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, 19 OCTOBER 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 89 **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 shall it start a debate. 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 90 **Recording of public meeting** **7.15pm**

As local council meetings may be recorded, the Chair should check whether 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 91 **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.

2627 92 **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 93 **Receipt of written Declaration of Pecuniary and Other Interests** **7.18pm**

Written declaration(s) of pecuniary and other interests, revised for the council year 2026-27, have been sent out under separate cover for councillors' information. Councillors are requested to delete the DPI forms once read.

Acting Clerk to report.

TO NOTE: receipt of any 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 94 **Declaration of interests in agenda items and written dispensations** **7.19pm**

REMINDER

1. If a member has listed, in their written declaration, a pecuniary or other interest in an organisation or body which features in the agenda, this should be declared.
2. If a member has 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.
3. The onus is on individual members to make declarations appropriately.

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

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

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

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

i. that so many members of the decision-making body have disclosable pecuniary interests that it would impede the transaction of the business

ii. the authority considers that the dispensation is in the interests of persons living in the authority's area
iii. it is otherwise appropriate to grant a dispensation.

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

Acting 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 95 **Minutes of Full Council meetings** **7.25pm**

TO APPROVE: the Minutes of the FULL COUNCIL Meeting held on 7 September 2026 numbered 2627 64 to 2627 88 **(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 7 September 2026.

THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2627 96 **Minutes of Standing Committee meetings** **7.26pm**

TO APPROVE: the Minutes of the PLANNING STEERING GROUP Meeting held on 27 July 2026 numbered 2627 18 to 2627 29 **(C)**.

TO APPROVE: the Minutes of the PLANNING STEERING GROUP Meeting held on 17 August 2026 numbered 2627 30 to 2627 42 **(D)**.

TO APPROVE: the Minutes of the SERVICE PROVISION COMMITTEE Meeting held on 21 September 2026 numbered 2627 28 to 2627 55 **(E)**.

TO APPROVE: the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 28 September 2026 numbered 2627 43 to 2627 62 **(F)**.

TO APPROVE: the Minutes of the STAFFING COMMITTEE Meeting held on 5 October 2026 numbered 2627 30 to 2627 44 **(G)**.

STANDING ITEM FOR NEAR THE START OF THE MEETING

2627 97 **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 98 **Council Budget 2026-27 Year-To-Date including Earmarked Reserves** **7.32pm**

TO NOTE: Year-to-date Council Income and Expenditure by Budget Heading September 2026 **(Hi)** and Earmarked Reserves **(Hii)**.

Acting Clerk/RFO to report.

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

2627 99 **Schedule of Payments** **7.35pm**

TO NOTE: The finalised Schedule of Payments for September 2026 **(Ii)**

TO APPROVE: The draft Schedule of Payments for October 2026 **(Iii)**

Acting Clerk/RFO to report.

MATTERS RESERVED FOR FULL COUNCIL

2627 100 **Community Governance Review – current situation** **7.36pm**

i.

- Kirklees Council passed a motion establishing a second Community Governance Review for the possible splitting of Honley and Brockholes from Holme Valley Parish Council.
- The legal requirements to establish and implement the review mean that it could be 5 or 6 months before we know if the Parish Council will be split. Then the legal and technical process for the split is likely to take a further 2 or 3 months to conclude.

- This process may well run up to the May 2027 elections "new council" target date but, if the review falters or is held up, even a slight delay could push the target date back by months - possibly to September 2027.
- It is possible that the review might not conclude clearly and that there may be a call for further evidence - this could add months or even a year onto the process.
- If both occur, the target date could slip to late 2028 or early 2029. In that scenario, the sensible course of action would be to pause and set the target date as May 2031.
- At this stage it is impossible to say if it will happen, or when it may happen.

It is the responsibility of Holme Valley Parish Council to decide how to arrange matters in the meantime, but the recruitment of a Clerk and Responsible Finance Officer needs to be factored into future arrangements and budgetary calculations. *[There is an agenda item concerning a potential Staffing Restructure and the Community Governance Review referred by the Staffing Committee below.]*

TO NOTE: update regarding the Community Governance Review.

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

ii. **TO RECEIVE AND NOTE**: a report outlining Holme Valley Parish Council's engagement, consultation steps, and communications with stakeholders during the Community Governance Review, for the purpose of ensuring an accurate public record of the process followed. Cllr Baylin to report. **(J)**

2627 101 Referrals to the Monitoring Officer **7.50pm**

i. Acting Clerk to report on referrals currently under consideration by the Monitoring Officer.
TO NOTE: The Acting Clerk's report.

ii. A complaint against one Councillor is nearing conclusion. The assessment panel met about this standards complaint and the Decision Notice has been shared with the Councillor and the complainants. The Decision Notice, however, has yet to be published by Kirklees on its website. The Acting Clerk sought advice from the monitoring officer about this situation. The Monitoring Office advised that paper copies of the Decision Notice could be given out to Councillors at the start of this Council meeting, actions taken by the Parish Council based on the Notice and then copies returned at the end.

The Acting Clerk has elected to go against this advice from the Monitoring Officer. Circulating a non-publishable document would create the following risks for the Parish Council:

1. **Transparency Risk**
   The Council would be making a public decision based on a document the public cannot see.
2. **Procedural Fairness Risk**
   Members of the public, and other interested parties would not have access to the basis of the Council's decision. Councillors would have inadequate time to digest the terms of the Decision Notice.
3. **FOI and Publication Risk**
   The Council would hold and rely on a document it does not publish, which is difficult to defend if requested.
4. **Challenge Risk**
   Any sanction could be challenged on the grounds of opacity or procedural defect.

Therefore, the standards item will be deferred to a later meeting by when a published version of the decision notice will have been made available.

TO NOTE: The Acting Clerk's report on this.

2627 102 **Partnership Working between Holmfirth Civic Hall Community Trust and the Parish Council** **8.05pm**

i. Significant work has taken place in recent weeks to resolve the impasse between Holmfirth Civic Hall Community Trust (HCHCT) and Holme Valley Parish Council (HVPC) regarding governance, the programme of works, the lease, and the Civic Vision. Cllrs Ransby and Blacka to report.

A positive meeting took place between the Chairs of both organisations, the Vice Chair of Council, and a trustee of The Civic. The message from all parties was the need to find common ground, to put recent strains aside, and to move things forward.

Discussions focused on HVPC placing trust in HCHCT to progress the development plan and programme of works, in line with the lease and side letter. Regular meetings between the Chairs and other stakeholders of both organisations and the architect would take place to ensure good communication and working in harmony with assured common goals.

In terms of the work of the Civic Vision Working Group, agreement was reached about moving forward with finalising the data collection from the consultation on The Civic. Data would be analysed and a blueprint written for future action. The Working Group would be disestablished after that work is complete.

HCHCT would continue to supply detailed financial and other reports to the Parish Council.

TO CONSIDER: Approving, in principle, the new partnership-working arrangements between Holme Valley Parish Council and Holmfirth Civic Hall Community Trust.

One issue with this is that resolutions passed at the last Council meeting contradict or compromise the proposed new arrangements. The Parish Council cannot simply reverse those previous motions. To rescind a previous decision, the Parish Council must follow the Standing Orders. These say that:

> "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."

If a new model of partnership-working with HCHCT is approved, the other resolutions need to be rescinded. The Acting Clerk's suggestion is that this should be referred back to the Finance and Management Committee.

TO CONSIDER: Referring to the Finance and Management Committee to consider there if previous resolutions of Council need rescinding.

There was further discussion on whether the Parish Council would be able to reclaim VAT on the £40,000 it has set aside for works to the Civic and the programme of works, - essentially up to £8,000 a year. It is a very complex issue and may need a VAT specialist to offer advice.

TO CONSIDER: The RFO/Acting Clerk seeking quotations for VAT specialist advice on this matter.

Anticipated Works to The Civic

The Civic has, unfortunately, encountered some significant major problems with the building infrastructure recently which require prompt intervention from the Trust and Parish Council. This involves significant expenditure.

ii. First, an Electrical Installation Condition Report (EICR) was undertaken which showed significant problems with the electrical systems in the building. **(K)** The Trust does not currently have funds to meet the likely £27,488.50 outlay and asks that the Parish Council release that amount from the £40,000 that the Parish Council holds for the annual Civic programme of works. The identified contractor is not VAT-registered, so no VAT can be reclaimed.
TO CONSIDER: Paying for remedial works to the electrical installation from the 4425 Holmfirth Civic Hall budget line which holds £40,000 budget.

iii. Second, the boilers in the Civic have been classed as "at risk", which is defined as: "An at-risk appliance is one where fault exists and which in future may constitute a danger to life or property."
TO NOTE: The condition report from Holmfirth Civic Hall Community Trust, with the attached quotations **(L).**

In The Civic lease between Holme Valley Parish Council and Holmfirth Civic Hall Community Trust, it states under section 13.3: "If the boiler/ heating source becomes beyond economic repair the Landlord shall be responsible for replacing the same at its own cost (but for the avoidance of doubt general repair and maintenance of the boiler/ heating source shall be the responsibility Of the Tenant at its Own cost)." As this is an issue of replacement, the Parish Council is liable for the cost.

Advice on the possibility of installing 'greener' heating solutions suggests that heat pumps in a listed building would be very expensive and not always especially efficient given the high fabric heat loss. Some heat pumps required trenching, boreholes and a large purpose-built external space as part of the set-up.
TO CONSIDER: Approval of one of the quotations as presented, or any further action on quotations.

Holme Valley Parish Council

2627 103 **Complaint received by Holme Valley Parish Council** **8.20pm**

As reported at the last Council meeting, a formal complaint had been submitted to the Chair of Holme Valley Parish Council in July 2026. At the September 7th meeting, Council determined that:

- the complaint fell under the HVPC Complaints Procedure
- the complaint should be handled under Section 7 (Standing Committee Procedure) and the relevant Standing Committee was the Staffing Committee, and,
- that the Staffing Committee was permitted to appoint an Investigation Lead or, if warranted, a suitable qualified independent investigator.

When the Staffing Committee met 5th October, the Acting Clerk was subsequently tasked with identifying suitable organisations who might be able to undertake such work. The Acting Clerk contacted 6 organisations as well as YLCA and the LGA.

Two organisations have expressed a direct interest in the case; one has quoted a fee.

The organisation that has quoted a fee is Governance Solutions. **(M)** This organisation specialises in schools but it does have a wider brief in governance in other organisations and they say that they offer "Discrete and confidential evidence-based investigations of complaints, grievances, malpractice, safeguarding and misconduct allegations. Our experienced investigators will interview all involved, write a full report including interview notes and conclusions and present the findings to the appropriate Board or Panel. We are experienced in chairing panels and can advise on correct practice for panels." What We Do – Governance Solutions

The other organisation that has expressed a clear interest is LCC which is an arm of SLCC (Society of Local Council Clerks) and therefore has more Council-focused experience. **(N)** About | LCC

YLCA recommended a legal firm that they use, and contacting the Monitoring Officer for advice. The Local Government Association expressed some interest but there was no follow-up.

TO CONSIDER: Which route to take with procuring an external investigator for this complaint, and to approve expenditure.

2627 104 **Peak District National Park Authority Local Plan** **8.30pm**

The Peak District National Park Authority (PDNPA) is undertaking a supplementary consultation on its local plan. **(O)**
TO CONSIDER: Representations to this PDNPA consultation.

2627 105 **Holmfirth Town Centre Works – Standing Item** **8.35pm**

Updates regarding Holmfirth Town Centre works.

TO CONSIDER: actions arising from the update on Holmfirth Town Centre works. Council may consider removing this standing item.

REFERRALS FROM STANDING COMMITTEES AND WORKING GROUPS

2627 106 **Referrals from the Finance and Management Standing Committee** **8.36pm**

The Financial Regulations Working Group of the Finance and Management Committee met to review the HVPC Financial Regulations which had been adapted from the new NALC model Financial Regulations in 2024. The Working Group had made some amendments to the Regulations to reflect external changes including some required by the internal auditor. The internal auditor also wanted a Charge Card Usage Policy as an appendix to the Regulations.

The Working Group considered that the revised Financial Regulations are fit for purpose and have simplified and improved the work of the Parish Council.

The Group discussed past issues with payments to certain contractors. The Group agreed that problems would be avoided by the RFO submitting Purchase Orders to contract with suppliers. Contracts had in the past sometimes been agreed by more of an informal process by email or over the phone, rather than through a proper procedure, and issue of a Purchase Order by the RFO.

TO CONSIDER: approving the revised Financial Regulations and Charge Card Usage Policy for adoption by the Council. **(P)**

It was drawn to the Finance Committee's attention that the wording of the lease between the Parish Council and Friends of Honley Library, does not guarantee the annual payment of £15,000 to the Friends. The lease makes this a discretionary payment that must be applied for annually.

The wording of the lease is:

35.2 The Tenant shall have the right to apply to the Landlord in each year of the Term for further funding up to the sum of El 5,000 per annum. The

availability and provision of such funding will be at the absolute discretion of the Landlord and the Tenant shall comply with all notices and requirements made by the Landlord relating to such funding.

This arrangement differs from that for The Civic where the annual payment is guaranteed, as is a built-in inflationary uplift.

The Finance and Management Standing Committee resolved to recommend to Council to consider the possibility of a variation on the current HVPC/FoHL lease to make the annual £15,000 guaranteed by the lease, and to build in some inflationary uplift. The RFO/Acting Clerk contacted the Parish Council's solicitor who advised that the cost of the variation would be in the range of £1,500 - £2,000.

TO CONSIDER: expenditure of up to £2,500 from general reserves on a variation to the Honley Library lease between Holme Valley Parish Council and the Friends in respect of the above.

2627 107 Referrals from the Communications and Engagement Working Group 8.40pm

The Acting Deputy Clerk has prepared a report, "IT Systems Review and Improvement Plan" **(Q)**, for consideration. This outlines opportunities to improve the coordination, reliability and support of the Council's IT systems. Recent email migration difficulties have highlighted the need for a wider review and access to specialist technical support.

The report sets out a phased approach covering initial professional advice, assistance with implementing any agreed changes, and ongoing support for staff and councillors.

Council is invited to consider the proposed approach and provide feedback on requirements and next steps, including initial discussions with potential providers to inform future proposals and the 2027/28 budget. No decision on a system, supplier or expenditure is sought at this stage.

Acting Deputy Clerk to report.

TO CONSIDER: The proposed approach to reviewing the Council's IT arrangements, including officers developing a brief, seeking initial advice and outlining options and approximate costs to the Finance and Management Committee to inform the 2027/28 budget.

2627 108 Referrals from the Staffing Standing Committee **8.45pm**

At the Staffing Standing Committee, 5 October 2026, Members resolved to recommend to Council to establish a working group to consider a staffing restructure taking account of the former Clerk's departure, the Acting Clerk/RFO's pending retirement, and all in the context of the Community Governance Review. The suggestion was that Council should plan for 1. Holme Valley Parish Council continuing as now and 2. Honley and Brockholes Parish Council splitting from Holme Valley Parish Council.

It was suggested that Members putting themselves forward for the working group should highlight their experience with workforce restructuring, recruitment and human resources.

TO CONSIDER: nominations for a Staffing Restructure Working Group, - up to 4 members.

2627 109 Referrals from the Planning Steering Group **8.50pm**

Following discussions at the last Council meeting, the Planning Steering Group is reviewing arrangements for commenting on planning applications and responding to consultations, with the intention of bringing forward proposals to Council in December. Cllr Whitelaw to report as needed.

CORRESPONDENCE

2627 110 Reports from Kirklees Ward Councillors **8.52pm**

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.

Holme Valley Parish Council

COMMEMORATIONS

2526 111 **Arrangements for Remembrance Sunday on Sunday 8 November 2026** **8.55pm**

Members have put themselves forward to attend Remembrance events across the Holme Valley on behalf of the Parish Council. Thanks to those Councillors **(R)**.

Two Remembrance Sunday events do not yet have a nominated Councillor to attend. These are:

- Holmbridge War Memorial and service at St David's (1050am last year).
- Netherthong War Memorial and service at All Saints (1050am last year).

TO CONSIDER:

i. to nominate a Councillor to attend Holmbridge Remembrance Day events.
ii. to nominate a Councillor to attend Netherthong Remembrance Day events.

2627 112 **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.



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

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Holme Valley Parish Council

DRAFT MINUTES OF A MEETING OF THE FULL COUNCIL
MONDAY, 7 SEPTEMBER 2026 at **7pm**
THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS

IN THE CHAIR: Cllr Steve Ransby

PRESENT:
Cllr Lawrence Baylin
Cllr Donna Bellamy
Cllr Mary Blacka (Vice Chair)
Cllr Damian Brook
Cllr Rob Butler
Cllr Pat Colling
Cllr Harry Davis
Cllr Donald Firth
Cllr Charles Greaves
Cllr Chris Green
Cllr Jenny Holmes
Cllr Jo Liles
Cllr Alison Morgan
Cllr Hugh Osborne
Cllr Jane Rylah
Cllr Trisha Stewart
Cllr Sarah Whitelaw
Cllr Andy Wilson

APOLOGIES WITH APPROVED REASONS: Cllr Tom Dixon, Cllr Glenn Kirkby, Cllr Martin Rostron

ABSENT: Cllr Andrew Fenwick.

TAKING MINUTES: Rich McGill (RFO, Acting Clerk and Proper Officer)
IN ATTENDANCE: Gemma Sharp (Acting Deputy Clerk)

Welcome

Cllr Ransby welcomed Councillors and four members of the public to this meeting of Holme Valley Parish Council.

2627 64 Public Question Time

One member of the public was in attendance to discuss drainage problems on Burnlee Road, and to ask for the Parish Council's support with lack of maintenance from Kirklees. Cllr Brook reported that he had reported the problem to Kirklees and that the maintenance of the drain was now on the list to be actioned. Cllr Brook was thanked.

Signed: _____

A second member of the public was present to talk about Holmfirth Civic Hall Community Trust and its working relationship with the Parish Council. He spoke to affirm the work of Holmfirth Civic Hall Community Trust as a community-led organisation, and the wish for it to continue to lead the programme of works at The Civic.

RESOLVED: Council resolved to move item 2627 80 to before item 2627 73.

PROCEDURAL MATTERS

2627 65 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 66 Items to be heard in private session

RESOLVED: No items were to be heard in private session.

2627 67 Apologies and reasons for absence

NOTED: Council noted that Cllrs Dixon, Fenwick, Kirkby and Rostron were absent from the meeting.

Apologies and reasons from Cllrs Dixon, Kirkby and Rostron were circulated prior to the meeting starting.

APPROVED: apologies and reasons for absence were approved from Cllr Dixon, Cllr Kirkby and Cllr Rostron.

2627 68 Further appointments of councillors to committees

Cllr Pat Colling was welcomed back to full Council.

Cllr Colling was invited to put herself forward for nominations to Standing Committees of the Parish Council.

RESOLVED: Cllr Pat Colling was elected to the FINANCE AND MANAGEMENT COMMITTEE.

Signed: _____

2627 69 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 Baylin, Davis and Firth were noted.

An ***ACTION*** for the Acting 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 70 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 57 - The Civic (dispensation in place),
- Cllr Wilson – item 2627 57 - The Civic (dispensation in place).

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

- Acting Deputy Clerk, item 2627 76 and 83
- RFO/Acting Clerk, item 2627 76 and 83

There were no requests for a written dispensation.

TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETINGS

2627 71 Minutes of Full Council meetings

APPROVED: The Minutes of the FULL COUNCIL Meeting held on 22 June 2026 numbered 2627 37 to 2627 63 were approved as presented.

Signed: _____

The Acting Clerk reported on matters arising from the above minutes:

- The external auditor had still not finished the AGAR 2025/26 and had still requested further information and documentation that day.
- The Planning Steering Group was now operational.
- The RFO/Acting Clerk reported that he had not yet returned £5k from the Gartside Building earmarked reserves to general reserves.

RESOLVED: The RFO/Acting Clerk would move £5,000 from the Gartside Building earmarked reserve to general reserves when the August accounts are processed.

THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2627 72 Minutes of Standing Committee meetings

APPROVED: The Minutes of the COUNCIL Meeting held on 8 June 2026 numbered 2627 01 to 2627 27 were approved as presented.

APPROVED: The Minutes of the SERVICE PROVISION COMMITTEE Meeting held on 1 June 2026 numbered 2627 01 to 2627 22 were approved as presented with one amendment, - that Cllr Blacka was not present at the meeting.

APPROVED: The Minutes of the PLANNING STEERING GROUP Meeting held on 29 June 2026 numbered 2627 01 to 2627 17 were approved as presented.

APPROVED: The Minutes of the STAFFING COMMITTEE Meeting held on 20 July 2026 numbered 2627 18 to 2627 29 were approved as presented.

APPROVED: The Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 10 August 2026 numbered 2627 23 to 2627 42 were approved as presented.

The following item was moved up the agenda order:

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

The Chair reported that Members may have been aware that the working relationship between Holmfirth Civic Hall Community Trust and Holme Valley Parish Council had experienced some strain in recent months. He said that HOLME VALLEY PARISH COUNCIL recognises the importance of clear governance arrangements to support a positive, collaborative and resilient partnership.

Signed: _____

One potential step forward suggested by the Officer could have been the development of a Partnership Working and Governance Protocol to provide shared clarity and strengthen joint working.

Cllr Blacka stated that the Parish Council and the Trust had shared aims for the future of the Civic and that it was sad that the working relationship was strained. She suggested that the Trust's role is the day-to-day management of The Civic; whilst the Parish Council has a role as owner and has ultimate responsibility for the hall. Cllr Blacka also commented on the ongoing Civic vision project and the need for the Civic Vision Working Group.

