

# Holme Valley Parish Council

**To: All Members of the Council**

You are hereby summoned to attend the **MEETING OF THE FULL COUNCIL** to be held on **MONDAY, 7 SEPTEMBER 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 64 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 65 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 66 Items to be heard in private session**

**7.16pm**

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.

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## 2627 67 Apologies and reasons for absence

7.17pm

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

**TO CONSIDER:** apologies and reasons for absence.

## 2627 68 Further appointments of councillors to committees

7.18pm

Cllr Pat Colling attended the recent FINANCE AND MANAGEMENT COMMITTEE meeting as a member of the public, indicating a return to her duties as councillor.

COUNCIL is asked to consider any application Cllr Colling or any other councillor wishes to make regarding committee membership.

**TO CONSIDER:** further appointments to the FINANCE AND MANAGEMENT and SERVICE PROVISION COMMITTEES.

## 2627 69 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 DPIs once read.

Acting Clerk to report.

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

Once noted, DPIs 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 70 Declaration of interests in agenda items and written dispensations

7.22pm

### 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.

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**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.

## **TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETINGS**

### **2627 71 Minutes of Full Council meetings**

**7.25pm**

**TO APPROVE:** the Minutes of the FULL COUNCIL Meeting held on 22 June 2026 numbered 2627 37 to 2627 63 **(B)**.

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

Acting Clerk/RFO to report further.

**TO CONSIDER:** any further action(s) arising from the minutes of the FULL COUNCIL MEETING, held on 22 June 2026.

## **THE COMMITTEE MINUTES UNDER DELEGATED POWERS**

### **2627 72 Minutes of Standing Committee meetings**

**7.26pm**

**TO APPROVE:** the Minutes of the SERVICE PROVISION COMMITTEE Meeting held on 8 June 2026 numbered 2627 01 to 2627 27 **(C)**.

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**TO APPROVE:** the Minutes of the PLANNING STEERING GROUP Meeting held on 29 June 2026 numbered 2627 01 to 2627 17 **(D)**.

**TO APPROVE:** the Minutes of the STAFFING COMMITTEE Meeting held on 20 July 2026 numbered 2627 18 to 2627 29 **(E)**.

**TO APPROVE:** the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 10 August 2026 numbered 2627 23 to 2627 42 **(F)**.

## STANDING ITEM FOR NEAR THE START OF THE MEETING

### 2627 73 Climate Emergency 7.30pm

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

Acting Clerk/RFO to report.

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

## FINANCIAL MATTERS

### 2627 74 Council Budget 2026-27 Year-To-Date including Earmarked Reserves 7.32pm

Year-to-date Council Income and Expenditure by Budget Heading August 2026 **(Gi)** and Earmarked Reserves **(Gii)** are included.

Acting 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.

### 2627 75 Schedule of Payments 7.40pm

The Schedule of Payments for July 2026 **(H1)** and the draft Schedule of Payments for August **(H2)** have been included in the document pack.

Acting Clerk/RFO to report.

#### **TO NOTE:**

- Schedule of Payments for July 2026.

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- Draft Schedule of Payments for August 2026.

## MATTERS RESERVED FOR FULL COUNCIL

2627 76    **Resignation of the Clerk, notification of the planned retirement of the Deputy Clerk/RFO and related matters**    7.43pm

**TO NOTE:** The Clerk notified the Chair and Vice Chair on 7 July 2026 that she had obtained other employment and would be resigning with her last day of employment being Sunday 23 August 2026. Her last day of working in the office was Wednesday 18 August.

This was reported to the STAFFING COMMITTEE on 20 July 2026 where the following measures were approved:

**RESOLVED UNANIMOUSLY:** That the Deputy Clerk/Responsible Financial Officer be appointed as Acting Clerk and Responsible Financial Officer with effect from 1 September 2026, on a temporary basis pending the outcome of the Kirklees Community Governance Review and any subsequent staffing restructure. That the Acting Clerk/RFO be remunerated at NJC SCP 35, pro-rated for 30 hours per week, to reflect the expanded responsibilities of the role and the increased weekly hours required to deliver the full Clerk and Proper Officer function alongside RFO duties, including clerking Full Council, Finance & Management Committee, and Staffing Committee.

**RESOLVED UNANIMOUSLY:** That the Assistant Clerk be appointed as Acting Deputy Clerk with effect from 1 September 2026, on a temporary basis pending the outcome of the Community Governance Review and any subsequent staffing restructure. That the Acting Deputy Clerk be remunerated at NJC SCP 26, pro-rated for 30 hours per week, to reflect the expanded responsibilities of the role, including clerking the Service Provision Committee, some finance-related tasks and providing additional support to the Acting Clerk/RFO.

Councillors should note the following areas of responsibility in place following the Clerk's departure:

### Responsibility Summary

#### Acting Clerk (Deputy Clerk/RFO)

#### Responsible for:

- All Clerk/Proper Officer/Responsible Financial Officer statutory duties
- All Full Council governance actions
- All policy, DPI, Code of Conduct, Standing Orders updates
- All AGAR and financial governance
- All HR, complaints, Monitoring Officer matters
- Proper Officer and Clerk for Finance & Management Committee

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- vii. Proper Officer and Clerk for Staffing Committee
- viii. Oversight of all urgent matters under Standing Orders
- ix. All Staffing Committee governance actions
  - x. All HR, appraisal, pay award, grievance, disciplinary matters
  - xi. All policy drafting and revision
  - xii. All confidential record-keeping
  - xiii. All budget preparation and financial oversight

Acting Deputy Clerk (Assistant Clerk)

Responsible for:

- i. All existing responsibilities as Assistant Clerk.
- ii. Proper Officer/Clerk for Service Provision Committee
- iii. Administrative support for Full Council where required
- iv. Administrative support for Planning Steering Group (meeting scheduling, circulation, clerking)
- v. Administrative support for Communications and Engagement Steering Group (meeting scheduling, circulation, clerking)
- vi. Publicity-related tasks
- vii. Administrative support for all aspects of the SPC remit.
- viii. Any delegated SPC actions
- ix. Administrative support to Staffing Committee as required
- x. Workflow reporting
- xi. Staffing Publicity-related tasks where delegated

**TO NOTE:** the staffing arrangements resolved upon by the STAFFING COMMITTEE and put in place to ensure the continuing function of the Council following the departure of the Clerk.

Further to this on Monday 17 August the substantive Deputy Clerk/RFO served notice to the Chair and Vice Chair of his intention to retire by 31 March 2026. He has indicated his readiness to retire earlier should suitable replacements be in place before that date.

Any decisions regarding new appointments need to wait on the confirmed outcome of the Community Governance Review, expected September 2026 – see later agenda item.

Nevertheless, it is anticipated that the Staffing Committee will wish to consider recommendations to lay before FULL COUNCIL later this year regarding how/if to replace the departing members of staff.

For this reason, two additional STAFFING COMMITTEE meetings are proposed as follows.

**TO CONSIDER:** an additional meeting of the STAFFING COMMITTEE to take place on Monday 5 October at 7pm for the purpose of considering an appointment or

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appointments to replace the Clerk and Deputy Clerk/RFO and that the schedule of meetings be amended to reflect this.

**TO CONSIDER:** recommendation from the STAFFING COMMITTEE that an additional STAFFING COMMITTEE meeting be scheduled for Monday 12 January 2027 at 7pm and that the schedule of meetings be amended to reflect this.

**TO CONSIDER:** any other action with reference to the resignation of the Clerk and the planned retirement of the Deputy Clerk/RFO.

## 2627 77 Community Governance Review

7.50pm

This item is for information only.

On 7 August Cllr Charles Greaves shared the following information via email:

The Kirklees Corporate Governance and Audit Committee has looked at the Community Governance Review and voted to accept officer recommendations in full.

- (1) Meltham should not be split.
- (2) Honley should become one single ward.
- (3) Brockholes should have 2 councillors.
- (4) Honley and Brockholes should not have its own council.

Please refer to Kirklees Community Governance Review Appendix 1: Overview of Stage 2 Consultation and Final Recommendations August 2026 **(I)** and Kirklees Community Governance Review: Summary of Stage 2 Consultation and Draft final recommendations **(J)** for further information as presented to the Kirklees Corporate Governance and Audit Committee.

The recommendations are to be presented to Full Kirklees Council for a final decision in September.

**TO NOTE:** update regarding the Community Governance Review.

**TO CONSIDER:** any actions with regards to the Community Governance Review.

## 2627 78 Revised Standing Orders and Scheme of Delegation – for approval

7.58pm

Council **RESOLVED** to disband the PLANNING COMMITTEE on 22 June with immediate effect and establish a Planning Steering Group, reporting to FULL COUNCIL. Standing Orders **(K)** and Scheme of Delegation **(L)** have been revised to reflect the change and are presented here for approval.

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Since there is no longer a PLANNING STANDING COMMITTEE, no representation of that Committee will be retained on the STAFFING STANDING COMMITTEE, nor should a representative be added to the authorised bank mandates.

**TO APPROVE:** Revised Holme Valley Parish Council Standing Orders and Scheme of Delegation and other arrangements as presented, for immediate implementation.

## **2627 79 Referrals to the Monitoring Officer**

**8.00pm**

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

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

## **2627 80 Partnership Working between Holmfirth Civic Hall Community Trust and the Parish Council**

**8.05pm**

Members may be aware that the working relationship between Holmfirth Civic Hall Community Trust and Holme Valley Parish Council has experienced some strain in recent months.

HOLME VALLEY PARISH COUNCIL recognises the importance of clear governance arrangements to support a positive, collaborative and resilient partnership. One potential step forward could be the development of a Partnership Working and Governance Protocol to provide shared clarity and strengthen joint working. The Chair and Acting Clerk will report.

**TO CONSIDER:** Any further actions to support constructive and positive partnership working between Holme Valley Parish Council and Holmfirth Civic Hall Community Trust.

**TO CONSIDER:** In the interim, maintaining the longstanding governance arrangements between the Trust and the Parish Council in respect of The Civic.

## **2627 81 Complaint received by Holme Valley Parish Council**

**8.20pm**

A formal complaint was submitted to the Chair of Holme Valley Parish Council in July 2026. The complaint concerns the procedure followed by the Extraordinary Staffing Committee on 5 January 2026 when considering a separate complaint received in September 2025 relating to a member of staff, and the outcome of that earlier process.

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Under Section 6 of the Complaints Procedure **(M)**, the Chair must confirm whether the complaint falls within the Procedure and determine which Standing Committee should handle it. The complainant has requested that a separate, independent investigation be commissioned as part of the Council's consideration of the complaint. The Procedure provides that *"where the complaint involves the Chair of Council, or otherwise warrants independent investigation, the Committee Chair may seek the services of a suitably qualified independent investigator"* (Step 2 – Preliminary Review).

Full Council is asked to determine how the Complaints Procedure adopted on 18 May 2026 should be applied to this complaint, including whether an independent investigation is warranted under Step 2 of the Procedure.

In accordance with Section 9 of the Procedure, *"all complaints are handled in accordance with UK GDPR"* and must be treated confidentially. No details of the underlying staffing matter or of the complaint itself can be shared beyond those members required to determine the procedural route. Council must therefore make its decision solely on the basis of the procedural information available.

**TO CONSIDER:** That FULL COUNCIL:

- determines that the complaint received in July 2026 falls within the Council's Complaints Procedure adopted on 18 May 2026,
- should be handled in accordance with Section 7 (Standing Committee Procedure) and identifies the relevant Standing Committee
- allows the relevant Standing Committee to appoint an Investigation Lead or, if warranted under Step 2 of the Procedure, a suitably qualified independent investigator.

## 2627 82 Holmfirth Town Centre Works – Standing Item

8.35pm

Updates regarding Holmfirth Town Centre works.

See letter sent to Kirklees CEO **(N)**. No response has been received as of 19 August 2026.

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

## REFERRALS FROM STANDING COMMITTEES AND WORKING GROUPS

## 2627 83 Recommendations from the STAFFING COMMITTEE

8.39pm

The following motions are recommendations from the STAFFING COMMITTEE to FULL COUNCIL, arising from the meeting on Monday 22 July.

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**TO CONSIDER:** that, for the duration of the temporary acting arrangements and while the clerking team is operating at reduced capacity, no new projects, tasks or additional workstreams be placed upon the Acting Clerk/RFO and the Acting Deputy Clerk except where expressly authorised by resolution of FULL COUNCIL or the relevant committee. This is to ensure that the clerking team has sufficient capacity to discharge its core statutory, governance, financial and administrative responsibilities, and to maintain the ordinary business of the Council, rather than to limit properly authorised work.

**TO CONSIDER:** that individual councillors and working groups should not make direct requests of the clerking team which require officer time or administrative resource, unless such work has first been approved through the Council's formal decision-making process, so that the corporate body retains oversight of priorities, workload and use of officer capacity.

## 2627 84 Referrals from the Finance and Management Standing Committee

8.42pm

At its meeting 10 August 2026, the FINANCE AND MANAGEMENT COMMITTEE considered whether a grant application from Netherthong School for £571.95 to purchase parking buddies should be heard. Parking buddies are moveable, standing signs that assist organisations to manage parking at their location. The FINANCE AND MANAGEMENT COMMITTEE ruled that under the HVPC Grants Policy, this application would not be considered since it would ordinarily be excluded under Section 5 Exclusions:

“Grants will not normally be awarded for: .... Items or services that would normally be provided by other statutory public bodies like schools .....”

However, the Committee recognised that the PARISH COUNCIL had in the past gifted parking buddies to other local schools through the PLANNING COMMITTEE and its commitment to road safety in the Holme Valley. The FINANCE AND MANAGEMENT COMMITTEE resolved to refer this application/request to full COUNCIL to consider against other funding streams.

**TO CONSIDER:** Whether to support this application/request from Netherthong School.

(O)

## 2627 85 Referrals from the Communications and Engagement Working Group

8.45pm

Chair/Acting Deputy Clerk to report.

**TO CONSIDER:** actions arising from update.

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## CORRESPONDENCE

### 2627 86 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.

## COMMEMORATIONS

### 2526 87 Arrangements for Remembrance Sunday on Sunday 8 November 2026

8.55pm

The Council is asked to nominate representatives for each of the poppy wreath-laying ceremonies at the 8 war memorials sited in the Holme Valley, including the parades in Honley and New Mill to take place on Sunday 8 November 2026.

A list of the war memorials and previous councillor representation from 2025 has been included for reference **(P)**.

**TO NOTE:** the anticipated expenditure of £160 on 8 poppy wreaths.

**TO CONSIDER:** representation of Holme Valley Parish Council at Acts of Remembrance on Sunday 9 November 2026.

### 2627 88 Items for Publicity

8.59pm

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 Chairman and the Council only and should not be taken as the time at which discussion of a particular item will commence. The Committee may agree to defer (in whole or part) any items on the Agenda, if necessary.

# Holme Valley Parish Council

Mr Richard McGill  
Responsible Finance Officer and Acting Clerk to the Council

Holme Valley Parish Council  
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**DRAFT MINUTES OF A MEETING OF THE FULL COUNCIL**  
**MONDAY, 22 JUNE 2026 at 7pm**  
**THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS**

**IN THE CHAIR:** Cllr Mary Blacka (Vice Chair)

**PRESENT:**

Cllr Lawrence Baylin  
 Cllr Donna Bellamy  
 Cllr Mary Blacka  
 Cllr Rob Butler  
 Cllr Tom Dixon  
 Cllr Donald Firth  
 Cllr Chris Green  
 Cllr Jenny Holmes  
 Cllr Glenn Kirkby  
 Cllr Alison Morgan  
 Cllr Hugh Osborne  
 Cllr Martin Rostron  
 Cllr Sarah Whitelaw  
 Cllr Andy Wilson

**APOLOGIES WITH APPROVED REASONS:** Cllr Damian Brook, Cllr Pat Colling (dispensation in place), Cllr Harry Davis, Cllr Andrew Fenwick, Cllr Jo Liles, Cllr Steve Ransby, Cllr Jane Rylah, Cllr Tricia Stewart

**ABSENT:** Cllr Charles Greaves.

**TAKING MINUTES:** Jen McIntosh (Clerk and Proper Officer)

**IN ATTENDANCE:** Rich McGill (Deputy Clerk/RFO), Gemma Sharp (Assistant Clerk)

**DRAFT MINUTES**

**2627 37 Public Question Time**

Three members of the public representing Holmfirth Forward were present in the meeting and wished to speak to item 2627 49 Holmfirth Forward.

This item would be considered following item 2627 42 Declaration of Interests and Standing Orders would be suspended to allow the members of the public to speak and take questions.

**PROCEDURAL MATTERS**

**2627 38 Recording of public meeting**

There were no requests to record the meeting beyond 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**

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No items were to be heard in private session.

## 2627 40 Apologies and reasons for absence

Apologies and reasons were circulated prior to the meeting starting. Cllr Wilson had been unable to access these on his HVPC email account on his mobile.

**APPROVED:** apologies and reasons for absence from Cllr Ransby, Cllr Rylah, Cllr Stewart, Cllr Brook, Cllr Fenwick, Cllr Davis, Cllr Liles.

Cllr Colling held a current approved dispensation from all Council duties.

## 2627 41 Receipt of written Declaration of Pecuniary and Other Interests

Unredacted written declarations of pecuniary and other interests, revised for the council year 2026-27, had been sent out under separate cover for councillors' information and councillors were requested to delete the DPIs once read.

**NOTED:** receipt of written declarations of pecuniary and other interests from Cllrs Bellamy, Blacka, Davis, Dixon, Green, Holmes, Kirkby, Osborne, Rylah and Stewart.

An **ACTION** for the Clerk was to redact signatures, addresses and other sensitive information, share copies with the Monitoring Officer and make arrangements for these to be posted on the HVPC website.

## 2627 42 Declaration of interests in agenda items and written dispensations

Councillors were reminded of the following:

1. If a member has listed in written declaration as a pecuniary or other interest an organisation or body etc which features in the agenda then this should be declared by the member.
2. If a member has a pecuniary or other interest 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 by members of the public or other councillors to the Monitoring Officer.

**RECEIVED:** declarations of interests of councillors in agenda items as follows: Cllr Baylin item 2627 49 Holmfirth Forward, Cllr Wilson – item 2627 57 Civic (dispensation in place), Cllr Holmes item 2627 58 Civic Vision Working Group.

**NOTED:** all councillors present had an interest in item 2627 50 Holme Valley Land Charity as the Council is the Corporate Trustee.

**RECEIVED:** declarations of interests of officers in agenda items as follows: Assistant Clerk, item 2627 51 Planning Committee proposals as clerk to the Planning Committee

There were no requests for a written dispensation.

## 2627 49 Holmfirth Forward

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This item was brought forward for consideration and Standing Orders suspended to allow the three members of the public present representing Holmfirth Forward to speak and answer questions.

FULL COUNCIL had **RESOLVED** on 23 June 2025 to furnish an invitation to Holmfirth forward to address a meeting of the Council.

A handout explaining what Holmfirth Forward does had been distributed beforehand, the text of which was as follows:

## 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:

- o Promoting its attractions and heritage values, facilities, uniqueness and independence and its businesses, festivals and events
- o Initiating new events, activities and campaigns aimed at attracting people into the town centre
- o Providing co-ordination and links to groups, businesses and organisations active in the town
- o Encouraging new businesses to the town
- o 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.

**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.

**Project Initiation.** Holmfirth Forward has applied for grants on behalf of new projects, including, the Mural, Heritage Week and Holmfirth Pride, and provides 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.

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## 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 suffered 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.

There was dialogue on how the Parish Council could work with Holmfirth Forward, especially with respect to supporting local businesses. The work of the Reference Group with respect to the Local Plan had revealed the rich and complex range of business interests in the Holme Valley. There was clear overlap of interests in some cases and whilst the Parish Council and Holmfirth Forward might not always agree on actions the group asked that the Parish Council respect its work and thanked the Council for support given to date.

There were no actions considered arising from the item.

## **TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETINGS**

### **2627 43 Minutes of Full Council meetings**

**APPROVED:** the Minutes of the ANNUAL COUNCIL Meeting held on 18 May 2026 numbered 2627 01 to 2627 36 as presented and including an amendment to minute 2627 23 that the Safeguarding Working Group is to continue with membership of Cllrs Blacka, Baylin, Green and Stewart.

An **ACTION** for councillors was to inform the Clerk if anyone wished to join this working group subsequent to the meeting.

The Clerk reported on ongoing matters arising from the minutes not appearing under other agenda items as follows:

#### Minute 2627 11 HVPC Policies

- i. An **ACTION** for the Clerk was to effect the establishment of the Policies and Procedures Working Group which would start with a review of vexatious and unreasonable complaints procedures by placing on the agenda of the FINANCE AND MANAGEMENT COMMITTEE meeting on 10 August 2026.
- ii. An **ACTION** for the Clerk was to organise the uploading of updated policies to the website by the end of July 2026;
- iii. An **ACTION** for the Clerk was to complete notifying outside bodies of HVPC representatives for 2026–27.

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## Minute 2627 14 Minutes of Council Meeting on 23 March 2026

- iv. An **ACTION** for the Clerk was to arrange the first meeting of the IT Working Group;
- v. An **ACTION** for the Clerk and the Chair of the Covid Memorial Working Group was to continue work to secure permission for the installation of the Covid Memorial plinth.

## Minute 2627 23 Working Groups:

- vi. An **ACTION** for the Clerk was to facilitate the first meeting of the Code of Conduct Working Group;
- vii. An **ACTION** for the Clerk was to clarify the destination of any surplus funds from the Covid Memorial Garden project.

There were no further actions 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

**APPROVED:** the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 1 June 2026 numbered 2627 01 to 2627 22 as presented with the closing time to be amended to 8.30pm.

## STANDING ITEM FOR NEAR THE START OF THE MEETING

### 2627 45 Climate Emergency

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

There were no actions resolved upon concerning this matter.

## FINANCIAL MATTERS

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

The Year-to-date Council Income and Expenditure by Budget Heading May 2026 and Earmarked Reserves were **NOTED**.

The Deputy Clerk/Responsible Financial Officer reported that the level of General Reserves should be at 25% but was down to 14%. This was a consequence of the creation of a number of Earmarked Reserves at the end of March 2026.

No actions were considered in connection with the budget 2026-27.

### 2627 47 Schedule of Payments

The Clerk brought to the attention of FULL COUNCIL that a payment to Ramsdens for work completed on the drawing up of a new lease for Holmfirth Civic Hall Community Trust was included in the Schedule. Further to the later item 2627 Civic Lease and Side Letter, the Clerk wished to report that

# Holme Valley Parish Council

this expenditure had been **NOTED** rather than **APPROVED** in the FULL COUNCIL meeting of 23 March 2025, minute 2425 186.

**NOTED:** Schedule of Payments for May 2026.

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

## MATTERS RESERVED FOR FULL COUNCIL

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

Deputy Clerk/Responsible Financial Officer reported.

**NOTED:** The Internal Audit Report 2025-26.

**APPROVED:** The Holme Valley Parish Council Year-End 2025-26 Action Plan.

The following AGAR 2025-26 and its supporting documents had been **APPROVED** by the FINANCE AND MANAGEMENT STANDING COMMITTEE on 1<sup>st</sup> June 2026 and was recommended to FULL COUNCIL, pending any amendments required following the visit of the internal auditor on 11<sup>th</sup> June.

The Deputy Clerk/RFO reported that Assertion 10 was failed and a standalone policy on Data Protection was needed and an audit of information kept in response to this.

#### **APPROVED:**

- A. The revised Fixed Asset List v2.
- B. HVPC AGAR Form 3 2025-26 Section 1 – Annual Governance Statement– *subsequently signed by the Chair and Clerk.*
- C. HVPC AGAR Form 3 2025-26 Section 2 – Accounting Statements – *signed by the RFO – and subsequently signed by the Chair.*
- D. HVPC AGAR Form 3 2025-26 Annual Internal Audit Report.
- E. HVPC AGAR Form 3 2025-26 Section 3 – External Auditor’s Report and Certificate 2025/26 – blank at point of approving.
- F. HVPC AGAR 2025-26 Explanation of the reason for a NO on Section 1.
- G. HVPC AGAR 2025-26 Confirmation of the dates of the period for the exercise of public rights.
- H. HVPC AGAR 2025-26 Bank Reconciliation with Box 8.
- I. HVPC AGAR 2025-26 Explanation of Variances v.2.
- J. HVPC AGAR 2025-26 Reconciliation between Box 7 and Box 8 v.2.
- K. HVPC AGAR 2025-26 Contact details.
- L. Minutes of the meeting where the current internal auditor was first appointed.
- M. HVPC AGAR 2024-25 External Auditor Report 2024-25.
- N. HVPC AGAR 2024-25 External Auditor Report 2024-25 minuted.
- O. HVPC AGAR 2025-26 Making provision for the exercise of Public Rights.
- P. HVPC AGAR 2025-26 RFO Declaration Notice the Accounting Statements are unaudited – signed.
- Q. HVPC AGAR 2025-26 Letter to Kirklees notifying precept etc 07-02-2025.

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

# Holme Valley Parish Council

The Deputy Clerk/RFO was thanked for the painstaking work represented by the body of documents considered.

## 2627 50 Holme Valley Land Charity

The Clerk reported that, further to the appointment of authorised signatories at the Annual Council Meeting of 18 May 2026, Holme Valley Land Charity had requested that Holme Valley Parish Council as corporate trustee **APPROVE** the following statement and that a separate paper setting out the resolution below be 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").

**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: \_\_\_\_\_

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

# Holme Valley Parish Council

A number of queries were raised regarding valuations obtained for the land transfer in question. Council was reminded that these were matters for the Land Charity, to be dealt with in Land Charity meetings.

## 2627 51 Committee Structures Working Group – Planning Committee Proposals

The Assistant Clerk had declared an interest in this item and left the room whilst it was considered.

**NOTED:** FULL COUNCIL received the report of the Committee Structures Working Group on the future of the PLANNING COMMITTEE.

A **RECORDED VOTE** was requested for Proposal 1 and Proposal 2.

Proposal 1. That FULL COUNCIL resolves to retain the existing PLANNING COMMITTEE structure and operating arrangements, with no changes at this time (Option A). **REJECTED**

**FOR:** Cllrs Wilson, Bellamy and Butler.

**AGAINST:** Cllrs Blacka, Whitelaw, Rostron, Osborne, Morgan, Kirkby, Holmes Green, Firth, Dixon and Baylin.

There were no declared abstentions.

As Proposal 2 was introduced Cllr Wilson left the meeting.

Proposal 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). **CARRIED**

**FOR:** Cllrs Blacka, Whitelaw, Rostron, Osborne, Morgan, Kirkby, Holmes Green, Firth, Dixon and Baylin.

**AGAINST:** Cllrs Bellamy and Butler.

There were no declared abstentions.

**RESOLVED:** 3. That FULL COUNCIL establish a Planning Steering Group to start work immediately 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.

**RESOLVED:** 4. That the Steering Group reviews and refines the draft Terms of Reference based on the scope and functions set out in the Committee Structures Working Group report, and that the Clerk is authorised to finalise the document in consultation with the Chair of Council within the Scheme of Delegation for consideration by FULL 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.

**RESOLVED:** 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.

# Holme Valley Parish Council

A sixth proposal regarding the Appointment of a Chair of the Planning Steering Group for the remainder of the municipal year was **DEFERRED** to the first meeting of the Planning Steering Group.

**NOTED:** that consultation was needed with the Assistant Clerk regarding any changes decisions made might have on their role.

An **ACTION** for the Clerk was to discuss this change with the Assistant Clerk.

**RESOLVED:** 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.

**RESOLVED:** 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.

An **ACTION** for the Clerk was to revise Standing Orders and the Scheme of Delegation, the Committee Structure chart and all associated governance documents to reflect the disbanding of the PLANNING COMMITTEE and the formation of the Planning Steering Group.

**RESOLVED:** 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.

The following additional motions were considered:

**RESOLVED:** that FULL COUNCIL reviews the effectiveness of the new planning arrangements after 12 months.

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

**RESOLVED:** that Cllrs Dixon, Whitelaw, Blacka and Green be appointed members of the Planning Steering Group.

An **ACTION** for the Assistant Clerk was to establish a date for the first meeting. Councillors not present at this meeting were to be invited to be members of the Planning Steering Group.

## 2627 52 Referrals to the Monitoring Officer

**NOTED:** There were two open referrals currently under consideration by the Kirklees Monitoring Officer. One was under investigation and the other was progressing to a meeting of an assessment panel and decision-makers where a finding would be made.

## 2627 53 Declarations of Pecuniary and Other Interests - update

The Clerk reported that in accordance with previous resolution, councillors were expected to renew their DPI at the start of each new council year.

Regarding the current status of DPIs, 18 were dated in the current year, with the 5 remaining being dated/received from before 31 December 2025. A confidential overview was shared with councillors.

According to the most recent DPIs the political make-up of the Parish Council was as follows:

# Holme Valley Parish Council

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

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*
  - (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 was expected as part of the DPI process.

It remains 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 continue to be kept on file in the HVPC office and remain open to public viewing by appointment.

The Clerk reminded members that maintaining an up-to-date DPI was an individual statutory obligation and that she would appreciate prompt completion from those whose updated forms remained outstanding.

An **ACTION** for the Clerk was to arrange for the updating of the HVPC website to include revised Declarations of Pecuniary and Other Interests.

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

The Annual Register for receipt of, understanding of and consent to adhere to the HVPC Code of Conduct had 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 remained unsigned by 4 out of 23 councillors. One of those councillors had 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.

The Clerk wished to remind those who had not yet signed that this remained an individual responsibility. The original register would be available in the office for signing.

# Holme Valley Parish Council

## 2627 55 Governance Matters

At ANNUAL COUNCIL on Monday 18 May 2026 the Clerk had 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 were inter-related and would be reported on in more detail once the Monitoring Officer and Data Protection Officer had indicated that outstanding complaints had 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 had been noted previously. A further invoice had been received and upon request a schedule of works provided in confidence to councillors only.

For information only, Councillors were informed that a Grievance had been lodged in January 2026. No further information could be given with regards to this. The matter would be dealt with in line with the process once the Monitoring Officer had concluded their work on the outstanding complaints. External, qualified Human Resource support would be sought for dealing with the grievance.

**NOTED:** invoice received from Hoey Ainscough Associates Ltd for governance support.

**RESOLVED:** To approve expenditure of up to £2,000 from General Reserves for external Human Resource support.

A councillor who had been a member of the Staffing Committee in 2025-26 observed that a lot of money had had to be spent on these issues to date and questioned the tangible benefit to local Council Taxpayers resulting from this. In their view, the expenditure had been avoidable.

An **ACTION** for the Clerk was to liaise with Chair and Vice Chair in seeking quotes for and securing appropriate Human Resource support when required.

## 2627 56 Digital Information Screens

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

HCHCT were about to undertake a decorating project in the foyer area. On completion of these works HCHCT wished to install two display screens on the main wall, one showing future events, concerts,

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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 Trust reported that the cost of two televisions would be less than £400, with a similar amount required for installation, including electrical supply, plus software.

**RESOLVED:** approval of 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, conditional upon the content on the screens being shared between HVPC and the Civic and consideration being given to securing the lowest energy-emitting screens available for the funds secured.

Cllr Whitelaw wished 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.

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.

**RESOLVED:** 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 Parish Council area. Any final decision to purchase to be brought back to FULL COUNCIL.

## 2627 57 Civic Lease and Side Letter - Completion

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

The agenda pack included the Ramsdens invoice and the original quotation for the work from March 2025, plus an email thread showing the difference between the work expended by Ramsdens and the final charge received. This expenditure was originally noted in the FULL COUNCIL meeting of 23 March 2025, Minute 2425 186.

The Clerk asked to be **NOTED** the considerable work undertaken by the Civic Lease Working Group in steering this work to completion. This had been a group effort; Cllr Bellamy, Chair of the Working Group was congratulated and the Clerk thanked for their support.

An **ACTION** for the Clerk was to convey thanks on behalf of the Parish Council to Ramsdens for their work and support regarding this project.

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

## 2627 58 Civic Vision Working Group - update

The Chair of the Vision Working Group gave an update, encouraging as many councillors as possible to come to the public consultation launch event on Thursday 25 June. The online and paper surveys would be available to complete after this regarding the future development of the Civic. This would be a focus of outreach at Honley Show.

# Holme Valley Parish Council

Thanks were **NOTED** regarding the work of the HCHCT Business Development Manager and the Assistant Clerk for the significant contributions made to publicising and making a success of the launch of the consultation process.

## 2627 59 Holmfirth Town Centre Works – Standing Item

The Clerk reported on outcomes of an earlier resolution from ANNUAL COUNCIL on 18 May 2026 to write to the contractors to raise queries regarding the handling of waste and asking for a likely completion date. The Clerk had sent a letter via email on 19 May raising the queries asking for a response ahead of this meeting. A reply was received from the Project Manager acting for CR Reynolds Ltd on 22 June 2026 via email. This was read out. The response signposted the Council to seek clarification about a completion date from ward councillors who, it was stated, were briefed on a regular basis by the Kirklees Project Team.

Cllr Butler was in attendance and was also a Kirklees Ward Councillor. He stated that businesses were continuing to be adversely affected with a further business signalling it was to close imminently and that a significant number of jobs had been lost. Cllr Butler asked for representations to be made to Kirklees Council about the negative impact of the works on Holmfirth centre. FULL COUNCIL was reminded that formal representations had been made to Kirklees on behalf of the Council earlier in the year.

Engagement meetings were continuing to be held on Tuesdays at Holmfirth Library. It was remarked that whilst the works were not the only factor affecting businesses the overall paucity of communication from Kirklees had had a negative impact.

At 9pm it was **RESOLVED** to suspend Standing Orders so that the business of the meeting could be concluded.

**RESOLVED:** The Parish Council to write to Kirklees Council expressing concern at the time taken to complete the works, the hardship caused and to request that consideration be given to arranging rate relief for businesses.

An **ACTION** for the Clerk was to contact all Holme Valley South Ward Councillors to ascertain if the Kirklees Project Team had communicated a completion date for the works and a further **ACTION** for the Clerk was to write to the Chief Executive at Kirklees to express the Parish Council's ongoing concerns as per the resolution.

Cllr Bellamy left the meeting at the conclusion of the item.

## REFERRALS FROM STANDING COMMITTEES AND WORKING GROUPS

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

Cllr Butler left the meeting at the commencement of this item.

It was reported that 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. Further to this, at a meeting on 8 June 2026 the SERVICE PROVISION COMMITTEE heard that this line of action had been stood

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down and that the monies could be returned to General Reserves.

**APPROVED:** to return £5,000 from EMR Holmfirth Toilets Refurb to General Reserves, as recommended by the SERVICE PROVISION COMMITTEE.

## 2627 61 Referrals from the Communications and Engagement Working Group

The Assistant Clerk and Chair of the Working Group reported as follows.

Notes and Actions from the most recent C&E meeting and the updated C&E Working Group action plan had been shared via the agenda pack prior to the meeting. A last reminder to volunteer to represent the Council on the stall at Honley Show was issued. The Working Group had agreed to hosting some recipes for HVCAP on the HVPC website.

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

**APPROVED:** expenditure of up to £3609.88 from the Community Engagement EMR for community engagement projects.

**NOTED:** The Steering Group was working with the Assistant Clerk to standardise documents on the HVPC website with regards to typeface, font size etc to enhance accessibility.

## CORRESPONDENCE

## 2627 62 Reports from Kirklees Ward Councillors

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.

Disappointment was expressed that there were no reports received on this occasion. However, the Clerk apologised that she had not specifically contacted ward councillors to request reports ahead of the meeting.

Concern was expressed regarding the leadership stasis at Kirklees Council.

An **ACTION** for the Clerk was to contact Kirklees Ward Councillors and furnish them with deadlines for providing information to future FULL COUNCIL meetings.

## MISCELLANEOUS ITEMS

## 2627 63 Items for Publicity

# Holme Valley Parish Council

Potential items for publicity arising from the meeting included: the Civic consultation survey – councillors were encouraged to share this to their own groups via social media; Honley Show; and the decisions regarding the Planning Committee.

Final tourism videos were expected to go live on Thursday 25 June.

Councillors were asked to take and distribute flyers regarding the Civic consultation.

The meeting closed at 9.11pm.

**MEETING OF THE SERVICE PROVISION COMMITTEE****MONDAY 8 JUNE 2026****7pm in THE EXHIBITION ROOM, THE CIVIC, HOLMFIRTH, HD9 3AS****IN THE CHAIR:** Cllr Alison Morgan

**PRESENT:**, Cllr Mary Blacka, Cllr Damian Brook, Cllr Rob Butler, Cllr Harry Davis, Cllr Tom Dixon, Cllr Donald Firth, Cllr Jenny Holmes, Cllr Glenn Kirkby, Cllr Jo Liles, Cllr Hugh Osborne, Cllr Steve Ransby, Cllr Tricia Stewart, Cllr Sarah Whitelaw.

**APPROVED APOLOGIES & REASONS:** Cllr Lawrence Baylin, Cllr Donna Bellamy, Cllr Pat Colling (dispensation), Cllr Chris Green, Cllr Martin Rostron, Cllr Andy Wilson.

