balance - Deficit to be raised via the Precept 2025/2026 (Option C)</b> | <b>-£416,547</b> | <b>A + B - C - D - E = Precept Requirement</b> |
| Opening Cashbook Balance 01 April 2024 (box 7 carry forward)   | £221,342         | A  |  |          |   |                                   |          |   |  |         |   |                               |          |   |              |                 |                      |                    |         |   |  |         |   |  |    |   |  |                 |                  |   |          |   |   |         |   |                                 |          |   |                              |         |   |                            |          |   |  |                  |  |
| Actual Precept Received 2024/2025  | £327,934         | B  |  |          |   |                                   |          |   |  |         |   |                               |          |   |              |                 |                      |                    |         |   |  |         |   |  |    |   |  |                 |                  |   |          |   |   |         |   |                                 |          |   |                              |         |   |                            |          |   |  |                  |  |
| Projected Income 2024/2025 (not inc the precept)   | £22,085          | C  |  |          |   |                                   |          |   |  |         |   |                               |          |   |              |                 |                      |                    |         |   |  |         |   |  |    |   |  |                 |                  |   |          |   |   |         |   |                                 |          |   |                              |         |   |                            |          |   |  |                  |  |
| Projected Expenditure 2024-25  | £396,098         | D  |  |          |   |                                   |          |   |  |         |   |                               |          |   |              |                 |                      |                    |         |   |  |         |   |  |    |   |  |                 |                  |   |          |   |   |         |   |                                 |          |   |                              |         |   |                            |          |   |  |                  |  |
| <b>Total</b>   | <b>£175,263</b>  | <b>A + B + C - D</b>   |  |          |   |                                   |          |   |  |         |   |                               |          |   |              |                 |                      |                    |         |   |  |         |   |  |    |   |  |                 |                  |   |          |   |   |         |   |                                 |          |   |                              |         |   |                            |          |   |  |                  |  |
| Earmarked Reserves   | £93,938          | E  |  |          |   |                                   |          |   |  |         |   |                               |          |   |              |                 |                      |                    |         |   |  |         |   |  |    |   |  |                 |                  |   |          |   |   |         |   |                                 |          |   |                              |         |   |                            |          |   |  |                  |  |
| Projected General Reserves to 31.03.25   | £81,325          | F  |  |          |   |                                   |          |   |  |         |   |                               |          |   |              |                 |                      |                    |         |   |  |         |   |  |    |   |  |                 |                  |   |          |   |   |         |   |                                 |          |   |                              |         |   |                            |          |   |  |                  |  |
| Projected Balance at 31 March 2025 - Contribution towards 25-26 Budget   | £0               | G  |  |          |   |                                   |          |   |  |         |   |                               |          |   |              |                 |                      |                    |         |   |  |         |   |  |    |   |  |                 |                  |   |          |   |   |         |   |                                 |          |   |                              |         |   |                            |          |   |  |                  |  |
| <b>Projected Year End Balances 31 March 25</b>   | <b>£175,263</b>  | <b>E + F + G</b>   |  |          |   |                                   |          |   |  |         |   |                               |          |   |              |                 |                      |                    |         |   |  |         |   |  |    |   |  |                 |                  |   |          |   |   |         |   |                                 |          |   |                              |         |   |                            |          |   |  |                  |  |
| Projected Opening Balance 01 April 2025  | £175,263         | A  |  |          |   |                                   |          |   |  |         |   |                               |          |   |              |                 |                      |                    |         |   |  |         |   |  |    |   |  |                 |                  |   |          |   |   |         |   |                                 |          |   |                              |         |   |                            |          |   |  |                  |  |
| Agreed Income Budget 25/26 (less precept)  | £22,451          | B  |  |          |   |                                   |          |   |  |         |   |                               |          |   |              |                 |                      |                    |         |   |  |         |   |  |    |   |  |                 |                  |   |          |   |   |         |   |                                 |          |   |                              |         |   |                            |          |   |  |                  |  |
| Agreed Expenditure Budget 25/26  | £406,998         | C  |  |          |   |                                   |          |   |  |         |   |                               |          |   |              |                 |                      |                    |         |   |  |         |   |  |    |   |  |                 |                  |   |          |   |   |         |   |                                 |          |   |                              |         |   |                            |          |   |  |                  |  |
| Earmarked Reserves 2025/2026   | £93,938          | D  |  |          |   |                                   |          |   |  |         |   |                               |          |   |              |                 |                      |                    |         |   |  |         |   |  |    |   |  |                 |                  |   |          |   |   |         |   |                                 |          |   |                              |         |   |                            |          |   |  |                  |  |
| General Reserves 2025/2026   | £113,325         | E  |  |          |   |                                   |          |   |  |         |   |                               |          |   |              |                 |                      |                    |         |   |  |         |   |  |    |   |  |                 |                  |   |          |   |   |         |   |                                 |          |   |                              |         |   |                            |          |   |  |                  |  |
| <b>Projected Closing Balance - Deficit to be raised via the Precept 2025/2026 (Option C)</b>   | <b>-£416,547</b> | <b>A + B - C - D - E = Precept Requirement</b>   |  |          |   |                                   |          |   |  |         |   |                               |          |   |              |                 |                      |                    |         |   |  |         |   |  |    |   |  |                 |                  |   |          |   |   |         |   |                                 |          |   |                              |         |   |                            |          |   |  |                  |  |

|  |     |   |
|--|-----|---|
|  |     | <p>The precept amount of £447,780 with Band D charge of £41.52 per year was agreed at the full council meeting held on 03<sup>rd</sup> February 2025 (minute reference 2425 155) which was based on a combination of two options.</p> <p><b>RECOMMENDATION 5:</b><br/> <b>It is recommended that a copy of the approved budget be published on the Town Council website showing the changes in the calculations and the amount of precept levied.</b></p> |
| Is the budget against spend comparisons provided regularly to the Council? I.e. quarterly basis? Any unexpected variances? | Yes | The Councils Finance and Management Committee continues to receive regular budget monitoring reports and the variances were found to be recorded in the minutes (FM 2425 82).   |
| Level of reserves within Proper Practice? I.e. between 3 and 12 months running costs. Review earmarked reserves.           | Yes | Earmarked reserves were reviewed as part of the budget planning for 2025/2026 by the Finance and Management committee at the meeting held on 02 <sup>nd</sup> December (minute 2425 86 V). The council's general reserves were found to be within the recommended levels for the 2024/2025 financial year.  |

### Income Controls Including The Precept

**Internal Control Objective:** Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for

**Aim:** Obtain assurance that income controls are in place and operating effectively.

| Internal Audit Testing   | Compliance | Comments / Recommendations  |
|--|------------|---|
| Does the precept approved agree to the Council Tax authority's notification and has this been received and banked? | Yes        | The precept of £327,934 and special expenses grant of £3,437 was received and banked in two equal instalments. The first instalment was received in May and paid into the HSBC Current account and the second instalment was received in November and paid into the Unity Trust Bank Account. |

|   |     |   |
|---|-----|---|
| Does the council receive any other income in addition to the precept? Is the income properly recorded and banked? | Yes | The councils other income streams relate to the toilets, garage plot and allotments. The following sums received as at 30/01/2025 were noted:<br>> £2,160 – Toilets Donation<br>> £324.00 – Allotment Rents<br>> £2,463 – Gartside Building (appended to the public toilets)<br>> £840.00 – Garage Plot Income<br>> £481.00 – Other ad-hoc income<br>> £3,993 – Bank Interest   |
| Has the council correctly invoiced for any sales and is the correct rate of VAT applied? (if applicable)          | Yes | In previous reports, we have indicated that the Council is not VAT registered. The RFO has informed us that it has recently been identified that the council is VAT registered and that this stemmed back from the 1970's. The majority of the income is received in accordance with the contracts for the allotments, Gartside Building and the Garage Plot. It is recommended that the RFO obtains further advice and guidance from a VAT specialist to confirm if VAT should be charged on business activities ie the garages. |

## Petty Cash Procedures

**Internal Control Objective:** Petty cash payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for

**Aim:** Obtain assurance that petty cash controls are in place and operating effectively

| Internal Audit Testing  | Compliance | Comments / Recommendations   |
|---|------------|--|
| Does the Council manage petty cash and is it accounted for properly and included in the AGAR figures? Is all petty cash spent recorded and supported by VAT receipts? |            | Not applicable. The council does not have any petty cash and this is reflected in Financial Regulation 10.1. |

## Payroll Controls & Members Allowances

**Internal Control Objective:** Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

**Aim:** Obtain assurance that payroll costs are supported by employment contracts, expenditure is approved and PAYE/NIC is properly operated. Review Members Allowances to ensure PAYE and NI requirements are met.

| Internal Audit Testing  | Compliance   | Comments / Recommendation  |
|---|--------------|--|
| Is there a contract of employment for the Clerk/RFO and all employed staff? Has the Council approved the salaries paid? Do the salary records correspond with the pay points agreed by the Council? | Yes          | The payroll continues to be maintained in-house by the RFO. Payroll testing was carried out for the month of November to confirm that the salaries calculated and paid to employees corresponded to the contracts of employments. The council have three employees and contracts of employments continue to remain in place. No issues were identified from the payroll testing that was carried out for all three employees.  |
| Is the Tax and NI contributions paid within the expected parameters to HMRC? Are pension obligations met as part of the auto-enrolment process?   | Yes          | Pension calculations continue to be carried out by the RFO based on the salary and percentage contribution using the spreadsheet which is uploaded on the portal and payment is made via bank transfer. The council is a member of the West Yorkshire Pension Fund. Pension calculations were reviewed as part of the payroll testing. HMRC Tax & NI contributions are auto-calculated on the payroll software and payments were made to HMRC.                                   |
| Are allowances paid to members and paid via the payroll and/or other arrangements?  | See findings | <p><u>Members Allowances</u><br/>The council does not pay its members any allowances.</p> <p><u>Chairmans Allowance/Expenses</u><br/>In accordance with the Local Government Act 1972 (s.15) a council can pay its Chairman a reasonable allowance to meet the expenses of the Chairman's office. The council currently does not pay its Chairman an allowance. A budget for the Mayors Expenses is allocated annually and payments reimbursed on presentation of a receipt.</p> |

## Asset And Investment Registers

**Objective:** Asset and investments registers were complete and accurate and properly maintained

**Aim:** To provide assurance that all material assets are accounted for correctly

| Internal Audit Testing | Compliance | Comments / Recommendations |
|------------------------|------------|----------------------------|
|------------------------|------------|----------------------------|

\*To be reviewed at the year-end visit.

## Periodic Bank Reconciliations

**Objective:** Periodic and year-end bank account reconciliations were properly carried out.

**Aim:** To provide assurance that bank reconciliations were carried out on a regular basis and reported to Council.

| Internal Audit Testing   | Compliance | Comments / Recommendations   |
|--|------------|--|
| Is there a bank reconciliation for each account? Reconciliation carried out on receipt of statement?                                   | Yes        | This is carried out by the RFO on a monthly basis following the receipt of the bank statement. The bank reconciliations and reconciled entries were available for each individual month of the financial year.   |
| Are bank reconciliations reported to council and committee? Are these independently signed off by members and recorded in the minutes? | Yes        | The bank reconciliation statements for each quarter are reported to committee. Financial Regulation 2.6 requires, at least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council Finance and Management Committee. Following our recommendation in the last year internal audit report, bank reconciliations are reported to the Finance and Management committee and independently scrutinised by members. |
| Any unexpected balancing entries in any reconciliation?  | No         | None identified following a review of the bank reconciliation and bank statements.   |
| Bank Reconciliation to the 31 March?   | N/A        | To be carried out at the year-end audit.   |



# Holme Valley Parish Council - Recommendations Action Plan

Internal Audit Year Ending 31<sup>st</sup> March 2025

**Internal Audit Yorkshire**  
For Town & Parish Councils



| No | Recommendation  | Page Number | Responsibility | Timescale                   |
|----|---|-------------|----------------|-----------------------------|
| 1  | That purchase orders for items over £250.00 are issued to the supplier unless a formal contract is to be prepared or an official order would be inappropriate (FR 5.20).                                    | 7           | RFO            | Before end June 2025        |
| 2  | That copies of invoices be appended to the email request to the signatories when requesting the signatories to approve the online payment in accordance with the requirements of the Financial Regulations. | 10          | RFO            | Already in place 15/05/2025 |
| 3  | That the council prioritises the closure of the HSBC bank accounts and transfers the money to Unity Trust and/or updates the online banking to dual authorisation.  | 11          | RFO            | Before end June 2025        |
| 4  | That a review of site specific risk assessments be carried out for the allotments and toilets.  | 12          | RFO/Clerk      | Before end Sept 2025        |
| 5  | It is recommended that a copy of the approved budget be published on the Town Council website showing the changes in the calculations and the amount of precept levied.                                     | 14          | RFO            | Already in place 15/05/2025 |

# Corporate MultiPay Business application



## Useful information

All changes made to this form must be made in manuscript by striking out and/or adding appropriate wording and initialling the changes.

Please cross through all sections which are not completed.

References to "I" / "we" / "our" or "the Business" in Sections 1 to 10 and also Section 12 are the Business named below and (as the context requires) to the Business and financial and other affairs of that Business.

### \* Fields marked with an asterisk must be completed.

Once approval has been gained, please send completed form to your Relationship Manager.

## 1 Customer Data Privacy Notice

### Who looks after your personal information

Your personal information will be held by Lloyds Bank plc, part of the Lloyds Banking Group. More information on the Group can be found at [www.lloydsbankinggroup.com](http://www.lloydsbankinggroup.com)

### How we use your personal information

We will use your personal information:

- to provide products and services, manage your relationship with us and comply with any laws or regulations we are subject to (for example the laws that prevent financial crime or the regulatory requirements governing the products we offer).
- for other purposes including improving our services, exercising our rights in relation to agreements and contracts and identifying products and services that may be of interest.

To support us with the above we analyse information we know about you and how you use our products and services, including some automated decision making. You can find out more about how we do this, and in what circumstances you can ask us to stop, in our full privacy notice.

### Who we share your personal information with

Your personal information will be shared within Lloyds Banking Group and other companies that provide services to you or us, so that we and any other companies in our Group can look after your relationship with us. By sharing this information it enables us to better understand our customers' needs, run accounts and policies, and provide products and services efficiently. This processing may include activities which take place outside of the European Economic Area. If this is the case we will ensure appropriate safeguards are in place to protect your personal information. You can find out more about how we share your personal information with credit reference agencies below and can access more information about how else we share your information in our full privacy notice.

