

To: All Members of the Council

You are hereby summoned to attend the **MEETING OF THE FULL COUNCIL** to be held on **MONDAY, 22 JUNE 2026** at **7pm** in **THE EXHIBITION ROOM, THIRD FLOOR, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS** for the transaction of the following business –

- AGENDA – (A)

2627 37 Public Question Time 7.00pm

In accordance with *Standing Orders 3 e to g* members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chair of the meeting. A member of the public shall not speak for more than 3 minutes.

A question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.

TO CONSIDER: any action arising from the Public Question Time.

PROCEDURAL MATTERS

2627 38 Recording of public meeting 7.15pm

As local council meetings can be recorded, the Chair to check if any members of the public wish to record the meeting, to ensure reasonable facilities can be provided. The meeting is already being recorded by the Officer for public broadcast via the HOLME VALLEY PARISH COUNCIL YouTube channel.

2627 39 Items to be heard in private session 7.15pm

Any recording to be halted during such items and members of the public asked to leave the meeting.

TO CONSIDER: agenda items to be heard in private session.

2627 40 Apologies and reasons for absence 7.17pm

Apologies and reasons to be circulated prior to the meeting starting. Clerk to report.

TO CONSIDER: apologies and reasons for absence.

Holme Valley Parish Council

2627 41 Receipt of written Declaration of Pecuniary and Other Interests

7.20pm

Written declaration(s) of pecuniary and other interests, revised for the council year 2025-26, have been sent out under separate cover for councillors' information. Councillors are requested to delete the DPs once read.

Clerk to report.

TO NOTE: receipt of written declaration(s) of pecuniary and other interests.

Once noted, DPs will have signatures, addresses and other sensitive information redacted and will then be posted on the HVPC website. Copies will be shared with the Monitoring Officer.

2627 42 Declaration of interests in agenda items and written dispensations

7.25pm

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.

Failure to declare may constitute a breach of the Code of Conduct and may be reported by members of the public or other councillors to the Monitoring Officer.

TO RECEIVE: declarations of interests of councillors in agenda items.

TO RECEIVE: declarations of interests of officers in agenda items.

With regards to written dispensations, lawful reasons why a written dispensation can be requested are:

- i. that so many members of the decision-making body have disclosable pecuniary interests that it would impede the transaction of the business
- ii. the authority considers that the dispensation is in the interests of persons living in the authority's area
- iii. it is otherwise appropriate to grant a dispensation.

'Appropriateness' is a key guide in the third reason. There should be an appropriate reason for requesting and granting a dispensation.

Clerk to report further.

TO RECEIVE: written requests for disclosable pecuniary and other interests (if any).

TO CONSIDER: any requests for dispensation as appropriate.

Holme Valley Parish Council

TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETINGS

2627 43 Minutes of Full Council meetings 7.30pm

TO APPROVE: the Minutes of the ANNUAL COUNCIL Meeting held on 18 May 2026 numbered 2627 01 to 2627 36 **(C)**.

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

Clerk to report further.

TO CONSIDER: any further action(s) arising from the minutes of the ANNUAL COUNCIL MEETING, held on 18 May 2026.

THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2627 44 Minutes of Standing Committee meetings 7.33pm

TO APPROVE: the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 1 June 2026 numbered 2627 01 to 2627 22 **(D)**.

STANDING ITEM FOR NEAR THE START OF THE MEETING

2627 45 Climate Emergency 7.35pm

Council is reminded that items on this agenda should be viewed where appropriate through the lens of the Climate Emergency the Council has declared.

Clerk to report.

TO CONSIDER: how actions and decisions to be taken for all following items reflect the Climate Emergency.

FINANCIAL MATTERS

2627 46 Council Budget 2026-27 Year-To-Date including Earmarked Reserves 7.38pm

Year-to-date Council Income and Expenditure by Budget Heading May 2026 **(Ei)** and Earmarked Reserves **(Eii)** are included.

Deputy Clerk/RFO to report.

TO NOTE: Income and Expenditure against Budget and Earmarked Reserves year-to-date reports.

TO CONSIDER: any other action in connection with the budget 2026-27.

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2627 47 Schedule of Payments

7.40pm

The Schedule of Payments for May 2026 (F1) and the month-to-date Schedule of Payments for June (F2) have been included in the document pack.

Deputy Clerk/RFO to report.

TO NOTE: Schedule of Payments for May 2026.

TO CONSIDER: Schedule of Payments for month-to-date June 2026.

MATTERS RESERVED FOR FULL COUNCIL

2627 48 Annual Governance and Accountability Return (AGAR) 2025-26

7.43pm

The Holme Valley Parish Council Year-End 2025-26 Internal Audit Report and the action plan. (F3) Deputy Clerk/RFO to report.

TO NOTE: The Internal Audit Report 2025-26.

TO APPROVE: The action plan.

The following AGAR documentation and its supporting documents were approved by the Finance and Management Standing Committee 1st June 2026 to be recommended to Full Council, pending any amendments required following the visit of the internal auditor 11th June. Deputy Clerk/RFO to report.

TO APPROVE:

- A. The revised Fixed Asset List v2 (F4)
- B. HVPC AGAR Form 3 2025-26 Section 1 – Annual Governance Statement– *to be signed by the Chair and Clerk* (F5)
- C. HVPC AGAR Form 3 2025-26 Section 2 – Accounting Statements – *already signed by the RFO - to be signed by the Chair* (F6)
- D. HVPC AGAR Form 3 2025-26 Annual Internal Audit Report (F7)
- E. HVPC AGAR Form 3 2025-26 Section 3 – External Auditor’s Report and Certificate 2025/26 – blank at this stage (F8)
- F. HVPC AGAR 2025-26 Explanation of the reason for a NO on Section 1 (F9)
- G. HVPC AGAR 2025-26 Confirmation of the dates of the period for the exercise of public rights (F10)
- H. HVPC AGAR 2025-26 Bank Reconciliation with Box 8 (F11)
- I. HVPC AGAR 2025-26 Explanation of Variances v.2 (F12)
- J. HVPC AGAR 2025-26 Reconciliation between Box 7 and Box 8 v.2 (F13)
- K. HVPC AGAR 2025-26 Contact details (F14)
- L. Minutes of the meeting where the current internal auditor was first appointed (F15)
- M. HVPC AGAR 2024-25 External Auditor Report 2024-25 (F16)
- N. HVPC AGAR 2024-25 External Auditor Report 2024-25 minuted (F17)
- O. HVPC AGAR 2025-26 Making provision for the exercise of Public Rights (F18)
- P. HVPC AGAR 2025-26 RFO Declaration Notice the Accounting Statements are unaudited - signed (F19)

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Q. HVPC AGAR 2025-26 Letter to Kirklees notifying precept etc 07-02-2025 (F20)

Once approved and certified, the complete Annual Governance and Accountability Return 2025/26 Form 3 with all supporting documentation to be forwarded to the external auditor PKF Littlejohn.

2627 49 Holmfirth Forward

7.53pm

Please refer to the minute below from the FULL COUNCIL meeting on 23 June 2025:

2526 47 Holme Valley Parish Council – amendment to representatives list

Following the Annual Council meeting the Clerk learnt that Holmfirth Forward had not requested Parish Council representation and had been added to the list in error in 2024. The list had therefore been amended as represented below.

The Clerk had received further communication from Holmfirth Forward stating that the organisation is not political and wanted a productive, positive working relationship with both the Parish Council and Kirklees Council. The three ward councillors were invited to Holmfirth Forward meetings, and a number of Parish Councillors were invited to meetings due to their involvement in other groups linked to Holmfirth Forward.

RESOLVED: that Holmfirth Forward should be invited to speak at a future FULL COUNCIL meeting.

Clerk to arrange.

A representative from Holmfirth Forward has been invited to speak at this meeting to clarify the work of the organisation. Please also refer to **What does Holmfirth Forward do 2** (G) distributed via email to FULL COUNCIL on 4 June 2026.

TO CONSIDER: any actions arising from the input of the representative from Holmfirth Forward.

2627 50 Holme Valley Land Charity

7.58pm

Clerk to report.

Further to the appointment of authorised signatories at the Annual Council Meeting of 18 May 2026, Holme Valley Land Charity requests that Holme Valley Parish Council as corporate trustee **APPROVES** the following statement and that a separate paper (H) setting out the resolution below is then signed by the two authorised signatories:

HOLME VALLEY LAND CHARITY
(CHARITY REGISTRATION NUMBER: 700350)

RESOLUTION of HOLME VALLEY PARISH COUNCIL as the sole trustee of Holme Valley Land Charity (charity registration number 700350), a non-exempt charity (the "Charity").

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WHEREAS:

(A) Holme Valley Parish Council is the sole trustee of the Charity.

(B) The Charity has agreed to transfer the land to the rear of 50–52 Cliff Road, Holmfirth, West Yorkshire, HD9 1UY as shown edged red on the plan to the transfer and being part of the land comprised in title number WYK816361 (the “Property”), to Simon Roderick Wells and Rosemary Jane Hall of 52 Cliff Road, Holmfirth, West Yorkshire, HD9 1UY in consideration of the sum of £1,500.00 (the “Transfer”).

(C) The proposed transfer of the Property does not fall within paragraph (a), (aa), (c) or (d) of section 117(3) of the Charities Act 2011, but there is power under the trusts of the Charity to effect the disposition and sections 117 to 121 of the Charities Act 2011 have been complied with.

We are the present sole trustee of the Charity. In exercise of the power conferred by section 333 of the Charities Act 2011 we resolve that:

1. Thomas Dixon and Andrew Wilson, as two members and authorised signatories of Holme Valley Parish Council, be authorised to execute the Transfer on behalf of Holme Valley Parish Council as sole trustee of the Charity; and
2. the members referred to in paragraph 1 are authorised to do all such further acts and things, execute all such further documents and take all such steps as may be necessary or desirable to give effect to this resolution and to complete the Transfer

Signed for and on behalf of Holme Valley Parish Council:

Authorised Signatory 1

Name: _____

Position: _____

Signature: _____

Date: _____

Authorised Signatory 2

Name: _____

Position: _____

Signature: _____

Date: _____

TO APPROVE: the above text, to be signed as a separate document and forwarded to the Secretary and Project Manager of Holme Valley Land Charity for actioning.

2627 51 Committee Structures Working Group – Planning Committee Proposals

8.03pm

The Committee Structures Working Group has submitted a report **(li)** on the future of the Planning Committee. Full Council is asked to receive the report.

TO NOTE: That Full Council receives the report of the Committee Structures Working Group on the future of the Planning Committee.

Full Council is required to determine whether to retain the existing Planning Committee arrangements (Option A) or adopt the new structure proposed by the Working Group (Option B).

TO CONSIDER: 1. That Full Council resolves to retain the existing Planning Committee structure and operating arrangements, with no changes at this time (Option A).

TO CONSIDER: 2. That Full Council resolves to discontinue the Planning Committee and adopt the new arrangements for handling planning matters as set out in the Committee Structures Working Group report (Option B).

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If Full Council adopts Option B, it will need to establish a Planning Steering Group to take on the work previously undertaken by the Planning Committee.

TO CONSIDER: 3. That Full Council establishes a Planning Steering Group as a permanent working group of Full Council, to meet as required, with meetings open to the public, and to report directly to Full Council.

Full Council will also need to approve Terms of Reference (iii) for the new Planning Steering Group.

TO CONSIDER: 4. That Full Council approves the draft Terms of Reference for the Planning Steering Group, based on the scope and functions set out in the Committee Structures Working Group report, and authorises the Clerk to finalise the document in consultation with the Chair of Council.

The Working Group proposes that all planning applications should be circulated to all councillors, and that any councillor may request that an application be considered by the Steering Group.

TO CONSIDER: 5. That Full Council approves that all planning applications received from Kirklees Council will be circulated by the Clerk Team to all parish councillors, and that any councillor may request that an application be considered by the Planning Steering Group.

A Chair for the new Planning Steering Group must be appointed.

TO CONSIDER: 6. Appointment of a Chair of the Planning Steering Group for the remainder of the municipal year.

If Option B is adopted, the Planning Committee must be formally discontinued.

TO CONSIDER: 7. That Full Council formally disbands the Planning Committee with immediate effect, and that all references to the Planning Committee in Council documents be updated accordingly.

Consequential amendments will be required to Standing Orders, the Scheme of Delegation and other governance documents.

TO CONSIDER: 8. That Full Council instructs the Clerk to update Standing Orders, the Scheme of Delegation, the Committee Structure chart, and all associated governance documents to reflect the establishment of the Planning Steering Group and the discontinuation of the Planning Committee.

The Working Group notes that the Local Plan Reference Group and any future Neighbourhood Development Plan group will continue to report directly to Full Council.

TO CONSIDER: 9. That Full Council confirms that the Local Plan Reference Group and any future Neighbourhood Development Plan working group will report directly to Full Council.

Optional additional motions, if Council wishes to include them, could include:

- that Full Council reviews the effectiveness of the new planning arrangements after 12 months.

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- that the Planning Steering Group be authorised to organise pre-application community events or consultations on large or contentious developments, as resources permit.

TO CONSIDER: 10. Any other action with regards to the report from the Working Group.

2627 52 Referrals to the Monitoring Officer

8.10pm

Clerk to report on referrals currently under consideration by the Monitoring Officer.

TO NOTE: Clerk's report on referrals currently under consideration by the Kirklees Monitoring Officer.

2627 53 Declarations of Pecuniary and Other Interests - update

8.13pm

In accordance with previous resolution, councillors are expected to renew their DPI at the start of each new council year.

Regarding the current status of DPIs, 18 are dated in this current year, with the 5 remaining being dated/received from before 31 December 2025. Further information can be seen in the overview **(J)** shared in confidence with councillors only. According to the most recent DPIs the political make-up of the Parish Council is as follows:

- 10 - Independent (ie no membership of a political party declared in DPI)
- 8 – Labour
- 3 – Conservative
- 1- Green
- 1 Reform

In an email of 9 June 2026 the Clerk drew everyone's attention to **Appendix C: Table 2: Other Registrable Interests** from the **Code of Conduct**:

You must register as an Other Registrable Interest :

- a) any unpaid directorships;***
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority ;***
- c) any body***
 - (i) exercising functions of a public nature***
 - (ii) directed to charitable purposes or 16 HOLME VALLEY PARISH COUNCIL***
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.***

Registering any membership of a political party is expected as part of the DPI process.

It is each councillor's individual responsibility to ensure that their DPI reflects accurately their current interests, both pecuniary and other.

Original unredacted paper copies of all DPIs are kept on file in the HVPC office and are open to public viewing by appointment.

The HVPC website will be updated shortly to include revised Declarations of Pecuniary and Other Interests.

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TO CONSIDER: any other actions with regards to written declarations of pecuniary and other interests.

2627 54 Annual Signing for Receipt of and agreement to adhere to the Code of Conduct - update

Please refer to the attached Annual Register for receipt of, understanding of and consent to adhere to the HVPC Code of Conduct (Ki). This has been released to councillors only, as containing signatures (personal data) of councillors. The original is kept pinned on the noticeboard in the HVPC Office in the Civic.

As of 16 June 2026 this has remained unsigned by 4 out of 23 councillors. One of those councillors has a current dispensation to be absent from Council business. One other has not been physically present at the HVPC office to sign either at the Annual Council Meeting of 18 May 2026 or any other occasion since.

The Code of Conduct was last distributed amongst papers for the Annual Council Meeting of 18 May 2026 and has been included in papers for this meeting. The substance/wording of the Code of Conduct has not altered since councillors signed their Acceptance of Office in May 2023.

TO CONSIDER: any further actions with regards to the Annual Register for receipt of, understanding of and consent to adhere to the HVPC Code of Conduct 2026-7.

2627 55 Governance Matters

8.18pm

At ANNUAL COUNCIL on Monday 18 May 2026 the Clerk reported on a number of ongoing governance matters. These included:

- i. a complaint made to the Council in September 2025 and the response to it - CONCLUDED
- ii. a Subject Access Request received February 2026 - CONCLUDED
- iii. a Freedom of Information request received February 2026 – CONCLUDED
- iv. a breach reported to the Information Commissioner’s Office - CONCLUDED
- v. an ongoing formal complaint made with regards a councillor - ONGOING
- vi. an ongoing formal complaint from HVPC made with regards a councillor regarding an information breach – ONGOING
- vii. a personal data breach reported to Kirklees Data Protection Officer – Stage 2 ONGOING

These governance issues are inter-related and will be reported on in more detail once the Monitoring Officer and Data Protection Officer have indicated that outstanding complaints have been concluded.

External governance support has been accessed in dealing with processes i-iv above from Hoey Ainscough Associates Ltd.

One invoice from Hoey Ainscough Associates Ltd dated September 2025 was paid from Chair’s Expenses and has been previously noted. A further invoice (Li) has been received and upon request a schedule of works provided (Lii) – this is being provided in confidence to councillors only.

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For information only a Grievance was lodged in January 2026. No further information can be given with regards to this. The matter will be dealt with in line with the process once the Monitoring Officer has concluded their work on the outstanding complaints. External, qualified Human Resource support will be sought for dealing with the grievance.

TO NOTE: invoice received from Hoey Ainscough Associates Ltd for governance support.

TO CONSIDER: expenditure of up to £2,000 from General Reserves for external Human Resource support.

Clerk to liaise with Chair and Vice Chair in seeking quotes for and securing appropriate Human Resource support.

2627 56 Digital Information Screens

8.23pm

Communication has been received from Holmfirth Civic Hall Community Trust (HCHCT).

HCHCT are about to undertake a decorating project in the foyer area, On completion of these works HCHCT would like to install a couple of display screens on the main wall, one showing future events, concerts, bands, along with clubs and classes taking place. The other is to show what is on for the day in question and in which rooms, along with promotion of agreed community events, HVPC notices etc.

The cost of a two televisions will be less than £400, with a similar amount required for installation, including electrical supply, plus software.

TO CONSIDER: expenditure of up to £1,000 from General Reserves for the purchase and installation of two digital screens in the foyer at the Civic, including the purchase of suitable software.

Cllr Whitelaw wishes Council to consider an 'in principle' motion regarding conducting further research on the cost and implications for siting an external digital information screen in Holmfirth. See (M) for information received to date. The SERVICE PROVISION COMMITTEE at a meeting on 8 June 2026 was asked to consider in principle the siting of such a screen on the gable end wall of the Gartside Unit. This motion was withdrawn with an intention of bringing the matter to FULL COUNCIL.

TO CONSIDER: agreement in principle to the Communications and Engagement Working Group researching the purchase, siting, installation, management and ongoing use of an exterior digital screen in the centre of Holmfirth. Any final decision to purchase to be brought back to FULL COUNCIL.

2627 57 Civic Lease and Side Letter - Completion

8.28pm

The signing of both parts of the lease with Holmfirth Civic Hall Community Trust and of the Side Letter has been completed.

Included in the agenda pack are Ramsdens invoice (Ni), the original quotation for the work from March 2025 (Nii) and the email thread showing the difference between the work

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expended by Ramsdens and the final charge received **(Niii)**. This expenditure was originally noted in the FULL COUNCIL meeting of 23 March 2025, Minute 2425 186.

TO NOTE: payment of Ramsdens invoice for work with regards to the completion of a new lease with Holmfirth Civic Hall Community Trust.

TO CONSIDER: any further action with regards to the Civic lease and side letter.

2627 58 Civic Vision Working Group - update 8.29pm

Update from the Working Group.

TO CONSIDER: any actions with regards to the Civic Vision Project.

2627 59 Holmfirth Town Centre Works – Standing Item 8.34pm

Updates regarding Holmfirth Town Centre works.

TO CONSIDER: actions arising from the update on Holmfirth Town Centre works.

REFERRALS FROM STANDING COMMITTEES AND WORKING GROUPS

2627 60 From the SERVICE PROVISION COMMITTEE – Holmfirth Toilets Refurb EMR 8.39pm

At a meeting on 23 February 2026 the SERVICE PROVISION COMMITTEE **RESOLVED** to approve expenditure of up to £5,000 from EMR Holmfirth Toilets Refurb to seek advice on possible sources of funding for the Holmfirth Toilets Refurb project.

At a meeting on 8 June 2026 the SERVICE PROVISION COMMITTEE heard that this line of action had been stood down and that the monies could be returned to General Reserves.

TO CONSIDER: a recommendation from the SERVICE PROVISION COMMITTEE to return £5,000 from EMR Holmfirth Toilets Refurb to General Reserves.

2627 61 Referrals from the Communications and Engagement Working Group 8.42pm

Assistant Clerk to report.

Attached are the Notes and Actions **(Oi)** from the most recent C&E meeting and the updated C&E working group action plan **(Oii)**.

A last reminder to volunteer to represent the Council on the stall at Honley Show.

The Working Group has agreed to hosting some recipes for HVCAP on the HVPC website.

The Working Group has the following recommendations for FULL COUNCIL to consider:

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TO CONSIDER: Recommendation to rename the Communications and Engagement “Working Group” to “Steering Group” to better reflect the long-term purpose and oversight role of the group.

TO CONSIDER: Approval of expenditure of up to £3609.88 from the Community Engagement EMR for community engagement projects.

TO NOTE: The Working Group is working with the Assistant Clerk to standardise documents on the HVPC website with regards to typeface, font size etc.

CORRESPONDENCE

2627 62 Reports from Kirklees Ward Councillors

8.50pm

An action for the Clerk from the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE meeting of 23 October 2023 was to add a standing item on FULL COUNCIL agendas for Kirklees Councillors who are also Parish Councillors to report back on relevant activity and news from Kirklees.

This agenda will also be shared with other Kirklees Ward Councillors from Holme Valley South and Holme Valley North to invite any feedback from them regarding news from Kirklees.

TO CONSIDER: actions arising from any reports received from Kirklees Ward Councillors.

MISCELLANEOUS ITEMS

2627 63 Items for Publicity

8.55pm

A standing item to put forward potential items for publicity arising from the meeting.

CLOSE 9pm

Please note that timings on the agenda are given for guidance of the Chair and Council only and should not be taken as the time at which discussion of a particular item will commence.

Jen McIntosh

Clerk to the Council

Holme Valley Parish Council, Holmfirth Civic Hall, Huddersfield Road, Holmfirth HD9 3AS
Telephone: 01484 687460 Email: clerk@holmevalleyparishcouncil.gov.uk

ANNUAL MEETING OF THE COUNCIL

MONDAY 18 MAY 2026 at 7pm

THE CIVIC, HOLMFIRTH, HD9 3AS

IN THE CHAIR: Cllr Glenn Kirkby (Chair 2025-6) for item 2627 01 then Cllr Steve Ransby (Chair 2026-7) for item 2627 02 onwards.

PRESENT:

Cllr Lawrence Baylin
Cllr Donna Bellamy
Cllr Mary Blacka
Cllr Rob Butler
Cllr Tom Dixon
Cllr Donald Firth
Cllr Charles Greaves
Cllr Chris Green
Cllr Jenny Holmes
Cllr Jo Liles
Cllr Alison Morgan
Cllr Hugh Osborne
Cllr Steve Ransby
Cllr Martin Rostron
Cllr Jane Rylah
Cllr Tricia Stewart
Cllr Sarah Whitelaw
Cllr Andy Wilson

APPROVED APOLOGIES & REASONS: Cllr Damian Brook, Cllr Pat Colling (dispensation in place), Cllr Harry Davis.

ABSENT: Cllr Andrew Fenwick.

TAKING MINUTES: Jen McIntosh (Clerk and Proper Officer)

IN ATTENDANCE: Rich McGill (Deputy Clerk/RFO)

DRAFT MINUTES

Public Question Time

No members of the public were present.

The Chair 2025-26, Cllr Glenn Kirkby, welcomed councillors and staff to the meeting, thanking councillors for their efforts over the past 12 months which made a tangible difference to the community. He also made a special thanks to the officers for their steadfast support during some challenging times. The clerk team comprised of talented individuals whose input made a positive impact on every aspect of the Council's work.