**TAKING MINUTES:** Jen McIntosh (Clerk)**DRAFT MINUTES**

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| <b>2627 01</b> | <b>Public Question Time</b>                                                                                                                                                                                                                                                                                                     |
|                |                                                                                                                                                                                                                                                                                                                                 |
|                | No members of the public were present to speak to Committee Members at the commencement of the meeting.                                                                                                                                                                                                                         |
|                |                                                                                                                                                                                                                                                                                                                                 |
| <b>2627 02</b> | <b>Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014</b>                                                                                                                                                                                                           |
|                |                                                                                                                                                                                                                                                                                                                                 |
|                | As Local (Parish & Town) Council meetings can now be recorded, the Chair to check if anybody wishes to record the meeting and ensure that reasonable facilities are provided.                                                                                                                                                   |
|                | The Officer was recording the meeting in video format for upload to the Parish Council's YouTube channel. There were no other requests to record the meeting.                                                                                                                                                                   |
|                |                                                                                                                                                                                                                                                                                                                                 |
| <b>2627 03</b> | <b>Apologies and reasons for absence</b>                                                                                                                                                                                                                                                                                        |
|                |                                                                                                                                                                                                                                                                                                                                 |
|                | Any apologies for absence with reasons received by the Clerk will be circulated by email prior to the meeting. These will be considered together.                                                                                                                                                                               |
|                |                                                                                                                                                                                                                                                                                                                                 |
|                | <b>TO CONSIDER:</b> Apologies and reasons for absence.                                                                                                                                                                                                                                                                          |
|                |                                                                                                                                                                                                                                                                                                                                 |
| <b>2627 04</b> | <b>Receipt of updated Disclosable Personal and Pecuniary Interests forms</b>                                                                                                                                                                                                                                                    |
|                |                                                                                                                                                                                                                                                                                                                                 |
|                | Revised Disclosable Personal and Pecuniary Interests forms (DPIs) of Committee members received were circulated by email prior to the meeting and members requested to read and then delete them. DPIs were to be subsequently shared with Kirklees, redacted (signatures and home addresses) and uploaded to the HVPC website. |
|                |                                                                                                                                                                                                                                                                                                                                 |
|                | <b>NOTED:</b> receipt of reviewed DPIs from Cllr Bellamy, Cllr Dixon, Cllr Green, Cllr Holmes, Cllr Kirkby, Cllr Osborne, Cllr Rostron and Cllr Stewart.                                                                                                                                                                        |
|                |                                                                                                                                                                                                                                                                                                                                 |
| <b>2627 05</b> | <b>Members' and Officers' personal and disclosable pecuniary interests in items on the agenda</b>                                                                                                                                                                                                                               |
|                |                                                                                                                                                                                                                                                                                                                                 |

# Holme Valley Parish Council

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|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | <p>Members were reminded that:</p> <ul style="list-style-type: none"> <li>– If a member had 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.</li> <li>– If a member had a pecuniary or other interest <u>not</u> listed in written declaration in an organisation or body etc which features in the agenda then this should be declared.</li> <li>– The onus was on individual members to make declarations appropriately.</li> <li>– 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.</li> <li>– Where an interest was declared it may be that the councillor took no part in any relevant discussion or vote.</li> </ul> <p><b>NOTED:</b> Interests were declared as follows:</p> <ul style="list-style-type: none"> <li>– Cllr Rob Butler queried whether a gift he had received – a discount on a purchase made in Holmfirth - with a value of £30 should be declared. Clerk advised Cllr Butler to update his DPI.</li> <li>– Cllr Glenn Kirkby – interest in item 2627 22 Youth Work in the Holme Valley with regards to Honley Youth – would speak if asked but not vote.</li> <li>– Cllr Sarah Whitelaw – non-pecuniary interest in item 2627 22 Youth Work in the Holme Valley with regards to being a trustee of Café 100.</li> </ul> <p>Further to this Cllr Whitelaw had submitted an application for a written dispensation as she wished to both speak and vote regarding the item. Her reasons for requesting the dispensation were discussed.</p> <p><b>RESOLVED:</b> that Cllr Whitelaw be permitted to speak but not vote regarding item 2627 22 and her interest in Café 100.</p> |
| <b>2627 06</b> | <b>Items on the agenda to be discussed in private session</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                | <p>The clerk had shared a number of documents in confidence with members due to commercial sensitivity including documents in relation to:</p> <ul style="list-style-type: none"> <li>– Item 2627 11 Holmfirth Public Toilets – development</li> <li>– Item 2627 12 Gartside Unit – lettable space – future plans</li> </ul> <p>The Clerk further advised that the discussions and any resolutions regarding these matters were heard in public session and reminded Members to be aware of this when referencing the information provided in confidence.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                | No items on the agenda were to be discussed in private session.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                | <p>A member of the public entered the meeting during this item to speak to item 2627 11.</p> <p><b>Item 2627 11 Holmfirth Public Toilets</b> was brought forward at this point and the COMMITTEE <b>RESOLVED</b> to suspend Standing Orders to allow a representative from Holme Architecture to speak to the item and answer questions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>2627 11</b> | <b>Holmfirth Public Toilets - development</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                | Decisions regarding the further development of the toilets had been <b>DEFERRED</b> from the meeting on 23 February 2026.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

# Holme Valley Parish Council

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|                | <p>Phase 1 of renovation works to Holmfirth Toilets has been completed. A meeting of the Holmfirth Toilets Working Group was held on 4 February 2026.</p> <p>The representative from Holme Architecture attended the meeting to present ideas regarding phase 2/3 of the project.</p> <p>Possibilities included improving access to a disabled toilet/baby change facility and improving layout to reduce safety concerns. Challenges currently faced were keeping the current flooring and sanitaryware clean and funding improvements.</p> <p>The Chair and the Clerk were exploring possible grant sources of funding including the National Lottery Reaching Communities. Queries regarding possible funding from the Pride in Place and Holmfirth Blueprint initiatives had drawn a blank.</p> <p><b>RESOLVED:</b> That £5,000 placed in an EMR for exploring possible grant applications for refurbishing the toilets be returned to General Reserves.</p> <p>No further action was to be taken regarding a complaint received about Holmfirth Toilets. The Clerk was thanked for the detailed response given to the complainant initially.</p> <p>The representative from Holme Architecture left the meeting at 7.45pm at the conclusion of this item.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>2627 07</b> | <b>Minutes of the previous Service Provision Committee meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                | <p><b>NOTED:</b> the minutes of the previous meeting of the SERVICE PROVISION COMMITTEE held on 23 February 2026, numbered 2526 59 - 2526 84 inclusive.</p> <p>Information regarding ongoing matters arising from the approved minutes not otherwise included in the agenda were reported as follows.</p> <p><u>2526 65 iii Fair and Funky Heron installation</u> – Clerk made contact and was informed that the installation would not be going ahead in any case and the request was withdrawn due to insufficient time to proceed with this prior to winding up the organisation.</p> <p><u>2526 69 correspondence from Holmfirth Business Together</u> – Clerk had been unable to secure time to organise publicity for the locations of baby change facilities accessible to the public in Holmfirth and Honley centres. This remained an action for the Clerk as did contacting Redbak regarding ensuring that accessible baby change facilities are identified on the ‘Make it your Holmfirth’ interactive map. It was established that the ‘Make it your Holmfirth’ project was managed by a working group of Holmfirth Forward.</p> <p><u>2526 71 Request to install Folk Festival sign at toilets</u> – Clerk had contacted requester and explained about possible need for planning permission – request was withdrawn. Clerk observed that the sign was erected outside the side wall of the Cheese Shop, facing onto Huddersfield Road.</p> <p>Cllr Stewart reported that the minutes of the previous meeting had recorded her as being absent in error. She had been present at the meeting. An <b>ACTION</b> for the Clerk was to ensure that Cllr Stewart’s attendance was properly reflected in attendance records.</p> |
| <b>2627 08</b> | <b>Priorities for Climate Action activities 2025-7</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                | The SERVICE PROVISION COMMITTEE was reminded that Council should take a clear lead                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

# Holme Valley Parish Council

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|                | in continuing to support climate action in the Holme Valley, in collaboration with other local organisations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                | No further actions were identified for the SERVICE PROVISION COMMITTEE with regards to Climate Action from the agenda.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                | <b>BUDGETARY MATTERS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>2627 09</b> | <b>Service Provision Committee Budget 2026-27 and Earmarked Reserves</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                | <p>The report <u>Expenditure against Budget 2026-27 – Budget Lines Year-to-Date and Earmarked Reserves</u> from the Deputy Clerk/RFO was received.</p> <p><b>NOTED:</b> the Expenditure against Budget 2026-27– Budget Lines Year-to-Date, Earmarked Reserves and projected expenditure.</p> <p><b>RESOLVED:</b> merging EMR 351 Holmfirth Toilets Refurb (currently £8,108) and EMR 331 Gartside Building (currently £10,000).</p> <p>There were no further actions put forward regarding the Service Provision Budget 2026-27.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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|                | <b>ASSETS MAINTAINED BY HOLME VALLEY PARISH COUNCIL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>2627 10</b> | <b>Maintenance Contractor's Report</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                | <p><b>RECEIVED:</b> the report from the Maintenance Contractor.</p> <p>Cllr Brook reminded the Clerk of his suggestion that a positive news item might be gleaned about the member of the Contractor's team who cycled out to benches to carry out refurbishment – the 'eco-biker'. An <b>ACTION</b> for the Clerk was to follow this up.</p> <p>There were no other actions arising from the reports received from the Maintenance Contractor. The Maintenance Contractor was thanked for his report.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>2627 12</b> | <b>Gartside Unit – lettable space – future plans</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                | <p><u>Letting the Gartside Unit</u></p> <p>The Clerk had contacted the three organisations who had made enquiries regarding leasing the Gartside Lettable Space requesting further information. Two organisations, <i>Milk From The Hills</i> and <i>Jam Factory Music School</i> had provided the further information in support of their proposed tenancies. Due to commercial sensitivity, the information had been released to Committee Members only prior to the meeting.</p> <p>Clerk reported further on a meeting at the unit with <i>Milk From the Hills</i> that had taken place at the unit that morning.</p> <p>The relative merits of both prospective tenants were discussed. Committing to letting the space would rule out the development of a Changing Places toilet. Queries were raised as to the potential opening times and the signage to be installed and the fact that the needs of the conservation area would be taken into account.</p> |

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|                | In the final summing up, weight was given to the fact that Jam Factory had requested a one-year lease and would potentially be the source of noise late at night. Milk From the Hills were looking for a longer lease and would potentially benefit more people.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                | <p><b>RESOLVED:</b> to not consider the Jam Factory expression of interest in the unit due to the reasons outlined above.</p> <p><b>RESOLVED:</b> to give consent in principle to a 5-year lease for the Gartside Unit lettable space to <i>Milk From The Hills</i> with a rent review in 18 months and a 3-year break clause.</p> <p><b>RESOLVED:</b> to delegate to the Chair and Clerk the agreeing and implementing of a lease in order to establish Milk From The Hills in the tenancy as quickly as possible.</p> <p><u>Holmfirth Arts Festival – temporary use</u><br/>As <b>RESOLVED</b> at Annual Council, the Children’s Art School had been permitted to use the unit from 1-15 June in preparation for Holmfirth Arts Festival, without charge. This was going ahead. The Children’s Art School had been furnished with the keys to the unit and a letter setting out terms of use.</p> <p><u>Information Screen</u><br/>Cllr Whitelaw had contacted the Clerk regarding a possible Communications and Engagement Working Group project regarding the installation of an electronic information screen in Holmfirth. It was suggested that such a screen might be installed outside the Gartside Unit. Consent needed to be obtained from the SERVICE PROVISION COMMITTEE with regards to this in line with the Scheme of Delegation. The Clerk had requested that further information is provided as to the purpose of the installation, likely installation costs and any impact on letting arrangements. Implications regarding any need for Planning consent within a conservation area might also need further clarification.</p> <p>Cllr Whitelaw reported further and answered questions. The request to consider consent in principle to the installation of an information screen outside the lettable space was withdrawn and would be submitted to FULL COUNCIL instead.</p> |
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|                | <b>OTHER ASSETS MANAGEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <b>2627 13</b> | <b>Benches</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                | <p>The Clerk had contacted the requester of the new bench outside Dawson and Hall about reviewing the request once the works were complete, but no response had been received.</p> <p>The Landlord of the Cheese Shop had confirmed that permission had not been given for tenants to seek relocation of the bench from the wall adjacent to the Cheese Shop, although this had occurred. It remained an action for the Clerk to arrange for the Maintenance Contractor to move the bench into storage for the time being.</p> <p>Regarding the bench moved from outside Holmfirth Church without Council permission, the Council knew its location and the Contractor would retrieve and relocate it once a new position had been agreed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## Holme Valley Parish Council

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|                | <p>An <b>ACTION</b> for the Clerk was to liaise with the Assistant Clerk about using social media to ask the public about suitable places for relocating benches once the Holmfirth works were complete.</p> <p>A further <b>ACTION</b> for the Clerk was to find out how many 'spare' benches were currently being stored.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>2627 14</b> | <b>Stone shelters</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                | <p>Further remedial safety works had been carried out at Hade Edge Stone Shelter since the last meeting and, in line with discussions, three contractors were approached to quote for comprehensive works to improve the condition and useability of the shelter. One response was received. This was felt to be too high.</p> <p>Cllr Baylin has been in contact with the Clerk to request that Hade Edge residents be consulted regarding any design choices and whether there was any scope to invite interest from other local and suitably qualified contractors.</p>                                                                                                                                                                                                                                                                                                                         |
|                | <p><b>RESOLVED:</b> to invite interest from other local and suitably qualified contractors in line with a proposal from Cllr Baylin and seek input from the local community regarding, for example, choice of materials for the roof.</p> <p>An <b>ACTION</b> for the Clerk was to get back to the contractor who had submitted a quote and explain that further quotes were to be sought and to liaise with Cllr Baylin regarding next steps.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>2627 15</b> | <b>War Memorials</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                | <p>A limited update from the Clerk regarding Hepworth War Memorial was given as the application to the War Memorials Trust had not been completed due to lack of time.</p> <p>An <b>ACTION</b> for the Clerk was to email members once the application had been submitted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                | There were no other actions with regards to Holme Valley War Memorials.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>2627 16</b> | <b>Red Heritage Telephone Boxes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                | <p>The Clerk updated the COMMITTEE regarding:</p> <ul style="list-style-type: none"> <li>i. Hepworth Heritage Phone Kiosk – the owners of the Butchers Arms had confirmed their willingness for HVPC to look into adoption of the kiosk. An <b>ACTION</b> for the Clerk remained contacting Kirklees about the listed status of the kiosk, the implications of this and the possibility of delisting as a way of making adoption of the kiosk feasible.</li> <li>ii. The Proprietor of the Cornerhouse Café had been in touch to offer unlocking and locking up the heritage kiosk adjacent to the Post Office, should that be a development the council was interested in. An <b>ACTION</b> for the Clerk was to research and report on the viability of the offer, contact the proprietor and, if desirable, put in contact with the Maintenance Contractor regarding access to keys.</li> </ul> |
|                | There were no other actions arising in respect of Holme Valley Heritage Phone Kiosks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>2627 17</b> | <b>Covid Memorial Orchard at Sands</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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|                | The Clerk reported that there were no new developments to report.                                                                                                                                                                                                                                                                                                                                                                                                                                |
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|                | There were no actions arising in respect of the installation of a plaque at the Covid Memorial Orchard at Sands.                                                                                                                                                                                                                                                                                                                                                                                 |
|                | Concern was expressed at the length of time it is taking to complete the project. Permission to install the plinth and plaque from Kirklees was still awaited.                                                                                                                                                                                                                                                                                                                                   |
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| <b>2627 18</b> | <b>New Mill Closed Cemetery</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                | Clerk reported that a letter had been received from the church authorities, thanking the Council for maintaining the cemetery. The first cut and tidy of the year had been completed.                                                                                                                                                                                                                                                                                                            |
|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                | <b>TO CONSIDER:</b> any further actions regarding New Mill Closed Cemetery.                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <b>2627 19</b> | <b>Dog Waste Strategy</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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|                | <b>NOTED:</b> a replacement dog waste bag unit had been installed at Hollowgate in line with a request from Holmepride.                                                                                                                                                                                                                                                                                                                                                                          |
|                | The councillor for Netherthong requested a dog waste bin be installed on Dean Brook Road in Netherthong. He had received this request from a number of residents. The councillor was advised that bins of all kinds and waste collection including dog waste was a Kirklees matter.                                                                                                                                                                                                              |
|                | It remained an <b>ACTION</b> for the Clerk to write to dog waste dispenser volunteers and thank them for their efforts. The Clerk would endeavour to do this prior to the September meeting and would email COMMITTEE members once completed.                                                                                                                                                                                                                                                    |
|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>2627 20</b> | <b>Maintenance Contracts</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                | The current contracts have been extended until 31 December 2026. It was hoped to have resolved this matter by April 2027, during the lifetime of this Council.                                                                                                                                                                                                                                                                                                                                   |
|                | An <b>ACTION</b> for the Clerk was to organise the first meeting of the working group tasked with taking the tendering process forward.                                                                                                                                                                                                                                                                                                                                                          |
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|                | <b>PARTNERSHIPS, PROJECTS AND REPORTS FROM WORKING GROUPS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>2627 21</b> | <b>Tourism</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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|                | Cllr Whitelaw reported that there was an ongoing conversation with the Attested Market regarding the Park and Ride project.                                                                                                                                                                                                                                                                                                                                                                      |
|                | The following written update was received and <b>NOTED</b> from Cllr Baylin:<br><i>Tourism: Currently energies are going into the Heritage Week (Sept), creating the physical and digital Heritage Hub, translating various existing trails into more user-friendly formats and commencing discussions with stakeholders about the potential support for and commercial opportunities from the Tour De France Femmes (July 2027). Each of these projects are being done in close partnership</i> |

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|                | <p><i>with other local organisations . Some local businesses within HBT have shown an interest in carrying more tourism materials, which is welcomed, and the Library and I will be working with them on that.</i></p> <p><i>Additionally, pending projects (yet to be approved) are replacement information board on Towngate for 'Windows on the Past' Heritage Trail, installation of outdoor QR code plates to complement existing trails such as Blue Plaque, and support in 2027 of the commemoration event for the 1852 Flood. As the new Kirklees Council settles into its operations, we will be looking for meaningful engagement on the Council's already published Tourism Strategy.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                | <p>With the Tour de France coming in 2027 there was lots to consider in the future.</p> <p>No further actions were considered.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>2627 22</b> | <b>Youth work in the Holme Valley</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                | <p>Reports on provision and expenditure were <b>RECEIVED</b> from Kirklees Youth Alliance and <b>NOTED</b>.</p> <p><b>RESOLVED:</b> to approve release of funding up to £10,000 for the ongoing provision of agreed youth services as illustrated in the reports provided.</p> <p>Prior to the meeting KYA had been seeking the views of the COMMITTEE with regards to inclusion of young adults with Special Needs in parts of its provision. It was confirmed that the Phoenix provision includes young adults up to 25 years with Special Educational Needs and/or Disabilities and that the constitutions of Honley Youth and Café 100 allowed provision for young people up to the age of 18. In the light of this KYA had informed the Clerk that the current provision was to be sustained with no changes.</p> <p>An <b>ACTION</b> for the Clerk was to write to the CEO of KYA and to the youth worker operating in the Holme Valley to thank them for the reports and for the provision in place. Cllr Whitelaw remarked that the valley was fortunate in the extreme to have a person of the calibre of the particular youth worker delivering services. This view was concurred with by Cllr Kirkby.</p> |
|                | <p><b>NOTED:</b> the reports received with regards to the Kirklees initiative.</p> <p>As previously <b>RESOLVED</b> upon, a £10,000 contribution from the Youth Services budget line would be paid out in acknowledgement of receipt of the report to fund ongoing services.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>2627 23</b> | <b>Sustainable Transport Working Group - update</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                | <p>Update from Cllr Baylin:</p> <p><i><u>Sustainable Transport:</u> I was pleased to see that EPIK have published and distributed the long-awaited Walks By Bus materials. I expect that Cllr Morgan will update on the bus map initiative. Although the withdrawn HV Patient Transport scheme details were investigated as a potential opportunity for HVPC to pick up, nobody came forward to pick up on assuming responsibility for it and no budget had been set aside for its considerable costs. Pleased to note that Stotts have agreed to again support the Arts Festival with free buses on the Saturday. The</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

## Holme Valley Parish Council

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|                | <i>recently announced Government initiative for Free Bus Travel for Children over the Summer is something that I think we should be supporting with a promotion campaign to families, and I will be consulting with colleagues on that.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                | There were no actions to consider arising from the update.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <b>2627 24</b> | <b>Community Nature Reserve Project</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                | <p><b>NOTED:</b> that the Swift boxes purchased in accordance with the Full Council resolution of 15 December 2025 (minute 2526 149) have been installed on third-party premises. The Council does not retain ownership of the boxes once installed, and therefore they are not included on the Council's Asset Register. Expenditure of £488 has been incurred in accordance with that resolution.</p> <p>The Working Group reported further that Swifts were nesting in Netherthong. River Holme Connections had organised both a bat walk and a butterfly walk. Councillors representing the Council at Honley show were going to discuss with the public making gardens nature-friendly as well as consulting regarding the development of a vision for the Civic. Holmfirth Film Festival would be showing a film with environmental themes in September.</p> <p>A bimonthly newsletter continued to be published on the HVPC website regarding environmental matters within the Holme Valley Parish Council area.</p>                                                                                                                      |
|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                | There were no actions to consider regarding the establishment of an Urban Nature Reserve.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>2627 25</b> | <b>Christmas Provision - update</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                | <p>It was <b>NOTED</b> that a grant evaluation had been received from Holmfirth Christmas Team. This had been shared in papers. The Clerk apologised as it had been <b>RESOLVED</b> on 23-02-2026 that future evaluations would be made available via a link to the HVPC website rather than included in the agenda pack. In this case there had been insufficient time to do this.</p> <p>An <b>ACTION</b> for the Clerk was to ensure that future evaluations would be uploaded to the website and shared with the COMMITTEE via links.</p> <p>The Rock Inn and Royal Oak had been emailed to request receipt of evaluations by the end of June 2026.</p> <p>The grant application form had been amended to state that proof of insurance must be provided at the time of application to get approval.</p> <p>As discussed at previous meetings the intention this year was to honour rolling grants and deliver within the budget. This could mean that the amount of grant made to applicants would need to be revised accordingly.</p> <p>An <b>ACTION</b> for the Clerk was to source the cheap local suppliers able to deliver trees.</p> |
|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                | <p><b>RESOLVED:</b> to delegate to the Clerk and Chair selection of the cheapest most local Christmas tree supplier able to deliver trees and to order the Holmfirth Christmas tree from Kirklees – cost as yet unknown.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

# Holme Valley Parish Council

|                | An <b>ACTION</b> for the Clerk was to email COMMITTEE members with details of any orders placed prior to the next COMMITTEE meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                |                      |                    |                              |           |              |                |                      |                    |               |    |                                                                                                                                                                              |                                                                                                |                   |            |        |    |                                                                                                                       |                                                  |                   |            |        |    |                                                                                                                  |                                                                     |                   |            |                              |    |                                |                                                   |                   |  |        |
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| <b>2627 26</b> | <b>Working Groups - Review</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                |                      |                    |                              |           |              |                |                      |                    |               |    |                                                                                                                                                                              |                                                                                                |                   |            |        |    |                                                                                                                       |                                                  |                   |            |        |    |                                                                                                                  |                                                                     |                   |            |                              |    |                                |                                                   |                   |  |        |
|                | The COMMITTEE reviewed the continuation and membership of each working group which reports to it; outcomes as listed below in excerpt from the master list.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                |                      |                    |                              |           |              |                |                      |                    |               |    |                                                                                                                                                                              |                                                                                                |                   |            |        |    |                                                                                                                       |                                                  |                   |            |        |    |                                                                                                                  |                                                                     |                   |            |                              |    |                                |                                                   |                   |  |        |
|                | <table border="1"> <thead> <tr> <th><u>No</u></th><th><u>TITLE</u></th><th><u>MEMBERS</u></th><th><u>REPORTING TO:</u></th><th><u>ESTABLISHED</u></th><th><u>STATUS</u></th></tr> </thead> <tbody> <tr> <td>19</td><td>Sustainable Transport<br/><br/><i>Cross-Committee group – wide-ranging review of public transport needs and preferred options for future mapped against current provision.</i></td><td><u>Cllr Baylin</u><br/><br/>Cllr Morgan<br/><br/>Cllr Blacka<br/><br/>Cllr Dixon<br/><br/>Cllr Stewart</td><td>Service Provision</td><td>18-09-2023</td><td>ACTIVE</td></tr> <tr> <td>20</td><td>Holmfirth Toilets<br/><br/><i>To report to SPC on 18-9-2023 on robustness of arrangements prior to release of funds</i></td><td>Cllr Morgan<br/><br/>Cllr Dixon<br/><br/>Cllr Kirkby</td><td>Service Provision</td><td>08-07-2024</td><td>ACTIVE</td></tr> <tr> <td>21</td><td>Tendering Process<br/><br/><i>Review the tendering process for 1) maintenance contract and 2) toilets contract</i></td><td>Cllr Baylin<br/><br/>Cllr Dixon<br/><br/>Cllr Kirkby<br/><br/>Cllr Morgan</td><td>Service Provision</td><td>08-07-2024</td><td>FIRST MEETING TO BE CONVENED</td></tr> <tr> <td>23</td><td>Urban/Community Nature Reserve</td><td>Cllr Morgan<br/><br/>Cllr Green<br/><br/>Cllr Rostron</td><td>Service Provision</td><td></td><td>ACTIVE</td></tr> </tbody> </table> |                                                                                                |                      |                    |                              | <u>No</u> | <u>TITLE</u> | <u>MEMBERS</u> | <u>REPORTING TO:</u> | <u>ESTABLISHED</u> | <u>STATUS</u> | 19 | Sustainable Transport<br><br><i>Cross-Committee group – wide-ranging review of public transport needs and preferred options for future mapped against current provision.</i> | <u>Cllr Baylin</u><br><br>Cllr Morgan<br><br>Cllr Blacka<br><br>Cllr Dixon<br><br>Cllr Stewart | Service Provision | 18-09-2023 | ACTIVE | 20 | Holmfirth Toilets<br><br><i>To report to SPC on 18-9-2023 on robustness of arrangements prior to release of funds</i> | Cllr Morgan<br><br>Cllr Dixon<br><br>Cllr Kirkby | Service Provision | 08-07-2024 | ACTIVE | 21 | Tendering Process<br><br><i>Review the tendering process for 1) maintenance contract and 2) toilets contract</i> | Cllr Baylin<br><br>Cllr Dixon<br><br>Cllr Kirkby<br><br>Cllr Morgan | Service Provision | 08-07-2024 | FIRST MEETING TO BE CONVENED | 23 | Urban/Community Nature Reserve | Cllr Morgan<br><br>Cllr Green<br><br>Cllr Rostron | Service Provision |  | ACTIVE |
| <u>No</u>      | <u>TITLE</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <u>MEMBERS</u>                                                                                 | <u>REPORTING TO:</u> | <u>ESTABLISHED</u> | <u>STATUS</u>                |           |              |                |                      |                    |               |    |                                                                                                                                                                              |                                                                                                |                   |            |        |    |                                                                                                                       |                                                  |                   |            |        |    |                                                                                                                  |                                                                     |                   |            |                              |    |                                |                                                   |                   |  |        |
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| 23             | Urban/Community Nature Reserve                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Cllr Morgan<br><br>Cllr Green<br><br>Cllr Rostron                                              | Service Provision    |                    | ACTIVE                       |           |              |                |                      |                    |               |    |                                                                                                                                                                              |                                                                                                |                   |            |        |    |                                                                                                                       |                                                  |                   |            |        |    |                                                                                                                  |                                                                     |                   |            |                              |    |                                |                                                   |                   |  |        |
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|                | <b>PUBLICITY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                |                      |                    |                              |           |              |                |                      |                    |               |    |                                                                                                                                                                              |                                                                                                |                   |            |        |    |                                                                                                                       |                                                  |                   |            |        |    |                                                                                                                  |                                                                     |                   |            |                              |    |                                |                                                   |                   |  |        |
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| <b>2627 27</b> | <b>Items for Publicity</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                |                      |                    |                              |           |              |                |                      |                    |               |    |                                                                                                                                                                              |                                                                                                |                   |            |        |    |                                                                                                                       |                                                  |                   |            |        |    |                                                                                                                  |                                                                     |                   |            |                              |    |                                |                                                   |                   |  |        |
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## Holme Valley Parish Council

|  |                                                                                                                                                                                                                                                                 |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Members were invited to suggest items for publicity arising from the current work of the Service Provision Committee.                                                                                                                                           |
|  |                                                                                                                                                                                                                                                                 |
|  | <b>NOTED:</b> suggestions for aspects of the work of the Service Provision Committee to publicise further to include: consulting with the public on the positioning of benches and publicising the member of the maintenance team servicing benches via E-bike. |
|  |                                                                                                                                                                                                                                                                 |
|  | <b>Meeting closed at 9.02pm</b>                                                                                                                                                                                                                                 |
|  |                                                                                                                                                                                                                                                                 |

**PLANNING STEERING GROUP** held via Zoom on **MONDAY 29 June 2026** at **7.00pm**.

**Attendees:** Cllr Mary Blacka, Cllr Chris Green, Cllr Tom Dixon

**Officers:** Gemma Sharp, Jen McIntosh

**Apologies:** Cllr Sarah Whitelaw, Cllr Steve Randby, Cllr Jane Rylah

**2627 01      Open Session**

No members of the public were present for the open session.

**2627 02      Election of a Chair and Vice Chair of the Planning Steering group**

**Chair Elected:** Cllr Sarah Whitelaw

**Vice Chair Elected:** Cllr Mary Blacka

**2627 03      Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014**

The meeting was recorded for the HVPC website and YouTube channel.

**2627 04      Planning Steering Group Terms of Reference**

Discussion on terms of reference to establish the content, format, and frequency of the group meetings.

**Actions:**

GS to amend the draft terms of reference to include practicalities as discussed to be put to Full Council for approval in September.

GS to make amendments to the HVPC website to reflect the new structure.

**2627 05      To accept apologies for absence**

Apologies received from Cllrs Whitelaw, Ransby and Rylah.

**2627 06      To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda**

None declared.

**2627 07      To consider whether items on the agenda should be discussed in private session**

No items in private session.

**2627 08      To Note the Minutes of the Previous Meeting of the Planning Committee**

**Noted:** Minutes of the Planning Committee meeting held on 27 April 2026 numbered 2627 1 – 2627 18 inclusive approved at Full Council on 18 May 2026.

Assistant Clerk gave updates on progress and matters arising from the former Planning Committee not otherwise covered in the agenda, including.

- Update on Holmfirth Towngate Layby consultation
- Acknowledgement received of planning enforcement case in Holmfirth Conservation area.
- Correspondence from Holmfirth Forward regarding Holmfirth Market (April 2026).
- Correspondence from Kirklees Markets regarding Holmfirth Market (May 2026).

**Actions:**

GS - to thank Holmfirth Forward for their correspondence

GS - to add the Holmfirth Forward correspondence to the next Full Council agenda so requests can be considered.

**2627 09 Kirklees Planning Applications**

- **Noted:** List of Kirklees planning applications 3 March 2026 to 21 April 2026 updated with the views of the Committee.
- **Noted:** List of Kirklees planning applications 21 April 2026 28 May 2026 updated with the views of the Sub-Committee.
- Members considered new or amended applications received from Kirklees Council 28 May 2026 to 23 June 2026.

**Action:**

GS - to forward comments on applications to Kirklees.

GS – add item on the preferred wording of application comments to the next Planning Steering Group agenda.

**2627 10 Peak District National Park Authority**

- No new or amended applications were received from the Peak District National Park Authority 3 March 2026 to 28 May 2026.
- No new or amended applications were received from the Peak District National Park Authority 28 May 2026 to 23 June 2026 for comment.

**2627 11 Traffic Calming**

**Updates:**

- Correspondence with Kirklees Highways regarding potential 20mph zones has been given a reference of: CSR794884
- correspondence from member of the public regarding speed limits on Dunford Road, has been referred to Kirklees Ward Cllrs.

**Action:**

GS – to be included for future meetings as a standing item but only focused on 20mph

zones

GS/JM – matters relating to the management of the Mobile SID to be deferred to the Service Provision Committee.

**2627 12      Ongoing highways campaigns, including unmade roads, green lanes and byways of the Holme Valley**

The ongoing campaigns are:

**Ramsden Road/ Cheeseigate Nab**

No updates received.

**Actions:**

GS – item to be removed as a standing item for future meetings. Correspondence from members of the public to be referred to Kirklees Highways and ward councillors.

**2627 13      Planning Policy, Guidance and Consultation**

No major updates received in this period.

**Actions:**

GS – future consultations relating to planning to be circulated to all councillors.

SW/MB – the Chair and Vice Chair of the Planning Steering Group can ask for any consultation to be added to future agendas of the Planning Steering Group meetings

**2627 14      Holmfirth Town Centre Updates**

No major updates received in this period.

**Actions:**

GS – to remove as a standing item as this is now a standing item at Full Council.

**2627 15      Section 106 Funding**

**Updates:**

Correspondence sent to Kirklees Planning & Development and Holme Valley Ward councillors May 2026.

**Actions:**

GS – to leave as a standing item and add to ToR with regards to public engagement.

**2627 16      Planning Standing Committee Expenditure Against Budget and EMRs 2026-27**

**Noted:** the Planning Committee's budget line 4505 will now sit under Full Council. To date there is £1,000 in this budget line.

**Actions:**

GS/JM – to add a motion to Full Council to release up to £500 from the budget line 4505 for the work of the steering group, such as consultation room hire, printing etc.

**2627 17      Publicising the work of Holme Valley Parish Council**

Updates on recent and planned activity.

**Actions:**

GS – to make the relevant updates to the HVPC website to reflect the new Planning Steering Group Structure.

Close 20.59pm

**MEETING OF THE STAFFING COMMITTEE**  
**MONDAY 20 JULY 2026 at 19:00 HRS**  
**THE CIVIC, HOLMFIRTH, HD9 3AS**

**IN THE CHAIR:** Cllr Glenn Kirkby  
**ATTENDING:** Cllr D Bellamy, Cllr M Blacka, Cllr J Holmes, Cllr S Ransby  
**APOLOGIES/REASON APPROVED:** Cllr A Morgan  
**CLERK:** Jen McIntosh

## **DRAFT MINUTES**

### **Public question time.**

There were no members of the public in attendance to speak to Members.

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

The meeting was being recorded by the Clerk and was to be subsequently published on the **HOLME VALLEY PARISH COUNCIL's** *YouTube* channel, with matters heard in private session to be redacted.

There were no other requests for recordings to be made.

### **2627 19 Apologies for absence.**

**APPROVED:** apologies and reason for absence from Cllr Alison Morgan.

### **2627 20 Items on the agenda to be discussed in private session**

**RESOLVED:** to consider the following items on the agenda in private session: item 2627 28 and item 2627 29.

### **2627 21 Members' personal and disclosable pecuniary interests in items on the agenda.**

No Members' personal and disclosable pecuniary interests in items on the agenda were reported.  
 No written requests for dispensations were received from members.

### **2627 22 Officers' interests in items on the agenda.**

**RECEIVED:** the attending officer's interests in items on the agenda as follows:

- **2627 24 Minutes from 13-4-2026**
- **2627 26 Confidentiality Obligations of Staffing Committee Members**
- **2627 28 Appraisal/supervision**
- **2627 29 Other Staffing Matters**

### **2627 23 Receipt of Revised Declarations of Pecuniary Interest**

No revised declarations of pecuniary interests received from Committee members.

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

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

## HOLME VALLEY PARISH COUNCIL

Information regarding ongoing matters arising from the approved minutes which did not appear under other agenda items was received as follows:

- i. External Staffing Review – this had been scheduled to take place in Summer 2026.

**RESOLVED:** to defer the external Staffing Review until the outcomes of the Community Governance Review were known and decisions made as the appointment of a permanent Clerk and Proper Officer.

- ii. Pay awards for staff: Clerk reported that the outcome of the national pay award was still awaited. The COMMITTEE at its meeting on 13 April 2026 had **RESOLVED** that the finalised award would be applied for each member of the clerk team, backdated to 1 April 2026 at the next pay point following the conclusion of the process. This would include forwarding on any backdated pay between 1 April 2026 and 23 August 2026 to the Clerk.

- iii. Human Resource Policies Review

**RESOLVED:** to defer the review of any human resource policies including staff absence and sickness until a new permanent clerk had been appointed.

- iv. Workflow Update At the meeting on 13 April 2026 an **ACTION** for the Clerk was to include this as a standing item on all future Staffing COMMITTEE agendas. The Clerk apologised that this had not been enacted for this meeting due to an oversight on her part. It was likely that progress regarding reviewing systems would be reported on at the next FULL COUNCIL meeting on 7 September 2026.

### 2627 25 Election of Staffing Committee Vice Chair

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

**ELECTED:** Cllr Steve Ransby as Vice Chair of the Staffing Committee to serve throughout the remainder of the council year 2026-27.

### 2627 26 Confidentiality Obligations of Staffing Committee Members

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

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

The Clerk declared an interest as she was the subject of the data breach. The COMMITTEE wished the Clerk to remain in the meeting to report on the matter.

Outcomes from the report to the ICO included the COUNCIL committing to ensuring that all STAFFING COMMITTEE members received data protection training, reviewing the Complaints Procedure and reviewing support offered to the subject of any breach.

The Clerk reported that with regards to the latter she had felt exposed regarding the data breach; it was a concern that there were limited options open to the COUNCIL in terms of actions to be taken. The time taken by the Monitoring Officer to resolve matters raised with them cut across the COUNCIL's own ability to take action to protect staff.