### Where we collect your personal information from

We will collect personal information about you from a number of sources including:

- information given to us on application forms, when you talk to us in branch, over the phone or through the device you use and when new services are requested.
- from analysis of how you operate our products and services, including the frequency, nature, location, origin and recipients of any payments.
- from or through other organisations (for example card associations, credit reference agencies, insurance companies, retailers, comparison websites, social media and fraud prevention agencies).
- in certain circumstances we may also use information about health or criminal convictions but we will only do this where allowed by law or if you give us your consent.

You can find out more about where we collect personal information about you from in our full privacy notice.

### Do you have to give us your personal information

We may be required by law, or as a consequence of any contractual relationship we have, to collect certain personal information. Failure to provide this information may prevent or delay us fulfilling these obligations or performing services.

### What rights you have over your personal information

The law gives you a number of rights in relation to your personal information including:

- the right to access the personal information we have about you. This includes information from application forms, statements, correspondence and call recordings.
- the right to get us to correct personal information that is wrong or incomplete.
- in certain circumstances, the right to ask us to stop using or delete your personal information.
- the right to receive any personal information we have collected from you in an easily re-usable format when it's processed on certain grounds, such as consent or for contractual reasons. You can also ask us to pass this information on to another organisation.

You can find out more about these rights and how you can exercise them in our full privacy notice.

Other Individuals you have financial links with

We may also collect personal information about other individuals who you have a financial link with. This may include people who you have joint accounts or policies with such as your partner/spouse, dependents, beneficiaries or people you have commercial links to, for example other directors or officers of your company.

We will collect this information to assess any applications, provide the services requested and to carry out credit reference and fraud prevention checks. You can find out more about how we process personal information about individuals you have a financial link in our full privacy notice.

### How we use credit reference agencies

In order to process your application we may supply your personal information to credit reference agencies (CRAs) including how you use our products and services and they will give us information about you, such as about your financial history. We do this to assess creditworthiness and product suitability, check your identity, manage your account, trace and recover debts and prevent criminal activity.

We may also continue to exchange information about you with CRAs on an ongoing basis, including about your settled accounts and any debts not fully repaid on time, information on funds going into the account, the balance on the account and, if you borrow, details of your repayments or whether you repay in full and on time. CRAs will share your information with other organisations, for example other organisations you ask to provide you with products and services. Your data will also be linked to the data of any joint applicants or other financial associates as explained above.

You can find out more about the identities of the CRAs, and the ways in which they use and share personal information, in our full privacy notice.

### How we use fraud prevention agencies

The personal information we have collected from you and anyone you have a financial link with may be shared with fraud prevention agencies who will use it to prevent fraud and money laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found in our full privacy notice.

### Our full privacy notice

It is important that you understand how the personal information you give us will be used. Therefore, we strongly advise that you read our full privacy notice, which you can find at <http://commercialbanking.lloydsbank.com/privacy/> or you can ask us for a copy.

### How you can contact us

If you have any questions or require more information about how we use your personal information please speak to your usual bank contact in the first instance.

If you feel we have not answered your question Lloyds Banking Group has a Group Data Privacy Officer, who you can contact on 0345 602 1997 or from abroad +1733 347 007 and tell us you want to speak to our Data Privacy Officer.

### Version Control

This notice was last updated in May 2022

Full business name \*

Full legal entity name, as appears on Companies House where applicable

Business name to appear on cards \*

(Whilst business name can be longer, the embossing on your card is restricted to 21 characters and symbols are not permitted)

Introducer Bank \*

Company Registration Number (CRN)

If less than 8 characters, please precede with zero's

Standard Industry Classification Code (SIC Code)

If company not registered on Companies House then indicate type of business, please complete from below list and then give business type:

Address for correspondence \*

(this should be the Business address where the initial cards are to be delivered)




Postcode \*

We require at least 2 programme administrators ('PAs') to govern your programme successfully. To list additional PAs, please attach the 'Programme/Travel Administrator form' to the back of this application.

## Primary Programme Administrator's details ?

Title \* Mr Mrs Miss Ms Other (please specify)

☐ ☐ ☐ ☐


Full name \*

Position

Business contact numbers and area dialling codes (minimum 1 required) \*

|           |                      |
|-----------|----------------------|
| Telephone | <input type="text"/> |
|-----------|----------------------|

|        |                      |
|--------|----------------------|
| Mobile | <input type="text"/> |
|--------|----------------------|

E-mail address \*

Date of birth \*

Password (maximum 15 characters) \*

Your signature \*

Date \* DD / MM / YY

## Secondary Programme Administrator's details ?

Title \* Mr Mrs Miss Ms Other (please specify)

☐ ☐ ☐ ☐


Full name \*

Position

Business contact numbers and area dialling codes (minimum 1 required) \*

|           |                      |
|-----------|----------------------|
| Telephone | <input type="text"/> |
|-----------|----------------------|

|        |                      |
|--------|----------------------|
| Mobile | <input type="text"/> |
|--------|----------------------|

E-mail address \*

Date of birth \*

Password (maximum 15 characters) \*

Your signature \*

Date \* DD / MM / YY

### 3 Statement dates

What date would you like your statement produced each month? \*

2nd ☐ 9th ☐ 17th ☐ 26th ☐

What type of statements do you require:  
e-statements (view via Online Card  
Management System (OCMS))

☐

Paper statements

☐

Please select who statements to be sent (for paper statements only) \*

Primary PA ☐

Cardholder ☐

(Please select 'Primary Programme Administrator' only if you would like all cardholder statements to be sent centrally to a central point of contact)

### 4 Payment

Payment will be made by central customer settlement

☐ Central customer settlement – the total spend across all cards during the billing cycle is settled by a single Direct Debit from the customer's bank account

(Business settles outstanding balance on behalf of all cardholders)

For all card programmes

**Please note: All accounts will be settled centrally from the designated business bank account each month.**

It is possible to set up a Diversion Account to divert specific chosen spend types to an account that will in turn be settled by a central Business Account. More details can be found in Section 9 of this application and can be agreed during implementation.

**Note:** in all cases, settlement bank accounts must be your business bank accounts, we cannot settle cards from personal bank accounts

### 5 Card details

**For all new cardholders, the first card will be sent to the primary Programme Administrator**

For any subsequent renewal or replacement cards will be sent directly to your cardholders, unless stated below.

Please cross box if you wish all cards to be sent to the PA

Programme Administrator

☐

Business name to appear on cards (if required, please indicate text in boxes, 21 characters, no symbols)

### 6 Cash access and cardholder limits

Will cash access be required? \*

Yes No

If no please move on to Section 7.

☐
☐

**Note:** Cardholders cannot obtain cash from Lloyds Banking Group branch counters.

### 7 Online Card Management System (OCMS)

OCMS, the online card management system, is available to the PA and all cardholders at no additional charge. Your VAT reports will be available for you to download via OCMS.

Information will be sent to your PA about these services once your account is set up.

### 8 Expense Confirmation Form

For use by Businesses who do not have an electronic expense management system.

This Expense Confirmation Form enables the cardholder to obtain reimbursement in respect of Business spend. Cardholders must complete the form and submit it to the Business to enable payment and reconciliation of the Corporate MultiPay Business account.

Do you require an Expense Confirmation Form?

Yes No

☐
☐

The Expense Confirmation Form will be enclosed with the cardholder statement.

### 9 Merchant Category Group blocking

**To be completed by the Programme Administrator.**

Merchant Category Group (MCG) blocking will prevent cardholder spend on certain goods and services. This functionality is optional, but you can tailor it at programme or cardholder level.

Will you require MCG blocking?

By ticking 'yes', you will be able to choose which MCG to be blocked.

Yes No

☐
☐

## 10 Declaration, authorisation and business purposes exemption

This declaration should be signed in accordance with your existing Bank mandate or a Resolution.

1. I/We request you to issue a Corporate MultiPay ("the Card") to cardholders as determined by the Business from time to time and in accordance with the Terms and Conditions attached to this agreement. I/We acknowledge that these Cards will be issued subject to the Corporate MultiPay Conditions of Use, attached to the Cardholder Application, as amended from time to time, a copy of which, as in effect at the date of this agreement, has been supplied to me/us.
2. You are authorised to debit our account stated in the attached Direct Debit authorisation with all transactions effected under the Cards together with any interest thereon and with any fees or charges whether the account is in credit or overdrawn as a result of such debit. I/We will be responsible for any overdraft created together with any interest thereon.
3. I/We have read and agree to the Terms & Conditions included with this application.
4. By signing this application I/we confirm that:
  - I/We (or the group which the Business forms part of) has an annual turnover of more than £25m, or that my Relationship Manager has confirmed the Corporate MultiPay service is appropriate for me/us.
5. **Declaration for exemption relating to businesses (articles 60C and 60D of the Financial Services and Markets Act 2000 (Regulated Activities) Order 2001)**
  - i I am/We are entering this agreement wholly or predominantly for the purposes of a business carried on by me/us or intended to be carried on by me/us.
  - ii I/We understand that I/We will not have the benefit of the protection and remedies that would be available to me/us under the Financial Services and Markets Act 2000 or under the Consumer Credit Act 1974 if this agreement were a regulated agreement under those Acts.
  - iii I/We understand that this declaration does not affect the powers of the court to make an order under section 140B of the Consumer Credit Act 1974 in relation to a credit agreement where it determines that the relationship between the lender and the borrower is unfair to the borrower.
  - iv I am/We are aware that, if I am/we are in any doubts as to the consequences of the agreement not being regulated by the Financial Services and Markets Act 2000 or the Consumer Credit Act 1974, then I/we should seek independent legal advice.

For and on behalf of (Business name)

First signature \*

Date \*   /   /

Second signature(s)

Date   /   /

Third signature(s)

Date   /   /



Please complete this mandate and forward it with your Application form to your Programme Administrator.

## To the Manager

Name and full postal address of your Bank/Building Society \*

The name(s) on your account \*

Branch sort code \*

Bank/Building Society account number \*

Service User Number

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 8 | 3 | 0 | 7 | 2 | 9 |
|---|---|---|---|---|---|

Reference number

### Instruction to your Bank or Building Society

Please pay Lloyds Bank plc re: Lloyds Bank Corporate MultiPay from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Lloyds Bank plc re: Lloyds Bank Corporate MultiPay and, if so, details will be passed electronically to my Bank/Building Society.

If you use a digital ID, this is in substitution of a signature but it is intended to have the same effect as a "wet" signature to demonstrate acceptance of the terms of the documents attached to this email.

**Your signature \***

**Your signature**

**Your signature**

Banks and Building Societies may not accept Direct Debit Instructions for some type of accounts.

## The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Lloyds Bank plc will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request Lloyds Bank plc to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by Lloyds Bank plc or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society:
  - If you receive a refund you are not entitled to, you must pay it back when Lloyds Bank plc asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us

Please detach this Guarantee and keep it for your records.

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# Corporate MultiPay

## Part A - General Conditions

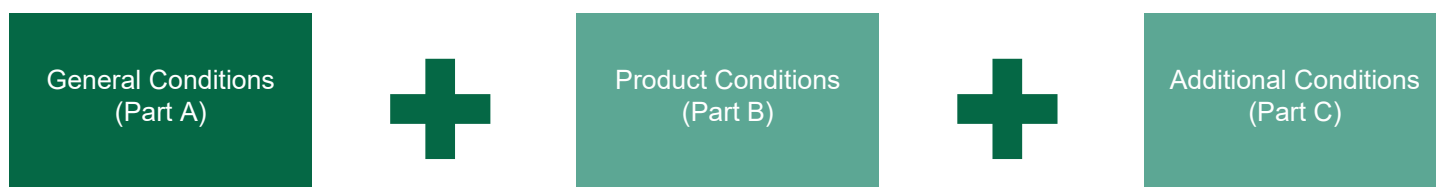
These terms and conditions are not regulated by the Consumer Credit Act 1974.

In these terms and conditions, we use headings to make them easier to read. They do not affect how the terms and conditions are interpreted.

|   |  |
|---|--|
| <p><b>About us</b></p> <p>We or us are Lloyds Bank plc registered in England and Wales with a registered office address of 25 Gresham Street, London EC2V 7HN and a registered company number of 2065 (and any successors or assigns of Lloyds Bank plc).</p> | <p><b>About you</b></p> <p>You are the business we maintain the Business Account for. If you are a partnership of two or more persons, the Agreement applies to each of you and you'll be responsible both individually and as a group (this is known as 'joint and several' liability).</p> <p>You must be using the Services in the course of your business. You must tell us promptly about any changes to your business.</p> |
|---|--|

### 1. Our Agreement with you

Our **Agreement** with you is made up of these General Conditions (Part A), the Product Conditions (Part B) for each corporate card product you have with us, the product Charges, and any additional conditions regarding the Services that we agree with you in writing from time to time. The General Conditions (Part A) contain the main terms for our relationship with you. The Product Conditions (Part B) contain terms that are specific to the corporate cards products you have with us. If there is any conflict between the General Conditions and Product Conditions, the Product Conditions will override the General Conditions. Any additional conditions will override both the General Conditions and Product Conditions. You can ask us for a copy of the Agreement at any time.



**Words we use:** Sometimes we give specific meanings to words, so we have capitalised them when they are used in the Agreement. We explain those words here or where we use them.

**Agreement:** these General Conditions (Part A), the Product Conditions (Part B) for each corporate card product you have with us, the product Charges and any additional conditions regarding the Services that we agree with you in writing from time to time.

**Authorisation:** the consent we give to a Supplier or its payment service provider (via the relevant Payment Scheme) to submit a Transaction for processing and settlement.

**Business Account:** the control account in your name that we open and maintain to provide the Services to you.

**Business Application:** your application to us for the Services.

**Business Day:** 8am to 8pm Mondays to Fridays except public and bank holidays in England and Wales or Scotland (if in Scotland), and Saturdays 9am to 4.30pm.

**Business Statement:** the statement of the Business Account.

**BTS Details:** if applicable, the 16-digit number (including any renewal or replacement number) issued to a Cardholder under the Agreement that identifies the Business Account and is needed to make Transactions.

**Card:** if applicable, any card or Embedded Payment Solution (including renewal, replacement and additional Cards) denominated in the Currency issued under the Agreement for use by a Cardholder (or User in the case of an Embedded Payment Solution only) on your behalf.

**Card Number:** the 16-digit number that identifies each individual Card and appears on the face of the Card.

**Cardholder:** your employee, contractor or agent who is authorised by you to use a Payment Device.

**Cardholder Account:** the account we open and maintain for each Cardholder, which records Transactions made by that Cardholder.

**Cardholder Application:** the application from each Cardholder.

**Cardholder Limit:** the maximum amounts of spending permitted for each Cardholder each month (including any Transactions not yet debited and any Authorisations we have given regarding prospective Transactions).