Although it had been a difficult year there was much to be proud of: the work to secure a new lease with Holmfirth Civic Hall Community Trust, supporting Friends of Honley Library regarding the

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extension works, the improvements to Holmfirth Toilets and supporting provision for young people to name some examples. Cllr Kirkby also referred to the over £75,000 given in grants and the supporting of community events and groups which all had a positive ripple effect throughout the community.

The Chair closed his report by exhorting members to keep their passion for supporting the community, continue their efforts and move forward together.

Cllr Kirkby was warmly applauded at the conclusion of his report.

Cllr Donna Bellamy entered the meeting whilst the Chair was concluding his report.

ANNUAL COUNCIL PROCEDURAL MATTERS

2627 01 Installation of Chair

Cllr Steve Ransby was nominated as Chair. Cllr Wilson declined an invitation to be nominated.

ELECTED: Cllr Steve Ransby was elected unopposed and unanimously as Holme Valley Parish Council Chair for 2026-27.

Cllr Ransby was invested with the Chain of Office, photographed, signed the Declaration of Acceptance of Office witnessed by the Proper Officer. Members applauded the appointment.

Cllr Ransby took the Chair and returned thanks for his election which was not what he expected when he became a councillor in 2023; he would work hard to justify the faith shown in him. He then thanked the retiring Chair, Cllr Glenn Kirkby, for his moderate and temperate approach to the role over the previous 12 months.

Cllr Kirkby replied, thanking the Chair and wishing him luck.

2627 02 Installation of Vice Chair

ELECTED: Cllr Mary Blacka was elected unopposed and unanimously as Vice Chair for the remainder of the Council year.

Cllr Blacka was presented with the Vice Chair's Jewel and thanked the Council for her election and also thanked the retiring Vice Chair, Cllr Lawrence Baylin, particularly for his steadfast manner in the role of Acting Chair for the Staffing Committee and the demanding work undertaken in that role in recent months.

Cllr Greaves entered the meeting at 7.10pm during the Vice Chair's remarks.

2627 03 Recording of public meeting

The meeting was recorded by the Officer for public broadcast via the HOLME VALLEY PARISH COUNCIL YouTube channel.

There were no other requests to record the meeting.

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2627 04 Items to be heard in private session

No agenda items were to be heard in private session.

2627 05 Apologies and reasons for absence

Apologies and reasons were circulated prior to the meeting starting.

APPROVED: apologies and reasons for absence from Cllr Brook and Cllr Davis. Cllr Colling's absence was covered by her dispensation in place since 2-2-2026.

APPROVED: a further 6-month dispensation for Cllr Pat Colling to run from when the current dispensation was due to expire up to 2 February 2027.

Cllr Fenwick was absent and had not sent apologies and reason.

2627 06 Receipt of written Declaration of Pecuniary and Other Interests

NOTED: receipt of updated written declaration(s) of pecuniary and other interests from Cllrs Baylin, Greaves, Morgan, Ransby, Whitelaw and Wilson.

An **ACTION** for the Clerk was to share updated DPIs with the Monitoring Officer and then arrange for the placement of redacted DPIs on the HVPC website.

2627 07 Declaration of interests in agenda items

The Clerk reminded members of the following:

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

RECEIVED: declarations of interests of councillors in agenda items as follows:

- Cllr Holmes – Holmfirth Arts Festival
- Cllrs Ransby and Wilson – dispensations in place with regards to Holmfirth Civic Hall Community Trust
- Cllr Morgan and Kirkby – dispensations in place with regards to Friends of Honley Library

No declarations of interests of officers were received.

2627 08 Standing Committees 2026-27

The Council considered the membership of Committees as follows.

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- i. **APPROVED:** the establishment of the Finance and Management Committee 2026-7 with membership comprising:
1. Cllr Baylin
 2. Cllr Bellamy
 3. Cllr Blacka
 4. Cllr Brook
 5. Cllr Butler
 6. Cllr Davis
 7. Cllr Dixon
 8. Cllr Green
 9. Cllr Holmes
 10. Cllr Kirkby
 11. Cllr Liles
 12. Cllr Morgan
 13. Cllr Osborne
 14. Cllr Rostron
 15. Cllr Rylah
 16. Cllr Stewart
 17. Cllr Whitelaw
 18. Cllr Wilson

The future of the Planning Committee was discussed in terms of its impact, dwindling participation of councillors and importance to the electorate. A proposal to disestablish the Planning Committee was **DEFERRED** to the next Full Council meeting on Monday 22 June and it was **RESOLVED** to task the Committee Structure and Meetings Schedule Working Group to review the Committee, the implications of disestablishing it and bring forward proposals.

- ii. **APPROVED:** the establishment of the Planning Committee 2026-7 with membership comprising:
1. Cllr Bellamy
 2. Cllr Davis
 3. Cllr Dixon
 4. Cllr Firth
 5. Cllr Liles
 6. Cllr Ransby
 7. Cllr Wilson
- iii. **APPROVED:** the establishment of the Service Provision Committee 2026-7 with membership comprising:
1. Cllr Baylin
 2. Cllr Bellamy
 3. Cllr Brook
 4. Cllr Butler
 5. Cllr Davis
 6. Cllr Dixon
 7. Cllr Firth
 8. Cllr Green
 9. Cllr Holmes
 10. Cllr Kirkby
 11. Cllr Liles

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12. Cllr Morgan
13. Cllr Osborne
14. Cllr Ransby
15. Cllr Rostron
16. Cllr Stewart
17. Cllr Whitelaw
18. Cllr Wilson

2627 09 Office Holders 2026-27

Office holders were appointed for 2026-27 in accordance with Standing Orders as follows.

- 1) **ELECTED:** Cllr Jenny Holmes as Chair of the Finance and Management Committee.

Cllr Wilson, Cllr Whitelaw and Cllr Dixon were proposed as Vice Chair of the Finance and Management Committee. Cllr Wilson and Cllr Whitelaw were not successful in gaining election.

- 2) **ELECTED:** Cllr Tom Dixon Vice Chair of the Finance and Management Committee.
- 3) **ELECTED:** Cllr Donna Bellamy as Chair of the Planning Committee.
- 4) **ELECTED:** Cllr Andy Wilson as Vice Chair of the Planning Committee.
- 5) **ELECTED:** Cllr Alison Morgan as Chair of the Service Provision Committee.
- 6) **ELECTED:** Cllr Chris Green as Vice Chair of the Service Provision Committee.

Under Standing Orders the Staff Performance and Development Lead will continue to be Cllr Mary Blacka. It is for the Staffing Committee to review this after a tenure of at least 2 years.

It was reported that the appointment of the Chair of the Staffing Committee was included in item 2627 11 and would follow consideration of the membership of the Staffing Committee.

2627 10 The Staffing Committee 2026-27

In line with Standing Orders the Staffing Committee was to be comprised of a maximum of 8 Members including:

- i. Chair of Council
- ii. Vice Chair of Council
- iii. Past Chair of Council or a predecessor (to be appointed Committee Chair)
- iv. Chair of Finance & Management Committee
- v. Chair of Planning Committee
- vi. Chair of Service Provision Committee
- vii. Staff Performance & Development Lead

RESOLVED: membership of the Staffing Committee 2026-27 to comprise of Cllr Ransby, Cllr Blacka, Cllr Kirkby, Cllr Holmes, Cllr Bellamy and Cllr Morgan.

ELECTED: Cllr Glenn Kirkby as Chair of the Staffing Committee 2026-7.

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An **ACTION** for the Staffing Committee would be to elect a Vice Chair at its next meeting on Monday 20 July 2026.

2627 11 Council Policies

Cllr Rob Butler entered the meeting during discussion of policies at 7.55pm.

The Clerk reported on the Checklist of policies which can be viewed on the HVPC website.

The following had been revised in line with any changes minuted in 2025-26 and indicated in the latest NALC model policies: Standing Orders, Scheme of Delegation and Financial Regulations.

The Code of Conduct had also been included in papers.

The Staffing Committee at its meeting on 13 April 2026 considered revised procedures regarding complaints, disciplinary and grievance processes. The Clerk, Vice (and Acting) Chair of the Staffing Committee and Staff Performance and Development Lead were further tasked with making additional revisions of the Complaints Procedure and sharing this with the Staffing Committee by email, ahead of the presenting of revised procedures at the meeting.

The revised procedures presented for consideration were Complaints Procedure, Disciplinary Procedure and Grievance Procedure.

For information, the disciplinary and grievance procedures had been revised in line with the latest NALC model procedures. There was no model complaints procedure available through NALC, YLCA or SLCC.

APPROVED: the revised Complaints Procedure, as presented.

APPROVED: the revised Disciplinary Procedure and Grievance Procedure, as recommended by the Staffing Committee.

APPROVED: all other HVPC policies listed for 2026-27 including Standing Orders, Scheme of Delegation, Financial Regulations and Code of Conduct as presented and all other policies available on the HVPC Website.

Other possible actions arising from the review of the Council's policies were discussed.

RESOLVED: to establish a working group reporting to the Finance and Management Committee to review the Council's policies and procedures, starting with the Council's procedures regarding vexatious and unreasonable complaints.

RESOLVED: to defer decisions regarding the membership of the working group to the Finance and Management Committee.

An **ACTION** for the Clerk was to ensure policies on the website were updated to reflect approval/readoption following the meeting.

2627 12 Representatives to Outside Bodies 2025-26

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RESOLVED: That the Parish Council's representatives to outside bodies for 2026-7 were appointed as follows:

Outside Body	Representative(s) 2026/27
YLCA Branch meeting representatives x 2 (with permission to vote) (FULL COUNCIL)	Cllr Steve Ransby Cllr Mary Blacka
Brockholes Village Trust (FINANCE AND MANAGEMENT COMMITTEE)	Cllr Donna Bellamy
Holmfirth Civic Hall Community Trust (FINANCE AND MANAGEMENT COMMITTEE)	Cllr Andy Wilson Cllr Lawrence Baylin
Holmfirth Conservation Group (PLANNING COMMITTEE)	Cllr Jo Liles
Friends of Honley Library (FINANCE AND MANAGEMENT COMMITTEE)	Cllr Glenn Kirkby Cllr Alison Morgan
Kirklees Rights of Way Forum (PLANNING COMMITTEE)	Cllr Harry Davis
Peak Park Parishes Forum (FULL COUNCIL)	Cllr Sarah Whitelaw
Holme Valley Climate Action Partnership (HVCAP) (FULL COUNCIL)	Cllr Chris Green
Kirklees Place Standards (Holmfirth Centre Planning Group) (FULL COUNCIL)	Cllr Andy Wilson
Earnshaw's Foundation (FULL COUNCIL)	Cllr Sarah Whitelaw

An **ACTION** for the Clerk was to inform the various bodies of the named representatives for 2026-7 as necessary following the meeting.

2627 13 To appoint Authorised Signatories under the Bank Mandates

Bank mandatees were reviewed in the light of the appointment of role-holders for 2026-27.

APPOINTED: bank mandatees as follows:

- (1) Unity Trust Bank - the main Current Account T2 and the Instant Access Account: Cllr Steve Ransby, Cllr Mary Blacka, Cllr Glenn Kirkby, Cllr Jenny Holmes, Cllr Donna Bellamy and Cllr Alison Morgan.
- (2) CCLA Public Sector Deposit Fund: Cllr Steve Ransby and Cllr Jenny Holmes.

TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETINGS

Holme Valley Parish Council

2627 14 Minutes of Full Council meetings

APPROVED: the Minutes of the FULL COUNCIL Meeting held on 23 March 2026 numbered 2526 190 to 2526 223 as presented.

Information **RECEIVED** regarding ongoing matters arising as follows:

- i. The revised Civic lease came into force on 14 May 2026 and the side letter had been signed by the then Chair, Cllr Glenn Kirkby, on 18 May 2026 prior to the Annual Council meeting starting and a news item had been released regarding this. The Chair of Trustees would sign in due course. The Clerk gave particular thanks to Cllr Bellamy as Chair of the working group for her support.
- ii. It remained an **ACTION** for the Clerk to organise a first meeting of the IT Working Group.
- iii. It remained an **ACTION** for the Clerk to contact CR Reynolds regarding the risk of waste products entering the river from the Holmfirth Town Centre works.
- iv. Cllr Glenn Kirkby, Chair 2025-6, had informed the Deputy Clerk/RFO that the remains of the Chair's Expenses budget line 2025-6 was to be donated to the Food Bank.
- v. It remained an **ACTION** for the Clerk to chase up Kirklees permissions for the establishment of a plinth on which the Covid Memorial plaque would be displayed.

THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2627 15 Minutes of Standing Committee meetings

NOTED: the Minutes of the PLANNING COMMITTEE Meeting held on 9 March 2026 numbered 2526 117 to 2526 132, **APPROVED** at the PLANNING COMMITTEE Meeting held on 27 April 2026.

APPROVED: the Minutes of the STAFFING COMMITTEE Meeting held on 13 April 2026 numbered 2627 01 to 2627 17.

APPROVED: the Minutes of the PLANNING COMMITTEE Meeting held on 27 April 2026 numbered 2627 01 to 2627 18.

2627 16 Standing item – the Climate Emergency

Council was reminded that items should be viewed where appropriate through the lens of the Climate Emergency declared by the Council.

No further actions were forthcoming.

FINANCIAL MATTERS

2627 17 Council Finances – 2025-26 outturn, Budget 2026-27 and expenditure to date 2026-27

The Deputy Clerk/Responsible Financial Officer reported on the outturn 2025-6 and position at 31-3-2026, noting that these were not finalised accounts for the year.

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Toilet receipts of £1800 were down against forecast of £2500, but there was £8,544 in unbudgeted-for incoming receipts due to unused grants being returned.

Various budget lines were referred to in terms of underspends and overspends but the Council was overall in a stronger position than compared to a year ago.

In terms of council year 2026-7 the first half of the precept had been received. Whilst the year-to-date budget report reflected just 6 weeks activity the insurance and subscriptions budget lines were over-budget and reasons for this were given.

An **ACTION** arising from the discussion was to review processes for making voluntary contributions for use of Holmfirth Public Toilets to include a 'tap' facility to make card payments. Referred to Service Provision Committee.

NOTED: budget out-turn 2025-6 and 2026-7 and year-to-date budgets against income and expenditure reports were received.

No further actions arising from budget reports were considered.

2627 18 Schedule of Payments

The Deputy Clerk/Responsible Financial Officer reported that the schedule of payments showed that there were a number of payments made in the new financial year that needed to be assigned to the previous year as expenditure.

Members were asked to note that expenditure regarding Brockholes Village Hall fire alarm installation needed to have VAT included and that, as this had been gifted to Brockholes Village Trust, the Council would then be claiming the VAT back.

Cllr Bellamy informed members that there was an open invitation from Brockholes Village Trust to view the new alarm system.

Some aspects of gifting assets to grant applicants in order to allow the Council to claim back VAT were proving to be problematic, an example being the installation of a kissing gate at Magdale. That had to be resolved by paying out the grant in order for the expenditure to be shown in accounts accurately.

NOTED: Schedule of Payments for April 2026.

APPROVED: Schedule of Payments for month-to-date May 2026.

MATTERS RESERVED FOR FULL COUNCIL

2627 19 Annual update of Declarations of Pecuniary Interest

It was resolved on 26-06-2023 at Annual Council that all councillors would update their DPI annually. Prior to the meeting councillors were provided with a fresh form.

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The Clerk requested that these be completed, signed and dated and then returned to her at the conclusion of this meeting or as soon as possible after.

An **ACTION** for the Clerk was to chase up outstanding returns and report on the updating of DPs at the next FULL COUNCIL meeting on Monday 22 June 2026.

NOTED: all councillors to complete a fresh written Declaration of Pecuniary Interest for the Council Year 2026-27 and return to the Clerk as soon as possible.

2627 20 Arrangements for written dispensations

Where members have an ongoing pecuniary or other interest in an item that is likely to feature in a substantial number of meetings then it is possible to complete a written dispensation to cover a period of time.

The matter of written dispensations is covered in Standing Order 13.

A number of councillors have dispensations in place dated up to the end of their term of office for formally representing the Parish Council within other organisations.

Any new dispensations resulting from changes to the arrangements for HVPC representation on other bodies are to be submitted to the Clerk and considered at the next FULL COUNCIL meeting.

An **ACTION** for the Clerk was to liaise with members regarding any new dispensations connected to formal representation of the Parish Council to put to a future Council meeting.

2627 21 Annual signing of register acknowledging the Code of Conduct

It was resolved on 26-06-2023 that all councillors would sign a separate register at the ANNUAL COUNCIL Meeting to acknowledge that they are in receipt of, understand and continue to sign up to the Code of Conduct, included in papers for the meeting. This was a recommendation from Internal Audit.

The register for signing was available at the meeting.

NOTED: all councillors present requested to sign the register acknowledging receipt of and adherence to the Code of Conduct.

An **ACTION** for the Clerk was to facilitate the signing of the register by councillors absent from the meeting.

A further **ACTION** for the Clerk was to report on compliance with regards to signing the register at the next FULL COUNCIL meeting.

2627 22 Referrals to the Monitoring Officer and other official bodies; update on information requests

The updates below on several formal processes currently underway were shared by the Clerk.

Monitoring Officer referrals

Holme Valley Parish Council

The Kirklees Monitoring Officer had informed the Clerk that two referrals were currently under consideration. Responses are awaited.

Subject Access Request (SAR)

Councillors were thanked for their assistance in responding to a recent Subject Access Request. A full response was expected to be issued by the statutory deadline of 15 May 2026.

Freedom of Information (FOI) Request

Members of the Staffing Committee were thanked for their assistance in responding to a related Freedom of Information Request.

Information Commissioner's Office (ICO)

A referral was made to the Information Commissioner's Office regarding a serious data protection matter, and a response had been received and shared.

Kirklees Data Protection Officer (DPO)

A separate data protection concern had been formally reported to the Kirklees Council Data Protection Officer. A response was awaited.

Governance and resource impact

The Parish Council was currently managing a number of governance issues which had required significant support from external consultants. At the FULL COUNCIL meeting on 23 March 2026 Council **APPROVED:** expenditure of up to £5,000 from General Reserves for consultant services regarding a GDPR/Freedom of Information request.

The Consultancy firm had informed the Clerk that expenditure to date was estimated at £7,500, in part due to further advice being requested with regards to the handling of data breaches related to the GDPR/Freedom of Information request.

Clerk Team time diverted to these matters was reported on, with the Clerk having spent 95.5 hours out of a total of 247.25 working hours spent on these matters, including 22.25 non-contractual hours, between 16 March 2026 to 14 May 2026. This equated to 38.62% of the Clerk's working time. The time spent on these matters by other members of the clerk team would be reported on at the next meeting.

Next steps

It was intended that a full and detailed confidential briefing would be provided to Full Council at its meeting on Monday 22 June 2026, possibly in a Part II (private) session.

Councillors were advised that no further information could be provided at this time due to the ongoing nature of some of the formal processes referred to above.

APPROVED: additional expenditure of up to £3,000 from General Reserves for consultancy fees in connection with governance matters affecting the Council.

NOTED:

- i. the update provided regarding ongoing Monitoring Officer referrals, information-rights requests, and data protection matters, and further notes that a full confidential briefing will be provided to Council at its meeting on 23 June 2026.
- ii. that two referrals are currently under consideration by the Kirklees Monitoring Officer and that responses are awaited.

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- iii. the receipt of a Subject Access Request and a related Freedom of Information Request, and that the estimated cost to date of responding to these matters is approximately £7,500, with further Clerk Team time also diverted to this work.
- iv. that a data protection matter has been referred to the Information Commissioner's Office and a response received which shall be considered at the next meeting.
- v. that a separate data protection concern has been reported to the Kirklees Council Data Protection Officer and that a response is awaited.
- vi. that no further information can be provided at this time due to the ongoing nature of the formal processes referred to above.

2627 23 Working Groups reporting to Full Council 2026-07

Council was requested to review the continuation and membership of each working group which reports to it as set out below.

- i. Communications and Engagement Working Group

RESOLVED: the continuation of the Communications and Engagement Working Group with membership: Cllr Whitelaw, Cllr Baylin, Cllr Bellamy, Cllr Kirkby and Cllr Holmes.

This working group is supported by the Assistant Clerk.

An **ACTION** for the Clerk was to publish next meeting dates provided by the Assistant Clerk for this working group.

- ii. Committee Structure and Meetings Schedule Working Group

RESOLVED: the continuation of the Committee Structure and Meetings Schedule Working Group with membership: Cllr Blacka, Cllr Ransby and Cllr Whitelaw.

- iii. Code of Conduct Working Group

RESOLVED: the continuation of the Code of Conduct Working Group with membership: Cllr Blacka, Cllr Whitelaw, Cllr Stewart.

This working group is supported by the Clerk and Proper Officer.

An **ACTION** for the Clerk was to set up a first meeting for the working group.

- iv. Communication Protocol Working Group

RESOLVED: the continuation of the Communication Protocol Working Group with membership: Cllr Blacka, Cllr Ransby, Cllr Whitelaw, Cllr Wilson, Cllr Bellamy.

- v. Big Community Celebration Working Group

RESOLVED: that the status of the Big Community Celebration Working Group be marked as **DORMANT**.

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vi. Covid Memorial Working Group

RESOLVED: that the Covid Memorial Working Group be disbanded, the project having been largely completed.

NOTED: there remained two outstanding issues with regards to the Covid Memorial Working Group, one being the need to obtain Kirklees permission for the establishment of a stone plinth to display the memorial plaque, the other being the return of any surplus monies to Friends of Honley Library for returning to Honley Open Gardens.

An **ACTION** for the Clerk was to pursue Kirklees permission to install the stone plinth.

A further **ACTION** for the Clerk was to clarify the destination of any surplus monies from the project.

vii. Climate Action Working Group

RESOLVED: To disband the Climate Action Working Group.

viii. Civic Lease/VAT Working Group

RESOLVED: to disband the Civic Lease/VAT Working Group.

ix. Civic Vision Working Group

RESOLVED: the continuation of the Civic Vision Working Group with membership of Cllr Holmes, Cllr Kirkby, Cllr Morgan and Cllr Whitelaw.

Three Holmfirth Civic Hall Community Trust trustees and one employee were also represented on the working group.

x. Democracy-Friendly Schools Working Group

RESOLVED: that the status of the Democracy-friendly Schools Working Group be marked as **DORMANT**.

xi. Community Governance Review Working Group

RESOLVED: the continuation of the Community Governance Review Working Group, the membership being: Cllr Baylin, Cllr Bellamy, Cllr Green, Cllr Whitelaw.

xii. Safeguarding Working Group

TO CONSIDER: the continuation of the Safeguarding Working Group, the membership being: Cllr Blacka, Cllr Baylin, Cllr Green and Cllr Stewart.

This working group is supported by the Clerk.

xiii. Local Plan Reference Group

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RESOLVED: the continuation of the Local Plan Reference Group, with membership: Cllr Blacka, Cllr Wilson, Cllr Whitelaw, Cllr Rylah, Cllr Ransby, Cllr Davis and Cllr Bellamy.

2627 24 Interim Internal Audit Report

The Deputy Clerk/RFO reported that the Interim Internal Audit Report for the financial year ending 31 March 2026 had been received from the Parish Council's Internal Auditor, Interim Audit Yorkshire.

The payment card assigned to the Deputy Clerk was now working.

The Council had benefitted from the changeover to Unity Trust.

Council might wish to consider the possibility of disbanding the Finance and Management Committee and integrate the work of that committee into Full Council and other committee meetings.

An **ACTION** for the Committee Structure and Meetings Schedule working group was to consider how such structural changes might work and bring recommendations forward in due course.

RECEIVED: The Interim Internal Audit Report, as presented.