Cllr Bellamy was keen to instil that the lease and side letter were the fundamental governing documents of the governance of The Civic. She said a further governance protocol was not needed. Cllr Bellamy proposed 6 motions to be considered by Holme Valley Parish Council on this matter. After some dialogue the following 6 motions were voted on. A Councillor asked for a recorded vote on these matters:

1. To "**Reaffirm** the Lease and the Side Letter as the sole legally binding governance framework for the Civic Hall."
   RESOLVED: This motion was **carried**.

	for the motion	against the motion	abstention
1	Cllr Bellamy		Cllr Baylin
2	Cllr Blacka		Cllr Wilson
3	Cllr Brook		
4	Cllr Butler		
5	Cllr Colling		
6	Cllr Davis		
7	Cllr Firth		
8	Cllr Greaves		
9	Cllr Green		
10	Cllr Holmes		
11	Cllr Liles		
12	Cllr Morgan		
13	Cllr Osborne		
14	Cllr Ransby		
15	Cllr Rylah		
16	Cllr Stewart		
17	Cllr Whitelaw		
17		**0**	**2**

Signed: _____

2. To "**Reject** any new "Partnership Working and Governance Protocol" that risks contradicting, duplicating or undermining those documents."
   RESOLVED: This motion was **carried**.

	for the motion	against the motion	abstention
1	Cllr Blacka	Cllr Colling	Cllr Baylin
2	Cllr Bellamy		Cllr Holmes
3	Cllr Brook		Cllr Morgan
4	Cllr Butler		Cllr Osborne
5	Cllr Davis		Cllr Ransby
6	Cllr Firth		Cllr Rylah
7	Cllr Greaves		Cllr Wilson
8	Cllr Green		
9	Cllr Liles		
10	Cllr Stewart		
11	Cllr Whitelaw		
11		**1**	**7**

3. To "**Retract** the unauthorised architect instruction issued on 22 July, which was sent without Trust agreement, without Council resolution, and in direct conflict with the Lease and Side Letter."
   RESOLVED: This motion was **carried**.

	for the motion	against the motion	abstention
1	Cllr Bellamy	Cllr Blacka	Cllr Baylin
2	Cllr Brook	Cllr Colling	Cllr Ransby
3	Cllr Butler	Cllr Holmes	Cllr Rylah
4	Cllr Davis	Cllr Morgan	Cllr Wilson
5	Cllr Firth	Cllr Osborne	
6	Cllr Greaves	Cllr Stewart	
7	Cllr Green	Cllr Whitelaw	
8	Cllr Liles		
8		**7**	**4**

4. To "**Dissolve** the Civic Vision Working Group, which has created confusion, duplication, and overreach, and is not a part of the agreed governance structure."
   RESOLVED: This motion was **defeated**.

	for the motion	against the motion	abstention
1	Cllr Bellamy	Cllr Blacka	Cllr Baylin
2	Cllr Brook	Cllr Colling	Cllr Wilson

Signed: _____

3	Cllr Butler	Cllr Holmes	
4	Cllr Davis	Cllr Morgan	
5	Cllr Firth	Cllr Osborne	
6	Cllr Greaves	Cllr Ransby	
7	Cllr Green	Cllr Rylah	
8	Cllr Liles	Cllr Stewart	
9		Cllr Whitelaw	
8		**9**	**2**

5. To "**Stop** all attempts to interfere with the Trust's operational autonomy, which is clearly protected under the Lease and Side Letter."
RESOLVED: This motion was **defeated** on the casting vote of the Chair.

	for the motion	against the motion	abstention
1	Cllr Bellamy	Cllr Colling	Cllr Baylin
2	Cllr Brook	Cllr Holmes	Cllr Blacka
3	Cllr Butler	Cllr Morgan	Cllr Green
4	Cllr Davis	Cllr Osborne	Cllr Ransby
5	Cllr Firth	Cllr Rylah	Cllr Wilson
6	Cllr Greaves	Cllr Stewart	
7	Cllr Liles	Cllr Whitelaw	
		Cllr Ransby	Casting vote
7		**7 (8)**	**5**

6. To "**Retract** the [former] Clerk's letter of 13 July, which stated that the Council intended to take over capital and repair projects – a position that contradicts the Lease, the Side Letter, and the Trust's legally defined responsibilities."
RESOLVED: This motion was **defeated** on the casting vote of the Chair.

	for the motion	against the motion	abstention
1	Cllr Bellamy	Cllr Blacka	Cllr Baylin
2	Cllr Brook	Cllr Colling	Cllr Ransby
3	Cllr Butler	Cllr Holmes	Cllr Wilson
4	Cllr Davis	Cllr Morgan	
5	Cllr Firth	Cllr Osborne	
6	Cllr Greaves	Cllr Rylah	
7	Cllr Green	Cllr Stewart	
8	Cllr Liles	Cllr Whitelaw	
		Cllr Ransby	Casting vote
8		**8 (9)**	**3**

Signed: _____

Cllr Morgan then proposed two further motions:

1. "That the Parish Council fully supports the continuation of the Civic Vision Working Group with the composition as agreed at the Full Council meeting on 15th December 2025 and with the functions agreed at its first meeting on 6th January 2026."
2. "That the Parish Council will continue to work with the Trust on the public consultation to complete the evaluation, bearing in mind that the remit the working group set itself is not yet finished, and that, importantly, the outcome of that task, knowing the views of the residents of the Holme Valley, will determine the next steps in the process of improving the Civic."

RESOLVED: These motions were carried.

Standing orders were suspended to allow the Chair of Holmfirth Civic Hall Community Trust to address some of the information that had been shared earlier on the commissioning of the vision.

At this point, Cllr Bellamy said that she considered some of the decisions above represented resolutions that fell outside of the lease and side letter. She wanted it formally minuted that any legal challenge or dispute arising from those decisions will be the responsibility of those who supported them.

Cllr Bellamy, Cllr Davis and Cllr Wilson left the meeting at this time. Three members of the public also left the meeting at this time.

STANDING ITEM FOR NEAR THE START OF THE MEETING

2627 73 Climate Emergency

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

Council considered how actions and decisions taken in respect of all following items reflect the Climate Emergency.
RESOLVED: No further action at this time.

FINANCIAL MATTERS

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

NOTED: Council noted the year-to-date Council Income and Expenditure by Budget Heading August 2026 and Earmarked Reserves are included.

Signed: _____

The RFO/Acting Clerk reported on budget line deficits to 4235 Insurance, 4260 FOIA/SAR Requests and 4265 Subscriptions. On the income side, he reported on the higher-than-expected receipts to 1095 Other receipts and the reason 1300 Garage plot income was in deficit – repaying VAT owed to HMRC over four years.

Cllr Greaves commented at this time on the rolling grant on £15,000 awarded to Friends of Honley Library for running costs of the library. Cllr Greaves said he was under the impression that the £15,000 was a guaranteed award built into the lease. The RFO/Acting Clerk said that he had been under that impression, too, but, having looked at the lease, the award was discretionary and had to be applied for annually. Members also reported that the Finance and Management Committee had previously reviewed these arrangements and resolved to look into amending the lease so that the £15,000 was built into the lease as an annual award, and with an inflationary factor built-in.

Members considered any further action in respect of the Council Budget 2026/27 and earmarked reserves.
RESOLVED: The issue of the Honley Library lease and the annual grant would be included in the next Finance and Management and Council agendas.

2627 75 Schedule of Payments

The RFO pointed out his error of recording the back-payment of VAT to HMRC and its correction.
NOTED: Council noted the Schedule of Payments for July 2026 and the draft Schedule of Payments for August.

MATTERS RESERVED FOR FULL COUNCIL

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

NOTED:
Council noted the resignation of the former Clerk. The former Clerk had 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

Signed: _____

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:

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

Signed: _____

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

NOTED: 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 were noted.

Cllr Osborne suggested that the former Clerk should be further thanked by The Council. Cllr Colling thanked the Acting Clerk and the Acting Deputy Clerk for their willingness to keep things running and taking on extra hours. This was mirrored by the Chair and Vice Chair.

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 needed to wait on the confirmed outcome of the Community Governance Review, expected September 2026 – see later agenda item.

Nevertheless, it was anticipated that the Staffing Committee would 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 were proposed as follows.

Council considered an additional meeting of the STAFFING COMMITTEE to take place on Monday 5 October at 7pm for the purpose of considering an appointment or appointments to replace the Clerk and Deputy Clerk/RFO and that the schedule of meetings be amended to reflect this.
RESOLVED: Council resolved to schedule a new meeting of the STAFFING COMMITTEE for Monday 5 October at 7pm, and to amend the meetings schedule to reflect this.

Council considered a 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.
RESOLVED: Council resolved to schedule a new meeting of the STAFFING COMMITTEE for Monday 12 January 2027 at 7pm, and to amend the meetings schedule to reflect this.

Cllr Liles suggested that the recruitment process for new Officers should be multiparty. That was discussion of potentially amending Council procedures with this in mind.

Signed: _____

The Council considered any other action with reference to the resignation of the Clerk and the planned retirement of the Deputy Clerk/RFO. Cllr Whitelaw suggested that the issue of vexatious comment and complaint needed raising by the Staffing Committee.
RESOLVED: No other further action at this time.

2627 77 Community Governance Review

This item was 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 and Kirklees Community Governance Review: Summary of Stage 2 Consultation and Draft final recommendations 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.

NOTED: The update regarding the Community Governance Review was noted.

Cllr Baylin commented that a Community Governance Working Group of the Parish Council was ongoing consisting of himself, Cllr Green and Cllr Bellamy. He suggested that it would be opportune for residents of Honley and Brockholes to contact the working group about how the Parish Council might engage more effectively with those villages.

The Council considered any actions with regards to the Community Governance Review.
RESOLVED: No further action.

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

Signed: _____

Council had previously ***RESOLVED*** to disband the PLANNING COMMITTEE on 22 June with immediate effect and establish a Planning Steering Group, reporting to FULL COUNCIL. Standing Orders and Scheme of Delegation had been revised to reflect the change and were presented for approval.

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

RESOLVED: The revised Holme Valley Parish Council Standing Orders and Scheme of Delegation and other arrangements as presented, for immediate implementation were approved.

The Acting Deputy Clerk commented that the Terms of Reference of the Planning Steering Group needed appending to this and would be added at a later date.

2627 79 Referrals to the Monitoring Officer

The Acting Clerk reported on referrals currently under consideration by the Monitoring Officer. He reported that he had received a short email from the Monitoring Officer team. There were three referrals ongoing. One was under investigation. One was under investigation by an external investigator. One was due before the assessment panel.

NOTED: The Acting Clerk's report was noted.

Cllr Greaves asked how many complaints had been referred to the Monitoring Officer in the last ten years.

Standing orders were suspended at this point for proceedings to go past 9pm.

2627 81 Complaint received by Holme Valley Parish Council

The Chair reported that a formal complaint had been submitted to the Chair of Holme Valley Parish Council in July 2026. The complaint concerned 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.

Under Section 6 of the Complaints Procedure, 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

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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 was 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 could be shared beyond those members required to determine the procedural route. Council was asked therefore to make its decision solely on the basis of the procedural information available.

FULL COUNCIL considered whether it:

- 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.

RESOLVED: Council determined that:

- the complaint did fall under the Complaints Procedure
- that the complaint should be handled under Section 7 (Standing Committee Procedure) and the relevant Standing Committee was the Staffing Committee, and,
- that the Staffing Committee was allowed to appoint and Investigation Lead or, if warranted, a suitable qualified independent investigator.

2627 82 Holmfirth Town Centre Works – Standing Item

Updates regarding Holmfirth Town Centre works.

A letter had been sent to Kirklees CEO. No response has been received as of 19 August 2026.

RESOLVED: The letter to Kirklees was noted.

Cllr Ransby commented on problems with the licence of the community market. He said that actions of Kirklees Council had compromised the ability of the market to move to the new planned market site off Hollowgate. The holder of the market licence was considering giving it up. The issue was that Kirklees expected the market holder to install hostile vehicle mitigation devices to protect users of the site.

Signed: _____

The Council considered any actions arising from the update on Holmfirth Town Centre works.
RESOLVED: No further action.

REFERRALS FROM STANDING COMMITTEES AND WORKING GROUPS

2627 83 Recommendations from the STAFFING COMMITTEE

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

Council considered 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: This motion was passed.

Council considered 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: This motion was passed

2627 84 Referrals from the Finance and Management Standing Committee

At its meeting 10 August 2026, the FINANCE AND MANAGEMENT COMMITTEE had 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

Signed: _____

COMMITTEE resolved to refer this application/request to full COUNCIL to consider against other funding streams.
The Council considered Whether to support this application/request from Netherthong School.
RESOLVED: Netherthong School was awarded £571.95 towards the purchase of parking buddies.

2627 85 Referrals from the Communications and Engagement Working Group

The Acting Deputy Clerk reported that there had been no meeting of the Communications and Engagement Working Group for some time.

She said that she had done some initial scoping work in terms of the integrated IT needs of the Parish Council and would report in greater detail at the October meeting.

The Council considered any actions arising from the update.
RESOLVED: No further action other than the more detailed report.

CORRESPONDENCE

2627 86 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.

Cllr Greaves reported on awareness raising on the pending Local Plan. Cllr Blacka reported on the response of the Local Plan Reference Group to the Local Plan consultation, and that of the Holme Valley Planning Steering Group. There was discussion about the appropriateness of the groups to comment on behalf of the people of the Holme Valley and the Parish Council.

The Parish Council considered actions arising from any reports received from Kirklees Ward Councillors.
RESOLVED: No further action.

COMMEMORATIONS

2526 87 Arrangements for Remembrance Sunday on Sunday 8 November 2026

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

Signed: _____

Honley and New Mill to take place on Sunday 8 November 2026. The representation of Holme Valley Parish Council at Acts of Remembrance on Sunday 9 November 2026 was considered.

These are the nominated Councillors with two still to be confirmed:

- **Holmfirth** Holy Trinity Church and War Memorial – Cllr Steve Ransby
- **Brockholes** – Cllr Jo Liles
- **Hepworth** – Cllr Tom Dixon (to be confirmed)
- **Holmbridge** – Cllr Hugh Osborne
- **Honley** – Cllr Chris Green
- **Netherthong** – Cllr Rostron or Cllr Davis to be approached (to be confirmed)
- **Fulstone / New Mill** – Cllr Donald Firth
- **Upperthong** – Cllr Jenny Holmes

NOTED: The Council noted the anticipated expenditure of £160 on 8 poppy wreaths.

2627 88 Items for Publicity

A standing item to put forward potential items for publicity arising from the meeting.
RESOLVED: No further action at this time.

THE MEETING CLOSED AT 2132HRS

Signed: _____

Holme Valley Parish Council

PLANNING STEERING GROUP held via Zoom on **MONDAY 27 July 2026** at **7.00pm**.

Attendees: Cllr Sarah Whitelaw (Chair), Cllr Steve Randby, Cllr Jane Rylah, Cllr Mary Blacka, Cllr Chris Green, Cllr Tom Dixon
Officer: Gemma Sharp
Members of the public: Cllr Jo Liles attended for the public session

2627 18 Open session

Cllr Liles attended for the public session to speak about the applications to be considered as ward councillor for Scholes, and later joined discussion during the item (2627 25).

2627 19 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.

At this point some of the items were taken out of agenda order to allow for public participation and the planning applications to be considered in the earlier part of the meeting.

2627 21 Apologies for absence

No apologies received.

2627 22 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

No interests declared.

2627 23 To consider whether items on the agenda should be discussed in private session

No items to be discussed in private.

2627 25 Planning applications for consideration

Cllrs considered the following applications:

1. **2026/62/91627/W**

Erection of 22 dwellings (Use Class C3) associated development including access, landscaping, ancillary infrastructure, and parking.
Land at, Dunford Road, Hade Edge, Holmfirth, HD9 2RT.
http://www.kirklees.gov.uk/beta/planning-applications/search-for-planning-applications/detail.aspx?id=2026/91627

2. **2026/62/91628/W**

Erection of 17 dwellings (Use Class C3) together with associated development including access, landscaping, ancillary infrastructure, and parking.

Land off, Boshaw View, Hade Edge, Holmfirth, HD9 2TZ.

http://www.kirklees.gov.uk/beta/planning-applications/search-for-planning-applications/detail.aspx?id=2026/91628

Information provided by the 2 ward councillors for Scholes was also considered as part of the discussion.

Actions:

- GS to collate comments to circulate to the Steering Group for amendments before submitting to Kirklees.
- SW to liaise with Cllrs Baylin and Liles on consulting residents about priorities for Section 106 funding.

2627 20 Planning Steering Group Terms of Reference

The updated draft version of the Planning Steering Group Terms of Reference was agreed on by members.

Actions:

- GS to include the Planning Steering Group Terms of Reference in the Full Council agenda for 7 September 2026 for formal adoption by The Council.

2627 24 Minutes of the previous meeting of the Planning Steering Group

Minutes of the Planning Streeting Group meeting held on 29 June 2026 numbered 2627 1 – 2627 17 inclusive was included for reference.

Updates on ongoing work are included in other items in the agenda.

2627 26 20 mph zones close to schools in the Home Valley - Standing item

Cllrs discussed the desire to have expanded 20mph zones in the Holme Valley. Issues around problematic on-street parking will also be added to future agendas as an area of interest for the Steering Group.

Correspondence with Kirklees Highways regarding potential 20mph zones has been given a reference of: CSR794884

Actions:

- SR to scope out and bring proposals regarding research and mapping of on-street parking in the Home Valley to the Steering Group.
- GS to follow up the letters sent in May 2026 to Kirklees ward councillors, Highways and Customer Enquiries regarding the 20mph zone, and seek an indicative

timetable for the implementation of the zones locally.
- GS to write to the Colne Valley MP and WYCA regarding 20mph zones in the Holme Valley and seek support for the expansion of the zones in the Holme Valley.

2627 27 Planning policy, Guidance and Consultation – Standing item

A consultation on the draft Peak District Local Plan 2026-2045 was received on 27 July 2026, which was circulated to members.

The consultation is open until 20 September 2026

Actions:
- MB to take the lead on the consultation response, working with the Local Plan Reference Group.

2627 28 Section 106 Funding – Standing item

Actions:
- GS to resend the May 2026 Section 106 letter to ward councillors, Kirklees Planning and Development, and Customer Enquiries, requesting a response.
- SR to write to Parish and Town Councils in Kirklees proposing a joint approach to Kirklees on how Parish and Town Councils are involved in the section 106 funding and expenditure process. (GS to provide contact details)
-

2627 29 Publicising the work of Holme Valley Parish Council

Assistant Clerk updated on recent and planned activity.

Close 8.25pm

Holme Valley Parish Council

PLANNING STEERING GROUP held via Zoom on **MONDAY 17 August 2026** at **7.00pm**.

Attendees: Cllr Sarah Whitelaw (Chair), Cllr Mary Blacka, Cllr Chris Green, Cllr Steve Ransby, Cllr Jane Rylah
Absent: Cllr Tom Dixon
Officer: Rich McGill, Deputy Clerk

Meeting of the **PLANNING STEERING GROUP** held via Zoom on **MONDAY 17 August 2026** at **7.00pm**.

2627 30 Open session

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

2627 31 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 32 Apologies for absence

Apologies and reasons for absence were circulated by email prior to the meeting. Noted and

Approved: Apologies and reasons for absence from Cllr Dixon.

2627 33 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

Cllr Ransby disclosed that he was friends with the planning agent of the application being heard under 2627 36 and would not participate in that discussion.

2627 34 To consider whether items on the agenda should be discussed in private session

No items to be discussed in private.

2627 35 Notes and action from the previous meeting of the Planning Steering Group

Notes and Actions from the Planning Steering Group meeting held on 27 July 2026 numbered 2627 18 – 2627 29 inclusive were included for reference.

Follow up on the Hade Edge development:
Cllr Brook had confirmed he would forward the Steering Group's request for the recent Hade Edge applications to be determined by committee and would also offer his own support for a committee hearing.

Cllr Rylah suggested that it might be useful to have a member of the working group in attendance at meetings in Hade Edge about the development. Cllr Whitelaw said she

would attend if she was able.

The Chair discussed the possibility of setting up a consultation for local residents with HVPC ward councillors on this matter and especially the application of Section 106 funds, but the format of any such process was yet to be agreed, and this matter was deferred to a later date. Ward councillors had yet to agree a format for the meeting.

Follow up on the Peak District National Park [PDNP] Local Plan:
Cllr Blacka said that the Parish Council had asked the Local Plan Reference Group to consider commenting on the Peak District National Park Local Plan on behalf of HVPC. The Reference Group had deliberated on this and considered that what was asked of it in terms of the legality of the plan was well outside the Reference Group's frame of expertise. It was referred back to the Parish Council to convey this to the PDNPA. The steering group also wanted to pass onto the PDNPA its compliments regarding the quality of the consultation materials produced.

Updates on other ongoing work are included in other items in the agenda.

2627 36 Planning applications for consideration

In accordance with the criteria set out in the Planning Steering Group Draft Terms of Reference the following planning application was considered:

2026/59/91861/W

Permission in principle for erection of 9 dwellings

Holmfield Nurseries, Long Lane, Honley, Holmfirth, HD9 6EB

http://www.kirklees.gov.uk/beta/planning-applications/search-for-planning-applications/detail.aspx?id=2026/91861

Information provided by a ward councillor for Honley Central and East was also considered as part of the discussion.

Actions:

- RM to collate a comment to circulate to the Steering Group for amendments before submitting to Kirklees.

2627 37 20 mph zones in the Home Valley - Standing item

The assistant clerk had correspondence with Kirklees Highways regarding potential 20mph zones and has been given a reference of: CSR794884. No response had been received.

Since the last meeting the assistant clerk had followed up on previous correspondence with Kirklees Highways and wrote to the Colne Valley MP and WYCA Vision Zero regarding 20mph zones in the Holme Valley. No response had been received.

Cllr Ransby reported that he felt that it was more appropriate to report on roads where it

was not safe to drive over 30mph, which he said applied to all roads in Holme Valley South except for the major highways.

Actions:

- To circulate the communications that the assistant clerk had sent to Kirklees.
- To write to Kirklees Highways for further information on the progress of 20mph zones around Kirklees schools. When will this reach the Holme Valley.

2627 38 **On-Street Parking in the Holme Valley – Standing item**

Cllr Ransby updated on progress of an on-street parking research and mapping exercise. He said he would have a full report ready for the next meeting. This would report on problems for parking especially on Dunford Road and Greenfield Road approaching the town. Parked vehicles were blocking the pavement and the highways and impacting on traffic. Cllr Ransby also suggested that occasional evening rounds by traffic wardens might encourage better parking. Cllr Green reported that in other areas, local authorities had paid the police to undertake parking checks a few times a year on a weekend night, and that HVPC should consider this.

Actions:

- Cllr Ransby will supply a report on on-street parking.

2627 39 **Planning policy, Guidance and Consultation – Standing item**

Members reported a feeling of "consultation fatigue".

The West Yorkshire Mass Transit Spatial Development Framework Regulation 19 consultation was now open and would close on 27 September 2026.
https://www.yourvoice.westyorks-ca.gov.uk/SDFReg19
Cllr Whitelaw reported that there was a further consultation in December.

Actions:

- To delay a comment on this framework until the December consultation.

The UK government had published five new neighbourhood planning toolkits on 24 July 2026 aimed at local councils and other community groups creating or supporting a neighbourhood plan:
https://www.gov.uk/government/collections/neighbourhood-planning-toolkits
Cllr Blacka reported that the intention is that the Local Plan Reference Group will conclude work on the Kirklees Local Plan and will then move onto a rewrite of the Neighbourhood Development Plan. There is no money readily available for a NDP, this time around.

Actions:

- Cllr Whitelaw will report at a future meeting on recent developments in the delivery of neighbourhood plans.

2627 40 Updates from the Local Plan Reference Group

Cllr Blacka reported that Jo Scrutton had attended a meeting of the Reference Group. The Group asked Jo what support she wanted from them. Jo said that she wanted the group to 1) Facilitate gathering the views of local people on the Local Plan (like that done with the farming community) and 2) Gathering data on the particular features of the Holme Valley which might require special treatment in the Plan.

Cllr Blacka reported that the recent Local Plan scoping consultation was excellent. This needed a response by HVPC before 11 September 2026. A response would rely on local knowledge.
The Reference Group would also comment in the scoping consultation after its meeting 4 September.
Documentation is online and should be at the library.

Actions:

- MB to check if the library has copies of the documentation re the scoping consultation.
- The Planning Steering Group would respond to the scoping consultation on behalf of the Parish Council. Cllr Blacka and Cllr Ransby would lead such a response.

