

To all Members of the Finance & Management Committee

You are hereby summoned to attend a meeting of the **Finance and Management Standing Committee** to be held at **HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH HD9 3AS** on **MONDAY 1st June 2026** 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.

2627 1 **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.

2627 2 **To accept apologies for absence** **7.16 pm**

To note, the absences from the meeting.

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

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

2627 3 **Receipt of written Declaration of Pecuniary and Other Interests** **7.17 pm**

2627 4 **Declaration of interests in agenda items and written dispensations** **7.18 pm**

Reminder:

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

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2627 5 **To consider whether items on the agenda should be discussed in private session** **7.19 pm**

2627 6 **To confirm the Minutes of the previous Committee meeting** **7.20 pm**

- To note the Minutes of the Finance & Management Committee Meeting held on 2 March 2026, numbered 2526 107 to 2526 124 inclusive. **(B)**

Matters arising from the last meeting/minutes:

The RFO reports that, in respect of the money the Parish Council owes on its garage rentals in respect of VAT, he has still not made arrangements to pay the £513.34 owed, because he is unable to submit the next VAT return until last year's accounts are closed after the Annual Governance and Accountability Return. As soon as the 2025/26 accounts are closed, the RFO will speak to Rialtas about how to record a VAT-only payment.

2627 7 **Prioritising Climate Action activities 2025-7** **7.22 pm**

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

2627 8 **Holme Valley Parish Council Annual Governance and Accountability Return AGAR 2025/26 - draft** **7.23 pm**

To approve, the final Fixed Asset List at 31st March 2026. RFO/Deputy Clerk to report. **(C)**

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 2025/26 Form 3
 - o Section 1 Annual Governance Statement **(Di)**
 - o Section 2 Accounting Statements **(Dii)**
 - o Section 3 Annual External Audit Report (currently blank) **(Diii)**
 - o Annual Internal Audit Report (currently blank) **(Div)**
- AGAR supporting documents to be sent to the external auditor
 - o Making Provision for the Exercise of Public Rights – the notice would be posted Monday 22nd June and members of the public could inspect accounts Tuesday 23rd June to Monday 3rd August 2026. **(Ei)**
 - o Confirmation of the dates of the period for the exercise of public rights **(Eii)**
 - o Bank Reconciliation with box 8 **(Eiii)**
 - o Reconciliation between box 7 and box 8 **(Eiv)**
 - o Explanation of variances **(Ev)**

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- iv Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Management Committee.

All other payments, - that is, those above £500 and not a regular payment of the Parish Council, - will normally need to be approved on an *ad hoc* basis by the Finance and Management Committee or by full Council and the minute documented.

2627 11

Grants

7.40 pm

A. List of all grants awarded 2025/26. (G)

B. Grant Evaluations

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

2025/26:

- [Brockholes Village Trust](#)
- [Huddersfield Sailing Club](#)

2024/25

- [Full Life Church Food Bank](#)

There are still some outstanding Grant Evaluation Reports from:

- 2025/26 (Holmbridge Cricket Club; Full Life Church Food Bank; Holmfirth Film Festival)
- 2024/25 (Holme Village Community Centre - toilets; Project Communities; The Nest; New Mill Community Garden; Holme Valley Lions; Brockholes Green Spaces [interim report received])
- 2023/24 (Hade Edge Residents Association x 2; Holmfirth WI)

The RFO will keep chasing these. The RFO will be sending out grant evaluation forms for the February 2026 awards in the late summer and autumn.

To consider, any further action on grant evaluations.

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C. Rolling Grants

- i. **To note**, this is the last year of the current council term, and is also the last year of any rolling grant agreements approved by the Parish Council.
- ii. **To note**, these are the ongoing rolling grants of this Committee:
 1. Holmfirth Festival of Folk - £1,500 - Festival costs
 2. Holmfirth Film Festival - £1,500 – venue hire
 3. Friends of Honley - £1,500 – annual planting
 4. Friends of Cliff Rec - £500 – Carols on the Cliff
 5. Honley Business Association - £1,560 - CCTV
 6. Wooldale Community Group - £1,000 – venue rental for clubs

Rolling grants 1-4 are normally paid in the first part of the financial year once all the paperwork is received and approved by this Committee. Rolling grants 5 and 6 are normally paid after new year, again, once all paperwork is received and approved by Members.

