

To Members of the Staffing Committee

You are hereby summoned to attend a meeting of the **STAFFING COMMITTEE** to be held on **MONDAY 20 JULY 2026 at 19:00 HRS, in the EXHIBITION ROOM, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS**, for the transaction of the following business.

- AGENDA – (A)

Public question time. 7.00pm

Prior to the commencement of the business session of the Committee, there will be an open session lasting 15 minutes, for members of the public to speak to Members.

2627 18 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014 7.15pm

The meeting will be recorded and subsequently published on the **HOLME VALLEY PARISH COUNCIL's YouTube** channel.

TO CONSIDER: whether any other recordings are to be made.

2627 19 Apologies for absence. 7.20pm

Apologies and reasons received are emailed out to members for consideration prior to the meeting commencing. Clerk to report.

TO CONSIDER: apologies for absence, reasons having been distributed beforehand.

2627 20 Items on the agenda to be discussed in private session 7.23pm

Members of the public will be excluded from the meeting during such items. Clerk to report.

TO CONSIDER: whether any items on the agenda should be discussed in private session.

2627 21 Members' personal and disclosable pecuniary interests in items on the agenda. 7.25pm

Consideration will be given to members' personal and disclosable pecuniary interests in items on the agenda and noted.

Any written requests for dispensations received will be considered.

TO RECEIVE: Members' personal and disclosable pecuniary interests in items on the agenda.

TO CONSIDER: any written requests for dispensations received from members.

2627 22 Officers' interests in items on the agenda. 7.30pm

Consideration will be given to the interests in items on the agenda of any officer present.

TO RECEIVE: any officer's interests in items on the agenda.

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2627 23 Receipt of Revised Declarations of Pecuniary Interest

7.33pm

Any revised Declaration of Pecuniary Interest received from members or staff are to be emailed out to the STAFFING COMMITTEE members under separate cover for noting. They will be noted by FULL COUNCIL in due course. Redacted versions of member declarations will be placed on HVPC website.

Clerk to report.

TO CONSIDER: any revised declarations of pecuniary interests for Committee members.

TO CONSIDER: any revised declarations of pecuniary interests for members of the clerking team.

2627 24 Minutes for the Staffing Committee meeting on 13 April, numbered 2627 01 to 2627 17. 7.35pm

TO NOTE: the Minutes of the STAFFING COMMITTEE MEETING held on 13 April 2026, numbered 2627 01 to 2627 17, **approved** at ANNUAL COUNCIL MEETING held on 18 May 2026 **(B)**.

To receive information regarding ongoing matters arising from the approved minutes which do not appear under other agenda items.

- i. External Staffing Review
- ii. Pay awards for staff
- iii. Human Resource Policies Review
- iv. Other

Clerk to report further.

TO CONSIDER: any further action(s) arising from the minutes of previous meetings of the STAFFING COMMITTEE.

2627 25 Election of Staffing Committee Vice Chair

7.40pm

At the Annual Council meeting in May 2026 the appointment of the Vice Chair of the Staffing Committee was delegated to the Committee.

Standing Orders state that any eligible councillor on this committee can be elected as Vice Chair. Custom and practice in some recent years has been that the serving Chair of the Full Council serve as Vice Chair of this Committee.

TO CONSIDER: the appointment of the Vice Chair of the Staffing Committee to serve throughout the remainder of the council year 2026-27.

2627 26 Confidentiality Obligations of Staffing Committee Members

7.43pm

Members are reminded that the Staffing Committee routinely receives and considers information of the highest sensitivity, including personal data relating to employees, confidential HR matters, and information subject to ongoing formal processes.

A breach of confidentiality occurred within the previous municipal year, resulting in a report to the Information Commissioner's Office – see **(Ci)**. Response from ICO re data breach - and a formal complaint now being managed by the Monitoring Officer.

HOLME VALLEY PARISH COUNCIL

This newly-appointed Committee must therefore begin its work with a clear and shared understanding of the legal, ethical and fiduciary duties that apply. The Holme Valley Parish Council Code of Conduct is explicit. It states:

- “I do not disclose information given to me in confidence by anyone...” (Code of Conduct, s.4.1)
- “...information relating to or held by the local authority must be treated in a confidential manner.” (Code of Conduct, s.4 – Guidance)

Members must also note their obligations under the principles of Integrity, Objectivity, Accountability, and Leadership, and the requirement to act solely in the public interest.