## HOLME VALLEY PARISH COUNCIL

The newly-appointed COMMITTEE wished to begin its work with a clear and shared understanding of the legal, ethical and fiduciary duties that apply.

The Clerk reported that the Holme Valley Parish Council Code of Conduct was explicit, stating:

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

The Chair also referred to members’ obligations under the Nolan Principles of Integrity, Objectivity, Accountability, and Leadership, and the requirement to act solely in the public interest.

The Clerk informed the COMMITTEE that:

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

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

The COMMITTEE further discussed whether these explicit expectations should also apply to the work of FULL COUNCIL and other committees in as much as information of a confidential nature was regularly provided to all councillors via FULL COUNCIL and to members of specific committees and some matters were heard in private session. The STAFFING COMMITTEE was unique in supplying access for members to confidential information of a particular kind with reference to the COUNCIL’s duties as an employer. Nevertheless, recent events demonstrated that there was a need with regards to the work of all councillors to spell out obligations under the Code of Conduct in the same way that this had been considered by the STAFFING COMMITTEE.

An **ACTION** for the Clerk was to place confidentiality obligations on the next FULL COUNCIL agenda for 7 September 2026 and include a motion mirroring that considered at this meeting. This would allow FULL COUNCIL to review the minutes of this STAFFING COMMITTEE meeting and confirm the confidentiality commitments of individual members and the Council as a whole.

### 2627 27 Staffing and Staff Training Budget 2026-7

The COMMITTEE received a *Staffing Income and Expenditure Budget Year to Date 2026-27* report prepared by the Deputy Clerk/RFO. There were no actions arising from the report.

## HOLME VALLEY PARISH COUNCIL

The COMMITTEE **RESOLVED** to move item 2627 30 to follow item 2627 27 in agenda order.

### **2627 30 Training received by Officers**

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

**NOTED:** training received by Officers since the STAFFING COMMITTEE MEETING on 13 April 2026 to include ongoing FiLCA training for the Assistant Clerk.

There was no upcoming training to approve and no further actions were considered.

### **2627 28 Appraisal/supervision**

This item was heard in private session.

The clerk reported that job descriptions were being reviewed following changes to the Parish Council's committee structure.

The Staff Performance and Development Lead reported on the Clerk's appraisal 2025-26.

**APPROVED:** the Clerk's finalised appraisal for 2025-26.

### **2627 29 Other staffing matters**

This item was heard in private session.

**NOTED:** The Clerk had given notice of her resignation with her last day working being Sunday 23 August 2026.

**RESOLVED UNANIMOUSLY:** That the Deputy Clerk/Responsible Financial Officer be appointed as Acting Clerk and Responsible Financial Officer with effect from 1 September 2026, on a temporary basis pending the outcome of the Kirklees Community Governance Review and any subsequent staffing restructure. That the Acting Clerk/RFO be remunerated at NJC SCP 35, pro-rated for 30 hours per week, to reflect the expanded responsibilities of the role and the increased weekly hours required to deliver the full Clerk and Proper Officer function alongside RFO duties, including clerking Full Council, Finance & Management Committee, and Staffing Committee.

**RESOLVED UNANIMOUSLY:** That the Assistant Clerk be appointed as Acting Deputy Clerk with effect from 1 September 2026, on a temporary basis pending the outcome of the Community Governance Review and any subsequent staffing restructure. That the Acting Deputy Clerk be remunerated at NJC SCP 26, pro-rated for 30 hours per week, to reflect the expanded responsibilities of the role, including clerking the Service Provision Committee, some finance-related tasks and providing additional support to the Acting Clerk/RFO.

**RESOLVED UNANIMOUSLY:** That both temporary arrangements be reviewed once the Community Governance Review outcome is known, or no later than January 2027, whichever is sooner.

**RESOLVED UNANIMOUSLY:** recommending to FULL COUNCIL that an additional STAFFING COMMITTEE meeting be scheduled for Monday 12 January 2027 at 7pm and that the schedule of meetings be amended to reflect this.

## HOLME VALLEY PARISH COUNCIL

**RESOLVED UNANIMOUSLY:** approval of expenditure of up to £6,000 from the Staffing Budget line to fund any additional administrative support required by the Acting Clerk/RFO and the Acting Deputy Clerk.

An **ACTION** for the Acting Clerk/RFO was to liaise with the Staff Development and Performance Lead regarding any requirement for additional administrative support and in all relevant staffing matters.

**RESOLVED UNANIMOUSLY:** to recommend to FULL COUNCIL that, for the duration of the temporary acting arrangements and while the clerking team is operating at reduced capacity, no new projects, tasks or additional workstreams be placed upon the Acting Clerk/RFO and the Acting Deputy Clerk except where expressly authorised by resolution of FULL COUNCIL or the relevant committee. This is to ensure that the clerking team has sufficient capacity to discharge its core statutory, governance, financial and administrative responsibilities, and to maintain the ordinary business of the Council, rather than to limit properly authorised work.

**RESOLVED UNANIMOUSLY:** That the COMMITTEE further recommends to FULL COUNCIL that individual councillors and working groups should not make direct requests of the clerking team which require officer time or administrative resource, unless such work has first been approved through the Council's formal decision-making process, so that the corporate body retains oversight of priorities, workload and use of officer capacity.

**RESOLVED UNANIMOUSLY:** That the Staffing Committee approves the payment of 37 hours of authorised TOIL to the Clerk at their standard hourly rate as an operational exception to the contractual requirement to take TOIL as leave, and accepts the Clerk's waiver of any annual leave entitlement beyond leave already booked and approved as at 20 July 2026 and authorises the Deputy Clerk/Responsible Financial Officer to process the TOIL payment accordingly in the Clerk's final salary payment.

**NOTED:** an update with regards to the keeping of a confidential log.

**NOTED:** that an update regarding upgrading the HVPC phone system to enable the systematic recording of phone calls be brought to the meeting of the FULL COUNCIL on 7 September 2026.

**Close of meeting: 8.02pm**

**DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 10 AUGUST 2026**

Those present:

Chair: Cllr J Holmes

Vice Chair: Cllr T Dixon

Councillors: Cllrs L Baylin, D Bellamy, M Blacka, D Brook, T Dixon, C Green, J Liles, A Morgan, M Rostron, J Rylah, T Stewart, S Whitelaw, A Wilson

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

**Welcome**

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

**Public Question Time**

The Chair welcomed Cllr Pat Colling who was attending this Committee meeting as a member of the public after an absence from Council.

**2627 23      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 24      To accept apologies for absence**

**NOTED:** The Committee noted that Cllrs Butler, Kirkby and Osborne were absent from the meeting.

Members considered apologies submitted by Cllrs Kirkby and Cllr Osborne.

**RESOLVED:** The Committee approved the reasons for their apologies.

**2627 25      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.

**2627 26      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.

Signed: \_\_\_\_\_

## Holme Valley Parish Council

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.

Cllr Brook disclosed a personal interest in a grant application by Netherthong Primary School to be discussed under 2627 31 Aiaa.

Cllrs Blacka, Dixon and Stewart disclosed personal interests in a rolling grant to Friends of Cliff Recreation Ground to be discussed under 2627 31 Ci.

Cllr Whitelaw disclosed a personal interest in a rolling grant to Holmfirth Film Festival to be discussed under 2627 31 Ci.

Cllrs Baylin and Wilson disclosed personal interests in The Civic of which they are trustees nominated by the Parish Council and for whom dispensations are in place to allow comment but no vote under 2627 39.

### **2627 27 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 28 To confirm the Minutes of the previous Committee meeting**

**NOTED:** Members noted the Minutes of the Finance and Management Committee Meeting held on 1 June 2026, numbered 2627 1 to 2627 22 inclusive, already noted at Council 22 June 2026.

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 VAT, he had made arrangements to pay the £513.34 owed. This would be deducted by HMRC from the VAT to be reclaimed by Holme Valley Parish Council at the end of the JUL-SEP quarter, or the Parish Council would pay the difference if money was still owed.

### **2627 29 Prioritising Climate Action activities 2025-7**

**RESOLVED:** The Committee was encouraged to consider this especially when reviewing grant applications.

Signed: \_\_\_\_\_

# Holme Valley Parish Council

## 2627 30 Holme Valley Parish Council Annual Governance and Accountability Return AGAR 2025/26 - draft

**NOTED:** The Committee noted that the Parish Council was still awaiting the final processing of the AGAR 2025/26. This is normal.

## 2627 31 Grants

Grant applications being considered 28 September 2026

### Ai. **NOTED:** The Committee noted:

- The list of all 4315 Community Assets grants due to be considered 21 September 2026
- The list of all 4405 Projects and Events grants due to be considered 21 September 2026

A Councillor pointed out that the amount of grants applied for represents around 80% of the grants budget across the whole year.

**NOTED:** Members noted that the RFO/Deputy Clerk would be forwarding the full packs to the Committee Chair over the next few weeks, - that is, application, constitution, accounts, bank statements, other documentation, -- for her review. The redacted application forms would then go out to Members.

### Aii. Applications with potential issues for this committee:

Members considered whether some application forms received should or should not be considered at the Grants meeting 28 September 2026:

#### a. Application from Netherthong Primary School for parking buddy signs.

**RESOLVED:** Members resolved that this application should not be considered for a grant since under the HVPC Grants Policy it would be excluded as "Items or services that would normally be provided by other statutory public bodies like schools ....." The proper officer was instructed to write to the school to explain why the application for a grant was not being considered.

However, the Committee acknowledged that the Parish Council had funded parking buddy signs to schools in the past and had made highway safety a priority.

**RESOLVED:** This request for funding would be passed on to full Council for consideration there, perhaps as a gift whereby VAT could be reclaimed.

#### b. Application from Hinchliffe Mill School for epi-pens.

**RESOLVED:** Members resolved that this application should not be considered for a grant since, under the HVPC Grants Policy, it would be excluded as "Items or services that would normally be provided by other statutory public bodies like schools, NHS services ....." The proper officer was instructed to write to the school to explain why the application for a grant was not being considered.

#### c. After7 Club is a new leisure/friendship group in the process of being established. The application included: no constitution, no statement of the type of group, no details on organisational structure, trustees, management board etc., no bank account. The

Signed: \_\_\_\_\_

## Holme Valley Parish Council

RFO/Deputy Clerk had advised the applicant on these matters but had no reply.

**RESOLVED:** Members resolved that the officer should continue to request further information and documentation from the applicant ahead of the September Grants meeting.

- d. Holme Village Residents Association had applied for a retrospective grant for paint works to the public toilets in the village. Retrospective grants are disallowed under the Grants Policy. The applicant was advised of this before making the application.

**RESOLVED:** The Committee resolved that this application should not be considered in the September grants meeting since retrospective grants were disallowed under the HVPC Grants Policy. The applicant would be encouraged to apply in a more timely fashion in future.

### B. Grant Evaluations

**NOTED:** Members noted that new grant evaluations had been received since the last meeting from Holmfirth Harriers, Holmfirth Arts Festival, and Friends of Honley. The Chair commented on the quality of the reports received.

**NOTED:** The Committee noted that there were still some outstanding Grant Evaluation Reports from:

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

The Officer reported that he had received Grant Evaluation Reports from Holme Community Centre since the agenda had been posted and had received communication from Hade Edge Residents Association to fulfil what was needed from them. The RFO reported that he had contacted Holmbridge Cricket Club but hasd yet had no reply.

**NOTED:** The RFO had sent out the September 2025 Grant Evaluation Reports and would be sending out those from the February 2026 awards in the late summer and autumn.

The Committee considered further action on grant evaluations.

**RESOLVED:** The RFO/Deputy Clerk would continue to chase outstanding Grant Evaluation Reports. It was also suggested that it should be noted by the Parish Council when organisations had repeatedly ignored requests for Reports, and this should be a factor considered when making future grant awards.

Signed: \_\_\_\_\_

## C. Rolling Grants

### i. **NOTED:** The ongoing rolling grants of this Committee were noted:

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

**NOTED:** It was noted that the Honley Business Association and Wooldale Community Group rolling grants would normally be paid in the new year before end March.

The Officer reported that the Parish Council had received relevant supporting paperwork from Holmfirth Festival of Folk, Holmfirth Film Festival, Friends of Honley and Friends of Cliff Rec. This documentation had been reviewed by the Committee Chair who was satisfied that they had met the requirement for the rolling grant to be paid.

**RESOLVED:** The Committee resolved to pay the following rolling grants:

- £1,500 to Holmfirth Festival of Folk.
- £1,500 to Holmfirth Film Festival.
- £1,500 to Friends of Honley.
- £500 to Friends of Cliff Recreation Ground.

### ii. In addition, Friends of Honley Library had submitted a Rolling Grant Agreement for their annual running costs grant of £15,000. This is normally paid in early May, that is, after the precept has been received and before the annual Council meeting. The Committee considered approving in principle this payment of £15,000 as a rolling grant at that time. This would essentially be a final act of the retiring Council. The £15,000 rolling grant would need to be built into the Committee budget provision for 2026/27. The £15,000 grant is not guaranteed in the Honley Library lease; it is an annual discretionary award.

The Committee voted to suspend standing orders to allow Cllr Colling to comment that the Friends of Honley Library sometimes needed to show evidence of grants to be received to be eligible for other grants.

**RESOLVED:** The Committee resolved that. In principle, Friends of Honley Library could be paid a grant of £15,000 in early May 2027, ahead of the Annual Council Meeting, pending submission of required documentation.

The Committee further resolved to consider that the grant to Honley Library should be “guaranteed” in a lease or side letter, rather than being discretionary. The Committee would also suggest that inflation is factored into the annual award.

### iii. The Committee considered any further action on rolling grants.

**RESOLVED:** No further action.

Signed: \_\_\_\_\_

## 2627 32 Finance and Management Working Groups

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

- i. **NOTED:** It was noted that the Grants Working Group had not met this Council year. Members are Cllr Wilson, Cllr Blacka, Cllr Holmes, Cllr Kirby, Cllr Rylah, Cllr Whitelaw, and the RFO/Deputy Clerk.  
Members considered actions in respect of this working group.  
**RESOLVED:** Any meeting of the Grants Working Group would be after 28<sup>th</sup> September.
- ii. **NOTED:** It was noted that the Financial Regulations Working Group had not met this Council year. Members are Cllr Wilson, Cllr Blacka, and the RFO/Deputy Clerk.  
Members considered actions in respect of this working group.  
**RESOLVED:** This will meet before 28<sup>th</sup> September. Cllr Wilson would arrange this.
- iii. **NOTED:** It was noted that the IT Policy Assertion 10 Working Group had not met this Council year. Members are Cllr Dixon, Cllr Kirkby, Cllr Liles and Cllr Osborne.  
Members considered actions in respect of this working group.  
**RESOLVED:** As not all members of this Working Group were present, discussed would be deferred to a subsequent meeting.

## 2627 33 Chair's Expenses

**NOTED:** The Committee noted that the Parish Council Chair has a Chair's Expenses budget line holding £1,000, and that there has been no expenditure from this budget line as yet.

## 2627 34 Schedule of Payments

**NOTED:** Members noted the following Schedules of Payments:

- i. The final Schedule of Payments for April 2026.
- ii. The final Schedule of Payments for May 2026.
- iii. The final Schedule of Payments for June 2026.
- v. The draft, final Schedule of Payments for July 2026.

Members considered the month-to-date Schedule of Payments for August 2026:

- vi. **RESOLVED:** The month-to-date Schedule of Payments for August 2026 was approved.

The Chair initialled the Schedules of Payments and they will be attached to the minutes of the meeting.

Signed: \_\_\_\_\_

**NOTED:** Members noted the following accounting summaries for financial year 2026-27.

- i. For April 2026 including the year-end transactions:
  - (1) Cash Books All Accounts Receipts and Payments (to end 30 April 2026)
  - (2) Trial Balance (to end 30 April 2026)
  - (3) Detailed Income and Expenditure against budget headings (to end 30 April 2026)
  - (4) Balance Sheet (to end 30 April 2026)
  - (5) Cash and Investment Reconciliation (to end 30 April 2026)
  - (6) Earmarked Reserves (to end 30 April 2026)
  - (7) VAT Return – year-to-date for the quarter APR-JUN 2026; not for submission.
- ii. For May 2026 including the year-end transactions:
  - (1) Cash Books All Accounts Receipts and Payments (to end 31 May 2026)
  - (2) Trial Balance (to end 31 May 2026)
  - (3) Detailed Income and Expenditure against budget headings (to end 31 May 2026)
  - (4) Balance Sheet (to end 31 May 2026)
  - (5) Cash and Investment Reconciliation (to end 31 May 2026)
  - (6) Earmarked Reserves (to end 31 May 2026)
  - (7) VAT Return – year-to-date for the quarter APR-JUN 2026; not for submission.
- iii. For June 2026 including the year-end transactions:
  - (1) Cash Books All Accounts Receipts and Payments (to end 30 June 2026)
  - (2) Trial Balance (to end 30 June 2026)
  - (3) Detailed Income and Expenditure against budget headings (to end 30 June 2026)
  - (4) Balance Sheet (to end 30 June 2026)
  - (5) Cash and Investment Reconciliation (to end 30 June 2026)
  - (6) Earmarked Reserves (to end 30 June 2026)
  - (7) VAT Return – year-to-date for the quarter APR-JUN 2026; submitted and payment £3,472.96 received 19 07 2026.

The RFO/Deputy Clerk had not completed the July Rialtas accounts by the time this agenda had been posted.

- iv. The RFO/Deputy Clerk reported on the draft income and expenditure against budget headings in July 2026 as below:

Income side:

- The Parish Council had received more money than expected in 1095 Other Receipts due to returned grants.

Expenditure side:

- As already reported to Council, 4235 Insurance was around £202 over budget.
- As already reported to Council, 4265 Subscriptions was around £90 over budget.
- 4260 Freedom of Information Act Requests budget line is £7,000 over budget following request FOIA/SAR requests.
- All other budget lines were largely on target.

Signed: \_\_\_\_\_

**NOTED:** The Committee noted the RFO/Deputy Clerk's report.

- v. The Committee considered whether any further action was needed on income and expenditure against budget.

**RESOLVED:** No further action.

- vi. As per the guidance in the SAPPP Practitioners' Guide 2026, the Committee considered bank reconciliations for April, May and June cross-referenced with the relevant bank statements, as below:

For April 2026:

- CCLA PSDF Bank Statement and CCLA PSDF Bank Reconciliation.
- 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.

For May 2026:

- CCLA PSDF Bank Statement and CCLA PSDF Bank Reconciliation.
- 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.

For June 2026:

- CCLA PSDF Bank Statement and CCLA PSDF Bank Reconciliation.
- 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.

**RESOLVED:** These bank reconciliations, as above, were approved against their relevant bank statements.

The Chair and a second signatory on the bank mandates signed and dated all the bank reconciliations, checking against the bank statements.

**2627 36**

## **Banking**

The RFO/Deputy Clerk reported on banking arrangements:

### Unity Trust:

The Parish Council had, at last, received notification that Cllrs Bellamy, Blacka, Holmes and Ransby had been added to the Unity Trust bank mandates. These Councillors would be inducted into the Unity Trust banking system over the next period, would authorise payments, and get comfortable with the process. Other Councillors would be removed in due course at the appropriate time.

Signed: \_\_\_\_\_

# Holme Valley Parish Council

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

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

The RFO/Deputy Clerk reported some issues caused by his own oversight with the MultiPay card. The RFO/Deputy Clerk had made a payment on behalf of the Parish Council using the MultiPay card through his own Amazon account. Unfortunately, he did not realise that Amazon payments then defaulted to the new card and he paid a number of purchases of his own without realising. This had been flagged to Cllr Baylin when he undertook the internal control check. The RFO/Deputy Clerk reimbursed the Parish Council for the relevant amounts, and these reimbursements were entered as negative payments rather than income so that the budget levels were not affected by this oversight. The RFO/Deputy Clerk reported that he had removed the MultiPay card from his own Amazon account and had set up an account for the Parish Council. The RFO/Deputy Clerk apologised for this issue.

## CCLA

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

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

**RESOLVED:** No further action.

**2627 37**

### **Internal Control Check**

**NOTED:** The Committee noted that Cllr Baylin undertook the first internal controls check covering APR-JUN 2026. Cllr Baylin reported that he had found no issues with the accounting records. After a comment from Cllr Baylin, the RFO/Deputy Clerk reported that he now records transactions differently. Previously, the exact same transaction number would be used for receipts as payments. Both a receipt and a payment might, say, be coded as 2627/01/01. Following Cllr Baylin's comments, this can no longer happen. Receipts and payments transactions are sequential and there are no duplicated transaction numbers.

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

**RESOLVED:** No further action.

**2627 38**

### **Financial Records for the website**

**NOTED:** Members noted that the financial records for April, May and June 2026 had been added to the website. The July records would be added soon.

**2627 39**

### **The Civic, Holmfirth**

Ahead of any discussion on The Civic, Cllr Wilson suggested that comment on the Civic Vision Working Group should be deferred to full Council 7<sup>th</sup> September 2026.

Signed: \_\_\_\_\_

## Holme Valley Parish Council

- i. **NOTED:** The reports from Holmfirth Civic Hall Community Trust were noted.

Cllr Wilson, as a Trustee of Holmfirth Civic Hall Community Trust, reported on the electrical insulation condition report that had recently been done. The test had been failed. Remedying the issue was quoted to cost £27,500. This was a quote from the firm undertaking the test. Other electricians had been contacted to quote on this, but few were willing to quote for work on an inspection done by someone else. It is likely that the £27,500 quotation will prove the most affordable. There was a suggested to approach the Holme Valley Land Charity for funds to support this.

Cllr Baylin, as a Trustee of Holmfirth Civic Hall Community Trust, reported concerns he had with the Trust in respect of 1) communication and 2) governance and, specifically, how decisions of The Trust are made.

- ii. The Committee considered any further actions with regard to the Parish Council's engagement with The Civic and with Holmfirth Civic Hall Community Trust.  
**RESOLVED:** This would be deferred to full Council.

iii. **Civic Vision Working Group**

In respect of the Civic Vision Working Group, Cllr Wilson suggested that, given that there would be a full review of this at full Council 7<sup>th</sup> September 2026, any discussion on The Civic should be deferred to that meeting.

**RESOLVED:** Detail discussion on The Civic would be so deferred.

The Chair did want to mention that a big public consultation on The Civic had been undertaken and had encouraged significant local engagement. Analysis had not yet been completed.

The Chair asked for the Trust to supply a business plan for The Civic.

### 2627 40 Honley Library

- i. **NOTED:** Members noted the reports from Friends of Honley Library.

Cllr Baylin further commented on the quality of the ongoing redevelopment works at the Library.

- ii. Members considered any further actions with regard to the Parish Council's engagement with Honley Library and with the Friends.  
**RESOLVED:** No further action.

### 2627 41 Other tenancies

#### Allotments

- i. **NOTED:** Members noted that all rent on allotments had been received. Two cheques need depositing. Tenancy agreements countersigned by the Clerk would be mailed out over the next month.

Signed: \_\_\_\_\_

# Holme Valley Parish Council

## Garages

- ii. **NOTED:** Members noted that all rent on garages havd been received. One cheque needs depositing. Tenancy agreements countersigned by the Clerk would be mailed out over the next month.

## Gartside Building

- iii. The Chair of the Service Provision Committee reported that Milk from the Hills were due to take on the tenancy imminently. The officer reported that there had been limited communication from the company with HVPC's solicitors over recent weeks. Other Members reported that this was likely to be due to the busy festival-season which Milk from the Hills were attending. Cllr Davis said he could contact Milk from the Hills.

2627 42

## Publicising the work of Holme Valley Parish Council

The Committee considered recent events or news that this Committee wished to publicise via the press, Parish Council website or social media.

**RESOLVED:** That some of the projects who had supplied grant evaluation should be included in social media posts. The Honley Library opening would be publicised.

The meeting closed at 8.10pm

Signed: \_\_\_\_\_



|                                           | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|-------------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>100 Income</b>                         |                   |                        |                   |                    |                          |                    |              |                         |
| 1076 Precept                              | 0                 | 223,859                | 447,717           | 223,859            |                          |                    | 50.0%        |                         |
| 1078 Special Expenses Grant               | 0                 | 1,736                  | 3,472             | 1,736              |                          |                    | 50.0%        |                         |
| 1090 Bank Interest                        | 236               | 1,239                  | 4,500             | 3,261              |                          |                    | 27.5%        |                         |
| 1092 Toilets Donations                    | 0                 | 0                      | 2,500             | 2,500              |                          |                    | 0.0%         |                         |
| 1095 Other receipts                       | 0                 | 435                    | 2                 | (433)              |                          |                    | 21750.0      |                         |
| 1200 Allotment Rents                      | 0                 | 294                    | 324               | 30                 |                          |                    | 90.7%        |                         |
| 1300 Garage plot income                   | (513)             | 87                     | 840               | 753                |                          |                    | 10.3%        |                         |
| Income :- Income                          | <b>(277)</b>      | <b>227,649</b>         | <b>459,355</b>    | <b>231,706</b>     |                          |                    | <b>49.6%</b> | <b>0</b>                |
| <b>Net Income</b>                         | <b>(277)</b>      | <b>227,649</b>         | <b>459,355</b>    | <b>231,706</b>     |                          |                    |              |                         |
| <b>110 Staff Expenditure</b>              |                   |                        |                   |                    |                          |                    |              |                         |
| 4000 Salaries                             | 8,338             | 33,534                 | 104,316           | 70,782             |                          | 70,782             | 32.1%        |                         |
| 4060 Staff Training                       | 0                 | 506                    | 2,300             | 1,794              |                          | 1,794              | 22.0%        |                         |
| Staff Expenditure :- Indirect Expenditure | <b>8,338</b>      | <b>34,040</b>          | <b>106,616</b>    | <b>72,576</b>      | <b>0</b>                 | <b>72,576</b>      | <b>31.9%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                    | <b>(8,338)</b>    | <b>(34,040)</b>        | <b>(106,616)</b>  | <b>(72,576)</b>    |                          |                    |              |                         |
| <b>150 Administration</b>                 |                   |                        |                   |                    |                          |                    |              |                         |
| 4061 Councillor Training                  | 0                 | 0                      | 900               | 900                |                          | 900                | 0.0%         |                         |
| 4200 Chairman's Expenses                  | 0                 | 0                      | 1,000             | 1,000              |                          | 1,000              | 0.0%         |                         |
| 4205 Council Office Expenditure           | 121               | 413                    | 2,100             | 1,687              |                          | 1,687              | 19.7%        |                         |
| 4210 Audit                                | 0                 | 453                    | 2,000             | 1,547              |                          | 1,547              | 22.7%        |                         |
| 4215 Bank Charges                         | 17                | 78                     | 200               | 122                |                          | 122                | 39.2%        |                         |
| 4220 Conference / Seminars                | 0                 | 0                      | 500               | 500                |                          | 500                | 0.0%         |                         |
| 4225 Elections                            | 0                 | 0                      | 10,000            | 10,000             |                          | 10,000             | 0.0%         |                         |
| 4230 Repairs & Maintenance                | 0                 | 0                      | 1,000             | 1,000              |                          | 1,000              | 0.0%         |                         |
| 4235 Insurance                            | 0                 | 12,502                 | 12,300            | (202)              |                          | (202)              | 101.6%       |                         |
| 4240 Travel Allowance                     | 0                 | 0                      | 300               | 300                |                          | 300                | 0.0%         |                         |
| 4245 Office Equipment                     | 0                 | 333                    | 900               | 567                |                          | 567                | 37.0%        |                         |
| 4250 Office/Room Hire                     | 42                | 42                     | 200               | 158                |                          | 158                | 21.0%        |                         |
| 4260 FOIA/SAR requests                    | 0                 | 7,500                  | 500               | (7,000)            |                          | (7,000)            | 1500.0%      |                         |
| 4265 Subscriptions                        | 0                 | 3,090                  | 3,000             | (90)               |                          | (90)               | 103.0%       |                         |
| 4275 Telephone and Internet               | 56                | 168                    | 600               | 432                |                          | 432                | 28.0%        |                         |
| 4285 Remembrance Sunday                   | 0                 | 0                      | 160               | 160                |                          | 160                | 0.0%         |                         |
| 4295 Staffing Review                      | 0                 | 0                      | 2,000             | 2,000              |                          | 2,000              | 0.0%         |                         |
| 4400 Electronic Support                   | 13                | 1,469                  | 1,700             | 231                |                          | 231                | 86.4%        |                         |
| 4660 Communications & Engagement          | 3,645             | 6,120                  | 10,650            | 4,530              |                          | 4,530              | 57.5%        | 50                      |
| Administration :- Indirect Expenditure    | <b>3,895</b>      | <b>32,171</b>          | <b>50,010</b>     | <b>17,839</b>      | <b>0</b>                 | <b>17,839</b>      | <b>64.3%</b> | <b>50</b>               |
| <b>Net Expenditure</b>                    | <b>(3,895)</b>    | <b>(32,171)</b>        | <b>(50,010)</b>   | <b>(17,839)</b>    |                          |                    |              |                         |
| 6000 plus Transfer from EMR               | 0                 | 50                     | 0                 | (50)               |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>     | <b>(3,895)</b>    | <b>(32,121)</b>        | <b>(50,010)</b>   | <b>(17,889)</b>    |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2026

Month No: 4

## Cost Centre Report

|                                              | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|----------------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>250 Finance &amp; Management</b>          |                   |                        |                   |                    |                          |                    |              |                         |
| 4315 Grants - Community Assets               | 0                 | 0                      | 46,940            | 46,940             |                          | 46,940             | 0.0%         |                         |
| 4405 Grants - Projects and Events            | 0                 | 0                      | 19,500            | 19,500             |                          | 19,500             | 0.0%         |                         |
| 4420 Honley Library                          | 0                 | 15,000                 | 15,750            | 750                |                          | 750                | 95.2%        |                         |
| 4425 The Civic                               | 0                 | 28,581                 | 65,000            | 36,420             |                          | 36,420             | 44.0%        | 2,050                   |
| Finance & Management :- Indirect Expenditure | <b>0</b>          | <b>43,581</b>          | <b>147,190</b>    | <b>103,610</b>     | <b>0</b>                 | <b>103,610</b>     | <b>29.6%</b> | <b>2,050</b>            |
| <b>Net Expenditure</b>                       | <b>0</b>          | <b>(43,581)</b>        | <b>(147,190)</b>  | <b>(103,610)</b>   |                          |                    |              |                         |
| 6000 plus Transfer from EMR                  | 0                 | 2,050                  | 0                 | (2,050)            |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>        | <b>0</b>          | <b>(41,531)</b>        | <b>(147,190)</b>  | <b>(105,659)</b>   |                          |                    |              |                         |
| <b>300 Planning</b>                          |                   |                        |                   |                    |                          |                    |              |                         |
| 4505 Neighbourhood Plan                      | 0                 | 0                      | 1,000             | 1,000              |                          | 1,000              | 0.0%         |                         |
| Planning :- Indirect Expenditure             | <b>0</b>          | <b>0</b>               | <b>1,000</b>      | <b>1,000</b>       | <b>0</b>                 | <b>1,000</b>       | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                       | <b>0</b>          | <b>0</b>               | <b>(1,000)</b>    | <b>(1,000)</b>     |                          |                    |              |                         |
| <b>400 Service Provision</b>                 |                   |                        |                   |                    |                          |                    |              |                         |
| 4320 Public Toilet - Day to Day              | 1,152             | 3,378                  | 23,100            | 19,722             |                          | 19,722             | 14.6%        |                         |
| 4325 Gartside Building                       | 0                 | 550                    | 1,050             | 500                |                          | 500                | 52.4%        |                         |
| 4705 Christmas Provision                     | 0                 | 0                      | 5,000             | 5,000              |                          | 5,000              | 0.0%         |                         |
| 4710 New Mill - Churchyard                   | 0                 | 0                      | 788               | 788                |                          | 788                | 0.0%         |                         |
| 4720 Dog Waste                               | 0                 | 0                      | 1,260             | 1,260              |                          | 1,260              | 0.0%         |                         |
| 4730 Minibus                                 | 1,971             | 7,758                  | 23,500            | 15,742             |                          | 15,742             | 33.0%        |                         |
| 4735 Phone Boxes                             | 0                 | 0                      | 1,000             | 1,000              |                          | 1,000              | 0.0%         |                         |
| 4740 Seats & Shelters-Maintenance            | 1,215             | 2,618                  | 13,650            | 11,032             |                          | 11,032             | 19.2%        |                         |
| 4750 War Memorial                            | 0                 | 0                      | 1,000             | 1,000              |                          | 1,000              | 0.0%         |                         |
| 4760 Youth Work in the Holme Valley          | 10,000            | 10,000                 | 25,000            | 15,000             |                          | 15,000             | 40.0%        |                         |
| 4765 Tourism                                 | 0                 | 450                    | 5,000             | 4,550              |                          | 4,550              | 9.0%         | 1,450                   |
| 4770 Sustainable Transport                   | 0                 | 0                      | 0                 | 0                  |                          | 0                  | 0.0%         | 750                     |
| 4840 Climate Action                          | 0                 | 0                      | 5,000             | 5,000              |                          | 5,000              | 0.0%         |                         |
| Service Provision :- Indirect Expenditure    | <b>14,338</b>     | <b>24,753</b>          | <b>105,348</b>    | <b>80,595</b>      | <b>0</b>                 | <b>80,595</b>      | <b>23.5%</b> | <b>2,200</b>            |
| <b>Net Expenditure</b>                       | <b>(14,338)</b>   | <b>(24,753)</b>        | <b>(105,348)</b>  | <b>(80,595)</b>    |                          |                    |              |                         |
| 6000 plus Transfer from EMR                  | 0                 | 2,200                  | 0                 | (2,200)            |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>        | <b>(14,338)</b>   | <b>(22,553)</b>        | <b>(105,348)</b>  | <b>(82,795)</b>    |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2026

Month No: 4

## Cost Centre Report

|                                       | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|---------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| Grand Totals:- Income                 | (277)             | 227,649                | 459,355           | 231,706            |                          |                    | 49.6%   |                         |
| Expenditure                           | 26,571            | 134,544                | 410,164           | 275,620            | 0                        | 275,620            | 32.8%   |                         |
| <b>Net Income over Expenditure</b>    | <b>(26,848)</b>   | <b>93,105</b>          | <b>49,191</b>     | <b>(43,914)</b>    |                          |                    |         |                         |
| plus Transfer from EMR                | 0                 | 4,299                  | 0                 | (4,299)            |                          |                    |         |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>(26,848)</b>   | <b>97,405</b>          | <b>49,191</b>     | <b>(48,214)</b>    |                          |                    |         |                         |

| Account                            | Opening Balance  | Net Transfers    | Closing Balance   |
|------------------------------------|------------------|------------------|-------------------|
| 323 EMR Community Assets           | 2,017.00         |                  | 2,017.00          |
| 325 EMR Election Fund              | 14,000.00        | 7,000.00         | 21,000.00         |
| 326 EMR Defibrillator Special Resr | 1,673.56         |                  | 1,673.56          |
| 331 EMR Gartside Building          | 0.00             | 18,108.00        | 18,108.00         |
| 336 EMR Royal Events               | 2,000.00         | 1,000.00         | 3,000.00          |
| 337 EMR COVID Memorial             | 2,364.25         |                  | 2,364.25          |
| 345 EMR Rolling Grants - F&M       | 1,560.00         | 7,000.00         | 8,560.00          |
| 346 EMR Sustainable Transport      | 2,500.00         | 1,750.00         | 4,250.00          |
| 347 EMR Tourism                    | 3,401.00         | -1,450.00        | 1,951.00          |
| 349 EMR Community Engagement       | 3,609.87         |                  | 3,609.87          |
| 352 EMR War Memorials              | 2,500.00         |                  | 2,500.00          |
| 353 EMR Phone Boxes                | 0.00             | 2,000.00         | 2,000.00          |
| 354 EMR Brand Assets               | 919.53           | 950.11           | 1,869.64          |
| 356 EMR Rolling Grants - SP        | 0.00             | 2,380.00         | 2,380.00          |
| 357 EMR Contract - Toilets         | 0.00             | 2,100.00         | 2,100.00          |
| 358 EMR Contract - Seats/Shelters  | 0.00             | 1,365.00         | 1,365.00          |
| 359 EMR Stone Bus Shelters         | 0.00             | 15,885.00        | 15,885.00         |
| 360 EMR Local plan                 | 0.00             | 2,470.00         | 2,470.00          |
| 361 EMR Events                     | 0.00             | 2,000.00         | 2,000.00          |
| 362 EMR The Civic Vision           | 0.00             | 7,653.50         | 7,653.50          |
|                                    | <b>36,545.21</b> | <b>70,211.61</b> | <b>106,756.82</b> |