**Cardholder Statement:** the statement of a Cardholder's Transactions we provide or make available.

**Charges:** the charges that apply to the Services as agreed, which may be varied and notified to you in writing from time to time under the Agreement. Details of charges can be found at <http://business.bankofscotland.co.uk/commercial-terms/>

**Charity:** any body whose annual income, at the date of entering into the Agreement, is less than £1 million and is:

- in England and Wales, a charity as defined by section 1(1) of the Charities Act 2006;
- in Scotland, a charity as defined by section 106 of the Charities and Trustee Investment (Scotland) Act 2005; or
- in Northern Ireland, a charity as defined by section 1(1) of the Charities Act (Northern Ireland) 2008.

**Conditions of Use:** the conditions for use of the Services by Cardholders and Users (as amended from time to time) which can be found on our Website.

**Currency:** the Currency stated in the Business Application.

**Embedded Payment Solution:** if applicable, card details (including any renewal or replacement details) issued under the Agreement for use by a Cardholder or User to make purchases through a Supplier.

**Introducer:** the bank or financial institution named as the introducer on the Business Application.

**Introducer MSA:** the master services agreement between us and the Introducer relating to the provision of the Services to you.

**Liability:** all liability arising out of or in connection with the Agreement, however caused (including by negligence).



**Words that we use** - continued

**Lloyds Bank Relationship Manager:** our representative appointed as Lloyds Bank Relationship Manager to the Introducer.

**Lloyds Banking Group:** Lloyds Banking Group plc registered in Scotland with a company number of SC095000 and any of its subsidiaries from time to time.

**Micro-enterprise:** an enterprise that employs fewer than ten people and has an annual turnover or annual balance sheet total that does not exceed two million euro.

**Non-Currency Transaction:** a Transaction that is not in the Currency.

**OCMS:** online card management service tool, which is the internet-based enquiry and maintenance service we provide regarding the Services. OCMS includes the services called commercial card internet servicing (CCIS) and commercial cards data management (CCDM).

**Payment Account:** the account nominated by you for payments of Transactions and Charges. It must be a business account and not a consumer account.

**Payment Device:** any personalised device or set of procedures to access an account, give instructions or execute a Transaction. These include a Card, Card Number, Embedded Payment Solution details, BTS Details, Virtual Card, VCN, RCN, Supplier Card, electronic wallet, use of a password, security details or PIN.

**Payment Scheme:** Visa or Mastercard (as applicable).

**Payment Scheme Exchange Rate:** the foreign exchange wholesale rate set by the Payment Scheme and applied to Non-Currency Transactions to convert them to the currency of the Business Account. The relevant rate (depending on the Payment Scheme relevant to your Product) can be found at:

- **Visa** – [www.visaeurope.com/making-payments/exchange-rates](http://www.visaeurope.com/making-payments/exchange-rates)
- **Mastercard** – [www.mastercard.com/global/currencyconversion](http://www.mastercard.com/global/currencyconversion)

**Payment Services Regulations:** the Payment Services Regulations 2017.

**PIN:** the personal identification number issued to or selected by Cardholders.

**Product:** the product stated in the Business Application.

**Programme Administrator:** the representatives you nominate from time to time on the forms we provide for this purpose, or through OCMS, who will carry out the functions set out or referred to in the Agreement as being for the Programme Administrator. If your Product is the Business Travel Solution, we sometimes refer to the Programme Administrator as your Nominated Travel Administrator.

**RCN:** real card number – if applicable, the RCN is linked to a particular Cardholder Account that provides the funding card and settlement account for VCNs.

**Scheme Limit:** the maximum amount of credit given to you under the Agreement each month.

**Services:** the services we are to provide under the Agreement, together with any other services associated with a Payment Device that we or another member of Lloyds Banking Group may make available from time to time.

**Supplier Card:** if applicable, the Virtual Card we issue to you for use in funding and settling all Transactions with a nominated Supplier.

**Supplier:** any person or entity who agrees, by arrangement with us or the Payment Scheme (or both), to accept the Payment Device as payment for goods or services (or both).

**Third Party Provider (TPP):** a third party provider authorised by law to access information from your payment accounts - for example, an account aggregator that gives you a consolidated view of your account information across multiple providers.

**Transaction:** any payment or cash withdrawal made using a Payment Device.

**User:** your employee, contractor or agent authorised by you from time to time to use Embedded Payment Solution details that are in a Cardholder's name to make purchases through a Supplier.

**Virtual Card:** if applicable, card details used to make a payment but not provided in any physical state or form.

**VCN: virtual card number:** if applicable, a unique VCN is linked to an RCN to make a Transaction.

**Website:** [www.lloydsbankcommercial.com](http://www.lloydsbankcommercial.com) or any other URL we tell you about.

When we refer to any law in these terms and conditions, this includes any secondary law made under it and any amendments or replacements (or both) of that law.

## 2. Term

This Agreement will continue until you or we end it (see "Ending the Agreement").

## 3. Scheme Limit and Cardholder Limits

The Scheme Limit is agreed with you when you apply for your Product and shown in your Business Statement. You must choose a Cardholder Limit for each Cardholder, which must not exceed the Scheme Limit. Each Cardholder must never exceed their Cardholder Limit. In deciding whether or not any such limits have been exceeded, we will look at the amount of any Transaction not yet debited and any authorisation we have given regarding a prospective Transaction.

The Introducer may change the Scheme Limit if it considers this to be appropriate (in its absolute discretion), by contacting us to request the change. The Introducer may also change a Cardholder Limit in the same way as long as the requested Cardholder Limit does not exceed the Scheme Limit. We do not have to implement the change, or any limit that the Introducer agrees with you, if doing so would exceed the spending limit we have granted the Introducer.

We are not liable for any refusal by the Introducer to increase the Scheme Limit or a Cardholder Limit.

We will not increase the Scheme Limit or any Cardholder Limit without telling you. You can refuse any increase and we will tell you at the time how to do this. In some circumstances, we may lower the Scheme Limit. Generally, we will tell you in advance if we intend to do this but may not always do so. If the Scheme Limit is reduced, individual Cardholder Limits may also be reduced. If the Scheme Limit or any part of it has been unused for a six-month period, we may reduce the Scheme Limit, taking into account your product spending profile in the six months before that period.

We can decline Transactions that take a Cardholder over their Cardholder Limit or take you over the Scheme Limit. But if we do allow them, you must repay us the excess and any charges you owe us as soon as we ask you to.

How you can change your limits is set out below.

| Change the Scheme Limit   | Change the Cardholder Limit  |
|---|--|
| <p>Using the form we provide or contacting the Introducer.</p> <p>Any increase is subject to our credit review and approval process, and to the spending limit we have granted the Introducer. You may also ask us to decrease your Scheme Limit subject to any minimum we require.</p> | <p>You or the Programme Administrator can ask us or the Introducer in writing.</p> <p>If the new Cardholder Limit remains within the Scheme Limit, we will put it in place within 10 Business Days after you have asked us to.</p> <p>The Programme Administrator is responsible for telling the Cardholder about changes in their Cardholder Limit.</p> |

## 4. If you don't pay on time

You must pay Charges on any sum you don't pay on time. You can find details of Charges on our Website or are as otherwise notified to you in writing from time to time in line with the Agreement.

We may charge you our reasonable costs for collecting any sum not paid on time or resulting from any other breach of the Agreement or Conditions of Use.

We want your business to succeed, but we know you may sometimes need extra support. You should contact the Introducer or us as soon as possible if your business is having financial difficulties. We'll always try to help you, and try to develop a plan with you to deal with the difficulties.

**5. OCMS**

We grant you a non-transferable, non-exclusive, revocable, limited right to use OCMS by allowing access to OCMS by the Programme Administrator, Cardholders and Users (if applicable) subject to the Agreement and the Conditions of Use.

You must make sure that only the Programme Administrator, Cardholders and Users (if applicable) are permitted to use OCMS.

Unless the law says you are not responsible, you promise to pay us all losses, costs, claims, damages and expenses we incur if:

- (1) you, the Programme Administrator, a Cardholder or User (if applicable) gives us incorrect information or instructions;
- (2) your access to OCMS is misused;
- (3) you, the Programme Administrator, a Cardholder or a User breaks the Agreement or the Conditions of Use; or
- (4) you fail to follow any reasonable instructions we give you.

OCMS, any related services and any information given under OCMS will be provided on an "as is" and "as available" basis.

**6. Third Party Providers**

Your Programme Administrator can allow a TPP to access the information on your Business Account for you if you are registered for OCMS. If the TPP identifies itself to us, and complies with relevant regulatory requirements, we'll treat any instruction from a TPP as if it were from you.

If we are concerned about fraudulent or unauthorised access by a TPP, we may refuse it access to your account information. Before we do this, we'll tell you and explain why, unless it is not reasonably practicable, in which case we'll tell you immediately afterwards. In either case, we'll tell you in the way we consider most appropriate. We won't tell you about refusing access to a TPP if doing so would compromise our reasonable security measures or otherwise be unlawful.

We may make available to a TPP a specific means of accessing your account. If we do, and it tries to access your account in another way, we may refuse to allow that access.

If you use a third party card issuer, that TPP may be able to request confirmation from us that you have the necessary credit available on your Business Account for it to approve a transaction. We'll only respond to a request if you have expressly told us we can.

**7. Liability**

You (and not the Cardholder or User) are responsible for all costs, losses or charges arising directly or indirectly from use of a Payment Device unless we have stated otherwise in the Agreement.

**8. Payment instructions**

We will treat a payment instruction requesting that we execute a payment as received when we actually receive it, unless a Cardholder instructs us to carry out a Transaction on a future date or a series of recurring Transactions on future dates. In that case, we will treat the date we are required to carry out the Transaction as the date we receive the payment instruction.

If we receive any payment instruction after the cut-off time on any Business Day or on a day that is not a Business Day, we will treat it as if we received it on the next Business Day. You can find our payment cut-off times on our Website.

**9. Managing your Payment Devices**

How you can manage your Cards is set out below.

| Apply for a new Payment Device  | End a Cardholder's use of a Payment Device   |
|---|--|
| The Programme Administrator must submit a request on OCMS or call or email our customer service team. | <p>The Programme Administrator must submit a request on OCMS or call or email our customer service team.</p> <p>The Cardholder's use of a Payment Device will not end until the Payment Device is destroyed. If it is a Card, this means cutting it in two through the chip, and returning it to us.</p> |

A Programme Administrator may not apply for or authorise their own Payment Device. If there is only one Programme Administrator appointed, a new Programme Administrator should be appointed.

**You, Programme Administrators and Cardholders must not use a Payment Device:**

- a) for any illegal purpose;
- b) after its expiry date; or
- c) after we have cancelled or put a stop on it.

**10. Lost or stolen Payment Devices****You must tell us or ensure the relevant Cardholder tells us immediately if a Payment Device is lost or stolen; you or they think someone else knows any of its security details; or it might have been misused.**

You or the relevant Cardholder can contact us by phone on 0800 096 4496 (24 hours if it's about a lost or stolen Payment Device, but Monday to Friday 8am–8pm, Saturday 9am–4pm if it's about fraud). If abroad, call +44 1908 544059. We may ask for written confirmation within seven days, and it must include the Payment Device account number.

All Payment Devices are our property. If a Payment Device is later found, it must not be used and must be destroyed (for Cards, cut in two through the chip). You may be required to return the Payment Device to us.

Both you and the relevant Cardholder must provide all information we reasonably request. You and they must also assist us, our agents and the police (if we need to involve them) in investigating the loss, theft or possible misuse of a Payment Device, or the disclosure of any security details, and must assist us in recovering the Payment Device. Regarding such matters, both you and each Cardholder consent to our telling relevant third parties about the particular account.

When a Payment Device expires, is lost or stolen, or is damaged, we may issue a new one.

You may be covered by liability waiver insurance, subject to and in line with the terms and conditions of the insurance policy from time to time in force. A copy of the terms and conditions of the policy can be viewed at <https://business.bankofscotland.co.uk/commercial-terms.html>.

**11. Stopping or suspending a Payment Device**

We or the Introducer can stop the use of a Payment Device or refuse to issue a new one, where reasonable if:

- (1) we or the Introducer are worried about its security;
- (2) we or the Introducer think its use has been unauthorised or fraudulent;
- (3) we or the Introducer think the risk of you not repaying the credit is significantly increased; or
- (4) we reasonably believe that not doing so may cause us to breach a legal requirement or may expose us (or another company in the Lloyds Banking Group) to action from any government or regulator.

If we or the Introducer stop a Payment Device or refuse to issue one for any of these reasons, neither we nor the Introducer is responsible for any resulting loss or damage you may suffer.

We'll tell you as soon as we reasonably can if we are going to stop or have stopped the use of a Payment Device, and why, unless the law prevents us doing so or it would undermine our security measures. We won't stop a Payment Device for longer than we need to. We will let you use it again or give you a new one as soon as possible. If you have a Card and we have stopped its use, you'll be responsible for taking steps to ensure it is recovered and destroyed (cut in two through the chip). You may be required to return the Card to us.



**If you need to discuss the stop on a Payment Device with us, you can call us on 0800 096 4496 (if abroad +44 1908 544059) or write to us at Lloyds Bank Card Services, PO Box 6061, Milton Keynes MK7 8LE.**

**12. Processing Transactions**

We may refuse to process or delay processing any Transaction if:

- (1) it would cause you to exceed a limit we have set;
- (2) its completion is prevented by the payee's account;
- (3) it seems unusual when considering how the relevant Cardholder Account is normally used or we reasonably believe it may be fraudulent;
- (4) by processing it, we reasonably believe that we would infringe any law, regulation or the rules of the Payment Scheme or any industry good practice or that we may be exposed to action from any government or regulator;
- (5) not acting on the instruction to process it or delaying to act on the instruction would help us comply with money laundering laws or regulations;
- (6) the instruction to process it is inaccurate or incomplete;
- (7) acting on the instruction to process it would breach the Agreement;
- (8) the payment instructions relate to a country from or to which we may decide not to process payments (for example, a country in relation to which sanctions are in place);
- (9) you are in breach of the Agreement; or
- (10) any of the reasons for ending the Agreement under "Ending the Agreement" apply.

If we do this, we will not have any responsibility to you for any resulting loss or damage you may suffer. If we have declined to process a Transaction, we will give you on request details of the reason(s) for the refusal as soon as is practicable unless the law prevents us doing so or it would undermine our reasonable security measures. We will also include details of how to correct any errors that led to our refusal, if appropriate. To request this information, please call our customer services centre on 0800 096 4496 (if abroad +44 1908 544059). If your Transaction has been declined, this helpline is available 24 hours a day seven days a week.

**13. Statements**

If there have been any Transactions or Charges on your accounts in any month, we will post to you both the Business Statement and Cardholder Statements, unless you have asked us to make them available to you in another way. We may charge for duplicate copies. The Introducer may also receive a copy of any Business Statement or Cardholder Statement that we send to you.