2627 25 Holme Valley Land Charity - authorised signatories

A request had been received from Holme Valley Land Charity regarding authorising signatories of the Corporate Trustee which is Holme Valley Parish Council. This was required for Land Registry purposes regarding a land sale. The Land Registry forms could only be signed by Corporate Trustee signatories authorised by a resolution.

It was clarified that both signatories were required to sign on behalf of the Land Charity.

APPROVED: Cllr Tom Dixon and Cllr Andy Wilson authorised as joint signatories for the Corporate Trustee of Holme Valley Land Charity.

2627 26 Civic Vision Working Group - update

Council **RESOLVED** to suspend Standing Orders at 8.55pm in order to complete the business on the agenda.

Cllr Holmes gave an update from the Civic Vision Working Group. The fundraiser had started the agreed works package.

It was reported that the Quantity Surveyor's costing of the architect's proposals was estimated at £3.5 million. A query was raised as to the processes by which the Architect and the quantity surveyor were selected - were 3 quotes obtained/ did the Trust carry out sufficient due diligence?

An **ACTION** for the Clerk was to write to Holmfirth Civic Hall Community Trust and ask for clarification regarding this.

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The working group had been organising a public consultation and was seeking to engage external expertise to manage this with 4 local firms having been approached to provide quotes and 2 having responded. It was hoped that the next meeting of the working group on Tuesday 19 May would result in the engagement of one of these businesses.

There was discussion as to whether or not a further quote needed to be sought with regards to adhering to the Council's Financial Regulations. It was stated that three quotations were required for expenditure over £3,000 and whether the Working Group had complied with Financial Regulations was queried and that this should be corrected before moving forward.

As well as a social media campaign the package of work would include a mobile physical display that could be used, for example, at Honley Show and a public presentation by the architect, provisionally scheduled for Thursday 25 June at 7pm. This would act as a launch event. An invitation was made to as many councillors as possible to support the event in particular and the public engagement project in general.

NOTED: the update regarding the development of a vision for the future development of the Civic.

RESOLVED: to approve expenditure of up to £5,000 for the Vision Public Engagement Project from the Communications and Engagement budget line.

At the conclusion of the item the Chair stated that he did not accept the implication that adhering to Financial Regulations had been circumvented and confirmed that the Working Group had acted properly.

The statement made during discussion regarding the requirement to obtain three quotations was later confirmed to be a misstatement of the Financial Regulations. A clarification was issued to all councillors on Tuesday 19 May 2026.

2627 27 Honley Show

The Chair was invited to the President's Reception at Honley Show on Saturday 27 June 2026 at 12noon followed by a buffet lunch. An RSVP was required by Friday 5 June.

The Parish Council has had confirmed a complimentary table in the Countryside Tent and so councillor volunteers are requested to represent the Parish Council throughout the day. The C&E Working Group will confirm likely focuses, including the Civic Vision Public Consultation and Urban Nature Reserves.

An **ACTION** for the Clerk was to contact the Chair and Vice Chair and clarify who would be in attendance and RSVP the invitation.

A further **ACTION** for the clerk team was to contact councillors and establish a rota for the HVPC table at Honley Show.

2627 28 Request from Holmfirth Arts Festival

Cllr Holmes had declared an interest in the item and left the room.

Holme Valley Parish Council

The Parish Council received a request from the Director of Holmfirth Arts Festival to make available to the Festival/The Children's Art School the Gartside Unit from Monday 1 June through to Monday 15 June 2026 for parade making/storing.

The Clerk reported that the availability of the unit would be dependent on the maintenance contractor having completed necessary repairs which had been authorised.

RESOLVED: to allow Holmfirth Arts Festival use of the Gartside Unit from 1-15 June 2026 for the making/storing of artefacts related to the Festival parade.

An **ACTION** for the Clerk was to inform Holmfirth Arts Festival of the decision.

A further **ACTION** for the Clerk was to ensure repairs had been carried out and that the maintenance contractor was informed of the decision.

2627 29 IT systems - review

It was reported that the clerk team wished to review some of the IT systems and providers the Council utilises, including the email host, and explore options around better digital adoption/synchronisation and general IT resilience across council systems.

It was intended to bring forward recommendations to a future meeting. This may have some overlap with the remit of the IT Working Group.

The Council's current email provider had informed Council of the intention to migrate to a new platform. This had happened. Councillors were requested to contact the clerk team if they experienced any difficulties accessing their email.

NOTED: update regarding IT systems.

An **ACTION** for the clerk team was to review some of the IT systems and providers the Council utilises and explore options around better digital synchronicity and to bring forward proposals to a future meeting.

2627 30 Holmfirth Town Centre Works

An update was received regarding Holmfirth Town Centre works dating from 14 April 2026.

Hollowgate was now open to traffic and work was happening at night to progress the new bridge area and road markings. Drop-in sessions were continuing including Tuesdays at 10am in Holmfirth Library. The layby at Towngate was under discussion with a possibility that it would be designated as short stay parking.

There were no actions arising from the update on Holmfirth Town Centre works.

2627 31 Councillor training – evaluations received

Councillors are asked to complete a brief evaluation of any training undertaken.

Holme Valley Parish Council

No evaluations of councillor training undertaken since 23 March 2026 had been received to note.

REFERRALS FROM STANDING COMMITTEES AND WORKING GROUPS

STAFFING COMMITTEE

2627 32 Pay award for a member of the Clerk Team

NOTED: A pay award of one incremental point was **APPROVED** in principle for an officer by the STAFFING COMMITTEE at its meeting on 13-4-2026, payable from the 1 April 2026 in line with contractual entitlements.

2627 33 Communications and Engagement Working Group

It was reported that a number of projects come under this umbrella and the latest Action Plan 2025-27 update March 2026 was shared.

There were no actions to consider.

An **ACTION** for the Clerk was to email working group members after the meeting on behalf of the Assistant Clerk regarding securing the next meeting date.

2627 34 Local Plan Reference Group

A verbal update from the Planning Reference Group was received alongside minutes of the most recent meeting included in papers, including the remark that Kirklees Council officers were impressed with the work of the group which was seen to be ahead of similar groups.

NOTED: Cllr Blacka was thanked for her leadership of a complex and testing issue.

CORRESPONDENCE

2627 35 Reports from Kirklees Ward Councillors

This standing item on FULL COUNCIL agendas is for Kirklees Councillors who are also Parish Councillors to report back on relevant activity and news from Kirklees.

Cllr Butler and Cllr Greaves, both in attendance, were congratulated on their elections as Kirklees Ward Councillors.

Cllr Greaves updated members regarding ongoing highways matters in Honley, with particular regards to road markings and enforcement on Bradshaw Road and issues with speed limit signage in Oldfield.

MISCELLANEOUS ITEMS

2627 36 Items for Publicity

Holme Valley Parish Council

Potential items for publicity arising from the meeting included:

- election of Chair, Vice Chair and other roles for 2026/7.
- upcoming public engagement re Civic.

Publicity regarding the signing of the Lease with Holmfirth Civic Hall Community Trust had been publicised earlier in the day.

The meeting closed at 9.34pm.

DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 1 JUNE 2026

Those present:

Chair: Cllr J Holmes

Vice Chair: Cllr T Dixon

Councillors: Cllrs L Baylin, D Bellamy, M Blacka, D Brook, R Butler, T Dixon, C Green, A Morgan, H Osborne, J Rylah, T Stewart, S Whitelaw

Proper Officer: Mr R McGill (RFO/Deputy Clerk)

- AGENDA – (A)

Welcome

The Chair welcomed Members to this first meeting of the Finance and Management Standing Committee 2026/27.

Public Question Time

No members of the public were present at the meeting.

2627 2 To accept apologies for absence

NOTED: The Committee noted that Cllrs Davis, Kirkby, Liles, Rostron and Wilson were absent from the meeting.

Members considered apologies submitted by Cllrs Kirkby, Liles, Rostron and Wilson.

RESOLVED: The Committee approved the reasons for their apologies.

2627 1 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 wanted to record the meeting.

2627 3 Receipt of written Declaration of Pecuniary and Other Interests

NOTED: It was noted that no new written Declarations of Pecuniary and Other Interests had been received ahead of the meeting. Cllr Rylah had just handed in a new DPI which would be shared in due course. The Council clarified with Cllr Butler that he did not need to submit a new DPI form since his current declaration was only a few months old.

Signed: _____

Holme Valley Parish Council

2627 4 Declaration of interests in agenda items and written dispensations

NOTED: Members were reminded that:

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.

RESOLVED: No declarations of interest in items on the agenda were declared.

2627 5 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.

2627 6 To confirm the Minutes of the previous Committee meeting

NOTED: Members noted the Minutes of the Finance and Management Committee Meeting held on 2 March 2026, numbered 2526 107 to 2526 124 inclusive, already approved at Council.

Matters arising from the last meeting/minutes:

The RFO reported that, in respect of the money the Parish Council owed 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 would speak to Rialtas about how to record a VAT-only payment.

Cllr Holmes with regard to agenda item 2526 118 regarding the procurement of a grants specialist in respect of The Civic. Cllr Holmes shared that the legal basis for this procurement was 5.12 I as a specialist service, and 5.12 iii as works, goods or services that constitute an extension of an existing contract.

2627 7 Prioritising Climate Action activities 2025-7

The Parish Council considered ways in which the Parish Council could prioritise the climate emergency through its works.

RESOLVED: The Parish Council would pay heed to the climate emergency in all Council business including when considering grant applications over the year.

Signed: _____

Holme Valley Parish Council Annual Governance and Accountability Return AGAR 2025/26 - draft

The Committee considered 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:

- Fixed Asset List 2025/26 at 31st March 2026. The RFO/Deputy Clerk reported on changes to the asset register. He suggested that the internal auditor might remove some items. Members of the Committee suggested that the Service Provision Committee had voted to gift the swift boxes to local organisations, and the RFO/Deputy Clerk said he would remove the boxes from the list.

RESOLVED: The draft Fixed Asset List 2025/26 was approved with amendments.

- AGAR Annual Return 2025/26 Form 3
 - o Section 1 Annual Governance Statement
 - o Section 2 Accounting Statements
 - o Section 3 Annual External Audit Report (currently blank)
 - o Annual Internal Audit Report (currently blank)

With regard to Section 1 Annual Governance Statement, the RFO/Deputy Clerk stated that he was not sure whether the Parish Council was compliant on this. Though the Parish Council was compliant on a lot of Assertion 10, there were some requirements that the Parish Council had an action plan for, but was not currently compliant, - website, data protection regarding personal devices, data protection training. The RFO would consult with the internal auditor before submission.

- 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.
 - o Confirmation of the dates of the period for the exercise of public rights
 - o Bank Reconciliation with box 8
 - o Reconciliation between box 7 and box 8
 - o Explanation of variances
 - o Contact details (redacted)
 - o Declaration that the accounts are unaudited
 - o Letter to Kirklees notifying of the precept.
 - o Report on the exception on the 2024/25 External Auditor's Report.
 - o Agenda item when the Internal Auditor was first approved.
 - o Assertion 10 Checklist.

Signed: _____

Holme Valley Parish Council

RESOLVED, the Committee resolved that the above draft Annual Governance Accountability Return with supporting documents would be presented to the internal auditor and thereafter, pending any amendments, to Council.

NOTED, Members noted that the internal auditor was to visit 11 June to undertake the year-end audit and complete the Annual Internal Audit Report section of the AGAR.

NOTED, the Committee noted that the accounts 2025/26 had not been finalised and, because of that, the financial reports for April and May 2026 were draft reports produced from spreadsheets rather than being formal accounting reports from the Rialtas accounts package. Once last year's accounts were signed off, the Rialtas accounting documentation for April and May would be produced.

2627 9 List of Regular Payments

The RFO/Deputy Clerk reported on the updated List of Regular Payments. Members considered the list.

RESOLVED, the List of Regular Payments 2026/27 was approved.

Cllr Dixon pointed out that he is a member of Friends of Cliff Recreation Ground, which is mentioned in the list. Cllr Blacka and Cllr Stewart also declared similar interests and left the room. Cllr Whitelaw also declared an interest in Holmfirth Film Festival and left the room at this time. Cllr Bellamy also said she knew a director of one of the companies on the list, and would not vote.

There was discussion about whether some "approved suppliers" should be on the list, or whether other means to allow them to be paid legally and in a timely fashion should be found. Cllr Baylin suggested we may need scrutiny over said payments. It was suggested that the Financial Regulations Working Group might consider these issues, and how to manage them effectively.

NOTED, It was noted that, for the convenience of Members on the Unity Trust bank mandate, payments authorised as a regular payment under Financial Regulation 6.6 would be authorised under this agenda item 2627 9 for the year ahead, and described thus: "Approved as a regular payment of Holme Valley Parish Council under Financial Regulation 6.6 approved at Finance and Management 1st June 2026 agenda item 2627 9."

Signed: _____

Holme Valley Parish Council

2627 10 Approval of Payments 2026/27 as agenda items

NOTED, For the convenience of Members on the Unity Trust bank mandate, Members noted that these following descriptions of approval of payments delegated to the Clerk and/or RFO would be described as per the respective agenda numbers:

- i any payments of up to £500 excluding VAT, within an agreed budget.
- ii payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
- iii any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council or Finance and Management Committee, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Management Committee.
- 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.

NOTED, It was noted that 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

A. NOTED, The Committee noted the list of all grants awarded 2025/26.

B. Grant Evaluations

NOTED, new grant evaluations received since the last meeting from the following community organisations were noted by the Committee:

2025/26:

- Brockholes Village Trust
- Huddersfield Sailing Club

2024/25

- Full Life Church Food Bank

Signed: _____

Holme Valley Parish Council

NOTED, The Committee noted that 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 would keep chasing these. The RFO will be sending out grant evaluation forms for the February 2026 awards in the late summer and autumn.

Members considered any further action on grant evaluations.

RESOLVED, No additional further action.

C. Rolling Grants

- i. **NOTED**, Members noted that this is the last year of the current council term and it is also the last year of any rolling grant agreements approved by the Parish Council.
- ii. **NOTED**, the Committee noted that these were 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 were 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 were 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. Members considered any further action on rolling grants.
RESOLVED, No further action.

Signed: _____

Holme Valley Parish Council

2627 12 Finance and Management Working Groups

Members considered the status of the following Finance and Management working groups:

- i. The Grants Working Group had completed its work for the 2025/26 council year, and this was summarised in its Annual Report. Not all the outcomes from the Report had been actioned yet but the RFO/Deputy Clerk reported that the website had been updated with the agreed text, the Grants Policy, and the application form.

As the report had been presented some potential unresolved issues with the grants process were still apparent. The Committee vote whether to reestablish the Grants Working Group for the new Council year.

RESOLVED, The Grants Working Group would be reestablished with the existing membership if they wished to continue. Provisional membership was Cllr Holmes, Cllr Blacka, Cllr Kirkby, Cllr Whitelaw, Cllr Wilson and the Deputy Clerk. Cllr Rylah was elected as an additional member. The existing grants systems and paperwork would operate through the next grants applications cycle, - July 31st closing date for 28th September consideration.

- ii. A Financial Regulations Working Group had been previously tasked with refining the NALC model Financial Regulations 2025. It was the later tasked with reviewing the same Financial Regulations in the context of whether the Regulations were working effectively. Some amendments were then 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 light of recent experience regarding “getting” quotations or “seeking to get” quotations. This Working Group was not anticipated to be needed beyond one or two further meetings. Members 2025/26 were Cllr Wilson, Cllr Blacka and the RFO/Deputy Clerk.

RESOLVED, The Financial Regulations Working Group was maintained, provisionally, with its existing membership for 2026/27.

- iii. The IT Policy Assertion 10 Working Group had been established by full Council in February 2026. Its brief was 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, Cllr Osborne and Stewart.

Members considered maintaining or disestablishing the Working Group.

RESOLVED, The IT Policy (Assertion 10) Working Group 2026/27 was maintained, provisionally, with its existing membership for 2026/27.

2627 13 Chair’s Expenses

NOTED, Members noted that the Chair 2025/26 had made a donation of £795 to Full Life Church Foodbank from his remaining Chair’s Expenses budget.

Signed: _____

Holme Valley Parish Council

NOTED, Members noted that the Chair 2026/27 had a Chair's Expenses budget line of £1,000.

2627 14 Schedule of Payments

- i. **NOTED**, The Committee noted the final Schedule of Payments for March 2026.
- ii. **NOTED**, The Committee noted the draft Schedule of Payments for April 2026.
- iii. **NOTED**, The Committee noted the draft Schedule of Payments for May 2026.
- iv. Members considered the draft Schedule of Payments for June 2026.
RESOLVED, The draft Schedule of Payments for June 2026 was approved.

The Chair initialled the Schedules of Payments and these were set aside to be attached to the minutes of the meeting.

2627 15 Financial Statements

NOTED, The Committee noted the accounting summaries – copies enclosed – for financial year 2025-26.

- i. For March 2026 including the year-end transactions:
 - (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.

- ii. **NOTED**, the receipts and payments transacted in April 2026.
- iii. **NOTED**, the receipts and payments transacted in May 2026.
- iv. **NOTED**, the income and expenditure against budget headings in May 2026, and the RFO/Deputy Clerk's following verbal report.

Income side:

- The first half of the precept and special expenses grant had been 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 had been finally received in May 2026. This was offset against last year's accounts, not this.

Signed: _____

Holme Valley Parish Council

Expenditure side:

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

The Committee considered any further actions on income and expenditure against budget.

RESOLVED, No further action.

- v. The Committee considered any further action on the income and expenditure YTD of the Parish Council.
RESOLVED, No further action.
- vi. As per the guidance in the SAPP Practitioners' Guide 2026, the Committee considered the following bank reconciliations cross-referenced with bank statements.

For February 2026:

- 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 March 2026:

- 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.

RESOLVED, these bank reconciliations as above were approved.

The Chair and Vice Chair signed and dated all the bank reconciliations, checking against the bank statements.

Signed: _____

2627 16

Banking

The RFO/Deputy Clerk reported on banking arrangements.

Unity Trust:

Cllrs Bellamy, Blacka, Holmes and Ransby had supplied the information needed to add them to the Unity Trust bank mandates. Until these new mandates were set up, the existing 2025/26 mandates would still apply, - that is, Cllr Baylin, Cllr Colling, Cllr Kirkby, Cllr Morgan, Cllr Wilson.

NOTED, The Unity Trust accounts continued to work well without too many problems.

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

After some sticking points, the RFO/Deputy Clerk reported that the card is now working well.

All the Parish Council's ongoing online subscriptions had now been set up to pay with the card rather than officers having to pay with their own money and be reimbursed. This applied 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.

NOTED, It was noted that the RFO/Deputy Clerk had expressed a certain discomfort in that this purchase and payment was outside of the normal Council payment processes whereby two Councillors have to log on to order the payment through Unity Trust. The Committee noted the RFO/Deputy Clerk's concern and further noted that the payment limits for the card were set up to minimise the opportunity for significant fraud. The RFO/Deputy Clerk would notify Members on the Unity Trust mandate when he had made such an out-of-the-ordinary payment using the MultiPay Card and would share the card statements with this Committee plus any supporting invoices.

CCLA

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

Members considered any further action in respect of the Parish Council's bank accounts.

RESOLVED: No further action.

2627 17

Internal Control Check

The Committee noted that Cllr Green had undertaken the final end-of-year internal controls check in May 2026. Cllr Green reported that there were no issues with the accounts. He also commented that he had found the process useful to understand some of the financial incomings and outgoings of the Council.

Signed: _____

Holme Valley Parish Council

The Committee considered any further actions from Cllr Green's report.

RESOLVED, No further action.

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

The Committee considered electing a new Councillor to undertake the internal control checks for the current Council year, - 2026-27.

RESOLVED, Cllr Lawrence Baylin was elected to undertake the internal controls checks for the current year.

2627 18 Financial Records for the website

NOTED, Members noted that the financial records for March 2026 had been added to the website. The records for the year end, April and May would be added in due course.

2627 19 The Civic, Holmfirth

Cllr Baylin spoke though, as a very new trustee, he had yet to attend a Trust meeting and felt he could not speak on behalf of the trustees. Cllr Baylin commented that he noted that the trust had been turned down for a grant from the National Lottery on the basis of insufficient community engagement and would bring this up at the next trustees meeting. Cllr Whitelaw pointed out that the funding advisor might offer suggestions on this.

- i. **NOTED**, Members noted the reports from Holmfirth Civic Hall Community Trust that had been shared separately.
- ii. Members considered any further actions with regard to the Parish Council's engagement with The Civic and with Holmfirth Civic Hall Community Trust.
RESOLVED: No further action.

iii. Civic Vision Working Group

Cllr Holmes reported on the Working Group.

- Karen Horton has been formally contacted to develop a financial strategy for the redevelopment of The Civic. She has started work but needs The Civic's business plan before she can make significant progress.
- The quantity surveyor's report and costings had been received 28th April. Estimated costs £3,500,000 plus fees. Cllr Holmes suggested that Committee Members should have access to this report.
- Cllr Baylin suggested that the trustees of Friends of Honley Library and The Civic could learn from each other.

Signed: _____

Holme Valley Parish Council

- Cllr Holmes reported that the community public consultation on The Civic was underway. Four local businesses had been asked to quote for publicity on the campaign. The public presentation by the architect would be on 25 June at 7pm. Members were prompted to encourage people to attend.
- Cllr Whitelaw wanted to remind Members that The Civic as a project is a matter of partnership working between the Parish Council, as owners, and Holmfirth Civic Hall Community Trust, as building managers, for the benefit of the whole community.
- Cllr Holmes suggested that the Parish Council needs to be more visible in The Civic, so we are more seen by the public. Cllr Holmes says we are working hard to improve the relationship with The Trust, which is central to the success of “the vision” and the future of the hall.
- Cllr Stewart said that it would be a good idea to promote the consultation at the next meeting of U3A.

2627 20 Honley Library

- NOTED**, The Committee noted the reports from Friends of Honley Library that had been shared separately.
Cllr Morgan, as a trustee, reported that building work had started.
- 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.

2627 21 Other tenancies

Allotments

- NOTED**, Members noted that all rent on allotments had been received. Two cheque needed depositing.

Tenancy agreements countersigned by the Clerk would be mailed out over the next month.

Garages

- NOTED**, All rent on garages had been received. One cheque needed depositing.

Tenancy agreements countersigned by the Clerk would be mailed out over the next month.

Gartside Building

- Cllr Morgan reported that organisations expressing interest in the tenancy of the Gartside Building had been contacted. As yet there had not been any replies.

Signed: _____

Holme Valley Parish Council

2627 22

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 Officers would publicise The Civic consultation via social media and the website. Holmfirth Pride, which the Parish Council supported with a grant, was pending on 25 July. The Arts Festival was also coming up which we also support, as well as Honley Show. All of these things, together, promote the Holme Valley. The full list of grants awarded 2025/26 would also be a good way of advertising the next grants cycle.

The meeting closed at 930pm.