2627 41 Section 106 Funding – Standing item

Members gave verbal reports on updates received. Contact from Section 106 team at Kirklees had been received 04/08/2026 to acknowledge the query; further information will be sent in due course.

2627 42 Publicising the work of Holme Valley Parish Council

Actions:

- To write a 6 bullet-point summary of what the Planning Steering Group does, - what it concerns itself with, - for social media.
- To encourage the public via social media to contribute to the Local Plan scoping consultation.

Any other business:
The Steering Group commented on the way the steering group worked. The Group commented that they felt officer time would be better spent publicising the Parish Council than creating lengthy, overcomplicated agendas. Members suggested that a significant overhaul of the way the group worked is likely.

The meeting closed at 815pm

Holme Valley Parish Council

DRAFT MINUTES OF THE SERVICE PROVISION COMMITTEE
MONDAY 21 SEPTEMBER 2026

IN THE CHAIR: Cllr Alison Morgan

PRESENT: Cllr Lawrence Baylin, Cllr Tom Dixon, Cllr Hugh Osborne, Cllr Steve Ransby, Cllr Martin Rostron, Cllr Tricia Stewart.

APPROVED APOLOGIES & REASONS: Cllr Donna Bellamy, Cllr Chris Green, Cllr Damian Brook, Cllr Jo Liles, Cllr Donald Firth, Cllr Glenn Kirkby, Cllr Jenny Holmes, Cllr Sarah Whitelaw.

ABSENT: Cllr Rob Butler, Cllr Harry Davis, Cllr Andy Wilson.

TAKING MINUTES: Gemma Sharp (Acting Deputy Clerk)

The meeting started at 7.27pm, which was the later than scheduled time due to 4 committee members becoming stuck in the lift beforehand.

2627 28 Public Question Time

4 members of the public were present for the public session but did not speak.

2627 29 Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

This meeting was not recorded.

2627 30 Apologies and reasons for absence

Apologies for absence with reasons received by the Officer were circulated by email prior to the meeting.

NOTED AND APPROVED: Apologies and reasons for absence were approved from Cllr Donna Bellamy, Cllr Chris Green, Cllr Damian Brook, Cllr Jo Liles, Cllr Donald Firth, Cllr Glenn Kirkby, Cllr Jenny Holmes, and Cllr Sarah Whitelaw (these include those who were in the lift during the meeting).

Cllr Butler, Cllr Davis and Cllr Wilson were absent.

2627 31 Receipt of updated Disclosable Personal and Pecuniary Interests forms

None received.

2627 32 Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

None declared.

2627 33 Items on the agenda to be discussed in private session

RESOLVED: no items would be held in private session.

At this pointed the committee ***RESOLVED*** to suspend Standing Orders to take **item 2627 51i** out of sequence.

2627 51 Youth work in the Holme Valley

i. KYA Quarterly Report

A report has been obtained from Kirklees Youth Alliance **-** and also a report on expenditure 2025-26**.**

NOTED: the reports received with regards to the Kirklees youth initiative.

RESOLVED: At this point the committee ***RESOLVED*** to defer all other business from the agenda to an additional/extraordinary meeting of the Service Provision Committee at 7pm on 12 October 2026.

Meeting closed at 7.37pm

DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 28 SEPTEMBER 2026

Those present:
Chair: Cllr J Holmes
Councillors: M Blacka, D Brook, R Butler, P Colling, J Liles, A Morgan, H Osborne, T Stewart, S Whitelaw, A Wilson
Proper Officer: Mr R McGill (RFO/Deputy Clerk)

Welcome

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

Public Question Time

No member of the public was present.

2627 43 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 44 To accept apologies for absence

NOTED: The Committee noted the absences from the meeting of Cllrs Baylin, Bellamy, Davis, Dixon, Green, Kirkby, Rostron and Rylah.

RECEIVED: The Parish Council had received apologies for absence from all those above-named Councillors.

The Council considered approving these apologies.
RESOLVED: All apologies were approved.

2627 45 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

- Cllr Holmes declared a personal interest in the grant application from Holmfirth Arts Festival under 2627 50 B.
- Cllr Wilson declared a personal interest in the grant application from Holmfirth Harriers under 2627 50 B.
- Cllr Wilson declared a personal interest in The Civic, Holmfirth under 2627 56, for which he has a dispensation.
- Cllr Whitelaw declared a personal interest in the grant application from Holme Village Community Centre under 2627 50 B.
- Cllr Whitelaw declared a personal interest in the grant application from Holmfirth

Signed: _____

Tech under 2627 50 B.

- Cllr Whitelaw declared a personal interest in the grant application from Holme Village Residents Association under 2627 50 B.
- Cllr Stewart declared a personal interest in the grant application from Holmfirth Tech under 2627 50 B.
- Cllr Osborne declared a personal interest in the grant application from the Edible Garden Group under 2627 50 B.
- Cllr Brook declared a personal interest in the grant application from the Hepworth Community Association under 2627 50 B.
- The Officer declared a personal interest in the grant application from Holme Valley Civic Society under 2627 50 B.

2627 46 To consider written requests for new DPI dispensations

No new written requests for DPI dispensations had been received.

Cllr Whitelaw asked if she could have a dispensation to speak (but not vote) in respect of the items she had previously declared a personal interest. After debate, she withdrew this request.

2627 47 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 48 To confirm the Minutes of the previous Committee meeting

NOTED: The Minutes of the Finance & Management Committee Meeting held on 10 August 2026, numbered 2627 23 to 2627 42 inclusive were noted.

2627 49 Prioritising Climate Action activities 2025-7

The Committee considered ways in which the Parish Council could prioritise the climate emergency through its works.
RESOLVED: Councillors were asked to consider the pending grant applications in the context of the climate emergency.

2627 50 Grants

A. Grant Evaluations
NOTED: The Committee noted that new grant evaluations had been received since the last meeting from the following community organisations:

2025-26:

- Holme Village Community Centre – flooring
- Wooldale Warblers
- Honley Village Community Trust – parties
- Holme Valley Crystal Nest
- Past Truisms – Yorkshire dialect classes
- Hepworth Community Association

Signed: _____

2024-25:

- Holme Village Community Centre – toilets

2023-24

- Hade Edge Residents Association – marquee and sound system
- Hade Edge Residents Association – village green flower garden

The Committee was pleased that some reports going back several years had been received.

NOTED: The Committee noted that outstanding Grant Evaluation Reports were:
2025-26: Upperthong Village Hall, Full Life Church Foodbank, EPIKS, The Nest Holmfirth CIC
2024-25: Project Communities CIC

There were some outstanding evaluations going back several years like Holmfirth WI.

The Committee considered any further action on grant evaluations.

RESOLVED: The Committee resolved that the RFO/Acting Clerk should not still be chasing outstanding Grant Evaluations from 2024/25 and before. But that organisations that still had outstanding Grant Evaluations would not be allowed to apply for new grants.

B. Grant Applications

NOTED: The Committee noted the list of grant applications being considered tonight against budget lines 4315 Community Assets and 4405 Projects and Events. Rolling grants awarded previously and pending had been deducted from the budget totals.

NOTED: The Committee noted the the RFO's report on previous grant awards to applicants this cycle

The Committee was advised that at the start of the meeting:

- The 4315 Community Assets budget line held £46,940; maximum grant was £5,000.
- The 4405 Projects & Events budget line held £19,500; maximum grant was £1,500.

The Committee was advised that it could flexibly vire (move) money between budget lines without special Council approval.

The Chair suggested that the Committee aim to spend 60% this time and 40% in the February grants meeting. She further suggested that the Committee go through all the applications in their entirety before then agreeing the awards.
Cllr Wilson shared a table of the applicants against criteria that he had been working on.

Signed: _____

Budget line 4315 Community Assets Grants

The Committee considered a Grant Application from Holmfirth and District Bowling Club for £5,000 towards solar panels and batteries.
RESOLVED: (Up to) £5,000 NET was awarded to Holmfirth and District Bowling Club pending an inquiry as to whether VAT could be reclaimed if the items are gifted to the organisation.

The Committee considered a Grant Application from Hepworth Community Association for £2,096.86 (inc VAT) towards parking buddies signs.
RESOLVED: (Up to) £2,096.86 NET was awarded to Hepworth Community Association pending an inquiry as to whether VAT could be reclaimed if the items are gifted to the organisation.

The Committee considered a Grant Application from Holme Valley Climate Action Partnership – Edible Garden Group for £282 for equipment to maintain the Edible Garden.
RESOLVED: (Up to) £282 NET was awarded to Holme Valley Climate Action Partnership – Edible Garden Group pending an inquiry as to whether VAT could be reclaimed if the items are gifted to the organisation.

The Committee considered a Grant Application from Holme Valley Climate Action Partnership – Book Rest Garden Group for £495.96 (inc VAT) towards equipment, plants, seeds etc.
RESOLVED: (Up to) £495.96 NET was awarded to Holme Valley Climate Action Partnership – Book Rest Garden Group pending an inquiry as to whether VAT could be reclaimed if the items are gifted to the organisation.

The Committee considered a Grant Application from Holmfirth Harriers for £5000 towards lowering and insulating the ceiling at the clubhouse.
RESOLVED: This application was refused.

The Committee considered a Grant Application from Holme Village Residents Association for £78 towards a barn owl nesting box for the allotments site (owned by HVPC).
RESOLVED: (Up to) £78 NET was awarded to Holme Village Residents Association pending an inquiry as to whether VAT could be reclaimed if the item was gifted to the organisation.

The Committee considered a Grant Application from Hade Edge Football Club for £3,755 towards heaters for the clubhouse.
RESOLVED: (Up to) £3,755 NET was awarded to Hade Edge Football Club pending an inquiry as to whether VAT could be reclaimed if the items were gifted to the organisation.

Signed: _____

The Committee considered a Grant Application from Holme Community Centre for £5,000 towards audio-visual equipment for the centre.
RESOLVED: This application was refused.

The Committee considered a Grant Application from Friends of Hade Edge School for £4,997.28 towards playground equipment and the play service for the mother and baby group.
RESOLVED: (Up to) £2,300 NET was awarded to Friends of Hade Edge School for playground equipment and storage pending an inquiry as to whether VAT could be reclaimed if the items were gifted to the organisation. The award would not fund the resurfacing of the play area.

The Committee considered a Grant Application from 6th Holme Valley (Honley Trinity) Scouts for £5,000 for noise-absorbing panels for the scout hut.
RESOLVED: (Up to) £5,000 NET was awarded to 6th Holme Valley (Honley Trinity) Scouts pending an inquiry as to whether VAT could be reclaimed if the items were gifted to the organisation.

The Committee considered a Grant Application from Honley Business Association for £1,500 towards gazebo weights for 30+ events gazebos.
RESOLVED: This application was refused.

Budget Line 4405 Projects and Events etc Grants

The Committee considered a Grant Application from Holme Valley Civic Society for £1,414 towards an event to commemorate the 175th anniversary of the 1852 Holmfirth Flood.
RESOLVED: (Up to) £1,414 NET was awarded to Holme Valley Civic Society, the final amount being dependent on whether VAT could be reasonably reclaimed if parts of the project could be gifted to the organisation..

The Committee considered a Grant Application from Honley Male Voice Choir for £1,500 towards rehearsal space and storage costs.
RESOLVED: (Up to) £1,500 NET was awarded to Honley Male Voice Choir, the final amount being dependent on whether VAT could be reasonably reclaimed if parts of the project could be gifted to the organisation..

The Committee considered a Grant Application from Holmfirth Arts Festival for £1,500 towards festival running costs.
RESOLVED: (Up to) £1,500 NET was awarded to Holmfirth Arts Festival, the final amount being dependent on whether VAT could be reasonably reclaimed if parts of the project could be gifted to the organisation..

The Committee considered a Grant Application from Holmfirth Forward for £1,500 towards pre-planning for a heritage mural for Holmfirth.
RESOLVED: This application was refused.

Signed: _____

The Committee considered a Grant Application from Sharing Memories for £1,465 towards an arts and wellbeing project for older people.
RESOLVED: (Up to) £1,465 NET was awarded to Sharing Memories, the final amount being dependent on whether VAT could be reasonably reclaimed if parts of the project could be gifted to the organisation.

The Committee considered a Grant Application from Huddersfield Riding for the Disabled for £736 towards cost of x2 ponies for the disabled.
RESOLVED: (Up to) £736 NET was awarded to Huddersfield Riding for the Disabled, the final amount being dependent on whether VAT could be reasonably reclaimed if parts of the project could be gifted to the organisation.

The Committee considered a Grant Application from 10th Holme Valley Scouts (New Mill) for £1,300 towards camping equipment.
RESOLVED: (Up to) £1,300 NET was awarded to 10th Holme Valley Scouts (New Mill), the final amount being dependent on whether VAT could be reasonably reclaimed if parts of the project could be gifted to the organisation.

The Committee considered a Grant Application from Musica Holme Valley for £1,051 towards a music group tour costs to Austria.
RESOLVED: This application was refused.

The Committee considered a Grant Application from Holmfirth Tech for £1,500 towards room hire for free Links sessions.
RESOLVED: This application was refused.

The Committee considered a Grant Application from Honley Business Association for £1,500 towards hire of snow globe etc for Christmas event.
RESOLVED: This application was refused.

The Committee considered a Grant Application from Honley Village Community Trust for £400 towards Halloween and Christmas Parties for children.
RESOLVED: (Up to) £400 NET was awarded to Honley Village Community Trust, the final amount being dependent on whether VAT could be reasonably reclaimed if parts of the project could be gifted to the organisation.

The Committee considered a Grant Application from Earth Village CIC for £1,400 towards a 10-week wellbeing course.
RESOLVED: This application was refused. The Officer was asked to contact the organisation to seek more information on who was actually delivering the courses, with a view to encouraging re-application.

The Committee considered a Grant Application from No Dots Ltd for £1,146.50 towards a course of 3 drop-in wellbeing events.
RESOLVED: (Up to) £1,146.50 NET was awarded to No Dots Ltd, the final amount being dependent on whether VAT could be reasonably reclaimed if parts of the project could be gifted to the organisation.

Signed: _____

In respect of all the above awards, the RFO would make contact with organisations where there was a reasonable likelihood that VAT could be reclaimed on gifting items to that organisation without a significant outlay of Officer time being expended.

2627 51 Chair's Expenses

NOTED: The Committee noted that the Chair's Expenses budget for 2025-26 is £1,000. Nothing had yet to be spent from this budget line.

2627 52 Holme Valley Parish Council Annual Governance and Accountability Return (AGAR) 2024/25

NOTED: The Committee noted that the External Audit and certificate part of the AGAR had been published 15 September 2026, along with the Notice of Conclusion of the Audit. The Parish Council had had one exception (fail) which was on Assertion 10.

The Committee considered when to remove the AGAR documentation, as above, from the noticeboard.
RESOLVED: The documentation could be removed immediately.

2627 53 Schedule of Payments

NOTED: The Committee noted the final Schedule of Payments for August 2026.

NOTED: The Committee noted the draft Schedule of Payments for September 2026.

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

2627 54 Financial Statements

NOTED: The following accounting summaries were noted:

i. For July 2026:

(1) Cash Books All Accounts Receipts and Payments (to end 31 July 2026)
(2) Trial Balance (to end 31 July 2026)
(3) Balance Sheet (to end 31 July 2026)
(4) Income and Expenditure by Budget Heading (to end 31 July 2026)
(5) Cash and Investment Reconciliation (to end 31 July 2026)
(6) VAT Return – year-to-date for the quarter JUL-SEP 2026 not for submission.

ii. For August 2026:

(1) Cash Books All Accounts Receipts and Payments (to end 31 August 2026)
(2) Trial Balance (to end 31 August 2026)
(3) Balance Sheet (to end 31 August 2026)
(4) Cash and Investment Reconciliation (to end 31 August 2026)
(5) VAT Return – year-to-date for the quarter JUL-SEP 2026 not for submission.

iii. **APPROVED**: As per the guidance in the SAPPP Practitioners' Guide 2025, the Committee approved the following bank reconciliations cross-referenced with bank statements, these to be minuted.:

Signed: _____

For July 2026:

- Unity Trust Current Account T2 Bank Statement and Unity Trust Current Account T2 Bank reconciliation.
- Unity Trust Savings Account Bank Statement and Unity Trust Savings Account Bank reconciliation.
- CCLA PSDF Bank Statement and CCLA PSDF Bank Reconciliation**.**

For August 2026:

- Unity Trust Current Account T2 Bank Statement and Unity Trust Current Account T2 Bank reconciliation.
- Unity Trust Savings Account Bank Statement and Unity Trust Savings Account Bank reconciliation.
- CCLA PSDF Bank Statement and CCLA PSDF Bank Reconciliation**.**

iv. Councillors were encouraged to review the draft Income and Expenditure against Budgets report for September 2026.

The RFO reported:
On the income side:

- **NOTED**: 1250 Gartside Building had its first receipts from Milk from the Hills Ltd (£350 deposit + £350 rent). The Officer thanked Cllrs Baylin, Holmes and Wilson with signing the lease.
  NOTED: the maintenance contractor had deposited £795 of donations to the toilets to 1092 Donations to the Toilets.
- **NOTED:** 1200 Allotments Rents and 1300 Garage Rents would be fully reconciled in September. (Cheques paid in)

On the expenditure side:

- **NOTED:** 4000 Salaries was a little up in August and September with backdated pay, payment for T.O.I.L. and new salary levels factored in.
- **NOTED:** 4210 the external audit costs of £1,050 had been paid.
- All other budget lines appeared broadly speaking on target.

The Committee considered any further actions on income and expenditure against budget.
RESOLVED: No further action.

v. Earmarked Reserves

NOTED: Members noted that, since the last report on earmarked reserves to end August, the RFO/Acting Clerk had moved £5,000 from Gartside Building back to general reserves.

The Committee considered any further action on earmarked reserves.
RESOLVED: No further action.

Signed: _____

2627 55 Financial Regulations Working Group

The Financial Regulations Working Group had met to review the HVPC Financial Regulations which had been adapted from the new NALC model Financial Regulations in 2024. The Working Group had made some amendments to the Regulations to reflect external changes including some required by the internal auditor. The internal auditor also wanted a Charge Card Usage Policy as an appendix to the Regulations.

The Working Group considered that the revised Financial Regulations are fit for purpose and have simplified the work of the Parish Council.

The Group discussed some issues that had arisen in the past with payments to some contractors. The Group agreed that problems would be avoided by the RFO submitting Purchase Orders to contract with suppliers. Contracts had in the past sometimes been agreed by more of an informal process by email or over the phone, rather than through a correct procedure, and issue of a Purchase Order by the RFO.

The Committee considered recommending the revised Financial regulations and Charge Card Usage Policy to Council.

RESOLVED: The revised Financial regulations and Charge Card Usage Policy would be recommended to Council.

2627 56 The Civic, Holmfirth

NOTED: The reports from Holmfirth Civic Hall Community Trust (HCHCT) were reported.

Cllr Wilson as a trustee updated the Parish Council on recent events, developments and meetings. He reported that Art Week were not going to have a show in The Civic 2027. HCHCT would petition the Art Week stakeholders to reconsider this.

Cllr Wilson also reported that the boilers for The Civic had now, essentially failed, and needed replacing imminently. The cost for replacement were in the region of £24,000 - £27,000. The Parish Council was liable for the cost. HCHCT were looking for more quotes ahead of the next meeting of full Council when a decision should be made.

Work had started on the foyer.

Cllr Holmes reported on the work of the Vision Working Group. Meetings were ongoing to resolve issues between the key stakeholders HVPC and HCHCT. Cllr Holmes reported that she had stood down as Chair of the Civic Vision Working Group. Cllr Baylin had taken over.

Cllr Wilson said he was optimistic that co-operative work could be re-established.

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: Holme Valley Parish Council would support HCHCT in petitioning Art Week to reconsider their decision not to have a show in 2027.

Standing orders were suspended at this point for the meeting to go on past 9pm.

Signed: _____

2627 57 Honley Library

NOTED: The reports from Friends of Honley Library were noted. The library with the new extension would be re-opening in October.

The RFO/Acting Clerk also reported that he had contacted the Parish Council's solicitors about the possibility of a variation on the current HVPC/FoHL lease to make the annual £15,000 more guaranteed by the lease, and to build in some inflationary uplift. The solicitor reported that the cost of the variation would be in the range of £1,500 - £2,000.

The Committee considered any further actions with regard to the Parish Council's engagement with Honley Library and with the Friends.
RESOLVED: The proposed amendment to the lease would be recommended to full Council.

2627 58 Tenancies

Allotments

i. **NOTED:** It was noted that all rental payments on the allotments had been received and deposited. All tenancies had been counter-signed and returned to the tenants.

Garages

ii. **NOTED:** Similarly, it was noted that all rental payments on the garages had been received, and tenancies counter-signed by the Clerk and returned to the tenant.

Gartside Building

iii. **NOTED:** It was noted that Milk from the Hills Ltd had moved into the Gartside shop unit 1st September 2026 and had been busy fitting out the unit. As well as vending milk and milkshakes, the unit would also be selling local produce like pickles and jams. As reported, the deposit and first month's rent had been received.

Overall responsibility for the future of the usage of the shop unit lies with the Service Provision Standing Committee.

The Committee considered any further action on tenancies.
RESOLVED: No further action.

2627 59 Internal Control Check

NOTED: The Committee noted that the next internal controls check by Cllr Baylin would take place in October and cover JUL-SEP.

2627 60 Banking

Unity Trust

i a. **NOTED:** The Committee noted that Cllrs Blacka, Holmes and Ransby were now included on the bank mandates and had successfully authorised some payments. Arrangements had been started to remove Cllrs Baylin, Bellamy and Wilson from the mandate. The Committee thanked Councillors for their help with authorising payments over the last year or more.

Signed: _____

i b. **NOTED:** It was noted that the former Clerk had been removed from the Unity Trust account, and the charge card has been shredded.

2627 61 **Financial Records for the website**

NOTED: It was noted that the financial records for July and August 2026 had been added to the website. The records for September would be added in due course.

2627 62 **Publicising the work of Holme Valley Parish Council**

The Committee considered recent events or news that this Committee wishes to publicise via the press, Parish Council website or social media.
RESOLVED: Grant awards would be published when it was appropriate to do so. Grant evaluations of previous awards should also be publicised.

The meeting closed at 2104hrs.

Signed: _____

HOLME VALLEY PARISH COUNCIL

MEETING OF THE STAFFING COMMITTEE
MONDAY 5 OCTOBER 2026 at 19:00 HRS
THE CIVIC, HOLMFIRTH, HD9 3AS

IN THE CHAIR: Cllr Glenn Kirkby
ATTENDING: Cllr M Blacka, Cllr J Holmes, Cllr A Morgan, Cllr S Ransby
APOLOGIES/REASON APPROVED: all present
OFFICER: Rich McGill

DRAFT MINUTES

Public question time.

No members of the public were present.

2627 30 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 31 Apologies for absence.

All Members were present.

2627 32 Items on the agenda to be discussed in private session

RESOLVED: to consider the following items on the agenda in private session: item 2627 39 and item 2627 43.

2627 33 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.