The statements will include the following information:

- (1) a reference enabling you to identify the Transaction.
- (2) where appropriate, information we have received about the beneficiary of the payment.
- (3) the amount of the Transaction in the currency in which the relevant account was debited or in the currency used for the payment order.
- (4) the amount of any charges for the Transaction and, where applicable, a breakdown of them, and any interest payable by you.
- (5) where applicable, the exchange rate used for the Transaction and its amount after the currency conversion.
- (6) the debit value date or the date of receipt of the Transaction.



**You must pay the full amount outstanding on each Business Statement by the payment date specified in it.**

**14. Repayments**

Using a form we provide, you must nominate an account you hold with us or any other bank in the United Kingdom (acceptable to us) as the Payment Account at the time of entering into the Agreement.

We will take all Transactions and Charges from the Payment Account by direct debit on or after 14 (and no later than 30) calendar days from the Business Statement date. You must ensure all direct debits are paid to us on their first presentation.

**15. Important information about repayments**

Payments will only take effect when debited to the Payment Account. They may be applied against Transactions and Charges.

Payments reduce balances on the Business Account or the relevant Cardholder Account (or both) in the following order: annual card fee, late payment fee; Transaction fee; cash advance fee; ATM cash advance fee; old balances; new balances.

**16. Cancelling transactions**

Information about cancelling transactions is set out below.

| Cancelling transactions                                      |  |
|--|--|
| What Transactions can you or the relevant Cardholder cancel? | <ul style="list-style-type: none"> <li>Transactions scheduled for a future date.</li> <li>A series of recurring Transactions.</li> </ul>   |
| What you or the relevant Cardholder must do                  | <ul style="list-style-type: none"> <li>Tell us by the end of the Business Day before the day the Transaction is due to be made.</li> <li>Tell the Supplier that you have asked us to cancel the Transaction, and if you also want to cancel your agreement with them you will need to do this directly with the Supplier.</li> </ul> |
| What will happen   | <ul style="list-style-type: none"> <li>We will not carry out a Transaction once you or the Cardholder has withdrawn authorisation.</li> <li>Unless you or the Cardholder tell us otherwise, we will treat cancellation of recurring Transactions as cancelling all future Transactions in the series.</li> </ul>                     |

**17. Refunds, responsibilities and chargebacks**

You must check, and ensure any Cardholder checks, any statement you or they receive as soon as possible (preferably within 30 days), and tell us straight away if an entry seems wrong. If you don't, we may not be able to correct any mistakes. If we need to investigate a Transaction, you and the Cardholder must co-operate with us and the police if we need to involve them.

The tables below set out when we will give you a refund, and the circumstances in which you are responsible for losses caused by unauthorised transactions. Other than our responsibilities set out in this section, we have no further responsibility to you for unauthorised transactions.

The table below explains when you'll receive a refund

| What went wrong?  | You'll receive a refund if  | What you'll get   | You won't receive a refund if  |
|---|---|---|--|
| You, or the relevant Cardholder or User (if applicable), paid more than you expected            | <ul style="list-style-type: none"> <li>the exact amount of the payment was not specified;</li> <li>the payment amount is more than you could have reasonably expected to pay; and</li> <li>you request the refund within eight weeks from the date the amount was debited from the relevant account.</li> </ul> | <p>We'll refund you the amount of the payment (and any related interest and charges you have directly incurred).</p> <p>We may ask you to give us any information we reasonably require so we can ensure you satisfy the requirements for a refund before paying it.</p> <p>We'll either give you a refund or inform you why you are not entitled to one within 10 Business Days of the later of:</p> <ul style="list-style-type: none"> <li>our receipt of your request for a refund; or</li> <li>our receipt of any information we ask you to provide.</li> </ul> <p>If you are not happy with our decision, you can contact your Lloyds Bank Relationship Manager or complain to us.</p> | <ul style="list-style-type: none"> <li>you or the relevant Cardholder or User directly gave us authorisation for the Transaction and the payment amount was provided or made available to you, the Cardholder or User at least four weeks before the due date for payment.</li> </ul>  |
| A payment was made that you or the relevant Cardholder or User (if applicable) didn't authorise | <ul style="list-style-type: none"> <li>a Transaction was not authorised by you or the relevant Cardholder if you notify us without undue delay after becoming aware of the fact, and in any event within 13 months of the date we debited the payment from the relevant account.</li> </ul>                     | <p>We'll refund the amount of the Transaction and, where applicable, restore the relevant account to the position it would have been in had the unauthorised transaction not taken place.</p> <p>We'll do this by the end of the next Business Day.</p> <p>You must give us any information we reasonably need to assess whether a refund is due.</p> <p>We may also investigate after giving a refund. If we discover you were not entitled to the refund, we will debit the refunded amount from the relevant account. We'll give you reasonable notice before we do.</p>   | <ul style="list-style-type: none"> <li>you don't notify us in time</li> <li>we find the Transaction was authorised by you or a relevant Cardholder.</li> </ul> <p><b>If you are a Micro-enterprise or Charity</b></p> <p>You don't need to prove you did not authorise a card payment, but we'll take into consideration the circumstances at the time it was authorised.</p> <p><b>For everyone else</b></p> <p>You agree that Regulation 75 of the Payment Services Regulations does not apply to you. This means it's your responsibility to prove that you or the relevant Cardholder did not authorise a payment.</p> |

The table below explains when you'll be responsible for unauthorised transactions

| How the losses happened  | How much you are responsible for  |   |
|--|---|---|
|  | If you are a Micro-enterprise or Charity  | Everyone else   |
| From the use of a lost or stolen Payment Device before you tell us it's missing.   | <p>A maximum of £35 (or Currency equivalent) per instance unless you have acted fraudulently or you have intentionally or with gross negligence failed to:</p> <ol style="list-style-type: none"><li>1. take all reasonable steps to keep the personalised security features safe;</li><li>2. use the Payment Device in line with the Agreement; or</li><li>3. notify us in the agreed way and without undue delay on becoming aware of the loss, theft, misappropriation or unauthorised use of the Payment Device.</li></ol> <p>In these situations, you will be responsible for all losses incurred.</p> | <p>All losses incurred</p> <p>This is because you agree that Regulation 77 of the Payment Services Regulations does not apply to you.</p> |
| From the misuse of a Payment Device because you failed to keep the personalised security features safe.                        |   |   |
| After you have notified us of the loss, theft, or unauthorised use of the Payment Device.                                      | <p>You won't be responsible unless you have acted fraudulently.</p> <p>If you have acted fraudulently, you are responsible for all losses incurred.</p>   |   |
| Because we had failed to provide the means for you to notify us of the loss, theft, or unauthorised use of the Payment Device. |   |   |
| From the use of a Payment Device without your permission before you received it.   |   |   |
| Because we had failed to apply legally required procedures to check that a payment has been authorised by you or a Cardholder. |   |   |

#### Chargebacks

In any other circumstances, you must immediately tell us if you think a Transaction involves fraud, unauthorised use or any other circumstances where a Supplier may be held liable under the applicable Payment Scheme rules. You can ask us to reject a transaction, and we'll try to charge back the Transaction to the Supplier under those rules. If we can, we'll credit the amount to the Business Account or relevant Cardholder Account as applicable. If we cannot reverse the transaction, you'll remain liable for it.

You must tell us of any dispute about any amount on the Business Statement or any other statement without undue delay. In any event, this must be within 13 months of the date we debited the disputed payment from the account.

#### 18. When we are not liable

We have no Liability to you for:

- (1) loss of profit, revenue, production or business;
- (2) loss of goodwill, reputation or opportunity;
- (3) loss of anticipated savings or margin;
- (4) loss of bargain;
- (5) costs regarding wasted managerial, operational or other time;
- (6) loss of or corruption of data or information;
- (7) claims made against you by third parties;
- (8) indirect, consequential or special loss;
- (9) a Transaction being declined or a Payment Device not being accepted as payment, nor for any loss or damage resulting from the way this is communicated to you, the relevant Cardholder or User;
- (10) the refusal of any other bank, ATM or other machine or Supplier to accept or honour the Payment Device;
- (11) goods and services supplied to you, the Cardholder or User; or
- (12) any acts or omissions of the Introducer in connection with the Services.

Unless the law says otherwise, our maximum aggregate Liability in any one calendar year won't exceed the value of the Charges you pay us during that calendar year.

We're not responsible for any claim you, a Cardholder or a User has against a Supplier. No claim by you, a Cardholder or a User against any Supplier may be the subject of a claim or counter-claim against any member of Lloyds Banking Group.

Nothing in the Agreement limits or excludes our Liability in relation to paying refunds in line with the refunds and responsibilities section of the Agreement. The limitations to your Liability for unauthorised transactions won't be affected by any other term of the Agreement.

We won't exclude our Liability for anything the law does not allow us to, such as:

- death or personal injury caused by our negligence or the negligence of our employees, agents or subcontractors; or
- our fraud or fraudulent misrepresentation, or the fraud or fraudulent misrepresentation of our employees, agents or subcontractors.

**!** If you close your account or change your Payment Device, you will need to tell anyone else you make regular payments to, otherwise they may not be able to collect your payment.

If you miss a payment for this reason, we will not be liable for any resulting loss or damage you suffer.

**19. Changes to the Agreement**

This table sets out how and when we can make changes to the Agreement.

| Reason for changing the Agreement  | How much notice we'll give you before the changes come into effect                                     |
|--|--|
| Change in relevant legislation, regulations or codes of practice that apply to us or how we are regulated that prevents us giving you two months' written notice.  | As much written notice as reasonably possible.   |
| Changes to the Payment Scheme Exchange Rate.   | These changes will take effect immediately without notice on being amended by the Payment Scheme.      |
| A favourable change to any interest rate or charges that apply to you.   | We'll make the change immediately without notice, and changes will be shown on the Business Statement. |
| Amend our Charges, introduce new Charges and/or amend any agreed with you.   | At least two months' written notice.   |
| An unfavourable change to any interest rate or charges that apply to you.  |  |
| Any other reason, for example we may make changes to: <ul style="list-style-type: none"> <li>comply with changes to the law;</li> <li>rectify errors;</li> <li>improve security;</li> <li>change the scope of the services we provide; or</li> <li>take account of reorganisations within Lloyds Banking Group.</li> </ul> |  |

**20. What you can do if we make a change to the Agreement**

If we make a change, your options are set out below in the table.

| Type of change                           | Your options   | Next steps   |
|--|--|--|
| One we can make immediately              | Accept the relevant change                                   | We'll assume you are happy with the change unless you decide to end your Agreement.  |
|  | End your Agreement   | You cannot reject the change but you can end the Agreement if you want to (see "Ending the Agreement").  |
| One we have to tell you about in advance | Accept the relevant change                                   | We'll assume you are happy with the change unless you tell us otherwise.   |
|  | Before a change comes into effect you may reject the change. | <p>You must tell us in writing.</p> <p>The Agreement will end the day before the change comes into effect, unless you have specified an earlier date.</p> <p>We won't charge you for ending the Agreement.</p> |

**21. Removal of a Cardholder**

When a Cardholder ceases to be your employee, contractor or agent:

- (1) you must inform us (on the form we provide or through OCMS) within seven Business Days;
- (2) your obligations under the Agreement will continue in full force;
- (3) you must take steps to ensure the Payment Device is recovered and destroyed (if it is a Card, you will need to cut it in two through the chip);
- (4) you remain liable to us for all Transactions including any new ones made before the Payment Device is destroyed;
- (5) if applicable, we may cancel the existing Embedded Payment Solution details and give you new ones; and
- (6) you must ensure that the Cardholder's Embedded Payment Solution details are no longer used with any Supplier.

## 22. Ending the Agreement

The Agreement will continue until terminated in line with this clause. If you have more than one type of Product, you or we may end one set of Product Conditions without affecting these General Conditions, which will continue in effect until all other Product Conditions have been ended. If you only have one Product and you or we end the Product Conditions in line with the Agreement, the General Conditions will end too.

| Who can end it       | Reason for ending the Agreement or any Product Conditions  | Notice needed   |
|----------------------|--|---|
| You                  | At any time for any reason   | One month's notice to us in writing   |
| Us or the Introducer | At any time for any reason   | Two months' notice to you in writing, as long as we or the Introducer also give you any other notice that the law says we must give you |
|                      | You seriously or repeatedly breach the Agreement or another agreement you have with us   | None (unless required by law).  |
|                      | We reasonably suspect fraudulent activity in connection with the Agreement or the Services (or both)   | You must notify us immediately if you become aware that any of these circumstances have occurred or you believe they will occur.        |
|                      | You, a Cardholder or a User does anything we reasonably believe will seriously damage our reputation   |   |
|                      | We reasonably believe that you, a Cardholder or a User is using the Services in connection with any purpose that is unlawful   |   |
|                      | You repeatedly fail to pay any amounts due to us under the Agreement   |   |
|                      | You, a Cardholder or a User behaves threateningly or abusively towards our staff   |   |
|                      | We are required to do so to comply with legal, fiscal or regulatory changes  |   |
|                      | We find that any information you have given to us (whether in connection with the Agreement or not) is inaccurate in a significant way   |   |
|                      | We find you entered into the Agreement without informing us in writing, that material litigation was – or material administrative, criminal or judicial proceedings were – being taken against you ("material" means likely, if successful, to have a damaging effect on you)  |   |
|                      | You fail at any time to meet any identification or other checks required by law or regulation  |   |
|                      | We reasonably believe that if we do not stop the Services or end the Agreement, we will breach a law or regulation or be exposed to action from a government or regulator  |   |
|                      | Closure is required by court order or regulator's direction or decision  |   |
|                      | You are Insolvent.<br>We treat you as <b>Insolvent</b> if : <ul style="list-style-type: none"> <li>• you or any other person takes or threatens to take any step in connection with – <ul style="list-style-type: none"> <li>• a suspension or re-scheduling of payments by you, a moratorium of any of your debt or your dissolution or reorganisation (by way of voluntary arrangement, scheme of arrangement or otherwise);</li> <li>• the making of an arrangement with any of your creditors;</li> <li>• the appointment of an administrator or the intention to appoint an administrator in respect of you;</li> <li>• the appointment of a liquidator, receiver or any similar office, in respect of you or any of your assets; or</li> <li>• any equivalent procedure in any jurisdiction;</li> </ul> </li> <li>• you can't pay your debts as they fall due; or</li> <li>• you stop trading or threaten to.</li> </ul> |   |
|                      | The Introducer MSA terminates for any reason.  |   |

If we or the Introducer end the Agreement, or any Product Conditions, for these reasons, we can demand repayment of the outstanding balance and close all or any Cardholder Accounts, Business Accounts and any other account you hold with us that is relevant to the Agreement.