Signed: _____

Income and Expenditure against Budget 2026-27 Year-to-Date

Holme Valley Parish Council

CODE	DESCRIPTION		Starting Budget	Virements	Reconcile 2025-26	April	May	June	Payments from EMR	Total	Remaining	
INCOME												
1076	Precept	50.00%	£447,717	£0	£0.00	£0.00	£223,858.50	£0.00		£223,858.50	£223,858.50	1076
1078	Special Expenses Grant	50.00%	£3,472	£0	£0.00	£0.00	£1,736.00	£0.00		£1,736.00	£1,736.00	1078
1090	Interest on Investments	15.82%	£4,500	£0	£0.00	£238.48	£231.75	£241.77		£712.00	£3,788.00	1090
1092	Donations - Holmfirth Public Toilets	0.00%	£2,500	£0	£0.00	£0.00	£0.00	£0.00		£0.00	£2,500.00	1092
1095	Other receipts	21750.00%	£2	£0	£-6,814.84	£0.00	£6,814.84	£435.00		£435.00	£-433.00	1095
1200	Allotment Rents	42.59%	£324	£-156	£0.00	£60.00	£78.00	£0.00		£138.00	£30.00	1200
1250	Gartside Building		£0	£0	£0.00	£0.00	£0.00	£0.00		£0.00	£0.00	1250
1260	Memorial Benches		£0	£0	£0.00	£0.00	£0.00	£0.00		£0.00	£0.00	1260
1300	Garage Plot Income	85.71%	£840	£0	£0.00	£480.00	£240.00	£0.00		£720.00	£120.00	1300
	Total Income		£459,355	£-156	£-6,814.84	£778.48	£232,959.09	£676.77		£227,599.50	£231,755.50	
105	VAT Refund		£0	£0	£-1,805.09	£0.00	£1,805.09	£0.00	£0.00	£0.00		
235	Transfer in		£0	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		
	Total Receipts		£459,355	£-156	£-8,619.93	£778.48	£234,764.18	£676.77	£0.00	£227,599.50		
					£-8,619.93	£778.48	£234,764.18	£676.77	£0.00	£227,599.50		
						OK	OK	OK		OK		
EXPENDITURE												
230	Bank Transfer out					£0.00	£0.00	£0.00	£0.00	£0.00		
	<u>110 Staff Expenditure</u>											
4000	Salaries	24.15%	£104,316	£0	£0.00	£8,465.67	£8,391.09	£8,338.46	£0.00	£25,195.22	£79,120.78	4000
4060	Staff Training	22.00%	£2,300	£0	£0.00	£506.00	£0.00	£0.00	£0.00	£506.00	£1,794.00	4060
	Total Staff Expenditure	24.11%	£106,616	£0	£0.00	£8,971.67	£8,391.09	£8,338.46	£0.00	£25,701.22	£80,914.78	
												OK
	<u>150 Administration</u>											
4061	Councillor Training	0.00%	£900	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£900.00	4061
4200	Chairman's Expenses	79.50%	£1,000	£0	£0.00	£0.00	£0.00	£795.00	£0.00	£795.00	£205.00	4200
4205	Council Office Expenditure	9.40%	£2,100	£0	£-111.65	£309.14	£0.00	£0.00	£0.00	£197.49	£1,902.51	4205
4210	Audit	22.67%	£2,000	£0	£-448.31	£448.31	£0.00	£453.49	£0.00	£453.49	£1,546.51	4210
4215	Bank Charges	19.53%	£200	£0	£0.00	£20.35	£18.70	£0.00	£0.00	£39.05	£160.95	4215
4220	Conference / Seminars	0.00%	£500	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	4220
4225	Elections		£10,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£10,000.00	4225
4230	Repairs & Maintenance	0.00%	£1,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	4230
4235	Insurance	101.64%	£12,300	£0	£0.00	£12,502.26	£0.00	£0.00	£0.00	£12,502.26	£-202.26	4235
4240	Travel Allowance	0.00%	£300	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£300.00	4240
4245	Office Equipment	37.03%	£900	£0	£-144.00	£144.00	£333.31	£0.00	£0.00	£333.31	£566.69	4245
4250	Office/Room Hire	0.00%	£200	£0	£-144.00	£0.00	£144.00	£0.00	£0.00	£0.00	£200.00	4250
4260	FOIA/EIR requests	1500.00%	£500	£0	£0.00	£0.00	£0.00	£7,500.00	£0.00	£7,500.00	£-7,000.00	4260
4265	Subscriptions	103.00%	£3,000	£0	£0.00	£3,084.00	£6.00	£0.00	£0.00	£3,090.00	£-90.00	4265
4275	Internet and Phone	18.70%	£600	£0	£-51.95	£51.95	£56.22	£55.95	£0.00	£112.17	£487.83	4275
4285	Remembrance Sunday	0.00%	£160	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£160.00	4285
4290	COVID Memorial		£0	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	4290
4400	Electric Support Maintenance	51.97%	£1,700	£0	£-51.96	£885.44	£49.99	£0.00	£0.00	£883.47	£816.53	4400
4660	Communications and Engagement	23.24%	£10,650	£0	£-350.00	£375.00	£99.89	£2,350.00	£0.00	£2,474.89	£8,175.11	4660
	Total Administration	59.12%	£48,010	£0	£-1,301.87	£17,820.45	£708.11	£11,154.44	£0.00	£28,381.13	£19,628.87	
	Total Council	34.98%	£154,626	£0	£-1,301.87	£26,792.12	£9,099.20	£19,492.90	£0.00	£54,082.35	£100,543.65	
												OK
	Finance & Management Committee											
4315	Grants - Other Community Assets	0.00%	£46,940	£0	£-6,478.00	£119.80	£6,358.20	£0.00	£0.00	£0.00	£46,940.00	4315
4405	Grants - Projects and Events	0.00%	£19,500	£0	£-1,500.00	£1,500.00	£0.00	£0.00	£0.00	£0.00	£19,500.00	4405
4420	Honley Library	95.24%	£15,750	£0	£0.00	£0.00	£15,000.00	£0.00	£0.00	£15,000.00	£750.00	4420
4425	Holmfirth Civic Hall	44.05%	£65,000	£0	£0.00	£300.00	£26,799.50	£1,531.00	£2,099.50	£28,630.50	£38,469.00	4425
	Total Finance & Management	29.64%	£147,190	£0	£-7,978.00	£1,919.80	£48,157.70	£1,531.00	£2,099.50	£43,630.50	£105,659.00	
												OK
	Planning Committee											
4505	Neighbourhood Plan	0.00%	£1,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	4505
	Total Planning Committee	0.00%	£1,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	
												OK
	Service Provision Committee											
4320	Public toilets - Day to Day	9.63%	£23,100	£0	£-914.37	£914.37	£926.18	£1,299.37	£0.00	£2,225.55	£20,874.45	4320
4325	Public toilets - Lettable Space	52.38%	£1,050	£0	£0.00	£0.00	£0.00	£550.00	£0.00	£550.00	£500.00	4325
4705	Christmas Provision	0.00%	£5,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5,000.00	4705
4710	New Mill - Churchyard	0.00%	£788	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£788.00	4710
4715	Defibrillators	0.00%	£0	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	4715
4720	Street Litter and Dog Waste	0.00%	£1,260	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,260.00	4720
4730	Minibus	24.63%	£23,500	£0	£0.00	£1,908.00	£1,971.00	£1,908.00	£0.00	£5,787.00	£17,713.00	4730
4735	Phone Boxes	0.00%	£1,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	4735
4740	Seats & Shelters - Maintenance	17.54%	£13,650	£0	£495.32	£495.32	£704.95	£698.22	£0.00	£2,393.81	£11,256.19	4740
4750	War Memorial		£1,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	4750
4760	Youth Work in the Holme Valley	0.00%	£25,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£25,000.00	4760
4765	Tourism		£5,000	£0	£0.00	£1,000.00	£0.00	£450.00	£1,450.00	£1,450.00	£5,000.00	4765
4770	Sustainable Transport		£0	£0	£0.00	£750.00	£0.00	£0.00	£750.00	£750.00	£0.00	4770
4840	Climate Action	0.00%	£5,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5,000.00	4840
	Total Service Provision	12.49%	£105,348	£0	£-419.05	£5,067.69	£3,602.13	£4,905.59	£2,200.00	£13,156.36	£94,391.64	
												OK
	Total Administration	34.98%	£154,626	£0	£-1,301.87	£26,792.12	£9,099.20	£19,492.90	£0.00	£54,082.35	£100,543.65	
	Total Finance & Management	29.64%	£147,190	£0	£-7,978.00	£1,919.80	£48,157.70	£1,531.00	£2,099.50	£43,630.50	£105,659.00	
	Total Planning Committee	0.00%	£1,000	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	
	Total Service Provision	12.49%	£105,348	£0	£-419.05	£5,067.69	£3,602.13	£4,905.59	£2,200.00	£13,156.36	£94,391.64	
		27.16%	£408,164	£0	£-9,698.92	£33,779.61	£60,859.03	£25,929.49	£4,299.50	£110,869.21	£301,594.29	
												OK
					£-9,698.92	£33,779.61	£60,859.03	£25,929.49	£4,299.50	£110,869.21		
						OK	OK	OK	OK	OK		

Earmarked Reserves June 2026

		01/04/2026	16/06/2026	
323	EMR Community Assets F&M - £2,017 for New Mill Scouts scout hut	£2,017.00	£2,017.00	
325	EMR Election Fund Council - To build up to £30,000 re the next whole-council election	£21,000.00	£21,000.00	
326	EMR Defibrillator Special Reserve SP - For defibrillators for which HVPC is responsible	£1,673.56	£1,673.56	
331	EMR Gartside Building SP - Towards development of the whole Gartside building (not just the toilets)	£10,000.00	£10,000.00	
336	EMR Royal Events CACE - for Operation London Bridge	£3,000.00	£3,000.00	
337	EMR COVID Memorial COUNCIL - For the COVID memorials at Honley Library and Sands	£2,364.25	£2,364.25	
345	EMR Rolling Grants F&M - to cover rolling grants as agreed by committee	£8,560.00	£8,560.00	
NEW	EMR Rolling Grants SP - to cover Christmas rolling grants as agreed by committee	£2,300.00	£2,300.00	
346	EMR Sustainable Transport SP - to cover projects to do with public transport in the Holme Valley	£5,000.00	£4,250.00	£750 bus map
347	EMR Tourism SP - to cover projects to do with promoting tourism in the Holme Valley	£3,401.00	£1,951.00	£1,450 Tourism videos
349	EMR Community Engagement C&EWG - to fund community engagement projects	£3,609.87	£3,609.87	
352	EMR War Memorials SP - to fund pending repairs of war memorials	£2,500.00	£2,500.00	
353	EMR Phone Boxes SP - to fund pending repairs, refurb	£2,000.00	£2,000.00	
354	EMR Digital & Physical Assets C&EWG	£2,000.00	£1,950.11	£49.89 Banner
NEW	EMR Maintenance Contract SP - to cover the contract review TOILETS	£2,100.00	£2,100.00	
NEW	EMR Maintenance Contract SP - to cover the contract review SEATS & SHELTERS	£1,365.00	£1,365.00	
NEW	EMR Stone Shelters SP - to cover repairs of bus shelters	£18,108.00	£18,108.00	
NEW	EMR Local Plan COUNCIL - to support the Local Plan Reference Group	£2,470.00	£2,470.00	
NEW	EMR Events C&EWG	£2,000.00	£2,000.00	
NEW	EMR Holmfirth Civic Hall Vision COUNCIL - to cover ongoing work by Mosedale Gillatt	£9,703.00	£7,603.50	£300 planning; £1,799.50 Mosedale Gillatt
		£105,171.68	£100,822.29	

Holme Valley Parish Council Cash Book 2026-27

Unity Trust T2 Current Account

Schedule of Payments May 2026

No	HVPC ref	Payment Sent Date	Payment method	Check v Statement	To pay	Description	Net	Vat	Gross	Authorisation to Pay	Legislation
1	2627/02/01	07/05/2026	BACS	<input type="checkbox"/>	HOYLES FIRE AND SAFETY	FIRE ALARMS BROCKHOLES VILLAGE HALL - GIFT IN LIEU OF GRANT	£4,149.00	£829.80	£4,978.80	COUNCIL 2526 200	GPC Localism Act 2011
2	2627/02/02	07/05/2026	BACS	<input type="checkbox"/>	HONLEY BUSINESS ASSOCIATION	GRANT - CCTV	£1,560.00	£0.00	£1,560.00	COUNCIL 2526 200	GPC Localism Act 2011
3	2627/02/03	07/05/2026	BACS	<input type="checkbox"/>	PEAK PARISHES FORUM	SUBSCRIPTION	£6.00	£0.00	£6.00	F&M 2526 13	GPC Localism Act 2011
4	2627/02/04	07/05/2026	BACS	<input type="checkbox"/>	HOLMFIRTH CIVIC HALL COMMUNITY TRUST	ROLLING GRANT - HALL RUNNING COSTS	£25,000.00	£0.00	£25,000.00	F&M 2526 13	GPC Localism Act 2011
5	2627/02/05	07/05/2026	BACS	<input type="checkbox"/>	MOSEDALE GILLATT ARCHITECT	WORK ON THE CIVIC VISION VIA EMR	£1,799.50	£359.90	£2,159.40	Fin Regs 6.8iii	GPC Localism Act 2011
6	2627/02/06	07/05/2026	BACS	<input type="checkbox"/>	RIALTAS	MOVE SOFTWARE AND DATA TO A NEW LAPTOP AND CLOUD SERVER	£37.00	£7.40	£44.40	F&M 2526 13	GPC Localism Act 2011
7	2627/02/07	07/05/2026	BACS	<input type="checkbox"/>	VISION ICT	SSL CERTIFICATE	£50.00	£10.00	£60.00	F&M 2526 13	GPC Localism Act 2011
8	2627/02/08	07/05/2026	BACS	<input type="checkbox"/>	FRIENDS OF HONLEY LIBRARY	ROLLING GRANT - LIBRARY RUNNING COSTS	£15,000.00	£0.00	£15,000.00	F&M 2526 13	GPC Localism Act 2011
9	2627/02/09	08/05/2026	BACS	<input type="checkbox"/>	BT	INTERNET AND PHONE	£56.22	£11.24	£67.46	F&M 2526 13	GPC Localism Act 2011
10	2627/02/10	15/05/2026	BACS	<input type="checkbox"/>	STAFF 02	SALARY STAFF	£1,864.57	£0.00	£1,864.57	F&M 2526 13	GPC Localism Act 2011
11	2627/02/11	15/05/2026	BACS	<input type="checkbox"/>	STAFF 05	SALARY STAFF	£1,627.40	£0.00	£1,627.40	F&M 2526 13	GPC Localism Act 2011
12	2627/02/12	15/05/2026	BACS	<input type="checkbox"/>	HMRC	PAYE TAX & NI	£1,956.61	£0.00	£1,956.61	F&M 2526 13	GPC Localism Act 2011
13	2627/02/13	15/05/2026	BACS	<input type="checkbox"/>	STAFF 04	SALARY STAFF	£1,695.18	£0.00	£1,695.18	F&M 2526 13	GPC Localism Act 2011
14	2627/02/14	15/05/2026	BACS	<input type="checkbox"/>	WEST YORKSHIRE PENSION FUND	PENSIONS	£1,247.33	£0.00	£1,247.33	F&M 2526 13	GPC Localism Act 2011
15	2627/02/15	19/05/2026	DD	<input type="checkbox"/>	LLOYDS BANK	MULTIPAY CARD FEE	£352.30	£69.26	£421.56	F&M 2526 20ic	GPC Localism Act 2011
16	2627/02/16	21/05/2026	DD	<input type="checkbox"/>	E-ON	ELECTRICITY HOLMFIRTH TOILETS	£16.84	£0.84	£17.68	F&M 2526 13	GPC Localism Act 2011
17	2627/02/17	27/05/2026	BACS	<input type="checkbox"/>	HCHCT	HIRE OF LESSER HALL	£144.00	£0.00	£144.00	F&M 2526 13	GPC Localism Act 2011
18	2627/02/18	27/05/2026	BACS	<input type="checkbox"/>	STAFF 05	REIMBURSEMENT BANNER VIA EMR	£49.89	£0.00	£49.89	F&M 2526 13	GPC Localism Act 2011
19	2627/02/19	27/05/2026	BACS	<input type="checkbox"/>	WEST YORKSHIRE COMBINED AUTHORITY	HOLME VALLEY MINIBUS SERVICE - MAY	£1,971.00	£0.00	£1,971.00	F&M 2526 13	GPC Localism Act 2011
20	2627/02/20	27/05/2026	BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR	MAINTENANCE	£1,552.29	£0.00	£1,552.29	F&M 2526 13	GPC Localism Act 2011
21	2627/02/21	27/05/2026	BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR	EXPENSES	£62.00	£12.41	£74.41	F&M 2526 13	GPC Localism Act 2011
22	2627/02/22	27/05/2026	BACS	<input type="checkbox"/>	HONLEY VILLAGE COMMUNITY TRUST	GRANT - KISSING GATE	£649.20	£0.00	£649.20	COUNCIL 2425 94	GPC Localism Act 2011
23	2627/02/23	31/05/2026	FEE	<input type="checkbox"/>	UNITY TRUST	SERVICE CHARGE	£12.70	£0.00	£12.70	F&M 2526 13	GPC Localism Act 2011
							£60,859.03	£1,300.85	£62,159.88		

Holme Valley Parish Council Cash Book 2026-27

Unity Trust T2 Current Account

Schedule of Payments June 2026

No	HVPC ref	Payment Sent Date	Payment method	<input type="checkbox"/> Statement	To pay	Description	Net	Vat	Gross	Authorisation to Pay	Legislation
1	2627/03/01	02/06/2026	DD	<input type="checkbox"/>	BT	INTERNET AND PHONE	£55.95	£11.19	£67.14	F&M 2526 13	GPC Localism Act 2011
2	2627/03/02	10/06/2026	BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR	REPAIRS TO GARTSIDE UNIT	£550.00	£0.00	£550.00	F&M 2526 13	GPC Localism Act 2011
3	2627/03/03	11/06/2026	BACS	<input type="checkbox"/>	HEPWORTH FOCUS	ARTICLES FOR X4 EDITIONS	£100.00	£0.00	£100.00	F&M 2627 9	GPC Localism Act 2011
4	2627/03/04	11/06/2026	BACS	<input type="checkbox"/>	TIME IN TIME OUT MEDIA	COUNCIL NEWS - JULY	£210.00	£42.00	£252.00	F&M 2627 9	GPC Localism Act 2011
5	2627/03/05	11/06/2026	BACS	<input type="checkbox"/>	KNOWN AIM	THE CIVIC REDEVELOPMENT CAMPAIGN DOWN PAYMENT	£576.00	£0.00	£576.00	F&M 2627 10iii	GPC Localism Act 2011
6	2627/03/06	11/06/2026	BACS	<input type="checkbox"/>	FULL LIFE CHURCH FOOD BANK	DONATION OF CHAIR 2025/26	£795.00	£0.00	£795.00	F&M 2627 14 iv	GPC Localism Act 2011
7	2627/03/07	11/06/2026	BACS	<input type="checkbox"/>	HUDDERSFIELD HUB CIC	HUDDERSFIELD HUB WEBSITE SUBSCRIPTION APR-JUN	£600.00	£0.00	£600.00	F&M 2627 9	GPC Localism Act 2011
8	2627/03/08	15/06/2026	BACS	<input type="checkbox"/>	STAFF 02	SALARY STAFF	£1,864.57	£0.00	£1,864.57	F&M 2627 9	GPC Localism Act 2011
9	2627/03/09	15/06/2026	BACS	<input type="checkbox"/>	STAFF 05	SALARY STAFF	£1,599.53	£0.00	£1,599.53	F&M 2627 9	GPC Localism Act 2011
10	2627/03/10	15/06/2026	BACS	<input type="checkbox"/>	HMRC	PAYE TAX & NI	£1,939.30	£0.00	£1,939.30	F&M 2627 9	GPC Localism Act 2011
11	2627/03/11	15/06/2026	BACS	<input type="checkbox"/>	WEST YORKSHIRE PENSION FUND	PENSIONS	£1,239.88	£0.00	£1,239.88	F&M 2627 9	GPC Localism Act 2011
12	2627/03/12	15/06/2026	BACS	<input type="checkbox"/>	STAFF 04	SALARY STAFF	£1,695.18	£0.00	£1,695.18	F&M 2627 9	GPC Localism Act 2011
			DD	<input type="checkbox"/>	E-ON	ELECTRICITY HOLMFIRTH TOILETS	£17.40	£0.87	£18.27	F&M 2627 9	GPC Localism Act 2011
			BACS	<input type="checkbox"/>	PRINCIPAL HYGIENE SERVICES LTD	SERVICE SANITARY DISPOSAL UNIT	£242.50	£48.50	£291.00	F&M 2627 9	GPC Localism Act 2011
			BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR	MAINTENANCE	£1,650.72	£0.00	£1,650.72	F&M 2627 9	GPC Localism Act 2011
			BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR	EXPENSES	£86.97	£17.40	£104.37	F&M 2627 9	GPC Localism Act 2011
			BACS	<input type="checkbox"/>	WEST YORKSHIRE COMBINED AUTHORITY	HOLME VALLEY MINIBUS SERVICE - JUN	£1,908.00	£0.00	£1,908.00	F&M 2627 9	GPC Localism Act 2011
			BACS	<input type="checkbox"/>	KNOWN AIM	THE CIVIC REDEVELOPMENT CAMPAIGN - REMAINING BALANCE	£864.00	£0.00	£864.00		GPC Localism Act 2011
			BACS	<input type="checkbox"/>	RAMSDENS SOLICITOR	PROFESSIONAL FEES RE THE CIVIC LEASE	£1,531.00	£306.20	£1,837.20		GPC Localism Act 2011
			BACS	<input type="checkbox"/>	INTERNAL AUDIT YORKSHIRE	YEAR-END AUDIT	£453.49	£0.00	£453.49	F&M 2627 9	GPC Localism Act 2011
			BACS	<input type="checkbox"/>	THE NORTHERN CONTENT CO LIMITED	TOURISM - VIDEO CREATION (2 VIDEOS)	£450.00	£0.00	£450.00		GPC Localism Act 2011
			BACS	<input type="checkbox"/>	HOEY AINSCOUGH ASSOCIATES	CASE HANDLING RE FOIA/SAR ETC	£7,500.00	£1,500.00	£9,000.00	F&M 2627 9	GPC Localism Act 2011
							£25,929.49	£1,926.16	£27,855.65		

Internal Audit Yorkshire

For Town & Parish Councils

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Holme Valley Parish Council

Year-End Internal Audit Report Financial Year Ending 31st March 2026

Date of Interim Visit: 10th March 2026

Date Report Issued: 13th June 2026

Prepared by: Internal Audit Yorkshire

Date of Year End Audit: 11th June 2026

Status: Draft

Internal Auditor: Ms Safia Kauser

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, Regulation 5(1), require relevant authorities to undertake an effective internal audit to evaluate the effectiveness of their risk management, control, and governance processes, with regard to applicable public sector audit standards or guidance. The Governance and Accountability Practitioners' Guide provides the non-statutory guidance referenced in the Regulations. Smaller authorities in England must complete an Annual Return, including an Annual Governance Statement, for public reporting. The Annual Return must be submitted to the external auditor by 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

The work undertaken during both the interim and year-end audits is designed to support the internal auditor's conclusions on the internal control objectives set out in the Annual Internal Audit Report, which forms part of the Council's Annual Governance and Accountability Return (AGAR). The Internal Audit Report provides evidence to inform the authority's responses to Assertions 2 and 6 within the Annual Governance Statement. This report should therefore be available to members when considering approval of the Annual Governance Statement. The audit programme has been designed to provide reasonable assurance that the Council's financial systems are operating effectively and, where applicable, in accordance with the relevant legal and regulatory framework. Under our definition of reasonable internal audit assurance, this indicates that "There is generally a good system of governance, risk management and control in place. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of objectives in the control area audited".

Our Scope of Work During the Audit

1.1 The following areas were covered during our interim visit in March 2026.

- 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 The following areas were covered within the year-end audit carried out in June 2026.