2627 34 Officers' interests in items on the agenda.

RECEIVED: the Officer's interests in items on the agenda as follows:

- **2627 42 Future staffing needs - potential restructure**

Signed: _____

2627 35 Receipt of Revised Declarations of Pecuniary Interest

No revised declarations of pecuniary interests had been received from Committee members.

No revised declarations of pecuniary interests had been received from members of the Clerking team.

2627 36 Minutes for the Staffing Committee

NOTED*:* the Minutes of the STAFFING COMMITTEE MEETING held on 20 July 2026, numbered 2627 18 to 2627 29, ***approved*** at COUNCIL MEETING held on 7 September 2026 were noted**.**

The Committee considered any further action(s) arising from the minutes of previous meetings of the STAFFING COMMITTEE not covered elsewhere.
RESOLVED: No further action.

2627 37 Policy on vexatious behaviour

The Committee considered the need for a policy addressing vexatious, abusive, or unreasonable behaviour towards staff and other stakeholders, for subsequent recommendation to Full Council.
RESOLVED: A small working group consisting of Cllr Blacka and Cllr Morgan would undertake a draft of such a policy for consideration by full Council.

2627 38 Complaint by a Councillor against the Staffing Committee

At FULL COUNCIL 7 September 2026, the Chair reported that a formal complaint had been submitted to the Chair of Holme Valley Parish Council in July 2026. The complaint concerned 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.

FULL COUNCIL determined that:

- the complaint fell under the Holme Valley Parish Council Complaints Procedure
- that the complaint should be handled under Section 7 (Standing Committee Procedure) and the relevant Standing Committee was the Staffing Committee, and,
- that the Staffing Committee was allowed to appoint and Investigation Lead or, if warranted, a suitable qualified independent investigator.

The Committee considered whether it intends to contract with an external investigator in respect of this complaint.
RESOLVED: The Committee would contract with an external contractor in respect of this complaint.

Signed: _____

The Acting Clerk had drafted an Invitation to Quote notice for consideration by this Committee regarding the above. This had asked for quotations ahead of full Council 19 October 2026. The Committee considered the draft Invitation to Quote.
RESOLVED: The wording of the draft Invitation to Quote was approved, though Members wondered if the timeframe was realistic.

The Committee considered any further actions in respect of the complaint ahead of Council 19 October 2026.
RESOLVED: No further action.

2627 39 Staffing matter – grievance update

The Committee acknowledged that the Kirklees Monitoring Officer had now issued a Decision Notice in respect of a standards complaint against a Councillor by an employee. The Decision Notice had been formally issued to the Parish Council but, as the Monitoring Officer has not yet published the Notice, it was not included in the public agenda papers.

Members were advised that the Council's grievance processes should proceed solely in relation to the employment aspects of the grievance, namely:

- the officer's experience of the events;
- the impact of the events on their wellbeing and working conditions;
- whether the Council met its duty of care;
- any organisational failings; and
- any improvements required to prevent recurrence.

The grievance process could not impose sanctions on councillors nor revisit or reinterpret the Monitoring Officer's findings.

In light of the above, the Committee considered the grievance.

RESOLVED: That the Parish Council would seek HR support for the grievance and in support of the person making the grievance. The Acting Clerk would contact relevant external HR organisations both in terms of resolving the ongoing grievance and, potentially, in securing ongoing, contractual HR support for the Parish Council.

2627 40 Staffing and Staff Training Budget 2026-7

The RFO/Acting Clerk had prepared a *Staffing Income and Expenditure Budget Year to Date 2026-27* report and a projected Expenditure Report based on the new pay scales**.**

The Acting Clerk reported that employment-related costs in August had been higher than normal due to the backdated pay award, and the payment of the former Clerk's T.O.I.L.

The Acting Clerk reported that, due to the departure of one member of the Clerking team, the projected Staffing costs for 2026-27 would be around £9,000 under budget.

The Committee considered any further actions.

RESOLVED: No further action.

Signed: _____

2627 41 Appraisal/supervision

Acting Clerk reported that job descriptions would be reviewed following interim changes to the Parish Council's committee structure. Members suggested that, given the pending changes to the staff team, - restructure of roles and retirement, - that this should not be prioritised.

Members considered any further actions arising from the update.
RESOLVED: It was resolved that the amendment of job descriptions should not be high priority.

2627 42 Future staffing needs - potential restructure:

With the resignation of the former Clerk and the pending retirement of the RFO/Acting Clerk, the Parish Council has an opportunity to restructure its staffing to better meet the ongoing needs of the Parish Council.

Members were made aware that the longstanding (since 2019) proper officer arrangements of 1. Clerk 2. RFO only arose due to circumstance. It was not planned in 2019 to have a separate Clerk and RFO, but that is how it turned out given the person specifications of suitable candidates.

The Committee was advised that the Council might wish to consider a restructure whereby a Clerk/RFO in one person is recruited for 2027/28 and supported by a Deputy or Assistant Clerk.

It was also noted that in the recruitment of the Clerk in both 2019 and in 2021, qualified nor even experienced Clerks did not apply for the role at Holme Valley Parish Council Clerk. Given the more complex issues that officers are dealing with in 2026, the Officer suggested that recruiting an experienced, qualified Clerk might need to be prioritised.

Officers had attempted to report to this Committee on comparative Clerk and Clerk/RFO salaries. The Acting Deputy Clerk had drafted the Staffing Sector Comparator Research report. The Acting Clerk had populated the table of Clerk/RFO recruited posts from NALC in 2025-26. Both reports had attempted to find ways of comparing Clerk/RFO salaries over different Councils, - comparing precept levels, employees, and service delivery. But the Officer suggested that it was very difficult to draw definitive, comparative conclusions from the information since all Councils are very different from each other and none are the same.

The Committee considered any actions arising from other staffing matters, as reported. Some Councillors suggested that the roles of the Clerk and the RFO should be recruited for immediately. Other Councillors suggested that, due to the ongoing governance review that might lead to Honley-Brockholes splitting off from Holme Valley Parish Council, recruitment should be delayed.
RESOLVED: It was resolved that a cross-party working group should be set up at full Council with a view to planning proposed staffing restructures 1. with Holme Valley Parish Council continuing as now and 2. with Holme Valley Parish Council splitting into a. Honley-

Signed: _____

Brockholes Parish Council and b. the remaining Holme Valley Parish Council. It was suggested that the members of the working group should put themselves forward based on their experience with recruitment and human resources.

2627 43 Exit Interview of the former Clerk

The Committee reviewed the exit interview of the former Clerk and considered any further actions in respect of the exit interview. There was some discussion about the former Clerk's suggestion regarding having a Strategy Committee with members of that Committee being role-holders for strategic strands of the Council's priorities. The same Committee, as per the former Clerk's suggestion, would also act as the Staffing Committee.

The Committee considered any further actions in respect of the former Clerk's exit interview. Members expressed concern that they had felt unable to support the former Clerk effectively with some of her concerns and were dismayed by the slowness and ineffectiveness of the monitoring officer in terms of managing code of conduct complaints.

RESOLVED: It would be suggested to Council to build into Standing Orders that Councillors would have to undergo induction training to be allowed to join Committees. Other than matters in respect of the ongoing grievances, the suggestions regarding a Strategy Committee would be deferred to the newly elected Council 2026/27.

2627 44 Training received by Officers

The Acting Clerk reported that he was to attend training on the new Digital AGAR in November.

The meeting closed at 2030hrs.

Signed: _____

Holme Valley Parish Council

Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6 **Cost Centre Report**

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Income								
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	541	2,025	4,500	2,475			45.0%	
1092	Toilets Donations	0	795	2,500	1,705			31.8%	
1095	Other receipts	2	437	2	(435)			21850.0	
1200	Allotment Rents	30	324	324	0			100.0%	
1250	Gartside Building	700	700	0	(700)			0.0%	
1300	Garage plot income	120	207	840	633			24.6%	
	Income :- Income	**1,393**	**230,082**	**459,355**	**229,273**			**50.1%**	**0**
	Net Income	**1,393**	**230,082**	**459,355**	**229,273**				
110	Staff Expenditure								
4000	Salaries	8,688	50,813	104,316	53,503		53,503	48.7%	
4060	Staff Training	0	506	2,300	1,794		1,794	22.0%	
	Staff Expenditure :- Indirect Expenditure	**8,688**	**51,319**	**106,616**	**55,297**	**0**	**55,297**	**48.1%**	**0**
	Net Expenditure	**(8,688)**	**(51,319)**	**(106,616)**	**(55,297)**				
150	Administration								
4061	Councillor Training	60	60	900	840		840	6.7%	
4200	Chairman's Expenses	0	0	1,000	1,000		1,000	0.0%	
4205	Council Office Expenditure	103	826	2,100	1,274		1,274	39.3%	
4210	Audit	1,050	1,503	2,000	497		497	75.2%	
4215	Bank Charges	22	118	200	82		82	58.8%	
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	0	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	280	600	320		320	46.7%	
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	1,495	1,700	205		205	88.0%	
4660	Communications & Engagement	383	7,104	10,650	3,547		3,547	66.7%	50
	Administration :- Indirect Expenditure	**1,687**	**34,853**	**50,010**	**15,157**	**0**	**15,157**	**69.7%**	**50**
	Net Expenditure	**(1,687)**	**(34,853)**	**(50,010)**	**(15,157)**				
6000	plus Transfer from EMR	0	50	0	(50)				

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Holme Valley Parish Council

Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6 **Cost Centre Report**

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
	Movement to/(from) Gen Reserve	**(1,687)**	**(34,803)**	**(50,010)**	**(15,207)**				
250	Finance & Management								
4315	Grants - Community Assets	0	1,500	46,940	45,440		45,440	3.2%	1,500
4405	Grants - Projects and Events	0	3,500	19,500	16,000		16,000	17.9%	3,500
4420	Honley Library	0	15,000	15,750	750		750	95.2%	
4425	The Civic	0	29,681	65,000	35,320		35,320	45.7%	3,150
	Finance & Management :- Indirect Expenditure	**0**	**49,681**	**147,190**	**97,510**	**0**	**97,510**	**33.8%**	**8,150**
	Net Expenditure	**0**	**(49,681)**	**(147,190)**	**(97,510)**				
6000	plus Transfer from EMR	0	8,150	0	(8,150)				
	Movement to/(from) Gen Reserve	**0**	**(41,531)**	**(147,190)**	**(105,659)**				
300	Planning								
4505	Neighbourhood Plan	0	0	1,000	1,000		1,000	0.0%	
	Planning :- Indirect Expenditure	**0**	**0**	**1,000**	**1,000**	**0**	**1,000**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(1,000)**	**(1,000)**				
400	Service Provision								
4320	Public Toilet - Day to Day	935	5,270	23,100	17,830		17,830	22.8%	
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	1,908	11,637	23,500	11,863		11,863	49.5%	
4735	Phone Boxes	0	0	1,000	1,000		1,000	0.0%	
4740	Seats & Shelters-Maintenance	485	4,009	13,650	9,641		9,641	29.4%	
4750	War Memorial	0	0	1,000	1,000		1,000	0.0%	
4760	Youth Work in the Holme Valley	0	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	**3,328**	**31,917**	**105,348**	**73,431**	**0**	**73,431**	**30.3%**	**2,200**
	Net Expenditure	**(3,328)**	**(31,917)**	**(105,348)**	**(73,431)**				
6000	plus Transfer from EMR	0	2,200	0	(2,200)				
	Movement to/(from) Gen Reserve	**(3,328)**	**(29,717)**	**(105,348)**	**(75,631)**				

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Holme Valley Parish Council

Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	**1,393**	**230,082**	**459,355**	**229,273**			**50.1%**	
Expenditure	**13,704**	**167,770**	**410,164**	**242,394**	**0**	**242,394**	**40.9%**	
Net Income over Expenditure	**(12,310)**	**62,312**	**49,191**	**(13,121)**				
plus Transfer from EMR	**0**	**10,399**	0	(10,399)				
Movement to/(from) Gen Reserve	**(12,310)**	**72,712**	**49,191**	**(23,521)**				

Holme Valley Parish Council

Earmarked Reserves

	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	13,108.00	13,108.00
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	2,000.00	3,560.00
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	6,553.50	6,553.50
		36,545.21	**59,111.61**	**95,656.82**

Holme Valley Parish Council

Unity Trust Current Account T2

List of Payments made between 01/09/2026 and 30/09/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/09/2026	Salaries Staff	2627/06/03	265.98	F&M 2627 9	SALARY BACKPAY STAFF 04
03/09/2026	Salaries Staff	2627/06/04	165.97	F&M 2627 9	PAYE TAX AND NI RE BACKPAY 04
03/09/2026	West Yorkshire Pension Fund	2627/06/05	74.44	F&M 2627 9	PENSIONS RE STAFF 04 BACKPAY
07/09/2026	British Telecom	2627/06/06	67.14	F&M 2627 9	INTERNET AND PHONE
15/09/2026	West Yorkshire Pension Fund	2627/06/07	1,221.19	F&M 2627 9	PENSIONS
15/09/2026	Salaries Staff	2627/06/08	2,704.16	F7m 2627 9	SALARY STAFF 02
15/09/2026	HMRC	2627/06/09	2,072.01	F&M 2627 9	PAYE TAX AND NI
15/09/2026	Salaries Staff	2627/06/10	2,184.25	F&M 2627 9	SALARY STAFF 05
16/09/2026	Lloyds Bank	2627/06/11	169.69	F&M 2627 9	MULTIPAY CARD
17/09/2026	E.ON NEXT	2627/06/12	18.54	F&M 2627 9	ELECTRICITY TOILETS
18/09/2026	DORCHESTER TOWN COUNCIL	2627/06/13	25.00	F&M 2627 10i	WEBINAR - MANAGING CONFLICT
18/09/2026	Natnl Assoc of Local Councils	2627/06/14	42.00	F&M 2627 9	Natnl Assoc of Local Councils
18/09/2026	Time In Time Out Media	2627/06/15	252.00	F&M 2627 9	COUNCIL NEWS - OCT
18/09/2026	Document Logic	2627/06/16	101.62	F&M 2627 9	PHOTOCOPYING
18/09/2026	PKF Littlejohn LLP	2627/06/17	1,260.00	F&M 2627 9	EXTERNAL AUDIT AGAR
18/09/2026	Vision ICT	2627/06/18	78.00	F&M 2627 9	DOMAIN NAME RENEWAL
18/09/2026	West Yorks Combined Authority	2627/06/19	1,908.00	F&M 2627 9	HV MINIBUS SERVICE SEP
21/09/2026	Maintenance Contractor	2627/06/20	1,402.62	F&M 2627 9	MAINTENANCE
30/09/2026	Unity Trust	2627/06/21	5.60	F&M 2627 9	MANUAL CREDIT HANDLING CHARGE
30/09/2026	Unity Trust	2627/06/22	10.75	F&M 2627 9	SERVICE CHARGE

Total Payments 14,028.96

Holme Valley Parish Council Cash Book 2026-27

Unity Trust T2 Current Account

Schedule of Payments October 2026

No	HVPC ref	Payment Sent Date	Payment method	Check v Statement	To pay	Description	Net	Vat	Gross	Authorisation to Pay	Legislation
2	2627/07/02	05/10/2026	DD	☐	GRENKE	PHOTOCOPIER LEASE	£117.99	£23.60	£141.59	F&M 2526 13	GPC Localism Act 2011
3	2627/07/03	08/10/2026	BACS		BT	INTERNET AND PHONE	£55.95	£11.19	£67.14	F&M 2627 9	GPC Localism Act 2011
4	2627/07/04	08/10/2026	BACS	☐	KIRKLEES YOUTH ALLIANCE	GRANT - YOUTH WORK IN THE HV #3 OF 5	£5,000.00	£0.00	£5,000.00	F&M 2627 9	GPC Localism Act 2011
5	2627/07/05	08/10/2026	BACS	☐	KNOWN AIM	BUS ROUTES POSTERS AND LEAFLETS - DESIGN ARTWORK	£420.00	£0.00	£420.00	F&M 2627 10i	GPC Localism Act 2011
6	2627/07/06	08/10/2026	BACS	☐	DOCUMENT LOGIC	PHOTOCOPYING - SEP/OCT	£84.68	£16.94	£101.62	F&M 2627 9	GPC Localism Act 2011
7	2627/07/07	08/10/2026	BACS	☐	ZONKEY	WEBSITE MAINTENANCE, SUPPORT, HOSTING	£595.00	£119.00	£714.00	F&M 2627 9	GPC Localism Act 2011
8	2627/07/08	08/10/2026	BACS	☐	JRB ENTERPRISES LTD	POO BAGS	£404.50	£80.90	£485.40	F&M 2627 10i	GPC Localism Act 2011
9	2627/07/09	08/10/2026	BACS	☐	HUDDERSFIELD HUB CIC	HUDDERSFIELD HUB WEBSITE SUBSCRIPTION OCT-DEC	£600.00	£0.00	£600.00	F&M 2627 9	GPC Localism Act 2011
			BACS	☐	PRINCIPAL HYGIENE SERVICES LTD	SERVICE NAPPY UNIT	£60.00	£12.00	£72.00	F&M 2627 9	GPC Localism Act 2011
			DD	☐	E-ON	ELECTRICITY HOLMFIRTH TOILETS	£16.91	£0.85	£17.76	F&M 2627 9	GPC Localism Act 2011
			BACS	☐	HMRC	PAYE TAX & NI	£1,748.02	£0.00	£1,748.02	F&M 2627 9	GPC Localism Act 2011
			BACS	☐	STAFF 02	SALARY STAFF	£2,444.86	£0.00	£2,444.86	F&M 2627 9	GPC Localism Act 2011
			BACS	☐	STAFF 05	SALARY STAFF	£1,999.58	£0.00	£1,999.58	F&M 2627 9	GPC Localism Act 2011
			BACS	☐	WEST YORKSHIRE PENSION FUND	PENSIONS	£1,088.83	£0.00	£1,088.83	F&M 2627 9	GPC Localism Act 2011
			DD	☐	BUSINESS STREAM	WATER AND SEWERAGE HOLMFIRTH TOILETS	£297.90	£0.00	£297.90	F&M 2627 9	GPC Localism Act 2011
			BACS	☐	RAMSDENS SOLICITORS	LEASE OF GARTSIDE BUILDING (FROM EMR)	£1,614.00	£322.80	£1,936.80		GPC Localism Act 2011
			BACS	☐	SIGNS 2 SCHOOLS	GIFT TO HEPWORTH RESIDENTS ASSOC IN LIEU OF GRANT - PARKING BUDDY SIGNS	£1,747.39	£349.47	£2,096.86		GPC Localism Act 2011
			BACS	☐	YORKSHIRE SOUNDPROOFING	GIFT TO 6TH HV SCOUTS - NOISE ABSORBING PANELS FOR THE SCOUT HUT	£4,362.55	£872.51	£5,235.06		GPC Localism Act 2011
			BACS	☐	GO HOME DIRECT TRAINING LTD	GIFT TO HADE EDGE FC - HEATERS FOR THE CLUBHOUSE	£2,174.54	£434.91	£2,609.45		GPC Localism Act 2011
			BACS	☐	HVCAP	GIFT TO BOOK REST GARDEN - EQUIPMENT &C - UP TO....	£495.96	£0.00	£495.96		GPC Localism Act 2011
			BACS	☐	HOLMFIRTH & DISTRICT BOWLING CLUB	GRANT - SOLAR PANELS AND BATTERIES	£5,000.00	£0.00	£5,000.00		GPC Localism Act 2011
			BACS	☐	NETHERTHONG PRIMARY SCHHOL	GRANT - TOWARDS PARKING BUDDY SIGNS X 3	£571.95	£0.00	£571.95		GPC Localism Act 2011
			BACS	☐	HVCAP	GRANT - EDIBLE GARDEN - EQUIPMENT	£282.00	£0.00	£282.00		GPC Localism Act 2011
			BACS	☐	HOLME VILLAGE RESIDENTS ASSOCIATION	GRANT - BARN OWL NESTING BOX	£78.00	£0.00	£78.00		GPC Localism Act 2011
			BACS	☐	FRIENDS OF HADE EDGE SCHOOL - PLAY GROUP	GRANT - PLAYGROUND EQUIPMENT AND STORAGE	£2,300.00	£0.00	£2,300.00		GPC Localism Act 2011
			BACS	☐	HOLME VALLEY CIVIC SOCIETY	GRANT - TOWARDS EVENT - 175TH ANNIVERSARY OF THE HOLMFIRTH FLOOD	£1,500.00	£0.00	£1,500.00		GPC Localism Act 2011
			BACS	☐	HONLEY MALE VOICE CHOIR	GRANT - REHEARSAL SPACE AND STORAGE COSTS	£1,500.00	£0.00	£1,500.00		GPC Localism Act 2011
			BACS	☐	HOLMFIRTH ARTS FESTIVAL	GRANT - FESTIVAL RUNNING COSTS	£1,500.00	£0.00	£1,500.00		GPC Localism Act 2011
			BACS	☐	SHARING MEMORIES	GRANT - ARTS AND WELLBEING PROJECT	£1,465.00	£0.00	£1,465.00		GPC Localism Act 2011
			BACS	☐	HUDDERSFIELD RIDING FOR THE DISABLED	GRANT - UPKEEP COSTS OF 2 PONIES	£736.00	£0.00	£736.00		GPC Localism Act 2011
			BACS	☐	10TH HOLME VALLEY (NEW MILL) SCOUTS	GRANT - CAMPING EQUIPMENT	£1,300.00	£0.00	£1,300.00		GPC Localism Act 2011
			BACS	☐	HONLEY VILLAGE COMMUNITY TRUST	GRANT - HALLOWEEN AND CHRISTMAS PARTIES FOR CHILDREN	£400.00	£0.00	£400.00		GPC Localism Act 2011
			BACS	☐	NO DOTS LTD (NORTHERN SILENTS)	GRANT - X3 WELLBEING DROPIN EVENTS	£1,146.50	£0.00	£1,146.50		GPC Localism Act 2011
			BACS	☐	HONLEY BUSINESS ASSOCIATION	GRANT - SMALL CHRISTMAS TREES FOR DISPLAY	£1,500.00	£0.00	£1,500.00		GPC Localism Act 2011
			BACS	☐	HOLMFIRTH CHRISTMAS TEAM	GRANT - CHRISTMAS LIGHTS ETC	£1,500.00	£0.00	£1,500.00		GPC Localism Act 2011
			BACS	☐	HONLEY BUSINESS ASSOCIATION	GRANT - CHRISTMAS TREE	£250.00	£0.00	£250.00		GPC Localism Act 2011
			BACS	☐	BROCKHOLES ROCK CHRISTMAS TREE GROUP	GRANT - CHRISTMAS TREE	£250.00	£0.00	£250.00		GPC Localism Act 2011
			BACS	☐	NETHERTHONG COMMUNITY PARTNERSHIP	GRANT - CHRISTMAS TREE	£250.00	£0.00	£250.00		GPC Localism Act 2011
				☐			£46,858.11	£2,244.17	£49,102.28		

Record of events relating to the Community Governance Review (CGR).