## 23. Things you have to do when the Agreement ends

When the Agreement, or any part of it, ends the following things must happen for the part(s) ended:

- (1) if you have Cards, you must make sure all Cards are returned to you and destroyed (cut in two through the chip). You may be required to return the Cards to us;
- (2) you must make sure any use of a Payment Device is stopped;
- (3) your use of the Service must cease with immediate effect. We need not take any further action regarding any instructions received from you even if we received them before the termination date;
- (4) all outstanding amounts will become immediately due and payable;
- (5) your obligations under the Agreement will continue in force until you have paid us all outstanding amounts; and
- (6) you must keep your Payment Account open until all Transactions have been processed and you have paid us all outstanding amounts.

When the Agreement ends we have no further obligations to you.



**If you have paid any charges in advance under the Agreement, like an annual fee, we'll refund any unused part of the charge.**



## 24. Your Payment Account

If we do not hold your Payment Account, you authorise us to pass any instructions that may be necessary for the Services to be provided to you and relevant Cardholders to the third-party bank holding your Payment Account. You also confirm that the third-party bank is authorised to accept and act on our instructions.

## 25. General

We recommend you keep a copy of all the documents that make up the Agreement. If you would like another copy of any of the documents, just ask the Introducer. You can also find these terms and conditions on our Website.

The Agreement is solely between you and us, with the exception of terms in the Agreement that include references to Lloyds Banking Group (which can be enforced by Lloyds Banking Group). No other person will have any rights to enforce any of its terms.

If we:

- do not insist or we delay insisting that you perform any of your obligations under the Agreement; or
- do not enforce or we delay enforcing our rights against you;

that won't mean we have waived our rights against you. You will still need to comply with those obligations. If we decide to waive a breach by you, we'll do so in writing, and that won't mean we automatically waive any later breach by you.

All warranties, conditions and other terms implied by law are excluded from the Agreement to the extent permitted by law.

## 26. Mistaken payment

If we are told that money has been paid into your Business Account by mistake, we can take from your account an amount up to the mistaken payment amount. We do not have to ask you to agree to this, but will let you know if it happens. We'll act reasonably and try to minimise any inconvenience to you. If we are unable to return funds to the sender, we can give them details about you and your Business Account so they can recover the money from you.

## 27. Paying more than you owe

When you make payments or transfer funds into your Business Account, you must not pay us more than you owe. If you have a credit balance on your Business Account at any time, we may apply it to recent or future Transactions. We may return any credit balance to the account from which the money has been sent or pay the funds into your Payment Account or another current account you have with us. We do not pay interest on any credit balances.

## 28. Our service promise

Whenever you deal with us, we aim to provide excellent customer service. If we do not achieve this, please tell us so we have the opportunity to put things right. You can write or speak to your Lloyds Bank Relationship Manager or customer services centre (or anyone in their teams). You can find details of what will happen next and how we will handle your complaint on our Website.

If you are dissatisfied with the outcome of a complaint you have made to us, you may be eligible to refer the matter to the Financial Ombudsman Service ("FOS"). To understand whether you are eligible to do so, please speak to the FOS directly or refer to its website at [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk). Details of how to contact the FOS can also be found on our Website.

## 29. Notices

You can contact us by post or by delivering notices by hand, in each case addressed to your Lloyds Bank Relationship Manager or Lloyds Bank Card Services PO Box 6061, Milton Keynes, MK7 8LE.

The Agreement may specify we'll contact you in a particular way or the law may say we must do so in a particular way for a specific type of notice. Otherwise, we can contact you by post, telephone or e-mail (in each case using the details you gave us on the Business Application or the Cardholder Application (if applicable) or updated details you have given us since then); through a broadcast message on an online service that we provide to you; or by posting a notice on our Website.

If we are sending a copy of a notice to you, we'll only send one copy even if the Agreement is with two or more of you.

The Agreement is in English and communications and notices between us will be in English.

You must tell us if your contact details change by giving us seven days' written notice.

We'll use your contact details and appropriate secure procedures to let you know if we suspect fraud or a security threat, or if there has been a major operational or security incident that may affect you.

## 30. Intellectual property and data protection

You acknowledge that we or our licensors (or both) own all intellectual property rights (whether registered or unregistered) in the Services (but not information uploaded into the Services by you or your affiliates) including any copyright, database rights, trade secrets, trade names and trade marks. You can only use them to the extent necessary for accessing and using the Services. You have no right to grant a sub-licence to any third party.

You grant an irrevocable right to use all information you give, but solely for the purpose of supplying the Services. You must ensure that any person you authorise to access and use the Services permits us to use the information about them for the purpose of supplying the Services.

We may provide any information which we receive relating to you, including any information regarding employees, Cardholders or agents of yours, or Cardholders (from you or a third party) to the Introducer for the purposes of managing the Services. We and the Introducer may each carry out such checks we consider necessary on the identity of anyone who is authorised to hold a Card.

## 31. Assignment

Unless we agree in writing, you may not transfer any of your rights and obligations, or sub-contract any of your obligations, under the Agreement to another person.

We may transfer any of our rights and obligations under the Agreement, or sub-contract any of our obligations, to another person without your consent. You agree that you'll promptly execute all documents that we reasonably require to make a transfer effective.

## 32. Third party rights

Nothing in the Agreement confers or is intended to confer a benefit enforceable by a person who is not a party to it. Such a person has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any of its terms except that the Introducer will have the right to enforce the rights given to it in the Agreement.

## 33. Force majeure

You and we won't be responsible if either of us (or our sub-contractors or agents) cannot perform any obligations under the Agreement, or if there is a delay in doing so, due to abnormal and unforeseeable circumstances beyond our control as long as the consequences were unavoidable despite all efforts to the contrary.

**Examples** Here are some examples of circumstances that may be beyond your or our control: industrial action, riots, invasions, terrorist attacks, threat of terrorist attacks, war, hostilities, rebellion, local or national emergency, civil commotion, fire, explosion, storm, flood, earthquake, accident, epidemic, natural disaster, acts or omissions of third parties, failure or fluctuation of a power supply or telecommunications networks, or failure of any of our equipment, software, data processing systems or transmission links.

We also won't be responsible if we cannot perform any of our obligations under the Agreement or we are delayed in doing so, because we must act in a certain way for legal or regulatory reasons.

We or a Lloyds Banking Group member may be subject to sanctions or embargoes imposed by the international community including the UK, EU, UN and the USA. We may refuse Transactions or refuse to make any payment if it would result, or in our reasonable opinion is likely to result, in a breach by us or a Lloyds Banking Group member or any of our or their employees of any sanction or embargo whether or not imposed in the UK. We are not liable for any loss, damage, cost or expense for any of the reasons listed in the 'examples' above. We may disclose to the relevant authorities such information regarding any Transaction or payment (or both) as may be required.



**34. Severability**

Each of the terms in the Agreement operates separately. If any court or relevant authority decides any of the terms is unlawful, the rest will remain in full force and effect. Any unlawful terms will apply with whatever modification is needed to give effect to your and our commercial intentions.

**35. Governing law and jurisdiction**

The Agreement and any non-contractual obligations that arise out of it are governed by the law of England and Wales. The courts of England and Wales have exclusive jurisdiction to decide any dispute arising out of or in connection with the Agreement, including as regards any non-contractual obligations.

However, if you are:

- a company or other incorporated body and your registered office is in Scotland;
- a sole trader and your business operates from Scotland;
- an unincorporated body and your central management and control is exercised from Scotland; or
- a charity based in Scotland,

then the Agreement and any non-contractual obligations that arise out of it are governed by the law of Scotland. The courts of Scotland have exclusive jurisdiction to decide any dispute arising out of or in connection with the Agreement, including as regards any non-contractual obligations.

**36. Use of personal data**

You give us your explicit consent (or have obtained the relevant individual's explicit consent) for us to access, process and keep any personal information you give us for the purposes of providing the Services to you. This won't affect any rights you or we have under data protection legislation. You can withdraw your consent by ending the Agreement.

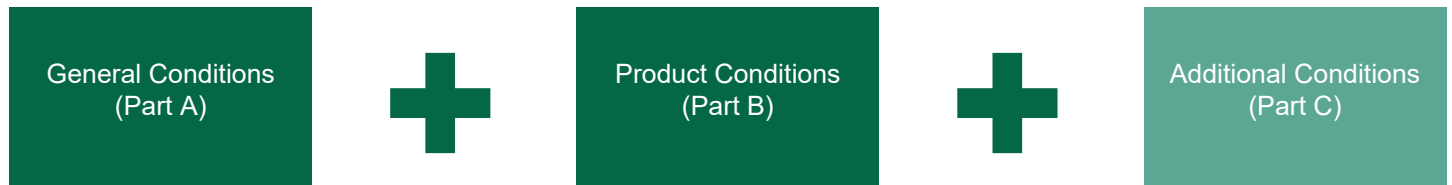


# Corporate MultiPay Part B - Product Conditions

In these terms and conditions, we use headings to make them easier to read. They do not affect how the terms and conditions are interpreted.

## Our Agreement with you

We will provide the Product that these Product Conditions (Part B) are specific to.



## 1. Additional obligations

### 1.1 You must ensure that:

- 1) the Programme Administrator provides any Payment Devices to relevant Cardholders on receipt together with a Website link to the Conditions of Use, and notifies Cardholders every time the Conditions of Use are updated;
- 2) all Programme Administrators, Cardholders and Users (if applicable) comply with the Conditions of Use at all times;
- 3) no Programme Administrator, Cardholder or User is on any list of asset-freeze targets published by the UN, the EU or the UK, or maintained by HM Treasury;
- 4) the Programme Administrator tells each Cardholder their Cardholder Limit;
- 5) any changes to the Programme Administrators are notified in writing to us by an authorised signatory;
- 6) all Cards are immediately signed and activated when received by Cardholders; and
- 7) a Cardholder with an Embedded Payment Solution only passes its details to Suppliers for use.

### 1.2 You must ensure that you and all Programme Administrators and Cardholders (and Users where applicable):

- 1) use any Payment Devices, security details and Embedded Payment Solution details (as applicable) in line with the Conditions of Use, any security procedures and instructions we provide, and keep them safe;
- 2) do not give or disclose details relating to any Cardholder Account, Business Account, Payment Device, security details or Embedded Payment Solution (as applicable) to anyone else or allow anyone else to use them;
- 3) store all information relating to any Cardholder Account, Business Account, Payment Device, security details or Embedded Payment Solution (as applicable) safely and dispose of any information securely and permanently;
- 4) do not choose a PIN or any security details that are easy for someone else to guess;
- 5) protect any PIN or security details by (a) memorising them and destroying the written notification containing them as soon as possible; and (b) not writing them down in a recognisable way or keeping them with a Payment Device or other financial documents; and
- 6) inform us as soon as possible if a Business Statement, Cardholder Statement or any other financial information expected from us is not received.

## 2. Using a Payment Device

All Non-Currency Transactions will be converted to the Currency and debited to the relevant Cardholder Account at the Payment Scheme Exchange Rate. Our website says more about the Payment Scheme Exchange Rate and how to compare it with other exchange rates. Depending on which Payment Scheme applies, the Transaction may be converted when it is made or added to the Cardholder Account (or Business Account). You can ask us at what point the Transaction will be converted. Exchange rates may change, so the exchange rate we use to convert the Transaction may differ from the exchange rate on the Transaction date. The exchange rate we use will appear on your Business Statement and relevant Cardholder Statement.

The Non-Currency Transaction fee set out in the Product Charges is added to the converted Currency amount. The Non-Currency Transaction fee is a fee for currency conversion. This fee and the converted Currency amount will be shown on the Business Statement and relevant Cardholder Statement. You agree to exclude provisions of law that can be disappplied for business customers. This means we will not send you certain information, such as electronic messages after each Non-Currency Transaction, which might be sent to personal customers.

Any cash advances will be subject to a cash advance fee. If non-Currency cash is withdrawn or purchased, it will also be subject to the Non-Currency Transaction fee.

## 3. Security

Each Cardholder will be given their own PIN to use with their Card. The Cardholder can change their PIN through our ATMs and should keep their PIN secret to protect it from unauthorised use.

We may issue Cardholders with additional security details or require them to comply with additional security measures for the Authorisation of payments made via Suppliers' websites. Where we do this, we will send details to the Programme Administrator for distribution or directly to Cardholders, together with any additional terms and conditions that apply.

You must ensure that each Cardholder uses any additional security details or complies with any additional security measures we issue or require under this clause in line with any additional terms and conditions that apply.

**4. Authorisation of a Transaction**

A Transaction (including a single Transaction, a series of recurring Transactions or a future Transaction) will be regarded as authorised by you and a Cardholder if a Cardholder or User (as applicable):

- (1) uses a Card or Payment Device together with any security details and where appropriate uses any "proceed" or similar key;
- (2) waves or swipes a Card or Payment Device over a contactless card reader;
- (3) signs a sales voucher;
- (4) uses an Embedded Payment Solution to make a purchase through a Supplier; or
- (5) follows any other method we tell you about.

A Supplier may contact us or an agent acting for us to confirm Authorisation regarding a single Transaction, a series of recurring Transactions or pre-authorising a future Transaction that a Cardholder wants to make. Therefore there may be a delay before the Supplier processes a Transaction.

When we authorise a Transaction, it will immediately reduce the available funds in the relevant Cardholder Limit and the Scheme Limit.

You, a Cardholder, or a User (if applicable) will usually find out we have refused to authorise a Transaction if a Supplier asks for payment by another method or the ATM will not dispense cash. However, a Supplier may be unable to immediately tell you we have refused a Transaction. If any Transaction is declined, you may contact us. If we have declined the Transaction, we will, where reasonably possible, tell you why. We are not responsible for any loss if a Supplier refuses to accept a Card or Payment Device or we refuse to authorise a Transaction, or delay doing so.

If you authorise a future Transaction and its amount is not known, we may reserve funds in the relevant Cardholder Account and the Business Account if you or the Cardholder consent to an exact amount of funds being reserved. We will release reserved funds when we know the Transaction amount.

**5. Embedded Payment Solution**

If we can no longer provide Embedded Payment Solution for legal, regulatory or technical reasons, we will withdraw it. We may not be able to give you notice of withdrawal immediately but will otherwise give you reasonable notice. All other parts of your Product will remain the same. The Agreement will continue in effect until it is ended in line with the General Conditions.