- Asset and Investment Registers
- Year-End Bank Reconciliation
- Accounting Statements Year Ending 31st March 2026
- Publication Requirements in Accordance with the Relevant Legislation
- Exercise of Public Rights (Previous Year 2024/2025)
- Annual Governance & Accountability Return [AGAR] Publication Requirements (Previous Year 2024/2025)
- Data Compliance – New Assertion
- Trust Funds

1.3 Internal Control Objectives F & K were not applicable to the Parish Council.

1.4 We would like to thank the Parish Clerk and the RFO for all their help and assistance during the audit.

Internal Audit Findings and Recommendations

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
<p>Does the council keep a formal register of all material assets owned? Is the asset register up to date? <i>*Ensure that new assets are recorded at historic cost price, net of VAT</i></p>	<p>Yes</p>	<p>An effective asset register is essential because it:</p> <ul style="list-style-type: none"> • Supports physical control of assets • Enables the Council to make informed decisions about capital resources • Provides the basis for reporting fixed assets in AGAR Section 2, Box 9 • Forms a record for insurance and risk-management purposes <p>The term 'fixed assets' mean property, plant and equipment with a useful life of more than one year used by the authority to deliver its services. Fixed assets are also known as non-current assets.</p> <p>A formal asset register is in place and is supported by an adopted Asset Register Policy, which is publicly available on the Council's website. The Council maintains its asset register in Excel, with supplementary supporting information retained for specific items such as the Holme Moss Topograph to evidence the breakdown of costs and reconcile to the total reported in the register. The register records key information including asset description, purchase date and purchase cost. The register records key information such as asset description, purchase date, purchase cost.</p> <p>The category for electrical equipment (such as laptops) does not currently include serial numbers or model details, which would assist in uniquely identifying these items for verification purposes.</p> <p>The current asset register does not include a field to record the useful life estimate of each asset where this can reasonably be determined. Including this information would improve the Council's asset management arrangements by supporting forward planning for repair, renewal or replacement, and by ensuring that items recorded in the register meet the definition of a fixed asset with a useful life of more than one year.</p>

		<p>RECOMMENDATION 1: That improvements are made to the asset register to record the estimated useful life of each asset, where this can reasonably be determined. Electrical equipment should include additional details such as make, model and serial number to enable unique identification for verification purposes.</p>
<p>Does the asset register include additions and disposals to allow tracking from prior year to the current year? Compare the Asset Register value reported in section 2, box 9 prior year reported figure, adjusted to include new assets / and/or disposals. <i>*Ensure that the Asset Register value corresponds to box 9 of the Annual Return?</i></p>	<p>See Findings</p>	<p><u>Asset Values & Reconciliation / Tracking of Changes</u></p> <p>The asset register recorded a total value of £5,281,344 as at 31 March 2025, consistent with the figure reported in the AGAR Section 2, Box 9.</p> <p>For the year ending 31 March 2026, the draft AGAR reported a total asset value of £15,295,232.</p> <p>A review confirmed that a clear reconciliation between the prior year and current year asset register was available. During the audit, it was identified that the register included a value of £206.00 for trees. This was not consistent with the Council’s adopted Asset Register Policy, which specifically excludes plants and trees from being recorded as fixed assets. The RFO has updated the register to remove this amount and clarified that the trees related to the Memorial Garden, which is situated on land not owned by the Parish Council.</p> <p>Additions during 2025/26:</p> <ul style="list-style-type: none"> • £844.50 – Plaque for Covid Memorial Garden • £12,900.00 – Solar Panels, Holmfirth Toilets (net cost breakdown provided separately) <p>£13,744.50 – <i>Total additions</i></p> <p>Disposals:</p> <ul style="list-style-type: none"> • £0.00 – No disposals recorded <p>The AGAR Section 2, Box 9 figure was updated during the audit to correspond with the register.</p>
<p>Does the asset register record the purchase and if practicable the replacement value of individual assets for insurance purposes and to assist in forward planning for asset replacement?</p>	<p>Yes</p>	<p>The asset register includes a column for insurance values, which are grouped into categories that correspond with the Council’s insurance policy schedule which was reviewed during the audit.</p>

<p>Have the assets been physically verified to confirm their condition and existence?</p>	<p>See findings</p>	<p>Financial Regulation 16.3 states that the continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.</p> <p>Discussions with the Clerk and RFO, it was confirmed that a regular inspection programme is in place. The Council's maintenance contractor carries out routine checks of community assets, including benches, and undertakes repairs as needed. Other assets, such as land, are evident through their ongoing use, and an annual health and safety inspection is completed for the public toilets.</p> <p>While these arrangements provide assurance over many assets, the Council does not currently operate a formal, documented programme of physical verification covering all items recorded in the register. Introducing such a programme, carried out alongside existing health and safety inspections, would provide a consistent approach to confirming the condition and existence of assets and would also support consideration of their useful life.</p>
<p>Does the council have any Fixed Asset Investments? <i>*Ensure that all long-term investments (ie those covered more than 12 month terms) are covered by the Investment Strategy and reported as Assets in the AGAR at section 2, line 9</i></p>	<p>Not applicable</p>	<p>The Clerk/RFO has confirmed that the Council holds no fixed asset investments. A review of the asset register supports this confirmation, as no such investments are recorded.</p> <p>It is noted that the council holds short-term investments with CCLA.</p>
<p>Borrowing & Lending: Does the council have any borrowing and lending in place?</p>	<p>Not applicable</p>	<p>This is not applicable to the Parish Council.</p>

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.

Note: Please refer to the interim internal audit report for the findings in this control area. The remaining internal audit testing was carried out at the year-end audit to reach a conclusion on the internal audit response.

Internal Audit Testing	Compliance	Comments / Recommendations
Bank Reconciliation to the 31 March?	Yes	<p>A year-end bank reconciliation was carried out for the 31.03.2026. The balances on the reconciliation statement was reviewed against the original bank statements to verify the balances. The councils total cash and bank balances are detailed below.</p> <ol style="list-style-type: none"> 1) £75,000 - CCLA Public Sector Deposit Fund 2) £63,798.38 - Unity Trust Bank Current T2 Instant Access Account 3) £59,908.51 - Unity Trust Instant Savings Account <p>£198,706.90 - Total Cash & Bank Balances held as at 31.03.2026</p>

Accounting Statements

Internal Control Objective: 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.

Aim: Obtain assurance that accounts prepared on correct statements (income and expenditure, debtors and creditors, over £200,000) or (summary receipts and payments, under £200,000) and that working papers can be followed through to final document

Internal Audit Testing	Compliance	Comments / Recommendations
<p>Year-end accounts prepared on correct accounting basis?</p> <p>Is there an underlying financial trail from records to presented accounts? Do the Bank statements and ledger reconcile at 31 March?</p>	Yes	<p>The internal auditor is required to verify that the detail recorded in the accounting statements reflects the detail in the accounting records maintained for the financial year. This does not require the internal auditor to verify the detail disclosed in the accounting statements.</p> <p>The year-end accounting statements continue to be prepared on an income and expenditure basis using the Rialtas accounting software. A review confirmed that the underlying figures are</p>

		supported by the cashbook and nominal ledger, and that the reported totals can be followed through to the accounting records.		
Do the comparative figures agree with last year's statements on the AGAR accounting statement?	Yes	The prior year comparative figures agreed with the Accounting Statements and had been correctly copied over.		
Is the explanation of significant variances from completed? <ul style="list-style-type: none"> Explanations are now required for all variances of £100,000 or more regardless of the % variance. All responses should comprise both narrative and numerical explanations. 	Yes	This form is part of the submission requirements for external audit and requires a numerical and narrative explanation of any variances of 15%. This form was found to be completed by the RFO and is subject to review by the external auditor.		
Is there a reconciliation between boxes 7 and 8? Where appropriate are debtors and creditors properly recorded? <i>Details of the year-end adjustments should be provided, showing how the net difference between them is equal to the difference between Boxes 7 and 8.</i>	Yes	<p><i>*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.</i></p> <p>For 2025/26, the reconciliation was provided with the underlying documentation detailing the year-end adjustments.</p> <table border="1" data-bbox="898 836 2130 1123"> <tr> <td> £194,496 – Box 7 Value <ul style="list-style-type: none"> £1,805.09 – VAT Due (Q4) (Debtor) £560.00 – Payments in Advance £0.00 – Stocks & Stores £6,814.84 – Other Debtors </td> <td> <ul style="list-style-type: none"> + £13,234.56 (Creditors) + £0.00 (Accruals) + £0.00 (Receipts in Advance) £198,707 – Box 8 Value </td> </tr> </table> <p>The accounting statements do not include an accrual for internal or external audit fees relating to the financial year. While the amounts involved are not material, including these accruals would provide a more accurate reflection of the Council's financial position and ensure the accounting statements fully comply with the income and expenditure basis.</p>	£194,496 – Box 7 Value <ul style="list-style-type: none"> £1,805.09 – VAT Due (Q4) (Debtor) £560.00 – Payments in Advance £0.00 – Stocks & Stores £6,814.84 – Other Debtors 	<ul style="list-style-type: none"> + £13,234.56 (Creditors) + £0.00 (Accruals) + £0.00 (Receipts in Advance) £198,707 – Box 8 Value
£194,496 – Box 7 Value <ul style="list-style-type: none"> £1,805.09 – VAT Due (Q4) (Debtor) £560.00 – Payments in Advance £0.00 – Stocks & Stores £6,814.84 – Other Debtors 	<ul style="list-style-type: none"> + £13,234.56 (Creditors) + £0.00 (Accruals) + £0.00 (Receipts in Advance) £198,707 – Box 8 Value			

Legislative Publication Requirements

Internal Control Objective 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.

Aim: Obtain assurance that the council has complied with the publication of the AGAR for the last five years; compliance with the Local Government Data Transparency Code and Freedom of Information Act, Publication Scheme.

Note: Testing has been carried out to seek assurance on the publication requirements of the Accounts and Audit Regulations 2015 - Section 13 (2) (b) to ensure that Councils display the AGARs for the five years 2020-21, 2021-22, 2022-23, 2023-24, 2024-2025 on their website and compliance with the Local Government Data Transparency Code (if applicable) and Freedom of Information Publication Scheme.

See link to Transparency Code: <https://www.gov.uk/government/publications/local-government-transparency-code-2015/local-government-transparency-code-2015#annex-a-summary-of-all-information-to-be-published>

Internal Audit Testing	Compliance	Comments / Recommendations
<p>Publication Requirements in accordance with the Local Government Data Transparency Code (a parish council which has gross annual income or expenditure (whichever is the higher) exceeding £200,000</p>	<p>See findings</p>	<p>This Code is issued by the Secretary of State for Communities and Local Government in exercise of his powers under section 2 of the Local Government, Planning and Land Act 1980 (“the Act”) to issue a Code of Recommended Practice (the Code) as to the publication of information by local authorities about the discharge of their functions and other matters which he considers to be related. It is issued following consultation in accordance with section 3(11) of the Act.</p> <p>Audit testing was carried out using the data available on the Town Council website and Data Transparency webpage.</p> <ol style="list-style-type: none"> 1) Expenditure Exceeding £500: Quarterly Publication. (no later than one month after the quarter to which the data and information is applicable) <p>Finding: This information was published on the website, see link: Transparency Code 2025-26 - Holme Valley Parish Council</p> <ol style="list-style-type: none"> 2) Government Procurement Card Transactions: Quarterly Publication (no later than one month after the quarter to which the data and information is applicable) <p>Finding: This is not applicable to the Parish Council.</p>

3) Procurement Information (invitation to tender for contracts to provide goods and/or services with a value that exceeds £5,000) : Quarterly Publication (no later than one month after the quarter to which the data and information is applicable)

Finding - Invitation to Tender: This information was not published as no tenders were carried out during the year, see link to statement: [Transparency Code 2025-26 - Holme Valley Parish Council](#)

Finding - Contract Agreements Exceeding £5,000: This information was published on the website, see link: [Procurement Information.xlsx](#)

4) Local Authority Land: Annual Publication (no later than one month after the year to which the data and information is applicable)

Finding: This data was found to be published on the website. However, some Unique Property reference numbers were not included.

RECOMMENDATION 2:

That the Land and Property Publication details is updated include the Unique Property Reference Numbers, see link to website: [FindMyAddress | GeoPlace LLP](#)

5) Social Housing asset value: Annual Publication (no later than one month after the year to which the data and information is applicable)

Finding: This is not applicable to the Parish Council.

6) Grants to voluntary, community and social enterprise organisations: Annual Publication (no later than one month after the year to which the data and information is applicable)

Finding: This data was published on the website, see link: [Rolling Record of Grants 20260203 - Rich.xlsx](#)

7) Organisation Chart covering staff in the top 3 levels of the organisation : Annual Publication (no later than one month after the year to which the data and information is applicable).

Finding: This was not applicable to the Council as there is no employee whose remuneration is over £50,000. However it is noted that an organisation chart was published on the website, see link: [Organisation-Structure-2025-26-v1.pdf](#)

8) Trade Union Facility Time: Annual Publication (no later than one month after the year to which the data and information is applicable)

Finding: This was not applicable to the Parish Council.

9) Parking Account: Annual Publication (in relation to the parking account data, where the local authority accounts have not been finalised, the authority should publish estimates within one month after the year to which the data is applicable and subsequently publish final figures as soon as the authority's accounts are finalised)

Finding: This was not applicable to the Parish Council.

10) Parking Spaces: Annual Publication of the number of marked out controlled on and off-street parking spaces within their area, or an estimate of the number of spaces where controlled parking space is not marked out in individual parking bays or spaces. (no later than one month after the year to which the data and information is applicable).

Finding: This was not applicable to the Parish Council.

11) Senior Salaries: Annual Publication (no later than one month after the year to which the data and information is applicable)

Finding: This was not applicable to the Town Council as there is no employee whose remuneration is over £50,000.

12) Constitution: Annual Publication (no later than one month after the year to which the data and information is applicable).

Finding: Not applicable. It is our interpretation that the definition of a local authority under section 9P refers to a County Council, District Council or a London Borough Council. The definition is referred to within section 9R(1) in relation to Part 1A see link: <https://www.legislation.gov.uk/ukpga/2000/22/part/1A> .

13) Pay Multiple: Annual Publication

Finding: Not applicable. This information is required to be published in accordance with section 38 of the Localism Act 2011. Section 43 provides an interpretation of a relevant authority and this does not include a parish council, see link: <https://www.legislation.gov.uk/ukpga/2011/20/section/43/enacted>

		<p>14) Fraud: Annual Publication (no later than one month after the year to which the data and information is applicable)</p> <p>Finding: This was not applicable to the Parish Council. It is noted that the council has published a list of Fraud and Irregularities for 2025/2026, see link: https://www.holmevalleyparishcouncil.gov.uk/wp-content/uploads/2026/05/Record-of-Fraud-and-Irregularities-2025-26-v1.pdf</p> <p>15) Waste Contracts: One-off publication</p> <p>Finding: This was not applicable to the Parish Council.</p>
<p>Publication of the AGAR for the last five years in accordance with the Accounts and Audit Regulations 2015, section 13 (2)?</p>	<p>Yes</p>	<p>2020/21: Yes – see link: 2020-21 Accounts - Holme Valley Parish Council</p> <p>2021/22: Yes – see link: 2021-22 Accounts - Holme Valley Parish Council</p> <p>2022/23: Yes – see link: 2022-23 Accounts - Holme Valley Parish Council</p> <p>2023/24: Yes – see link: 2023-24 Accounts - Holme Valley Parish Council</p> <p>2024/25: Yes – see link: 2024-25 Accounts - Holme Valley Parish Council</p>
<p>Freedom of Information Act – Has the Council adopted a Publication Scheme?</p>	<p>Yes</p>	<p>See link: Information available from Parish and Community Councils under the model publication scheme</p>

Publication Requirements – Exercise of Public Rights 2024-2025

Internal Control Objective 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 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set*).

Aim: Obtain assurance that the Council has advertised the dates for the inspection of public rights correctly.

Internal Audit Testing	Compliance	Comments / Recommendations
Do arrangements for public inspection of council's records exist? Evidence of public inspection notice seen? And website address.	Yes	The inspection window must include a 30-working day period including the first 10 working days of July following the end of the financial year to which the accounts relate. See link: E.-HVPC-AGAR-2024-25-16-Making-provision-for-the-exercise-of-public-rights.pdf

Publication Requirements AGAR (previous year)

Internal Control Objective N: The authority has complied with the publication requirements for 2024/2025 AGAR (*see AGAR Page 1 Guidance Notes*).

Aim: Review evidence for publication (form 3): AGAR to be approved and published by 01 July 2025 at the very latest. External Audit Certificate and Conclusion of Audit of Notice to be posted on the council website by 30 September 2025.

Internal Audit Testing	Compliance	Comments / Recommendations
Before 01 July 2025, the authority should have published: a) Notice of the period of exercise rights and a declaration that the accounting statements are as yet unaudited.	Yes	See link: E.-HVPC-AGAR-2024-25-16-Making-provision-for-the-exercise-of-public-rights.pdf
b) Section 1 the Annual Governance Statement approved and signed page 4	Yes	See link: HVPC-AGAR-2024-25-Section-1-and-Section-2.pdf
c) Section 2 the Accounting Statements approved and signed page 5	Yes	See link: HVPC-AGAR-2024-25-Section-1-and-Section-2.pdf
Not Later than the 30 September: d) Notice of conclusion of audit	Yes	See link: _WY0042_closureletter_.pdf

e) Section 3 – External Auditor Report and Certificate	Yes	See link: WY0042-S3.pdf
f) Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.	NA	Not applicable

Digital & Data Compliance

Internal Control Objective: The authority has complied with laws, regulations & proper practices relating to digital and data compliance

Internal Audit Testing	Compliance	Comments / Recommendations
Ensure that the Local authority has a single generic email in the name of the council as minimum. (.gov/.org)	Yes	Council employees and councillors use official email addresses in the name of the Council, operating on the .gov.uk domain, which meets proper practice requirements.
Does the council have an accessibility website statement? When was the last test carried out?	Yes	The accessibility statement is published on the website, see link: Web Accessibility Statement - Holme Valley Parish Council . A recent accessibility test was carried out by the website provider which identified some improvement areas for officers to action. Overall, the council met the Website accessibility requirements.
Has the council prepared and formally adopted a data protection policy that is reviewed at least once annually? When did the council last complete a data audit?	See findings	<p>Data Protection Policy</p> <p>To ensure compliance with data protection regulations, smaller authorities should:</p> <ul style="list-style-type: none"> • Appoint a Data Protection officer to oversee data protection and ensure compliance with GDPR (Under Section 7 of the DPA 2018, Parish Councils and Parish Meetings are exempt from this requirement). • Conduct regular data audits to identify what personal data is held, how it is used and make sure it is processed lawfully. • Implement a Data Protection policy on data handling, storage and sharing. • Provide regular training to ensure all staff and members are trained on data protection principles and practices. • Secure data using appropriate technical and organisational measures to protect personal data from breaches.

		<p>The Council has adopted an Information Technology Policy which sets out expectations for the use of Council owned equipment and systems. While the policy contains general references to data protection principles and information security, it does not constitute a Data Protection Policy. It does not address key requirements such as lawful bases for processing, data subject rights, breach reporting, retention and disposal, or roles and responsibilities. The policy also does not reference the need for regular data audits or training for staff and members.</p> <p>A dedicated Data Protection Policy is therefore required to meet proper practices.</p> <p>Data Audit A data audit is a key component of effective data governance and is necessary to identify what personal data the council holds, the purposes for which it is used, how it is stored, and the lawful basis for processing. Regular data audits help ensure compliance with the UK GDPR and the Data Protection Act 2018.</p> <p>The council has not carried out a data audit.</p> <p>RECOMMENDATION 3:</p> <p>a) That the Council adopts a specific Data Protection Policy, using sector-standard templates where appropriate (e.g YLCA, SLCC or NALC).</p> <p>b) That the Council conducts a Data Audit to identify the personal data it holds and ensure it is processed lawfully.</p>
Does the local authority has up to date IT policy in place?	Yes	<p>The Governance and Accountability Practitioners Guide requires each authority to maintain an IT Policy that sets out how councillors, the clerk, and other staff must conduct council business in a secure and lawful manner when using IT equipment and software. This requirement applies to both authority-owned and personal devices used for council purposes.</p> <p>The Council has adopted an Information Technology Policy based on the NALC model template and has adapted it to reflect local arrangements. The policy includes detailed operational controls covering password security, encryption, remote working, acceptable use and the use of personal devices. See link to policy: 2.8-Information-Technology-Policy-v1-1.pdf</p>

Other Matters

The minutes of the Council meeting held on 18 May 2026 record that the Council was managing several formal governance and information rights processes concurrently. These included two Monitoring Officer referrals, a Subject Access Request, a related Freedom of Information request, a data protection matter referred to the Information Commissioner’s Office (ICO), and a separate data protection concern reported to the Kirklees Council Data Protection Officer.

The Council has also experienced staffing related issues and challenges relating to member conduct during the year. These matters have placed pressure on the Council's governance and information management arrangements and contributed to a significant diversion of officer time. The minutes record that the Clerk reported that between 16 March and 14 May 2026, 95.5 hours (38.62% of working time) had been spent on these matters, with further time from other members of the Clerk Team to be reported. The minutes also note that external consultancy support has been required, with estimated expenditure of approximately £7,500 to date, and further approval of up to £3,000 from General Reserves for ongoing governance related work.

During the audit, the Council provided the ICO's outcome letter relating to the reported data protection breach. The ICO has issued several recommendations which now require action. The Council must ensure that appropriate steps are taken to address these recommendations within a reasonable timeframe and that progress is monitored and recorded.

RECOMMENDATION 4:

That the Council ensures that the recommendations issued by the ICO following the reported data breach are addressed within a reasonable timeframe, and that progress is monitored and recorded.

Internal Audit Response: This internal control objective has been assessed as 'No', as the Council's digital and data arrangements do not fully meet proper practices.