## List of Payments made between 01/07/2026 and 31/07/2026

| <u>Date Paid</u>      | <u>Payee Name</u>             | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>     |
|-----------------------|-------------------------------|------------------|--------------------|-----------------------|-------------------------------|
| 03/07/2026            | Grenke                        | 2627/04/02       | 141.59             | F&M 2627 9            | PHOTOCOPIER LEASE             |
| 08/07/2026            | British Telecom               | 2627/04/03       | 67.14              | F&M 2627 9            | INTERNET AND PHONE            |
| 15/07/2026            | HMRC                          | 2627/04/04       | 1,939.50           | F&M 2627 9            | PAYE TAX AND NI               |
| 15/07/2026            | Salaries Staff                | 2627/04/05       | 1,864.57           | F&M 2627 9            | SALARY STAFF 02               |
| 15/07/2026            | West Yorkshire Pension Fund   | 2627/04/06       | 1,239.88           | F&M 2627 9            | PENSIONS                      |
| 15/07/2026            | Salaries Staff                | 2627/04/07       | 1,599.53           | F&M 2627 9            | SALARY STAFF 05               |
| 15/07/2026            | Salaries Staff                | 2627/04/08       | 1,694.98           | F&M 2627 9            | SALARY STAFF 04               |
| 16/07/2026            | Lloyds Bank                   | 2627/04/10       | 176.91             | F&M 2627 9            | MULTIPAY CARD CHARGES         |
| 17/07/2026            | E.ON NEXT                     | 2627/04/11       | 17.69              | F&M 2627 9            | ELECTRICITY TOILETS           |
| 21/07/2026            | West Yorks Combined Authority | 2627/04/12       | 1,971.00           | F&M 2627 9            | HV MINIBUS SERVICE JUL        |
| 21/07/2026            | Principal Hygiene             | 2627/04/13       | 72.00              | F&M 2627 9            | SERVICE NAPPY UNITS           |
| 21/07/2026            | Staff 04                      | 2627/04/14       | 3.49               | F&M 2627 9            | REIMBURSEMENT CARD            |
| 21/07/2026            | Kirklees Youth Alliance       | 2627/04/15       | 10,000.00          | F&M 2627 9            | GRANT - YOUTH WORK IN THE HV  |
| 22/07/2026            | Maintenance Contractor        | 2627/04/18       | 2,030.27           | F&M 2627 9            | MAINTENANCE                   |
| 22/07/2026            | Enterprise Print              | 2627/04/19       | 64.00              | F&M 2627 10i          | LEAFLETS - YOUR CIVIC         |
| 22/07/2026            | Staff 04                      | 2627/04/20       | 40.00              | F&M 2627 9            | REIMBURSE- ROOM HIRE          |
| 22/07/2026            | Zest for Print                | 2627/04/21       | 300.00             | F&M 2627 10i          | A1 BOARDS, BANNER             |
| 22/07/2026            | Zest for Print                | 2627/04/22       | 253.20             | F&M 2627 10i          | Zest for Print                |
| 22/07/2026            | Holmfirth Tech                | 2627/04/23       | 42.00              | F&M 2627 10i          | ROOM BOOKING - PLANNING       |
| 22/07/2026            | Enterprise Print              | 2627/04/24       | 115.60             | F&M 2627 10i          | CIVIC LEAFLETS AND POSTERS    |
| 22/07/2026            | BILLY HAIGH FILMOGRAPHY       | 2627/04/25       | 1,056.90           | F&M 2627 10iii        | THE CIVIC VISION VIDEO        |
| 22/07/2026            | Enterprise Print              | 2627/04/26       | 82.00              | F&M 2627 10i          | CIVIC LEAFLETS POSTERS        |
| 22/07/2026            | KNOWN AIM                     | 2627/04/27       | 1,770.00           | F&M 2627 10iii        | THE CIVIC CAMPAIGN            |
| 28/07/2026            | GARAGE TENANTS VAT            | 2627/04/28       | 513.34             | F&M 2526 112          | VAT ON GARAGE RENTALS 4 YEARS |
| 28/07/2026            | Garage Rentals VAT            | 2627/04/28       | -513.34            |                       | Cancel entry                  |
| 31/07/2026            | Unity Trust                   | 2627/04/29       | 11.05              | F&M 2627 9            | Service Charge                |
| <b>Total Payments</b> |                               |                  | <b>26,553.30</b>   |                       |                               |

# Holme Valley Parish Council Cash Book 2026-27

## Unity Trust T2 Current Account

### Schedule of Payments August 2026

| No | HVPC ref   | Payment Sent Date | Payment method | Check v Statement        | To pay                             | Description                                            | Net         | Vat     | Gross      | Authorisation to Pay | Legislation           |
|----|------------|-------------------|----------------|--------------------------|------------------------------------|--------------------------------------------------------|-------------|---------|------------|----------------------|-----------------------|
| 2  | 2627/05/02 | 07/08/2026        | BACS           | <input type="checkbox"/> | BT                                 | INTERNET AND PHONE                                     | £55.95      | £11.19  | £67.14     | F&M 2627 9           | GPC Localism Act 2011 |
| 3  | 2627/05/03 | 14/08/2026        | BACS           | <input type="checkbox"/> | HMRC                               | PAYE TAX & NI                                          | £1,679.73   | £0.00   | £1,679.73  | F&M 2627 9           | GPC Localism Act 2011 |
| 4  | 2627/05/04 | 14/08/2026        | BACS           | <input type="checkbox"/> | STAFF 04                           | SALARY STAFF                                           | £1,279.36   | £0.00   | £1,279.36  | F&M 2627 9           | GPC Localism Act 2011 |
| 5  | 2627/05/05 | 14/08/2026        | BACS           | <input type="checkbox"/> | HOLMFIRTH FESTIVAL OF FOLK         | ROLLING GRANT: FESTIVAL INSURANCE & TRAFFIC MANAGEMENT | £1,500.00   | £0.00   | £1,500.00  | F&M 2627 31CI        | GPC Localism Act 2011 |
| 6  | 2627/05/06 | 14/08/2026        | BACS           | <input type="checkbox"/> | STAFF 05                           | SALARY STAFF                                           | £1,599.53   | £0.00   | £1,599.53  | F&M 2627 9           | GPC Localism Act 2011 |
| 7  | 2627/05/07 | 14/08/2026        | BACS           | <input type="checkbox"/> | STAFF 02                           | SALARY STAFF                                           | £1,864.57   | £0.00   | £1,864.57  | F&M 2627 9           | GPC Localism Act 2011 |
| 8  | 2627/05/08 | 14/08/2026        | BACS           | <input type="checkbox"/> | FRIENDS OF HONLEY                  | ROLLING GRANT: SUMMER PLANTING                         | £1,500.00   | £0.00   | £1,500.00  | F&M 2627 31CI        | GPC Localism Act 2011 |
| 9  | 2627/05/09 | 14/08/2026        | BACS           | <input type="checkbox"/> | WEST YORKSHIRE PENSION FUND        | PENSIONS                                               | £1,123.47   | 0.00    | £1,123.47  | F&M 2627 9           | GPC Localism Act 2011 |
| 10 | 2627/05/10 | 17/08/2026        | DD             | <input type="checkbox"/> | LLOYDS BANK                        | MULTIPAY CARD PAYMENTS AND FEES                        | £117.47     | £0.00   | £117.47    | F&M 2627 9           | GPC Localism Act 2011 |
| 11 | 2627/05/11 | 17/08/2026        | DD             | <input type="checkbox"/> | E-ON                               | ELECTRICITY HOLMFIRTH TOILETS                          | £17.41      | £0.87   | £18.28     | F&M 2627 9           | GPC Localism Act 2011 |
| 12 | 2627/05/12 | 20/08/2026        | BACS           | <input type="checkbox"/> | STAFF 04                           | SALARY STAFF - UNDERPAYMENT RE 14/08                   | £548.70     | £0.00   | £548.70    | F&M 2627 9           | GPC Localism Act 2011 |
| 13 | 2627/05/13 | 20/08/2026        | BACS           | <input type="checkbox"/> | HMRC                               | PAYE TAX & NI - UNDERPAYMENT RE 14/08                  | £342.52     | £0.00   | £342.52    | F&M 2627 9           | GPC Localism Act 2011 |
| 14 | 2627/05/14 | 20/08/2026        | BACS           | <input type="checkbox"/> | WEST YORKSHIRE PENSION FUND        | PENSIONS - UNDERPAYMENT RE 14/08                       | £153.60     | £0.00   | £153.60    | F&M 2627 9           | GPC Localism Act 2011 |
| 16 | 2627/05/16 | 28/08/2026        | BACS           | <input type="checkbox"/> | MOSEDALE GILLATT ARCHITECTS        | CONSULTATION, MEETING WITH CONSERVATION                | £1,100.00   | £220.00 | £1,320.00  | F&M 2627 9           | GPC Localism Act 2011 |
| 17 | 2627/05/17 | 28/08/2026        | BACS           | <input type="checkbox"/> | DOCUMENT LOGIC                     | PHOTOCOPYING - JUN/JUL                                 | £79.50      | £15.90  | £95.40     | F&M 2627 9           | GPC Localism Act 2011 |
| 18 | 2627/05/18 | 28/08/2026        | BACS           | <input type="checkbox"/> | DOCUMENT LOGIC                     | PHOTOCOPYING - JUL/AUG                                 | £79.50      | £15.90  | £95.40     | F&M 2627 9           | GPC Localism Act 2011 |
| 19 | 2627/05/19 | 28/08/2026        | BACS           | <input type="checkbox"/> | HUDDERSFIELD HUB CIC               | HUDDERSFIELD HUB WEBSITE SUBSCRIPTION JUL-SEP          | £600.00     | £0.00   | £600.00    | F&M 2627 9           | GPC Localism Act 2011 |
| 20 | 2627/05/20 | 28/08/2026        | BACS           | <input type="checkbox"/> | MAINTENANCE CONTRACTOR             | EXPENSES                                               | £108.97     | £21.79  | £130.76    | F&M 2627 9           | GPC Localism Act 2011 |
| 21 | 2627/05/21 | 28/08/2026        | BACS           | <input type="checkbox"/> | MAINTENANCE CONTRACTOR             | MAINTENANCE                                            | £1,737.72   | £0.00   | £1,737.72  | F&M 2627 9           | GPC Localism Act 2011 |
| 22 | 2627/05/22 | 28/08/2026        | BACS           | <input type="checkbox"/> | VIKING                             | STATIONERY                                             | £70.36      | £14.07  | £84.43     | F&M 2627 10b         | GPC Localism Act 2011 |
| 23 | 2627/05/23 | 28/08/2026        | BACS           | <input type="checkbox"/> | WEST YORKSHIRE COMBINED AUTHORITY  | HOLME VALLEY MINIBUS SERVICE - AUG                     | £1,971.00   | £0.00   | £1,971.00  | F&M 2627 9           | GPC Localism Act 2011 |
| 24 | 2627/05/24 | 28/08/2026        | BACS           | <input type="checkbox"/> | FRIENDS OF CLIFF RECREATION GROUND | ROLLING GRANT: CAROLS ON THE CLIFF                     | £500.00     | £0.00   | £500.00    | F&M 2627 31CI        | GPC Localism Act 2011 |
| 25 | 2627/05/25 | 28/08/2026        | BACS           | <input type="checkbox"/> | HOLMFIRTH FILM FESTIVAL            | ROLLING GRANT: FESTIVAL VENUE HIRE                     | £1,500.00   | £0.00   | £1,500.00  | F&M 2627 31CI        | GPC Localism Act 2011 |
| 26 | 2627/05/26 | 31/07/2026        | FEE            | <input type="checkbox"/> | UNITY TRUST                        | SERVICE CHARGE                                         | £10.90      | £0.00   | £10.90     | F&M 2627 9           | GPC Localism Act 2011 |
|    |            |                   |                |                          |                                    |                                                        | £19,540.26  | £299.72 | £19,839.98 |                      |                       |
|    |            |                   |                |                          |                                    |                                                        | £133,904.82 |         |            |                      |                       |

Cash Book Balance to carry forward:

# **Kirklees Community Governance Review**

## **Appendix 1: Overview of Stage 2 Consultation and Final Recommendations**

**August 2026**

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# Kirklees Community Governance Review

## Section 1 – Relevant Background Information

### Purpose

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The purpose of this document is to provide a summary of the responses received during Stage 2 consultation on the Kirklees Community Governance Review (CGR) and to present the council's final recommendations – as modified by the consultation process.

The review has been carried out over two stages of public consultation: an initial consultation on the terms of reference and existing arrangements, followed by a second consultation on the council's draft recommendations.

### Aims and objectives of the Kirklees Community Governance Review

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A Community Governance Review (CGR) is a process that allows upper-tier councils to review and make changes to the governance arrangements of parishes within their area to ensure they continue to reflect the identity and interests of local communities and are as effective and convenient as possible.

According to guidance on CGRs from the Local Government Boundary Commission for England, good practice for a principal council would be to consider conducting a review every 10-15 years. The last CGR in Kirklees took place in 2008/9.

On 16<sup>th</sup> July 2025, Full Council agreed the undertaking of a Community Governance Review in accordance with the relevant legal framework and Government guidance. Also, in line with Corporate Governance & Audit Committee's (CG&AC) terms of reference, to delegate to the Committee to agree the terms of reference of the review and oversee delivery.

The Kirklees CGR has focused on those areas of Kirklees which are currently parished, together with relevant adjoining land, to enable the council to consider whether changes are needed to existing parish arrangements.

The review considered views on parish arrangements, boundaries, warding and governance structures in the areas under review.

### The review process and timescales

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A public notice launching the review was published on 1 October 2025, marking the start of a ten-week Stage 1 consultation period. During this phase of the review, local residents and other stakeholders were invited to submit comments and proposals in line with the terms of reference.

Stage 1 closed on 12 December 2025. On 30 January 2026, a report was presented to the council's Corporate Governance and Audit Committee, summarising the responses received and setting out nine draft recommendations.

Stage 2 consultation took place between 9 February and 20 April 2026 and invited views on those draft recommendations.

Following Stage 2 consultation, the council's Corporate Governance and Audit Committee is asked to consider draft final recommendations for future parish arrangements, for approval by Full Council in September 2026.

## Section 2 - Terms of Reference

The council has power under Section 82 of the Local Government and Public Involvement in Health Act 2007 to conduct CGRs. A CGR must be conducted in accordance with the requirements set out in Chapter 3 of Part 4 of the Local Government and Public Involvement in Health Act 2007 (as amended) and guidance issued by the Secretary of State under Section 100(4) of the 2007 Act.

A Review must involve consultation with local people and stakeholders, and consider any representations received.

It is deemed good practice to complete a review within 12 months, with the final recommendations subject to approval by Council.

A CGR is carried out by the principal council and is used to look at the whole or part of a district.

The Local Government & Public Involvement in Health Act 2007 allows principal councils to determine the terms of reference under which a community governance review is to be undertaken. It requires the terms of reference to specify the area under review and the principal council to publish the terms of reference. If any modifications are made to the terms of reference, these must also be published.

On 16<sup>th</sup> July 2025, Full Council agreed the undertaking of a Community Governance Review in accordance with the relevant legal framework and Government guidance, and in line with Corporate Governance & Audit Committee's (CG&AC) terms of reference, to delegate to the Committee to agree the terms of reference of the review and oversee delivery.

In accordance with the terms of reference and timeline agreed by Corporate Governance and Audit Committee on 26th September 2025, the Community Governance Review formally commenced on 1st October 2025.

The Review is focused on those areas of Kirklees which are currently parished and relevant adjoining land, to enable the council to consider if any changes are needed to existing parish arrangements.

At present, there are five parish and town councils in Kirklees:

- Denby Dale Parish Council
- Holme Valley Parish Council
- Kirkburton Parish Council

- Meltham Town Council
- Mirfield Town Council

The Review must consider whether community governance arrangements within the areas under review are:

- reflective of the identities and interests of the community in that area; and
- effective and convenient to the community in that area

and make recommendations with regard to:

- Creating, abolishing, merging or altering parishes
- The naming of parishes and the style of new parishes
- The electoral arrangements for parishes including the ordinary year of election, the number of councillors to be elected to the council; and parish warding; and
- Grouping of parishes under a common parish council or de-grouping existing parishes.

In doing so, the review is required to take into account:

- the impact of community governance arrangements on community cohesion; and
- the size, population and boundaries of a local community or parish.

The full terms of reference for the review can be viewed here: [Terms of Reference, Kirklees Community Governance Review](#)

## Section 3 – summary and analysis of submissions

This section provides an analysis of the consultation responses relating to recommendations associated with each parish council area and a summary of common or cross cutting themes. The analysis takes account of the feedback provided through both stages of the public consultation, but a more detailed description of the responses received to the first stage of the consultation is contained in [the summary and analysis report published in January 2026](#).

### Stage 2 Consultation

Stage 2 of the review was extensively publicised, and stakeholders were provided with multiple submission options to ensure broad and inclusive consultation.

Interested parties were invited to respond through a range of channels, including electronically via the council's website, by email, or by letter. A dedicated contact number was also made available for residents and other stakeholders requiring assistance or seeking information in an alternative format.

Submissions were accepted in any format, but the online consultation documentation and questionnaire – which included both open free text boxes and closed questions to gather feedback – encouraged respondents to provide feedback on the nine recommendations made. Respondents were also encouraged to refer to the terms of reference and analysis of Stage one consultation before making a submission.

Information on the current structure of the five parishes and their electoral arrangements, which included polling district(s), councillors, electorate, electoral forecast data and wards (where applicable) were provided, in addition to maps representing suggested wards and boundaries,

Key stakeholders were directly contacted and invited to make a submission. The main communication channels used to publicise the review were:

- A dedicated webpage containing information about the review and an online submission form, with options to submit responses via post or email.
- Social media messaging - shared via multiple channels, including facebook, LinkedIn, and Next door, at the start of the review, with reminder posts both midway and close to the end of the review – reaching 13,823 users and viewed 22,696 times.
- Email to Parish Clerks, providing them with all relevant information needed to publicise the review in their local communities and on Council websites and local noticeboards.
- Information on the review was included in February's Rural newsletter, issued by the council's Active People and Places Team (covering Denby Dale, Kirkburton, Holme Valley North and Holme Valley South) and in the Dewsbury and Mirfield newsletter, issued in March – both sent out to community groups, schools, businesses, residents, councillors and Kirklees staff who have a community remit.
- Posters promoting the review and signposting people to the consultation were sent to Town and Parish Clerks and all public libraries across Kirklees.
- Attendance at the council's place-based working meetings in March – led by the council's Active Citizens and Places Team - to brief frontline, community-based colleagues on the Review and seek their support in promoting the review.

Letters providing information on relevant recommendations, along with information on how to respond to the consultation, were also sent to households at Calder View, Spring Place Gardens and within Polling District KB1-D (Whitley and Briestfield).

## Summary of responses received and draft recommendations

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Consultation responses received during the second phase of the review have been analysed in accordance with the Local Government Boundary Commission for England's guidance on community governance reviews and in line with the published terms of reference.

Members of a cross-service Community Governance Review Working Group have met to consider the responses to the consultation and to make recommendations to the Corporate Governance and Audit Committee.

A total of 303 stakeholders responded to the online consultation and a further 9 submitted consultation responses via email.

Overall, the distribution of responses shows a significantly higher level of engagement from respondents in relation to recommendation 5, linked to Meltham Town Council, with more moderate and relatively similar response levels across the remaining areas.

## Denby Dale Parish area

Denby Dale Parish Council currently represents 13,644 electors. The Parish Council is made up of 20 councillors across 4 Wards:

| Parish                    | Parish Ward                | Polling District(s) | No. of Cllrs | Electorate forecast |
|---------------------------|----------------------------|---------------------|--------------|---------------------|
| Denby Dale Parish Council | Clayton West Ward          | DD1-O               | 4            | 2614                |
|                           | Denby Dale and Cumberworth | DD2-O, DD3-O, DD4-O | 6            | 4784                |
|                           | Skelmanthorpe              | DD5-O, DD6-O, DD7-O | 6            | 5733                |
|                           | Emley                      | DD8-O, DD9-O        | 4            | 1613                |

Current structure of Denby Dale Parish Council

### Stage 1 Consultation - recap

At stage 1 consultation, a total of 23 responses were received in relation to Denby Dale Parish Council, with views generally positive about the value of having a parish council and its role in supporting local communities. Over half of respondents agreed to some extent that the council is accessible, represents the area well, is divided into wards correctly and that the area benefits from parish governance, although lower levels of agreement were recorded in relation to serving the whole community and consulting on important issues.

Comments highlighted the importance of recognising the distinct needs of semi-rural communities, alongside some calls for improved communication, greater visibility from councillors, increased funding and stronger influence on local issues such as the environment and planning. Views on boundaries and ward arrangements were mixed, with some respondents suggesting that the current area is too large and that smaller councils could improve representation and engagement, although no significant or detailed proposals for change were provided.

**As a result, no specific proposals were recommended for Stage 2 consultation for Denby Dale Parish Council.**

## Holme Valley Parish area

Holme Valley Parish Council currently represents 21,746 electors. The Parish Council is made up of 23 councillors across 12 Wards:

| Parish                      | Parish Ward                  | Polling District(s) | No. of Cllrs | Electorate forecast |
|-----------------------------|------------------------------|---------------------|--------------|---------------------|
| Holme Valley Parish Council | Brockholes Ward              | HN1-C               | 1            | 1469                |
|                             | Fulstone Ward                | HS5-C               | 2            | 1752                |
|                             | Hepworth Ward                | HS4-C               | 1            | 893                 |
|                             | Holmfirth Central            | HS8-C               | 2            | 2033                |
|                             | Honley Central and East Ward | HN2-C               | 3            | 2512                |
|                             | Honley South Ward            | HN3-C               | 1            | 1153                |
|                             | Honley West Ward             | HN4-C               | 2            | 1672                |
|                             | Netherthong Ward             | HS9-C               | 2            | 1845                |
|                             | Scholes Ward                 | HS3-C, HS6-C        | 2            | 2228                |
|                             | Upper Holme Valley Ward      | HS1-C, HS2-C        | 2            | 2076                |
|                             | Upperthong Ward              | HS10-C              | 2            | 2307                |
|                             | Wooldale Ward                | HS7-C               | 3            | 3529                |

Current structure of Holme Valley Parish Council

## Stage 1 Consultation - recap

At Stage 1 consultation, a total of 34 responses were received in relation to Holme Valley Parish Council, with overall views generally positive about the value and effectiveness of the council. Over half of respondents agreed to some extent that the council is accessible, serves the whole community, represents the area well, is divided into wards correctly and that the area benefits from having a parish council, although only 36% agreed to some extent that it consults them on important issues.

Comments highlighted the positive role of councillors, particularly their visibility, accessibility and support for local events and community groups through grants. The main theme raised was the potential separation of Honley and Brockholes from Holme Valley Parish Council to form a new council, reflecting concerns that the current area is too large and that more localised governance could better reflect community identity and priorities. Other suggestions included changes to boundaries, councillor numbers, ward names and the possible style of the council, while some respondents supported retaining the current arrangements.

In response to representations made, Stage 2 proposals included:

1. Increasing the number of Councillors in Brockholes ward to 2, in line with the National Association of Local Councils guidance on Councillor numbers.
2. Merging Honley Central and East Ward, Honley South Ward and Honley West Ward into a single parish ward, represented by 6 councillors, in line with the National Association of Local Councils (NALC) guidance, reflecting their strong shared community identity.
3. Separating the three Honley parish wards, together with the Brockholes Ward (currently part of Holme Valley Parish Council) to form a new 'Honley Parish Council'. This new

Parish Council would comprise of 6,806 electors. The remaining Holme Valley Parish Council would then comprise of the following Wards, made up of 16,663 electors:

- Fulstone Ward
- Hepworth Ward
- Holmfirth Central Ward
- Netherthong Ward
- Scholes Ward
- Upper Holme Valley Ward
- Upperthong Ward
- Wooldale Ward

4. Changing the names of Fulstone and Scholes Wards to New Mill & Fulstone and Scholes & Hade Edge.

Analysis of responses received at Stage 2 consultation to the above recommendations are set out below.

## Recommendation 1, Honley Parish Wards (Central and East, South and West)

**Proposals from stage 1 consultation:** We asked for views on bringing the three current Honley parish wards together (Honley Central & East, Honley South, and Honley West) – to form one single parish ward. This new ward would elect 6 councillors.

**Total responses:** 43 (online survey)

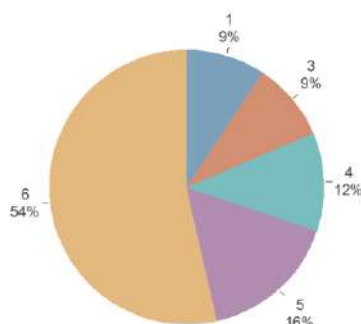
**Written submissions:** 33 (online survey)

Respondents were asked to rate how the proposal would impact them and their family on a scale of 1 to 6, where 1 represents a negative impact and 6 represents a positive impact.

Overall, responses were largely positive. 53% of respondents selected the highest rating of 6, indicating a strongly positive impact. A further 16% rated the impact as 5, and 12% selected a neutral-to-positive score of 4.

Lower scores were less common. 9% of respondents rated the impact as 3, and a further 9% selected 1, indicating a negative impact. No respondents selected a rating of 2.

Proposal 1, Honley Parish Wards  
Bring the three current Honley parish wards together (Honley Central & East, Honley South, and Honley West) to form one single parish ward.



## Summary and analysis of written responses

Respondents expressed a range of views on the proposal to bring the three Honley parish wards together. Overall, feedback was mostly positive.

Generally, respondents felt combining the wards made sense and would better reflect Honley as a single community, simplify governance, and lead to stronger local representation and more joined up and timely decision making in the interests of residents:

- *“I believe bringing the three Honley parish wards together into a single ward has clear benefits. In practice, Honley operates as one community with shared services, facilities, and a strong collective identity. The current ward boundaries are not always obvious to residents, and many local issues affect the whole village rather than just one section. Creating a single ward with six councillors would simplify the structure and better reflect how people experience living in Honley. It could also encourage councillors to work collectively for the benefit of the whole community rather than focusing on smaller ward areas. As long as residents across all parts of Honley continue to feel represented and councillors remain accessible, I believe this proposal would provide a clearer and more effective structure for parish governance.”*
- *“Honley is very much one village with a strong community feel. It seems absurd for it to be separate wards and combining them makes much more sense.”*
- *“A better focus on our local community, with hopefully specific solutions to any problems”*
- *“Issues pertinent to our area could be dealt with more effectively and hopefully much quicker”*
- *“Better reflection of the area of Honley as the ward boundaries are meaningless on the ground”*
- *“Honley has its own identity, so this seems to be a logical development”*
- *“I feel this proposal would reflect the interests of residents in Honley positively”*

However, a small number of concerns were raised about the potential impact on democracy, the appropriate number of Councillors for the combined population of the three Wards and fairness between areas, particularly the risk of smaller communities being overlooked:

- *“The reduced number of wards would have a detrimental effect on democracy”*
- *“Future change focus is likely to be concentrated on Honley, with Brockholes being the poor second cousin”*
- *“6 councillors for 6500 people seems oversubscribed, especially if Honley joins with Brockholes so then 8 councillors. 6 across the two areas seems plenty”*

## Proposed Final Recommendation

Overall, consultation responses indicate broad support for the proposal to combine the three Honley parish wards into a single ward. Respondents commonly felt that Honley operates as one community with a shared identity, and that a single ward would provide a clearer and more effective structure for parish governance. While some concerns were raised about councillor numbers, the reduction in the number of Wards and the importance of ensuring fair representation and balanced outcomes across all areas, these were limited and did not outweigh the overall support expressed.

On this basis, it is recommended that the council considers approving the proposal to bring the three current Honley parish wards together (Honley Central & East, Honley South, and Honley West) – to form one single parish ward.

## Recommendation 2, Brockholes Ward – Number of Councillors

**Proposals from stage 1 consultation:** We asked for views on proposals to increase the number of councillors representing Brockholes from 1 councillor to 2 councillors.

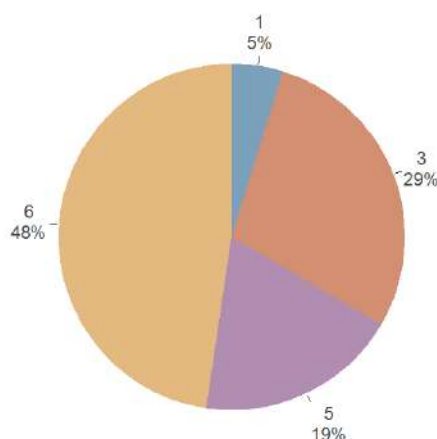
**Total responses:** 21 (online survey)

**Written submissions:** 15 (online survey)

Respondents were asked to rate how the proposal would impact them and their family on a scale of 1 to 6, where 1 represents a negative impact and 6 represents a positive impact.

Most respondents indicated that the proposal would have a positive impact on them and their families. Nearly half (48%) selected the highest rating of 6, indicating a strongly positive impact, while a further 19% rated the impact as 5. Around 29% gave a mid-range score of 3, indicating a neutral-to-negative impact. Only a small proportion (5%) felt the proposal would have a negative impact. No respondents selected a rating of 2 or 4.

Proposal 2, Brockholes Ward:  
Increase the number of councillors representing Brockholes from 1 councillor to 2 councillors.



## Summary and analysis of written responses

Respondents were generally in favour of the proposal and felt that increasing the number of councillors would improve representation and continuity and strengthen local democracy. Several highlighted that Brockholes is a growing area with a significant population and business presence and therefore warrants additional representation to reflect its size:

- “Brockholes is an ever-expanding ward, and sharing the burden of representing this community can only be good for all and increase the voice of the people on the council.”
- “This would increase democracy.”
- “More councillors with ideas and energy can only be a good thing.”

- *“I support the proposal to increase the number of councillors representing Brockholes from one to two. Based on the size of the community and national guidance, it seems reasonable that Brockholes should have greater representation on the parish council. Having two councillors would help ensure that residents have better access to their representatives and would allow the workload to be shared more effectively. It would also provide continuity if one councillor is unavailable and ensure that the views and concerns of Brockholes residents are more consistently represented. Overall, this proposal appears to provide a fairer level of representation for the community.”*
- *“Needs to be fair and balanced with the other wards.”*

A small number of concerns were raised by respondents. One questioned whether increasing councillor numbers would increase costs. Another suggested that if Brockholes is joining with Honley (linked to a separate proposal), an increase in councillors wasn't needed.

A further respondent felt that it would depend on the ability of the councillor to represent the village area and its residents and to understand the wider issues affecting the Holme Valley.

## **Holme Valley Parish Council submission**

It should also be noted that at Stage 1 consultation, in relation to changes to ward sizes, distribution, or representation arrangements, a Parish Council Working Group proposed the following:

- *“We have noted that Brockholes stands out as a ward where the representation ratio appears exceptional, both in comparison with other wards in the Holme Valley and also with any Parish/ Town ward in Kirklees. We take the view that a second seat for the Brockholes ward would bring its representation ratio down to a more reasonable level. This would increase the whole Council to 24 seats, which appears to be consistent with the NALC guidance on appropriate representation for the size of our electorate. “*

## **Proposed Final Recommendation**

Overall, consultation responses indicate support for increasing the number of councillors representing Brockholes from one to two. This is supported by feedback highlighting Brockholes' growing population, the need for improved local representation, and Holme Valley Parish Council's view that the current representation ratio is exceptional when compared with other wards. While a small number of concerns were raised about potential costs and the relationship with wider proposals affecting Honley and Brockholes, these were limited and did not outweigh the overall case for change.

**On this basis, it is recommended that the council considers approving the proposal to increase the number of Councillors representing Brockholes Ward from 1 to 2 Councillors.**

## Recommendation 3 - Create a New 'Honley Parish Council' (Honley & Brockholes)

**Proposals from stage 1 consultation:** We asked for views on creating a new Honley Parish Council, covering the three Honley wards and the Brockholes ward (currently part of Holme Valley Parish Council).

The new parish would have 6,806 electors. Holme Valley Parish Council would continue separately with 16,663 electors.

**Total responses:** 47 (online survey)

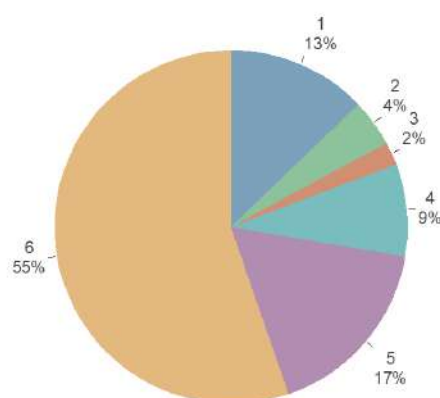
**Written submissions:** 36 (online survey)

Respondents were asked to rate how the proposal would impact them and their family on a scale of 1 to 6, where 1 represents a negative impact and 6 represents a positive impact.

The results indicate a positive overall view of the proposal's impact. The majority of respondents (55%) selected the highest rating of 6, suggesting a positive impact on them and their families, with a further 17% rating the impact as 5.

A smaller proportion gave mid-range ratings, with 9% selecting 4 and 2% selecting 3, indicating neutral or mixed views. In contrast, relatively few respondents anticipated a negative impact, with 13% selecting 1 and 4% selecting 2.

Proposal 3, Honley and Brockholes:  
Create a New 'Honley Parish Council' (Honley & Brockholes)



## Summary and analysis of written responses

Supporters of the proposal generally welcomed the creation of a new Honley and Brockholes Parish Council as a way to strengthen local representation and give communities a clearer, more focused voice. Some respondents suggested that a smaller, more localised council would be more responsive to residents' needs, improve accountability, and ensure that funding raised through the precept is spent directly on local priorities. Respondents highlighted the close links between Honley and Brockholes and the benefits of councillors who live in and understand the

area. Other comments suggested that a new council could be more agile, efficient, and community-focused, supporting local initiatives, improving services, and addressing concerns that some areas, particularly Honley, have historically been overlooked within the wider Holme Valley.

- *“The Holme Valley/HVPC area is so diverse and widespread. Splitting it and creating a Honley/Brockholes council would mean decision making can be taken at a more granular level and be more specifically targeted. It stands to reason that the councillors would therefore be more closely responsible to and involved with the residents they represent.”*
- *“Greater accountability of public funds to grass roots. Historically, feeling Honley missed out to investment in Holmfirth centre as it is large.”*
- *“I like the idea of creating a new Honley Parish Council covering the three Honley wards and Brockholes. It recognises the strong local links between these communities and would allow Honley and Brockholes to have a more focused, local voice. Importantly, it would mean that any parish precept raised would be spent locally, rather than being shared across the wider Holme Valley area, which residents often feel doesn’t reflect their priorities. That said, it’s important to consider the practical implications, particularly around staff, administration, and office costs. Setting up a new council would require careful planning to ensure that resources are managed efficiently and that the benefits of local control outweigh any additional costs to residents. Overall, though, I believe this proposal has significant potential to improve local representation and engagement.”*
- *“Brilliant! Giving Honley and Brockholes its own council will give a much greater focus on local needs and activities for these two villages. Whatever name is given it needs to reflect that it is Honley and Brockholes together, and Parish is outdated and misunderstood - better to call it the ‘Honley & Brockholes Community Council’.”*

Those opposed to the proposal raised concerns about increased costs, duplication, and the potential loss of strategic coordination across the wider Holme Valley. Some respondents felt that the existing Holme Valley Parish Council already provides effective support across the area and benefits from economies of scale, enabling larger projects and cohesive planning. Others warned that splitting the area could lead to fragmentation, reduced influence on wider strategic issues, and unnecessary bureaucracy. There were also concerns about whether a smaller council would have the capacity to operate effectively, with some preferring to retain a single, unified parish structure.

- *“The existing HVPC represents a relatively homogeneous area, which most residents relate to. Over the years HVPC has provided suitable support and facilities for the whole valley area e.g. support for Honley Library and the village hall in Brockholes. Splitting into two parishes, would result in administrative and management costs. A split would be returning to a fragmented area as was the case years ago when much smaller local councils existed. In addition, there are strategic elements e.g. decisions relating to future local plans, environmental improvements such as River Holme Connections etc that require a clear and unified response on behalf of the whole valley area rather than parochial divisions within it.”*
- *“All that it means is more bureaucracy and admin costs, Holme Valley Council currently support activity within Honley and the surrounding area through grants, we really don’t need more meetings and parish councillors.”*
- *“The new Honley Council would be too small to function effectively. It will be better to remain part of the larger Holme Valley Council.”*

- *“Seem silly to me, we are all part of the Holme Valley.”*

## Holme Valley Parish Council submission

It should also be noted that at Stage 1 consultation, in relation to changes to ward sizes, distribution, or representation arrangements, a Parish Council Working Group proposed the following:

- *“There appears to be some interest amongst members of this Council in dividing the Council into two, separating the Honley and Brockholes wards from the rest of the Holme Valley and therefore forming two new Councils. We ask that this option goes forward in the next stages of the CGR Public Consultation and can provide greater detail if required.”*

## Proposed Final Recommendation

Overall, consultation responses indicate a positive view of the proposal from those who responded, with many respondents highlighting the potential for stronger local representation, clearer accountability and a more focused voice for Honley and Brockholes. However, the overall number of responses received was very low in the context of a significant governance change affecting both the proposed new parish area and the remaining Holme Valley Parish Council area.

While the feedback received identifies potential benefits, it does not provide a sufficiently broad or robust evidence base to demonstrate clear community support for establishing a new parish council at this stage. Given the scale and long-term implications of creating a new council, including potential impacts on representation, administration, costs and the wider Holme Valley governance arrangements, the council does not recommend progressing this proposal as part of the current review.

**On this basis, it is recommended that the council does not approve the proposal to create a new Honley Parish Council covering the three Honley wards and Brockholes ward, and that current arrangements remain unchanged.**

**The council will provide further information to Holme Valley Parish Council on how this option could be explored further with residents for future consideration.**

## Recommendation 4 - Renaming Two Holme Valley Parish Wards

**Proposal from stage 1 consultation:** We asked for views on renaming Fulstone and Scholes wards to better reflect the communities they cover:

- Fulstone to be renamed New Mill & Fulstone
- Scholes to be renamed Scholes & Hade Edge.