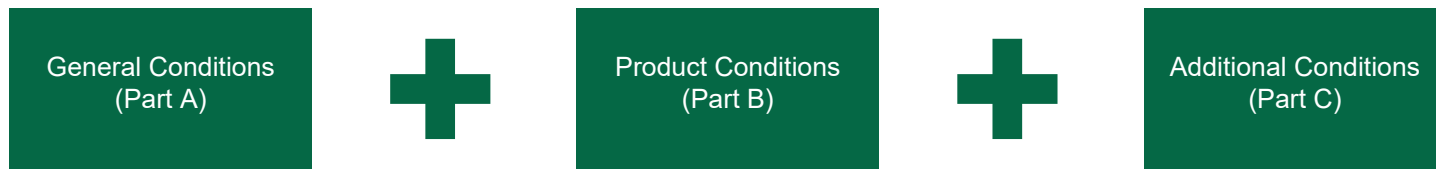


# Corporate MultiPay

## Part C - Additional Conditions

### 1. Our Agreement with you

These Additional Conditions (Part C) should be read alongside the General Conditions (Part A) and the Product Conditions (Part B). If a condition in Part A or B conflicts with any condition in this Part C, the Part C condition will apply.



Each party acknowledges that they enter into this Agreement on the condition that all the information they give the other regarding the Agreement is true and complete. Each party will notify the other of any change in its circumstances that may affect its condition, status or ability to perform its obligations under the Agreement.

#### Words that we use in Part C

Sometimes we give specific meanings to words, so we have capitalised them when they are used in the Agreement. We explain those words here or where we use them. Words given specific meanings in the General Conditions or the Product Conditions have the same meaning here.

**Minimum Transaction Spend:** the aggregate value of Spend you need to make during the Initial Term to avoid being charged the Implementation Cost.

**Implementation Clawback:** the proportion of the Implementation Cost you pay if the Agreement is terminated before the end of the Initial Term.

**Implementation Cost:** the costs we incur regarding installation and configuration of the Services as notified to you.

**Initial Term:** at least [INSERT NUMBER OF YEARS] years starting on [DD MONTH YYYY] and ending on [DD MONTH YYYY] .

**Payment Period:** [INSERT NUMBER OF MONTHS] month period calculated from [DD MONTH YYYY] and each successive [NUMBER OF MONTHS AS ABOVE] month period afterwards during the term of the Agreement.

**Spend:** all Transactions made using the [INSERT NAME/S OF PRODUCT THAT REBATE APPLIES TO] during any given period, excluding all Transactions that are subject to a chargeback or refund, or are otherwise invalidated.

#### BESPOKE CHARGES

### 2. Amended charges

We have amended some of the Charges that apply to you for your [INSERT NAME OF PRODUCT THAT THE AMENDED CHARGES APPLY TO]. Details are set out in the table below.


| Fees   | Tariff (excl. VAT)                             |
|--|--|
| Annual fee   | [£40 (Standard)]                               |
| Transaction fee  | [Zero]   |
| Settlement   | [14 days from statement date]                  |
| Late fee   | [2% of outstanding balance, minimum £10]       |
| Cash advance fee   | [2.5%, minimum £2.50, minimum withdrawal £50]  |
| Non-Currency Transaction fee (quoted on the statement alongside the Transaction)                                       | [2.75%]  |
| Returned payment fee   | [£30]  |
| Card re-issue at client request (7 Business Days) (except where reported lost/stolen/damaged or at the time of expiry) | [£10]  |
| Copy of sales voucher  | [£10]  |
| Copy of statement or report  | [£10]  |
| Emergency card replacement (white plastic issued to traveller within two Business Days of the "lost or stolen" report) | [£120]   |
| Urgent card request (card replacement requiring exceptional priority: processing time 2-4 days)                        | [£25 plus courier cost]                        |
| Data Management Charges [amend as appropriate]   | Tariff (excl. VAT)                             |
| Online Servicing   | [Standard to all card Products; no additional] |
| VAT Reporting  | [Zero]   |
| Static reporting (excl. VAT reporting)   | [Zero]   |
| Dynamic reporting/Transaction review   | [Zero]   |
| Expense management (incl. dynamic reporting, standard mapper and implementation support)                               | [Zero]   |
| Accounting mapper (development cost)   | [Zero]   |
| Training   | [Zero]   |

**3. Payments to you**

| Where the Spend during a Payment Period is | The payment to you will be |
|--|----------------------------|
| £[0.00] to £[4,999,999.99]                 | £0.00                      |
| £[5,000,000.00] to £[9,999,999.99]         | [0.4]% of Spend            |
| £[10,000,000.00] or over                   | [0.65]% of Spend           |

We will pay you anything we owe you under this section within 30 days of the end of each Payment Period, by sending it to your nominated bank account below. If you want to change your nominated bank account, you must tell us in writing.

| Nominated Bank  |                         |
|-----------------|-------------------------|
| Customer's Bank | [INSERT BANK]           |
| Sort code       | [INSERT SORT CODE]      |
| Account number  | [INSERT ACCOUNT NUMBER] |



**We will not make any payment to you regarding a Payment Period in which this Agreement is terminated for any reason.**

**CLAWBACK****4. Termination during Initial Term**

You agree that if the Agreement is terminated before the end of the Initial Term, you will pay a proportion of the Implementation Cost (the Implementation Clawback). We calculate that proportion by dividing the Implementation Cost by the number of months in the Initial Term and multiplying it by the number of whole months remaining in the Initial Term.

If you are not a Micro-Enterprise or Charity, you agree that Regulation 51(3) of the Payment Services Regulations does not apply to you, so we may charge you the Implementation Cost or Implementation Clawback..

**5. Failure to meet the Minimum Transaction Spend**

At the end of the Initial Term, we will tell you in writing whether or not you have met the Minimum Transaction Spend. You agree that if you have not done so by the end of the Initial Term, you will pay the Implementation Cost within 14 days of our written notice.

Minimum Transaction Spend (£) [INSERT AMOUNT]

Implementation Cost (£) [INSERT AMOUNT]

**CONTACTING US****6. Escalation contact details**

If you have any questions about these Additional Conditions that require escalation, please use the contact below.

|               |  |
|---------------|--|
| Head of Sales | COMPLETE AS APPROPRIATE / Andrew Pearl / Emmaline Dove                                     |
| Mobile        | COMPLETE AS APPROPRIATE / 07824 822 572 / 07824 088415                                     |
| Email         | COMPLETE AS APPROPRIATE / andrew.pearl@lloydsbanking.com / emmaline.dove@lloydsbanking.com |

| Signed for and on behalf of              |
|--|
| [INSERT FULL CUSTOMER LEGAL ENTITY NAME] |
| (Authorised Signatory)                   |
| <br><br><br><br><br>                     |
| Name                                     |
| <br>                                     |
| Position                                 |
| <br>                                     |
| Date                                     |
| DD/MM/YYYY                               |

| Signed for and on behalf of  |
|------------------------------|
| Lloyds Bank plc No. 00002065 |
| (Authorised Signatory)       |
| <br><br><br><br><br>         |
| Name                         |
| <br>                         |
| Position                     |
| <br>                         |
| Date                         |
| DD/MM/YYYY                   |

[www.lloydsbankcommercial.com](http://www.lloydsbankcommercial.com)

**Please contact us if you'd like this in Braille, large print or on audio tape.**

We accept calls via Next Generation (NGT) Service (previously Text Relay/Typetalk)

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS).

We are covered by the Financial Ombudsman Service (FOS).

Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered.

We aim to provide the highest level of customer service possible.

If you do experience a problem, we will always seek to resolve this as quickly and efficiently as possible.

If you would like a copy of our complaint procedures, please contact your relationship manager or any of our offices.

You can also find details on our website, at [www.lloydsbankcommercial.com/contactus](http://www.lloydsbankcommercial.com/contactus)

# Corporate MultiPay cardholder application

## Useful information

Please write clearly in the white spaces with capital letters or cross the boxes.

All changes made to this form must be made in manuscript by striking out and/or adding appropriate wording and initialling the changes.

Please cross through all sections that are not completed.

If you have any queries, please contact your programme administrator.

**\* Fields marked with an asterisk must be completed.**

Once completed, please forward this entire form to your cost centre manager/ programme administrator for approval.

Once approval has been gained, please send to the following address to process:

**Lloyds Bank Card Services, PO Box 6061, Milton Keynes, MK7 8LE.**

## 1 Details of new customer

Employer's/Business' name

Introducer Bank\*

Unity Trust Bank

Title Mr Mrs Miss Ms Other (please specify)

☒
☒
☒
☒


Cardholder's full name\*

Cardholder's date of birth\*







Password (usually Mother's previous name)\*

Staff number











For Individual Pay Facilities, please ensure you complete the Direct Debit authority at the end of this application.

Payment method:

Company Pay Facility

☒

Individual Pay Facility

☐

Cardholder's name as you would like it to appear on the card (maximum of 21 characters including title, spaces and no symbols)\*






















Address for correspondence\*





Postcode

Contact numbers and area dialling codes\*

Home

Work\*

Fax

Mobile\*

E-mail address (if you have one)\*

**\*Fields marked with an asterisk must be completed.**

## 2 Cardholder consent and data protection

I hereby agree to abide by the Lloyds Bank plc Corporate MultiPay Conditions of Use which I have read and understood.

I have read, understood and agree to condition 16 of the attached Conditions of Use about how you and associated companies will use information about me, searches you may make and how I can obtain a copy of the personal information you hold about me.

I have read, understood and agree to those parts of Section 16 detailing the confidentiality of personal data, how this data can be used by you and about the recording of telephone calls and acknowledge that this also applies to me.

I understand that you may contact me about products and services available from the Lloyds Banking Group, and from selected companies outside the Lloyds Banking Group which you believe may interest me or benefit me financially. Other companies, including those in the Lloyds Banking Group, will not make direct marketing approaches to me without my consent.

If you would prefer not to receive marketing information about these products and services, please cross here.

☒

Please note that if you cross this box, we will be unable to notify you of any new products or services that may be of benefit. If you do not cross here we will make direct marketing approaches. You can ask us at any time to stop contacting you.

Your signature

Date

## 3 Next steps

Once completed, please forward this form to your costs centre manager/programme administrator.

Your card will normally be sent out within 15 days of receipt of this application.

## 4

## Line manager/Internal approval (this section is optional)

This section is for internal approval only.

Cost centre name and number

Manager's title:

Mr

☐

Mrs

☐

Miss

☐

Ms

☐

Other (please specify)

Manager's name

Manager's contact number and area dialling code

Manager's signature

Date

## 5

## Merchant Category Group blocking

To be completed by either the programme administrator or cost centre manager.

Merchant Category Group (MCG) blocking will prevent cardholder spend on certain goods and services. This functionality is optional, but you can tailor it to your cardholder requirements through our bespoke option selection.

Will you require MCG blocking?

Yes

☐

No

☐

If **no** please move on to Section 6.

If **yes** is this to be set to the Business level MCG blocking or is it bespoke to the cardholder

Business

☐

Bespoke to Cardholder

☐

If **bespoke** please complete the sections below.

If **yes** please indicate which codes you would like to block (up to a maximum of 11).

|    |                                   |                          |    |  |                          |
|----|-----------------------------------|--------------------------|----|--|--------------------------|
| 1  | Building Services                 | <input type="checkbox"/> | 18 | Statutory bodies                             | <input type="checkbox"/> |
| 2  | Building Materials                | <input type="checkbox"/> | 19 | Office Stationery, Equipment and Supplies    | <input type="checkbox"/> |
| 3  | Estate and Garden Services        | <input type="checkbox"/> | 20 | Computer Equipment and Services              | <input type="checkbox"/> |
| 4  | Utilities and Non Automotive Fuel | <input type="checkbox"/> | 21 | Print and Advertising                        | <input type="checkbox"/> |
| 5  | Telecommunication Services        | <input type="checkbox"/> | 22 | Books and Periodicals                        | <input type="checkbox"/> |
| 6  | Catering and Catering Supplies    | <input type="checkbox"/> | 23 | Mail and Courier Services                    | <input type="checkbox"/> |
| 7  | Cleaning Services and Supplies    | <input type="checkbox"/> | 24 | Miscellaneous Industrial/Commercial Supplies | <input type="checkbox"/> |
| 8  | Training and Education            | <input type="checkbox"/> | 25 | Vehicles, Servicing and Spares               | <input type="checkbox"/> |
| 9  | Medical Supplies                  | <input type="checkbox"/> | 26 | Automotive Fuel                              | <input type="checkbox"/> |
| 10 | Staff – Temporary and Recruitment | <input type="checkbox"/> | 27 | Travel                                       | <input type="checkbox"/> |
| 11 | Business Clothing and Footwear    | <input type="checkbox"/> | 28 | Auto Rental                                  | <input type="checkbox"/> |
| 12 | Mail Order/Direct Selling         | <input type="checkbox"/> | 29 | Hotels and Accommodation                     | <input type="checkbox"/> |
| 13 | Personal Services                 | <input type="checkbox"/> | 30 | Restaurants and Bars                         | <input type="checkbox"/> |
| 14 | Freight and Storage               | <input type="checkbox"/> | 31 | General Retails and Wholesale                | <input type="checkbox"/> |
| 15 | Professional Services             | <input type="checkbox"/> | 32 | Leisure Activities                           | <input type="checkbox"/> |
| 16 | Financial services                | <input type="checkbox"/> | 33 | Miscellaneous                                | <input type="checkbox"/> |
| 17 | Clubs/Associations/Organisation   | <input type="checkbox"/> |    |  |                          |



This section must be completed and authorised by the programme administrator.

Corporate MultiPay Business Account number

|   |   |   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|---|---|---|---|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 5 | 5 | 6 | 3 | 1 | 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|---|---|---|---|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Business name\*

|  |
|--|
|  |
|  |

Programme number

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

Programme administrator's title

|                                     |                                     |                                     |                                     |                        |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|------------------------|
| Mr                                  | Mrs                                 | Miss                                | Ms                                  | Other (please specify) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="text"/>   |

Programme administrator's full name\*

|  |
|--|
|  |
|  |

Address

|          |
|----------|
|          |
|          |
|          |
|          |
| Postcode |

## Financial limits

Monthly cardholder limit (£)\*

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

Single transaction limit(s) (£)

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

Cash withdrawals\*

|                                     |                                     |
|-------------------------------------|-------------------------------------|
| Yes                                 | No                                  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Cash limit (£)

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

To Lloyds Bank plc, I request you to issue a card to the proposed Cardholder named in this Cardholder Application, subject to the Terms and Conditions agreed between us and subject to the specified limits.

Your signature

|  |
|--|
|  |
|  |

Date

|  |
|--|
|  |
|--|

## For bank use only

Account number

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Additional service needs

|  |
|--|
|  |
|  |

This is a copy of the current Conditions of Use for you to keep and is intended to act as a guide of how the Card must be used. We are providing the Card to enable you to access a Business Account which we have opened for the Business. These Conditions of Use do not form a contract between you and the Bank but explain how you can use the Card and when you need to contact us.