Trust Funds

Internal Control Objective: Trust funds (including charitable) – The council met its responsibilities as a trustee

Aim: Obtain assurance that all charities of which the council is a trustee are filed and up to date; details are available on the Charity Commission Website; charity meetings and accounts are recorded separately from the council

Internal Audit Testing	Compliance	Comments / Recommendations
Is the council a sole trustee? <i>*Review details on the charity commission register</i>	Yes	The council is a sole managing trustee of the 'Holme Valley Land Charity'. The Charity registration number is: 700350. See link: https://register-of-charities.charitycommission.gov.uk/en/charity-search/-/charity-details/700350/trustees
Are charity meetings and accounts recorded separately from those of the council?	Yes	Each councillor is by default a member when acting as a trustee. Meetings are held separately. A separate website is in place, see link: https://www.holmevalleylandcharity.org.uk/
Are all the Charity Commission filing requirements up to date?	Yes	The reporting for the financial year ending 31st March 2025 was filed and up to date at the time of our audit visit, see link: https://register-of-charities.charitycommission.gov.uk/en/charity-search/-/charity-details/700350/accounts-and-annual-returns

No	Recommendation	Page Number	Responsibility	Timescale
1	That improvements are made to the asset register to record the estimated useful life of each asset, where this can reasonably be determined. Electrical equipment should include additional details such as make, model and serial number to enable unique identification for verification purposes.	5	RFO/Deputy Clerk	28/09/2026
2	That the Land and Property Publication details is updated include the Unique Property Reference Numbers, see link to website: FindMyAddress GeoPlace LLP	10	RFO/Deputy Clerk	28/09/2026
3	a) That the Council adopts a specific Data Protection Policy, using sector-standard templates where appropriate (e.g YLCA, SLCC or NALC).	15	Clerk/Deputy Clerk	19/10/2026
	b) That the Council conducts a Data Audit to identify the personal data it holds and ensure it is processed lawfully.		Clerk	19/10/2026
4	That the Council ensures that the recommendations issued by the ICO following the reported data breach are addressed within a reasonable timeframe, and that progress is monitored and recorded.	16	Clerk	19/10/2026

Fixed Asset List

Purchase Date	Description	Account	(A) Original Cost	Asset No	(B) Annual Return Value 2025-26	(C) Insurance Value @ 31/03/26	Notes
Memorabilia and Art							
	7 Limited Edition signed prints	10 - Civic Items	£0.00	15	£1,037.71	£1,321	
Badges and Chains							
	Chairman's Chain of Office	10 - Civic Items	£0.00	10	£4,729.39	£10,254	
	Chairman's Escort's Chain of Office with badge	10 - Civic Items	£0.00	11	£443.33		
	Silver Gilt VC's Badge of Office	10 - Civic Items	£0.00	12	£343.30		
01/06/2009	VC's Pendant & Chain	10 - Civic Items	£1,825.50	13	£2,181.46		
Defibrillators							
12/2018 01/2019	Defibrillators x 2	70 - Community Assets	£1,400.40	101	£1,400.40	£3,564	
Fixed Street Furniture, Signs, Telephone Booths, Memorials							
28/02/2013	Queen's Diamond Jubilee Seats (12)	70 - Community Assets	£12,000.00	76	£12,858.11		Shelters not insured Ord Seats not insured
	Bus Shelters x 24 (including x6 integrated benches)	70 - Community Assets	£0.00	70	£30.00		
	Public Seats (147)	70 - Community Assets	£16,000.00	75	£147.00		
06/07/2014	Tour de France Seats (2)	70 - Community Assets	£2,000.00	77	£2,080.60		
	K6 Telephone Kiosks (5) Upperthong 20120331, Fulstone 20120331, Honley South 20120331, Netherthong 20170731, Holme 20120331	70 - Community Assets	£5.00	105	£15,758.13		
30/09/2012	Handrails (2) - Holmfirth Centre	70 - Community Assets	£1,300.00	90	£1,324.38		
09/01/2012	Street Nameplate - Victoria St (on YBS bldg)	70 - Community Assets	£307.50	91	£329.49		
07/03/2013	Heritage Business Signboard - Norridge Bottom	70 - Community Assets	£2,300.00	92	£2,464.47		
29/08/2017	HCG Interpretation Board	70 - Community Assets	£1,000.00	98	£1,000.00		
29/03/2018	WW1 commemorative seat	70 - Community Assets	£1,000.00	99	£1,000.00	£73,772	
	Display Board - women's suffrage	70 - Community Assets		100	£1,000.00		
	Dog Waste Bag Dispensers x 15	70 - Community Assets	£2,775.00	102	£2,775.00		
20/08/2020	Outdoor bottle filling station - Holmfirth toilets with decal	70 - Community Assets	£2,052.50	104	£2,052.50		
20/08/2020	Plaques x 2 for Civic Hall and Holmfirth toilets	70 - Community Assets	£798.00	105	£798.00		
09/12/2021	K6 Telephone Kiosk (1 additional Holmfirth centre)	70 - Community Assets	£1.00	109	£1.00		
29/04/2022	K6 Telephone Kiosk (1 additional Wooldale)	70 - Community Assets	£1.00	110	£1.00		
21/04/2023	Illuminated signs for Upperthong phone box	70 - Community Assets	£158.50	112	£158.50		
27/02/2024	Pavement Signs for School - Think Before You Park	70 - Community Assets	£474.00	114	£474.00		
11/06/2024	Pavement Signs for School - Think Before You Park	70 - Community Assets	£474.00	117	£474.00		
18/09/2024	Bench Legs x 18	70 - Community Assets	£792.00	118	£792.00		
17/12/2024	Plaque for Honley Library Covid Memorial	70 - Community Assets	£623.50	119	£623.50		
30/05/2025	Plaque for Covid Memorial Garden	70 - Community Assets	£844.50	120	£844.50		
22/09/2023	Holme Moss Topograph	70 - Community Assets	£9,446.90	113	£9,446.90	£9,725	Breakdown on a separate sheet
Non-electronic Equipment							
	Civic Furniture	30 - Office Furniture & Equipment	£21,089.63	20	£500.00	£5,747	Majority of furniture disposed of in 2017-18. 3 chairs and 1 long table retained.
	Office Furniture	30 - Office Furniture & Equipment	£3,220.26	25	£3,350.04		Insurance includes Honours Board, Notice Boards etc
	Filing Cabinets and Contents	30 - Office Furniture & Equipment					
21/03/2024	Office Chair	70 - Community Assets	£154.00	115	£154.00		
30/04/2024	Book - Arnold-Baker on Local Council Administration - 13th	70 - Community Assets	£141.00	116	£141.00		
Electronic Equipment							
16/12/2005	Samsung Digimax U-CA5 Camera	30 - Office Furniture & Equipment	£109.98	33	£245.53	£11,507	
01/02/2015	Laptops	30 - Office Furniture & Equipment	£833.30	41	£841.63		
01/04/15 - printer 01/03/15 - cabling	HP Colour Laser Printer, Wifi Netork hub and cabling	30 - Office Furniture & Equipment			£500.00		
01/01/2011	Casio 135 LEIXGA Digital Projector	30 - Office Furniture & Equipment	£750.00	51	£822.75		
15/09/2020	iPad	30 - Office Furniture & Equipment	£459.00	106	£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		
21/11/2020	iPhone	30 - Office Furniture & Equipment	£399.00	108	£399.00	Apple replacement cost	
Land and Buildings							
31/03/2017	Holmfirth Civic Hall, Huddersfield Road, Holmfirth HD9 3AS Land Registry: WYK809802	50 - Land & Buildings	£1.00	97	£5,000,000.00	£10,243,555	New valuation 2023 £9,974,250
16/12/2022	Honley Library, West Avenue, Honley HD9 6HF Land Registry: WYK809802	50 - Land & Buildings	£1.00	111	£1.00	£971,425	
	Holmfirth Public Conveniences and adjoining shop unit, Towngate, Holmfirth HD9 1HA Land Registry: YY71581	50 - Land & Buildings	£1.00	96	£150,000.00	£197,594	
	Barn - Holme Allotments - off Watery Lane, Holme HD9 2QG Land Registry: WYK821758	50 - Land & Buildings	£0.00	100	£57,368.17	£79,349	
	Holme Allotments - off Watery Lane, Holme HD9 2QG Land Registry: WYK821758	50 - Land & Buildings	£25,000.00	80	£1.00	£0	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	£2.00	£0	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	£3.00	£0	Land not insured; buildings are resp of tenant
24/10/2025	Solar Panels project Holmfirth toilets	50 - Land & Buildings	£12,900.00	121	£12,900.00		
	Total Values		£123,470.13		£5,295,088.45	£11,607,813	

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.

Other items of significance (that the Parish Council has a measure of responsibility for, but does not own)

	War Memorials x 8	70 - Community Assets	£0.00	95	£0.00	£0.00	
	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
	Ricoh MP C3504 Leased copier/scanner/printer	30 - Office Furniture & Equipment	£0.00	103	£0.00	£0.00	

Holme Valley Parish Council
Fixed Asset Listing
31 March 2026

Purchase Date	Description	Account	(A) Original Cost	Asset No	(B) Annual Return Value 2025-26	(C) Insurance Value @ 31/03/26	Notes
Schedule of Disposals 2025-26:							
Total disposal value:						<u>£0.00</u>	

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		

Breakdown of payments towards Holmfirth toilets - solar panels project:

Pay Date	Our number	Description	NET	VAT	GROSS
13/08/2025	2526/05/06	Wooldale Electrical - Solar and battery deposit	£1,200.00	£240.00	£1,440.00
30/09/2025	2526/06/18	Wooldale Electrical - Solar and battery 2nd deposit	£6,540.00	£1,308.00	£7,848.00
24/10/2025	2526/07/34	Wooldale Electrical - Solar and battery balance	£5,160.00	£1,032.00	£6,192.00
			£12,900.00		

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 2026, 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.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured 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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
	✓		
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.		✓	<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***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:

22/06/2026

and recorded as minute reference:

MINUT 2627 48 (1) CE

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

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE RESURVEYED ADDRESS <https://www.holmevalleyparishcouncil.gov.uk/>

Section 2 – Accounting Statements 2025/26 for

Holme Valley Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	221,342	156,870	<i>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.</i>
2. (+) Precept or Rates and Levies	327,934	447,780	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	22,371	29,885	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	91,574	99,519	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	323,203	340,520	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	156,870	194,496	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	151,646	198,707	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	5,281,344	5,295,088	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 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.

R. M. Gull
SIGNATURE REQUIRED

Date 15/06/2026

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

22/06/2026

as recorded in minute reference:

MINU 2627-48 (2) ICE

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

SIGNATURE REQUIRED

Annual Internal Audit Report 2025/26

Holme Valley Parish Council

ENT www.holmevalleyparishcouncil.gov.uk ADDRESS

During the financial year ended 31 March 2026, 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 2025/26 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. Cash payments were properly supported by receipts, all 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 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			✓
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 <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.		✓	
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

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

10/03/2026

11/06/2026

DD/MM/YYYY

Safia Kauser - Internal Audit Yorkshire

Signature of person who carried out the internal audit

S. Kauser REQUIRED

Date

13/06/2026

*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).

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 2026 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 2025/26

(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 2025/26

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 2026

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Explanation of the reason for any 'No' responses on Section 1 of the Annual Governance and Accountability Return 2025/26:

F9

Annual Governance Statement for the financial year ended 31 March 2026 following findings raised by the Internal Auditor.

The Internal Auditor concluded that the Council's digital and data compliance arrangements did not fully meet proper practices. Specifically, the Council did not have a dedicated Data Protection Policy in place and had not undertaken a formal Data Audit to identify and review the personal data held by the Council, its lawful basis for processing, storage arrangements, retention periods and associated controls.

During the year, the Council was also required to manage a number of governance, information rights and data protection matters simultaneously, including Subject Access Requests, Freedom of Information requests, Monitoring Officer referrals and a reported data protection breach. These matters placed significant demands on officer resources and highlighted the need to strengthen the Council's data governance arrangements.

The Internal Auditor reviewed the outcome of an investigation by the Information Commissioner's Office and noted that recommendations had been made to improve the Council's data protection arrangements. The auditor recommended that these actions be implemented and that progress be monitored and recorded by the Council.

As a result of these findings, the Council was unable to confirm that all aspects of Assertion 10 had been fully met during the financial year and therefore appropriately recorded a "No" response.

The Council has accepted the recommendations of the Internal Auditor and will:

- Adopt a dedicated Data Protection Policy based on recognised sector guidance.
- Undertake a formal Data Audit to review all personal data held by the Council.
- Implement and monitor the recommendations arising from the Information Commissioner's Office review.
- Continue to strengthen its governance, information management and data protection arrangements to ensure compliance with statutory requirements and recognised best practice.

The Council remains committed to maintaining high standards of governance, transparency and accountability and will monitor progress against these actions during the current financial year.

Signed: _____

Clerk

Date: _____

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 23rd June 2026**

and ending on **Monday 3rd August 2026**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2026 (i.e. Wednesday 1 July – Tuesday 14 July). The period should not commence before the approval of the AGAR.

We have suggested the following dates: Wednesday 3 June – Tuesday 14 July 2026 The latest possible dates that comply with the statutory requirements are Wednesday 1 July – Tuesday 11 August 2026.)

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** include a column headed “Year ending 31 March 2026” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered in negative figures.

Name of smaller authority: Holme Valley Parish Council

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

Financial year ending 31 March 2026

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

Date: 14/05/2026

	£	£
Balance per bank statements as at 31/3/2026:		
CCLA - Public Sector Deposit Fund	75,000.00	
Unity Trust Current Account T2	63,798.38	
Unity Trust Instant Access Account	59,908.51	
		198,706.9
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/2026 (enter these as negative numbers)		
		-
Add: any un-banked cash as at 31/3/2026		
		-
Net balances as at 31/3/2026 (Box 8)		198,706.9

Explanation of variances – pro forma

Name of smaller authority: **HOLME VALLEY PARISH COUNCIL**

County area (local councils and parish meetings only): **KIRKLEES**

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);
- variances of £100,000 or more require explanation regardless of the % variation year on year;
- **New from 2025/26 onwards:** variances of £500,000 or more in Box 3 require explanation regardless of the % variation year on year for smaller authorities with income and/or expenditure exceeding £6,500,000

F12

	2024/25 £	2025/26 £	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	221,342	156,870				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	327,934	447,780	119,846	36.55%	YES		<p>There were two reasons for this large increase in the precept. First, the Parish Council's budget rose from £332,260 in 2024/25 to £406,998 in 2025/26. The main reason for this was that the Parish Council committed to supporting a 10-year programme of remedial work on The Civic, Holmfirth, which it owns. The Civic has an insurance value of over £10,000,000, and it's programme of anticipated repairs amounts to over £3,000,000. To commit to the support for the Civic, the approved budget on Holmfirth Civic Hall rose from £10,000 in 2024/25 to £60,000 in 2025/26. £10,000 was also added to the budget for Elections. In 2024/25, one by-election had surprisingly cost £9,000, and the Parish Council wanted to make sure that it was protected from such unpredictable outlay by adding this £10,000 to the Elections budget. Additionally, the Staffing budget rose by around £9,000 due to statutory pay uplifts and performance-based pay uplifts.</p> <p>Second, the Parish Council acknowledged that its levels of general reserves were at times inadequate to meet section/paragraph 5.34 of the Practitioners' Guide - "The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure." As reserves calling on the 2024/25 budget dwindled, in April 2025, the Parish Council only had enough general reserves to cover about 1 month of net revenue expenditure. To avoid such a thing happening at the end of 2025/26, the Parish Council resolved to contribute the significant amount of £63,247 from the precept to general reserves. This was done by creating a surplus budget (income more than expenditure). This would better ensure that the Parish Council had reserves to allow the Parish Council to continue to function for three months in the event of an emergency situation (such as a subsequent precept not being received).</p>
3 Total Other Receipts	22,371	29,885	7,514	33.59%	YES		<p>The main reason that Other Receipts increased this last Council year is that a number of organisations returned unspent grants or parts of grants that had been previously awarded by the Parish Council. Returned grants were: £200, £2.56, £118.50, £562.50, £65.11, £5000, £753.18, £215.45, £530.12, £96.50, £1,000 = TOTAL £8,544. The Parish Council has been more concerted in chasing up unspent money awarded to community projects. We also had a situation where a payment of £1,500 to a community organisation bounced (due to account details changing), and this was recorded as a receipt because the initial payment had been recorded as a payment.</p>
4 Staff Costs	91,574	99,519	7,945	8.68%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	323,203	340,520	17,317	5.36%	NO		
7 Balances Carried Forward	156,870	194,496				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	151,646	198,707				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	5,281,344	5,295,088	13,744	0.26%	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

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

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		194,496.27
Deduct: Debtors (enter these as negative numbers)		
1 HCHCT - INSURANCE REIMBURSE	(6,814.84)	
2 VAT REPAYMENT	(1,805.09)	
	(8,619.93)	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
1 VISION ICT - HOSTED EMAILS	(560.00)	
	(560.00)	
Total deductions		(9,179.93)
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
1 STAFF 2 - REIMBURSE ZOOM	12.99	
2 STAFF 2 - REIMBURSE ZOOM	12.99	
3 CATERER - ANNUAL PARISH	350.00	
4 STAFF 2 - REIMBURSE ZOOM	12.99	
5 KNOWNAIM - BUS MAPS	750.00	
6 HVCT - GRANT POSTFIX ETC	119.80	
7 CONSERVATION GROUP - GRANT	1,000.00	
8 STAFF 2 - REIMBURSE ZOOM	12.99	
9 INTERIM INTERNAL AUDIT	448.31	
10 BT MARCH	51.95	
11 E-ON ELECTRIC MARCH	17.77	
12 DOCUMENT LOGIC - PHOTOCOPYING	79.50	
13 SEATS SHELTERS MAINTENANCE	495.32	
14 TOILETS MAINTENANCE	844.47	
15 TOILETS EXPENSES	52.13	
16 HONLEY SHOW - GRANT	1,500.00	
17 VIKING - OFFICE CHAIR	144.00	
18 VIKING - STATIONERY	32.15	
19 HOYLES - FIRE ALARM AS GIFT	4,149.00	
20 HONLEY BA - ANNUAL CCTV GRANT	1,560.00	
21 HCHCT - HIRE LESSER HALL	144.00	
22 HVCT - GRANT - KISSING GATE	649.20	
23 CHAIR'S DONATION TO FOODBANK	795.00	
	13,234.56	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
1 ALLOTMENT RENT - HM	30.00	
2 ALLOTMENT RENT - CM	30.00	
3 ALLOTMENT RENT - N&N	48.00	
4 ALLOTMENT RENT - AH	48.00	
	156.00	
Total additions		13,390.56
Box 8: Total cash and short term investments		198,706.90

Contact details

F14

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 The Civic Huddersfield Road Holmfirth HD9 3AS	Holme Valley Parish Council The Civic Huddersfield Road 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 Steve Ransby
Address	██████████ ██████████
Daytime telephone number	██████████
Mobile telephone number	██████████
Email address	██

MINUTES OF THE MEETING OF THE COUNCIL HELD ON MONDAY, 3 February 2020

Those present:

Chairman: Cllr T Bellamy

Councillors: Cllrs G Barker, K Bellamy, M Blacka, D Carré, P Colling, J Dalton, P Davies, P Dixon, T W Dixon, S East, B Feeney, D Firth, D Gould, R Hogley, M Pogson, J Roberts and S Sheard

Clerk; Mrs L Bennett. Also present Deputy Clerk and RFO Rich McGill

Public Question Time

There were no members of the public present.

1920 151 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014

No-one wished to record the meeting.

1920 152 To accept apologies for absence

Apologies for absence were accepted from, Cllr Hall, Cllr Greaves Cllr Brook. No apologies were received from Cllr Sweeney or Cllr Lockley .

1920 153 To receive Members' personal and disclosable pecuniary interests in items on the agenda and to consider any written requests for new DPI dispensations

Cllr R Hogley expressed an interest in item 1920 167 as she is chair of the Holmfirth Christmas Team.

1920 154 To consider whether items on the agenda should be discussed in private session

No items to be held in private session.

1920 155 To Confirm Minutes of the Council Meeting

Held on 16 December 2019 numbered 1920 129 to 1920 150 inclusive.

Cllr Roberts noted an error in 1920 138 where Cllr Firth was recorded voting both for and against a motion.

Resolved that; the minutes were accepted as a true record with this alteration made.

1920 156 To Confirm minutes under delegated powers

1) to confirm the minutes of the Staffing Committee on 9 December 2019 numbered 1920 38 to 1920 50.

RESOLVED; to accept these minutes as a true record.

2) to confirm the minutes of the Community Assets Support Committee on 9 December 2019 numbered 1920 41 to 1920 51 inclusive.

RESOLVED: to accept these minutes as a true record.

Holme Valley Parish Council

3) to confirm the minutes of the Planning Committee held on 2 December 2019 numbered 1920 113 to 1920 129

RESOLVED; to accept these minutes as a true record.

4) To confirm the minutes of the Planning Committee held on 16 December 2019 numbered 1920 130 to 1920 137.

RESOLVED; to accept these as a true record

5) to consider the minutes of the Planning Committee meeting held on 6 January 2020 numbered 1920 138 to 1920 152

RESOLVED; that these minutes are a true record

6) to confirm the minutes of the Climate Emergency Committee held on 10 December 2019 numbered 1920 1 to 1920 16.

RESOLVED; to accept these as a true record.

7) to confirm the minutes of the Service Provision Meeting held on 6 January 2020 numbered 1920 47 to 1920 59.

RESOLVED; to accept these as a true record.

8) to confirm the minutes of the Finance and Management meeting held on 20 January 2020 numbered 1920 54 to 1920 73.

RESOLVED ;to accept these as a true record.

1920 157 To approve the budget for 2020/21 and set the precept for 2020/21.

The RFO introduced the planned budget which has been reviewed by a meeting of the Chairmen and by the Finance and Management Committee. Unlike last year this budget is balanced and does not rely on a transfer from the reserves to make it so. There has been attention paid to earmarked reserves so that for items such as the Holmfirth Civic Hall which is not forecasting any demands on the budget for next year, money has been earmarked for future years. Some budgets have been reduced from last year where there would expect to be savings (e.g. the contingency for legal advice). The Publications and Communications committee had added a “special event” budget.

All the separate committees have got the budget allocations that they requested at the end of 2019 and which were considered in their own committees and at Finance and Management Committee.

There was some discussion about the new Climate Emergency Committee and some disagreement at the budgets granted to that committee. The Chair of the Climate Emergency committee said that the process had been open and supported by majority votes and was the result of much effort and community collaboration to bring into reality a detailed plan of action.

Holme Valley Parish Council

Cllr Hogley thanked the RFO for all his work in producing the budget and said that it had been a truly collaborative process and delivered all the monies that the committees had required.

RESOLVED; to approve the budget for 2020/21 and this being the case to approve that the precept charge remains the same for 2020/21.

1920 158 To note the appointment of a new Internal Auditor and draft report form First audit day on 7 January 2020.

‘Internal Audit Yorkshire’ had been duly appointed to complete the Internal Audit for the council and the first day of a two-day process took place on the 8 January 2020. The auditor has considerable experience both as a clerk and an accountant and her investigation was extremely thorough. The investigation and discussion with the clerks have led to a 20 point action plan for the Clerks to attend to before the second Audit day in April. All of these were items that the RFO and Clerk had already identified and are working towards. The action plan and Report will be presented to the Finance and Management committee on 2 March 2020.

1920 159 To consider the recommendations from the Grants Working Party

Cllr Blacka clarified that point two was intended to differentiate between grants given to council assets (e.g. Civic Hall and the Toilets) and those given to other organisations, rather than a split between capital and revenue projects. However, there was broad agreement that the application forms should be streamlined, there should be clarity on different information needed for small and large grants.

There was discussion about whether the awarding of grants should all come via Finance and Management or stay with the individual committees.

There was broad agreement on having two set times in the year when grants would be considered alongside each other.

There needed to be more clarity from the Working party on the details of these proposals.

RESOLVED; that the Grants Working Party would produce a paper for consideration by Full Council in March /April so that the Council was clear on procedures and responsibilities going into the next financial year.

1920 160 To note developments in the procurement of the fire escape form the Exhibition Room in the Civic Hall

The plans had been granted planning permission and the Civic Hall Trust was now putting this item together with the refurbishment of the toilet block and putting the building work out to tender.

RESOLVED; to note this item.

1920 161 Governance Matters

To review the progress on the recommendations, from the Calderdale Report (October 2019) and the Kirklees Monitoring Officer’s report (10/07/2019)

A previously circulated table of recommendations from both sources, with updates on

Holme Valley Parish Council

progress so far, was widely accepted as evidence that the Council is nearing completion in these targets. Most outstanding matters were in hand in the review of Standing Orders and the Scheme of delegation which the clerk was currently working on in conjunction with the Y.L.C.A.

RESOLVED; that the remaining review of procedures and policies would be placed before the Council at its meeting in March/April in readiness for the new Council Year in May.

1920 162 To consider the arrangements for recording meetings.

RESOLVED; to purchase the sound recording equipment and not the more expensive audio and visual recording equipment. Extra microphones to be purchased subsequently if necessary.

1920 163 To consider the Schedule of meetings for the next Council Year 2020/21

This item was considered after the discussion of the following item.

There was broad support for the new schedule. Cllrs asked a number of questions regarding whether the number of “breaks” were absolutely necessary. There was also a question raised about the two Finance and Management meeting in close succession in July and September. The Clerk had included all the Mondays that in her view were workable and asked that the Council avoid scheduling two meeting on one evening. It was likely that some extraordinary meetings would have to be accommodated at some point, so it was best to start off with only one meeting booked in. The clerk has adhered to the regulations regarding frequency of meetings in the Policies and Schedules of the council and with the advice from YLCA in matters such as not having meetings in the week after an official holiday period.

There was very little support for extending meetings to two nights per week.

RESOLVED to accept the schedule with the proviso that some additional Mondays might be included. The Clerk will review the schedule with the above comments taken into account.

1920 164 To consider the amalgamation of the Community Asset Support Committee with the Service Provision Committee.

The Clerk has suggested that to enable the meeting schedule to be arranged with all available Mondays and with only one meeting per evening if at all possible, that the C.A.S.C committee and Service Provision Meetings might be coalesced.