**Total responses:** 26 (online survey)

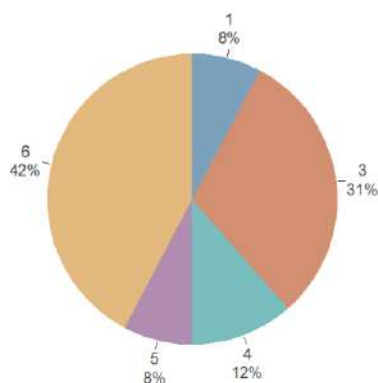
## Written submissions: 18 (online survey)

Respondents were asked to rate how the proposal would impact them and their family on a scale of 1 to 6, where 1 represents a negative impact and 6 represents a positive impact.

Responses to this question were generally positive. Of the 26 responses received, the most common score was 6, selected by 42% respondents, indicating a strongly positive expected impact. A further 19% chose 4 or 5, meaning that around 62% of respondents overall anticipated a positive effect.

31% of respondents selected 3, suggesting a more uncertain view, while only 8% selected a rating of 1, with no respondents selecting 2.

Proposal 4,  
Renaming two Holme Valley Parish Wards: Renaming Fulstone and Scholes wards to better reflect the communities they cover



## Summary and analysis of written responses

Responses to the proposal to rename Holme Valley parish wards were generally supportive or neutral, with limited opposition.

Most respondents felt that revised ward names would better reflect local communities and improve understanding of geographic areas, and some feedback emphasised the importance of ensuring distinct communities are clearly recognised within ward names.

- *“We are a village (Hade Edge) within our own rights. The size of the village has grown recently and I believe we should be named as a part ward with Scholes rather than being grouped as part.”*
- *“Why not. The new name says it all and will give the communities a sense of belonging and being together of Scholes.”*
- *“As long as ward boundaries aren't changing. Don't see a problem.”*
- *“Hade Edge is a community and should be recognised.”*
- *“I'm happy with this change. The new ward names make more sense and better reflect the communities, especially New Mill and Hade Edge. I have no concerns at all.”*

A small number of respondents queried the need for change:

- *“How can anyone know how these changes will affect anyone ... it's not clear what the implications are other than a change of name.”*
- *“If nothing else is changing, then I don't understand a name change. Scholes is Scholes, hade edge is hade edge, like wise for the other 2 ...why combine them?”*

## **Holme Valley Parish Council submission**

It should also be noted that at Stage 1 consultation, in relation to Ward or other name changes, a Parish Council Working Group proposed the following:

- *There was very broad support for requesting that the wards of Fulstone and Scholes should have name changes which more appropriately reflect their present-day composition and to help the electorate to understand and identify with the ward in which they live but also retain the historic identity. We therefore propose the new names of New Mill & Fulstone and Scholes & Hade Edge and ask that this go forward in the next stages of the CGR Public Consultation. We believe that, in addition to our local knowledge of the communities, the data on the distribution of the village populations justify this proposal.*

## **Proposed Final Recommendation**

Overall, the consultation feedback supports the view that the proposed ward names would provide a clearer and more accurate reflection of the communities within each area. As the proposal does not alter ward boundaries or representation arrangements, and opposition was limited, the change is considered proportionate and consistent with the review's aim of ensuring parish arrangements reflect local identity and community interests.

**On this basis, it is recommended that the council considers approving the proposal to rename Fulstone and Scholes Wards, to better reflect the communities they cover, to:**

- **New Mill & Fulstone**
- **Scholes & Hade Edge.**

## Kirkburton Parish Area

Kirkburton Parish Council currently represents 19701 electors. The Parish Council is made up of 25 councillors, across 8 Wards:

| Parish                    | Parish Ward               | Polling District(s) | No. of Cllrs | Electorate forecast |
|---------------------------|---------------------------|---------------------|--------------|---------------------|
| Kirkburton Parish Council | Flockton                  | KB3-D               | 2            | 1709                |
|                           | Kirkburton                | KB6-O, KB5-O        | 4            | 3712                |
|                           | Kirkheaton                | DA6-S               | 4            | 3303                |
|                           | Lepton                    | AL5-H, AL6-H, AL7-H | 5            | 5040                |
|                           | Lepton and Whitley Upper  | KB2-D, KB4-D        | 2            | 1796                |
|                           | Shelley                   | KB7-O               | 3            | 2359                |
|                           | Shepley                   | KB8-O               | 3            | 2275                |
|                           | Thurstonland/Farnley Tyas | KB9-O, KB10-O       | 2            | 2060                |

Current structure of Kirkburton Parish Council

## Stage 1 Consultation - recap

At Stage 1 consultation, a total of 40 responses were received in relation to Kirkburton Parish Council, with views generally positive about the council's role in serving local communities and the value of parish governance in a semi-rural area. Over half of respondents agreed to some extent that the council is accessible, serves the whole community, represents the area well, is divided into wards correctly and that the area benefits from having a parish council, although 37% agreed to some extent that it consults them on important issues.

Comments highlighted the visibility and responsiveness of parish councillors, the value of the council's grants scheme in supporting community projects and volunteer activity, and the importance of providing a local voice within the wider Kirklees area. Some respondents suggested improvements to communication and engagement, including more regular updates, wider use of digital channels and clearer information on how funds are spent.

The strongest theme was boundary alignment, with several respondents supporting the inclusion of Whitley and Briestfield within Kirkburton Parish Council following recent district ward changes, although one respondent opposed this and some raised concerns about the size of the parish.

In response to representations made, Stage 2 proposals include:

1. Extending the external boundary of Kirkburton Parish Council to include polling district KB1-D. Due to the rurality of the ward and the clear sense of community in this area of Whitley and Briestfield, it is proposed that the area of KB1-D remains a separate parish ward, named Whitley and Briestfield ward, and has 1 Councillor to represent the village on the parish council.

Analysis of responses received at Stage 2 consultation to the above recommendation are set out below.

## Proposal 5 - Kirkburton Parish – New Whitley & Brierfield Ward

**Proposals from stage 1 consultation:** We are asking for your views on extending the Kirkburton Parish Council boundary to include the Whitley and Brierfield area. This would form a new parish ward represented by 1 councillor.

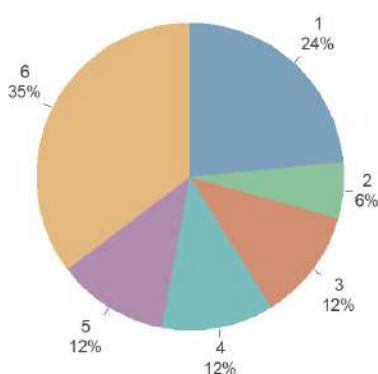
- **Total responses:** 17 (online survey)
- **Written submissions:** 16 (online survey)
- **Email submissions:** 5

Those who responded to the consultation online were asked to rate how the proposal would impact them and their family on a scale of 1 to 6, where 1 represents a negative impact and 6 represents a positive impact.

Responses to this question were mixed but overall, more positive than negative. Of the 17 responses received, the most common score was 6, selected by 35% of respondents, indicating a strongly positive expected impact. Overall, 59% chose a score of 4, 5 or 6, suggesting they felt the proposal would have a positive effect on them and their family. However, 29% of respondents selected 1 or 2, indicating concerns about a negative impact, while 12% chose 3, suggesting an uncertain view.

Of the five email submissions, two were in favour of the proposal and two provided strong objections. A further submission was received from the Parish Council, which is set out in full below.

Proposal 5  
Kirkburton Parish, Whitley & Brierfield Ward: Extend the Kirkburton Parish Council boundary to include the Whitley and Brierfield area



It is worth noting that of the 17 respondents, all home postcodes covered the Whitley and Brierfield area. A total of 205 properties were written to as part of this process.

### Summary and analysis of written responses

Although the impact scale indicates a slightly more positive response overall, the written comments present a much more mixed picture.

Supportive responses tended to focus on Whitley and Briestfield having a stronger rural identity and closer alignment with Kirkburton than with their current arrangements, with some residents feeling the change could improve local representation and help address concerns that the area is currently overlooked:

- *“Whitley and Briestfield village identities are more comparable with villages surrounding Kirkburton than in the current Dewsbury area.”*
- *“Whitley & Briestfield ideally situated to become part of Kirkburton Parish.”*
- *“I am supportive of this proposal, as these villages are now part of the Kirkburton ward. They have a similar “feel” to the rest of the Parished area, being small rural communities who have historic links with Grange Moor.”*
- *“I feel it would be extremely beneficial to the community as our needs will be similar to those already in the Kirkburton area. They are all small rural areas with the challenges this brings in our modern society. Currently Whitley and Briestfield are totally different to the rest of the area, and it feels like the needs of the community are ignored.”*

However, opposition was also expressed, particularly around the potential for an additional parish precept, limited or unclear benefits, and the perceived lack of geographic fit. Respondents also questioned the rationale for the change and raised concerns about added bureaucracy and representation.

- *“I have read the proposal re parish council and strongly object to the suggestion for BRIESTFIELD joining a parish council. It is a level of bureaucracy we do not need and an extra year on year payment I do not want.”*
- *“Why would I want to pay even more tax.”*
- *“I object to this proposal as Whitley and Briestfield centre is at least 5 miles from Kirkburton, and all the existing villages within the Kirkburton Parish Council are no more than 3 miles from Kirkburton contained within the curtilage of Huddersfield. Extending the parish boundary to include Whitley and Briestfield could mean someone who lives a further 3 miles from the proposed boundary could legally apply to be a parish councillor at Kirkburton from for example Dewsbury, Batley, or even Middlestown in Wakefield or Horbury. There would be no connection between that person and the area covered by Kirkburton. In addition, by adding this area and these villages Kirkburton Parish Council would have one more councillor totalling 26, which is more than the maximum of 25 that is allowed. If villagers are unhappy with the current boundaries in their villages, as they feel isolated, they should be contacting their current ward councillors and be lobbying them to do more in their area to help them feel included. Please ensure the proposal to add them to Kirkburton parish council does not go ahead.”*
- *“We strongly object to this proposal. Historically, there has never been any association of any kind between Kirkburton and Whitley / Briestfield. At no time have they ever been physically or geographically associated, nor associated in any way by community, local governance, or identity. We live in Whitley village. Historically this village was part of the ancient parish of Thornhill which included the hamlets of Briestfield and Fallhouse, and which was amalgamated as part of Thornhill into the Dewsbury borough in 1910. The geographical, community, local governance, and identity of the Whitley and Briestfield area is therefore very firmly aligned with the Dewsbury district. Kirkburton on the other hand, has historically been associated and aligned with the Huddersfield district of local government and parishes for over 130 years. Therefore, there can be no justification for the proposed boundary change, and we note that no adequate justification has been provided within the letter received. The scant information supplied bears no relation*

*whatsoever to current and historical facts, so that the proposal lacks validity, lacks legal grounds for change, and would not be in the interests of residents in this area. We also strongly object to the proposal to introduce an additional parish council tax charge following an unwarranted and invalid change to the existing parish boundary arrangements. The existing arrangements have functioned well enough over many years, and nothing can justify an additional levy on Whitley and Briestfield residents.”*

## **Kirkburton Parish Council response to the consultation:**

*I am writing to confirm that Kirkburton Parish Council has ratified the recommendation of the Council's Management and Finance Committee (Minute MF70) in respect of the Council's submission to Kirklees Council regarding parish council size and ward councillor representation as part of the Community Governance Review.*

*Members resolved to recommend that the following arrangement be submitted: merging the proposed parish area of Whitley and Briestfield with the Lepton and Whitley Upper parish ward; allocating four councillors to Lepton (a reduction from five) and three councillors to the new combined ward (an increase from two); and retaining twenty-five councillors overall. This recommendation has now been ratified by Full Council and forms the Council's formal submission to the Community Governance Review.*

## **Proposed Final Recommendation**

Overall, consultation responses indicate a mixed position and do not demonstrate clear community consensus in favour of change. While some respondents identified potential benefits relating to local identity, alignment with Kirkburton and improved local representation, these were balanced by concerns regarding additional cost, rationale for change, geographic fit and the potential impact on existing community identity and local connection.

**On balance, the feedback received does not provide a sufficiently strong or consistent basis to support progressing the proposal as consulted on. It is therefore recommended that the council does not approve the proposal to extend the Kirkburton Parish Council boundary to include Whitley and Briestfield, and that current arrangements remain unchanged.**

## Meltham Parish Area

Meltham Town Council currently represents 7006 electors. The Parish Council is made up of 12 councillors and is not warded:

| Parish               | Parish Ward | Polling District(s) | No. of Cllrs | Electorate forecast |
|----------------------|-------------|---------------------|--------------|---------------------|
| Meltham Town Council |             | HN5-C, HN6-C        | 12           | 7640                |

Current structure of Meltham Town Council

### Stage 1 Consultation - recap

At Stage 1 consultation, a total of 12 responses were received in relation to Meltham Town Council, with views generally positive about its role and value to the local community. Half or more of respondents agreed to some extent that the council is easy to contact, serves the whole community, represents the area well, has sensible boundaries and that Meltham benefits from having a Town Council, although lower levels of agreement were recorded in relation to consultation on important issues and whether the area is correctly warded.

Comments highlighted Meltham's strong community identity, the local visibility of councillors and the mayor, and support for the council's contribution to local groups, events and amenities. A small number of boundary-related comments were received, and a separate proposal to merge Meltham with Almondbury and Dalton as part of a larger council area.

In response to representations made, Stage 2 proposals included:

1. Splitting Meltham Town Council into two wards following the existing polling district boundaries:
  - Polling district HN5-C would have approximately 2471 voters, this area could become Meltham North ward and be represented by 4 Councillors.
  - Polling district HN6-C would have approximately 5169 voters, this area could become Meltham South ward and be represented by 8 Councillors

Analysis of responses received at Stage 2 consultation to the above recommendation are set out below.

## Proposal 6 Meltham Town Council – Create Meltham North and South Wards

**Proposals from stage 1 consultation:** We are asking for your views on creating two new Meltham wards:

Meltham North (2,471 electors – 4 councillors)

Meltham South (5,169 electors – 8 councillors)

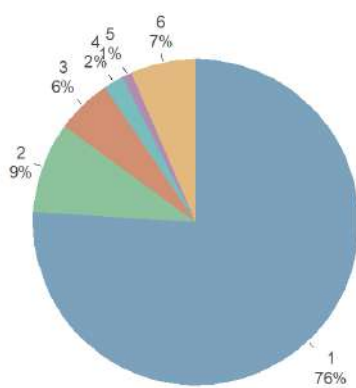
- **Total responses:** 201 (online survey)
- **Written submissions:** 192 (online survey)
- **Email submissions:** 3

Those who responded to the consultation online were asked to rate how the proposal would impact them and their family on a scale of 1 to 6, where 1 represents a negative impact and 6 represents a positive impact.

Responses to this question were strongly negative overall. Of the 201 responses received, 85% anticipated a negative impact (scores 1–2), with score 1 the most common response by a large margin (76%). Only 9% expected a positive impact (scores 4–6), while 6% gave a neutral-to-negative score of 3.

Of the email submissions received, all three were against the proposal, including members of the Town Council.

Proposal 6,  
Create two new Meltham wards



## Summary and analysis of written responses

Consultation responses relating to this proposal show overwhelming opposition. A significant majority of respondents reported that the proposal would have a negative impact on them and their families, with very few identifying any positive benefits.

Respondents consistently emphasised that Meltham is a single, cohesive community with shared services, facilities and identity. Many felt that splitting the town would undermine this unity. A major concern was the unequal distribution of councillors between the proposed wards leading to reduced influence and inequitable decision-making.

Many responses highlighted that the proposal could create a “north vs south” divide, potentially increasing tension and reducing collaboration within the community. Respondents often queried the rationale for the proposed change, particularly where it was not clear how it would deliver tangible benefits for the community.

There were repeated concerns about additional administrative costs, complexity, and inefficiency, with respondents suggesting resources would be better directed towards service improvements.

A recurring message was that the current arrangements are working well and are providing effective representation across the town. Many respondents explicitly stated that change is unnecessary and potentially damaging:

- *“This proposal would divide the community giving greater voting power to the south of Meltham, the 12 councillors should represent the whole of Meltham, taking in all views when making decisions.”*
- *“Please leave this alone as you are creating confusion in a system that works fine as it is. Creating wards will divide a small town that thrives from cooperation as a single entity.”*
- *“Today we have 12 councillors that represent the whole of Meltham. This seems to be the fairest method of representation and reflects the size of the community. We do not have two communities in Meltham, so I don't see any point in splitting the council into two wards. This proposal just seems to be a way of counting votes a bit easier, but even that is not a given as each ward would be counted separately. Meltham is one community and should be represented as such.”*
- *“It would disenfranchise many living in the north ward due to the inbuilt majority of the south having 8 councillors, should there be disagreement. Meltham is small enough, with a mature local council, not to be divided. Layers of bureaucracy when none is needed.”*
- *“Any such divide in communities can only be a negative, the ethos of community us coming together where this is against this, the practicality of the voting process would be in increased and more costly too.”*

## **Meltham Town Council response to the consultation**

Concerns raised regarding the proposal were also mirrored in correspondence sent on behalf of the Town Council, which questioned the rationale for the change, noting that no clear justification appeared in the consultation feedback. Concerns were also expressed about the risk that splitting the town could undermine Meltham's strong sense of community, potentially creating divisions between areas.

## **Proposed Final Recommendation**

Overall, consultation responses demonstrate clear and substantial opposition to the proposal to create separate Meltham North and Meltham South wards. Respondents consistently emphasised that Meltham is viewed as a single, cohesive community with shared services, facilities and identity, and raised concerns that dividing the town could undermine this unity, create unnecessary division, and lead to unequal representation between areas. Concerns were also raised about the lack of clear justification for the change, additional administrative complexity and potential costs.

**Given the strength and consistency of opposition, and the absence of clear community support for the proposal, it is therefore recommended that the council does not progress the proposal to create two new Meltham Wards – Meltham North and Meltham South - and that current arrangements remain unchanged.**

## Mirfield Parish Area

2.7.1 Mirfield Town Council currently represents 15,738 electors. The Parish Council is made up of 16 councillors across 5 Wards:

| Parish                | Parish Ward     | Polling District(s) | No. of Cllrs | Electorate forecast |
|-----------------------|-----------------|---------------------|--------------|---------------------|
| Mirfield Town Council | Battyeford Ward | MF1-S, MF2-S        | 5            | 5702                |
|                       | Hopton          | MF7-S, MF8-S        | 2            | 2721                |
|                       | Crossley        | MF3-S               | 3            | 2878                |
|                       | Northorpe       | MF4A-S, MF5-S       | 3            | 2552                |
|                       | Eastthorpe      | MF6-S               | 3            | 2751                |

Current structure of Mirfield Town Council

### Stage 1 consultation – recap

A total of 17 responses were received in relation to Mirfield Town Council, with views generally positive about the council's role, effectiveness and contribution to local identity. Over half of respondents agreed to some extent that the council is easy to contact, serves the whole community, is divided into wards correctly, has sensible boundaries, represents the area well, consults on important issues and that Mirfield benefits from having a Town Council. Comments highlighted the council's support for local events, community facilities and civic identity, with respondents valuing its role in maintaining a strong sense of place.

Boundary issues were the main theme raised, with suggestions to include areas such as Spring Place Gardens, Fisherman's Walk and Calder View within the Town Council boundary, reflecting residents' identification with Mirfield and access to local services.

Mirfield Town Council also emphasised the importance of protecting the town's established identity, addressing boundary anomalies, reviewing councillor numbers and warding arrangements, and undertaking further local consultation.

In response, the draft Stage 2 proposals included:

1. Amending Mirfield Town Council boundary to include the voters in the MF4B-D polling district residing in Spring Place Gardens, and this area be included in the adjoining Northorpe ward.
2. Moving all dwellings in the Calder View development, currently within the Kirkburton Parish Council boundary, into the Mirfield Town Council Boundary. Should this proposal to amend the external Town Council Boundary receive support during stage 2 consultation, we would propose to seek a related alteration from the LG BCE to amend the Mirfield District ward boundary, so that the Town Council boundary is coterminous with the ward.
3. In line with the National Association of Local Councils guidance on Councillor numbers, increase the number of Councillors in Mirfield Town Council to 21 from 16.

Analysis of responses received at Stage 2 consultation to the above recommendations are set out below.

## Proposal 7 Mirfield Town Council – Include the MF4BD (Spring Place Gardens) Area

**Proposals from stage 1 consultation:** We are asking for your views on residents living in the Spring Place Gardens area becoming part of Mirfield Town Council, within the Northorpe ward.

**Total responses:** 16 (online survey)

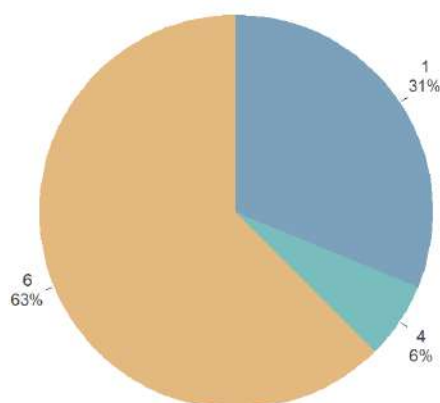
**Written submissions:** 11 (online survey)

Respondents were asked to rate how the proposal would impact them and their family on a scale of 1 to 6, where 1 represents a negative impact and 6 represents a positive impact.

Responses were strongly positive overall. Of the 16 responses received, 69% reported a positive expected impact (scores 4–6), with 6 the most common response (63%). 31% anticipated a negative impact (score 1), and no respondents selected neutral scores (2 or 3).

It is worth noting that 9 of the responses gave Spring Place Gardens as a home postcode, all of which gave an impact rating of 6, except one response, which reported an impact of 4. All written responses in this post code area expressed support for this proposal. A total of 70 properties were written to as part of this process.

Proposal 7  
Spring Place Gardens (Mirfield TC): Residents living in MF4BD (Spring Place Gardens) area becoming part of Mirfield Town Council, within the Northorpe ward



## Summary and analysis of written responses

The responses indicate a mostly positive overall view of the proposal for Spring Place Gardens to become part of Mirfield Town Council. Supportive comments were largely centred on local identity and community connection, with several respondents stating that they already consider themselves to live in Mirfield, use Mirfield services and facilities, or have addresses and everyday links associated with the town:

- *“I already see myself as living in Mirfield but it would be better to have the Council Ward set to Mirfield. I am also happy to pay for the local Parish in my Council tax.”*
- *“The Town Council provide support for a lot of events that we attend. The estate may also now get some of the issues we have been asking for help with, without passing the estate from one set of ward councillors to another.”*
- *“I have always associated myself as a community member of Mirfield. I contribute to Mirfield community and attend church in Mirfield. Please correct the boundary. It’s also very frustrating that half our estate is in Mirfield and the other half isn’t.”*
- *“Our address is Mirfield so should sit under Mirfield town council.”*

The three opposing responses cited concerns around an increase in Council Tax and perceived lack of direct benefit. Another respondent stated that the change would make no difference to them whatsoever.

## **Mirfield Town Council response to the consultation**

The Town Council discussed the proposals at its meeting on 4<sup>th</sup> February 2026 and provided the following minute from that meeting:

MTC134/2005 Community

To receive an update/discuss/note on the following items:

1. To receive an update on Community Governance Review stage 1 and decide any action necessary – Report was circulated prior to the meeting Cllr Bolt Proposed MTC welcome Stage 1 of the review by proposing the houses of the two developments move within the Mirfield boundary Cllr Lees-Hamilton Seconded Vote: All in favour

## **Proposed Final Recommendation**

Overall, consultation responses indicate support for the proposal for the Spring Place Gardens area becoming part of Mirfield Town Council within the Northorpe ward. Support was particularly clear from respondents living the Spring Place Gardens postcode area, who highlighted identity and everyday connections with Mirfield, as well as the potential for clearer local representation. While a small number of concerns were raised about an increase in Council Tax and the level of direct benefit, these were limited and did not outweigh the overall support expressed.

**On this basis, it is recommended that the council considers approving the proposal to amend the Mirfield Town Council boundary to include the voters in the MF4B-D polling district residing in Spring Place Gardens, and this area be included in the adjoining Northorpe ward.**

## Proposal 8 - Move the Calder View Development into Mirfield Town Council

**Proposals from stage 1 consultation:** We are asking for your views on the properties located in the Calder View development moving from Kirkburton Parish Council into Mirfield Town Council.

If this proposal is supported, we would also ask the national boundary body (LGBCE) to adjust the Mirfield district ward boundary to match.

**Total responses:** 17 (online survey)

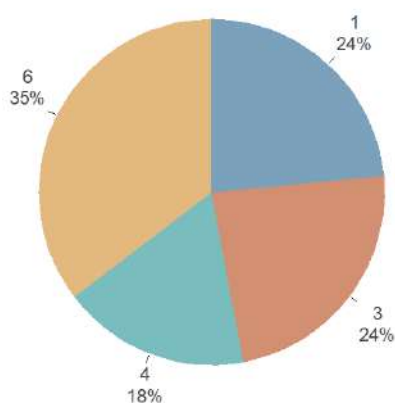
**Written submissions:** 6 (online survey)

**Email submissions:** 1 (town council)

Respondents were asked to rate how the proposal would impact them and their family on a scale of 1 to 6, where 1 represents a negative impact and 6 represents a positive impact.

Responses to this question were mixed, but overall more positive than negative. Of the 17 responses received, the most common score was 6, selected by 35% of respondents, indicating a strongly positive expected impact. Overall, 53% chose a score of 4, 5 or 6, suggesting they felt the proposal would have a positive effect on them and their family. 24% of respondents selected 3, indicating a neutral or uncertain view, while a further 24% chose 1 or 2, reflecting concern about a negative impact.

Proposal 8  
Calder View: Properties located in the Calder View development moving from Kirkburton Parish Council into Mirfield Town Council ward



It should be noted that nobody giving a WF14 8JG (Calder View) postcode completed the survey (either as a home, workplace or business address). A total of 14 properties were written to as part of this process.

### Summary and analysis of written responses

Written submissions were limited. Just one supportive response to the proposal was submitted. The respondent felt that it made sense to do this as the entrance to the estate is in the Mirfield Ward.

Two opposing responses cited a preference for existing arrangements to remain unchanged.

A separate issue was also raised by members of Thornhill Angling Club, who highlighted that the club would be directly affected by the proposal and felt the site should also be included within Mirfield Town Council's boundary because of its physical access, proximity to the affected properties, and strong operational links with Mirfield.

## Mirfield Town Council response to the consultation

The Town Council discussed the proposals at its meeting on 4<sup>th</sup> February 2026 and provided the following minute from that meeting:

MTC134/2005 Community

To receive an update/discuss/note on the following items:

1. To receive an update on Community Governance Review stage 1 and decide any action necessary – Report was circulated prior to the meeting Cllr Bolt Proposed MTC welcome Stage 1 of the review by proposing the houses of the two developments move within the Mirfield boundary Cllr Lees-Hamilton Seconded Vote: All in favour

## Proposed Final Recommendation

Overall, while survey responses suggest some moderate support for the proposal, the level of engagement was limited, and no responses were received from households within the Calder View development itself. Written submissions were also limited and did not provide clear evidence of community support from the area most directly affected. Although Mirfield Town Council supported the principle of moving the development within the Mirfield boundary, the consultation evidence does not demonstrate a clear or consistent basis for change at this stage.

**Given the low level of engagement, the absence of responses from residents in the affected area, and the lack of clear community consensus in favour of change, it is therefore recommended that the council does not approve the proposal to move the Calder View development from Kirkburton Parish Council into Mirfield Town Council and that current arrangements remain unchanged.**

## Proposal 9, Increase Mirfield Town Councillors from 16 to 21

**Proposals from stage 1 consultation:** We're proposing to increase the number of councillors on Mirfield Town Council to 21 councillors in total.

**Total responses:** 17 (online survey)

**Written submissions:** 6 (online survey)

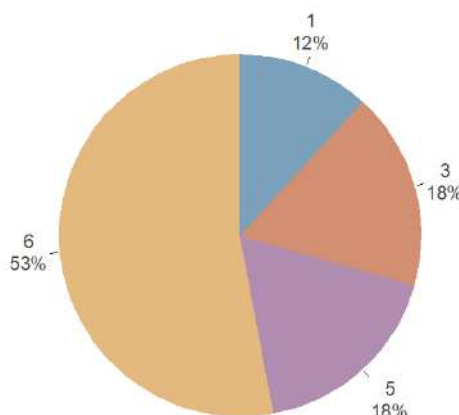
**Email submissions:** 1 (town council)

Respondents were asked to rate how the proposal would impact them and their family on a scale of 1 to 6, where 1 represents a negative impact and 6 represents a positive impact.

Responses were positive overall. Of the 17 responses received, 71% reported a positive expected impact (scores 4–6), with 6 the most common response (53%). 18% were neutral-to-

negative (score 3), while 12% anticipated a negative impact, indicating only limited concern among respondents.

Proposal 9  
Increase Mirfield Town Councillors from 16 to 21



## Summary and analysis of written responses

Written responses to the proposal were limited and were more mixed. The main supportive comment suggested that having more councillors could increase capacity to work on behalf of Mirfield residents.

Concerns from two respondents focused on whether additional councillors are necessary, with one feeling there are already enough councillors and that increasing numbers could add bureaucracy or slow decision-making.

One respondent indicated conditional support, suggesting they would only see value in the change if it led to visible improvements such as better roads, fewer potholes and more efficient services. Another comment highlighted the need for clearer public information about the role of town councillors, particularly that they are volunteers, and operate differently from Kirklees councillors.

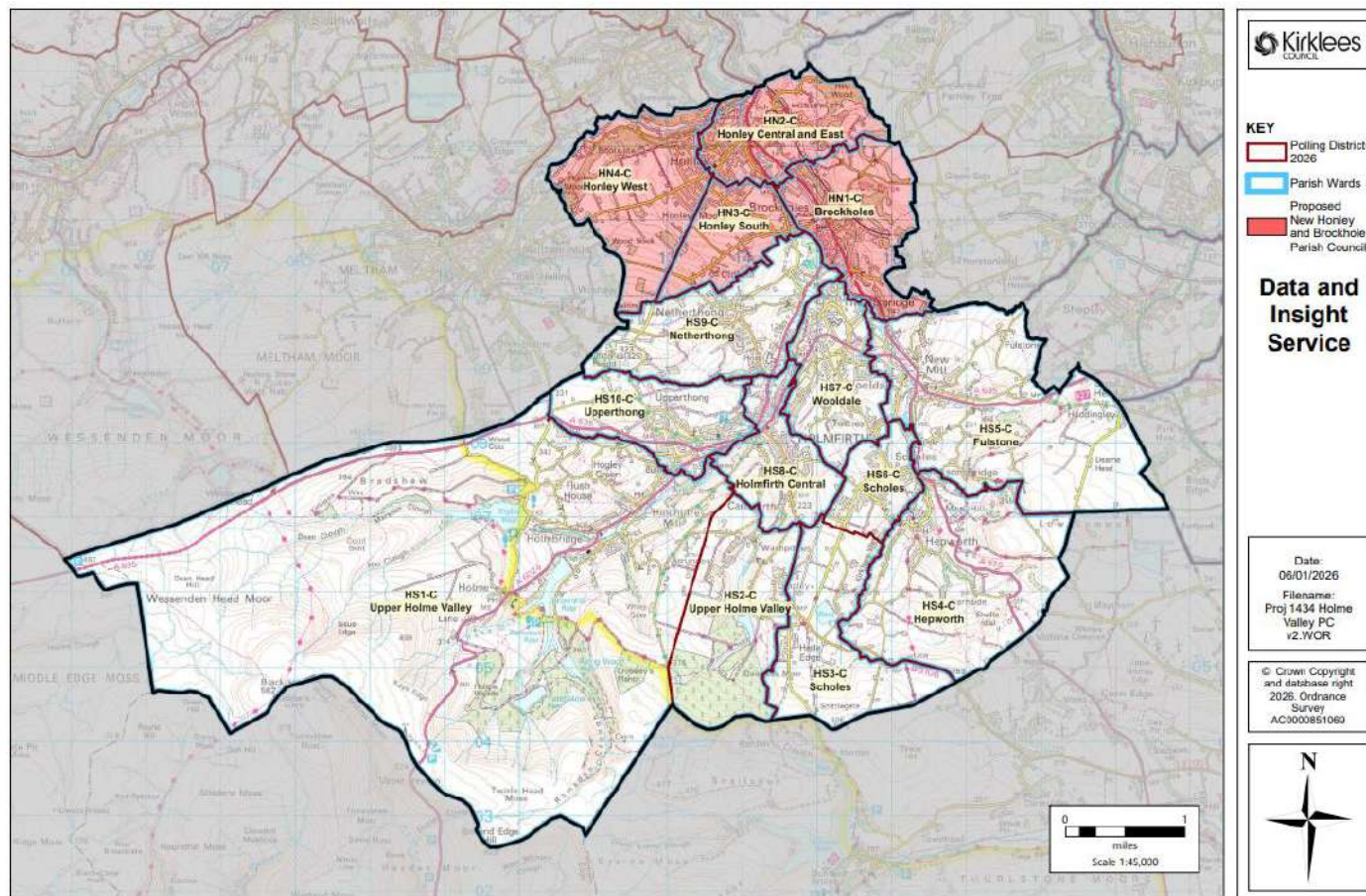
## Proposed Final Recommendation

Overall, consultation responses indicate support for the proposal to increase the number of Mirfield Town Councillors from 16 to 21. Although the number of written responses were limited and some concerns were raised about whether additional councillors were necessary, the survey results showed a positive overall response, with most respondents indicating that the proposal would have a positive impact. Increasing councillor numbers would also provide additional capacity to represent the electorate and support wider engagement across Mirfield's communities.