04.08.25 KC officers propose a preliminary meeting with HVPC Chair (Cllr Kirkby) and Vice Chair (Cllr Baylin).

23.09.25 Meeting takes place with Nick Howe, Policy and Partnerships Team Manager. Information provided about the process and timetable.

Consultation details are published. The Terms of Reference allowed for changes to present warding arrangements, including creating, abolishing, merging or altering parishes, but did not propose a split of the present HVPC.

20.10.25 The matter was brought to HVPC Full Council as item 2526 118 Community Governance Review. (Cllr Greaves is recorded as attending). The Stage 1 consultation would run from 1 October to 12 December 2025, during which Kirklees was inviting feedback from residents, businesses, community groups, and other stakeholders. Submissions could be made via: the online form on the website, by email, or post (to the Elections Office). The meeting was reminded that individuals could submit their views to the consultation; Cllr Wilson and Cllr Bellamy encouraged Councillors to do this. Unfortunately, the timings of the consultation stage did not allow the Parish Council to submit feedback as a corporate body and stakeholder since the next meeting of Council is after the consultation end-date. The Parish Council considered any actions with regards to the Community Governance Review. Cllr Baylin proposed the setting up of a working group to engage with later stages of the Community Governance Review. He suggested that this should be a multi-party working group including one Labour, one Conservative and one independent Councillor. RESOLVED: The Community Governance Review Working Group was established and Cllr Baylin, Cllr Bellamy and Cllr Green volunteered and were elected to the Group.

Following the meeting, we were denied our request to extend the consultation deadline by 4 days to enable the inclusion of an agreed corporate response from our full Council.

13.11.25 Cllr Baylin wrote to all councillors to explain the position on the corporate response and to invite individual responses which could be included in a draft collective response. The Working Group had been made aware of the interest in a split of HVPC and identified that in this invitation. Several councillors responded including Cllr Greaves on 21 Nov 2025.

30.01.26 Kirklees Corporate Governance & Audit Committee confirm the outcome of Stage 1 of the consultation, including a ‘Strong strand advocating a split of HVPC or new parish councils around Honley, Brockholes, and Netherton/South Crosland, to tighten local focus and priorities’. This will be included in the Stage 2 consultation.

No further formal input from HVPC as a body.

16.09.26 Kirklees Full Council meeting considers recommendations from its committee but outcome of the vote on the proposed split of the HVPC area is challenged and therefore deferred.

THE CIVIC

The Civic, Holmfirth
Huddersfield Road
Holmfirth
HD9 3AS

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Holmfirth Civic Hall Community Trust
Report to HVPC Full Council regarding EICR remedials
19th October 2026

This report provides information regarding EICR remedial works required at The Civic Holmfirth and to seek approval for funds to be released to allow works to be undertaken.

HCHCT commissioned RP Electricals to undertake a routine Electrical Installation Condition Report (EICR) late in 2025. RP Electrical were already undertaking a project to replace and repair emergency lighting throughout the building and so the condition report was undertaken as part of that project to reduce costs and disruption.

Following conclusion of the works an unsatisfactory certificate was provided, for the most part relating to circuit boards which being over 40 years old are not only past their natural life, but no longer meet current British Standards.

Attached to this report is the unsatisfactory certificate, a project plan prepared by RP Electrical and a quote for the works to be undertaken.

HCHCT's finance policy requires that three quotes are sought for any purchases over £2,501 and so we have attempted to obtain quotes from other contractors if only for comparison purposes.

RP Electrical have been undertaking electrical installation works and repairs for HCHCT for several years and are now our preferred supplier for electrical works. Richard Paull has proved to be a skilled tradesman, he now knows our building very well, he has been very responsive for emergency works and repairs and his prices are competitive.

To meet with our policy however quotes were also sought from CoreTech Electrical, Valley Electrical Contractors and Shaw4Electrical – only CoreTech responded to the request, but saying that they would not quote against someone else's EICR and would want to do their own before quoting accordingly. Valley Electrical and Shaw4Electrical have been contacted multiple times and have not responded at all.

HCHCT trustees are happy that sufficient attempts have been made and therefore are looking to proceed with RP Electrical accordingly. As the original quote was issued in May 2026 I have confirmed that the prices still stand. We are therefore requesting HVPC to release the required funds (£27,488.50) from the £40,000 allocated for 2026/2027 works.

Please let us know if any further information is required.

The Civic, Holmfirth is run as a charity by
Holmfirth Civic Hall Community Trust
Charity Registered Number 1172232

ELECTRICAL INSTALLATION CONDITION REPORT

Requirements for electrical installations (BS7671:2018+A3:2024 18th edition)
Certificate number: EICR-20251009-2MVZ

DETAILS OF CLIENT OR PERSON ORDERING REPORT

Client:	The Civic Holmfirth		
Address:	Huddersfield Road, Holmfirth, HD9 3AS		
Phone:	01484682643	**Email:**	manager@thecivicholmfirth.org

REASON FOR PRODUCING THIS REPORT

Reason:

Safety assessment requested by the client.

Date inspection carried out:

09 Oct 2025

DETAILS OF THE INSTALLATION WHICH IS THE SUBJECT OF THIS REPORT

Occupier name:	Holmfirth Civic Hall		
Installation address:	Huddersfield Road, Holmfirth, HD9 3AS		
Description of premises:	Commercial		
Installation records available:	No		
Date of previous inspection:	01 Mar 2022	**Previous certificate number:**	N/A
Evidence of additions/alterations:	Yes	**Estimated age of additions/alterations:**	1 years
Estimated age of installation:	50 years		

EXTENT AND LIMITATIONS OF INSPECTION AND TESTING

Extent of the electrical installation covered by this report:

100% of installation with approx 20% sampling of accessories.

Agreed limitations including the reasons:

Characteristics of primary supply overcurrent device not identified.
No high level accessories inspected due to limited access.
No testing of heating controls.
Inspection and testing limited to areas reachable without exceeding 2.4m height from floor level.
No inspection of concealed cables.
No lifting of floors.
Circuits with loads connected not tested between L-N

Agreed with: D.Whiteley

Operational limitations including the reasons:

None

The inspection and testing in this report and accompanying schedules have been carried out in accordance with BS7671:2018+A3:2024 (18th Edition) It should be noted that cables concealed within trunking and conduits, under floors, in roof spaces, and generally within the fabric of the building or underground, have not been inspected unless specifically agreed between the client and inspector prior to the inspection. An inspection should be made within an accessible roof space housing other electrical equipment.

SUMMARY OF THE CONDITION OF THE INSTALLATION

Overall assessment of the installation in terms of it's suitability for continued use*

UNSATISFACTORY

*An unsatisfactory assessment indicates that dangerous (Code C1) and/or potentially dangerous (Code C2) conditions have been identified.

RECOMMENDATIONS

Where the overall assessment of the suitability of the installation for continued use above is stated as UNSATISFACTORY, I / we recommend that any observations classified as 'Danger present' (code C1) or 'Potentially dangerous' (code C2) are acted upon as a matter of urgency. Investigation without delay is recommended for observations identified as 'Further investigation required' (code FI). Observations classified as 'Improvement recommended' (code C3) should be given due consideration.

Subject to the necessary remedial action being taken, I/we recommend that the installation is further inspected and tested by:

28 Nov 2026

Note: The proposed date for the next inspection should take into consideration the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. The period should be agreed between relevant parties.

OBSERVATIONS AND RECOMMENDATIONS

One of the following codes, as appropriate, has been allocated to each of the observations made below to indicate to responsible for the installation the degree of urgency for remedial action.

C1	C2	C3	FI
0 items	21 items	9 items	0 items
Danger present. Risk of injury. Immediate remedial action required	Potentially dangerous - urgent remedial action required	Improvement recommended	Further investigation required without delay

☑ **The following observations and recommendations have been made:**

No.	Observation	Code
1	Various Exposed live parts at Lighting distribution modules in toilet ceilings Location: Main Womens Toilets	C2
2	Basic insulation exposed on lighting and power circuits throughout toilet ceilings due to poor workmanship with toilet upgrades. Location: Main Women and Mens toilets	C2
3	Type AC RCD sockets are installed throughout. Various have failed standard RCD trip times and need replacing. Location: Kitchen, Exhibition and stage.	C2
4	Absence of 30mA RCD protection for various sockets. Location: DB-K and DB-LHK, Top Office and exhibition room	C2
5	Absence of Surge Protective Device for all parts of installation Location: Main DB/Intake	C3
6	Absence of AFDD in consumer units Location: All consumer units supplying sockets	C3
7	Various PVC cables have been painted over throughout the installation. Possible chance of cable deterioration Location: Throughout	C3
8	Accessories located above the oven in the Lesser hall kitchen. No signs of thermal damage Location: Lesser Hall Kitchen	C3
9	Consumer unit missing device lift up cover/ metal lid Location: Lesser hall Kitchen	C3
10	Circuit information not provided for Floodlight DB. See Regulation 514.9. Location: Stage	C3
11	cross bonding in place in kitchen/ lift room boiler.	
12	Damaged light switch back box at utility hall.	C2
13	Absence of fire rated / non combustable fixings where cables pass over exit doors Location: various	C2
14	Consumer unit screws missing from DBA - not affecting security of cover. Location: DB -A	C3
15	Sump pump in Club room is laid along the floor supplied from an extension lead. no RCD protection or mechanical protection Location: Clubhouse	C2
16	Absence of 30mA rcd protection for clubroom sockets. in use by Children/ Public with the ability to plug personal items in Location: Clubroom	C2
17	Various Light switch boxes have an inadequate IP rating where cables enter the accessory Location: Various	C2
18	The Main protective earth conductor supplying the consumer unit has multiple copper cores chopped off to enable a termination to the earth bar /terminal - doing so has caused a smaller CSA of cable Location: DB- FL	C2
19	DB FL - Excessive dust / poor ip rating at top of DB Location: DB- FL	C2
20	RCD socket accessory is cracked internally and externally Location: DB- SPL	C2
21	DB SPL LIft enclosure has exposed motor connections. Enclosure is not locked and can be opened without a key or special tool. Location: Main hall	C2

OBSERVATIONS AND RECOMMENDATIONS

No.	Observation	Code
22	RCD Sockets unlatch with loss of power. All Type AC sockets in use. Location: DB - SPL CCT3	C3
23	Dressing room double socket not additionally protected by a 30mA RCD Location: DB - HL CCT 1	C2
24	Sockets in use have RCD protection Type AC Location: DB - SPL2	C3
25	Earth Fault Loop Impedance / Zdb is exceeded at DB SL. Value measured has exceeded the maximum permissable value allowed in BS7671 Location: DB- SL	C2
26	2 x rooms sharing same socket circuit. Clubroom downstairs, and utility sink room upstairs. values not as expected 0.57/0.19/0.82 same circuit in sink room upstaurs show 0.59/0.38/0.38 Indicates loose connections/incorrectly wired circuit Location: Clubroom and Utility room	C2
27	Inadequate overcurrent protective device for clubroom sockets. Socket is spurred from an exisiting spur and cable is at risk of overloading	C2
28	2 x distribution circuits are sharing the same overcurrent protective device. Location: DB - LMR and CT1 DB	C2
29	LIM lesser hall handdryer circuit no readings	
30	Lesser Hall sockets measured open circuit on Neutral conductors on the end to end continuity reading.	C2
31	Large amounts of circuits showing low insulation resistance of 0.01 - 0.30 due to connected loads.	
32	Dimmer pack 80Amp OCPD exceeds maximum Zs value	C2
33	Hallway socket in toilet corridor loose and damaged metal back box/ screws due to damp conditions Location: Toilets corridor	C2

GENERAL CONDITION OF THE INSTALLATION

General Condition of the Installation:

See Appendix -

The existing electrical installation is of an older type and has been added to and modified over a number of years but without the necessary protection .
The installation reflects the standards which likely applied at the time of construction and subsequent alterations but does not meet todays regulations BS7671 Amd3 in terms of safety and upgrades are recommended.

DECLARATION

I/We, being the person(s) responsible for the inspection and testing of the electrical installation (as indicated by my/our signatures below), particulars of which are described above, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in this report.

Trading title: RP Electrical Contractors

Address: 24 School Street , Moldgreen , Huddersfield , HD5 8AU

Website: **Phone:**

Inspected and Tested by

Name: Richard Paull **Position:** Manager **Signature:** RPaull **Date:** 28 May 2026

Report authorised by

Name: Richard Paull **Position:** Manager **Signature:** RPaull **Date:** 28 May 2026

SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

Earthing arrangement: TN-C-S **Number and type of live conductors:** AC - 3-phase (4 wire)

Nature of Supply Parameters

Nominal voltage (U): 400 V **Uo:** 230 V **Nominal frequency:** 50 Hz **Supply polarity confirmed:** ✓

Prospective fault current: 16 kA **Earth loop impedance (Ze):** 0.35 ohm **Number of supplies:** 1

Supply Protective Device

BS (EN): LIM **Type:** LIM **Short circuit capacity:** LIM kA **Rated current:** LIM A

PARTICULARS OF INSTALLATION REFERRED TO IN THE REPORT

Means of earthing

- [x] Distributor's facility
- [ ] Earth electrode

Details of installation earth electrode (where applicable)

Type: N/A **Resistance to earth:** N/A ohm **Location:** N/A

Main switch / switch fuse / circuit breaker / RCD

Location: Intake position

Type BS(EN): 60947-3 **Number of poles:** 3 **Voltage rating:** 400 V **Rated current:** LIM A

Fuse device setting: N/A A **Conductor material:** Copper **Conductor CSA:** 35 mm²

If RCD main switch: **RCD operating current:** N/A mA **RCD time delay:** N/A ms **RCD operating time:** N/A ms

Earthing conductor **Conductor material:** Copper **Conductor CSA:** 35 mm² **Continuity:** ✓

Main protective bonding **Conductor material:** Copper **Conductor CSA:** 25 mm² **Continuity:** ✓

Bonding of extraneous conductive parts

Water: ✓ **Gas:** ✓ **Oil:** N/A **Steel:** N/A **Lightning:** N/A

Other:

Ductwork piping

INSPECTION SCHEDULE

✓ Acceptable condition	C1 C2 Unacceptable condition	C3 Improvement recommended	FI Further investigation	NV Not verified	LIM Limitation	NA Not applicable

Item no	Description	Outcome
1. Electrical intake equipment		
1.1	Service cable	✓
1.2	Service head	✓
1.3	Distributor's earthing arrangement	✓
1.4	Meter tails - Distributor/Consumer	✓
1.5	Metering equipment	✓
1.6	Isolator (where present)	✓
2. Presence of adequate arrangements for parallel or switched alternative sources		
2.1	Adequate arrangements where a generating set operates as a switched alternative to the public supply (551.6)	N/A
2.2	Adequate arrangements where a generating set operates in parallel with the public supply (551.7)	N/A
3. Automatic disconnection of supply		
3.1	Main earthing/bonding arrangements (411.3; Chap 54)	✓
3.1.1	Presence of distributor's earthing arrangement (542.1.2.1; 542.1.2.2), or presence of installation earth electrode arrangement (542.1.2.3)	✓
3.1.2	Adequacy of earthing conductor size (542.3; 543.1.1)	✓
3.1.3	Adequacy of earthing conductor connections (542.3.2)	✓
3.1.4	Accessibility of earthing conductor connections (543.3.2)	✓
3.1.5	Adequacy of main protective bonding conductor sizes (544.1)	✓
3.1.6	Adequacy and location of main protective bonding conductor connections (543.3.2; 544.1.2)	✓
3.1.7	Accessibility of all protective bonding connections (543.3.2)	✓
3.1.8	Provision of earthing/bonding labels at all appropriate locations (514.13)	✓
3.2	FELV - requirements satisfied (411.7; 411.7.1)	N/A
4. Other methods of protection		
4.1	Non-conducting location (418.1)	N/A
4.2	Earth-free local equipotential bonding (418.2)	N/A
4.3	Electrical separation (Section 413; 418.3)	N/A
4.4	Double insulation (Section 412)	N/A
4.5	Reinforced insulation (Section 412)	N/A
5. Distribution equipment		
5.1	Adequacy of working space/accessibility to equipment (132.12; 513.1)	C3
5.2	Security of fixing (134.1.1)	✓
5.3	Condition of insulation of live parts (416.1)	C2
5.4	Adequacy/security of barriers (416.2)	C2
5.5	Condition of enclosure(s) in terms of IP rating (416.2)	C2
5.6	Condition of enclosure(s) in terms of fire rating etc (421.1.6; 421.1.201; 526.5)	C3
5.7	Enclosure not damaged/deteriorated so as to impair safety (621.2(iii))	C3
5.8	Presence and effectiveness of obstacles (417.2)	N/A
5.9	Presence of main switch(es), linked where required (462.1.201; 537.1.2; 537.1.4)	✓
5.10	Operation of main switch(es), (functional check) (612.13.2)	✓
5.11	Manual operation of circuit-breakers and RCDs to prove disconnection (612.13.2)	✓
5.12	Confirmation that integral test button/switch causes RCD(s) to trip when operated (functional check) (612.13.1)	C2

INSPECTION SCHEDULE

Item no	Description	Outcome
5.13	RCD(s) provided for fault protection - includes RCBOs (411.4.9; 411.5.2; 531.2)	N/A
5.14	RCD(s) provided for additional protection, where required - includes RCBOs (411.3.3; 415.1)	C2
5.15	Presence of RCD six-monthly test notice at or near equipment, where required (514.12.2)	✓
5.16	Presence of diagrams, charts or schedules at or near equipment, where required (514.9.1)	✓
5.18	Presence of alternative supply warning notice at or near equipment, where required (514.15)	N/A
5.19	Presence of next inspection recommendation label (514.12.1)	✓
5.20	Presence of other required labelling (Section 514)	C3
5.21	Examination of protective device(s) and base(s); correct type and rating (no signs of unacceptable thermal damage, arcing or overheating) (411.3.2; 411.4, 5, 6; Sections 432, 433)	C2
5.22	Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.2)	✓
5.23	Protection against mechanical damage where cables enter equipment (522.8.1; 522.8.11)	✓
5.24	Protection against electromagnetic effects where cables enter ferromagnetic enclosures (521.5.1)	✓
6. Distribution circuits		
6.1	Identification of conductors (514.3.1)	C3
6.2	Cables correctly supported throughout their run (522.8.5)	LIM
6.3	Condition of insulation of live parts (416.1)	C2
6.4	Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1)	✓
6.5	Suitability of containment systems for continued use (including flexible conduit) (Section 522)	✓
6.6	Cables correctly terminated in enclosures (Section 526)	C2
6.7	Confirmation that ALL conductor connections, including connections to busbars, are correctly located in terminals and are tight and secure (526.1)	FI
6.8	Examination of cables for signs of unacceptable thermal or mechanical damage/deterioration (421.1; 522.6)	LIM
6.9	Adequacy of cables for current-carrying capacity with regard to the type and nature of the installation (Section 523)	✓
6.10	Adequacy of protective devices: type and rated current for fault protection (411.3)	C2
6.11	Presence and adequacy of circuit protective conductors (411.3.1.1; 543.1)	✓
6.12	Co-ordination between conductors and overload protective devices (433.1; 533.2.1)	C2
6.13	Cable installation methods/practices with regard to type and nature of installation and external influences (Section 522)	✓
6.14	Where exposed to direct sunlight, cable of a suitable type (522.11.1)	✓
6.15	**Cables concealed under floors, above ceilings, in walls/partitions less than 50mm from a surface, and in particular containing metal parts:**	
6.15.1	Installed in prescribed zones (See Extent and Limitations on the front page of this report) or	LIM
6.15.2	Incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (See Extent and Limitations on the front page of this report) (522.6.204)	LIM
6.16	Provision of fire barriers, sealing arrangements and protection against thermal effects (Section 527)	LIM
6.17	Band II cables segregated/separated from Band I cables (528.1)	LIM
6.18	Cables segregated/separated from non-electrical services (528.3)	LIM
6.19	Condition of circuit accessories (621.2(iii))	C2
6.20	Suitability of circuit accessories for external influences (512.2)	✓
6.21	Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.2)	✓
6.22	Adequacy of connections, including cpc's, within accessories and to fixed and stationary equipment (Section 526)	C2
6.23	Presence, operation and correct location of appropriate devices for isolation and switching (537.2)	✓
6.24	General condition of wiring systems (621.2(ii))	✓

INSPECTION SCHEDULE

Item no	Description	Outcome
6.25	Temperature rating of cable insulation (522.1.1; Table 52.1)	✓
7. Final circuits		
7.1	Identification of conductors (514.3.1)	C3
7.2	Cables correctly supported throughout their run (522.8.5)	C2
7.3	Condition of insulation of live parts (416.1)	C2
7.4	Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1)	✓
7.5	Suitability of containment systems for continued use (including flexible conduit) (Section 522)	✓
7.6	Adequacy of cables for current-carrying capacity with regard to the type and nature of the installation (Section 523)	✓
7.7	Adequacy of protective devices: type and rated current for fault protection (411.3)	C2
7.8	Presence and adequacy of circuit protective conductors (411.3.1.1; 543.2.1)	C2
7.9	Co-ordination between conductors and overload protective devices (433.1; 533.2.1)	C2
7.10	Wiring system(s) appropriate for the type and nature of the installation and external influences (Section 522)	✓
7.11	**Cables concealed under floors, above ceilings, in walls/partitions, adequately protected against damage (522.6.204):**	
7.11.1	Installed in prescribed zones	LIM
7.11.2	Incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (522.6.201; 522.6.203)	LIM
7.12	**Provision of additional protection by 30mA RCD:** Note: older installations designed prior to BS 7671:2018 may not have been provided with RCDs for additional protection.	
7.12.1	For circuits used to supply mobile equipment not exceeding 32A rating for use outdoors (411.3.3)	C2
7.12.2	For all socket-outlets of rating 32A or less unless exempt (411.3.3)	C2
7.12.3	For cables concealed in walls at a depth of less than 50mm (522.6.202, 522.6.203)	C3
7.12.4	For cables concealed in walls/partitions containing metal parts regardless of depth (522.6.203)	N/A
7.13	Provision of fire barriers, sealing arrangements and protection against thermal effects (Section 527)	✓
7.14	Band II cables segregated/separated from Band I cables (528.1)	N/A
7.15	Cables segregated/separated from non-electrical services (528.3)	LIM
7.16	**Termination of cables at enclosures (Section 526):**	
7.16.1	Connections under no due strain (526.6)	C2
7.16.2	No basic insulation of a conductor visible outside enclosure (526.8)	C2
7.16.3	Connections of live conductors adequately enclosed (526.5)	C2
7.16.4	Adequately connected at point of entry to enclosure (glands etc) (522.8.5)	C2
7.17	Condition of accessories including socket-outlets, switches and joint boxes (621.2(iii))	C2
7.18	Suitability of accessories for external influences (512.2)	✓
7.19	Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.2)	✓
8. Isolation and switching		
8.1	**Isolators (537.2):**	
8.1.1	Presence and condition of appropriate devices (537.2.2)	✓
8.1.2	Acceptable location - state in Observations if local or remote from equipment in question (537.2.1.5)	✓
8.1.3	Capable of being secured in the OFF position	✓
8.1.4	Correct operation verified (612.13.2)	✓
8.1.5	Clearly identified by position and /or durable marking (537.2.2.6)	✓
8.1.6	Warning label posted in situations where live parts cannot be isolated by the operation of a single device (514.11.1; 537.2.1.3)	✓
8.2	**Switching off for mechanical maintenance (537.3):**	