The RFO will be chasing the paperwork that these organisations need to supply to fulfil their commitments to the rolling grants process, with a view to these awards being approved at the next meeting of this Committee and paid thereafter.

- iii. **To consider**, any further action on rolling grants.

2627 12

Finance and Management Working Groups

7.50 pm

To consider, the status of Finance and Management working groups.

- i. The Grants Working Group had completed its work the 2025/26 council year, and this was summarised in its Annual Report. Not all the outcomes from the Report have been actioned yet but should be in place before the start of the summer proper.

As the report was presented some potential unresolved issues with the grants process were still apparent. This Committee can vote to reestablish the Grants Working Group for the new Council year. Members 2025/26 were: Cllr Colling, Cllr Wilson, Cllr Blacka, Cllr Holmes, Cllr Kirby, Cllr Whitelaw and the RFO/Deputy Clerk.

To consider, establishing or otherwise a Grants Working Group 2026/27.

- ii. A Financial Regulations Working Group was previously tasked with refining the NALC model Financial Regulations 2025. It was subsequently tasked with reviewing the same Financial Regulations in the context of whether the Regulations were working effectively. There were then some amendments needed following the Interim Internal Audit Report from early 2026. Consideration was also to be given to ways of ensuring that creditors of the Parish Council could be paid in a timely fashion. Consideration may also be given to reviewing and amending some of the wording of the document in the

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light of recent experience. This Working Group is not anticipated to be needed beyond one or two further meetings. Members 2025/26 were Cllr Wilson, Cllr Blacka and the RFO/Deputy Clerk.

To consider, maintaining or disestablishing the Financial Regulations Working Group 2026/27.

- iii. The IT Policy Assertion 10 Working Group was established by full Council in February 2026. The brief is to review the Parish Council's IT Policy in the context of Assertion 10 of the Annual Governance and Accountability Return and to ensure compliance. Members 2025/26 were Cllr Dixon, Cllr Kirkby, Cllr Liles and Cllr Osborne.

To consider, maintaining or disestablishing the IT Policy (Assertion 10) Working Group 2026/27.

2627 13 Chair's Expenses 7.55 pm

To note, the Chair 2025/26 made a donation of £795 to Full Life Church Foodbank from his remaining Chair's Expenses budget.

To note, the Chair 2026/27 has a Chair's Expenses budget line of £1,000.

2627 14 Schedule of Payments 7.56 pm

- i. **To note**, the final Schedule of Payments for March 2026. **(Hi)**
- ii. **To note**, the draft Schedule of Payments for April 2026. **(Hii)**
- iii. **To note**, the draft Schedule of Payments for May 2026. **(Hiii)**
- iv. **To approve**, the draft Schedule of Payments for June 2026. **(Hiv)**

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

2627 15 Financial Statements 8.00 pm

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

- i. For March 2026 including the year-end transactions (li):
- (1) Cash Books All Accounts Receipts and Payments (to end 31 March 2026)
 - (2) Trial Balance (to end 31 March 2026)
 - (3) Detailed Income and Expenditure against budget headings (to end 31 March 2026)
 - (4) Balance Sheet (to end 31 March 2026)
 - (5) Cash and Investment Reconciliation (to end 31 March 2026)
 - (6) Earmarked Reserves (to end 31 March 2026)
 - (7) VAT Return – year-to-date for the quarter JAN-MAR 2026 submitted 30 April 2026.

RFO/Deputy Clerk to report.

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- ii. **To note**, the receipts and payments transacted in April 2026. **(Iii)**
- iii. **To note**, the receipts and payments transacted in May 2026. **(Iiii)**
- iv. **To note**, the income and expenditure against budget headings in May 2026, and the RFO/Deputy Clerk's verbal report. **(Iiv)**

Income side:

- The first half of the precept was received 1st May 2026 - £223,858.50. This is to last until around November 1st 2026.
- Last year's expected income £6,814.84 from Holmfirth Civic Hall Community Trust was finally received in May 2026. This is offset against last year's accounts, not this.

Expenditure side:

- **To note**, as already reported to Council, 4235 Insurance will be around £202 over budget.
- **To note**, as already reported to Council, 4265 Subscriptions will be around £90 over budget.
- **To note**, £15,000 was paid to Friends of Honley Library 4420 to pay towards the library's ongoing costs.
- **To note**, £25,000 was paid to Holmfirth Civic Hall Community Trust 4425 to pay towards The Civic's ongoing costs.