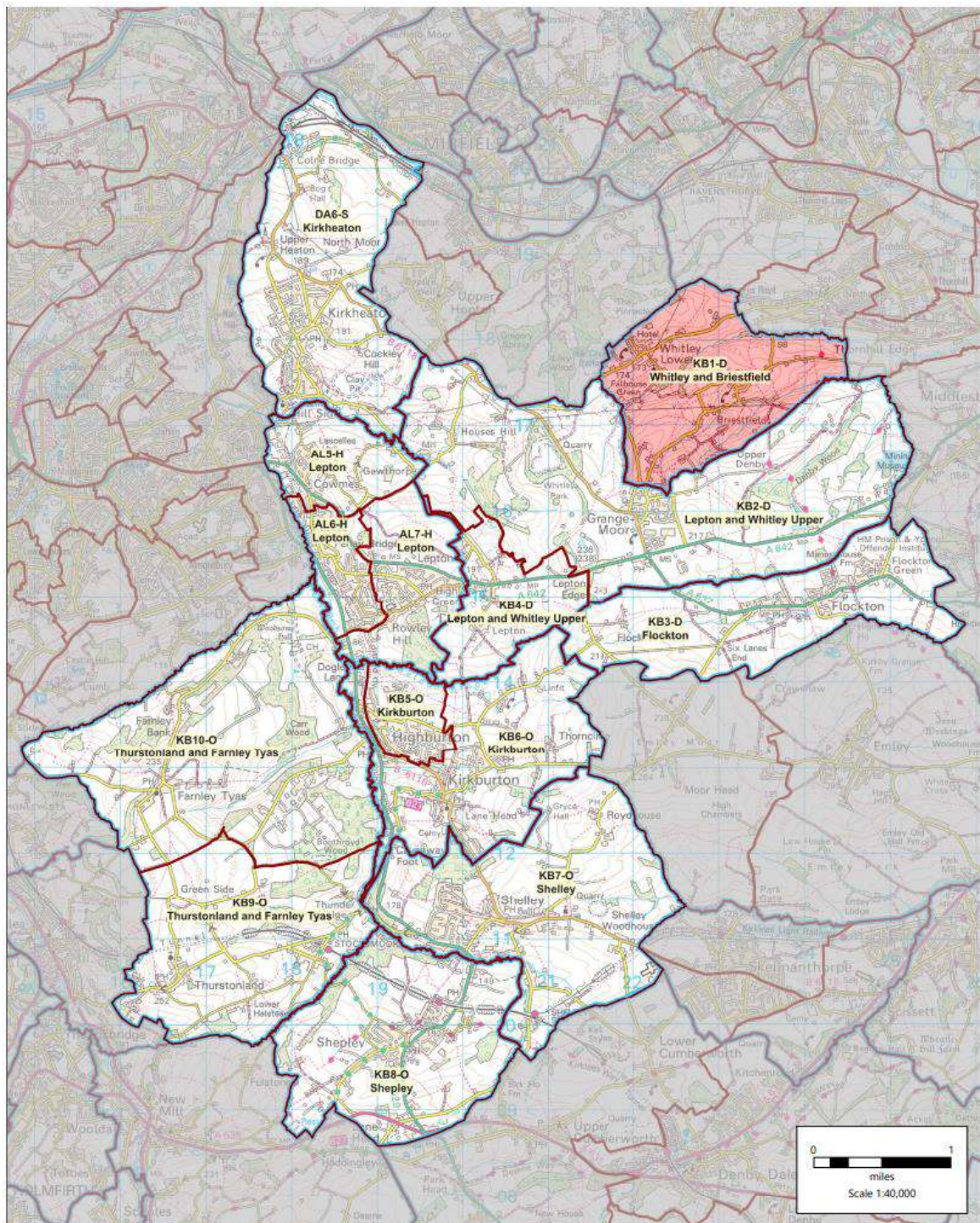
**On this basis, it is recommended that the council considers approving the proposal to increase the number of councillors on Mirfield Town Council from 16 to 21.**

## Section 4 - maps of stage 2 consultation proposals

### Proposed Parish Boundary – Holme Valley Parish Council & Honley and Brockholes Parish Council

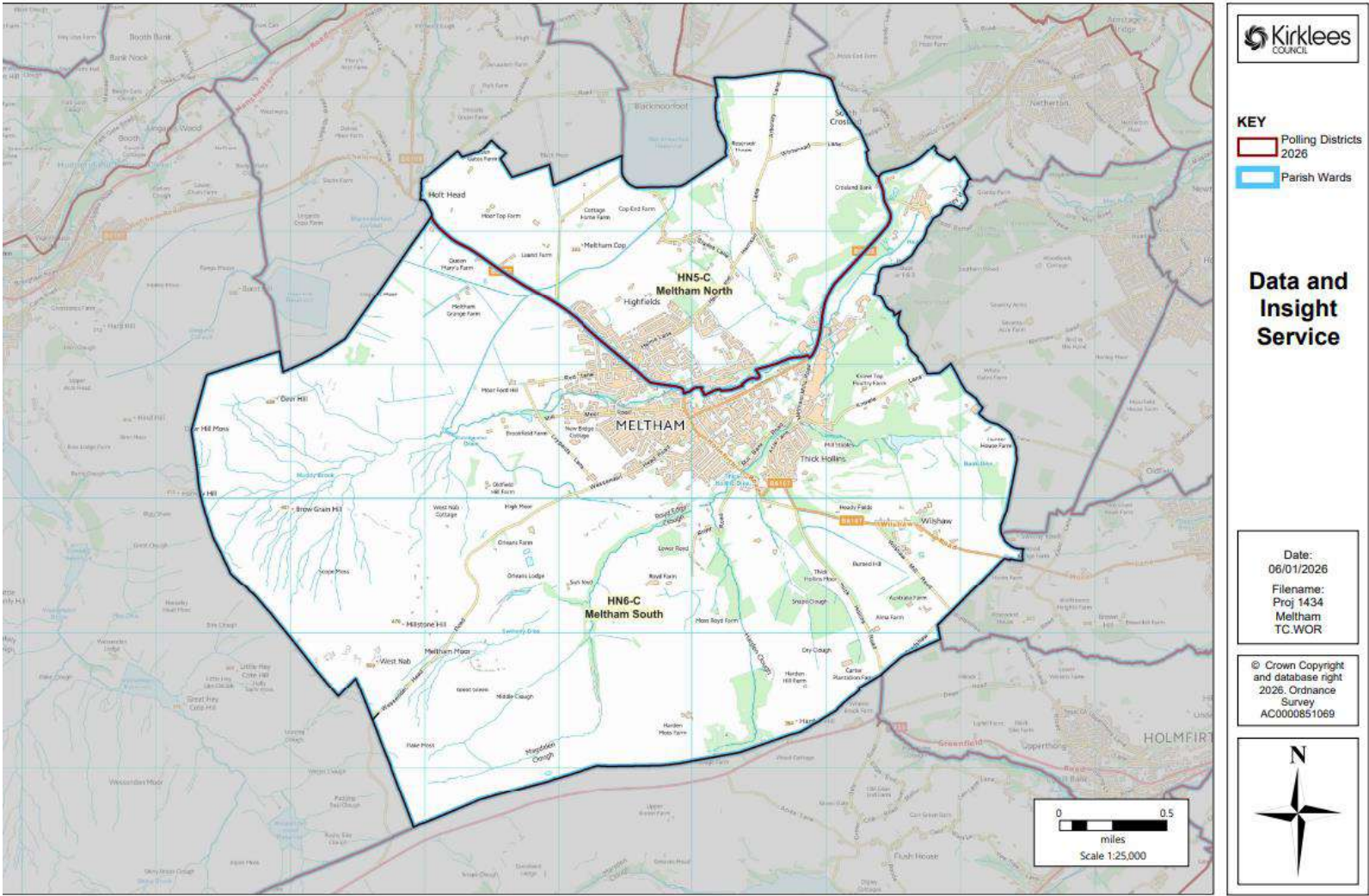


# Proposed Parish Boundary, Kirkburton Parish Council, including polling district KB1-D

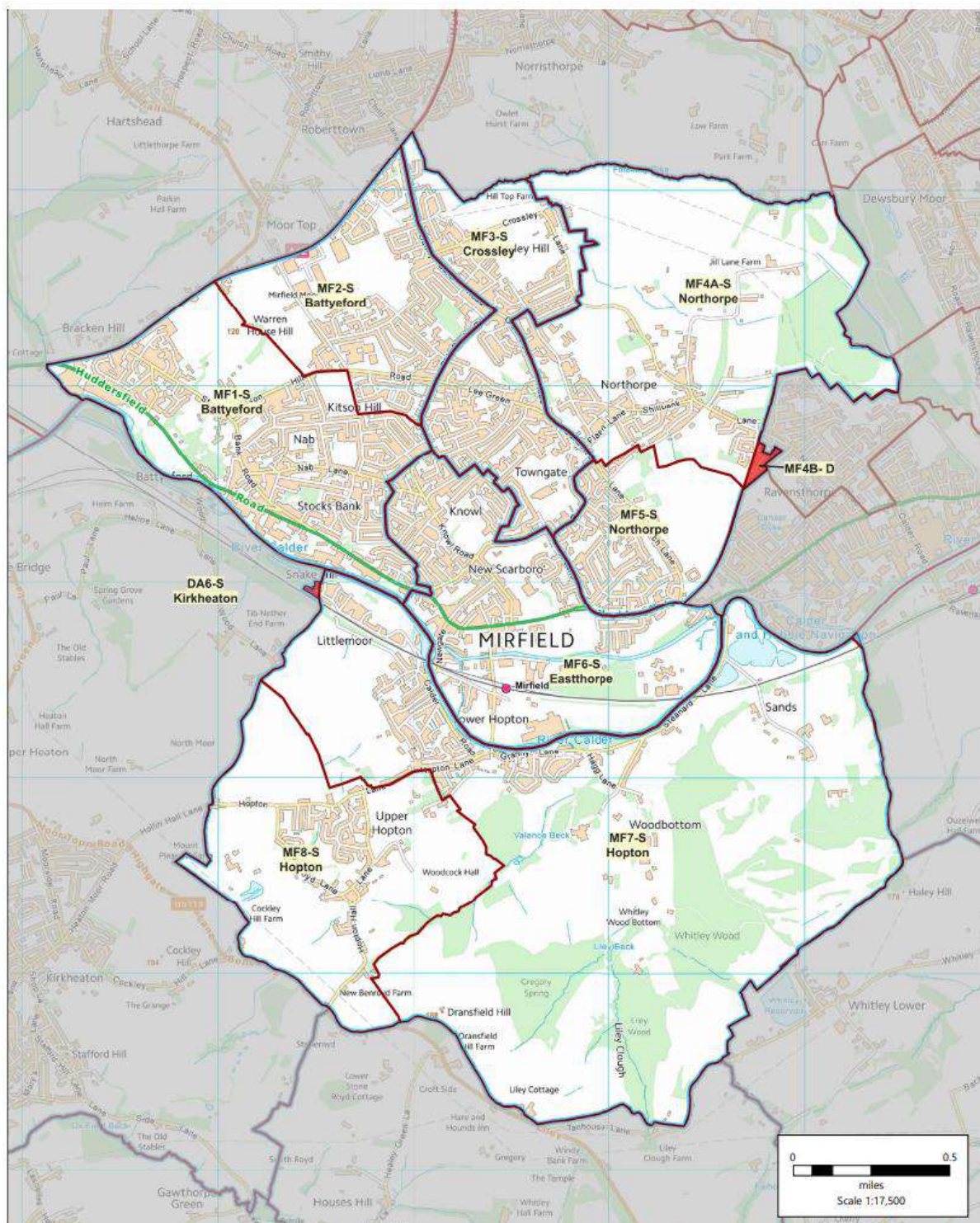


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|-------------------------------------------------------------------------------------|--------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <h1>Data and Insight Team</h1> | <h2>Kirkburton Parish Council, Proposed Polling Districts 2026</h2>             |  |                                                                                                                                                                                                                                                                                                                                                              |
|                                                                                     |                                | <div>Date: 06/01/2026</div> <div>Filename: Proj 1434 Kirkburton PC v2.WOR</div> |                                                                                       | <div> Polling Districts 2026</div> <div> Parish Wards</div> <div> Proposed Parish extension</div> |
|                                                                                     |                                | © Crown Copyright and database right 2026. Ordnance SurveyAC0000851069.         |                                                                                       |                                                                                                                                                                                                                                                                                                                                                              |

# Proposed Town Council Wards, Meltham Town Council, including polling districts HN5-C and HN6-C



# Proposed amendments to Mirfield Town Council Boundary



|                                                                                                                  |                                                               |                                                                                                                                                                                                                                                                                                                                   |                                                                                       |
|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|  <b>Data and Insight Team</b> | <b>Proposed Town Council Boundary – Mirfield Town Council</b> |                                                                                                                                                                                                                                                                                                                                   |  |
|                                                                                                                  | Date: 06/01/2026<br>Filename: Proj 1434 Mirfield TC.wor       |  Polling Districts 2026<br> Parish Wards<br> Proposed Parish extension |                                                                                       |
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**REPORT TITLE: Kirklees Community Governance Review:  
Summary of Stage 2 Consultation and Draft final recommendations**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <b>Meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Corporate Governance & Audit Committee                                        |
| <b>Date</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 7 <sup>th</sup> August 2026                                                   |
| <b>Cabinet Member</b> (if applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                        | N/A                                                                           |
| <b>Key Decision Eligible for Call In</b>                                                                                                                                                                                                                                                                                                                                                                                                                                     | No<br>N/A                                                                     |
| <b>Purpose of Report</b> <ul style="list-style-type: none"> <li>To provide Corporate Governance and Audit Committee with a summary and analysis of responses received in the second stage of public consultation on the Community Governance Review (CGR).</li> <li>To seek approval for the draft recommendations arising from stage two consultation that will form the final recommendations to Full Council.</li> </ul>                                                  |                                                                               |
| <b>Recommendations</b><br>That Corporate Governance and Audit Committee: <ol style="list-style-type: none"> <li>Approve the draft final recommendations arising from stage two consultation.</li> <li>Note arrangements for the final recommendations to be presented to Full Council in September.</li> </ol>                                                                                                                                                               |                                                                               |
| <b>Reasons for Recommendations</b> <ul style="list-style-type: none"> <li>Corporate Governance &amp; Audit Committee has delegated responsibility to agree the terms of reference for, and oversee delivery of, the Community Governance Review.</li> <li>In accordance with the agreed terms of reference and timeline, Corporate Governance and Audit Committee is asked to consider and agree the draft initial recommendations to go to Council for approval.</li> </ul> |                                                                               |
| <b>Resource Implications:</b> The Community Governance Review will be delivered within existing resources and complements existing planned activity. Where additional resources are required to deliver specific actions within the plan, relevant council process and procedure rules will be followed, with value for money clearly demonstrated.                                                                                                                          |                                                                               |
| <b>Date signed off by <u>Executive Director</u> &amp; name</b>                                                                                                                                                                                                                                                                                                                                                                                                               | Rachel Spencer-Henshall, Deputy Chief Executive<br>14 <sup>th</sup> July 2026 |
| <b>Is it also signed off by the Service Director for Finance?</b>                                                                                                                                                                                                                                                                                                                                                                                                            | Kevin Mulvaney, Service Director Finance<br>14 <sup>th</sup> July 2026        |

|                                                                                                                   |                                                                                       |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>Is it also signed off by the Service Director for Legal Governance and Commissioning (Monitoring Officer)?</b> | Samantha Lawton, Service Director Legal & Commissioning<br>14 <sup>th</sup> July 2026 |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|

**Electoral wards affected:** All

**Ward councillors consulted:** Not applicable

**Public or private:** Public

**Has GDPR been considered?** Yes, no personal data is included in this report

## **1. Executive Summary**

- 1.1 A Community Governance Review (CGR) is a process that allows upper-tier councils to review and make changes to the governance arrangements of parishes within their area to ensure they continue to reflect the identity and interests of local communities and are as effective and convenient as possible.
- 1.2 On 16<sup>th</sup> July 2025, Full Council agreed the undertaking of a CGR in accordance with the relevant legal framework and Government guidance, and in line with Corporate Governance & Audit Committee's (CG&AC) terms of reference, to delegate to the Committee to agree the terms of reference of the review and oversee delivery.
- 1.3 On 26<sup>th</sup> September 2025, CG&AC resolved to undertake a review of those areas of Kirklees which are currently parished and relevant adjoining land, to enable the Council to consider if any changes are needed to existing parish arrangements.
- 1.4 The Terms of Reference for the CGR were published on 1<sup>st</sup> October 2025, and the first stage of the public consultation took place between 1<sup>st</sup> October – 12<sup>th</sup> December 2025.
- 1.5 Following analysis in accordance with the Local Government Boundary Commission for England's guidance on community governance reviews a total of nine recommendations were proposed and agreed by CG&C 30<sup>th</sup> January 2026. The second stage of the public consultation commenced 9<sup>th</sup> February and closed 20<sup>th</sup> April 2026.
- 1.6 CG&AC is asked to note the summary of responses received during Stage 2 and approve the draft recommendations for approval at Council 16<sup>th</sup> September.

## **2. Information required to take a decision**

### **Background**

- 2.1 A Community Governance Review (CGR) is a process that allows upper-tier councils to review and make changes to the governance arrangements of parishes within their area, to ensure they continue to reflect the identity and interests of local communities and are as effective and convenient as possible.
- 2.2 A Review must involve consultation with local people and stakeholders, and consider any representations received. It is deemed good practice to complete a review within 12 months, with the final recommendations subject to approval by Council.
- 2.3 According to guidance on CGRs from the Local Government Boundary Commission for England, good practice for a principal council would be to consider conducting a review

every 10-15 years. The last CGR in Kirklees took place in 2009, 16 years ago, following a petition submitted to full Council in September 2006.

- 2.4 Parish/Town Councils pay for their own elections. 'All-out' elections for Parishes are already scheduled for May 2027. To reduce an extra cost burden the review will need to be completed in sufficient time to meet the May 2027 deadline. The intention, therefore, is that the final recommendations be considered by full Council in September 2026.
- 2.5 The Council has power under Section 82 of the Local Government and Public Involvement in Health Act 2007 to conduct CGRs. A CGR must be conducted in accordance with the requirements set out in Chapter 3 of Part 4 of the Local Government and Public Involvement in Health Act 2007 (as amended) and guidance issued by the Secretary of State under Section 100(4) of the 2007 Act.
- 2.6 On 16th July 2025, full Council agreed the undertaking of a CGR in accordance with the relevant legal framework and Government guidance, and in line with Corporate Governance & Audit Committee's (CG&AC) terms of reference, to delegate to the Committee to agree the terms of reference of the review and oversee delivery.
- 2.7 On 26<sup>th</sup> September 2025, CG&AC agreed terms of reference and a timeline resolving to undertake a review of those areas of Kirklees which are currently parished and relevant adjoining land, to enable the Council to consider if any changes are needed to existing parish arrangements.
- 2.8 The Terms of Reference for the CGR were published on 1 October 2025, and stage 1 of the public consultation took place between 1 October – 12 December 2025. Stage 2 started on 9 February and closed 20 April 2026.

### **3. Consultation**

- 3.1 The Kirklees CGR consists of two distinct phases of public consultation:
  - Stage 1 – a general opportunity to make representations relevant to the terms of reference.
  - Stage 2 – a more focused consultation on specific proposals.
- 3.2 The Review must consider whether community governance arrangements within the areas under review are;
  - reflective of the identities and interests of the community in that area; and
  - effective and convenient to the community in that area;and make recommendations with regard to:
  - Creating, abolishing, merging or altering parishes
  - The naming of parishes and the style of new parishes
  - The electoral arrangements for parishes including the ordinary year of election, the number of councillors to be elected to the council; and parish warding; and
  - Grouping of parishes under a common parish council or de-grouping existing parishes.
- 3.3 During the first stage, 155 responses were received from residents, local businesses, community groups and organisations, parish and town councils, Kirklees borough councillors and the Returning Officer. The volume and nature of responses varied across the five parish and town councils.

- 3.4 In addition, several submissions referenced the potential creation of new parishes along with two detailed responses suggesting a new parished area in the Colne Valley. Officers replied to both submissions stating that as the proposed area didn't come under the current terms of reference i.e. those areas of Kirklees which are currently parished and relevant adjoining land, the proposals cannot be considered at this time.
- 3.5 Referencing guidance from the Boundary Commissions on how to progress such a proposal, officers suggested submitting a valid petition including a map defining the area to be parished which must be signed by the relevant number of local electors from the petition area. We have yet to receive any further correspondence on the matter.
- 3.6 Stage 2 took place between 9th February and closed on 20th April. Key stakeholders were directly contacted and invited to make a submission. The main communication channels used to publicise the review were:
- A dedicated webpage containing information about the review and an online submission form, with options to submit responses via post or email.
  - Social media messaging - shared via multiple channels, including Facebook, LinkedIn, and Next door, at the start of the review, with reminder posts both midway and close to the end of the review – reaching 13,823 users and viewed 22,696 times.
  - Email to Parish Clerks, providing them with all relevant information needed to publicise the review in their local communities and on Council websites and local noticeboards.
  - Information on the review was included in February's Rural newsletter, issued by the Council's Active People and Places Team (covering Denby Dale, Kirkburton, Holme Valley North and Holme Valley South) and in the Dewsbury and Mirfield newsletter, issued in March – both sent out to community groups, schools, businesses, residents, councillors and Kirklees staff who have a community remit.
  - Posters promoting the review and signposting people to the consultation were sent to Town and Parish Clerks and all public libraries across Kirklees.
  - Attendance at the Council's place-based working meetings in March – led by the Council's Active Citizens and Places Team - to brief frontline, community-based colleagues on the Review and seek their support in promoting the review.
  - Letters providing information on relevant recommendations, along with information on how to respond to the consultation, were also sent to households at Calder View, Spring Place Gardens and within Polling District KB1-D (Whitley and Briestfield).
- 3.7 As agreed by CG&AC in January, stakeholders were asked to submit their views on the following nine proposals:
1. Honley Central and East Ward, Honley South Ward and Honley West Ward be merged into a single parish ward, represented by 6 councillors.
  2. In line with the National Association of Local Councils guidance on Councillor numbers, the number of Councillors in Brockholes ward increase to 2.
  3. Propose the three Honley parish wards, together with the Brockholes Ward are separated, to form a new 'Honley Parish Council'.
  4. The names of Fulstone and Scholes Wards in Holme Valley Parish change to 'New Mill & Fulstone' and 'Scholes & Hade Edge' respectively.
  5. Kirkburton Parish Council – create a new parish ward named Whitley and Briestfield.

6. Propose that Meltham Town Council is split into two wards following the existing polling district boundaries.
7. Mirfield Town Council boundary is amended to include the voters in the MF4B-D polling district residing in Spring Place Gardens area.
8. Move the Calder View development, currently within the Kirkburton Parish Council boundary into the Mirfield Town Council.
9. In line with the National Association of Local Councils guidance on Councillor numbers, the number of Councillors in Mirfield Town Council increase to 21 from 16.

3.8 A total of 303 stakeholders responded to the online consultation and a further 9 submitted consultation responses via email. Appendix 1 provides a comprehensive analysis of all the submissions received during the Stage 2 consultation and sets out the final recommendations in more detail.

#### **4. Engagement**

- 4.1 Relevant council officers (including Service Directors and the Executive Leadership Team) plus Cabinet have been engaged in highlighting the need for a Community Governance Review.
- 4.2 On 16th July 2025, Council considered a report on Community Governance and resolved to undertake a CGR in accordance with the relevant legal framework and Government guidance and to delegate to the CG&AC to agree the terms of reference of the review and oversee delivery.
- 4.3 CG&AC considered a report at its meeting on 1st August, seeking agreement on the arrangements for producing the terms of reference for the CGR, to enable formal sign-off at the September 2025 meeting of the Committee. A second report seeking approval for the draft proposals arising from Stage 1 that formed the basis Stage Two was considered 30<sup>th</sup> January.
- 4.4 Informal conversations were held with Parish Councils prior to the commencement of the Review. As part of these conversations, support was sought in promoting the review within the communities they represent.
- 4.5 Frontline, community-based staff were briefed on the review at each of the Council's four place-based working meetings led by the Council's Active Citizens and Places Team during October.

#### **5. Implications for the Council**

##### **5.1 Council Plan**

Enhancing local levels of governance will improve on our engagement with people and build relationships. In terms of the 'place' outcome, it also recognises local areas and the governance structures that exist.

##### **5.2 Financial Implications**

There are no financial implications resulting from a CGR.

In relation to the proposal 7, amending the Mirfield Town Council Boundary to include voters from Spring Place Gardens, during the consultation stage officers wrote out to all residents explaining the implications of moving into a parished area and having to pay a precept. If the recommendation is agreed, the authority would be required to write out again explaining the changes to residents affected.

### 5.3 **Legal Implications**

Once the review is complete, should any changes be proposed, a Reorganisation of Community Governance Order under S.86 of the Act would be proposed for approval at Council.

### 5.4 **Climate Change and Air Quality**

N/A

### 5.5 **Other (e.g. Risk, Integrated Impact Assessment or Human Resources)**

There are risks associated with any delays in delivering the CGR which could have significant financial implications in terms of elections costings for parishes.

## 6. **Key findings and recommendations**

6.1 Consultation responses received during Stage 2 of the review have been analysed in accordance with the Local Government Boundary Commission for England's guidance on community governance reviews and in line with the published terms of reference.

6.2 Members of a cross-service Community Governance Review Working Group have met to consider the responses to the consultation and draft the following proposals to CG&AC to explore as part of Stage 2 consultation. Appendix 1 provides a detailed summary and analysis of all submissions.

6.3 The key findings and recommendation for each proposal are as follows:

1. Honley Central and East Ward, Honley South Ward and Honley West Ward be merged into a single parish ward

Overall, consultation responses indicate broad support for the proposal to combine the three Honley parish wards into a single ward. Respondents commonly felt that Honley operates as one community with a shared identity, and that a single ward would provide a clearer and more effective structure for parish governance. While some concerns were raised about councillor numbers, the reduction in the number of Wards and the importance of ensuring fair representation and balanced outcomes across all areas, these were limited and did not outweigh the overall support expressed.

**On this basis, it is recommended that the Council considers approving the proposal to bring the three current Honley parish wards together (Honley Central & East, Honley South, and Honley West) – to form one single parish ward.**

2. Increase the number of Councillors in Brockholes ward increase to 2.

Overall, consultation responses indicate support for increasing the number of councillors representing Brockholes from one to two. This is supported by feedback highlighting Brockholes' growing population, the need for improved local representation, and Holme Valley Parish Council's view that the current representation ratio is exceptional when compared with other wards. While a small number of concerns were raised about potential costs and the relationship with wider proposals affecting Honley and Brockholes, these were limited and did not outweigh the overall case for change.

**On this basis, it is recommended that the Council considers approving the proposal to increase the number of Councillors representing Brockholes Ward from 1 to 2 Councillors.**

3. Create a new 'Honley Parish Council' (Honley & Brockholes)

Overall, consultation responses indicate a positive view of the proposal from those who responded, with many respondents highlighting the potential for stronger local representation, clearer accountability and a more focused voice for Honley and Brockholes. However, the overall number of responses received was very low in the context of a significant governance change affecting both the proposed new parish area and the remaining Holme Valley Parish Council area.

While the feedback received identifies potential benefits, it does not provide a sufficiently broad or robust evidence base to demonstrate clear community support for establishing a new parish council at this stage. Given the scale and long-term implications of creating a new council, including potential impacts on representation, administration, costs and the wider Holme Valley governance arrangements, the Council does not recommend progressing this proposal as part of the current review.

**On this basis, it is recommended that the Council does not approve the proposal to create a new Honley Parish Council covering the three Honley wards and Brockholes ward, and that current arrangements remain unchanged.**

4. Renaming of Fulstone and Scholes Wards in Holme Valley Parish to 'New Mill & Fulstone' and 'Scholes & Hade Edge' respectively.

Overall, the consultation feedback supports the view that the proposed ward names would provide a clearer and more accurate reflection of the communities within each area. As the proposal does not alter ward boundaries or representation arrangements, and opposition was limited, the change is considered proportionate and consistent with the review's aim of ensuring parish arrangements reflect local identity and community interests.

**On this basis, it is recommended that the Council considers approving the proposal to rename Fulstone and Scholes Wards, to better reflect the communities they cover, to:**

- **New Mill & Fulstone**
- **Scholes & Hade Edge**

5. Kirkburton Parish Council – create a new parish ward named Whitley and Bristfield.

Overall, consultation responses indicate a mixed position and do not demonstrate clear community consensus in favour of change. While some respondents identified potential benefits relating to local identity, alignment with Kirkburton and improved local representation, these were balanced by concerns regarding additional cost, rationale for change, geographic fit and the potential impact on existing community identity and local connection.

**On balance, the feedback received does not provide a sufficiently strong or consistent basis to support progressing the proposal as consulted on. It is therefore recommended that the Council does not approve the proposal to extend the Kirkburton Parish Council boundary to include Whitley and Bristfield, and that current arrangements remain unchanged.**

6. Meltham Town Council is split into two wards

Overall, consultation responses demonstrate clear and substantial opposition to the proposal to create separate Meltham North and Meltham South wards. Respondents consistently emphasised that Meltham is viewed as a single, cohesive community with shared services, facilities and identity, and raised concerns that dividing the town could undermine this unity, create unnecessary division, and lead to unequal representation between areas. Concerns were also raised about the lack of clear justification for the change, additional administrative complexity and potential costs.

**Given the strength and consistency of opposition, and the absence of clear community support for the proposal, it is therefore recommended that the Council does not progress the proposal to create two new Meltham Wards – Meltham North and Meltham South - and that current arrangements remain unchanged.**

7. Mirfield Town Council boundary is amended to include the voters in the MF4B-D polling district (Spring Place Gardens) area.

Overall, consultation responses indicate support for the proposal for the Spring Place Gardens area becoming part of Mirfield Town Council within the Northorpe ward. Support was particularly clear from respondents living the Spring Place Gardens postcode area, who highlighted identity and everyday connections with Mirfield, as well as the potential for clearer local representation. While a small number of concerns were raised about an increase in Council Tax and the level of direct benefit, these were limited and did not outweigh the overall support expressed.

**On this basis, it is recommended that the Council considers approving the proposal to amend the Mirfield Town Council boundary to include the voters in the MF4B-D polling district residing in Spring Place Gardens, and this area be included in the adjoining Northorpe ward.**

8. Move the Calder View development, currently within the Kirkburton Parish Council boundary into the Mirfield Town Council.

Overall, while survey responses suggest some moderate support for the proposal the level of engagement was limited, and no responses were received from households

within the Calder View development itself. Written submissions were also limited and did not provide clear evidence of community support from the area most directly affected. Although Mirfield Town Council supported the principle of moving the development within the Mirfield boundary, the consultation evidence does not demonstrate a clear or consistent basis for change at this stage.

**Given the low level of engagement, the absence of responses from residents in the affected area, and the lack of clear community consensus in favour of change, it is therefore recommended that the Council does not approve the proposal to move the Calder View development from Kirkburton Parish Council into Mirfield Town Council and that current arrangements remain unchanged.**

9. Increase the number of Councillors in Mirfield Town Council increase to 21 from 16.

Overall, consultation responses indicate support for the proposal to increase the number of Mirfield Town Councillors from 16 to 21. Although the number of written responses were limited and some concerns were raised about whether additional councillors were necessary, the survey results showed a positive overall response, with most respondents indicating that the proposal would have a positive impact. Increasing councillor numbers would also provide additional capacity to represent the electorate and support wider engagement across Mirfield's communities.

**On this basis, it is recommended that the Council considers approving the proposal to increase the number of councillors on Mirfield Town Council from 16 to 21.**

7. **Options considered**

That Corporate Governance and Audit Committee:

- Consider the summary and analysis of responses received in the second stage of public consultation on the Community Governance Review.
- Approve the draft recommendations arising set out above and in detail at [Appendix 1](#) of this report.

8. **Next steps and timelines**

- Final recommendations are scheduled to be considered by full Council, where a decision will be taken on the outcome of the review on 16th September 2026.

9. **Contact officer**

Nick Howe, Policy & Partnership Manager. Policy, Partnerships & Corporate Planning  
[Nick.howe@kirklees.gov.uk](mailto:Nick.howe@kirklees.gov.uk)

10. **Background Papers and History of Decisions**

- Community Governance Review, Council 16<sup>th</sup> July 2025: [Cover report and documents July 2026](#)
- Community Governance Review, Corporate Governance and Audit Committee, 1st August 2025: [Community Governance Review report.pdf](#)

- Community Governance Review, Corporate Governance and Audit Committee, 26<sup>th</sup> September 2025: [Cover report 26th September 25.pdf](#)
- Community Governance Review, Corporate Governance and Audit Committee, 30<sup>th</sup> January 2026 [Cover report and documents 30 Jan 2026](#)
- Community Governance Review Terms of Reference and Timeline: [Terms of Reference, Kirklees Community Governance Review](#)
- Local Government Boundary Commission for England, Guidance on community governance reviews, March 2010: <https://www.gov.uk/government/publications/community-governance-reviews-guidance>
- Local Government Boundary Commission for England, New electoral arrangements for Kirklees Council, December 2024: [kirklees full report.pdf](#)

## **11. Appendices**

Appendix 1 - Kirklees Community Governance Review: Overview of Stage 2 Consultation and Final Recommendations.

## **12. Service Director responsible**

Samantha Lawton, Service Director Legal & Commissioning



## STANDING ORDERS

### Version Control:

- 1516/01 - Revised Standing Orders (based on NALC Model Standing Orders) approved and adopted at Council (with Service Provision) Meeting on 14 September 2015.
- 1516/02 - Further amendments agreed following review of the way the Council works (Oct/Nov 2015) – revisions approved and adopted by Council on 8 February 2016.
- 1516/03 - Additional revisions (re policy on use of mobile phones in Council meetings) approved and adopted 21 March 2016
- 1617/01 - Approved and adopted – Annual Council Meeting – 16 May 2016
- 1718/01 – Reviewed at Annual Council Meeting 15 May 2017 when changes made (due to merger of two committees)
- 1718/02 – Council approved and adopted revisions – 5 June 2017
- 1819/01 – Council reviewed and adopted – 14 May 2018
- 1819/02 – For review by F&M after NALC updates to Model - 10 December 2018
- 1920/03- Up dated from NALC Model 2019 proposed by Vice Chair 29<sup>th</sup> June 2020
- 2021/36- Council approved and adopted revisions – 29<sup>th</sup> June 2020
- 2122/16– Council approved updates to Staff Development Coordinator & dissolution of Community Assets Support Committee (Sections 4, 19 & 26) – 12<sup>th</sup> July 2021
- 2223/12 – Revised for and approved at Annual Council Meeting 16-05-2022.
- 2223/160 – Revisions made to reflect merger of 2 committees into the Climate Action Communications and Engagement Committee APPROVED
- 2324/12 – Approved Annual Council Meeting 15-05-2023
- 2425/12 - APPROVED ANNUAL COUNCIL MEETING 13-05-2024 [Based on NALC Model Standing Orders 2018 (England) - updated April 2022]
- 2526/11 AMENDED AND APPROVED AT ANNUAL COUNCIL MEETING ON 19 MAY 2025– changes in line with latest NALC Model Standing Orders 31 March 2025.
- 2627/11 APPROVED AND READOPTED AT ANNUAL COUNCIL MEETING ON 18 MAY 2026
- FC 7/9/2026 REVISED TO REFLECT PLANNING COMMITTEE CHANGE – FOR APPROVAL**



# HOLME VALLEY PARISH COUNCIL

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# HOLME VALLEY PARISH COUNCIL

## 1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h A councillor may move an amendment to his/her own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;



## HOLME VALLEY PARISH COUNCIL

- ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer to a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) except those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chair of the meeting.

## 2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.



# HOLME VALLEY PARISH COUNCIL

Key to letters of clauses on left column

**Full Council meetings**

**Committee meetings**

**Sub-committee meetings**

All meetings

**Any standing order in bold type contains statutory requirements and NALC recommends adoption without change.**

## 3. Meetings generally

- a** Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable rate.

Meetings of the Council shall be held at the Exhibition Room, 3<sup>rd</sup> Floor, Civic Hall, Holmfirth at 7pm unless the Council decides otherwise at a previous meeting.

- b** The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

- c** The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.

- d d** Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

- e** 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.

- f** The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the Chair of the meeting.

- g** Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes.

- h** In accordance with standing order 3(e) above, 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.



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- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- ll **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- mm **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- nn **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice Chair of the Council (if any).**
- p **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice Chair, if present, shall preside. If both the Chair and the Vice Chair are absent from a meeting, a councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- qqq **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or councillors with voting rights present and voting.**
- rrr **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

*See standing orders 5(i) and 5(j)i below for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- t The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;



## HOLME VALLEY PARISH COUNCIL

- ii. the names of councillors present and absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered and, where appropriate, the reason for the decisions;
- vi. if there was a public participation session; and
- vii. the resolutions made.

**Uuu** A councillor or non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.

**V** No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

*See standing order 4d (viii) below for the quorum of a committee or sub-committee meeting.*

**www** If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

**W** A meeting shall not exceed a period of two hours, not including the public open session and time for any speakers invited to address the Council or a Committee. No more than one speaker should be invited to address any meeting of the Council or a Committee.

### 4. Committees and sub-committees

- a. Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b. The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- c. Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d. The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;



## HOLME VALLEY PARISH COUNCIL

- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 7 days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and sub-committee which shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii. may dissolve a committee.
- e i. Standing Committees shall be appointed as follows:

Finance & Management

Maximum of 23 Members, including 1 representative per Ward (preferably)

Service Provision

Maximum of 23 Members, including 1 representative per Ward (preferably)

Staffing

Maximum of 6 Members comprising:

- Chair of Council
- Vice Chair of Council
- Past Chair of Council or their predecessor (who will be appointed Chair of this Committee)
- Chair of Finance & Management Committee
- Chair of Service Provision Committee
- Staff Performance & Development Lead <sup>1</sup>

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<sup>1</sup> The Staffing Committee will appoint a Staff Performance & Development Lead from the members of the Staffing Committee (including the Chair). This appointee will, where possible, undertake the role of Staff Performance & Development Lead for a minimum of two years to ensure continuity and will remain a member of the Staffing Committee during that time.



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*Note:* As the Planning Committee has been disbanded, the Chair of the former Planning Committee is removed from the membership of the Staffing Committee  
If a member of the Staffing Committee is a Chair of more than one committee then that Chair's Vice Chair may deputise for their place on the Staffing Committee.

The Finance & Management Committee will generally meet alternate months to Full Council.

The Service Provision Meeting will meet four times a year.

The Staffing Committee will meet at least three times a year, but extra meetings of that Committee and any Staffing Sub-Committee may be called if circumstances demand.

- f Except where ordered by the Council in the case of a Committee, or by the appropriate Committee in the case of a sub-committee, the quorum of a Committee or Sub-Committee shall be one third of its members, rounded down; in no case shall the quorum of a meeting be less than three.
- g The Standing Orders in Section 1 (Rules of Debate) and the Standing Orders on interests of members in contracts and other matters shall apply to Committee and Sub-committee meetings insofar as they are appropriate.
- h Unless there is a Council resolution to the contrary, every Committee may appoint a Sub-Committee whose terms of reference and members shall be determined by resolution of the Committee.

## 5. Ordinary council meetings

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the Council may direct.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 7pm.**
- d **In addition to the annual meeting of the Council, at least 6 other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice Chair (if any) of the Council.**
- f **The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**



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- g **The Vice Chair of the Council, if any, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice Chair (if any) of the Council at the annual meeting of the Council, the business of the annual meeting shall include:
  - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees; Committees will be formed by means of a committee preference form circulated prior to the Annual Meeting. Where more than enough members apply for a committee, a ballot will take place.
  - viii. Appointment of any new committees in accordance with standing order 4 above;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - xiii. Review of inventory of land and assets including buildings and office equipment;
  - xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
  - xv. Review of the Council's and/or staff subscriptions to other bodies;
  - xvi. Review of the Council's complaints procedure;
  - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under the Freedom of Information Act 2000, Environmental Information Regulations 2004, Data Protection Act 1998 and General Data Protection Regulation (with effect from 25 May 2018).
  - xviii. Review of the Council's policy for dealing with the press/media;



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- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.
- xxii. Each councillor to review and update their written Declaration of Pecuniary and Other Interests.
- xxiii. Each councillor to sign a register at the Annual Council meeting or as soon as possible hereafter to acknowledge receipt, understanding of and agreement to the HVPC Code of Conduct.

### 6. Extraordinary meetings of the Council, committees and sub-committees

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The Chair of a committee or sub-committee may convene an extraordinary meeting of the committee or sub-committee at any time.
- d If the Chair of a committee or sub-committee does not or refuses to call an extraordinary meeting within 7 days of having been requested to do so by one-quarter of the members of the committee or sub-committee, any one-quarter of the members of the committee or sub-committee may convene an extraordinary meeting of a committee [or sub-committee].

### 7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by a least 7 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

### 8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their



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favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

### **9. Motions for a meeting that require written notice to be given to the Proper Officer**

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 10 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

### **10. Motions at a meeting that do not require written notice**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;



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- iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
  - xvi. to adjourn the meeting;
  - xvii. to close a meeting;
  - xviii. to approve the absences of councillors;
  - xix. to close or adjourn debate;
  - xx. to receive nominations to a Committee or Sub-committee;
  - xxi. to dissolve a Committee or Sub-committee;
  - xxii. to amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it;
  - xxv. to appoint representatives to outside bodies and to make arrangements for those representatives to report back on the activities of outside bodies.
- b If a motion falls within the terms of reference of a Committee or sub-committee or within the delegated powers conferred on an officer, a referral of the same may be made to such Committee or sub-committee or officer provided that the Chair may direct for it to be dealt with at the present meeting for reasons of urgency or expediency.