The Clerk and Proper Officer therefore advises that:

1. All confidential information provided to members—whether in papers, briefings, emails, or verbal updates—must remain strictly within the Committee.
2. Members must not share, discuss, hint at, or allude to confidential staffing matters with any person outside the Committee, including other councillors.
3. Members must not use confidential information to advance any personal, political, or group interest.
4. Members must recognise that transparency, personal conscience, or political loyalty do not override statutory confidentiality obligations.
5. Any member who feels unable to comply with these requirements should not serve on the Staffing Committee.

Please refer to the Briefing Paper: Confidentiality Obligations of Staffing Committee Members (Cii) for further information. The Committee is asked to formally reaffirm the obligations set out above by adopting the motion set out below.

Clerk to report.

TO CONSIDER: That the Staffing Committee reaffirms and adopts a strict and unequivocal expectation that all members comply fully with the confidentiality requirements set out in the Holme Valley Parish Council Code of Conduct; that members acknowledge their fiduciary duty to act solely in the interests of the Council when handling confidential staffing information; and that any member who feels unable to adhere to these requirements should not serve on the Staffing Committee.

2627 27 Staffing and Staff Training Budget 2026-7

7.53pm

The Deputy Clerk/RFO has prepared a *Staffing Income and Expenditure Budget Year to Date 2026-27* report (D).

Clerk to report further.

TO CONSIDER: actions arising from the Staffing salaries against Budget 2026-7 year to date report.

2627 28 Appraisal/supervision

7.58pm

Job descriptions are being reviewed following changes to the Parish Council's committee

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structure. Clerk to report.

The Staff Performance and Development Lead to report on the Clerk's appraisal 2025-26 (CONFIDENTIAL) **(E)**.

TO APPROVE: the Clerk's finalised appraisal for 2025-26.

TO CONSIDER: any further actions arising from the update.

2627 29 Other staffing matters

8.10pm

Clerk to report on other staffing matters including:

- Actions required following the resignation of the Clerk
- Update regarding confidential log

Chair of Council to update regarding grievance processes.

Listed below are reports with regards to the above, a number of which are being sent under separate cover to Committee members as they are confidential and contain personal data as indicated:

- CONFIDENTIAL: Cover arrangements following the Clerk's resignation **(Fi)**
- CONFIDENTIAL: Staffing Payroll calculations based on acting roles briefing paper **(Fii)**
- CONFIDENTIAL: Clerk's annual leave accrual, TOIL balance and proposed settlement **(Fiii)**
- CONFIDENTIAL: Cost of paying out TOIL **(Fiv)**
- Staffing Expenditure against budget after Clerk leaves **(Fv)**
- CONFIDENTIAL: Advice from Yorkshire Local Councils Associations regarding clerk role following resignation **(Fvi)**

TO NOTE: information on other staffing matters.

TO CONSIDER: any actions arising from other staffing matters, as reported.

2627 30 Training received by Officers

8.40pm

Clerk to report on training received by officers since 13 April 2026.

TO NOTE: training received by Officers since the STAFFING COMMITTEE MEETING on 13 April 2026 and **APPROVE** any upcoming training.

TO CONSIDER: any further action with regards to staff training.

Close of meeting

8.45pm

Jen McIntosh

Mrs J McIntosh
Clerk and Proper Officer to the Council

HOLME VALLEY PARISH COUNCIL

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

Telephone: 01484 687460 Email: clerk@holmevalleyparishcouncil.gov.uk

STAFFING STANDING COMMITTEE MEETING

MONDAY 13 APRIL at 19:00 HRS

In the EXHIBITION ROOM, THE CIVIC, HOLMFIRTH, HD9 3AS

PRESENT: Cllr Baylin (in the Chair), Cllr Blacka, Cllr Holmes, Cllr Kirkby

APOLOGIES AND REASONS APPROVED: Cllr Colling (dispensation in place), Cllr Morgan, Cllr Wilson

OFFICER TAKING MINUTES: Jen McIntosh CLERK

APPROVED MINUTES

Public question time.

No members of the public were present to speak to Members.

2627 01 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

The meeting was being recorded and would subsequently be published on the **HOLME VALLEY PARISH COUNCIL's** *YouTube* channel.

There were no requests for other recordings to be made.

2627 02 Apologies for absence.

APPROVED: apologies and reasons for absence from Cllr Colling, Cllr Morgan and Cllr Wilson.

2627 03 Items on the agenda to be discussed in private session

RESOLVED: to hear items 2627 11 appraisal and 2627 16 Other Staffing Matters in private session due to confidentiality of staffing information.