## 1 Definitions

- 1.1 Where the words set out below are used with capital letters in these Conditions of Use, they mean as follows:

**Authorisation:** as defined in the rules of any Payment Scheme.

**Bank, we, us or our:** Lloyds Bank plc registered in England and Wales with a registered office address of 25 Gresham Street, London EC2V 7HN and a registered company number of 2065 (and any successors or assigns of Lloyds Bank plc).

**Billing Cycle:** the period of about one month between Cardholder Statements.

**Business:** the Bank's customer and entity at whose request a Card is issued to a Cardholder pursuant to an agreement between us and the Business.

**Business Day:** a day (excluding Saturday and Sunday and public holidays ) on which banks are generally open for business in England.

**Card:** the Lloyds Bank Corporate MultiPay card (including any renewal or replacement card) issued for use by Cardholders with the Cardholder Account on behalf of the Business and at the Business' request.

**Card Number:** the 16 digit number which identifies each individual Card and appears on the face of the Card.

**Card Transaction:** any purchase of goods and/or services and/or cash withdrawals made by you using your Card or Card Number.

**Cardholder, you or your:** the person identified on a Card who is authorised by the Business to use that Card.

**Cardholder Account:** the sub-account opened by us in respect of a Card issued to the Cardholder pursuant to an agreement between us and the Business.

**Cardholder Application:** the application to the Bank from each Cardholder, containing the Conditions of Use.

**Cardholder Limit:** the maximum amounts of spending permitted by the Cardholder during a Billing Cycle (including any Card Transactions not yet debited and any authorisations the Bank has given in respect of prospective Card Transactions).

**Cardholder Statement:** the statement of a Cardholder's Card Transactions made available by the Bank to that Cardholder and the Business under condition 8.

**Charges:** the charges to be applied to the Cardholder Account (as may be varied from time to time). Details of charges can be found on the Website.

**Company Pay Facility:** the payment method by which the Business pays the Bank for Card Transactions and Charges that are not being settled using the Individual Pay Facility. Such method of payment for Card Transactions and Charges will be identified as "Company Pay" on the Corporate MultiPay Business application and Cardholder Application.

**Diversion Account:** a separate account from the account that initiated the transaction and to which the Business has chosen to post certain transaction types. All transactions on this account will be paid by the Business, even if the overall Service programme is an Individual Pay Facility.

**Individual Pay Facility:** the payment method by which a Cardholder pays the Bank for Card Transactions and Charges on their Cardholder Account (at the Cardholder's option and without the Cardholder being liable to make any such payment).

**Introducer Bank:** the bank or financial institution named as such in section 1 of the Corporate Multipay Business Application completed by the Business.

**Lloyds Banking Group:** Lloyds Banking Group plc registered in Scotland with a company number of SC095000 and any of its subsidiaries from time to time.

**Non-sterling Card Transaction:** any transaction performed by a Cardholder with the Card in a currency other than sterling.

**OCMS:** the internet based Card enquiry and maintenance service provided in respect of a Card.

**OCMS Conditions of Use:** the conditions of use applicable to the use of OCMS which are accessed and agreed when a Programme Administrator or a Cardholder enrolls for OCMS via the Website.

### Payment Instrument:

- any personalised device; or
- any personalised set of procedures agreed between you and us such as the use of a password, security details or a PIN,

used by you to execute Card Transactions.

**Payment Scheme:** MasterCard.

**Payment Scheme Exchange Rate:** the foreign exchange wholesale rate set by the Payment Scheme and applied to Non-sterling Card Transactions to convert them to the currency of the Cardholder Account which can be found at <https://www.mastercard.com/global/currencyconversion>.

**PIN:** the personal identification number issued to a Cardholder for use with a Card.

**PIN Management Services:** functionality available at the Bank's ATMs, which allows the Cardholder to change and unlock their PIN.

**Programme Administrator(s):** a representative or representatives nominated by the Business from time to time.

**Services:** the facilities to be provided by the Bank under an agreement between us and your Business together with any other services associated with the Card that the Bank or any other member of Lloyds Banking Group may make available from time to time.

**Supplier:** any person or entity who agrees, by arrangement with us and/or the Payment Scheme to accept the Card as payment for goods and/or services.

**Website:** the website and associated services of the Bank appearing at [www.lloydsbankcommercial.com](http://www.lloydsbankcommercial.com) or any other URL as the Bank may notify to you from time to time.

## 2 Acceptance

Before signing the Card you will read these Conditions of Use and when using the Card follow these conditions, together with any conditions of use notified to you by your Business in your terms of employment or contract for services or otherwise in any case related to use of the Card. If you do not agree to comply with these Conditions of Use you must return the Card to us cut in two through the chip.

## 3 The Cardholder Account

- We will open and/or continue a Cardholder Account in respect of the Card issued to you on behalf of the Business which can only be used for such purposes as are authorised by your Business. The Cardholder Account may only be used for authorised business use as defined between yourself and the Business. You will be acting as an agent of the Business in connection with the receipt of the Services being provided by the Bank to the Business. If cash withdrawals are permitted by us they may only be used for purposes authorised by us and your Business.
- We will debit the Cardholder Account with all Card Transactions made using your Card and will credit the Cardholder Account with all payments made by you or by the Business.
- A Cardholder Limit, a daily Card Transactions limit and an overall Card Transaction limit will be established from time to time and will be notified to you by your Business. You may also be notified of certain other restrictions and controls put in place by us or your Business from time to time, including a restriction on cash withdrawals.
- To activate the Card, on receipt of the Card, you must follow the instructions on the sticker attached to the Card, or telephone 0345 030 6263 (abroad dial +441908 544056), available 24 hours, in order to complete the necessary security checks.

## 4 The Card

- Subject to condition 2, on receipt of your Card you must sign it immediately.
- Your Card remains our property at all times and we can recall or replace or change the Card Number or Cardholder Account at any time. If either we or your Business ask for your Card back, it must be returned immediately cut in two through the chip. A person acting for us or your Business may recover or retain your Card.
- Your Card is only valid for the period shown on it and the Card must not be used outside this period. When your Card expires it must be destroyed by cutting it in two through the chip.
- Either we (on our own behalf or on the instruction of the Introducer Bank) or your Business may cancel or suspend use of your Card at any time without prior notice. Your Card and/or Card Number must not be used once your Card has been cancelled or suspended.
- Only the Business is liable to us for Card Transactions and Charges incurred on the Cardholder Account whether or not such Card Transactions or Charges are incurred in compliance with these Conditions of Use.
- You may, however, at your option but without at any time being liable to do so, choose to pay for all Card Transactions incurred on your Cardholder Account whether or not such Card Transactions are incurred in compliance with these Conditions of Use.
- Your Card and Card Number must not be used for any illegal purpose.
- Your Card must only be used with Suppliers who are in the merchant category codes specified by your Business.

## 5 The PIN, security devices and Payment Instruments

- If requested by your Business to do so, we may permit your Card to be used by you to obtain cash advances. All such cash advances will be debited to your Cardholder Account.
- Unless it has been agreed between the Bank and the Business that your needs require the issuing of a signature Card, you will be issued with a PIN for use with your Card.

- 5.3 You must not write the PIN on your Card or anything left with your Card. If you do write it down, do not write the PIN in a way which would enable someone else to recognise that it is a PIN.
- 5.4 The PIN will allow you to use PIN Management Services, make cash withdrawals from ATMs or at branch counters (where the relevant facility has been allowed by your Business) and use your Card to execute Card Transactions. This is a security measure, designed to protect unauthorised access to each Cardholder Account. The PIN will only be known by each individual Cardholder and must not have been revealed to anyone else or be known by any member of Bank staff. When you receive your PIN you can change it and select a PIN of your own choice through any of our ATMs. As a fraud prevention measure we restrict use of some numbers as PINs which are easily guessed.
- 5.5 You must use any security devices and Payment Instruments provided by us in accordance with any instructions that we give to you and you must take all reasonable steps to keep them safe. You must:
- 5.5.1 not give or disclose details relating to any Cardholder Account to anyone else or allow anyone else to use them;
  - 5.5.2 not give or disclose details relating to any security devices or Payment Instruments to anyone else or allow anyone else to use them;
  - 5.5.3 not choose a PIN or any security details that are easy for someone else to guess;
  - 5.5.4 store all information relating to any Cards and any Cardholder Accounts safely and dispose of any information securely and permanently;
  - 5.5.5 inform us as soon as possible if you do not receive a Cardholder Statement or any other financial information that you are expecting to receive from us; and
  - 5.5.6 ensure that you protect your PIN by memorising it as soon as possible after receiving it.

## 6 Card Transactions

- 6.1 Your Card or Card Number can be used to make or authorise payments to Suppliers who accept the Card (for example, a payment for goods or services supplied to you). The Card and PIN can be used in ATMs which accept the Card, when they are operating, to access PIN Management Services and to withdraw cash. (Cash is only available if permitted by the Business according to condition 5.1.)
- 6.2 The Authorisation of a Card Transaction can include authorising any single Card Transaction, a series of recurring Card Transactions or pre-authorising a future Card Transaction of a certain or uncertain amount.
- 6.3 We may refuse a Card Transaction. Reasons for this may include where:
- 6.3.1 a Card Transaction might take you over any Cardholder Limit or other limit attached to the Business Account; or
  - 6.3.2 the terms of the account held by the beneficiary of the payment prevent completion of the Card Transaction; or
  - 6.3.3 the Card Transaction seems unusual when considering the way that the relevant Cardholder Account is normally used or we reasonably believe a Card Transaction may be fraudulent.
- The Bank will not be responsible for any loss if the Bank does not allow a Card Transaction to be made. If Authorisation is given, that Card Transaction will immediately reduce the total amount that can be drawn within the relevant Cardholder Limit.
- 6.4 A Card Transaction will be regarded as authorised by you where you or any other person authorise(s) the Card Transaction at the point of sale by following the instructions provided by the Supplier to authorise the transaction, which includes:
- 6.4.1 entering your PIN or providing any other security code;
  - 6.4.2 providing the CVV code to a Supplier;
  - 6.4.3 signing a sales voucher;
  - 6.4.4 waving or swiping the Card over a card reader;
  - 6.4.5 inserting the Card and entering your PIN to request a cash withdrawal at an ATM (where this facility has been allowed by the Business); or
  - 6.4.6 making a request for a cash withdrawal at any bank counter (where this facility has been allowed by the Business).
- 6.5 Once a Card Transaction is regarded as authorised by you in accordance with condition 6.4, such authorisation can only be withdrawn where we have been instructed to:
- 6.5.1 carry out a Card Transaction on a future date; or
  - 6.5.2 carry out a series of recurring Card Transactions,
- in which case, a Card Transaction can be cancelled by you by telling the Supplier, the other party that you have made the arrangement with or us, provided that you give notice no later than the end of the Business Day on the day before the relevant Card Transaction is due to be made.

- 6.6 By cancelling a recurring transaction arrangement you or your Business will have withdrawn authorisation for such future transactions. We may ask you for clarification of which Card Transaction you are stopping and/or, if appropriate, request written confirmation that authorisation to a recurring transaction arrangement has been withdrawn. We will treat any future Card Transactions made pursuant to that arrangement as unauthorised. You will need to contact the person you make a regular payment to if you want to cancel your arrangement with them, as we cannot do that for you. You will also need to tell anyone you make regular payments to if your Cardholder Account is closed or your Card Number changes, otherwise they may not be able to collect your payments. If you do miss a payment for this reason, we are not responsible for any loss or damage that you may suffer as a result.
- 6.7 If on review of your Cardholder Statement an item appears of which you have no record, you should contact Lloyds Bank plc, by telephone on 0800 096 4496 (24 hours) (if abroad +44 1908 544059) as soon as possible.
- 6.8 All Non-sterling Card Transactions will be converted to the Cardholder Account currency and debited to the Cardholder Account (or Diversion Account, where relevant). All Non-sterling Card Transactions will be converted to the Cardholder Account currency at the Payment Scheme Exchange Rate which is applicable on the day that the Card Transaction is debited to the Cardholder Account which may be after the day you carried out the Card Transaction. The Non-sterling Card Transaction fee of 2.75% (which may be amended from time to time) is added to the converted Cardholder Account currency amount and this fee and the converted Cardholder Account currency amount will be shown on your Cardholder Statement. We will not be responsible where a currency conversion service is applied by a Supplier and the Supplier does not disclose any charges or the exchange rate to be used at the time of the transaction.
- 6.9 Where cash withdrawals are permitted, if your Card is used to withdraw cash from an ATM there may be a handling charge and we will deduct from your Cardholder Account the amount dispensed (if applicable, converted in accordance with condition 6.9 above), and any handling charges payable.
- 6.10 Where the Individual Pay Facility option is chosen, all Card Transactions which are not being settled by you will be applied to the Diversion Account.