INSPECTION SCHEDULE

Item no	Description	Outcome
8.2.1	Presence and condition of appropriate devices (537.3.1.1)	✓
8.2.2	Acceptable location - state in Observations if local or remote from equipment in question (537.3.2.4)	✓
8.2.3	Capable of being secured in the OFF position (537.3.2.3)	✓
8.2.4	Correct operation verified (612.13.2)	✓
8.2.5	Clearly identified by position and/or durable marking (537.3.2.4)	✓
8.3	**Emergency switching/stopping:**	
8.3.1	Presence and condition of appropriate devices (537.4.1.1)	N/A
8.3.2	Readily accessible for operation where danger might occur (537.4.2.5)	N/A
8.3.3	Correct operation verified (537.4.2.6)	N/A
8.4	**Functional switching:**	
8.4.1	Presence and condition of appropriate devices (537.5.1.1)	✓
8.4.2	Correct operation verified (537.5.1.3; 537.5.2.2)	✓
9. Current-using equipment (permanently connected)		
9.1	Condition of equipment in terms of IP rating etc (416.2)	C2
9.2	Equipment does not constitute a fire hazard (Section 421)	✓
9.3	Enclosure not damaged/deteriorated so as to impair safety (621.2(iii))	C2
9.4	Suitability for the environment and external influences (512.2)	✓
9.5	Security of fixing (134.1.1)	✓
9.6	Cable entry holes in ceiling above luminaires, sized or sealed so as to restrict the spread of fire	✓
9.7	**Recessed luminaires (downlighters):**	
9.7.1	Correct type of lamps fitted	N/A
9.7.2	Installed to minimise build-up of heat by use of 'fire-rated' fittings, insulation displacement box or similar (421.1.2)	N/A
9.7.3	No signs of overheating to surrounding building fabric (559.4.1)	N/A
9.7.4	No signs of overheating to conductors/terminations (526.1)	N/A
10. Location(s) containing a bath or shower		
10.1	Additional protection for all low voltage (LV) circuits by RCD not exceeding 30mA (701.411.3.3)	N/A
10.2	Where used as a protective measure, requirements for SELV or PELV met (701.414.4.5)	N/A
10.3	Shaver sockets comply with BS EN 61558-2-5 formerly BS 3535 (701.512.3)	N/A
11. Other Part 7 special installations or locations		
11.1		N/A
11.2		N/A
11.3		N/A
11.4		N/A
11.5		N/A
12. Prosumer's low voltage electrical installation(s)		
12.1		N/A
12.2		N/A
12.3		N/A
12.4		N/A
12.5		N/A

Inspected by

Name: Richard Paull **Position:** Manager **Signature:** R Paull **Date:** 28 May 2026

Distribution Board - DB - SF A - Main DB

DB - SF A - Main DB - Board Details

Location: Boiler House **Manufacturer:** MEM **Supplied from:** Intake position **Polarity confirmed:** ✓ **Phases:** 3 **Phases confirmed:** ✓

Zs at DB: 0.17 ohm **IPF at DB:** 3.24 kA **RCD trip time:** N/A ms

Main Switch **BS (EN):** 60947-3 **Voltage rating:** 400 V **Rated current:** A **IPF rating:** N/A kA **RCD rating:** N/A mA

SPD Details **Type:** N/A **Status:** N/A

Overcurrent Device **BS (EN):** LIM **Voltage:** LIM V **Current:** LIM A

Notes:

Circuit reference	Circuit designation	Number of points served	Type of wiring	Reference method	CONDUCTORS		Max disconnect time (s)	OVERCURRENT DEVICES					RCD				RING FINAL CIRCUITS			R1+R2 OR R2		INSULATION RESISTANCE			Polarity confirmed	Measured Zs (Ω)	RCD		AFDD
					Live (mm²)	CPC (mm²)		BS(EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum Zs (Ω)	BS(EN)	Type	Operating current (mA)	Rating (A)	r1 (Ω)	rn (Ω)	r2 (Ω)	R1+R2 (Ω)	R2 (Ω)	Test Voltage (V)	Live-Live (MΩ)	Live-Earth (MΩ)			RCD time (ms)	RCD button confirmed	AFDD button confirmed
1TP	Sub main supply to DB/Main	1	G	C	50	SWA	5	88-2	2	100	80	0.34	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.01	N/A	250	200	200	✓	0.18	N/A	N/A	N/A

DB - SF A - Main DB - Testing information

Tested by: Richard Paull **Position:** Manager **Date tested:** 09 Oct 2025 **Signature:** RPaull

Equipment Serial Numbers: Multifunction: 4148104 (Fluke 1663)

Distribution Board - Main Distribution Board

EICR-20251009-2MVZ

Main Distribution Board - Board Details

Location: Entrance Hall high level | **Manufacturer:** Dorman LOADBANK | **Supplied from:** Main DB 1TP | **Polarity confirmed:** ✓ | **Phases:** 3 | **Phases confirmed:** ✓

Zs at DB: 0.19 ohm | **IPF at DB:** 2.58 kA | **RCD trip time:** N/A ms

Main Switch **BS (EN):** 60947-3 | **Voltage rating:** 400 V | **Rated current:** 200 A | **IPF rating:** N/A kA | **RCD rating:** N/A mA

SPD Details **Type:** N/A | **Status:** N/A

Overcurrent Device **BS (EN):** 60947-2 | **Voltage:** 400 V | **Current:** 100 A

Notes:

					CONDUCTORS			OVERCURRENT DEVICES					RCD				RING FINAL CIRCUITS			R1+R2 OR R2		INSULATION RESISTANCE					RCD		AFDD
Circuit reference	Circuit designation	Number of points served	Type of wiring	Reference method	Live (mm²)	CPC (mm²)	Max disconnect time (s)	BS(EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum Zs (Ω)	BS(EN)	Type	Operating current (mA)	Rating (A)	r1 (Ω)	rn (Ω)	r2 (Ω)	R1+R2 (Ω)	R2 (Ω)	Test Voltage (V)	Live-Live (MΩ)	Live-Earth (MΩ)	Polarity confirmed	Measured Zs (Ω)	RCD time (ms)	RCD button confirmed	AFDD button confirmed
1L1	Sockets lesser hall- exhibition room and office	11	A	LIM	2.5	1.5	0.4	3871	2	32	9	0.98	N/A	N/A	N/A	N/A	0.57	1999	LIM	LIM	N/A	250	0.01	0.01	✓	0.68	N/A	N/A	N/A
1L2	Lights external and entrance	7	A	B	1.5	1	0.4	3871	2	6	9	5.20	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.34	0.86	250	LIM	200	✓	0.53	N/A	N/A	N/A
1L3	Lights lesser hall entrance	4	A	B	1.5	1	0.4	3871	2	6	9	5.20	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.43	N/A	250	LIM	0.01	✓	0.62	N/A	N/A	N/A
2L1	Sava flush	1	A	C	1.5	1	0.4	3871	2	6	9	5.20	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.22	N/A	250	LIM	0.01	✓	0.41	N/A	N/A	N/A
2L2	Lights lesser hall toilet store and em exit	7	A	B	1.5	1	0.4	3871	2	6	9	5.20	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.77	N/A	250	LIM	0.30	✓	0.96	N/A	N/A	N/A
2L3	Lights lift lobby and lift motor room	5	A	B	1.5	1	0.4	3871	2	6	9	5.20	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.57	N/A	250	LIM	0.01	✓	1.76	N/A	N/A	N/A
3L1	Sockets lesser hall	4	A	B	2.5	1.5	0.4	3871	2	16	9	1.95	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.26	N/A	250	LIM	0.01	✓	0.45	N/A	N/A	N/A
3L2	Not used	---	---	---	---	---	---	---	---	---	---	---	N/A	N/A	N/A	N/A	N/A	N/A	N/A	---	N/A	250	---	---	---	---	N/A	N/A	N/A
3L3	Staircase lighting	5	A	C	1.5	1	0.4	3871	2	6	9	5.20	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.69	N/A	250	LIM	0.31	✓	0.88	N/A	N/A	N/A
4L1	Gents WC handryer	1	A	C	2.5	1.5	0.4	60898	B	16	9	2.73	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.29	N/A	250	>200	>200	✓	0.48	N/A	N/A	N/A
4L2	Ladies WC handryer	2	A	C	2.5	1.5	0.4	60898	B	16	9	2.73	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.22	N/A	250	>200	>200	✓	0.41	N/A	N/A	N/A
4L3	2 x Sub mains DB/LMR and CT1 fire alarm	2	SWA/A	C	6	SWA	0.4	3871	2	32	9	0.98	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.06	N/A	250	LIM	LIM	✓	0.25	N/A	N/A	N/A
5L1	Supply to lift	---	---	---	---	---	---	---	---	---	---	---	N/A	N/A	N/A	N/A	N/A	N/A	N/A	---	N/A	250	>200	>200	✓	---	N/A	N/A	N/A
5L2	Supply to lift	1	SWA	C	10	SWA	0.4	60898	C	63	10	0.35	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.15	N/A	250	>200	>200	✓	0.34	N/A	N/A	N/A
5L3	Supply to lift	---	---	---	---	---	---	---	---	---	---	---	N/A	N/A	N/A	N/A	N/A	N/A	N/A	---	N/A	250	>200	>200	✓	---	N/A	N/A	N/A
6L1	Lights entrance ramp	14	A/O		1.5	1	0.4	3871	2	6	9	5.20	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.99	N/A	250	128	128	✓	1.18	N/A	N/A	N/A
6L2	lights above mains cupboard	1	A	B	1.5	1	0.4	3871	2	6	9	5.20	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.10	N/A	250	LIM	34	✓	0.29	N/A	N/A	N/A
6L3	Fans lesser hall	3	A	B	1.5	1	0.4	3871	2	6	9	5.20	N/A	N/A	N/A	N/A	N/A	N/A	N/A	LIM	N/A	250	LIM	LIM	LIM	LIM	N/A	N/A	N/A
7L1	Lights lesser stage	2	A	B	1.5	1	0.4	3871	2	6	9	5.20	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.70	N/A	250	LIM	LIM	✓	0.89	N/A	N/A	N/A
7L2	Lights exhibition room and lift lobby	7	A	B	1.5	1	0.4	3871	2	6	9	5.20	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.96	N/A	250	LIM	0.32	✓	1.15	N/A	N/A	N/A
7L3	Lights lesser hall	6	A	B	1.5	1	0.4	60898	B	10	6	4.37	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.49	N/A	250	LIM	0.01	✓	0.68	N/A	N/A	N/A
8L1	Not used	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Distribution Board: Main Distribution Board

EICR-20251009-2MVZ

Location: Entrance Hall high level

Circuit reference	Circuit designation	Number of points served	Type of wiring	Reference method	CONDUCTORS		Max disconnect time (s)	OVERCURRENT DEVICES					RCD				RING FINAL CIRCUITS			R1+R2 OR R2		INSULATION RESISTANCE			Polarity confirmed	Measured Zs (Ω)	RCD		AFDD
					Live (mm²)	CPC (mm²)		BS(EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum Zs (Ω)	BS(EN)	Type	Operating current (mA)	Rating (A)	r1 (Ω)	rn (Ω)	r2 (Ω)	R1+R2 (Ω)	R2 (Ω)	Test Voltage (V)	Live-Live (MΩ)	Live-Earth (MΩ)			RCD time (ms)	RCD button confirmed	AFDD button confirmed
8L2	Lights Dining/cafe room	7	A	C	1.5	1	0.4	3871	2	6	9	5.20	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.84	N/A	250	LIM	0.01	✔	1.03	N/A	N/A	N/A
8L3	Not used	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9L1	Sockets lesser hall stage	4	A	C	2.5	1.5	0.4	3871	2	32	9	0.98	N/A	N/A	N/A	N/A	0.25	0.25	LIM	LIM	N/A	250	LIM	0.05	✔	0.48	N/A	N/A	N/A
9L2	Sockets, heaters reception and corridor	3	A	B	6	2.5	0.4	3871	2	32	9	0.98	N/A	N/A	N/A	N/A	0.23	LIM	LIM	LIM	N/A	250	LIM	0.01	✔	0.38	N/A	N/A	N/A
9L3	Lights and fan chair store	3	A	B	1.5	1	0.4	3871	2	6	9	5.20	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.77	N/A	250	LIM	0.01	✔	0.96	N/A	N/A	N/A
10L1	Not used	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10L2	Lesser hall WC hand dryer	1	A	C	2.5	1.5	0.4	60898	B	16	10	2.73	N/A	N/A	N/A	N/A	N/A	N/A	N/A	LIM	N/A	250	LIM	LIM	LIM	LIM	N/A	N/A	N/A
10L3	Automatic door supply	1	A	B	2.5	1.5	0.4	3871	2	16	9	1.95	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.24	N/A	250	200	200	✔	0.43	N/A	N/A	N/A
11L1	Sockets lesser hall	2	A	B	2.5	1.5	0.4	3871	2	16	9	1.95	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.20	N/A	250	LIM	LIM	✔	0.39	N/A	N/A	N/A
11L2	Not used	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11L3	Spare	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
12L1	UNkNOwn	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
12L2	Office LIghts	4	A	B	1.5	1	0.4	3871	2	10	9	3.12	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.58	N/A	250	LIM	1.18	✔	0.77	N/A	N/A	N/A
12L3	DB IR Below	1	A	C	10	4	5	60898	B	50	10	0.87	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.01	N/A	500	>200	>200	✔	0.2	N/A	N/A	N/A

Main Distribution Board - Testing information

Tested by: Richard Paull **Position:** Manager **Date tested:** 09 Oct 2025 **Signature:** RPaull

Equipment Serial Numbers: Multifunction: 4148104 (Fluke 1663)

Distribution Board - DB-Switched Fuse LIFT

DB-Switched Fuse LIFT - Board Details

Location: LMR **Manufacturer:** Mem **Supplied from:** Main DB CCT 5L123 **Polarity confirmed:** ✓ **Phases:** 3 **Phases confirmed:** ✓

Zs at DB: 0.23 ohm **IPF at DB:** 2.0 kA **RCD trip time:** N/A ms

Main Switch **BS (EN):** 60947-3 **Voltage rating:** 400 V **Rated current:** 63 A **IPF rating:** N/A kA **RCD rating:** N/A mA

SPD Details **Type:** N/A **Status:** N/A

Overcurrent Device **BS (EN):** 60947-2 **Voltage:** 400 V **Current:** 63 A

Notes:

					CONDUCTORS			OVERCURRENT DEVICES					RCD				RING FINAL CIRCUITS			R1+R2 OR R2		INSULATION RESISTANCE					RCD		AFDD
Circuit reference	Circuit designation	Number of points served	Type of wiring	Reference method	Live (mm²)	CPC (mm²)	Max disconnect time (s)	BS(EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum Zs (Ω)	BS(EN)	Type	Operating current (mA)	Rating (A)	r1 (Ω)	rn (Ω)	r2 (Ω)	R1+R2 (Ω)	R2 (Ω)	Test Voltage (V)	Live-Live (MΩ)	Live-Earth (MΩ)	Polarity confirmed	Measured Zs (Ω)	RCD time (ms)	RCD button confirmed	AFDD button confirmed
1	Lift control unit	1	D	B	6	6	0.4	88	2	40	16	0.75	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.01	N/A	250	>200	>200	✓	0.25	N/A	N/A	N/A

DB-Switched Fuse LIFT - Testing information

Tested by: Richard Paull **Position:** Manager **Date tested:** 09 Oct 2025 **Signature:** RPaull

Equipment Serial Numbers: Multifunction: 4148104 (Fluke 1663)

Distribution Board - DB-LMR

EICR-20251009-2MVZ

DB-LMR - Board Details

Location: Lift Motor Room **Manufacturer:** Square D **Supplied from:** Main DB - CCT 4L3 **Polarity confirmed:** ✓ **Phases:** 1 **Phases confirmed:** N/A

Zs at DB: 0.25 ohm **IPF at DB:** 0.980 kA **RCD trip time:** N/A ms

Main Switch **BS (EN):** 60947-3 **Voltage rating:** 230 V **Rated current:** 100 A **IPF rating:** N/A kA **RCD rating:** N/A mA

SPD Details **Type:** N/A **Status:** N/A

Overcurrent Device **BS (EN):** 3871 **Voltage:** 230 V **Current:** 32 A

Notes:

					CONDUCTORS			OVERCURRENT DEVICES					RCD				RING FINAL CIRCUITS			R1+R2 OR R2		INSULATION RESISTANCE					RCD		AFDD
Circuit reference	Circuit designation	Number of points served	Type of wiring	Reference method	Live (mm²)	CPC (mm²)	Max disconnect time (s)	BS(EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum Zs (Ω)	BS(EN)	Type	Operating current (mA)	Rating (A)	r1 (Ω)	rn (Ω)	r2 (Ω)	R1+R2 (Ω)	R2 (Ω)	Test Voltage (V)	Live-Live (MΩ)	Live-Earth (MΩ)	Polarity confirmed	Measured Zs (Ω)	RCD time (ms)	RCD button confirmed	AFDD button confirmed
	Shaft lights	1	A	B	1.5	1.5	0.4	60898	B	10	6	4.37	N/A	N/A	N/A	N/A	N/A	N/A	N/A	LIM	N/A	250	LIM	LIM	LIM	LIM	N/A	N/A	N/A
	Car lights	1	A	B	1.5	1.5	0.4	60898	B	10	6	4.37	N/A	N/A	N/A	N/A	N/A	N/A	N/A	LIM	N/A	250	LIM	200	✓	LIM	N/A	N/A	N/A
	Socket	1	A	B	2.5	2.5	0.4	60898	B	10	6	4.37	7288	AC	30	13	N/A	N/A	N/A	0.01	N/A	250	LIM	200	✓	0.26	15.3	✓	N/A
	Pump	1	A	B	2.5	2.5	0.4	60898	B	10	6	4.37	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.15	N/A	250	LIM	200	✓	0.4	N/A	N/A	N/A
	Not used	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
	Not used	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
	Not used	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

DB-LMR - Testing information

Tested by: Richard Paull **Position:** Manager **Date tested:** 09 Oct 2025 **Signature:** RPaull

Equipment Serial Numbers: Multifunction: 4148104 (Fluke 1663)

Distribution Board - DB- Main 1

EICR-20251009-2MVZ

DB- Main 1 - Board Details

Location: Entrance Hall **Manufacturer:** Dorman Smith **Supplied from:** SF-A in Boiler House **Polarity confirmed:** ✓ **Phases:** 3 **Phases confirmed:** ✓

Zs at DB: 0.18 ohm **IPF at DB:** 1.3 kA **RCD trip time:** N/A ms

Main Switch **BS (EN):** 4752 **Voltage rating:** 400 V **Rated current:** 100 A **IPF rating:** N/A kA **RCD rating:** N/A mA

SPD Details **Type:** N/A **Status:** N/A

Overcurrent Device **BS (EN):** 4752 **Voltage:** 400 V **Current:** 100 A

Notes:

					CONDUCTORS			OVERCURRENT DEVICES					RCD				RING FINAL CIRCUITS			R1+R2 OR R2		INSULATION RESISTANCE					RCD		AFDD
Circuit reference	Circuit designation	Number of points served	Type of wiring	Reference method	Live (mm²)	CPC (mm²)	Max disconnect time (s)	BS(EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum Zs (Ω)	BS(EN)	Type	Operating current (mA)	Rating (A)	r1 (Ω)	rn (Ω)	r2 (Ω)	R1+R2 (Ω)	R2 (Ω)	Test Voltage (V)	Live-Live (MΩ)	Live-Earth (MΩ)	Polarity confirmed	Measured Zs (Ω)	RCD time (ms)	RCD button confirmed	AFDD button confirmed
1L1	Main Switch for DB/Main	---	---	---	---	---	5	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
1L2	Main Switch for DB/Main	---	---	---	---	---	5	60947	---	200	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
1L3	Main Switch for DB/Main	---	---	---	---	---	5	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
2L1	Sub mains DB/1	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
2L2	Sub mains DB/1	1	A	C	35	25	5	60947	2	100	25	0.46	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.18	N/A	250	200	200	✓	0.19	N/A	N/A	N/A
2L3	Sub mains DB/1	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
3L1	Sub mains DB/LHK	1	MICC	C	16	16	5	60947	2	80	50	0.57	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.03	N/A	250	156	200	✓	0.21	N/A	N/A	N/A
3L2	Sub mains DB/K	1	MICC	C	16	16	5	60947	2	80	50	0.57	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.03	N/A	250	186	200	✓	0.21	N/A	N/A	N/A
3L3	Spare	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
4L1	Boiler Panel	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
4L2	Boiler Panel	1	SWA	B	6	6	0.4	60947	2	32	25	1.44	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.11	N/A	LIM	LIM	LIM	✓	0.29	N/A	N/A	N/A
4L3	Boiler Panel	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
5L1	Spare	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
5L2	Sub mains DB/Old boiler house	1	SWA	B	16	SWA	5	60947	2	63	50	0.73	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.19	N/A	250	200	200	✓	0.37	N/A	N/A	N/A
5L3	Fire alarm - Spare	1	MICC	B/C	2.5	2.5	0.4	60947	2	25	25	1.84	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.16	N/A	250	LIM	LIM	✓	0.34	N/A	N/A	N/A
6L1	Sub mains DB/A	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
6L2	Sub mains DB/A	1	SWA	C	35	SWA/ 16	5	60947	2	63	25	0.73	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.08	N/A	250	144	159	✓	0.26	N/A	N/A	
6L3	Sub mains DB/A	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Distribution Board: DB- Main 1

Location: Entrance Hall

DB- Main 1 - Testing information

Tested by:	Richard Paull	**Position:**	Manager	**Date tested:**	09 Oct 2025	**Signature:**	RPaull

Equipment Serial Numbers: Multifunction: 4148104 (Fluke 1663)

Distribution Board - DB-LHK

DB-LHK - Board Details

Location: Lesser hall kitchen **Manufacturer:** Dorman Smith **Supplied from:** DB Main 1 CCT 3L1 **Polarity confirmed:** ✓ **Phases:** 1 **Phases confirmed:** N/A

Zs at DB: 0.21 ohm **IPF at DB:** 1.1 kA **RCD trip time:** N/A ms

Main Switch **BS (EN):** 5419 **Voltage rating:** 230 V **Rated current:** A **IPF rating:** N/A kA **RCD rating:** N/A mA