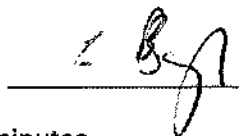
2627 04 Responsibilities to maintain confidentiality

Cllr Baylin reported that this item was relevant to all members, both those present and those absent. By its nature the Staffing Committee routinely deals with more sensitive items than the other committees.

The Clerk Team had brought to the attention of the Committee that the existence of particular confidential items shared with the Committee at the Extraordinary Staffing Committee meeting on 5 January 2026 had been disclosed to person(s) outside of the Committee. The particulars would be shared in confidential session as part of the item 2627 16.

The purpose of this item was to stress from the outset of this meeting that any and all written information shared in confidence/private session must remain confidential as should the details of the proceedings and the conversations held in private session.

2627 05 Members' personal and disclosable pecuniary interests in items on the agenda.

SIGNED:  Cllr Lawrence Baylin in the Chair

HOLME VALLEY PARISH COUNCIL

There were no personal and disclosable pecuniary interests in items on the agenda declared.

2627 06 Officers' interests in items on the agenda.

RECEIVED: The Clerk declared interests in items 2627 09 Staffing and Staff Training Budgets 2025/6 and 2026/7; 2627 10 Staff Pay Awards; 2627 11 Appraisal/Supervision 2025-6 and 2627 16 Other Staffing Matters.

The Clerk expected to be present to report on some matters for these items but would leave the room whenever discussion of matters made it appropriate to do so.

2627 07 Receipt of Revised Declarations of Pecuniary Interest

NOTED: revised declaration of pecuniary and other interests received from Cllr Lawrence Baylin.

NOTED: revised declaration of pecuniary and other interests received from the Clerk.

An **ACTION** for the Clerk was to share Cllr Baylin's DPI with Full Council and with the Kirklees Monitoring Officer and to appropriately redact Cllr Baylin's DPI and arrange for it to be shared via the HVPC website with the unredacted original being kept on file at the HVPC office and available for public viewing.

A further **ACTION** for the Clerk was to share their updated DPI with Full Council.

2627 08 Minutes for the Extraordinary Staffing Committee meeting on Monday 5 January 2026, numbered 2526 35 to 2526 42.

NOTED: the Minutes of the STAFFING COMMITTEE EXTRAORDINARY MEETING held on Monday 5 January 2026, numbered 2526 35 to 2526 42, **approved** at the MEETING of FULL COUNCIL Monday 2 February 2026.

Clerk reported that Minute 2526 28 Other Staffing Matters from the meeting on 3 November 2025 had been amended and were ready for sign off at the end of the meeting.

Clerk further reported that the learning points from Minute 2526 42 Update regarding complaint had been shared at Full Council on 2 February 2026 as intended.

Cllr Kirkby reported that the use of AI would be addressed in item 2627 15 Workflow Report.

There were no further actions arising from the minutes of previous meetings of the STAFFING COMMITTEE.

2627 09 Staffing and Staff Training budgets 2025/6 and 2026/7

Referring to information provided by the Deputy Clerk/RFO the Clerk reported that £96,108 was committed to the Salaries Budget for 2025-6 with an outturn at year end of £99,519.42. This was

SIGNED: _____

Cllr Lawrence Baylin in the Chair

HOLME VALLEY PARISH COUNCIL

£3,411.42 over-budget. As had been previously reported the overspend was due to a miscalculation of uplifts when the original budget was set.

The 2025-6 Staff Training Budget of £2,300 had an outturn of £1,302.80 with £997.20 remaining.

The 2026-07 salaries budget was £104,316 based to take account of a predicted annual uplift for all 3 staff members based on a national annual pay award (not yet resolved) and also taking into account the possible awarding of an incremental point for one team member not yet at the top of their salary scale.

Unfortunately, the HVPC pensions provider incorrectly advised that the employer pension rate would be frozen at 12.2% of salary. On the 1 April 2026 the Parish Council was informed that the employer pension rate would be 14.9% of salary, leading to a variance of £2,816.53.

The Deputy Clerk/RFO advised through the Clerk that any shortfall in the 2026/7 staffing budget be met by drawing upon General Reserves at the appropriate time.

The Staff Training Budget 2026-07 is £2,300.

NOTED: report on the Staffing Budget 2026-7 and Staff Training Budget 2026-07 as presented.

RESOLVED: to recommend to FULL COUNCIL that any shortfall with regards to the staffing budget 2026-7 be met from General Reserves at the appropriate time.