## 7 OCMS

- 7.1 To access OCMS, you must agree to and comply with the online OCMS Conditions of Use. Upon enrolling for OCMS you must choose a user identification and a password. You agree that you will not engage in any unacceptable use of the OCMS, including without limitation, the activities set out in condition 7.4.
- 7.2 OCMS may contain inaccuracies and typographical errors and you acknowledge and agree that the OCMS, any related services and any information provided pursuant to OCMS will be provided on an "as is" and "as available" basis. If we are informed of any such errors we will endeavour to correct them as soon as practicable.
- 7.3 You must:
- 7.3.1 comply with any user guide and/or other instructions issued by the Bank in connection with the access to and use of OCMS;
  - 7.3.2 ensure that personal and other data provided to the Bank is properly maintained, accurate and up to date;
  - 7.3.3 comply with all applicable security procedures and keep secure and confidential all usernames, passwords and PINs and change the same no less frequently than recommended by the Bank from time to time or if at any time it is suspected that a breach of security has taken place; and
  - 7.3.4 set up and maintain adequate security measures to safeguard the use of OCMS from unauthorised persons.
- 7.4 You must not:
- 7.4.1 monitor, copy, print out or otherwise reproduce OCMS or any part thereof (except as expressly permitted hereunder);
  - 7.4.2 modify, translate, alter, decompile, disassemble, hack, tamper with or reverse engineer any part of OCMS or create any derivative work or product based on OCMS or use OCMS for the creation of new applications of any kind or for the creation of other products or services offerings;
  - 7.4.3 use OCMS other than for the Business' business purposes;
  - 7.4.4 create a false identity or otherwise attempt to mislead any person as to their identity or the origin of any application transmitted through the OCMS;
  - 7.4.5 remove or alter any proprietary markings, copyright notices, confidential legends, trademarks or brand names appearing on OCMS or any material supplied by us under these Conditions of Use or any copies thereof whether in the form of user guides or otherwise;
  - 7.4.6 use accounts, account numbers or attempt to authorise transactions through accounts for which you do not have full authority to conduct such activities;
  - 7.4.7 disseminate or transmit any material or messages that do not pertain to the intended use of OCMS or that contain anything that is obscene, defamatory, harassing, offensive or malicious;

- 7.4.8 disseminate or transmit files, graphics, software or other material that actually or potentially infringes the intellectual property rights of any person or entity;
- 7.4.9 access or use any part of OCMS in respect of which the Bank has not granted express permission or interfere with or disrupt any information or accounts held on the OCMS;
- 7.4.10 use or permit any third party to use OCMS in contravention of any applicable law or regulation, including without limitation, exporting, re-exporting or otherwise transferring data, information or software in violation of any import or export law, regulation or restriction;
- 7.4.11 use any software or other tool or take or permit any third party to take any action which may interfere with the functionality of OCMS or compromise the security and control of access to OCMS by the Business or any other person;
- 7.4.12 create or permit to be created any links to or from any website to any part of OCMS or cause OCMS to appear in any form (whether by framing or otherwise) other than that presented by the Bank;
- 7.4.13 transmit or upload any material that contains viruses, trojan horses, worms, time bombs or any other harmful programs which may interfere with or disrupt OCMS or any network connected thereto; or
- 7.4.14 sublicence, relicence, distribute, disclose, use, market, rent, lease, loan or transfer to any third party, any part of OCMS for third party use, third party training, time sharing, use as an application service provider or service bureau use.
- 7.5 You acknowledge that the copyright, patent rights, trade secrets, trademarks and other intellectual property rights in and to OCMS and any material issued by the Bank in connection therewith are owned by the Bank and/or its licensors and save for the access rights expressly set out herein nothing contained in these Conditions of Use gives you any right, title or interest in any such intellectual property.
- 7.6 The Bank may accept as authentic and accurate and act upon any information that is accompanied by the appropriate identifier without further investigating the source of information.
- 7.7 The Bank gives no warranty or assurance with respect to OCMS and all implied warranties are excluded to the maximum extent permitted by law.
- 7.8 Although industry-customary security measures have been implemented to protect the privacy of information transmitted via OCMS the Bank does not warrant that any such information will be fully protected from unauthorised access.
- 7.9 The Bank will use reasonable efforts to enable access to OCMS on a 24/7 basis but does not warrant that the use of OCMS will be uninterrupted whether for scheduled maintenance or otherwise and the Bank will not be liable for your inability to use OCMS howsoever this arises.
- 7.10 The Bank may modify OCMS, suspend the availability or provision of OCMS or terminate your use of OCMS, at any time on reasonable grounds relating to:
- 7.10.1 maintenance or enhancement;
- 7.10.2 breach of security or breach by you of any of its obligations hereunder;
- 7.10.3 your, or Business', failure to agree to any changes to the terms of use relating to the OCMS; or
- 7.10.4 your or the Business' use or attempted use of OCMS in an unauthorised manner; and whenever practicable the Bank will notify the Programme Administrator accordingly.
- 7.11 The Bank may at its discretion delay or decline to update on OCMS any transmitted information which it considers to be unacceptable for any reason, including suspected unauthorised access or fraud.
- 7.12 Unless terminated earlier by the Bank, the rights of access to OCMS will cease on termination of these Conditions of Use.

## 8 Statements

If there have been any Card Transactions or Charges on the Card, details of all Card Transactions and Charges debited and all amounts credited to the Cardholder Account will be shown on your Cardholder Statement and available via OCMS. You must ensure that all Card Transactions are correct. In the event of any errors during the production or posting of the Card Transactions (including posting via OCMS), you may experience a delay in being able to view such Card Transactions.

## 9 Payment

### 9.1 Individual Pay Facility:

Your Business is liable to us for settlement of the amount shown on your Cardholder Statement. You are not under any liability or obligation to us for settlement of the amount shown in your Cardholder Statement but you may make payment of the whole or any part of the amount shown, where this has been agreed by you with the Business. Payment must only be made via Direct Debit.

### 9.2 Company Pay Facility:

Your Business is liable to us for settlement of the amount shown in your Cardholder Statement and no payment is due from you to us.

## 10 Disputes and discrepancies

You should try to resolve any questions, problems, discrepancies or disputes concerning any Card Transaction directly with the relevant Supplier. If you are unable to resolve the issue please contact us immediately by calling 0800 096 4496 (24 hours) (if abroad +44 1908 544059) and we will take appropriate steps to provide the information you request or attempt to resolve your concern.

## 11 When we can stop the use of a Payment Instrument

11.1 We can stop the use of a Payment Instrument, or refuse to renew, replace or reissue a Payment Instrument, if it is reasonable for us to do so for reasons relating to:

- 11.1.1 the security of the Payment Instrument;
- 11.1.2 any suspected unauthorised or fraudulent use of the Payment Instrument;
- 11.1.3 a significantly increased risk that the Business will be unable to repay any credit line relating to the Payment Instrument; and/or
- 11.1.4 our legal or regulatory obligations,
- and we will not have any responsibility to you in respect of any loss or damage that you may suffer as a result.

11.2 We will inform the Business as soon as is practicable if we are going to, or if we have, stopped the use of a Payment Instrument and we will advise the Business of any reasons, unless the law prevents us from doing so or it would undermine our security measures.

11.3 If you need to discuss the stop on a Payment Instrument with us, you can call us on 0800 096 4496 (if abroad +44 1908 544059) or write to us at Lloyds Bank Card Services, PO BOX 6061, Milton Keynes MK7 8LE.

11.4 Either you or the Business may at any time close the Cardholder Account if the Business, or you (at your option, if there is an Individual Pay Facility), pay to us all amounts outstanding on the Cardholder Account and returns any Card issued for use with the Cardholder Account to us cut in two through the chip.

11.5 Subject to any notice we are required by law to give you, we may close the Cardholder Account at any time; in particular, the Cardholder Account may be closed if you exceed the Cardholder Limit or the daily Card Transaction limit or the overall Card Transaction limit for the Cardholder Account, or if you for any reason cease to be employed by, or contracted to supply services to, the Business.

11.6 If you cease for any reason to be an employee, agent or contractor of the Business you must cease to use the Card and the Cardholder Account and must return the Card to the Business cut in two through the chip.

## 12 Charges

12.1 Your Business is liable for payment of all reasonable expenses incurred by us:

- 12.1.1 resulting from your use of the Card including expenses incurred as a result of any breach by you of these Conditions of Use; and
- 12.1.2 in recovering any Cards which should have been returned to us.

12.2 We may debit from the Cardholder Account any Charges we may make for information or services you ask for as agreed between us and your Business.

## 13 Suppliers

13.1 We are not responsible if any bank, Supplier, terminal or other machine does not accept your Card or if a Supplier fails to disclose any surcharge for use of your Card.

13.2 If a Supplier is liable to refund a Card Transaction, we will only credit your Cardholder Account with the amount of the refund when we receive an appropriate voucher or satisfactory confirmation from that Supplier.

## 14 Our Service Promise

14.1 We aim to provide excellent customer service whenever you deal with us. If we do not achieve this, please tell us so that we have the opportunity to put things right. You can write or speak to your relationship manager or customer services centre (or anyone in their teams). You can find details of what will happen next and how we will handle your complaint on our Website.

## 15 Lost or stolen Cards

15.1 If your Card is lost, stolen or the PIN becomes known to any person other than you, or the Card or the PIN are for any reason liable to misuse, you must notify the Bank without undue delay by telephone on 0800 096 4496 (24 hours) (if abroad +44 1908 544059) so we can take steps to limit unauthorised use of the Cardholder Account. We may ask for written confirmation within seven days. Please always give your Cardholder Account number in such written confirmation. If a Card is subsequently found, it must not be used and must be returned to the Bank cut in two through the chip.

15.2 You will be required to assist us or our agents in the investigation of the loss, theft or possible misuse of your Card or the disclosure of the PIN, and in the recovery of your Card.

15.3 If we have stopped the use of your Card in accordance with condition 11 you will need to recover, destroy or return all Cards issued to you if we or our agents so request. Following a request for return of a Card, it must be cut in two through the chip and promptly returned to us.

**16 Data Protection**

- 16.1 The Data Protection Act 1998 does not generally apply to companies, but does apply to the personal data of individuals. What follows applies to your personal data and other information we may hold about you.
- 16.2 Your information will be held by Lloyds Bank which is part of the Lloyds Banking Group. More information on the Group can be found at [www.lloydsbankinggroup.com](http://www.lloydsbankinggroup.com)
- 16.3 Your personal data and other information we may hold about you will be shared within Lloyds Banking Group to enable us to better understand your needs, run your accounts and provide products in the efficient way you expect. We will also share your data with the Introducer Bank as they may require this for future discussions with your employer.
- 16.4 We will share personal information from your application with fraud prevention agencies. If false or inaccurate information is provided and fraud is identified, details of this fraud will be passed to these agencies to prevent fraud and money laundering. Further details explaining how information held by the fraud prevention agencies may be used can be obtained by reading the privacy notice at <http://www.lloydsbankcommercial.com/privacy-statement/> or contacting your local branch.
- 16.5 When we receive an application from a business we may obtain information about the company, their directors or partners and any guarantors from credit reference agencies and Group records to check your credit status. The credit reference agency enquiries may be seen by other companies making their own enquiries and may affect your ability to obtain credit elsewhere in the future. We may also use credit scoring.
- 16.6 If this is a joint application you are giving us permission to search and record information, and create a link between your financial records at credit reference agencies which will remain until you successfully apply for a "notice of disassociation" at these agencies.
- 16.7 We may ask you to provide physical forms of identity verification or search the files of credit reference agencies which will keep a record of our search, whether or not your application proceeds. This is not seen or used by lenders to assess your ability to obtain credit.
- 16.8 Lloyds Banking Group companies may use your information to contact you by mail, telephone, e-mail or text message about products and services that may be of interest to you. If you do not wish to receive this information let us know by using any convenient means (e.g. by e-mail or when visiting a branch).
- 16.9 To understand how the personal information you give us will be used. We strongly advise that you read our Privacy Statement, which you can find at <http://www.lloydsbankcommercial.com/privacy-statement> or you can ask us for a copy.
- 16.10 For further information or to ask for a copy of the Privacy Statement, please contact [lbgbdataprivacy@lloydsbank.co.uk](mailto:lbgbdataprivacy@lloydsbank.co.uk)

**17 Changes to Conditions of Use**

- 17.1 We may make changes to these Conditions of Use for any reason. For example, typically (but not exclusively), we may make changes to comply with changes to the law, rectify errors, to improve security, change the scope of the services that we provide or take account of reorganisations within Lloyds Banking Group. Your Programme Administrator(s) will be notified of the changes in writing by post or by email. Changes will then be notified to you via your Programme Administrator(s), who may direct you to the Website where details of the change are posted.
- 17.2 The Payment Scheme Exchange Rate changes on a daily basis; it is applied immediately without giving you any prior notice.

**18 General**

- 18.1 You must notify us of any change in name or address and, if we ask, confirm it in writing.
- 18.2 You consent to us providing any information referred to in the Conditions of Use on the Website.

- Travel inconvenience benefits:**

**Corporate MultiPay – policy summary:**

As a holder of a Corporate MultiPay you have access to certain insurance benefits. This is a summary of the policy and does not contain the full terms and conditions of the cover. For full details of our terms and conditions, please visit [www.lloydsbankcommercial.com](http://www.lloydsbankcommercial.com) where you can access them as a downloadable file.

**Name of insurer:**

Insured by certain underwriters at Lloyd's of London, the world's specialist insurance market institution.

**Type of insurance and cover:**

The Corporate MultiPay policy provides cover for you and up to three colleagues, when all are travelling together on a business journey outside the United Kingdom for up to 90 days duration. Cover is provided when at least 50% of the total cost of business travel has been purchased with your Corporate MultiPay. Please note that this is not a full travel insurance policy.

**Significant features and benefits:**

- Document loss – insurance against the costs incurred if essential documents need to be replaced, up to a value of £1,000.
- Travel delay £25 per hour up to £300 – compensation if your ship, aircraft or train is delayed by more than four hours.
- Delayed baggage £40 per hour up to £480 – compensation if your luggage is delayed by the carrier by more than four hours.
- Hijack £30 per day up to £630 – a benefit for each day of your trip that you are subject to a hijack.
- Legal expenses up to £2,500 – cover for legal costs arising from the pursuit of a claim against a third party while you are on a trip.

**Significant and unusual exclusions or limitations:**

- Your policy excludes some situations. These generally involve anything you already know about or that is caused by war, fraud or criminal or deliberate acts on your part. For full details of exclusions please visit [www.lloydsbankcommercial.com/Products-and-Services/Cash-Management/Card-Services/](http://www.lloydsbankcommercial.com/Products-and-Services/Cash-Management/Card-Services/), where you can access the policy booklet as a downloadable file.
- This coverage is only valid for travel undertaken on tickets where at least 50% of the total cost has been charged to your Corporate MultiPay.
- Excesses apply to certain benefits (an excess is the first part of a claim which is not covered by the insurance).
- Claims must be submitted no more than 30 days after the incident or loss occurs.

**Duration of policy:**

The benefits under the policy are available as soon as you receive your Corporate MultiPay and will remain in force as long as you hold this card or until such time as a policy covering these card types is no longer provided by Lloyds Bank plc.

**Cancellation rights:**

Access to benefits under this policy are provided free of charge by Lloyds Bank plc and can only be cancelled by them or certain underwriters at Lloyd's of London. If you cancel your card, you will no longer be able to claim under the benefits of this policy.

**How to claim:**

If you need to make a claim, please contact OSG by telephone on +353 1261 2002 or write to:

OSG Travel Claims Services, P.O. Box 1086, Belfast, BT1 9ES, United Kingdom.

**Travel and Medical Assistance:**

If you need travel or medical advice, please contact International SOS Assistance (UK) Ltd by telephone on +44 208 762 8146. This service is available 24 hours a day, 365 days a year.

**Complaints:**

If for any reason you are not satisfied with the insurance service you may contact OSG Travel Claims Services at:

The Complaints Officer, OSG Travel Claims Services, P.O. Box 1086, Belfast, BT1 9ES United Kingdom.

In the event that the matter remains unresolved, it may subsequently be referred to the Financial Ombudsman Service. Full details of the complaint address can be found in the insurance booklet.

**Financial Services Compensation Scheme:**

Lloyd's of London is a member of the Financial Services Compensation Scheme (FSCS). If they are unable to meet their obligations, you may be entitled to compensation from the scheme, depending on the type of insurance and circumstances of any claim.

**Additional Information:**

Full details of the terms and conditions of this insurance are available on request from your programme administrator.