## 11. Management of information

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**



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- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification**

### 12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she shall sign the minutes and include a paragraph in the following terms or to the same effect:  
"The Chair of this meeting does not believe that the minutes of the meeting of the Holme Valley Parish Council held on [date] in respect of ( ) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### 13. Code of conduct and dispensations

*See also standing order 3(t) above. The Council adopted the revised Kirklees Code of Conduct at its meeting in January 2022.*



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- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council. The HVPC adopted the revised Kirklees Council code of conduct on 31-01-2022.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer or by a meeting of the Council, committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote.
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required; if the Proper Officer would prefer the Council to consider the dispensation request, it shall be considered at the beginning of the meeting of the Council, or committee or a sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

### 14. Code of conduct complaints



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- a Upon notification by the District Council that is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the Council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- d **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

### 15. Proper Officer

- a The Proper Officer shall be either (i) the Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. **at least three clear days before a meeting of the Council, a committee and a sub-committee**
    - **serve on councillors, by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda. (provided the councillor has consented to service by email) and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
  - ii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least three days before the meeting confirming his/her withdrawal of it;
  - iii. **convene a meeting of full council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
  - iv. **facilitate inspection of the minute book by local government electors.**
  - v **receive and retain copies of byelaws made by other local authorities.**

*See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.*



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- vi Hold acceptance of office forms from councillors.
- vii. Hold a copy of every councillor's register of interests;
- viii assist with responding to requests made under the Freedom of Information legislation and rights exercisable under data protection legislation, in accordance with and subject to the Council's policies and procedures relating to the same;
- ix Liaise as appropriate with the council's data protection officer
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. Assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation, and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;

*See also standing order 22 below.*

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a file for such purpose;
- xv. refer a planning application received by the Council to the Chair of the Planning Committee (or in his/her absence the Vice Chair of the Planning Committee) within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the planning committee; if a comment is required at short notice, this may be delegated to the Clerk and Chair of the Planning Committee (in conjunction with liaison with the Councillor for that ward) – *as detailed in the Scheme of Delegation.*
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect.

*See also standing order 22 below.*

### 16. Responsible Financial Officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.



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### 17. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments for each quarter;
  - ii. the Council's aggregate receipts and payments for the year to date;
  - iii. the balances held at the end of the quarter being reported which include a comparison with the budget for the financial year and highlights any actual or potential overspends.
  - iv. the latest bank reconciliation of the Council's main (Community) account
  - v. An 'Actual versus Budget' comparison report for the financial year, highlighting any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments for the last quarter and the year to date for information; and
  - ii. to the full council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft Annual Governance and Accountability Return shall be presented to each councillor at least 14 days prior to anticipated approval by the Council. The Annual Governance and Accountability Return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

### 18. Financial controls and procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:



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- i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below [60,000] due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**



## HOLME VALLEY PARISH COUNCIL

### 19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of the Council or the Staffing Committee is subject to standing order 11 above.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of the Council or the Chair of the Staffing Committee or, if they are not available, the Vice Chair of the Council or the Vice Chair of the Staffing Committee of any absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c The Staff Performance and Development Lead shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Officer(s). The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Staffing Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Chair of the Council or the Chair of the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by any of the Officers relates to the Chair or Vice Chair of the Council or the Staffing Committee, this shall be communicated to another member of the Council, not serving on the Staffing Committee, which shall be reported back and progressed by resolution of the Staffing Committee.
- f Any persons responsible for all or part of the management of Council Officers shall treat the written records of all meetings relating to their performance, capabilities, grievance and disciplinary matters as confidential and secure.
- g The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked, and electronic records shall be password protected.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided by the Clerk to the Chair of the Council (also in accordance with Financial Regulation 6.11).

### 20. Responsibilities to Provide information

*See also Standing Order 21*

- a **In accordance with freedom of information legislation, the Council shall publish**



## HOLME VALLEY PARISH COUNCIL

information in accordance with its publication scheme and respond to requests for information held by the Council.

- b The Local Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015

### 21. Responsibilities under Data Protection Legislation

*(Below is not an exclusive list).*

*See also standing order 11.*

- a The Council will appoint the clerk as the Data Protection Officer.
- b The Council shall have policy and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

### 22. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

### 23. Execution and sealing of legal deeds

*See also standing orders 15(b)(xii) and (xvii) above.*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 23(a) above, any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.



# HOLME VALLEY PARISH COUNCIL

*The above is applicable to a council without a common seal.*

## 24. Communicating with District Councillors

- a. An agenda for a meeting of the Council shall be sent to the ward councillor(s) of the District representing the area of the Council.
- b. Unless the Council determines otherwise, a copy of each letter sent to the District Council shall be sent to the ward councillor(s) representing the area of the Council.

## 25. Restrictions on Councillor Activities

- a Unless duly authorised no councillor shall:
  - i inspect any land/or premises which the Council has a right or duty to inspect.
  - ii Issue orders, instructions or directions.

## 26. Estimates/Precepts

- a The Council shall approve written estimates for the coming financial year at its meeting in February.
- b Any Committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.

## 27. Office Holders

- a The Council recognises the importance and responsibilities of 9 specific roles within the Council:
  - 1. Chair of Council
  - 2. Vice Chair of Council
  - 3. Chair of Finance & Management Committee
  - 4. Vice Chair of Finance & Management Committee
  - 5. Chair of Service Provision Committee
  - 6. Vice Chair of Service Provision Committee
  - 7. Chair of Staffing Committee
  - 8. Vice Chair of Staffing Committee
  - 9. Staff Performance & Development Lead

The Council Chair, Vice-Chair and all Committee chairs will be appointed by the full Council at its Annual Meeting each year and will serve until the next Annual Meeting of



## HOLME VALLEY PARISH COUNCIL

the Council. Committee Vice Chairs may be appointed by the Full Council at its Annual Meeting each year and will serve until the next Annual Meeting of the Council. Council can choose at the Annual Council meeting to delegate to a committee the appointment of a vice chair at its next meeting.

**b Chair of Council:**

A Councillor must have served 2 years on the Council before being elected Chair.

The Chair will be elected as the first item on the agenda of the Annual Meeting from within all those eligible and willing to serve as Chair.

Voting will be conducted as set out in Standing Order 1(r).

**c Vice Chair of Council:**

A Councillor must have served 1 year on the Council before being elected Vice- Chair.

The Vice Chair will be elected at the Annual Meeting from within all those eligible and willing to serve as Vice Chair.

Voting will be conducted as set out in Standing Order 1(r).

**d. Chair of Staffing Committee:**

The past Chair of the Council will be appointed as Chair of Staffing unless they are no longer a Councillor, in which case their predecessor will be appointed. If their predecessor is no longer a councillor then an alternative member of the Committee will be appointed.

**e. Chairs and Vice-Chairs of other Standing Committees:**

Any eligible Councillor may be appointed to serve as Chair or Vice Chair of these Standing Committees.

**f. Staff Performance & Development Lead:**

This appointment will be referred to the first meeting of the Staffing Committee for election to this post from amongst its members. They will undertake performance management activities for the Clerk, reporting to the Staffing Committee. This appointee will, where possible, undertake the role of Staff Performance & Development Lead for a minimum of two years to ensure continuity and will remain a member of the Staffing Committee during that time.

**g. Members will be able to nominate themselves as candidates for standing committees before the Annual meeting. A list will be circulated by the clerk seven days before the meeting. If the number of candidates for each committee is within the maximum number for that committee then voting need not take place and those members will**



## HOLME VALLEY PARISH COUNCIL

serve on their preferred committees. If the maximum number for each committee is exceeded then voting will take place.

### 28. General Power of Competence

- a Before exercising the General Power of Competence (GPC), a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.
- b The Council's period of eligibility begins on the date that the resolution under Standing Order 27(a) above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.
- c After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the Power of Competence which was not completed before the expiry of the Council's preceding period of eligibility referred to in Standing Order 27(b) above

### 29. Use of Mobile Phones in Council Meetings

The use of mobile phones during Council meetings is permitted, subject to the following:

- a The device should be kept on silent or vibrate mode throughout the meeting.
- b There should be no use of the voice facility to make calls, receive calls or check messages. Only text or non-voice uses can be made of mobile phones.
- c The person presiding at the meeting may require all mobile phones to be switched off at any time.

The expression "Council meeting" means a meeting of the Council, Committee, Sub-Committee or Working Group and "mobile phone" includes other portable communications devices.

### 30. Standing Orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least one-quarter of councillors to be given to the Proper Officer in accordance with standing order 9 above.



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- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible after they have delivered their acceptance of office form.
- d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

ENDS.



## HOLME VALLEY PARISH COUNCIL

# SCHEME OF DELEGATION

### Version Control

Approved at Full Council on 20<sup>th</sup> July 2020

Amended at 4.6 following consideration at Full Council 9<sup>th</sup> November 2020

Approved at Full Council on 21<sup>st</sup> July 2021 following changes to Staff Development Coordinator & dissolution of  
Community Assets Support Committee

Approved at Annual Council 16<sup>th</sup> May 2022 Resolution 2223/12

Approved at Annual Council 15 May 2023 Resolution 2324/12

Approved At Annual Council 13 May 2024 2425/12

Amended And Approved at Annual Council 19 May 2025 2526/11

Readopted At Annual Council 18 May 2025 2627/11

**FOR CONSIDERATION FULL COUNCIL 7/9/2026 – REFLECTING STANDING DOWN OF PLANNING COMMITTEE**



# HOLME VALLEY PARISH COUNCIL

## SCHEME OF DELEGATION PURPOSE & CONTEXT

### 1. Discharge of the Scheme of Delegations

- 1.1 This Scheme of Delegations forms part of the Council's Financial Regulations and Standing Orders and will be reviewed at least annually or earlier, for example when there are staffing changes.
- 1.2 One of the purposes of the document is to clearly define the parameters within which Officers of the council are able to act without reference to either their line managers or Members.
- 1.3 Where consultation with others is a requirement of the ability to act it is clearly set out with what and whom consultation should take place.
- 1.4 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of why the breach occurred.
- 1.5 The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated to the various committees by the Council. This element of the scheme incorporates the Terms of Reference of the Committees.

### 2. The Power to delegate

The power to delegate functions by local Councils is set out in the Local Government Act 1972 Section 101 Arrangements for discharge of function by local authorities.

### 3. Officers' conflict of Interest

- 3.1 Under the Local Government Act 1972, section 117; officers must make formal declaration about council contracts where the employee has a financial interest. Every officer is responsible for identifying whether he/she has any conflict of interest in any matter which is under consideration, actual or perceived, in any matter within the Council, and notifying the Council.
- 3.2 Where an employee is unsure whether an interest should be declared, they should speak to the Monitoring Officer of Kirklees Council. If the employee is advised not to declare their interest a record of the discussion should be kept by both parties. Failure to disclose such an interest may result in a disciplinary action being taken which could lead to dismissal.
- 3.3 Employees are also required to disclose any other employment that they wish to undertake in addition to their primary post with the Council.
- 3.4 All employees must identify and disclose any actual or potential personal, financial, business or other interest or close personal relationship which might reasonably be perceived as a conflict of interest.
- 3.5 Where an officer has a conflict of interest in any matter, he/she shall not participate in that matter in his/her capacity as an officer except with the prior approval of the Monitoring Officer. Any approval granted by the Monitoring Officer shall be formally recorded in the Council Minutes. Where such approval has been granted for the Officer to participate in a Council meeting of that subject matter, he/she must ensure that the disclosure of interest is also declared at the start of the Council meeting under the disclosures of interests of Members and officers.



# HOLME VALLEY PARISH COUNCIL

**This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person) and Standing Committees to act with delegated authority in the specific circumstances detailed.**

## **1. RESPONSIBLE FINANCIAL OFFICER**

Responsible Financial Officer to the Council and shall be responsible for the Parish Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

## **2. PROPER OFFICER**

### **2.1 The Clerk to the Council shall be the Proper Officer of the Council and as such is specifically authorised to:**

- 2.1.1 Receive declarations of acceptance of office.
- 2.1.2 Receive and record Members' Registers of Interest.
- 2.1.3 Receive and grant Disclosable Pecuniary Interest (DPI) dispensations; details of all dispensations received and granted to be reported to the Council, at the next available meeting.
- 2.1.4 Receive and retain plans and documents.
- 2.1.5 Sign Notices or other documents on behalf of the Council.
- 2.1.6 Receive copies of By-laws made by a Primary local authority.
- 2.1.7 Certify copies of By-laws made by the Council.
- 2.1.8 Prepare agendas, consulting with Chair of Council or Committee (as appropriate) wherever possible, before distribution.
- 2.1.8 Sign summons to attend meetings of the Council.
- 2.1.9 Respond to requests made under the Freedom of Information/Environmental Information Regulations and General Data Protection Regulation Legislation.
- 2.1.10 Arrange and call all meetings of the Council and its Committees (**but not necessarily Working/Steering Groups**)
- 2.1.11 **The Deputy Clerk and Assistant Clerk will also prepare agendas and sign the summons for the meetings he/she is required to officiate at.**

### **2.2 In addition, the Clerk to the Council has the delegated authority to undertake the following matters on behalf of the Council:**



## HOLME VALLEY PARISH COUNCIL

- 2.2.1 Day to day administration of services, together with routine inspection and control.
- 2.2.2 Day to day supervision and control of all staff employed by the Council.
- 2.2.3 Authorisation to call any extra meetings of the Council or any Committee as necessary, having consulted with the Chair of the Council and/or the Chair of the appropriate Committee.
- 2.2.4 Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees.
- 2.2.5 Authorisation of routine recurring expenditure within the agreed budget.
- 2.2.6 Emergency expenditure up to £2,000 outside of the agreed budget (Financial Regulation 4.5).
- 2.2.7 Authorisation of expenditure on works to individual seats and shelters up to a maximum of £500 (Financial Regulation 4.5).

- 2.3 Delegated actions of the Clerk, the RFO and the Assistant Clerk to the Council shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time.

### 3. COUNCIL

- 3.1 **The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.**

- 3.1.1 Appointing the Chair and Vice Chair of the Council.
- 3.1.2 Appointing the Chairs and Vice Chairs of all the Standing Committees
- 3.1.3 Setting the Precept.
- 3.1.4 Borrowing money.
- 3.1.5 Approval of the Council's Annual Accounts and completion of the Annual Return.
- 3.1.6 Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
- 3.1.7 Making, amending or revoking by-laws.
- 3.1.8 Making of Orders under any statutory powers.
- 3.1.9 Approval and adoption of matters of principle or policy, including Mission Statements and precept level.
- 3.1.10 Nomination and appointment of representatives of the Council to any other authority, organisation or outside body (excluding conferences, events or meetings)
- 3.1.11 Any proposed new undertakings.
- 3.1.12 Prosecution or defence in a court of law.
- 3.1.13 Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee.
- 3.1.14 Matters relating to the Council's Code of Conduct.
- 3.1.15 Matters relating to the Council's Complaints Procedure.
- 3.1.16 Approval of Special Dispensations (for a Member's non-attendance due to health or personal reasons).
- 3.1.17 Matters relating to Councillor Vacancies.



## HOLME VALLEY PARISH COUNCIL

- 3.1.18 Approval of wreaths and co-ordination of representation at annual Remembrance Sunday services.
- 3.1.19 Approval of annual schedule of meetings.
- 3.1.20 Matters relating to legislative changes and other allied consultations, having an impact on the Council.
- 3.1.21 Approval of virements from one delegated Committee to another (although virements within a Committee Budget heading can be approved by Finance & Management Committee following recommendations from other another committee).
- 3.1.22 Matters relating to the Parish Charter.
- 3.1.23 Matters relating to the General Power of Competence.
- 3.1.24 Matters relating to employment contracts and recruitment.
- 3.1.25 Matters relating to the use of glyphosate by Kirklees Council.
- 3.1.26 Confirmation that criteria met for Local Council Award Scheme accreditation (although Finance & Management Committee delegated to prepare information to be submitted).
- 3.1.26 To comment on significant planning applications received from the Local Planning Authority (Kirklees Council) and the Peak District National Park Authority.
- 3.1.27 Planning enforcement issues.
- 3.1.28 Conservation Area appraisals.
- 3.1.29 Street Naming, depending on deadlines.
- 3.1.30 Licensing Matters.
- 3.1.31 To comment on behalf of the Council on Local Plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plans or Studies as considered appropriate.
- 3.1.32 To co-ordinate the production, with the community, of the Holme Valley Neighbourhood Plan.
- 3.1.33 Approval of tendering and selection of contracts, e.g. consultants to advise on Neighbourhood Plan.
- 3.1.34 To comment on behalf of the Council in response to any consultations in relation to footpath diversions, modifications or adoptions, depending on deadlines.
- 3.1.35 To set up a sub-committee to handle significant applications/consultations that need addressing between Planning Committee meetings.
- 3.1.36 Address the Climate Emergency in fulfilling the above remit.

### 3.2 Urgent matters:

- 3.2.1 In the event of any matter arising which requires an urgent decision the Clerk to the Council shall forthwith consult with the Chair and Vice-Chair of the Council, and the appropriate Committee Chair if the matter involves expenditure not provided for in the annual budget, and not covered by paragraph 2.2.6 (above) and Finance Regulation 4.5 before acting on behalf of the Council in respect of the particular matter then under consideration.
- 3.2.2 Before the Clerk to the Council exercises the delegated powers granted by paragraph 3.2.1 (above), those Members consulted shall consider whether the matter is of sufficient interest to justify the summoning of a Special Meeting of the Council or of the appropriate Committee and where a meeting is so summoned the Committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.



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- 3.2.3 Before exercising the delegated power granted by paragraph 3.2.2 (above), the Committee concerned shall consider whether the matter is of sufficient importance to justify recommending to the Chair of the Council that a Special Meeting of the Council should be called in accordance with Standing Order 18(c).
- 3.2.4 Whenever any action is taken in this way, full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next appropriate meeting of the Council.

## 4. COMMITTEES

### 4.1 THE FINANCE AND MANAGEMENT COMMITTEE

#### 4.1.1 Terms of Reference

|                                |                                                                                    |
|--------------------------------|------------------------------------------------------------------------------------|
| <b>Membership</b>              | <b>Maximum 23</b>                                                                  |
| <b>Non- elected Membership</b> | <b>Not applicable</b>                                                              |
| <b>Quorum</b>                  | <b>One third of Elected Membership members rounded down and no less than three</b> |
| <b>Frequency of Meetings</b>   | <b>Every two months alternating with Full Council</b>                              |

- i. Election of Vice Chair from among its membership if so delegated by the Council.
- ii. Approval of its Minutes as true and correct records.
- iii. Receive and grant DPI dispensations; details of all dispensations received to be reported back to the Council, at the next available meeting.
- iv. All matters relating to financial management of the Council's affairs, including the approval of monitoring reports, investment of income and other banking arrangements, but not the setting of a precept or any amount to be borrowed.
- v. Audit arrangements (and review thereof).
- vi. Budgetary control, including approval of any virement and supplementary budget requests within the Council's agreed overall budget.
- vii. Approval of changes to Fixed Asset Register.
- viii. Subscriptions (and review thereof).
- ix. Insurance and Risk Management (procedural matters and review thereof).
- x. Emergency Planning.
- xi. Approval of matters relating to any Council Office CCTV and audio recording equipment.
- xii. Corporate Management.
- xiii. General Administration.
- xiv. Management of any matters relating to the Council Office/meeting room within the Civic Hall, including installation of civic fixtures and fittings e.g. Honours Boards, exterior/interior noticeboards and signage (subject to any Listed Building/Conservation Officer permissions that may be required).



## HOLME VALLEY PARISH COUNCIL

- xv. Negotiations with HCHCT and management of any re-shaping of internal space(s) within the Civic Hall, with professional advice and any permissions being sought as necessary.
- xvi. Civic Activities/Local Democracy.
- xvii. Approval of matters relating to Civic Regalia and Honours' Board updates.
- xviii. Approval of the provision and management of Information and Communication Technology (ICT), including replacement of outdated equipment and purchase of new equipment within the approved Budget.
- xix. Approval of matters relating to CCTV equipment provision.
- xx. Management of the Council's tenancies rent reviews and tenancy agreements.
- xxi. To safeguard buildings transferred into the ownership of the HVPC and ensure they continue to meet the needs of the residents of The Holme Valley (Holmfirth Civic Hall, Honley Library).
- xxii. To oversee the ongoing lease and management arrangements with Holmfirth Civic Hall Community Trust (HCHCT) who run the Holmfirth Civic Hall on a day-to-day basis.
- xxiii. To oversee the ongoing lease and management arrangements for Honley Library and ensure the Trustees of Honley Library manage the building according to the leases with HVPC and Kirklees Library Service.
- xxiv. Consideration and negotiations regarding any other community assets in the Valley at risk of being lost, for use by the community.
- xxv. Managing, maintaining and monitoring the demand and availability for the tenanted sites (Holme allotments and garage plots).
  - a. Approval of tendering and selection of contracts
  - b. Representative attendance at conferences and events by Councillors and Officers.
- xxi. All matters relating to Freedom of Information/Environmental Information Regulations, Data Protection, General Data Protection Regulation and Management/Retention of Documents.
- xxii. All matters relating to Statement of Intent on Training (including approval of any Councillor/Officer induction/training (although Officer training can also be approved by Staffing Committee, where training needs identified through Staff Performance & Development Review process).
- xxiii. All matters relating to the preparation of information on the Council's accreditation to the Local Council Award Scheme (except confirmation that the criteria have been met, which must be a full Council decision).
- xxiv. Any other matter which may be delegated to it by the Council from time to time.
- xxv. Address the Climate Emergency in fulfilling all aspects of the above remit.

### **4.1.2 The Finance and Management Committee shall be delegated to make decisions on behalf of the Council in the following matters:**

- i. Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
- ii. Providing support, to an agreed budget, to organisations charged with the management of assets in community ownership run for the public benefit through the award of grants to community groups for community assets.
- iii. Oversight of rolling grants and associated budget lines and earmarked reserves including Holme Valley Patient Transport Scheme and CCTV maintenance for Honley Business Association.



## HOLME VALLEY PARISH COUNCIL

- iv. Approval of funding support provision to Holmfirth Civic Hall Community Trust subject to the committee limits in the Financial Regulations
- v. Approval of matters relating to the management of the Civic Hall by the Holmfirth Civic Hall Community Trust.
- vi. Approval of funding support provision to Friends of Honley Library subject to the committee limits in the Financial Regulations
- vii. Approval of matters relating to the management of Honley Library by the Trustees of Honley Library.
- viii. Award of grant funding for community events or projects.
- ix. Management of Expressions of Interest process for community assets.
- x. Approval of payment of monthly schedule of accounts.
- xi. To review and approve the committee payments list for compliance in accordance with the Financial Regulations and Scheme of Delegations
- xii. To assemble and submit estimates of income and expenditure for each financial year in respect of services of this committee no later than 30<sup>th</sup> October each year.
- xiii. Any other matter which may be delegated to it by the Council from time to time.
- xiv. To ensure that decision-making addresses the Climate Emergency.

**The following matters are reserved to the Council for decision, but the Committee may make recommendations:**

- x. The Committee's budget each financial year.
- xi. Any funding required outside of, or above, the set budget in any given financial year.
- xii. Formulation of budget policy for presentation to Council.
- xiii. Formulation of forward planning and strategy for presentation to Council.
- xiv. Democratic Representation.
- xv. Civic and Ceremonial.
- xvi. Policy formulation/changes.
- xvii. Confirmation that criteria met on Local Council Award Scheme accreditation.
- xviii. The nomination of a number of Members to be appointed to the Board of Trustees of HCHCT and Friends of Honley Library.

**The Committee may refer specific matters to the Council for a final decision if it so wishes.**

### 4.2 THE SERVICE PROVISION COMMITTEE

#### 4.2.1 Terms of Reference

|                               |                                                                    |
|-------------------------------|--------------------------------------------------------------------|
| <b>Membership</b>             | <b>Maximum of 23 members</b>                                       |
| <b>Non-Elected Membership</b> | <b>Not applicable</b>                                              |
| <b>Quorum</b>                 | <b>One third of voting members rounded down and no less than 3</b> |
| <b>Frequency of Meetings</b>  | <b>4 times per year</b>                                            |

- i. Election of Vice Chair from among its membership if so delegated by the Council.



## HOLME VALLEY PARISH COUNCIL

- ii. Approval of its Minutes as true and correct records.
- iii. To safeguard the Parish Council-owned Holmfirth Public Toilets and ensure the facilities continue to meet the needs of the residents of the Holme Valley.
- iv. Maintenance and upkeep of all public seats, stone shelters and adopted phone boxes (including custodians) in the Council's ownership, including management of day-to-day activities of Maintenance Contractor.
- v. Maintenance and upkeep of Closed Churchyard, New Mill.
- vi. Maintenance and upkeep of Arts Trail art installations
- vii. Maintenance and upkeep of war memorials.
- viii. Approval of matters relating to environmental issues (e.g. litter and dog fouling).
- ix. Response to issues or concerns raised by residents relating to public transport, highways and environmental issues.
- x. To comment on behalf of the Council in response to any consultations in relation to footpath diversions, modifications or adoptions, depending on deadlines (otherwise considered by Planning Committee).
- xi. Street Naming, depending on deadlines (otherwise considered by Planning Committee).
- xii. Approval of matters relating to transport (e.g. minibus services) and the supporting of sustainable transport.
- xiii. Approval of matters relating to youth facilities and projects.
- xiv. Approval of matters relating to Christmas trees/lighting provision.
- xv. To work in partnership with Kirklees Council in the provision of any scheme for which the Committee has approved budget provision.
- xvi. Any other matter which may be delegated to it by the Council from time to time.
- xvii. To address the Climate Emergency in all aspects possible of the above remit.

### **4.2.2 The Service Provision Committee shall be delegated to make decisions on behalf of the Council in the following matters:**

- i. Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
- ii. Oversight of rolling grants to community groups for community services such as Kirklees Youth Alliance.
- iii. Approval of matters relating to the day-to-day running and maintenance of Holmfirth Public Conveniences and the tenanted unit within the building.
- iv. Approval of tendering and selection of contracts, e.g., maintenance contractor.
- v. To assemble and submit to Finance and Management, estimates of income and expenditure for each financial year in respect of services of this committee no later than 30<sup>th</sup> October each year.
- vi. To ensure that all decision-making takes into account the Climate Emergency wherever possible.

### **The following matters are reserved to the Council for decision, but the Committee may make recommendations:**

- vii. The Committee's budget each financial year.
- viii. The nomination of a number of Members to be appointed to the Board of Trustees of HCHCT and Friends of Honley Library.



# HOLME VALLEY PARISH COUNCIL

- ix. Any funding required outside of, or above, the set budget in any given financial year.
- x. Policy formulation/changes.

**The Committee may refer specific matters to the Council for a final decision if it so wishes.**

## 4.3 THE STAFFING COMMITTEE

### 4.3.1 Terms of Reference

|                               |                                                                        |
|-------------------------------|------------------------------------------------------------------------|
| <b>Membership</b>             | <b>6 maximum</b>                                                       |
| <b>Non-Elected Membership</b> | <b>Not applicable</b>                                                  |
| <b>Quorum</b>                 | <b>One third of elected membership rounded down and no less than 3</b> |
| <b>Frequency of Meetings</b>  | <b>Three times a year and as required in between.</b>                  |

- i. Election of Vice Chair from among its membership if so delegated by the Council.
- ii. Appointment of the Staff Performance & Development Lead to liaise with the Clerk on behalf of the Council as outlined in the Staff Performance & Development Lead description (provided for reference) as Appendix 1 to the Scheme of Delegation)
- iii. Approval of its Minutes as true and correct records.
- iv. Receive and grant DPI dispensations; details of all dispensations received to be reported back to the Council, at the next available meeting.
- v. The Staffing Committee will be responsible for all matters relating to the advertising, interviewing selection and appointment of a member of staff where such a post has been approved by Full Council.
- vi. Responsible for all matters relating to employees, based on recommendations made and agreed by Council, or in line with contractual arrangements. The Committee may decide that it wishes to refer specific matters to the Council for final decision, subject to the matters reserved for final decision for legal reasons.
- vii. To implement national pay awards
- viii. To carry out the Annual Staff Development Review, and to finalise and approve action plans resulting from that Review, prior to report to Council that Review has been completed.
- ix. Approval of any Staff training and continuing professional development.
- x. Approval of policies, guidelines and strategies on human resources, personnel, and development, to ensure the Council properly undertakes its responsibilities for its staff and others relating to welfare, health and safety, Working Time Directive and pensions provision.
- xi. Hearings for Grievance, Disciplinary and Capability matters\* in accordance with the Council's Grievance and Disciplinary Procedure.
- xii. Dealing with any Grievance, Disciplinary and Capability matters to a conclusion, only reporting to Council when the time for any Appeal has passed.
- xiii. Appointment of an Appeals Sub Committee, if necessary.
- xiv. Any other matter which may be delegated to it by the Council from time to time.
- xv. To take into consideration the Climate Emergency wherever possible whilst carrying out the above remit.



## HOLME VALLEY PARISH COUNCIL

### **4.3.2 The Staffing Committee shall be delegated to make decisions on behalf of the Council in the following matters:**

- i. Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
- ii. To assemble and submit to Finance and Management, estimates of income and expenditure for each financial year in respect of services of this committee no later than 30<sup>th</sup> October each year.
- iii. Where appropriate to ensure that decision-making reflects the need to address the Climate Emergency.

**Policy on the following matters is reserved to the Council for decision, but the Staffing Committee may also make Policy recommendations relating to:**

- iv. Conditions of Service.
- v. Staff levels.
- vi. Policy formulation/changes.

**The Committee may refer specific matters to the Council for a final decision if it so wishes.**

*\*It is vital that the Staffing Committee keeps confidential its deliberations and decisions in cases of Grievance, Disciplinary and Capability hearings, because if an Appeal against a decision is received it must, legally and in the interests of fairness, be heard again by elected members with no prior knowledge of the case.*

*Any grievance against a member regarding issues under the Code of Conduct will be referred to the Monitoring Officer of Kirklees Council from the outset.*

**In order to ensure as far as possible that such matters as Appraisal, Grievance, Disciplinary and Capability issues are dealt with professionally and in accordance with Employment legislation, all Members of the Staffing Committee must agree to undertake training in these matters.**

### **4.3.3 The Appeals Sub-committee is delegated to make decisions on behalf of the Council in the following matters:**

- Appeals against decisions made by the Staffing Committee in Grievance, Disciplinary and Capability matters.
- Dealing with Appeals to a final conclusion, only reporting to Council the actions it has taken at the end of the process.

**In order to ensure as far as possible that such matters as Appraisal, Grievance, Disciplinary and Capability issues are dealt with Members of the Appeals Sub-committee must agree to undertake training in these matters.**

## **5. Sub-committees appointed by Standing Committees**



# HOLME VALLEY PARISH COUNCIL

The Council's Standing Committees may appoint Sub-Committees, if a Committee believes that it would be required to assist in managing the Committee's workload. Any powers to be delegated to such a Sub-Committee should be detailed at the time the Sub-Committee is formed by means of a Minute outlining its Terms of Reference. Any Sub-Committee shall have delegated authority to arrange its own meeting dates and times, to suit the Group Membership.

## **5. Working/Steering Groups**

- 5.1** Working/Steering Groups may be formed by resolution of the Council or a Committee at any time for the purpose of completing a specific task or project. The work of such a Working/Steering Group will be decided upon at the time it is formed by means of a Minute detailing the Terms of Reference. Each Working/Steering Group will report back with recommendations to the Council or the Committee that formed it.

Any Working/Steering Group shall have delegated authority to arrange its own meeting dates and times, to suit the Group Membership.

## **6. Delegation - Limitations**

- 6.1** Committees and Sub-committees shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, By-laws or orders made and with any directions given by the Council from time to time.



# HOLME VALLEY PARISH COUNCIL

## APPENDIX 1

### HVPC STAFF PERFORMANCE & DEVELOPMENT LEAD

#### **1.0 PURPOSE**

- 1.1 On behalf of the Holme Valley Parish Council, the Staff Performance and Development Lead will ensure directly employed staff are effectively managed and supported in undertaking their responsibilities.

#### **2.0 ROLE**

- 2.1 Principal role is to liaise with the Clerk to the Council on behalf of the Staffing Committee which is the line manager. It should be noted that good management of the Clerk will support the effective operation of wider clerk team.
- 2.2 This in turn leads to the following additional responsibilities:
- Completion of Performance management process with the Clerk for presenting to the Staffing Committee.
  - Identification of and support in providing development opportunities for the Clerk.
  - Acting as a confidant for all staff members regarding their roles, interaction with each other and councillors.
  - Providing a central point of contact for all councillors to discuss any staff issues and undertake any required actions needed as a result of issues raised.

#### **3.0 PERFORMANCE MANAGEMENT**

- 3.1 Performance management is an important part of formally monitoring and supporting the effective performance of the Clerk. It is vital in ensuring that the Clerk is able to undertake his or her duties well, recognising any difficulties, identifying training needs and meeting the requirements of the role. It is a key part of supporting the individual and helping them perform to the best of their ability by understanding their skills and setting realistic and achievable objectives.
- 3.2 Effective performance management requires honesty, understanding and a commitment to work constructively with the individual as well as act in the best interests of HVPC to have a committed and effective Clerk. Performance management needs commitment from both the Staff Performance and



## HOLME VALLEY PARISH COUNCIL

Development Lead and the Clerk who is encouraged to review their performance, identify areas for development and suitable objectives.

3.3 This needs a number of different elements in place:

- a. **Formal objective setting and performance reviews with Clerk to be held in person and recorded in writing using a pro forma.**

**These should be held as follows:**

- a.i. Start of year (objective setting)
- a.ii. 6 months into year (progress review)
- a.iii. End of year (formal review & future objective setting)

It should also be noted that during the first year of appointment, the Clerk will have a probationary period so more regular contact and reviews will be required.

- b. **Informal monthly meetings with the Clerk to be held remotely or in person**
  - a.i. Timed to suit the Clerk / post holder but at least around each Full Council meeting cycle
- c. **Informal contact weekly or as required with the Clerk**
  - a.i. Regular interaction by phone, Zoom or other media as required
- d. **Collation of feedback from reportees and Councillors regarding Clerk performance**
  - i. Informal feedback on Clerk performance sought from all staff reportees in advance of performance reviews (every 6 months).
  - ii. Informal feedback requested from all Councillors regarding Clerk and wider staff team performance in advance of yearly performance review. This should include constructive and positive feedback as well as any areas of concern and provide examples to aid discussion with the members of staff involved.
  - iii. Councillors and reportees can share any informal feedback on the Clerk's performance throughout the year with the Staff Performance and Development Lead for discussion as required with the Clerk.

3.4 The Clerk is paid on a nationally agreed pay scale set by the National Joint Council for Local Government Services. The performance of the Clerk and any other staff on this scale will influence the recommendations to the Staffing Committee for any annual pay increases. These recommendations will be given to the Staffing Committee by the Staff Performance & Development Lead for consideration and approval by the Staffing Committee.



# HOLME VALLEY PARISH COUNCIL

## 4.0 APPOINTMENT OF ROLE

- 4.1 The Staff Performance & Development Lead should be appointed from amongst the members of the Staffing Committee. The appointee must be able to commit to the time required to undertake the role effectively including the meeting arrangements outlined in section 3.3.
- 4.2 Where possible, the appointee should undertake the role for at least two years to allow some consistency of line management with re-appointment permitted beyond this period.
- 4.3 If the Clerk has concerns about the appointee, they must raise them with the Chair of Staffing or Chair of Council and consideration of a new appointee will be made by the Staffing Committee.
- 4.4 The Staff Performance & Development Lead must be willing to undertake training as required to support effective delivery of the role.

## 5.0 CONFIDENTIALITY

- 5.1 All discussions held between the Staff Performance & Development Lead and the Clerk and other staff are confidential.
- 5.2 Any records kept will be marked as PRIVATE & CONFIDENTIAL and will not be available for public access.
- 5.3 Feedback provided by councillors on the Clerk's performance and the performance of other members of the staff team will be regarded as confidential and will be anonymised before discussion with the Clerk.

ENDS.



## **Holme Valley Parish Council**

### **Complaints Procedure**

#### **Document Control**

**Title:** Complaints Procedure

**Approved by:** Annual Council 18-05-2026

**Review Cycle:** Every 3 years

**Next Review Due:** [Insert Date]

**Version:** 1.0

#### **1. Introduction**

Holme Valley Parish Council (“the Council”) is committed to providing high-quality services and ensuring that complaints are handled fairly, transparently, and promptly. This procedure sets out how complaints may be made and how they will be considered.

#### **2. Scope of the Procedure**

This procedure applies to complaints about:

- Council administration, procedures, or service delivery
- Decisions of the Council or its committees

This procedure does **not** apply to:

- Complaints about councillors (refer to the Monitoring Officer)
- Staff grievances (see Grievance Policy)
- FOI/Data Protection matters (statutory processes apply)

#### **3. Principles**

The Council will ensure that complaints are:

- Handled confidentially and lawfully
- Investigated impartially
- Responded to promptly
- Resolved at the lowest appropriate level.