The Clerk suggested that item 2627 11 Appraisal/Supervision 2025-26 be heard before 2627 10 2026 Staff Pay Awards and the COMMITTEE consented to do this.

2627 11 Appraisal/supervision 2025-26

The item was heard initially in private session.

NOTED: that the Deputy Clerk/RFO had successfully completed the appraisal process for 2025-6.

NOTED: that the Assistant Clerk had successfully completed the appraisal process for 2025-6.

For public session it was reported that the Clerk's appraisal had been completed and that the outcome for 2025-6 would be shared at the next STAFFING COMMITTEE meeting on 20 July 2026.

The STAFFING COMMITTEE wished to thank all councillors who had submitted feedback with regards to the clerk team's appraisals as this was seen to be most valued feedback.

Members of the clerk team were thanked for their work, particularly given the difficult context in which they sometimes had to operate.

2627 10 2026 Staff Pay Awards

The Clerk reported that pay awards for the clerking team fell into three categories:

SIGNED: L. Baylin Cllr Lawrence Baylin in the Chair

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- a. Incremental annual pay awards – awarded from 1 April each year subject to satisfactory performance reviews (appraisal) and allocated pay ranges for each member of the team. All 3 appraisals were concluded prior to the meeting.
- b. National pay awards – the HVPC utilises the National Joint Council for Local Government Services (NJC) Pay Spine. A national pay award for 1 April 2026 was yet to be confirmed.
- c. Additional points could be awarded in line with contracts for specific performance matters such as gaining additional recognised qualifications.

NOTED: Update from the Clerk regarding the 2026 National Pay Award.

RESOLVED: that once settled, the National Pay Award should be applied to the pay of each member of the clerk team from the next appropriate pay point and backdated to 1 April 2026.

RESOLVED: following the conclusion of a successful appraisal, to approve the awarding of an incremental point for the Assistant Clerk, backdated to 1 April 2026.

2627 12 Complaints Procedure - review

A revised draft *Complaints Procedure* had been circulated prior to the meeting.

The Clerk directed the attention of members to the step-by-step processes, checklist and flowcharts, all included to make the application of the revised procedure easier.

It was suggested that section 10 unreasonable or vexatious complaints needed strengthening.

An **ACTION** for the Clerk, Staff Performance and Development Lead and Vice Chair of the STAFFING COMMITTEE was to further amend the draft procedure and circulate this amongst STAFFING COMMITTEE members before presenting to the ANNUAL COUNCIL meeting on 18 May 2026.

A further **ACTION** for the Clerk was to keep a log of informal complaints made to be shared periodically with **FULL COUNCIL**.

TO CONSIDER: recommending the revised *Complaints Procedure* as presented to Annual Council on 18 May 2026 for approval.

2627 13 Disciplinary Policy - review

A revised draft *Disciplinary Policy* based on the NALC Model Policy published on 8 December 2025 had been circulated prior to the meeting.

RESOLVED: to recommend the revised *Disciplinary Policy* to Annual Council on 18 May 2026 for approval.

An **ACTION** for the Clerk was to clarify an ambiguous ground for appeal set out on page 12 of the policy and make any necessary amendment.

SIGNED: L.B./l. Cllr Lawrence Baylin in the Chair

HOLME VALLEY PARISH COUNCIL

A further **ACTION** for the Clerk was to check that the provisions of the policy were consistent with the clerk team employment contracts.

2627 14 Grievance Policy - review

A revised draft *Grievance Policy* based on the NALC Model Policy published 9 August 2024 had been circulated prior to the meeting.

RESOLVED: to recommend the revised *Grievance Policy* as presented to Annual Council on 18 May 2026 for approval.

2627 15 Workflow Report

The Workflow Preliminary Report drawn up by the Assistant Clerk in consultation with Cllr Glenn Kirkby was circulated prior to the meeting.

This has been shared with the Clerk Team who had agreed to put to one side the review of key elements of financial administration. First priorities were to establish a shared calendar for the clerk team, make better use of Microsoft 365, establish a recording facility on the office phone and investigate improved video recording.

The STAFFING COMMITTEE wished its thanks to be passed to the Assistant Clerk for her work in this area. The COMMITTEE looked forward to receiving future reports.

An **ACTION** for the Clerk was to thank the Assistant Clerk for their work on this matter.

A further **ACTION** for the Clerk was to include Workflow in future STAFFING COMMITTEE agendas as a standing item.