There were comments for and against this, but the intention to reduce the number of meetings and the subsequent administrative burden was supported. Concerns were raised about the impact on the length of meetings and how the responsibilities of each committee overlapped e.g. The same maintenance contractor works for both committees and the toilets are both an asset and a service. If the committees are not merged then the schedule will remain the same but with two meetings on those nights.

It was recognised that this needed further consideration with the Chairs of C.A.S.C, Service Provision and Finance and Management so that the implications in terms of the Council’s scheme of delegation, handling grant requests and managing budgets were understood.

RESOLVED; that a firm proposal is put before Council for March 2020 in line with the review of Standing Orders and the Scheme of delegation so that a final decision can be

Holme Valley Parish Council

made.

1920 165 ‘Holme Valley Parish Council’ Email Addresses

The Clerks will only be using HVPC email addresses from this week onwards. Councillors are asked to see the Deputy Clerk if they experience difficulties in accessing their new accounts.

RESOLVED; to note this item.

1920 166 To consider the appointment of a volunteer worker who is seeking work experience with the Clerks for a limited period

RESOLVED to agree in principle and to refer the matter to the Staffing Committee for arrangements regarding a contract of employment.

1920167 Reference from other committees to be noted;

Reports from and letters of thanks for grants;

From the Service Provision Committee.

From the Holmfirth Christmas team,
The Honley Christmas Lights Committee,
several thanks from villages for their Christmas trees.

From the Finance and Management Committee.

Thanks from the Hepworth Brass Band
Two letters of thanks from the Holme Valley Scouts.

1920 167 Holme Valley Land Charity

RESOLVED ; that at the next Trustees meeting there will be a vote on the membership of the Management Committee of the Land Charity. In the meantime the membership is accepted as that circulated by the Clerk in November 2019 , gleaned from a hand written record of the last Trustee meeting which took place in August 2019.

The Committee is;

Cllr T Bellamy, Chair

Cllr R Hogley ,Vice Chair

Other members are, Cllr Carre, Cllr Firth, Cllr Blacka, Cllr Dixon, Cllr East, Cllr K Bellamy
Since the last committee meeting in January Cllr Carre is acting as interim secretary and Bob Stannard has been appointed to complete the Accounts for 2018/19 and 2019/20.

1920 169 The Chairman’s report.

The Chairman has been very busy attending events on behalf of the Council;
The Lepton Parish Event, The Meltham Civic Event, The Brass Factor at the Picturedrome ,
The Tidy trader and Community Champion awards, the concert at the Civic Hall which was a performance of “The Messiah”, The Arts Week event, the Civic Ball at Saddleworth , The Africa night at Holmbridge Village Hall and our own Holme Valley Parish Civic event at the Full Life Church on 22nd December, attended by 80 people for a Church service and a hot meal.

Holme Valley Parish Council

Close of meeting at 21:00 PM.

.....

Chairman

In respect of **HOLME VALLEY PARISH COUNCIL – WY0042**

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 (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

The AGAR was not accurately completed before submission for review. The smaller authority has not restated the prior year figure in Section 2, Box 9 when removing assets not belonging to the smaller authority from the fixed asset register and adding assets that historically not been included.

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

None.

3 External auditor certificate 2024/25

We 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.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

17/09/2025

respect of assisting with this. The wreaths for those attending commemorations were available to collect from the Parish Council office.

- RP Electrical had commenced the works to repair and replace the emergency lighting at The Civic. About half of the works had been completed and the works should be finished by the end of the month.
- At the Full Council meeting of 8 September 2025, the Council approved that Social Progress, the Honley social media and marketing company, deliver social media training. Social Progress had been informed and the Assistant Clerk was working to secure dates (these were likely to be late November or early December).

Council considered any further action(s) arising from the minutes of the FULL COUNCIL MEETING, held on 8 September 2025.

RESOLVED: No further action.

At this point, Cllr Blacka further reported as a matter arising that the COVID Memorial Garden at Honley Library was nearing completion. Cllr Blacka asked Council to thank i. the RFO/Deputy Clerk for facilitating the delivery of plants allowing them to be planted in time, ii. Jenny Lockwood and iii. Malcolm Ellis. Cllr Green also asked that thanks be given to Barry Killington, the garden designer, and the team of volunteers.

THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2526 105 Minutes of Standing Committee meetings

APPROVED: Council approved the Minutes of the SERVICE PROVISION COMMITTEE Meeting held on 22 September 2025 numbered 2526 21 to 2526 39.

APPROVED: Council approved the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 29 September 2025 numbered 2526 45 to 2526 64 with one amendment requested by Cllr Whitelaw.

FINANCIAL MATTERS

2526 106 Annual Governance and Accountability Return AGAR 2024/25

NOTED: Council noted the External Auditor's Report and Certificate 2024/25. Council further noted the RFO's verbal report on the one exclusion identified by the Audit.

NOTED: Council noted that the full Annual Governance and Accountability Return Sections 1 and 2 along with Section 3 had been published to the Parish Council's website and noticeboard 30th September 2025, along with the Notice of Conclusion of Audit, and the invitation to inspect the accounts. No one had asked to inspect the accounts. At the

Signed: _____

Holme Valley Parish Council

time of the meeting, the AGAR and Notice of Conclusion of Audit had been published and on display for 15 days. The Parish Council considered when to end the public inspection rights.

RESOLVED: Council resolved that the public inspection rights would end the following day, - 21st October 2025.

Members considered whether any further action on the AGAR 2024/25 was needed.

RESOLVED: No further action.

2526 107 Council Budget 2025-26 Year-To-Date including Earmarked Reserves

The RFO reported on the year-to-date Council Income and Expenditure by Budget Heading October 2025 and Earmarked Reserves. Almost all budget lines were on target. The only one that was concerning was the 4000 salaries budget line which was likely to be around £3,000 over at year end.

NOTED: Council noted the RFO's report.

2526 108 Schedule of Payments

The Parish Council reviewed the Schedule of Payments for September 2025.

NOTED: Council noted the Schedule of Payments for September 2025.

The Parish Council considered the month-to-date Schedule of Payments for October 2025. The RFO reported on some of the pending transactions, pointing out that:

- The number of grants awarded meant that more payments needed approval by Council than normal.
- That in the case of two payments, the Parish Council was trialling a process of gifting a purchase to a community organisation, which thereby allowed it to reclaim VAT on the gift. The RFO reported that this had caused him little extra time currently. A Councillor asked that the RFO keep a record of the amount of time spent on these "gifts".
- The RFO reported that one payment on the Schedule would need to be excised, as it was effectively a double-payment.

RESOLVED: Council approved the amended Schedule of Payments for October and this was initialled by the Chair.

The RFO reported that some businesses and organisations had given the Parish Council some leeway in delaying payment, and so he asked that Councillors on the Unity Trust bank mandate approved the payments quickly once they had been set up.

Signed: _____

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 2026

**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 22 June 2026**

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 2026, 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**

commencing on **Tuesday 23 June 2026**

and ending on **Monday 3 August 2026**

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 2024. The appointed auditor is:

**PKF Littlejohn LLP (Ref: SBA Team)
30 Churchill Place
London E14 5RE
(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 2026 for 2025/26 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*.



22nd June 2026

Regarding the draft final accounts for the financial year ending 31st March 2026, I declare that the Accounting Statements as published are unaudited and may be subject to change.

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
deputyclerk@holmevalleyparishcouncil.gov.uk

7th February 2025

To Amy Whibley
Senior Finance Officer
Kirklees Council

Dear Amy Whibley

Re. the Precept and Budget for Holme Valley Parish Council for the year 2025/26

I am writing to confirm that at the Full Council Meeting on 16th December 2024 Holme Valley Parish Council resolved to approve adoption of a budget for 2025/26 of £408,698.

Subsequently, on 6th February 2025, the Parish Council approved its precept, and calls on Kirklees Council for the following amounts:

- Precept **£447,780** (10784.69 x £41.52 Band D, an increase of £10.99 = £447,780.3288)
- Special Expenses Grant **£3,451** (10784.69 x £0.32 = £3,451.1008)

The total amount due from Kirklees Council will be **£451,231**.

We would appreciate receiving the money in two instalments as 2024/25.

Yours sincerely

Richard McGill
Responsible Finance Officer to Holme Valley Parish Council

WHAT DOES HOLMFIRTH FORWARD DO?

Holmfirth Forward brings together those who have legitimate interests in the future of Holmfirth and are prepared to work together to promote the town as a place to spend time and money, be with others and have fun by:

- Promoting its attractions and heritage values, facilities, uniqueness and independence and its businesses, festivals and events
- Initiating new events, activities and campaigns aimed at attracting people into the town centre
- Providing co-ordination and links to groups, businesses and organisations active in the town
- Encouraging new businesses to the town
- Working with and drawing together other groups, bodies, agencies and individuals with similar aims

Activities

Runs the community market.

Since 2023, Holmfirth Forward has successfully operated and grown the Community Market and is working closely with Kirklees Council to ensure the move to its new location is smooth. Our aim is to grow the market by increasing the range of produce on offer so it becomes a major draw to the town centre.

<https://holmfirthcommunitymarket.org.uk/>

Make it Your Holmfirth

Holmfirth Forward supports the MIYH team which promoted Holmfirth in the run up to Christmas and is working on a major campaign, with the support of Kirklees to attract people back into town at the end of the road works. This has comprised modern social media content in addition to the physical promotional material associated with the new Make it Your Holmfirth brand.

Holmfirth Forward has produced four versions of the town centre map. Work is underway to update it in readiness for the 'Back to Holmfirth' Campaign. The digital version, which provides far more information about the town centre and its businesses and services, is currently in development.

<https://yourholmfirth.co.uk/>



Project Initiation

Holmfirth Forward has applied for grants on behalf of new projects, including, the Mural, Heritage Week and Holmfirth Pride, and provides the administrative support such as the creation of policies and legal and accounting systems required by grant providers, such as the Parish Council. Holmfirth Forward is registered with the Kirklees Council's GAP scheme.

Holmfirth Forward, on behalf of a consortium of groups, has submitted an expression of interest in becoming the Town of Culture 2028.

Early discussions are underway about how we can benefit from the Tour de France Femmes which is coming close to the town in 2027.

Membership

Holmfirth Forward brings together groups and events, including the Conservation Group, Civic Society, local church, Tourism Partnership, festivals including the Festival of Folk, Food and Drink Festival, Arts Festive and Heritage Week, as well as residents, businesses, members of the District and Parish Council, employers and property owners.

Networking

Holmfirth Forward is contributing to the work of the Parish Council's Local Plan Reference Group which is providing early responses to the Council with the hope of influencing the Local Plan's contents at an early stage.

Holmfirth Forward is a member of the National Association of British Market Authorities. This provides legal and practical support and access to a large network of market operators, including local authorities, commercial operators and community led markets.

Holmfirth Forward is a member of Civic Voice which brings together civic associations across the country. Its main interest is the use of heritage to promote places' economic activity and influence planning.

As part of the Institute of Place Management, Holmfirth Forward is involved in a network of leading academics and practitioners in place management and place leadership. This gives access to a considerable wealth of knowledge and involvement in research projects and case studies. This involvement maintains Holmfirth's profile nationally as a successful High Street which is constantly evolving and adapting.

Holmfirth is an internationally known place. Its reputation and its large number of independents have been the main reasons for Holmfirth not suffering the same fate as many towns. But we know there is a lot of potential for further improvement and we are keen to realise it.





HOLME VALLEY LAND CHARITY

CHARITY REGISTRATION NUMBER: 700350

RESOLUTION of HOLME VALLEY PARISH COUNCIL as the sole trustee of Holme Valley Land Charity (charity registration number 700350), a non-exempt charity (the "**Charity**").

WHEREAS:

(A) Holme Valley Parish Council is the sole trustee of the Charity.

(B) The Charity has agreed to transfer the land to the rear of 50–52 Cliff Road, Holmfirth, West Yorkshire, HD9 1UY as shown edged red on the plan to the transfer and being part of the land comprised in title number WYK816361 (the "Property"), to Simon Roderick Wells and Rosemary Jane Hall of 52 Cliff Road, Holmfirth, West Yorkshire, HD9 1UY in consideration of the sum of £1,500.00 (the "Transfer").

(C) The proposed transfer of the Property does not fall within paragraph (a), (aa), (c) or (d) of section 117(3) of the Charities Act 2011, but there is power under the trusts of the Charity to effect the disposition and sections 117 to 121 of the Charities Act 2011 have been complied with.

We are the present sole trustee of the Charity. In exercise of the power conferred by section 333 of the Charities Act 2011 we resolve that:

1. Thomas Dixon and Andrew Wilson, as two members and authorised signatories of Holme Valley Parish Council, be authorised to execute the Transfer on behalf of Holme Valley Parish Council as sole trustee of the Charity; and
2. the members referred to in paragraph 1 are authorised to do all such further acts and things, execute all such further documents and take all such steps as may be necessary or desirable to give effect to this resolution and to complete the Transfer

Signed for and on behalf of Holme Valley Parish Council:

Authorised Signatory 1

Authorised Signatory 2

Name: _____

Name: _____

Position: _____

Position: _____

Signature: _____

Signature: _____

Date: _____



Committee Structures Working Group

Proposals on the Future of the Planning Committee

Context

The task of considering the future of the Planning Committee was handed to the Committee Structures Working Group, at the Full Council meeting on 18 May '26, with the expectation that the Group would produce proposals for the next Full Council meeting on 22 June '26.

The way in which the Planning Committee operates has undergone significant changes, over the last two years. These changes were made in response to concerns about whether the significant amount of councillor and staff time devoted to the Planning Committee was an efficient use of resources.

Whilst the Planning Committee deals with matters other than planning applications, planning applications consume most of its resources. The Parish Council has a right to be informed of planning applications within its area but it does not have a duty to consider them and has no decision making power.

An analysis of planning application decisions from four months in 2024, when the decisions on planning applications made by Kirklees Council were routinely listed alongside Planning Committee decisions, showed that for 69 decisions there was agreement on 81.2%. Kirklees Council granted permission for four applications which we opposed and refused nine applications, which the Parish Council had supported.

Interest in planning applications amongst parish councillors has reduced over the last few years. Requests for comments on applications in their wards elicit few responses from parish councillors who are not members of the Planning Committee.

The level of interest in engaging with planning matters is indicated by the relatively few members of the Council who volunteer to join the Planning Committee. This has led to a number of occasions when the Committee has been barely quorate.

The existing arrangements were due for a review in January 2025, at which time it was decided to continue the existing arrangements. There was, though, no analysis of how the system was working.

Options

The Working Group is putting forward two options, with a recommendation to support Option B, which offers a more flexible and responsive solution.

- Option A: make no changes to existing arrangements
- Option B: put in place new arrangements for handling the work of the Planning

Committee

Option A: Make no changes to existing arrangements

The current arrangements for the Planning Committee are that it meets formally approximately every two months. To meet the deadlines for responses to planning applications, there is a meeting on Zoom, which deals only with planning applications, in the months when there is no formal meeting. Members of the public can have access to the Zoom meeting should they wish.

The Planning Committee no longer considers all planning applications. Whilst there is some flexibility, those applications that are considered are:

- New builds
- All applications in the green belt
- Any applications about which residents have directly raised concerns with parish councillors
- Any applications about which parish councillors have raised concerns

The Chair of the Planning Committee scans the list of applications and advises Committee members which applications to consider. Although the proportion varies from list to list, the Committee considers approximately half of the list. As has been the case for some years several responses are '*No comment. Defer to Kirklees Council officers*'. An analysis of planning applications for the last six month's reveals that, of a total of 141 applications, the Planning Committee responded with no comment / defer to officers to 86, ie 60%.

The arguments for retaining the existing system include:

- The Planning Committee provides a direct and meaningful way for residents to engage with the Parish Council
- A dedicated Planning Committee encourages residents to attend meetings and ensures accountability through open discussions
- A Planning Committee enables parish councillors to build knowledge and experience in planning matters
- Whilst the Parish Council's role on planning applications is advisory, having a visible and active Planning Committee strengthens its voice. Removing it risks reducing our influence.

Option B: New arrangements for handling the work of the Planning Committee

A suggested new structure is:

- To discontinue the Planning Committee
- To set up a permanent Planning Steering Group of Full Council, which would report to Full Council. The Steering Group would meet, usually on Zoom, not routinely but as required. The public could access the meetings, on Zoom or in-person, as at present.

This option does not propose that the Parish Council stops considering planning applications. It recognises that there are some, usually large scale, developments, where we have a vital role to play. What it does propose is that resources are no longer

expended on the consideration of routine applications. For routine applications, individual parish councillors could, if asked, support residents to submit objections or to contact Kirklees Councillors.

The Planning Steering Group would only handle substantial and contentious applications. It is suggested that these could be:

- Developments of 10+ houses
- Changes to Public Rights of Way
- Developments in the Greenbelt but only if they risk significant, contextual visual harm
- Any application about which individual parish councillors have concerns

This list would be subject to discussion and possible amendment by Steering Group members.

Details of planning applications would be circulated to all parish councillors by a member of the clerk team, as they arrive from Kirklees Council. Any parish councillor who wants to have an application considered by the Sub-Committee should contact its Chair, to request this. The Chair of the Planning Steering Group could be the current chair of the Planning Committee.

Other current functions of the Planning Committee, could be handled, as follows:

- Responses to consultations would be handled by the Planning Steering Group
- The Reference Group on the Local Plan, which originated from a Planning Committee Working Group now reports to Full Council. There will be a need, in the near future, to update the Neighbourhood Development Plan. Any group charged with this responsibility would also report to Full Council.

The arguments for the proposed new arrangements are:

- They will direct resources where they will be most effective and take them away from non-productive activity.
- It will be a more flexible system, able to respond quickly, with meetings of the Steering Group called at short notice, if required
- Other near-by parish councils have successfully adopted a similar approach
- Encouraging parish councillors to engage with and support residents in their wards, with planning applications, will promote community engagement.
- Planning regulations are complex and in flux at present. Whilst long-term members of the Planning Committee are able to pick up some knowledge of planning regulations, they remain amateurs. Planning Officers have access to far more expertise.
- Councillor and officer time, which is released by this new system, would allow the Planning Steering Group to be more pro-active, eg organising pre-application community events or organising community consultations on large and contentious developments.

10 June 2026

Working Group members:

Cllr Mary Blacka, Cllr Steve Ransby, Cllr Sarah Whitelaw

Planning Steering Group – Draft Terms of Reference for Consideration should Option B be Approved

1. Purpose The Planning Steering Group is established to consider substantial or contentious planning matters affecting the Holme Valley area and to provide recommendations to Full Council. The Group will focus resources on applications and planning issues where the Parish Council can add value, while no longer routinely considering minor or non-contentious applications.
2. Status The Planning Steering Group is a permanent working group of Full Council. It is not a committee and does not have delegated decision-making powers. All recommendations will be referred to Full Council for approval.
3. Membership Membership will consist of parish councillors appointed by Full Council. The Group will appoint a Chair at the Annual Council meeting or at the first meeting following any vacancy. Other councillors may attend and contribute but only appointed members may participate in forming recommendations.
4. Meetings Meetings will be held as required, usually via Zoom, and may be called at short notice when necessary to meet planning deadlines. Meetings will be open to the public, whether held online or in person. The Assistant Clerk will support the Group and prepare notes of meetings.
5. Scope of Work The Planning Steering Group will consider only substantial or contentious planning applications or planning matters. These may include:
 - i. Developments of 10 or more houses Proposals affecting Public Rights of Way
 - ii. Developments in the Green Belt where there is a risk of significant contextual visual harm
 - iii. Any application about which individual parish councillors have concerns
 - iv. Any application referred to the Group by Full Council
 - v. The Group may amend or refine this list with the agreement of Full Council.
 - vi. Circulation of Planning Applications All planning applications received from Kirklees Council will be circulated by the Clerk’s team to all parish councillors.
 - vii. Any councillor may request that an application be considered by the Planning Steering Group by contacting the Chair.
6. Responsibilities The Planning Steering Group will:
 - i. Review substantial or contentious planning applications and prepare recommendations for Full Council
 - ii. Prepare draft responses to planning consultations for approval by Full Council
 - iii. Monitor significant planning issues affecting the Holme Valley Support community engagement on major developments, including pre-application events or consultations where appropriate
 - iv. Liaise with the Local Plan Reference Group and any future Neighbourhood Development Plan working group, both of which report directly to Full Council.

7. Decision-Making The Group will reach recommendations by consensus where possible. Where consensus cannot be reached, the Chair will summarise the differing views for Full Council to determine. The Group has no delegated authority to submit planning comments directly to Kirklees Council.
8. Reporting The Group will report to Full Council after each meeting. Notes of meetings will be circulated to all councillors and included in the next Full Council agenda pack.
9. Review The Terms of Reference will be reviewed annually by Full Council or sooner if required.

ENDS.



Kirklees Code of Conduct for Members

Revised December 2021.

REVISIONS

Adopted by Holme Valley Parish Council 31-01-2022

2223/12 APPROVED Annual Council 16-05-2022

2324/12 APPROVED Annual Council 15-05-2023

2425/12 APPROVED Annual Council 13-05-2024

2526/12 APPROVED Annual Council 19-05-2025

2627/11 APPROVED Annual Council 18-05-2026



HOLME VALLEY PARISH COUNCIL

Definitions

For the purposes of this Code of Conduct: -

-“Councillor” means a Member or Co-opted Member of a local authority or a directly elected mayor.

A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who:

a) is a Member of any Committee or Sub-committee of the authority, or;

b) is a Member of, and represents the authority on, any joint Committee or joint Sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that Committee or Sub-committee”.

-“local authority” includes County Councils, District Councils, London Borough Councils, Parish Councils, Town Councils, Fire and Rescue authorities, Police authorities, Joint authorities, Economic Prosperity Boards, Combined authorities and National Park authorities.

-“meeting” means any meeting of:

o the authority;

o the Executive of the authority

o any of the authority’s or its Executive’s committees, Sub-committees, joint Committees or joint Sub-committees.

-“body” means any body of which you are a Member or in a position of general control and management and:

o to which you are appointed or nominated by your authority, or

o which is a body

▪ exercising functions of a public nature or

▪ directed to charitable purposes or



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- one of whose principal purposes includes the influence of public opinion or policy.

-“relevant person” means any person with whom you have a family, social or business relationship.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, Kirklees officers and the reputation of Kirklees Council. It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of Councillor and local government.

General Principles of Councillor Conduct

The Principles of Public Life apply to everyone in public office at all levels; all who serve the public or deliver public services, including Ministers, Civil Servants, Councillors and local authority officers should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of Councillor. I promote these principles and will challenge poor behaviour where it occurs.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest and act solely in terms of the public interest
- I understand that I am accountable to the public for my decisions and actions and will submit myself to scrutiny



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- I will act and take decisions in an open and transparent manner and will not withhold information from the public unless there are clear and lawful reasons for doing so
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Councillor or attend your first meeting as a co-opted Member and continues to apply to you until you cease to be a Councillor.

This Code of Conduct applies to you when you are acting in your capacity as a Councillor which may include when:

- you are at meetings of the authority
- you are acting as a representative of the authority
- you are taking any decision as a Cabinet member or Ward Councillor
- you are discharging your functions as a Ward Councillor
- you are at briefing meetings with officers and at site visits
- you are corresponding with the authority other than in a private capacity
- you misuse your position as a Councillor
- your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a Councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.



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Where you act as a representative of your authority on another local authority you must, when acting for that other authority, comply with that other authority's Code of Conduct.

Where you act as a representative of your authority on a body which is not another local authority you must, when acting for that other body, comply with this Code, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a Councillor.

The Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from the Monitoring Officer on any matters that may relate to the Code of Conduct. Town and Parish Councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of Councillor Conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a Councillor:

1.1 I treat other Councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack. In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Councillors.



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In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the Police.

This also applies to fellow Councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's Councillor/Officer Protocol.