SPD Details **Type:** N/A **Status:** N/A

Overcurrent Device **BS (EN):** 60947-2 **Voltage:** 230 V **Current:** 80 A

Notes: No Rcds

Circuit reference	Circuit designation	Number of points served	Type of wiring	Reference method	CONDUCTORS		Max disconnect time (s)	OVERCURRENT DEVICES					RCD				RING FINAL CIRCUITS			R1+R2 OR R2		INSULATION RESISTANCE			Polarity confirmed	Measured Zs (Ω)	RCD		AFDD
					Live (mm²)	CPC (mm²)		BS(EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum Zs (Ω)	BS(EN)	Type	Operating current (mA)	Rating (A)	r1 (Ω)	rn (Ω)	r2 (Ω)	R1+R2 (Ω)	R2 (Ω)	Test Voltage (V)	Live-Live (MΩ)	Live-Earth (MΩ)			RCD time (ms)	RCD button confirmed	AFDD button confirmed
	Sockets kitchen and fan	6	A	B/C	2.5	1.5	0.4	3871	2	32	9	0.98	N/A	N/A	N/A	N/A	0.28	0.28	0.45	0.17	-	250	200	200	✓	0.38	N/A	N/A	N/A
	Stage lighting 32 amp commando socket 1 Left	1	A	B	6	2.5	0.4	3871	2	32	9	0.98	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.12	N/A	250	200	200	✓	0.33	N/A	N/A	N/A
	Cooker	1	A	B/C	6	2.5	0.4	3871	2	32	9	0.98	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.10	N/A	250	200	200	✓	0.31	N/A	N/A	N/A
	Socket below DB	1	A	B	2.5	1.5	0.4	3871	2	16	9	1.95	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.09	N/A	250	200	200	✓	0.3	N/A	N/A	N/A
	Water boiler	1	A	B/C	2.5	1.5	0.4	3871	2	16	9	1.95	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.13	N/A	250	200	200	✓	0.34	N/A	N/A	N/A
	Lights	4	A	B/C	1.5	1	0.4	3871	2	6	9	5.20	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.24	N/A	250	LIM	200	✓	0.45	N/A	N/A	N/A
	Stage lighting 32 amp commando socket 2 Right	1	A	B	6	2.5	0.4	3871	2	32	9	0.98	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.10	N/A	250	200	200	✓	0.31	N/A	N/A	N/A

DB-LHK - Testing information

Tested by: Richard Paull **Position:** Manager **Date tested:** 09 Oct 2025 **Signature:** RPaull

Equipment Serial Numbers: Multifunction: 4148104 (Fluke 1663)

Distribution Board - DB-Heating

DB-Heating - Board Details

Location: Entrance Hall **Manufacturer:** Wylex **Supplied from:** DB1 - CCT12L3 **Polarity confirmed:** ✓ **Phases:** 1 **Phases confirmed:** N/A

Zs at DB: 0.18 ohm **IPF at DB:** 1.34 kA **RCD trip time:** N/A ms

Main Switch **BS (EN):** 60947-3 **Voltage rating:** 230 V **Rated current:** 100 A **IPF rating:** N/A kA **RCD rating:** N/A mA

SPD Details **Type:** N/A **Status:** N/A

Overcurrent Device **BS (EN):** 60898 **Voltage:** 230 V **Current:** 50 A

Notes:

Circuit reference	Circuit designation	Number of points served	Type of wiring	Reference method	CONDUCTORS		Max disconnect time (s)	OVERCURRENT DEVICES					RCD				RING FINAL CIRCUITS			R1+R2 OR R2		INSULATION RESISTANCE			Polarity confirmed	Measured Zs (Ω)	RCD		AFDD
					Live (mm²)	CPC (mm²)		BS(EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum Zs (Ω)	BS(EN)	Type	Operating current (mA)	Rating (A)	r1 (Ω)	rn (Ω)	r2 (Ω)	R1+R2 (Ω)	R2 (Ω)	Test Voltage (V)	Live-Live (MΩ)	Live-Earth (MΩ)			RCD time (ms)	RCD button confirmed	AFDD button confirmed
	EXHIBITION ROOM HEATER ONE	1	A	B	2.5	1.5	0.4	61009	B	16	6	2.73	61009	A	30	16	N/A	N/A	N/A	0.51	N/A	500	200	200	✓	0.69	13	✓	N/A
	EXHIBITION ROOM HEATER TWO	1	A	B	4	1.5	0.4	61009	B	16	6	2.73	61009	A	30	16	N/A	N/A	N/A	0.56	N/A	500	200	200	✓	0.74	32	✓	N/A

DB-Heating - Testing information

Tested by: Richard Paull **Position:** Manager **Date tested:** 09 Oct 2025 **Signature:** RPaull

Equipment Serial Numbers: Multifunction: 4148104 (Fluke 1663)

Distribution Board - DB - A

EICR-20251009-2MVZ

DB - A - Board Details

Location: Stage hallway **Manufacturer:** Dorman Smith - **Supplied from:** Main Distribution - CCT 5TP **Polarity confirmed:** ✓ **Phases:** 3 **Phases confirmed:** N/A

Zs at DB: 0.26 ohm **IPF at DB:** 1.64 kA **RCD trip time:** N/A ms

Main Switch **BS (EN):** 4752 **Voltage rating:** 400 V **Rated current:** 200 A **IPF rating:** N/A kA **RCD rating:** N/A mA

SPD Details **Type:** N/A **Status:** N/A

Overcurrent Device **BS (EN):** 4752 **Voltage:** 400 V **Current:** 200 A

Notes:

					CONDUCTORS			OVERCURRENT DEVICES					RCD				RING FINAL CIRCUITS			R1+R2 OR R2		INSULATION RESISTANCE					RCD		AFDD
Circuit reference	Circuit designation	Number of points served	Type of wiring	Reference method	Live (mm²)	CPC (mm²)	Max disconnect time (s)	BS(EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum Zs (Ω)	BS(EN)	Type	Operating current (mA)	Rating (A)	r1 (Ω)	rn (Ω)	r2 (Ω)	R1+R2 (Ω)	R2 (Ω)	Test Voltage (V)	Live-Live (MΩ)	Live-Earth (MΩ)	Polarity confirmed	Measured Zs (Ω)	RCD time (ms)	RCD button confirmed	AFDD button confirmed
1L1	Not used	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
1L2	Sub main DB/HL	1	G	C	16	SWA	5	60947	2	63	10	0.73	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.01	N/A	250	200	200	✓	0.27	N/A	N/A	N/A
1L3	Not used	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
2L1	Not used	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
2L2	Not used	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
2L3	Not used	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
3L1	Not used	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
3L2	Not used	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
3L3	Not used	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
4L1	Main Switch	---	---	---	---	---	---	---	---	200	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
4L2	Main Switch	---	---	---	---	---	---	---	---	200	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
4L3	Main Switch	---	---	---	---	---	---	---	---	200	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
5L1	Sub mains DB/SPL	1	G	C	16	SWA	5	60947	2	63	10	0.73	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.01	N/A	250	200	200	✓	0.26	N/A	N/A	N/A
5L2	Sub mains DB/EML	1	G	C	16	SWA	5	60947	2	63	10	0.73	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.00	N/A	250	200	200	✓	0.26	N/A	N/A	N/A
5L3	Not used	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
6L1	Sub mains DB/SL far side via sw fuse	1	G	C	16	SWA	5	60947	2	63	10	0.73	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.02	N/A	250	200	200	✓	0.28	N/A	N/A	N/A
6L2	Not used	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
6L3	Not used	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Distribution Board: DB - A

Location: Stage hallway

DB - A - Testing information

Tested by:	Richard Paull	**Position:**	Manager	**Date tested:**	09 Oct 2025	**Signature:**	RPaull

Equipment Serial Numbers: Multifunction: 4148104 (Fluke 1663)

Distribution Board - DB-EM Lighting

EICR-20251009-2MVZ

DB-EM Lighting - Board Details

Location: Stage Hallway **Manufacturer:** Dorman DAX **Supplied from:** DB - A CCT 5L2 **Polarity confirmed:** ✔ **Phases:** 1 **Phases confirmed:** N/A

Zs at DB: 0.26 ohm **IPF at DB:** 0.932 kA **RCD trip time:** N/A ms

Main Switch **BS (EN):** 5419 **Voltage rating:** 230 V **Rated current:** 100 A **IPF rating:** N/A kA **RCD rating:** N/A mA

SPD Details **Type:** N/A **Status:** N/A

Overcurrent Device **BS (EN):** 60947-2 **Voltage:** 230 V **Current:** 63 A

Notes:

					CONDUCTORS			OVERCURRENT DEVICES					RCD				RING FINAL CIRCUITS			R1+R2 OR R2		INSULATION RESISTANCE					RCD		AFDD
Circuit reference	Circuit designation	Number of points served	Type of wiring	Reference method	Live (mm²)	CPC (mm²)	Max disconnect time (s)	BS(EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum Zs (Ω)	BS(EN)	Type	Operating current (mA)	Rating (A)	r1 (Ω)	rn (Ω)	r2 (Ω)	R1+R2 (Ω)	R2 (Ω)	Test Voltage (V)	Live-Live (MΩ)	Live-Earth (MΩ)	Polarity confirmed	Measured Zs (Ω)	RCD time (ms)	RCD button confirmed	AFDD button confirmed
1	CLUB ROOM EM	2	B	A	1.5	1	0.4	3871	2	16	9	1.95	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.72	N/A	250	LIM	19	✔	0.98	N/A	N/A	N/A
2	HALL EM LIGHTS	12	B	B	1.5	1	0.4	3871	2	6	9	5.20	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.40	N/A	250	LIM	19	✔	1.66	N/A	N/A	N/A
3	SPARE	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
4	SPARE	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
5	SPARE	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
6	SPARE	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

DB-EM Lighting - Testing information

Tested by: Richard Paull **Position:** Manager **Date tested:** 09 Oct 2025 **Signature:** RPaull

Equipment Serial Numbers: Multifunction: 4148104 (Fluke 1663)

Distribution Board - DB - SPL

EICR-20251009-2MVZ

DB - SPL - Board Details

Location: Stage **Manufacturer:** Dorman Smith Load **Supplied from:** DB -A CCT 1L1 **Polarity confirmed:** ✓ **Phases:** 1 **Phases confirmed:** N/A

Zs at DB: 0.26 ohm **IPF at DB:** 0.932 kA **RCD trip time:** N/A ms

Main Switch **BS (EN):** 5419 **Voltage rating:** 230 V **Rated current:** 100 A **IPF rating:** N/A kA **RCD rating:** N/A mA

SPD Details **Type:** N/A **Status:** N/A

Overcurrent Device **BS (EN):** 60947-2 **Voltage:** 230 V **Current:** 63 A

Notes:

					CONDUCTORS			OVERCURRENT DEVICES					RCD				RING FINAL CIRCUITS			R1+R2 OR R2		INSULATION RESISTANCE					RCD		AFDD
Circuit reference	Circuit designation	Number of points served	Type of wiring	Reference method	Live (mm²)	CPC (mm²)	Max disconnect time (s)	BS(EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum Zs (Ω)	BS(EN)	Type	Operating current (mA)	Rating (A)	r1 (Ω)	rn (Ω)	r2 (Ω)	R1+R2 (Ω)	R2 (Ω)	Test Voltage (V)	Live-Live (MΩ)	Live-Earth (MΩ)	Polarity confirmed	Measured Zs (Ω)	RCD time (ms)	RCD button confirmed	AFDD button confirmed
1	Disabled lift adjacent stage	1	A	B/C	2.5	1.5	0.4	60898	C	16	10	1.37	7288	AC	30	13	N/A	N/A	N/A	0.52	N/A	250	LIM	200	✓	0.78	38	✓	N/A
2	Stage sockets opposite	4	A	B/C	2.5	1.5	0.4	60898	B	16	10	2.73	7288	AC	30	13	N/A	N/A	N/A	0.40	N/A	250	LIM	0.03	✓	0.66	36.9	✓	N/A
3	Stage sockets below DB	2	A	C	2.5	1.5	0.4	60898	B	16	10	2.73	7288	AC	30	13	N/A	N/A	N/A	0.12	N/A	250	LIM	0.03	✓	0.59	37.3	✓	N/A
4	Sub main DB/FL	1	A	C	4	2.5	0.4	60898	B	32	10	1.37	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.01	N/A	250	200	200	✓	0.26	N/A	N/A	N/A
5	Hall socket RHS door	1	A	C	2.5	1.5	0.4	3871	2	16	9	1.95	7288	AC	30	13	N/A	N/A	N/A	0.53	N/A	250	LIM	0.03	✓	0.79	38.3	✓	N/A
6	Lights back stair and room at top of stairs	8	A	C	1.5	1	0.4	3871	2	10	9	3.12	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.72	N/A	250	LIM	0.03	✓	0.98	N/A	N/A	N/A
7	Lights club room, and WC's	11	A	C	1.5	1	0.4	3871	2	10	9	3.12	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.89	N/A	250	LIM	0.03	✓	1.15	N/A	N/A	N/A
8	Lights side of stage and WC & EM lights	12	A	B/C	1.5	1	0.4	3871	2	10	9	3.12	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.42	N/A	250	LIM	0.03	✓	1.68	N/A	N/A	N/A
9	Lights Cellar/Store	3	A	C	1.5	1	0.4	3871	2	10	9	3.12	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.99	N/A	250	LIM	0.03	✓	1.25	N/A	N/A	N/A
10	Sub mains DB/SPL2	1	A	B	4	2.5	0.4	3871	2	32	9	0.98	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.00	N/A	250	200	200	✓	0.26	N/A	N/A	N/A
11	Sockets and water heater club room & hall sink area sockets	9	A	B	2.5	1.5	0.4	3871	2	32	9	0.98	N/A	N/A	N/A	N/A	0.58	0.19	0.82	0.41	N/A	250	LIM	0.03	✓	0.67	N/A	N/A	N/A
12	Hall socket LHS double door	1	A	B	4	2.5	0.4	3871	2	16	9	1.95	7288	AC	30	13	N/A	N/A	N/A	1.05	N/A	250	LIM	0.03	✓	1.31	23.5	✓	N/A

DB - SPL - Testing information

Tested by: Richard Paull **Position:** Manager **Date tested:** 09 Oct 2025 **Signature:** RPaull

Equipment Serial Numbers: Multifunction: 4148104 (Fluke 1663)

Distribution Board - DB - SPL 2

EICR-20251009-2MVZ

DB - SPL 2 - Board Details

Location: Stage **Manufacturer:** Square D **Supplied from:** DB- SPL CCT 3 **Polarity confirmed:** ✓ **Phases:** 1 **Phases confirmed:** N/A

Zs at DB: 0.29 ohm **IPF at DB:** 0.832 kA **RCD trip time:** N/A ms **Main Switch** **BS (EN):** 60947-3 **Voltage rating:** 230 V **Rated current:** 100 A **IPF rating:** N/A kA **RCD rating:** N/A mA

SPD Details **Type:** N/A **Status:** N/A **Overcurrent Device** **BS (EN):** 3871 **Voltage:** 230 V **Current:** 32 A

Notes:

					CONDUCTORS			OVERCURRENT DEVICES					RCD				RING FINAL CIRCUITS			R1+R2 OR R2		INSULATION RESISTANCE					RCD		AFDD
Circuit reference	Circuit designation	Number of points served	Type of wiring	Reference method	Live (mm²)	CPC (mm²)	Max disconnect time (s)	BS(EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum Zs (Ω)	BS(EN)	Type	Operating current (mA)	Rating (A)	r1 (Ω)	rn (Ω)	r2 (Ω)	R1+R2 (Ω)	R2 (Ω)	Test Voltage (V)	Live-Live (MΩ)	Live-Earth (MΩ)	Polarity confirmed	Measured Zs (Ω)	RCD time (ms)	RCD button confirmed	AFDD button confirmed
M	Main Switch	---	---	---	---	---	---	60947	---	100	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
1	Socket 1 Below	1	A	B	2.5	1.5	0.4	61009	B	16	6000	2.73	61009	AC	30	16	N/A	N/A	N/A	0.00	N/A	500	200	200	✓	0.29	36	✓	N/A
2	Socket 2 Below	1	A	B	2.5	1.5	0.4	61009	B	16	6000	2.73	61009	AC	30	16	N/A	N/A	N/A	0.00	N/A	500	200	200	✓	0.29	30	✓	N/A
3	Spare	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
4	Spare	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

DB - SPL 2 - Testing information

Tested by: Richard Paull **Position:** Manager **Date tested:** 09 Oct 2025 **Signature:** RPaull

Equipment Serial Numbers: Multifunction: 4148104 (Fluke 1663)

Distribution Board - DB Floodlights

EICR-20251009-2MVZ

DB Floodlights - Board Details

Location: Stage | **Manufacturer:** MK | **Supplied from:** DB SPL Cct 4 | **Polarity confirmed:** ✓ | **Phases:** 1 | **Phases confirmed:** N/A

Zs at DB: 0.26 ohm | **IPF at DB:** 0.904 kA | **RCD trip time:** N/A ms | **Main Switch** **BS (EN):** 5419 | **Voltage rating:** 230 V | **Rated current:** UNKNOWN A | **kA rating:** N/A kA | **RCD rating:** N/A mA

SPD Details **Type:** N/A | **Status:** | **Overcurrent Device** **BS (EN):** 3871-2 | **Voltage:** 230 V | **Current:** 32 A

Notes:

Circuit reference	Circuit designation	Number of points served	Type of wiring	Reference method	CONDUCTORS		Max disconnect time (s)	OVERCURRENT DEVICES					RCD				RING FINAL CIRCUITS			R1+R2 OR R2		INSULATION RESISTANCE			Polarity confirmed	Measured Zs (Ω)	RCD		AFDD
					Live (mm²)	CPC (mm²)		BS(EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum Zs (Ω)	BS(EN)	Type	Operating current (mA)	Rating (A)	r1 (Ω)	rn (Ω)	r2 (Ω)	R1+R2 (Ω)	R2 (Ω)	Test Voltage (V)	Live-Live (MΩ)	Live-Earth (MΩ)			RCD time (ms)	RCD button confirmed	AFDD button confirmed
1	Spare	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
2	Spare	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
3	Spare	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
4	Spare	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
5	Stage Floodlights	4	C	B/C	2.5	1.5	0.4	3871	2	15	6	2.08	N/A	N/A	N/A	N/A	LIM	LIM	LIM	LIM	LIM	250	LIM	18.6	LIM	LIM	N/A	N/A	N/A
6	MainHall 4 x Wall Floodlights	4	C	B/C	2.5	1.5	0.4	3871	2	15	6	2.08	N/A	N/A	N/A	N/A	LIM	LIM	LIM	LIM	LIM	250	LIM	18.6	LIM	LIM	N/A	N/A	N/A
7	Spare	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
8	Spare	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

DB Floodlights - Testing information

Tested by: Richard Paull | **Position:** Manager | **Date tested:** 09 Oct 2025 | **Signature:** RPaull

Equipment Serial Numbers: Multifunction: 4148104 (Fluke 1663)

Distribution Board - DB-House Lights

DB-House Lights - Board Details

Location: Stage **Manufacturer:** Dorman Smith **Supplied from:** DBA - CCT 3L2 **Polarity confirmed:** ✔ **Phases:** 1 **Phases confirmed:** N/A

Zs at DB: 0.27 ohm **IPF at DB:** 0.896 kA **RCD trip time:** N/A ms

Main Switch **BS (EN):** 60947-3 **Voltage rating:** 230 V **Rated current:** 100 A **IPF rating:** N/A kA **RCD rating:** N/A mA

SPD Details **Type:** N/A **Status:** N/A

Overcurrent Device **BS (EN):** 60947-2 **Voltage:** 230 V **Current:** 63 A

Notes:

					CONDUCTORS			OVERCURRENT DEVICES					RCD				RING FINAL CIRCUITS			R1+R2 OR R2		INSULATION RESISTANCE					RCD		AFDD
Circuit reference	Circuit designation	Number of points served	Type of wiring	Reference method	Live (mm²)	CPC (mm²)	Max disconnect time (s)	BS(EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum Zs (Ω)	BS(EN)	Type	Operating current (mA)	Rating (A)	r1 (Ω)	rn (Ω)	r2 (Ω)	R1+R2 (Ω)	R2 (Ω)	Test Voltage (V)	Live-Live (MΩ)	Live-Earth (MΩ)	Polarity confirmed	Measured Zs (Ω)	RCD time (ms)	RCD button confirmed	AFDD button confirmed
	Hall lights row 1	5	A	C	1.5	1	0.4	60898	C	10	10	2.18	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.05	N/A	250	LIM	0.03	✔	0.32	N/A	N/A	N/A
	Hall lights row 2	5	A	C	1.5	1	0.4	3871	2	10	9	3.12	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.06	N/A	250	LIM	0.03	✔	0.33	N/A	N/A	N/A
	Hall lights row 3	5	A	C	1.5	1	0.4	3871	2	10	9	3.12	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.05	N/A	250	LIM	0.03	✔	0.32	N/A	N/A	N/A
	Hall lights row 4	5	A	C	1.5	1	0.4	3871	2	10	9	3.12	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.03	N/A	250	LIM	0.03	✔	0.31	N/A	N/A	N/A
	Em lights centre of hall	4	A	C	1.5	1.5	0.4	3871	2	16	9	1.95	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.06	N/A	250	LIM	0.03	✔	0.33	N/A	N/A	N/A
	Dressing room socket above	1	A	C	1.5	1	0.4	60898	B	16	10	2.73	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.25	N/A	250	200	200	✔	0.52	N/A	N/A	N/A
	Not used	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
	Not used	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
	Not used	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

DB-House Lights - Testing information

Tested by: Richard Paull **Position:** Manager **Date tested:** 09 Oct 2025 **Signature:** RPaull

Equipment Serial Numbers: Multifunction: 4148104 (Fluke 1663)

Distribution Board - DB- Switch Fuse SL

DB- Switch Fuse SL - Board Details

Location: Stage Back room **Manufacturer:** MEM **Supplied from:** DB - A CCT 2L1 **Polarity confirmed:** ✔ **Phases:** 1 **Phases confirmed:** N/A

Zs at DB: 0.24 ohm **IPF at DB:** 1.0 kA **RCD trip time:** N/A ms

Main Switch **BS (EN):** 60947-3 **Voltage rating:** 230 V **Rated current:** 100 A **IPF rating:** 33 kA **RCD rating:** N/A mA

SPD Details **Type:** N/A **Status:** N/A

Overcurrent Device **BS (EN):** 60947-2 **Voltage:** 230 V **Current:** 63 A

Notes:

Circuit reference	Circuit designation	Number of points served	Type of wiring	Reference method	CONDUCTORS		Max disconnect time (s)	OVERCURRENT DEVICES					RCD				RING FINAL CIRCUITS			R1+R2 OR R2		INSULATION RESISTANCE			Polarity confirmed	Measured Zs (Ω)	RCD		AFDD
					Live (mm²)	CPC (mm²)		BS(EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum Zs (Ω)	BS(EN)	Type	Operating current (mA)	Rating (A)	r1 (Ω)	rn (Ω)	r2 (Ω)	R1+R2 (Ω)	R2 (Ω)	Test Voltage (V)	Live-Live (MΩ)	Live-Earth (MΩ)			RCD time (ms)	RCD button confirmed	AFDD button confirmed
1	Sub Mains(DB SL)	1	F	C	16	SWA/ 10	5	88-2 Fuse HRC	gG	100	80	0.42	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.04	N/A	500	200	200	✔	0.28	N/A	N/A	N/A

DB- Switch Fuse SL - Testing information

Tested by: Richard Paull **Position:** Manager **Date tested:** 09 Oct 2025 **Signature:** RPaull

