Holme Valley Parish Council

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

Those present:

Vice Chair standing in as Chair: Cllr J Holmes
Councillors: Cllrs L Baylin, M Blacka, D Brook, C Green, G Kirkby, J Liles, A Morgan, H Osborn, T Stewart, S Whitelaw, A Wilson
Proper Officer: Mr R McGill (RFO/Deputy Clerk)
Also present: Mrs Jen McIntosh (Clerk)

Welcome

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

Public Question Time

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

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

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

2526 89 To accept apologies for absence

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

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

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

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

Councillors were reminded of the following:

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

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

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

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

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

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

2526 93 To confirm the Minutes of the previous Committee meeting

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

Matters arising arising from the last meeting/minutes:

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

2526 94 Grants

A. Grant Evaluations
NOTED: Members noted the following new grant evaluations received since the last meeting from the following community organisations -

2025/26:
- Holmfirth Forward

2024/25
- Scholes Cricket Club
- Hepworth Band
- Café 100
- Honley Village Community Trust – Easter Crafts
- Honley Village Community Trust – Easter Party
- Honley Village Community Trust – Welcome Club VE Day Party
- Women's Open Talk

Signed: ____

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

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

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

The Committee considered any further action on grant evaluations.

RESOLVED: No further action.

B. Request for a Grant change of use

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

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

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

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

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D. Grants Working Group

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

The Committee considered any further action on the Grants Working Group and its work.
RESOLVED: No further action at this time.

E. Rolling Grants

i. **NOTED:** The Committee noted that Honley Business Association had been advised before Christmas to forward the paperwork accompanying their rolling grant agreement in respect of Honley's CCTV network. This had not been received at the time of this meeting, so the consideration would be deferred to the March 2 2026 meeting.

ii. The Committee considered the Rolling Grant Agreement and supporting paperwork for Wooldale Community Group, and whether to pay the agreed amount of £1,000 to the group. The Parish Council had approved this as a rolling grant at the meeting of this Committee 3 March 2024.
RESOLVED: The Committee resolved to pay the amount of £1,000 to Wooldale Community Group.

2526 95 Chair's Expenses

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

2526 96 Schedule of Payments

NOTED: The Committee noted the following Schedules of Payments:
- the finalised, Rialtas Schedule of Payments for November 2025.
- the finalised, Rialtas Schedule of Payments for December 2025.

APPROVED: The Committee approved the following Schedule of Payments;
- the draft Schedule of Payments for January 2026.

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

Signed: ____

2526 97 **Financial Statements**

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

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

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

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

RESOLVED: The following bank reconciliations were approved:

For November 2025:

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

For December 2025:

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

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

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

NOTED: The following reports from the RFO were noted:

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

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

The Committee considered any further actions on income and expenditure against budget.
RESOLVED: No further action.

v. Earmarked Reserves

The RFO reported on the current holding in earmarked reserves.

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

The Committee considered any further actions on earmarked reserves.
RESOLVED: No further action.

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2526 98 The Civic, Holmfirth

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

The Committee considered any further action with regard to the Parish Council's engagement with The Civic and with Holmfirth Civic Hall Community Trust.
RESOLVED: No further action.

2526 99 Honley Library

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

The Committee considered any further actions with regard to the Parish Council's engagement with Honley Library and with the Friends.
RESOLVED: No further action.

2526 100 Tenancies

Allotments

i. **NOTED:** Members noted that the RFO/Deputy Clerk would be sending out in February the paperwork in respect of the new leases of the allotments to commence 1st April 2026.

ii. **NOTED**: It was noted that one tenant had given notice on her tenancy; the plot had been offered to and accepted thankfully by the applicant at the top of the waiting list.

Garages

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

Gartside Building

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

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2526 101 Internal Control Check

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

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

2526 102 Banking

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

- The RFO/Deputy Clerk reported positively on the ongoing banking arrangements with Unity Trust bank. Councillors on the bank mandate acted in a timely fashion. Councillors, themselves, reported that the banking tasks were not onerous and could be completed quickly.

- The RFO/Deputy Clerk asked, additionally, for the mandated Councillors to make sure that they check the dates of scheduled payments. Salaries of staff, tax and NI, and pensions should all be set up to be paid around the 13th-15th of the month. Scheduled payments with dates earlier in the month should be queried with the Officer. Monthly payments of the Maintenance Contractor are normally set up to be paid after 20th of the month. Scheduled payments with dates earlier in the month should, likewise, be queried with the Officer.

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

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

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

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

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

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

The draft tax base figure for the Holme Valley for 2026/27 had been calculated by

Signed: ____

Kirklees as 10,848.49.

Using this as a starting point, the RFO/Deputy Clerk drew up two options. This Committee may have recommended one or other to Council, may have amended one or other, or may have devised a totally different Precept figure.

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

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

2526 104 Prioritising Climate Action activities 2025-7

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

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

2526 105 Financial Records for the website

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

2526 106 Publicising the work of Holme Valley Parish Council

The Committee considered recent events or news that it wished to publicise via the press, Parish Council website or social media.
RESOLVED: Once the precept is approved by Council, this would be shared with the public via a press releases, including a story of what the Parish Council delivers from that funding.

The meeting closed at 750pm.

Signed: ____