2. Bullying, Harassment and Discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

2.4 I will not do anything which may cause the Council to breach any of its equality duties.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of Officers of the Council



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As a Councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and Access to Information

As a Councillor:

4.1 I do not disclose information:

a. given to me in confidence by anyone

b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless

- i. I have received the consent of a person authorised to give it;**
- ii. I am required by law to do so;**
- iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
- iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a Councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner.



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Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a Councillor:

5.2 I do not bring my role or local authority into disrepute.

5.3 I do not conduct myself in a manner which is contrary to the Council's duty to promote and maintain high standards of behaviour.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other Councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow Councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the Council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a Councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a Member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Behaviours

As a Councillor:

7.1 I will comply with the standards outlined in the Council's behaviours, in particular the Member / Officer Protocol.



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There may be policies and guidance related to standards of appropriate behaviour and responsibilities agreed and issued from time to time which you will be expected to have regard to.

8. Use of Local Authority Resources and Facilities

As a Councillor:

8.1 I do not misuse Council resources.

8.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements
- b. ensure that such resources are not used for political purposes that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed; and
- c. have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a Councillor. Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a Councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

9. Media and Public Speaking

As a Councillor:

9.1 I will be clear when communicating with the media or speaking in public that I do not give the impression that I am acting in an official capacity when I am not.



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It is important that you do not do or say anything that might mislead members of the public into believing that you are speaking on behalf of the Council or that your views represent an official Council position when it is your own personal or political view.

10. Attendance at Meetings

As a Councillor

10.1 I will comply with the rules and procedures of meetings I attend.

10.2 I will comply with the Council's Standing Orders and the rulings of the Chair.

11. Decision Making As a Councillor

11.1 When reaching decisions on any matter I will have regard to any relevant advice from: a. The Chief Finance Officer (statutory S.151 officer); b. The Monitoring Officer (Service Director of Legal, Governance and Commissioning) where she is acting pursuant to her statutory duties.

12. Complying with the Code of Conduct

As a Councillor:

12.1 I undertake Code of Conduct training provided by my local authority.

12.2 I cooperate with any Code of Conduct investigation and/or determination.

12.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

12.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a Councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with the Monitoring Officer.



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Protecting your reputation and the reputation of the local authority

13. Interests

As a Councillor:

13.1 I register and disclose my interests.

13.2 Disclosable Pecuniary Interests

Disclosable Pecuniary Interests (“DPIs”) are those interests defined as such in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (“the 2012 Regulations”) or in any subsequent regulations which amend, vary or revoke the 2012 Regulations. For the purposes of illustration only, a summary of the 2012 Regulations is set out in the Schedule to this Code of Conduct.

I will, within 28 days of:

adoption of this Code of Conduct by the authority; or

taking office as a Member or co-opted Member of the authority notify the authority’s Monitoring Officer of any DPI, where the pecuniary interest is mine, my spouse’s or civil partner’s, or is the pecuniary interest of somebody whom I am living with as a husband or wife, or as if we were civil partners.

When I am present at a meeting of the authority and I have a DPI in any matter to be considered or being considered at the meeting, and where the matter does not relate to ‘sensitive information’ as defined below, I will disclose the existence and nature of the interest to the meeting.

Following any disclosure of a DPI not on the authority’s register or the subject of pending notification, I will notify the authority’s Monitoring Officer of that interest within 28 days beginning with the date of disclosure.

Unless a dispensation has been granted, I will not participate in any discussion of, vote on, or discharge any function related to any matter in which I have a DPI and will withdraw from the meeting while the matter is under consideration.

I will within 28 days of becoming aware of any new DPI or the need to change or update a current DPI registration, notify the authority’s Monitoring Officer of those new or revised register entries.

13.3 Interests which are not Disclosable Pecuniary Interests (Other Interests)



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In addition to the requirements relating to DPIs, if I attend a meeting at which any item of business is to be considered and I am aware that I have an interest which does not amount to a DPI I will make a verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent.

I will have an Other interest where –

(a) a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing (including interests in land and easements over land) of me or a member of my family or a person or an organisation with whom I have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which I have been elected or otherwise of the authority's administrative area, or

(b) it relates to or is likely to affect any of the interests that are defined as DPIs but are in respect of a member of my family (other than a partner) or a person with whom I have a close association.

In such circumstances I will consider whether my continued participation in the matter relating to my interest would be reasonable in the circumstances, particularly if the interest may give rise to a perception of a conflict of interests in the matter under discussion.

I will not have an Other interest if the interest relates to any business of the authority in respect of –

- housing, where I am a tenant of your authority provided that those functions do not relate particularly to my tenancy or lease;
- school meals or school transport and travelling expenses, where I am a parent or guardian of a child in full time education, or am a parent governor of a school, unless it relates particularly to the school which the child attends;
- statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where I am in receipt of, or am entitled to the receipt of, such pay;
- an allowance, payment or indemnity given to members;
- any ceremonial honour given to members; and
- setting Council Tax or a precept under the Local Government Finance Act 1992.

13.4 Sensitive Interests

Where I have an interest which is not a disclosable pecuniary interest and information relating to the interest is sensitive information, I will indicate to the meeting that I have an interest, the details of which are withheld.

13.5 Sensitive Information



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Where I consider that the information relating to any of my interests is sensitive information, and the Monitoring Officer agrees, I will not include that information when registering that interest. I will, within 28 days of becoming aware of any change of circumstances which means that information excluded is no longer sensitive information, notify the Monitoring Officer asking that the information be included in the register of members' interests. In this Code, "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that I or a person connected with me may be subjected to violence or intimidation.

14. Gifts and Hospitality

As a Councillor:

14.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

14.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.

14.3 I register with the Monitoring Officer any gifts from the same source that exceed a cumulative total of £100 in any year.

14.4 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor. If you are unsure, do contact your Monitoring Officer for guidance. Updated December



HOLME VALLEY PARISH COUNCIL

APPENDICES

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty



HOLME VALLEY PARISH COUNCIL

Holders of public office should be truthful. Leadership Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B - Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Employment, office, trade, profession or vocation

Any employment, office, trade, profession or vocation carried on for profit or gain.

Sponsorship

Any payment or provision of any other financial benefit (other than from the Council) made to the Councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a Councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

Contracts

Any contract made between the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council - (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.

Land and Property

Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.

Licenses



HOLME VALLEY PARISH COUNCIL

Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.

Corporate Tenancies

Any tenancy where (to the Councillor's knowledge) - (a) the landlord is the Council; and (b) the tenant is a body that the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.

Securities

Any beneficial interest in securities* of a body where –

(a) that body (to the Councillor's knowledge) has a place of business or land in the area of the council; and

(b) either-

(i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

** 'director' includes a member of the committee of management of an industrial and provident society.*

** 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.*

Appendix C: Table 2: Other Registrable Interests

You must register as an Other Registrable Interest :

- a) any unpaid directorships;
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority ;
- c) any body
 - (i) exercising functions of a public nature



HOLME VALLEY PARISH COUNCIL

(ii) directed to charitable purposes or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

ENDS.

HOEY AINSCOUGH ASSOCIATES INVOICE

INVOICE No
HAA/HVPC/0i26
Your reference:
DATE: 4 June 2026

From: Hoey Ainscough Associates Ltd
179 Castle Street
Edgeley
Stockport
SK3 9JH

For: Jen McIntosh
Holme Valley Parish Council

DESCRIPTION	AMOUNT
Consultancy fee for support on information management case handling	7500.00
VAT	1500.00
TOTAL	9000.00

Payment should be received within 14 days. Make all cheques payable to Hoey Ainscough Associates Ltd. To pay by BACS our details are:

Hoey Ainscough Associates Ltd
Barclays Bank
Stockport Branch

Sort Code 20-82-14
Account No 63572110

If you have any questions concerning this invoice, contact 0789 9063 930

THANK YOU FOR YOUR BUSINESS!

Company Number: 07923961
VAT Number: 132651339

From: [REDACTED]
Sent: 15 June 2026 13:00
To: [REDACTED]
Subject: Re: * Digital Media Systems - Communications Screen

Hello [REDACTED]

Nice to speak with you earlier, is this OK for you – it should give you enough to pick at as required.

Parish Council Digital Information Screen – Initial Considerations

The purpose of an outdoor digital information screen is to provide a simple, highly visible and continuously available communication channel between the Parish Council and residents.

Unlike websites, social media platforms or newsletters, which rely on residents actively seeking information, a digital screen delivers important messages directly to people as they go about their daily activities. This helps ensure that information reaches a wider audience, including those who may not regularly use digital services.

Potential Benefits

- Improved communication with residents through a central, highly visible source of information.
- Increased awareness of Parish Council activities, meetings, consultations and community projects
- Rapid dissemination of important announcements, emergency information, road closures, weather warnings and service updates.
- Promotion of local events, community groups, charities and volunteer opportunities.
- Support for local businesses through appropriate community-focused advertising or sponsorship opportunities, where desired.
- Enhanced transparency and engagement by keeping residents informed about decisions, initiatives and opportunities to participate in local matters.
- Reduced reliance on printed notices and posters, helping to lower ongoing printing costs and support environmental objectives.

Management and Operation

Modern outdoor digital signage systems are designed to be straightforward to manage. Content can typically be updated remotely through a secure web-based platform, allowing authorised Parish Council staff or nominated representatives to schedule and publish information from any internet-connected device.

Content can be organised into a rotating programme that includes:

- Parish Council notices and announcements.
- Community and voluntary group information.
- Local event promotion.
- Public service messages.
- Emergency or urgent notifications.
- Appropriate sponsorship or advertising content, if required.

The system can be configured with different user permissions and approval processes to ensure content remains accurate, appropriate and aligned with Council policies.

Practical Considerations

Key considerations for the Parish Council would include:

- Suitable location and visibility.
- Planning requirements, where applicable.
- Electrical supply and connectivity.
- Content management responsibilities.
- Ongoing maintenance and support arrangements.
- Accessibility and readability for residents.

Modern outdoor screens are specifically designed for year-round operation in public environments, offering high brightness levels for daylight viewing, weather-resistant construction and remote monitoring capabilities to minimise maintenance requirements.

Summary

A digital information screen can provide the Parish Council with an effective long-term communication tool that increases community engagement, improves the distribution of information and creates a more responsive connection between the Council and residents. It represents an opportunity to modernise public communications while supporting local community initiatives and improving awareness of Council activities.

If you need anything else for now, please let me know and I will help where possible.

Regards

[Redacted]

Digital Media Systems

Trading name of Digital Signage Ltd

CONSULT. CREATE. INSTALL. SUPPORT.

Digital Signage | Outdoor Screens | Digital Retail

Celebrating 20 years of providing solutions

www.digitalmediasystems.co.uk

[Redacted]

The information contained in this e-mail is confidential and may be privileged. It is intended for the addressee only. If you are not the intended recipient, please delete this e-mail immediately. The contents of this e-mail must not be disclosed or copied without the sender's consent. We cannot accept any responsibility for viruses, Trojans etc so please scan all emails and attachments. No changes to Terms and Conditions of trade can be accepted through e-mail communication. All changes to Terms and Conditions must be in writing evidenced by a director of the company and in hard copy format. The statements and opinions expressed in this message are those of the author and do not necessarily reflect those of the company. The company does not take any responsibility for the views of the author. Please view our Terms & Conditions online for information on how we process personal data for GDPR compliance. MAC24
Prices shown in this email and any attachments will be subject to VAT unless indicated otherwise. E&OE.

On 15/06/2026, 08:05, [Redacted]

[Redacted] wrote:

Hi

Yes, thanks.. I'll be around til 11.00am.


I need some basic advice for the papers to go to Council.. not a full quote or anything.. I'm asking for an 'in principle ' approval to re/explore the possibility.. it's really a matter of giving some information about the benefits, purposes and set up and management issues for this type of facility which is designed to provide a continuous flow of direct information to the population from the Parish Council.. without having to be proactive (save for seeing the screen and watching/reading it!) .. I guess there are also interactive/touch screen possibilities .

Many thanks

[Redacted]

[Redacted]

>
> Hope you are OK. It was November 2024 when I came to the council
> offices and met with [Redacted]
>
> I'll give you a call tomorrow (Monday) to have a quick chat if that is
> OK?
>
> Regards
>
> [Redacted]
>
> Digital Media Systems
> Trading name of Digital Signage Ltd
>
> CONSULT. CREATE. INSTALL. SUPPORT.
> Digital Signage | Outdoor Screens | Digital Retail
> Celebrating 20 years of providing solutions
>
> www.digitalmediasystems.co.uk <<http://www.digitalmediasystems.co.uk/>>
<<http://www.digitalmediasystems.co.uk/>>>
> [Redacted]
>
>
>
> On 13/06/2026, 13:04, "DMS Website" <contact@digitalmediasystems.co.uk
<<mailto:contact@digitalmediasystems.co.uk>>
> <<mailto:contact@digitalmediasystems.co.uk> <<mailto:contact@digitalmediasystems.co.uk>>>> wrote:
>
>
> From: [Redacted]
<[mailto:\[Redacted\]](mailto:[Redacted])>
> <[mailto:\[Redacted\]](mailto:[Redacted])>
<[mailto:\[Redacted\]](mailto:[Redacted])>
>
>
> Phone: [Redacted]
>
>

> Message Body:
> Hi
> Some time ago (2023 probably) we had a conversation about an outdoor
> screen for Holme Valley Parish Council ??? we're revisiting this ... I
> think the 46"" one, like Conway castle might be what we need ... Can
> you give me a ball park installation - up and running, with breakdown
> of costs ???
> We have a meeting on June 22nd but papers need to go out on Tuesday !!!
> ... is it possible to get something to me by then ??
> MANY thanks !
> 
>
>
> --
> This e-mail was sent from a contact form on Digital Media Systems
> (<https://www.digitalmediasystems.co.uk> <<https://www.digitalmediasystems.co.uk>>
> <<https://www.digitalmediasystems.co.uk>> <<https://www.digitalmediasystems.co.uk>>)

Holme Valley Parish Council
 Council Offices
 Holmfirth
 HD9 2JP

Date: 23 March 2026
 Our Ref: ESE/CEM/84193-7
 File Type: Commercial Property
 VAT reg number: 388 4701 58
 LLP Registration No: OC316582
 Invoice number: 25/20830

Lease of Civic Hall	Amount	VAT Rate	VAT Amount
Professional Fees Ramsdens Legal Fees	£1,500.00	20%	£300.00
Other Fees Office Copy Entries	£31.00	20%	£6.20
Payable on presentation			
Our preferred payment option is by online bank transfer, our account number is 03909026 sort code 20-43-12. Please quote our reference on all payments. For payment by debit card please telephone our voicemail payment line on 01484 558076.	£1,531.00		£306.20
You may have the right to object to this bill by the way of the firms complaints procedure and/or by applying to the court for an assessment of the bill under Part III of the Solicitors Act 1974. You need to do this within 1 month of receiving this notice. Your rights are set out in the Solicitors (non contentious business) Remuneration Order 2009.	£306.20	VAT	
	£1,837.20	Sub Total	
	£0.00	On Account	
If all or part of this bill remains unpaid we may be entitled to charge interest under article 5 of the Solicitors (non contentious business) Remuneration Order 2009.	£1,837.20	Total Payable	

Ramsdens Solicitors LLP
 Oakley House
 1 Hungerford Road
 Huddersfield
 HD3 3AL

T 01484 821500
 F 01484 558083
 ramsdens.co.uk

Communications and Engagement Working Group

Tuesday 10 June 2026, 11.00am in the Exhibition Room, 3rd Floor, The Civic, Holmfirth, HD9 3AS

Attendees:

Cllr Sarah Whitelaw, Cllr Jenny Holmes, Cllr Donna Bellamy, Cllr Glenn Kirkby

2627 1 Updates on actions from 10 February 2026

Summary of updates on ongoing actions and outstanding actions to carry forward:

- Review of systems and IT synergy ongoing – Research is now in progress to source a new email provider and external support with the transition to better digital adoption and synchronisation. The Working group on the IT policy will also look at systems as a whole and work may be coordinated to overlap with this.
- Digital embedded grants application form – Deputy Clerk to take costs and pro/cons to Grants Working group
- Public facing policy/strategy simplification – Carry forward – Clerking team to review and make recommendations on each policy.
- First 1/4ly “round up” news item went out following the Annual Parish Meeting, aim to have the next piece out following Full Council in June 2026.
- Signage and other brand assets in the Civic – improved signage in the foyer, further plans for community leaflet stand and office signage upstairs. Request for information screens in the foyer from the Civic trust to be included in Full Council June 2026.

2627 2 Updates on Communications and Engagement Action Plan 2026-2027 and ongoing work

The Communications and Engagement action plan 2026-2027 was updated, see separate document.

Action: SW and JH to research possible plaque suppliers and costs to bring to Service Provision Committee.

2627 3 Referrals from Full Council, Committees, Councillors and members of the public

Action: GS to prepare standardised document formatting framework to be used across council papers for consistency.

Action: GS to add recommendation to rename the Communications and Engagement “Working Group” to “Steering Group” to better reflect the purpose and remit to go to Full Council in June.

Action: GS to confirm with HVCAP that HVPC website will host their recipes for their climate friendly food project.

2627 4 The Civic – Vision and Consultation

- Verbal reports on progress and launch event, next working group meeting for the consultation will be 16th June at 7pm, consultation launch event to be held at the Civic on 25th June at 7pm.

2627 5 Honley Show

- Rota for the day – 9 cllrs attending, GS will arrive early for set up and pack away at the end of the day.
- Materials for display:
 - Main focus will be Civic Consultation including display boards, flyers and surveys (GS to bring box for completed surveys)
 - Secondary focus will be Urban Nature Reserves – Awaiting info from Cllr Morgan on what materials will be displayed.
 - Third focus will grants promotion and general info about the council.

Action: GS to prepare and bring materials

2627 6 Communication Screen

Action: SW to prepare a proposal for Full Council to consider

2627 7 Budget and Forecasting for 2026/27

Action: GS to liaise with Deputy Clerk regarding moving money from the EMR to backfill any necessary shortfall on planned expenditure following the Civic Consultation.

2627 8 Any Other Business + Date of Next Meeting

Holme Valley Promotional Videos

Action: SW to send over links to GS for remaining videos to use for promotion.

HVPC Communications and Engagement Action Plan 2026-2027

Project or area of work	Progress	Next steps	Likely expenditure	Potential Collaborations	Timeframe
HVPC Website	<p>New website went live in October 2024. Main content all migrated plus new sections on climate action migrated from the CA website. A local services directory is now in place.</p> <p>Climate action section expanded to include biodiversity & urban nature reserves, newsletter & sign-up function added.</p> <p>Ability to add alert banners added.</p> <p>Proposal to integrate the grants application form (costs for work provided by Zonkey) to go to F&M.</p> <p>Accessibility audit commissioned and completed in February. Website meets required assertion 10 accessibility standard but additional accessibility work is required to improve accessibility of uploaded documents.</p>	<p>Develop transport and tourism sections.</p> <p>Gather feedback on user experience for possible other improvements.</p> <p>Improvements to Grant Evaluation and application forms.</p> <p>Work identified by audit to improve accessibility of uploaded documents.</p>	<p>In house time plus any necessary development work from Zonkey.</p> <p>Chargeable work includes adding alert banners, Accessibility Audit, coding work to integrate grant forms.</p>	<p>Ongoing work with Zonkey, website developer.</p>	<p>Analytics and gather feedback, plus accessibility work Spring 2026 onwards</p>
Signage and Banners	<p>3 pull up banners designed and purchased by Assistant Clerk.</p> <p>Additional banner as temporary building signage now in foyer.</p>	<p>Further consideration to be given to additional signage outside and inside Parish Council buildings. This may need to be paused if changes are likely around the community governance review.</p> <p>Investigate light signage for HVPC office door (some</p>	<p>2 banners now in place, approx. £200 expenditure</p> <p>Signage for HVPC office door likely to be approx. £50-100</p>		<p>2026/27</p>

HVPC Communications and Engagement Action Plan 2026-2027

		research/initial design work completed).			
Printed “What HVPC Does” leaflet	Second version with updated branding to was produced in time for BCC 8/11/2025. Information is evergreen so can continue to be used for many months.	Will be used for future events and as general info in the foyer.			
Communication screen	HVV have done a trial	SW to prepare proposals for outdoor screen for Full Council. Additional screens requested by the Civic for the foyer (joint use HVPC and the Civic) to go to Full Council in June 2026.			2026
Social Media	Developed presence on Facebook. Instagram account reactivated Dec 2025 as recommended by Social Progress to coincide with production of local tourism videos. Social media strategy session held in Dec 2025 and training for cllrs held January 2026 with social Progress.	Explore expansion into other platforms such as LinkedIn. Develop Instagram presence. Continue to support roll out of local tourism videos.	Social Progress strategy session and training £1,000. Tourism videos commissions with local content makers.	Social Progress	Roll out of tourism videos Dec 2025 onwards. Training January 2026
Plaques and QR codes for HVPC assets such as benches and bus shelters	Passed to Service Provision for inclusion within the bench and bus shelter management.	SW and JH will research potential suppliers and costs with a view to bringing this forward with SPC.	Approx 200 plaques will be needed to cover all benches and bus shelters	Maintenance Contractor	Start research into costings and possible suppliers 2026. May need to pause roll out pending Community

HVPC Communications and Engagement Action Plan 2026-2027

					Governance review outcomes.
Councillor outreach activity	Cllr presence at community events such as festivals and Holney Show. Some work has also been done to do public consultation such as at Sands and with the Local Plan reference group.	Review approach to councillor visibility and learn from other parishes. Focus for Summer 2026 will be supporting the Civic Vision consultation.			Ongoing
The Big Community Celebration 8th November 2025.	Completed for 2025, next is planned for 2027	Planning for 2027 event to begin early 2027.			Early 2027.
Cllr blogs	Cllr blog and video interview published Summer 2025 Cllr visits to grant recipients shared as news items ongoing.	Review			Ongoing – Ad-hoc
Monitoring of engagement strategies/policy	The Council has both a Communications Policy and Communications strategy. A policy on social media and escalation procedure for vexatious communications was approved at Full Council on 20 Oct 2025. Urban Nature reserves eNewsletter launched January 2026. Sign-up function added to the website. Will be every other month going forward.	Clerking team to review policy accessibility and consider rewriting or adding a simple summary to each to improve accessibility on public facing documents. Create regular news “round-ups” to summarise council activity such as meeting decisions, grants visits, & other relevant news – roughly to tie in with Full Council and key decisions.	Internal time.		from Spring 2026 onwards
Establish Publicly accessible PC activities Calendar	The meetings calendar is now available on new website.	Further events to be explored as part of website development. Signposting to other community events can be			Meetings calendar complete. Directory launched August 2025

HVPC Communications and Engagement Action Plan 2026-2027

		done via the local directory on the website.			
Improve visibility of Parish Council at the Civic	Expanded HVPC area in Foyer for leaflets and a pull up banner added. Additional banner to signpost the HVPC office added and community leaflet stand being progressed.	Exploring the possibility of expanding the HVPC branded presence in the foyer with the Civic trustees to coincide with the development work in the foyer (more permanent signage etc). Some of the work of the Civic visioning may also include this.			Redevelopment of the Civic is long term.
Review use of HD9 and Tito 'booklets', and other printed news in the Valley	Reduced presence in Tito to 4 times per year. Now contributing to the Honley Flyer.	Recommend to continue with village newsletters.			
Annual Parish Meeting	Annual Parish meeting included a few short presentations from community groups that have worked with the council or benefitted from grant funding.		Small catering budget.		Action from Jan to March.
Live streaming meetings/improving the quality of recordings	Some initial investigations with Meltham Town council regarding equipment. Tested webcam borrowed from the Tech. Hybrid meeting proposals have been paused for 2026/27	Investigate feasibility and equipment required for better quality audio/visual output. (wireless mics a possibility) Investigate similar parishes and hybrid set up in Scotland and Wales.			By end of council term.