NOTED: the Workflow Report as presented.

2627 16 Other staffing matters

This item was heard in private session and, as established in item 2627 04, any and all written information shared would remain confidential as would the details of the proceedings and the conversations held in private session.

Standing Orders were suspended at 9pm so that the remaining business on the agenda could be completed.

In public session the Chair stated that:

- The STAFFING COMMITTEE had conducted a thorough discussion regarding the consequences of the Extraordinary Staffing Committee meeting of 5 January 2026.
- The importance of maintaining the confidentiality of items heard in private session was essential, both in terms of any and all written information shared and also the details of the proceedings and the conversations held. This was necessary to uphold the Code of Conduct and to maintain the trust and confidence of staff.
- A breach of confidentiality had occurred following the Extraordinary Meeting.

SIGNED: *L. Baylin* Cllr Lawrence Baylin in the Chair

From: [REDACTED]
Sent: 14 July 2026 14:03
To: [REDACTED]
Subject: FW: ICO Decision - IC-510155-B9D5

From: icocasework <icocasework@ico.org.uk>
Sent: 08 May 2026 15:19
To: [REDACTED]
Subject: ICO Decision - IC-510155-B9D5

8 May 2026

ICO Reference Number: IC-510155-B9D5

Dear [REDACTED]

I am writing further to your personal data breach report on 1 May 2026 regarding the sharing of documents relating to a complaint by a councillor with another councillor, who was the instigator of the complaint.

Thank you for the information you have provided.

Data security requirements

You are required to have appropriate technical and organisational measures in place to ensure the security of personal data.

Our Decision

We have considered the information you have provided and we have decided that no further action by the ICO is necessary on this occasion. This decision is based on the information we have recorded about the breach.

The reasons for our decision are as follows:

- Some training was undertaken when Councillor 2 became a councillor, which if adhered to should have helped prevented this breach.
- You have escalated the matter, contacting the Chair of the Parish Council and the Staffing Development Coordinator, who will be best placed to support your handling of the breach.
- You are planning data protection training for all councillors and more enhanced data protection training for Staffing Committee members, which should help reduce the likelihood of a breach of this nature in future.

However, we recommend that you investigate the causes of this incident to ensure that you understand how and why it occurred, and what steps you need to take to prevent it from happening again.

In particular, we recommend that you consider:

- Determining whether it may be appropriate to undertake an audit of your existing policies and procedures to identify if there are any gaps in your data security measures that could be improved. In particular, you could review your complaints process, including who is made aware of a complaint, to prevent unnecessary disclosure to connected parties. This should reduce the likelihood of a recurrence of a breach of personal data and may improve your overall compliance with data protection obligations.
- Reviewing what steps your organisation can take to provide support to the data subject. This could include providing advice and guidance, signposting to aid, and ensuring they know who to contact within your organisation to report any detriment.
- Reviewing the content of your data protection training and also the frequency of your refresher training to ensure that sufficient practical guidance is given to staff in how to comply with the legislation. This training could be role specific, interactive and contain practical examples which are relevant to your organisation. This incident, suitably redacted, may make a useful training tool. Please see our guidance on training and awareness and our training videos for more information.
- Reviewing your processes when sending responses to requests for information. There should be robust measures in place to ensure that only appropriate persons are provided with sight of the documents and any third party information has been removed or redacted appropriately. Our guidance on what to do if a request involves other people's information and how to disclose information safely might be useful for any future requests.

Please note that we may make additional enquiries if we become aware of new information which affects the circumstances of this case.

I note you are unsure if the breach is likely to result in a high risk to the data subjects. To determine the level of risk, you will need to assess both the severity of the potential or actual impact on individuals as a result of a breach and the likelihood of this occurring. For help with assessing the risk in a data breach please see our guidance on understanding and assessing risk in personal data breaches and use our self-assessment tool.

Please also note that as a result of a breach an organisation may experience a higher volume of complaints and information rights requests. If you receive these complaints you should have a contingency plan, such as extra resources, to deal with them. You should not refer them to the ICO as a matter of course, and it is important that you deal with these, alongside the other work that has been generated as a result of the breach.

Thank you for reporting the incident. Further information and guidance relating to data security is available on our website.

We now consider the matter to be closed.

Yours sincerely



Case Officer

For information about what we do with personal data see our privacy notice

Agenda Item: Confidentiality Obligations of Staffing Committee Members

Briefing Paper for Members

Purpose

To set out clearly and unequivocally the confidentiality obligations of Staffing Committee members, in light of a serious breach last year and the sensitive nature of the business to be considered at this meeting.