#### 4. Informal Complaints

Wherever possible, complaints should be resolved informally by the Clerk or relevant officer.

The Clerk may:

- Provide clarification or information.
- Offer a practical solution.
- Seek to resolve misunderstandings.

If the complainant remains dissatisfied, they may submit a formal written complaint.

#### 5. Submitting a Formal Complaint

Formal complaints must be submitted **in writing** to the Clerk and must include:

- The nature of the complaint
- Relevant dates, evidence, and individuals involved
- The outcome sought

If the complaint concerns the Clerk, it must be submitted to the **Chair of the Council**.

#### 6. Initial Assessment

Within **10 working days**, the Clerk or Chair will:

- Acknowledge receipt
- Confirm whether the complaint falls within this procedure
- Determine which Standing Committee handles the complaint.

#### 7. Step-by-Step Procedure for handling a Formal Complaint

##### Step 1 – Receipt and Registration of a formal complaint

- Receipt of formal complaint is acknowledged by the Committee Chair as appropriate **within 10 working days**.
- The Complaints Procedure is shared with the Complainant.
- Confidential case file opened by Committee Chair as appropriate.
- Conflicts of interest declared as appropriate.

##### Step 2 – Preliminary Review

- The Committee Chair reviews the complaint and evidence provided to date.
- In consultation with the Chair of the Council the Committee Chair identifies the scope of any investigation needed and information required and appoints an Investigation Lead.

- Where the complaint involves the Chair of Council, or otherwise warrants independent investigation, the Committee Chair may seek the services of a suitably qualified independent investigator.
- The Investigation Lead keeps a log of actions taken to be reported to and noted by the Standing Committee at the next scheduled meeting.

### **Step 3 – Notification**

- Complainant is informed of the scope of investigation required.

### **Step 4 – Investigation**

- Investigation is carried out, including the holding of interviews and collection of evidence as set out in the scope of the investigation.
- HR/legal advice sought where appropriate.

### **Step 5 – Preparation of Papers**

The Investigation Lead prepares Investigation Pack consisting of:

- Summary report.
- Evidence.
- Investigation findings.
- Legal/procedural advice.

### **Step 6 – Committee Meeting**

- Held in confidential session.
- Investigation Lead presents findings.
- Outcome confirmed in public session.

### **Step 6 – Decision**

- Complaint upheld / partially upheld / not upheld – reasons to be recorded.
- Actions agreed and recorded.

### **Step 7 – Outcome**

- Complainant informed of outcome in writing.
- Complainant informed of the right of appeal to Full Council, within 20 working days.

### **Step 8 – Record-Keeping**

- Committee Chair to keep records from outset on Council digital filing.
- Secure digital filing of all documentation in relation to the complaint.
- Complaints log updated.

### **Step 9 – Appeal**

- Appeal to Full Council within 20 working days of the receipt of the written outcome of the complaint

## **8. Appeals Considered by Full Council**

### **8.1 When Full Council Will Consider an Appeal**

- Full Council only considers appeals against Standing Committee decisions.

### **8.2 Step-by-Step Procedure an Appeal to be considered by Full Council**

#### **Step 1 – Receipt and Acknowledgement**

- Complainant requests that the outcome of their complaint is referred to Full Council as an appeal.
- The request to appeal to Full Council is acknowledged in writing, by the Clerk, within 5 working days of receipt.

#### **Step 2 – Conflict of Interest Check**

Conflicts of interest to be declared as appropriate and preclude councillor participation in decision-making.

#### **Step 3 – Preliminary Review**

- The Chair of Council reviews the investigation pack.
- The Chair identifies the scope of any further investigation needed and further information required and appoints an Investigation Lead. Where the complaint involves the Chair of Council, or otherwise warrants independent investigation, the services of a suitably qualified independent investigator will be sought.
- The Investigation Lead keeps a log of actions taken.

#### **Step 4 – Investigation**

- Investigation is carried out, including the holding of interviews and collection of evidence as set out in the scope of the investigation.
- HR/legal advice sought where appropriate.

#### **Step 5– Preparation of Papers**

The Investigation Lead prepares as necessary:

- Summary report.
- Evidence.
- Investigation findings.
- Legal/procedural advice.

#### **Step 6 – Notification**

Complainant is notified of the meeting date.

#### **Step 7 – Full Council Meeting**

- Held in confidential session.
- Council reviews evidence and deliberates.

### **Step 8 – Decision**

Council determines:

- Upheld / partially upheld / not upheld – reasons recorded.
- Actions required.

### **Step 9 – Outcome**

Written outcome issued to complainant within **10 working days** of the decision being made.

### **Step 10 – Record-Keeping**

- Paper and digital documents and other evidence will be kept, in secure filing, for a period of six years.
- Complaints log updated.

### **Step 11 – Finality**

Decision of Full Council is final.

## **9. Confidentiality and Data Protection**

All complaints are handled in accordance with UK GDPR and the Council's Privacy Notice.

## **10. Unreasonable Complaints**

The Council may curtail or otherwise refuse to investigate an unreasonable complaint. A panel of two councillors and an independent person appointed by Full Council will consider whether a particular complaint is unreasonable and report its findings to a future Full Council meeting.

Appendix F outlines the handling of vexatious complaints.

## **11. Review**

This procedure will be reviewed every three years.

ENDS.

## **APPENDIX A — Public-Facing Complaints Procedure (Website Version)**

### **Holme Valley Parish Council – Complaints Procedure (Public Information Version)**

#### **1. Introduction**

Holme Valley Parish Council aims to provide high-quality services. If something goes wrong, we want to hear from you so we can put it right.

#### **2. What You Can Complain About**

This process covers complaints about:

- Council administration or procedures
- Council services
- Decisions made by the Council or its committees

#### **3. What This Procedure Does Not Cover**

- Complaints about councillors (these must be referred to the Monitoring Officer)
- Staff grievances (handled under HR procedures)
- Freedom of Information or Data Protection matters (statutory processes apply)

#### **4. Step 1 – Informal Resolution**

You may contact the Clerk to:

- raise a concern
- ask for clarification
- resolve misunderstandings

If the issue cannot be resolved informally, you may submit a formal complaint.

#### **5. Step 2 – Submitting a Formal Complaint**

Formal complaints must be made in writing and include:

- what happened
- when it happened
- who was involved
- any evidence
- the outcome you are seeking

Send your complaint to the Clerk.

If the complaint concerns the Clerk, send it to the Chair of the Council.

We will acknowledge your complaint within **10 working days**.

#### **6. How Your Complaint Will Be Handled**

1. Acknowledgement

2. Confirmation that the matter falls within this procedure
3. Allocation to the appropriate Standing Committee
4. Appointment of an Investigation Lead
5. Investigation (interviews, evidence review)
6. Committee decision
7. Written outcome

You will be informed of how to appeal if you remain dissatisfied.

## **7. Appeals**

You may appeal to Full Council within **20 working days** of receiving the written decision.

## **8. Confidentiality**

All complaints are handled in accordance with UK GDPR and the Council's Privacy Notice.

## **9. Unreasonable Complaints**

Where behaviour becomes abusive, persistent, or unreasonable, the Council may limit contact or decline to investigate.

## **APPENDIX B — Investigation Lead Checklist**

### **Investigation Lead Checklist**

#### **Before You Begin**

- Confirm appointment
- Read the complaint and scope
- Check for conflicts of interest
- Open a secure case log

#### **Planning**

- Identify what needs establishing
- List interviewees
- Identify evidence required
- Prepare interview questions
- Set an investigation timeline

#### **During the Investigation**

- Notify the complainant of the agreed scope
- Conduct interviews
- Gather evidence
- Seek HR/legal advice where appropriate
- Keep factual notes
- Agree interview notes with interviewees
- Maintain confidentiality at all times

#### **Investigation Pack**

- Summary report
- Evidence bundle
- Findings
- Legal/procedural advice

#### **Committee Meeting**

- Present findings
- Provide clarification as required
- Record actions

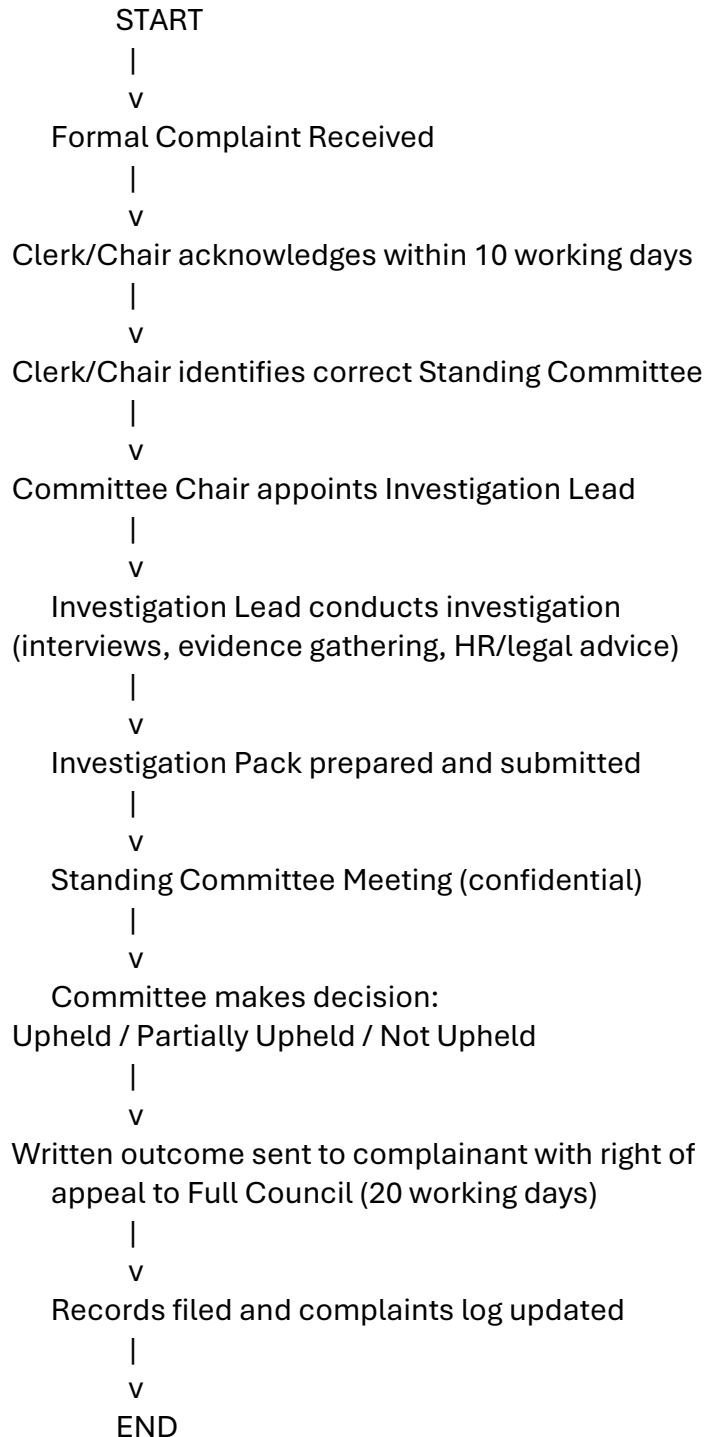
#### **After the Decision**

- Ensure written outcome is issued
- Update the complaints log

- Securely file all documents
  - Share learning points where appropriate
-

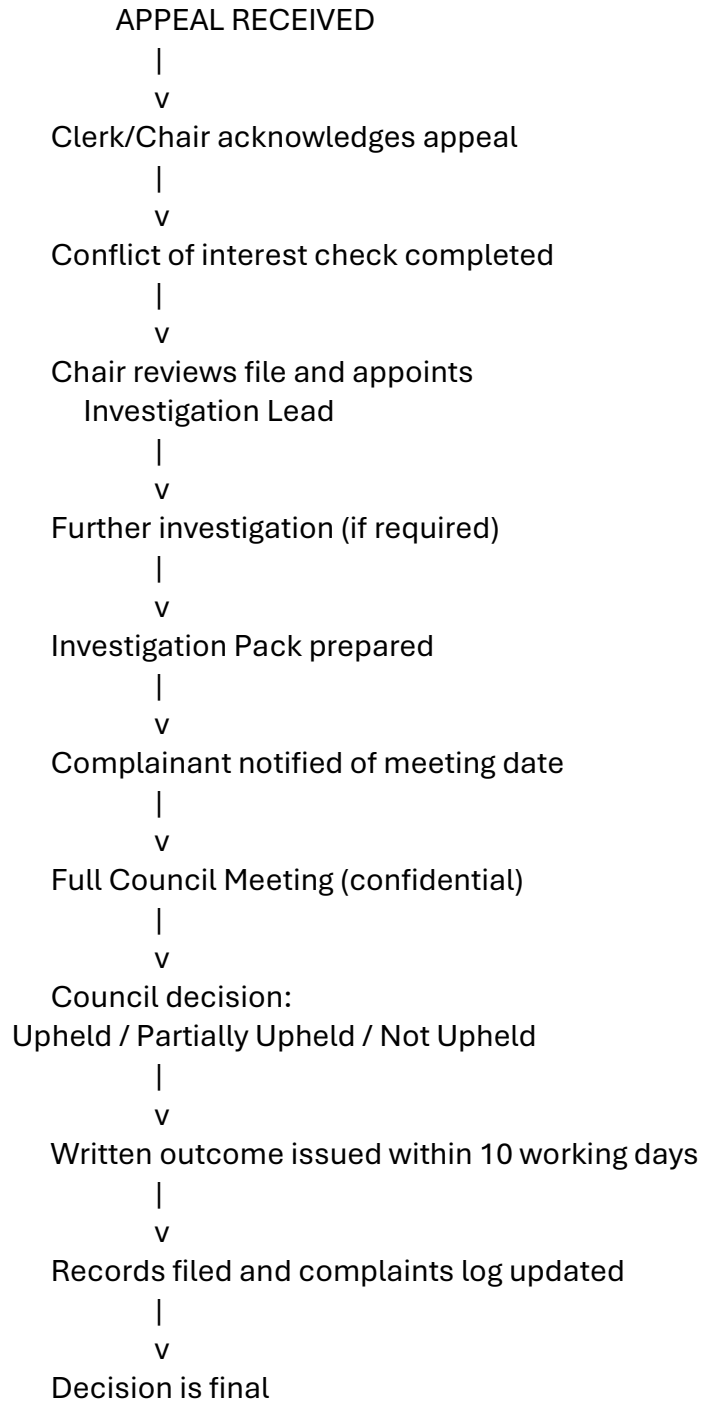
## APPENDIX C — Standing Committee Flowchart

### Standing Committee Complaint Process



## APPENDIX D — Full Council Appeal Flowchart

### Full Council Appeal Process



## **APPENDIX E — Staff Guide to Handling Complaints**

### **1. When a Resident Raises a Concern**

Staff should:

- listen respectfully
- thank the resident
- avoid defensiveness
- try to resolve the matter informally
- record actions taken

### **2. When a Concern Becomes a Formal Complaint**

A concern becomes a formal complaint when the complainant requests formal handling.

### **3. Staff Responsibilities**

Staff must:

- be courteous
- maintain confidentiality
- provide accurate information
- pass on complaints promptly
- not investigate unless formally appointed

Staff must not:

- promise outcomes
- discuss complaints with others
- delete or alter records
- contact the complainant outside the agreed process

### **4. Supporting an Investigation**

Staff must:

- provide information promptly
- attend interviews
- maintain confidentiality

### **5. After the Complaint**

- implement actions
- reflect on learning
- update procedures where appropriate

## **APPENDIX F — Unreasonable, Persistent or Vexatious Complaints**

### **1. Introduction**

The Council is committed to dealing with complaints fairly and transparently. A small number of complainants may act in ways that hinder the Council's ability to provide services. These may be considered *unreasonably persistent* or *vexatious*.

### **2. Definition**

A complainant may be considered unreasonable or unreasonably persistent if their behaviour:

- has no serious purpose or value
- is designed to cause disruption or annoyance
- harasses the Council
- is obsessive or unreasonable

### **3. Examples of Unreasonable Behaviour**

This may include:

- refusing to specify grounds of a complaint
- refusing to co-operate with the procedure
- making groundless complaints about staff
- submitting complaints to multiple bodies simultaneously
- changing the basis of the complaint repeatedly
- raising trivial or irrelevant information
- recording meetings without consent
- making excessive demands on staff
- sending high volumes of correspondence
- refusing to accept final decisions
- repeatedly contacting the Council about the same issue
- refusing to accept matters outside the Council's remit

### **4. Decision-Making**

This policy is used only as a last resort.

A written warning will be issued before restrictions are applied.

### **5. Aggressive Complaints**

Abusive, threatening, or violent behaviour will not be tolerated. Incidents will be logged and reported to the Police.

### **6. Possible Restrictions**

Depending on the behaviour, the Council may:

- require contact in a specific form (e.g., letter only)

- require contact with a named officer only
- limit the number of phone calls permitted
- refuse to deal with repeated correspondence on the same matter

The complainant will receive written confirmation of any restrictions, including duration and review arrangements.

## **7. Recording and Reviewing Restrictions**

- Restrictions will be recorded and shared with relevant officers
- New complaints on new issues will be considered on their merits
- Restrictions may be lifted if behaviour improves

## **8. Ceasing Contact**

In rare cases, the Council may cease contact entirely and advise the complainant to approach the Local Government & Social Care Ombudsman.

## **APPENDIX G — A4 Noticeboard Infographic (Text Version)**

### **Holme Valley Parish Council – How to Make a Complaint (A4 Noticeboard Version)**

#### **1. Start with an Informal Conversation**

Speak to the Clerk to raise a concern or ask for clarification.  
Most issues can be resolved quickly.

#### **2. Make a Formal Complaint (If Needed)**

Put your complaint in writing and include:

- what happened
- when it happened
- who was involved
- evidence
- the outcome you want

Send your complaint to the Clerk (or to the Chair if the complaint concerns the Clerk).

#### **3. What Happens Next**

- We acknowledge your complaint within 10 working days
- A Standing Committee is assigned
- An Investigation Lead gathers information
- A confidential meeting is held
- A decision is made
- You receive a written outcome

#### **4. If You Are Not Satisfied**

You may appeal to Full Council within 20 working days.

#### **5. Confidentiality**

All complaints are handled in line with UK GDPR.

#### **Our Commitment**

We will:

- treat you with respect
- investigate fairly
- keep you informed
- learn from complaints

ENDS.



# Holme Valley Parish Council

Holme Valley Parish Council  
The Civic  
Huddersfield Road  
Holmfirth HD9 3AS

telephone: 01484 687460  
email: [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)

The Chief Executive  
Kirklees Council  
Civic Centre 3  
Market Street  
Huddersfield HD1 2EY

Sunday 8 August 2026

Dear Steve Mawson

**Subject: Request for update on Holmfirth town centre works and support for affected businesses**

I am writing on behalf of Holme Valley Parish Council to follow up on our previous correspondence regarding the Holmfirth town centre improvement works. Thank you again for your response of 7 January 2026 to our earlier letter of 4 November 2025.

As the works are now approaching completion, the Parish Council wishes to acknowledge the scale of the project and the progress that has been made in recent months. We recognise the complexity of delivering a scheme of this nature in a constrained town-centre environment and appreciate the efforts of officers and contractors in bringing the works towards conclusion.

At the same time, the Parish Council continues to receive reports from traders and residents about the significant challenges experienced during the construction period. Several further businesses have closed since the start of the year, citing reduced footfall and prolonged disruption. Even with road closures now largely lifted, many traders are still experiencing the after-effects of a difficult trading period and have expressed concern about their ability to recover.

We have also continued to hear from traders, residents and road users - including Kirklees Holme Valley South Councillors - that communication about the works has remained inconsistent, with information about access arrangements and progress not always being timely or easy to locate. We understand that a Parish Councillor, who is also a Kirklees Councillor, sought a meeting with the contractors earlier in the year to discuss these issues but did not receive a reply. We have also been told by the contractor that the Kirklees Project Team will have kept Kirklees councillors informed about the completion date. This has not been the case.

Any support you can offer to facilitate improved engagement as the project nears completion would be appreciated.



# Holme Valley Parish Council

Holme Valley Parish Council  
The Civic  
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In light of the above, the Parish Council would be grateful for an updated response addressing the following points:

1. Confirmation of the anticipated final completion date for the remaining works in Holmfirth town centre.
2. Details of the steps now being taken to improve communication with traders, residents and road users as the project nears completion.
3. Information on any measures available to Kirklees Council to support affected businesses as they seek to recover from the disruption experienced. This may include options such as financial assistance, business-rate relief, promotional activity or other practical interventions.
4. Early consideration of arrangements for free or reduced-cost parking in the run-up to Christmas 2026, in line with the support offered in 2024, to help bolster trade during the crucial winter period.

Holme Valley Parish Council remains committed to working constructively with Kirklees Council and wishes to ensure that the concerns raised with us by residents and business owners are appropriately reflected. We will be sharing this letter, and any response received, with Full Council at its meeting on 7 September 2026. We would therefore welcome a written reply setting out the actions being taken and the support that will be provided as the works conclude.

Kind regards

**Mrs Jen McIntosh**

Clerk and Proper Officer



# Grant Application Form

Please complete and return to the deputy clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of July to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p5.

**In under 20 words, tell us what the grant would pay for?**

Parking buddies to help deter unreasonable parking around the school.

| 1                      | Contact Details                                                        |
|------------------------|------------------------------------------------------------------------|
| Name of organisation   | Netherthong Primary School                                             |
| Address                | School Street,<br>Netherthong,<br>Holmfirth                            |
| Postcode               | HD9 3EB                                                                |
| Contact person         |                                                                        |
| Position in group      | Headteacher                                                            |
| Correspondence address | As above                                                               |
| Postcode               |                                                                        |
| Daytime phone          | 01484 681950                                                           |
| Evening phone          |                                                                        |
| Email                  | <a href="mailto:netherthongprimary.co.uk">netherthongprimary.co.uk</a> |

| 2 About your organisation                           |                                                                                                                                                                                                                                                              |    |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| What sort of group are you? - put an 'x' in the box | <ul style="list-style-type: none"> <li>Unregistered community group <input type="checkbox"/></li> <li>Registered charity <input type="checkbox"/></li> <li>Other (please state) <input checked="" type="checkbox"/> </li> </ul> <p>➤ School</p> <p>.....</p> |    |
| Charity or other Registration No                    | N/A <span style="float: right;">If applicable</span>                                                                                                                                                                                                         |    |
| When did the group start?                           | 1800s                                                                                                                                                                                                                                                        |    |
| How many people are involved in running your group? | Trustees/ Governors                                                                                                                                                                                                                                          | 12 |
|                                                     | Unpaid Management Committee                                                                                                                                                                                                                                  |    |
|                                                     | Paid F/T Staff                                                                                                                                                                                                                                               | 35 |
|                                                     | Paid P/T Staff                                                                                                                                                                                                                                               |    |
|                                                     | Volunteers (excluding Management Committee)                                                                                                                                                                                                                  |    |

| 3 Your Finances                                                                                                                    |                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Income (last year)                                                                                                                 | £1,153,531                                                                                                                                                                                                                                                                           |
| Expenditure (last year)                                                                                                            | £1,096,415                                                                                                                                                                                                                                                                           |
| Reserves held                                                                                                                      | £57,116                                                                                                                                                                                                                                                                              |
| Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects | The reserves (or Carry Forward) was used to support the budget of 2026 – 2027. Without this, we would have to make staff redundant                                                                                                                                                   |
| Describe the current financial position of your organisation including the current balance on your combined accounts               | <p>Our current financial position is very tight. We do not have spare funds and our whole budget is carefully managed. Due to cuts in school funding, we do not have additional funding to support projects such as this.</p> <p>Due to nature of school's finances, I am unable</p> |

|  |                                    |
|--|------------------------------------|
|  | to provide any banking statements. |
|--|------------------------------------|

| 4 Your Bank Account                                                                                                                                           |     |                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------------|
| If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission?<br>(Delete as needed) | YES | NOT APPLICABLE |

|                |  |
|----------------|--|
| Account Name   |  |
| Sort Code      |  |
| Account Number |  |

| 5 Your Project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Outline the project that you are seeking a grant for (Maximum 500 words)</b></p> <p>Safe and considerate parking outside Netherthong Primary School continues to be a significant challenge, particularly during drop-off and pick-up times. Despite regular communication with parents and carers, we continue to experience vehicles parking on restricted markings, obstructing visibility for pedestrians, blocking driveways, and creating unsafe conditions for children and families travelling to and from school.</p> <p>To address this issue, we are seeking funding to purchase <b>three additional Parking Buddy road safety signs</b>. These child-friendly pavement signs are specifically designed to encourage safer driver behaviour around schools. Their highly visible, engaging design helps draw motorists' attention to important road safety messages such as "Think Before You Park" and "Caution Children." The signs are widely used by schools as part of initiatives to reduce dangerous and inconsiderate parking.</p> <p>Our school already recognises the value of visual road safety reminders. However, the areas affected by poor parking extend beyond our current coverage. The addition of three more Parking Buddies would allow us to position signs at key locations around the school perimeter where parking issues are most prevalent. This increased visibility would reinforce expectations for safe and responsible parking and help create a safer environment for pupils, parents, staff, and local residents.</p> <p>The project has four key objectives:</p> <ol style="list-style-type: none"> <li>1. <b>Improve child safety</b> by increasing driver awareness in areas where children cross roads and walk along pavements.</li> <li>2. <b>Reduce dangerous and inconsiderate parking</b> near school entrances, junctions, crossings, and restricted road markings.</li> <li>3. <b>Promote positive behaviour change</b> through highly visible, child-centred safety messages that encourage drivers to think about the impact of their parking choices.</li> </ol> |

4. **Strengthen community relationships** by reducing parking-related concerns raised by local residents and improving the overall school environment.

The expected outcomes include improved sightlines for pedestrians, safer routes to school, increased compliance with parking restrictions, and greater awareness of road safety among motorists. We will monitor the impact through staff observations, feedback from parents and residents, and records of parking-related incidents and concerns.

This project represents a simple, cost-effective intervention that can deliver immediate and lasting benefits. Unlike temporary campaigns, the Parking Buddies provide a durable, visible reminder every school day, helping to reinforce safe behaviour throughout the year. The signs are also visually engaging for children, supporting the school's wider commitment to road safety education.

By funding three additional Parking Buddies, you will help us create a safer school environment, reduce risks for our pupils, and encourage a culture of responsible parking that benefits the whole community.

### **Why do you feel your project is worthwhile? (Maximum 500 words)**

This project is worthwhile because it directly addresses a long-standing road safety issue that affects the wellbeing of our pupils, families, staff and local community. Poor and inconsiderate parking outside the school creates hazards for children, particularly at busy drop-off and pick-up times when visibility is reduced and roads become congested.

The safety of our pupils is our highest priority. Children should be able to arrive at and leave school safely without having to navigate around vehicles parked on pavements, near crossings, or on restricted road markings. Additional Parking Buddy signs will provide highly visible reminders to drivers that they are entering a school environment where extra care and consideration are required. The signs are specifically designed to promote safer parking and encourage motorists to think about the consequences of their actions.

The project is also worthwhile because it offers a practical and cost-effective solution. Rather than relying solely on repeated reminders through newsletters, the signs provide a permanent daily presence at locations where poor parking is most common. They can be used year after year and continue to reinforce key safety messages to both regular visitors and passing motorists.

Beyond improving safety, the project will help foster a stronger sense of responsibility within the wider school community. Safer parking practices will reduce frustration for residents, improve relationships between the school and its neighbours, and create a more welcoming environment for everyone.

The expected benefits extend far beyond the initial investment. By helping to reduce unsafe parking and increasing awareness of road safety, the project has the potential to prevent accidents, improve traffic flow, and encourage lasting behavioural change. Even a small improvement in driver awareness could make a significant difference to the safety of hundreds of children who access the school each week.

For these reasons, we believe that investing in three additional Parking Buddy signs is a worthwhile project that will deliver immediate, measurable and long-term benefits for our school community.

### **Which of the Parish Council's grants priorities does your project meet (tick all that apply)**

☒ **Combating the climate emergency**

- ☒ Promoting and enhancing biodiversity and the natural environment
- ☐ Supporting local residents in greatest need
- ☐ Promoting the mental health and physical wellbeing of local residents
- ☒ Encouraging social interaction by the provision of activities and events
- ☐ Protecting local heritage – the physical environment and cultural heritage
- ☐ Supporting community-owned assets, eg village halls, parks, gardens and open spaces
- ☐ Promoting festivals and tourism

### How will your project benefit the people of the Holme Valley? (Maximum 200 words)

The Parish Council can only give out grants that directly benefit the people of the Holme Valley

Our school is at the heart of the Holme Valley community and the vast majority of our pupils and their families live locally. As a result, the benefits of this project will extend far beyond the school gates and positively impact residents across the wider area.

The project will also benefit local residents by helping to reduce congestion and parking-related frustrations. By encouraging more responsible parking practices, we hope to improve relationships between the school and neighbouring households, creating a more respectful and considerate environment for everyone.

In the longer term, the signs will help promote a culture of road safety and community responsibility within the Holme Valley. As local children learn about safe travel and see positive messages displayed around their school, they become ambassadors for safer behaviour within their families and the wider community.

### Who in the Holme Valley will benefit? How many people will benefit?

(Maximum 200 words)

- ♦ the general population, ♦ children under 16, ♦ young people under 25, ♦ older people over 60,
- ♦ disabled people, ♦ people of minority ethnic origin, ♦ particular groups, ♦ other

The primary beneficiaries of this project will be our **216 pupils**, who travel to and from school each day and are most affected by unsafe and inconsiderate parking outside the school. Our pupils are primary aged pupils aged between 4 and 11.

The project will also benefit our school staff, governors, volunteers and visitors, as well as local residents who live near the school and are affected by congestion and parking issues. Safer and more considerate parking will improve visibility, reduce potential conflicts and create a safer environment for everyone using the roads and pavements around the school.

### How will your project address the ongoing climate emergency? (Maximum 200 words)

The project supports our school's commitment to sustainable and active travel. By improving safety around the school entrance, we hope to encourage more families to walk, cycle or scoot to school instead of

making short car journeys. The Parking Buddy signs also promote more considerate driving behaviour, helping to reduce congestion around the school.

## 6

## Grants from Holme Valley Parish Council

Put an "X"

### Grant 1: Assets Grants

- This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new equipment for these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line.
- Maximum award is £5,000.



### Grant 2: Projects, Events and Other Activities Grants

- This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the Holme Valley.
- Maximum award is £1,500.



**If you are unsure about which grant to apply for, contact the Parish Council on 01484 687460 or email: [deputyclerk@holmevalleyparishcouncil.gov.uk](mailto:deputyclerk@holmevalleyparishcouncil.gov.uk)**

## 7

## Your Project Budget Plan

| Item                                                                                                                                                | Cost (net) | VAT    | Where will the funding come from?<br><small>reserves, fundraising, donations, other grant awards or Holme Valley PC</small> | Amount requested from the Parish Council |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| <a href="#"><u>Kiddie Cut Out Road Safety Parking Buddies Pavement Sign with Lollipop Message - Signs 2 Schools</u></a><br>Kiddie Cut Out signs x 3 | 571.95     | 114.39 | Holme Valley PC                                                                                                             | £571.95                                  |
|                                                                                                                                                     |            |        |                                                                                                                             |                                          |
|                                                                                                                                                     |            |        |                                                                                                                             |                                          |

|                    |        |        |                                  |        |
|--------------------|--------|--------|----------------------------------|--------|
|                    |        |        |                                  |        |
|                    |        |        |                                  |        |
|                    |        |        |                                  |        |
|                    |        |        |                                  |        |
| Project Total Cost | 571.95 | 114.39 | Total amount requested from HVPC | 571.95 |

- The Parish Council would appreciate it if you could detail any VAT incurred by your project.
- The Parish Council may be able to reclaim VAT.

**Do you anticipate any income from this project?**

*If, so, how much? If so, what will the organisation do with the money?*

No

**Has the group applied elsewhere for other grants to fund this project? If yes, please give details.**

We have previously purchased three of these signs already with thanks of support from an additional funding stream. However, we require more signs to further impact and support sustainable travel around the village of Netherthong.

**Has the group received a grant from the Parish Council in the last five years?**

NO

Please give details

**8 Documentation** - Please ensure you enclose the following with your application:

|                                                                                                                                     |     |
|-------------------------------------------------------------------------------------------------------------------------------------|-----|
| <b>1. This Application form</b>                                                                                                     | YES |
| <b>2. Your constitution or group rules</b> (if you have them, if not please describe your management structure on a separate sheet) | N/A |
| <b>3. Last 3 years accounts</b> (if you have them)                                                                                  | N/A |
| <b>4. Copy of your bank statements on your main account for the last 6 months</b>                                                   | N/A |
| <b>5. Copies of your most recent bank statement for each of your accounts</b>                                                       | N/A |
| <b>6. Copies of written estimates/quotations for purchases</b> (if relevant)                                                        | N/A |
| <b>7. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)</b>              | N/A |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>9 Declaration</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                      |
| <ul style="list-style-type: none"> <li>• I am authorised to make the application on behalf of the above organisation.</li> <li>• I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.</li> <li>• I have filled in every section of the application form.</li> <li>• I certify that the information contained in this application is correct.</li> <li>• If the information in the application changes, I will inform the Council.</li> <li>• I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.</li> <li>• If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.</li> <li>• I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.</li> </ul> <p><b>This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.</b></p> |                                                                                      |
| <b>Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>Signature</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <b>Position in organisation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Headteacher                                                                          |
| <b>Date</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 03/07/2026                                                                           |

**Send the completed application form, together with all supporting documentation, preferably in PDF format to: [deputyclerk@holmevalleyparishcouncil.gov.uk](mailto:deputyclerk@holmevalleyparishcouncil.gov.uk)**

**Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic,  
Huddersfield Road, Holmfirth, HD9 3AS.**

# HOLME VALLEY PARISH COUNCIL MEMORANDUM



Holmfirth Civic Hall  
Huddersfield Road  
Holmfirth HD9 3AS

Clerk to the Council: Jen McIntosh  
Deputy Clerk to the Council: Richard McGill  
Assistant Clerk to the Council: Gemma Sharp

Phone No: 01484 687460  
E-mail: [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)  
[deputyclerk@holmevalleyparishcouncil.gov.uk](mailto:deputyclerk@holmevalleyparishcouncil.gov.uk)  
[assistantclerk@holmevalleyparishcouncil.gov.uk](mailto:assistantclerk@holmevalleyparishcouncil.gov.uk)

**Re: Wreath Laying Sunday 9<sup>th</sup> November 2025 UPDATE FOLLOWING COUNCIL MEETING**

| War Memorial and contact names/ presiding minister                                                                                                       | Arrangements from 2024 shown – arrangements for 2025 to be confirmed                                                                                                                                                                                          | Cllr attending 2025 tbc                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Holmfirth TBC<br>(Revd Sue Clarke)                                                                                                                       | 10.45am Holy Trinity Parish Church<br>Wreath is first laid in Church as part of service then taken by car to the War Memorial at Holme Valley Memorial Hospital.<br>(Mr John Booth will bring the wreath to the church to give to the attending Councillor.)  | Cllr Glenn Kirkby                                                   |
| Brockholes TBC<br>(Revd. Anna Lumb<br><a href="mailto:anna.lumb@leeds.anglican.org">anna.lumb@leeds.anglican.org</a> )                                   | <b>CONFIRMED</b><br>10.50am Wreath laid at War Memorial itself followed by Service at St George's Church at 11am.                                                                                                                                             | Cllr Jo Liles                                                       |
| Hepworth<br>(Revd Keith Griffin in 2024)                                                                                                                 | <b>CONFIRMED</b><br>9.30am Service in Holy Trinity Church Hepworth then Act of Remembrance at Church Lych Gate                                                                                                                                                | Cllr Tom Dixon                                                      |
| Holmbridge<br>Revd Nick Heaton                                                                                                                           | <b>CONFIRMED</b><br>10.50am Wreath-laying Ceremony at War Memorial in grounds of St David's followed by Service inside.                                                                                                                                       | Cllr Sarah Whitelaw                                                 |
| Honley<br>Fiona Roberts<br>Honley RBL<br>Revd Anna Lumb<br><a href="mailto:anna.lumb@leeds.anglican.org">anna.lumb@leeds.anglican.org</a><br>07386479441 | <b>CONFIRMED</b><br>9.45am for 10am Service at St Mary the Virgin followed by Procession to War Memorial and Act of Remembrance/ wreath laying at 11am. Procession then re-forms and goes back through village centre ending in People's Park around 11.20am. | Cllr Chris Green<br>(Cllr Greaves attending to lay Kirklees wreath) |
| Netherthong<br>Revd Nick Heaton                                                                                                                          | <b>CONFIRMED</b><br>10.50am Ceremony at War Memorial followed by Service in All Saints Church.                                                                                                                                                                | Cllr Isaac Barnett                                                  |
| New Mill<br>(Presiding minister – Revd Dr Lorna Allies in 2024)<br>Neil Tinker<br>New Mill RBL                                                           | <b>CONFIRMED</b><br>10.30am Remembrance Service at Christ Church followed by Procession and Wreath-laying Act of Remembrance (inside)                                                                                                                         | Cllr Donald Firth                                                   |
| Upperthong<br>(Kay Davies in 2024)                                                                                                                       | <b>CONFIRMED</b><br>10.45am Service at St John's Upperthong followed by Ceremony of Remembrance at the Lych Gate                                                                                                                                              | Cllr Andy Wilson                                                    |

Updated 14-10-2025 – further updates regarding arrangements to follow.

ENDS.