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

- v. **To consider**, any further action on the income and expenditure YTD of the Parish Council.
- vi. **To consider**, as per the guidance in the SAPPP Practitioners' Guide 2026, the Committee must approve the bank reconciliations cross-referenced with bank statements, and this must be minuted.

For February 2026:

- Unity Trust Current Account T2 Bank Statement **(Ji)** and Unity Trust Current Account T2 Bank reconciliation **(Jii)**.
- Unity Trust Savings Account Bank Statement **(Jiii)** and Unity Trust Savings Account Bank reconciliation **(Jiv)**.
- CCLA PSDF Bank Statement **(Jv)** and CCLA PSDF Bank Reconciliation **(Jvi)**.

For March 2026:

- Unity Trust Current Account T2 Bank Statement **(Ki)** and Unity Trust Current Account T2 Bank reconciliation **(Kii)**.
- Unity Trust Savings Account Bank Statement **(Kiii)** and Unity Trust Savings Account Bank reconciliation **(Kiv)**. CCLA PSDF Bank Statement **(Kv)** and CCLA PSDF Bank Reconciliation **(Kvi)**.

To approve these bank reconciliations as above.

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

2627 16

Banking

8.15 pm

RFO/Deputy Clerk to report.

Unity Trust:

Cllr Blacka, Holmes and Ransby have supplied the information needed to add them to the Unity Trust bank mandates. Just Cllr Bellamy's is outstanding. Until these new mandates are set up, the existing 2025/26 mandates will still apply, - that is, Cllr Baylin, Cllr Colling, Cllr Kirkby, Cllr Morgan, Cllr Wilson.

The Unity Trust accounts continue to work well without too many problems.

Unity Trust MultiPay Card (underwritten by Lloyds Bank PLC):

After some sticking points, this is now working well.

All the Parish Council's ongoing online subscriptions have now been set up to pay with the card rather than officers having to pay with their own money and be reimbursed. This applies to: Microsoft 365, Dropbox (cloud storage), Zoom, Canva, McAfee anti-virus.

The RFO also purchased his new laptop with the card. This was under the £500 authorisation limit for payments that the RFO has. The RFO/Deputy Clerk will share the Lloyds Statements with this Committee plus any supporting invoices.

(L)

CCLA

In respect of the CCLA Public Sector Deposit Fund account, this account is seldom used. As agreed at Annual Council, Cllr's Holmes and Ransby will be added to the mandate for this account in due course and previous names removed.

To consider, any further action in respect of the Parish Council's bank accounts.

2627 17

Internal Control Check

8.20 pm

To note, Cllr Green undertook the final end-of-year internal controls check in May 2026. Cllr Green to report.

To consider, any further actions from Cllr Green's report.

The Parish Council thanks Cllr Green for undertaking the internal control checks over the year.

To consider, electing a new Councillor to undertake the internal control checks for the current Council year, - 2026-27.

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- 2627 18 Financial Records for the website 8.25 pm**
- To note**, the financial records for March 2026 have been added to the website. The records for the year end, April and May will be added in due course.
- 2627 19 The Civic, Holmfirth 8.26 pm**
- Trustees to report.
- i. **To note**, the reports from Holmfirth Civic Hall Community Trust. As these reports may be at times commercially sensitive, these are shared separate to this Agenda and its supporting documentation. **(M)**
 - ii. **To consider**, any further actions with regard to the Parish Council's engagement with The Civic and with Holmfirth Civic Hall Community Trust.
 - iii. **Civic Vision Working Group**
Cllr Holmes to report.
- 2627 20 Honley Library 8.35 pm**
- i. **To note** the reports from Friends of Honley Library. As these reports may be at times commercially sensitive, these are shared separate to this Agenda and its supporting documentation. **(N)**
 - ii. **To consider**, any further actions with regard to the Parish Council's engagement with Honley Library and with the Friends.
- 2627 21 Other tenancies 8.40 pm**
- Allotments**
- i. **To note**, all rent on allotments have been received. Two cheque needs depositing.
- Tenancy agreements countersigned by the Clerk will be mailed out over the next month.
- Garages**
- ii. **To note**, all rent on garages have been received. One cheque needs depositing.
- Tenancy agreements countersigned by the Clerk will be mailed out over the next month.
- Gartside Building**
- iii. Officer and spokesperson from the Service Provision Committee to report on the current situation.

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Publicising the work of Holme Valley Parish Council

8.45 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

8.50 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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