Background

During the previous municipal year, confidential staffing information shared within the Staffing Committee was disclosed externally by a member. This disclosure constituted a personal data breach and was reported to the Information Commissioner's Office. The ICO was satisfied with the Parish Council's response to the breach. The Parish Council committed to arranging GDPR training for all councillors and enhanced GDPR training for Staffing Committee members.

A related complaint is currently under formal consideration by the Monitoring Officer.

The newly-appointed Committee will be required to consider multiple items in private session and will receive substantial confidential documentation in advance. It is essential that members understand the seriousness of their obligations.

Code of Conduct Requirements

The Holme Valley Parish Council Code of Conduct provides clear and binding obligations. In particular:

- *"I do not disclose information given to me in confidence by anyone..."* (s.4.1)
- *"...information relating to or held by the local authority must be treated in a confidential manner."* (s.4 – Guidance)

Members must also uphold the Nolan Principles, including **Integrity**, **Honesty**, **Objectivity**, **Accountability**, and **Leadership**, and must avoid bringing the Council into disrepute (s.5.2).

Fiduciary Duty

As members of the Staffing Committee, councillors act in a fiduciary capacity. This requires:

- placing the interests of the Council above personal, political, or group interests;
- exercising judgement solely in the public interest;
- protecting the Council's reputation and legal compliance;
- ensuring that confidential staffing matters are handled with the highest level of care.

Expectations

The following expectations apply without exception:

- Confidential information must not be shared with any person outside the Committee, including other councillors.
- Members must not disclose, hint at, or discuss confidential matters in any forum, including political groups, informal conversations, or electronic communication.
- Members must not use confidential information to influence political strategy, public commentary, or internal Council dynamics.
- Members must comply with the rulings of the Chair and the advice of the Clerk and Monitoring Officer.
- Members must recognise that personal conscience or a desire for transparency does not override statutory confidentiality obligations.

Consequences of Breach

Breaches may result in:

- referral to the Monitoring Officer;
- formal investigation;
- sanctions under the Code of Conduct;
- reporting to the ICO where personal data is involved;
- reputational harm to the Council and to individual members.

Recommendation

Members are asked to adopt the motion included in the agenda item and to confirm their commitment to enhanced GDPR training, full compliance with the Code of Conduct and the confidentiality obligations of the Staffing Committee.

Clerk and Proper Officer

ENDS.

D

CODE	DESCRIPTION		Starting Budget	Virements	Reconcile 2025-26	April	May	June	July	Payments from EMR	Total	Remaining	
EXPENDITURE													
<u>110 Staff Expenditure</u>													
4000	Salaries	32.15%	£104,316	£0	£0.00	£8,465.67	£8,391.09	£8,338.46	£8,338.46	£0.00	£33,533.68	£70,782.32	4000
4060	Staff Training	22.00%	£2,300	£0	£0.00	£506.00	£0.00	£0.00	£0.00	£0.00	£506.00	£1,794.00	4060
Total Staff Expenditure		31.93%	£106,616	£0	£0.00	£8,971.67	£8,391.09	£8,338.46	£8,338.46	£0.00	£34,039.68	£72,576.32	
OK													

Expenditure against Budget 2026-27

based on the Clerk leaving 23/08/2026 and other officers acting up from 01/09/2026 with pay uplifts and hours increases from 25/37 to 30/37

Staffing - Holme Valley Parish Council

CODE	DESCRIPTION	Starting Budget	Virements	Reconcile 2025-26	April	May	June	July	August	September	October	November	December	January	February	March	Payments from EMR	Total	Remaining	
EXPENDITURE																				
110	Staff Expenditure																			
4000	Salaries	87.41%	£104,316	£0	£0.00	£8,465.67	£8,391.09	£8,338.46	£8,338.46	£8,338.46	£7,044.69	£7,044.69	£7,044.69	£7,044.69	£7,044.69	£7,044.69	£0.00	£91,184.97	£13,131.03	4000
4060	Staff Training	22.00%	£2,300	£0	£0.00	£506.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£506.00	£1,794.00	4060
Total Staff Expenditure		86.00%	£106,616	£0	£0.00	£8,971.67	£8,391.09	£8,338.46	£8,338.46	£8,338.46	£7,044.69	£7,044.69	£7,044.69	£7,044.69	£7,044.69	£7,044.69	£0.00	£91,690.97	£14,925.03	
OK																				