

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review and should not be published on your website**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**

	£	£
Balance per bank statements as at 31/3/25:		
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		
		-
Net balances as at 31/3/25 (Box 8)		<u>151,645.8</u>

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.

	£	£
Box 7: Balances carried forward		156,869.73
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)	
Total deductions		(9,081.26)
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	
Total additions		3,857.34
Box 8: Total cash and short term investments		151,645.81

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 £	2024/25 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
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	5,282,130	5,281,344	-786	0.01%	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



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

deputyclerk@holmevalleyparishcouncil.gov.uk

26th May 2024

Regarding the draft final accounts for the financial year ending 31st 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

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
deputyclerk@holmevalleyparishcouncil.gov.uk

30th 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 29th 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