Equipment Serial Numbers: Multifunction: 4148104 (Fluke 1663)

Distribution Board - DB-SL

EICR-20251009-2MVZ

DB-SL - Board Details

Location: Stage Back room **Manufacturer:** Schneider **Supplied from:** Switch Fuse SL - CCT 2L1 **Polarity confirmed:** ✓ **Phases:** 1 **Phases confirmed:** N/A

Zs at DB: 0.28 ohm **IPF at DB:** 0.866 kA **RCD trip time:** N/A ms

Main Switch **BS (EN):** 60947-3 **Voltage rating:** 230 V **Rated current:** 100 A **IPF rating:** N/A kA **RCD rating:** N/A mA

SPD Details **Type:** N/A **Status:** N/A

Overcurrent Device **BS (EN):** 1361 **Voltage:** 230 V **Current:** 100 A

Notes:

					CONDUCTORS			OVERCURRENT DEVICES					RCD				RING FINAL CIRCUITS			R1+R2 OR R2		INSULATION RESISTANCE					RCD		AFDD
Circuit reference	Circuit designation	Number of points served	Type of wiring	Reference method	Live (mm²)	CPC (mm²)	Max disconnect time (s)	BS(EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum Zs (Ω)	BS(EN)	Type	Operating current (mA)	Rating (A)	r1 (Ω)	rn (Ω)	r2 (Ω)	R1+R2 (Ω)	R2 (Ω)	Test Voltage (V)	Live-Live (MΩ)	Live-Earth (MΩ)	Polarity confirmed	Measured Zs (Ω)	RCD time (ms)	RCD button confirmed	AFDD button confirmed
	Bar ND1	1	D	B	1.5	1.5	0.4	61009	C	10	10	2.18	61009	AC	30	10	N/A	N/A	N/A	0.00	N/A	500	LIM	0.03	✓	0.29	30	✓	N/A
	Bar ND2	1	D	B	1.5	1.5	0.4	61009	C	10	10	2.18	61009	AC	30	10	N/A	N/A	N/A	0.00	N/A	500	LIM	0.03	✓	0.29	28	✓	N/A
	Bar ND3	1	D	B	1.5	1.5	0.4	61009	C	10	10	2.18	61009	AC	30	10	N/A	N/A	N/A	0.00	N/A	500	LIM	0.03	✓	0.29	28	✓	N/A
	Bar ND4	1	D	B	1.5	1.5	0.4	61009	C	10	10	2.18	61009	AC	30	10	N/A	N/A	N/A	0.00	N/A	500	LIM	0.03	✓	0.29	30	✓	N/A
	Bar ND5	1	D	B	1.5	1.5	0.4	61009	C	10	10	2.18	61009	AC	30	10	N/A	N/A	N/A	0.00	N/A	500	LIM	0.03	✓	0.29	30	✓	N/A
	Sockets below	2	D	B	2.5	2.5	0.4	61009	C	16	10	1.37	61009	AC	30	16	N/A	N/A	N/A	0.01	N/A	500	200	200	✓	0.3	30	✓	N/A
	Splitter Spur	1	D	B	1.5	1.5	0.4	60898	C	6	10	3.64	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.01	N/A	500	200	200	✓	0.31	N/A	N/A	N/A
	Dimmer pack	1	D	B	16	16	0.4	60898	C	80	15	0.27	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.00	N/A	500	LIM	0.03	✓	0.28	N/A	N/A	N/A

DB-SL - Testing information

Tested by: Richard Paull **Position:** Manager **Date tested:** 09 Oct 2025 **Signature:** RPaull

Equipment Serial Numbers: Multifunction: 4148104 (Fluke 1663)

Distribution Board - DB-Kitchen

EICR-20251009-2MVZ

DB-Kitchen - Board Details

Location: Kitchen Cupboard **Manufacturer:** Dorman Smith **Supplied from:** DB Main 1 - CCT 3L2 **Polarity confirmed:** ✓ **Phases:** 1 **Phases confirmed:** N/A

Zs at DB: 0.22 ohm **IPF at DB:** 1.1 kA **RCD trip time:** N/A ms

Main Switch **BS (EN):** 5419 **Voltage rating:** 230 V **Rated current:** 100 A **IPF rating:** N/A kA **RCD rating:** N/A mA

SPD Details **Type:** N/A **Status:** N/A

Overcurrent Device **BS (EN):** 60947-2 **Voltage:** 230 V **Current:** 80 A

Notes:

					CONDUCTORS			OVERCURRENT DEVICES					RCD				RING FINAL CIRCUITS			R1+R2 OR R2		INSULATION RESISTANCE					RCD		AFDD
Circuit reference	Circuit designation	Number of points served	Type of wiring	Reference method	Live (mm²)	CPC (mm²)	Max disconnect time (s)	BS(EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum Zs (Ω)	BS(EN)	Type	Operating current (mA)	Rating (A)	r1 (Ω)	rn (Ω)	r2 (Ω)	R1+R2 (Ω)	R2 (Ω)	Test Voltage (V)	Live-Live (MΩ)	Live-Earth (MΩ)	Polarity confirmed	Measured Zs (Ω)	RCD time (ms)	RCD button confirmed	AFDD button confirmed
	Kitchen Sockets	5	A	C	1.5	1.5	0.4	3871	2	32	9	0.98	N/A	N/A	N/A	N/A	0.39	0.39	0.69	0.26	N/A	250	LIM	119	✓	0.43	N/A	N/A	N/A
	Oven	1	A	B	10	4	0.4	60898	C	40	10	0.55	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.02	N/A	250	LIM	200	✓	0.24	N/A	N/A	N/A
	Not Used	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Water boiler Supplying 2x boilers	2	A	C	2.5	1.5	0.4	3871	2	16	9	1.95	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.10	N/A	250	200	155	✓	0.32	N/A	N/A	N/A
	Lights	2	A	C	1	1	0.4	3871	2	6	9	5.20	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.37	N/A	250	LIM	92	✓	0.59	N/A	N/A	N/A
	Not used	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Lesser Hall Lift	1	A	B	2.5	1.5	0.4	3871	2	16	9	1.95	7288	AC	30	13	N/A	N/A	N/A	0.20	N/A	250	LIM	102	✓	0.42	9.1	✓	N/A

DB-Kitchen - Testing information

Tested by: Richard Paull **Position:** Manager **Date tested:** 09 Oct 2025 **Signature:** RPaull

Equipment Serial Numbers: Multifunction: 4148104 (Fluke 1663)

Distribution Board - DB-Boiler Panel

DB-Boiler Panel - Board Details

Location: Boiler House **Manufacturer:** N/A **Supplied from:** Main DB CCT 4TP **Polarity confirmed:** ✓ **Phases:** 3 **Phases confirmed:** ✓

Zs at DB: 0.29 ohm **IPF at DB:** 0.839 kA **RCD trip time:** N/A ms

Main Switch **BS (EN):** 60947-3 **Voltage rating:** 400 V **Rated current:** 100 A **IPF rating:** N/A kA **RCD rating:** N/A mA

SPD Details **Type:** N/A **Status:** N/A

Overcurrent Device **BS (EN):** 60947-2 **Voltage:** 400 V **Current:** 32 A

Notes:

Circuit reference	Circuit designation	Number of points served	Type of wiring	Reference method	CONDUCTORS		Max disconnect time (s)	OVERCURRENT DEVICES					RCD				RING FINAL CIRCUITS			R1+R2 OR R2		INSULATION RESISTANCE			Polarity confirmed	Measured Zs (Ω)	RCD		AFDD
					Live (mm²)	CPC (mm²)		BS(EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum Zs (Ω)	BS(EN)	Type	Operating current (mA)	Rating (A)	r1 (Ω)	rn (Ω)	r2 (Ω)	R1+R2 (Ω)	R2 (Ω)	Test Voltage (V)	Live-Live (MΩ)	Live-Earth (MΩ)			RCD time (ms)	RCD button confirmed	AFDD button confirmed
1	Internal Control Units - Not Tested	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

DB-Boiler Panel - Testing information

Tested by: Richard Paull **Position:** Manager **Date tested:** 09 Oct 2025 **Signature:** RPaull

Equipment Serial Numbers: Multifunction: 4148104 (Fluke 1663)

ADDITIONAL INFORMATION

Summary of Findings

The inspection identified a number of issues requiring attention, ranging from maintenance items to potentially dangerous defects. The main concerns are outlined below:

Immediate Safety Concerns
Old non tested / cpmpliant protective devices in use throughout presenting a high risk of when attempting to isolate circuits for maintenance and upgrades.
Exposed live electrical parts were found within lighting distribution equipment above toilet ceilings, presenting a risk of electric shock.
Exposed wiring insulation and poor workmanship were identified in ceiling voids following previous upgrade works.
Exposed motor connections were found within an accessible lift enclosure.
A sump pump serving the clubroom is supplied via an extension lead laid across the floor, with no suitable protection against electric shock or damage.
Some circuits appear incorrectly connected or have loose connections, which may lead to overheating or failure.

Electrical Protection Issues

Several sockets rely on outdated Type AC RCD protection, with some failing required trip times and requiring replacement.
Various socket circuits throughout the building have no additional 30mA RCD protection, increasing shock risk, particularly in publicly accessible areas.
No Surge Protection Device (SPD) is installed to protect equipment against transient overvoltages.
No Arc Fault Detection Devices are installed; while not always mandatory, these offer increased fire protection on certain circuits.
Some protective devices and circuits exceed permitted fault protection values, meaning automatic disconnection under fault conditions may not operate as intended.

Consumer Units / Distribution Boards

Missing covers, missing screws and damaged enclosures were identified on several distribution boards.
Excessive dust ingress and poor enclosure sealing were noted in some panels.
Circuit identification are incomplete or missing on certain boards.
Two separate distribution circuits have been connected to a single protective device in one area.

Condition of Wiring & Accessories

Numerous cables throughout the premises have been painted over, which may contribute to deterioration over time.
Damaged switches, sockets and back boxes were found in several locations.
Some accessories do not provide suitable protection against moisture or foreign objects entering the enclosure.
Fire-resistant cable supports are absent in areas where cables pass over escape routes.

Earthing & Bonding

Alterations to the main earthing conductor were identified, reducing the effective conductor size and potentially affecting fault protection.
Additional bonding arrangements require review.

Circuit Testing Concerns

Some circuits showed abnormal continuity readings or open-circuit conditions, indicating possible loose connections, wiring faults or damaged conductors.
Certain circuits could not be fully tested or produced unexpected results.
Elevated insulation resistance readings suggest connected equipment may be affecting test results, although further investigation may be required.

General Condition
The installation contains a combination of ageing equipment, historic modifications and poor-quality alterations. While many observations relate to improvement works and maintenance, several items require urgent attention due to increased risks of electric shock, inadequate fault protection or fire.

Recommendation:
Priority should be given to non standard Protective devices, defects involving exposed live parts, inadequate protective measures, damaged accessories and circuits serving publicly accessible areas.

APPENDIX

DISTRIBUTION BOARD PHOTOS



DB - SF A - Main DB

Location: Boiler House



Main Distribution Board

Location: Entrance Hall high level



DB-Switched Fuse LIFT

Location: LMR



DB-LMR

Location: Lift Motor Room

DISTRIBUTION BOARD PHOTOS (CONTINUED)



DB- Main 1

Location: Entrance Hall



DB-LHK

Location: Lesser hall kitchen



DB-Heating

Location: Entrance Hall



DB - A

Location: Stage hallway

DISTRIBUTION BOARD PHOTOS (CONTINUED)



DB-EM Lighting

Location: Stage Hallway



DB - SPL

Location: Stage



DB - SPL 2

Location: Stage



DB Floodlights

Location: Stage

DISTRIBUTION BOARD PHOTOS (CONTINUED)



DB-House Lights

Location: Stage



DB- Switch Fuse SL

Location: Stage Back room



DB-SL

Location: Stage Back room



DB-Kitchen

Location: Kitchen Cupboard

CONDITION REPORT GUIDANCE FOR RECIPIENTS

1. The purpose of this Report is to confirm, as far as reasonably practicable, whether or not the electrical installation is in a satisfactory condition for continued service (see SUMMARY OF THE CONDITION OF THE INSTALLATION). The Report should identify any damage, deterioration, defects, and / or conditions which may give rise to danger (see OBSERVATIONS AND RECOMMENDATIONS).

2. This Report is only valid if accompanied by the Inspection Schedule(s) and the Schedule(s) of Circuit Details and Test Results.

3. The person ordering the Report should have received this Report without watermarks and the inspector / company should have retained a duplicate.

4. This Report should be retained in a safe place and be made available to any person inspecting or undertaking work on the electrical installation in the future. If the property is vacated, this Report will provide the new owner / occupier with details of the condition of the electrical installation at the time the Report was issued.

5. The EXTENT AND LIMITATIONS section should identify fully the extent of the installation covered by this Report and any limitations on the inspection and testing. The inspector should have agreed these aspects with the person ordering the Report and with other interested parties (licensing authority, insurance company, mortgage provider and the like) before the inspection was carried out.

6. Some operational limitations such as inability to gain access to parts of the installation or an item of equipment may have been encountered during the inspection. The inspector should have noted these in the EXTENT AND LIMITATIONS section.

7. For items classified in the OBSERVATIONS AND RECOMMENDATIONS section as C1 ("Danger present"), the safety of those using the installation is at risk, and it is recommended that a skilled person or persons competent in electrical installation work undertakes the necessary remedial work immediately.

8. For items classified in the OBSERVATIONS AND RECOMMENDATIONS section as C2 ("Potentially dangerous"), the safety of those using the installation may be at risk, and it is recommended that a skilled person or persons competent in electrical installation work undertakes the necessary remedial work as a matter of urgency.

9. Where it has been stated in the OBSERVATIONS AND RECOMMENDATIONS section that an observation requires further investigation (Code FI) the inspection has revealed an apparent deficiency which may result in a Code C1 or C2, and could not, due to the extent or limitations of the inspection, be fully identified. Such observations should be investigated without delay. A further examination of the installation will be necessary, to determine the nature and extent of the apparent deficiency, (see SUMMARY OF THE CONDITION OF THE INSTALLATION).

10. For safety reasons, the electrical installation should be re-inspected at appropriate intervals by a skilled person or persons, competent in such work. The recommended date by which the next inspection is due can be found in the DECLARATION section of the Report.

11. INTAKE EQUIPMENT (VISUAL INSPECTION ONLY) EXPLANATION OF CLASSIFICATION CODE X An outcome against an item in this section, other than access to live parts, should NOT be used to determine the overall outcome. NOTE 1: Where inadequacies in the intake equipment are encountered, which may result in a dangerous or potentially dangerous situation, the person ordering the work and / or duty holder must be informed. It is strongly recommended that the person ordering the work informs the appropriate authority. NOTE 2: For this section only, where inadequacies are found, an X should be put against the appropriate item and a comment made in the Observations and Recommendations section.

12. Where the installation includes a Residual Current Device (RCD) it should be tested 6 monthly by pressing the button marked 'T' or 'Test'. The device should switch off the supply and should then be switched on to restore the supply. If the device does not switch off the supply when the button is pressed, seek expert advice. For safety reasons it is important that this instruction is followed.

13. Where the installation includes an Arc Fault Detection Device (AFDD) having a manual test facility it should be tested 6 monthly by pressing the test button. Where an AFDD has both a test button and automatic test function, manufacturer's instructions shall be followed with respect to test button operation.

14. Where the installation includes a Surge Protective Device (SPD) the status indicator should be checked to confirm it is in operational condition in accordance with manufacturer's information. If the indication shows that the device is not operational, seek expert advice. For safety reasons it is important this safety instruction is followed.

15. Where the installation includes alternative or additional sources of supply warning notices should be found at the origin or meter position or, if remote from the origin, at the consumer unit or distribution board and at all points of isolation of all sources of supply.

WIRING TYPES REFERENCE

A: PVC/PVC cables

B: PVC cables in metallic conduit

C: PVC cables in non-metallic conduit core

D: PVC cables in metallic trunking

E: PVC cables in non-metallic trunking

F: PVC/SWA cables

G: XLPE/SWA cables

H: Mineral insulated cables

O: Other cable types not listed here

Holmfirth Civic – Electrical Works Proposal & Planned Shutdown Notice.
Distribution Board Upgrades & Associated Remedial Works to be carried out by RP Electrical Contractors

Following on from the recent Electrical Installation Condition Report and issued schedule of remedial works, a number of C2 observations have been identified within the installation.

Particular concern points towards the presence of obsolete BS3871 protective devices, which do not meet today's current BS 7671 requirements in relation to the safe isolation and air gap performance of the device, which means the devices may not provide a safe means of safe isolation to modern standards increasing risks during ongoing inspection, maintenance and electrical works.

This proposal outlines:

- The required distribution board upgrade works
- The planned shutdown strategy
- Key risks and limitations associated with the installation

Scope of Proposed Works

RP Electrical Contractors propose to carry out the following:

- Replacement of existing distribution boards noted in report
- Removal of obsolete BS3871 protective devices and Distribution equipment throughout
- Installation of BS EN 61009 RCBOs (Type A) where practicable
- Installation of BS EN 60898 MCBs where circuit conditions prevent RCBO use
- Re-termination, testing, and commissioning of all circuits and distribution units
- Associated remedial works identified within the EICR to gain a satisfactory report.

Existing Installation Condition

The installation is estimated to be 40+ years old and includes:

- Single insulated PVC conductors
- Metallic conduit systems providing containment and earthing
- Unlabelled cores and historically altered circuits throughout
- Obsolete and non-compliant devices.

Due to the nature and age of the system, there is some uncertainty in some circuit configuration which includes potential:

- Borrowed or shared neutrals on lighting and power circuits
- Mixed / interconnected / incorrectly configured circuits
- Non-standard or undocumented alterations
-

Operational Risk During Upgrade

During installation of RCBO protection:

- Certain circuits (particularly the lighting circuits) may trip immediately upon energisation due to borrowed neutrals from nearby circuits. This is typically due to imbalance caused by wiring configurations or connected loads
- These conditions may not have been fully identifiable during the EICR and will remain untraced until upgrades are undertaken.

Contingency Plan

To ensure safe restoration of power:

- Where RCBO devices cannot be used due to persistent tripping as mentioned above: A **BS EN 60898 compliant MCB** will be installed

This will:

1. Provide **improved safety and dedicated isolation** compared to existing equipment
2. Allow circuits to be safely returned to service

**Please note:

Circuits installed in this manner will **not have RCD protection** until further remedial works are undertaken.

Proposed Shutdown & Phasing Plan

To minimise disruption, the following options are available:

Option 1 – A phased daytime partial shutdown

- Replace 1 non-critical board per daytime visit
- Isolates the agreed affected areas only
- Maintains partial building operation where possible
- Areas worked on will be closed off for safety
- **Critical /Main Distribution Panel will still require full daytime closure of the property for approx 3 days (Fri/Sat/Sun)**

Option 2 – Weekends only full site shutdown

- Concentrated works over each weekend period
- Multiple boards replaced in short timeframe
- No requirement to close off areas or worry about power loss.
- **Critical /Main Distribution Panel will still require full daytime closure of the property for approx 3 days (Fri/Sat/Sun)**

Option 3 - Hybrid

- Chosen Weekends: Replace the Large main/critical boards
- Chosen Weekdays: Complete remaining fuse boards in phases
- **Critical /Main Distribution Panel will still require full daytime closure of the property for approx 3 days (Fri/Sat/Sun)**

Critical Considerations

The Client is advised that:

- Unknown faults may result in RCBO tripping during energisation
- Some circuits may require additional fault finding
- Temporary loss of power is unavoidable
- Certain areas may experience extended downtime

Pre-Works Preparation

Prior to shutdown:

- Circuits will be identified and labelled where practicable
- Affected areas will be communicated in advance
- Critical systems (fire alarms, Intruder alarm , pumps, IT) will be reviewed to ensure priority re-energisation
- Safe access to all boards will be confirmed

Client Notification
Planned electrical shutdowns will be required to facilitate the safe replacement of distribution boards.

Works will be carried out in phases to minimise disruption however, temporary loss of power to certain areas is unavoidable.

Due to the condition of the existing installation, additional time may be required to resolve faults identified during re-energisation. As stated in the disclaimer any issue with a circuit fault will be temporarily remedied with installation of an MCB device.

All reasonable efforts will be made to restore power safely and as quickly as practicable.

Conclusion
The proposed works will:

- Remove obsolete and non-compliant equipment
- Improve electrical safety and reliability
- Provide enhanced protection in line with current regulations and with regular ongoing maintenance have less issues on retest dates.
- Reduce risk to all building users and maintenance staff

Client Acceptance
Agreeing by email confirms your acceptance of RP Electrical contractors:

- Proposed scope of works
- Shutdown strategy
- Acknowledgement of risks and limitations

Thank you for your time
Kind regards,
Richard
RP Electrical Contractors
07388 184605 | 01484 613605
info@rpelectricalcontractors.co.uk

RP ELECTRICAL CONTRACTORS

NAPIT Registered Competent Person Electrical TRUSTMARK Government Endorsed Quality

QUOTE

Prepared For

Dawn Whitely
Holmfirth Civic Hall, Huddersfield Road
Holmfirth, West Yorkshire HD93AS
+441484682643

RP Electrical Contractors

5 Beadon Avenue, Waterloo
Huddersfield HD5 8AU
Phone: 07388184605
Email: Info@rpelectricalcontractors.co.uk
Web: Instagram - @rpelectricalcontractors

Quote # 242
Date 02/04/2026

Description	Rate	Quantity	Total
C2 Urgent Action Required	£17,571.00	1	£17,571.00
Remedial Action: Upgrade of critica Distribution equipment & devices, required sundries and all associated labour for DB Main and DBA. All Existing BS3871 MCBs and distribution gear are obsolete, non-compliant with todays current standards, and present a degree of danger in the attempt to achieve safe isolation when a circuit is de energised, due to non tested devices when manufactured and a non compliant / failure of the internal air gap of the device.			
C2 Urgent Action Required	£0.00	1	£0.00
Remedial Action: Distribution gear and devices dont fit correctly in distribution boad and has allowed a IP rating breach on the front panel Remedied with above note			
C2 Urgent Action Required	£0.00	1	£0.00
Remedial Action: Distribution gear and devices dont fit correctly in distribution boad and has allowed a IP rating breach on the front panel Remedied with above note			
C2 Urgent Action Required	£187.00	1	£187.00
Various Exposed live parts at Lighting distribution modules in toilet ceilings Location: Main Womens Toilets			

Remedial Action: Install 1 x New Lighting module unit

C2 Urgent Action Required	£150.00	1	£150.00

Basic insulation exposed on lighting and power circuits throughout toilet ceilings due to poor workmanship with toilet upgrades.
Location: Main Women and Mens toilets

Remedial Action: Reterminate exposed cables into adequate enclosures to cover/protect the single insulated cores/live connections

C2 Urgent Action Required	£720.00	1	£720.00

Type AC RCD sockets are installed throughout. All but one have failed standard RCD trip times and need replacing.
Location: Utility, Exhibition halls and both stage areas

Remedial Action: Replace all with type A RCD fronts to ensure adequate protection and correct operation

(if the upgrade allows the installation of an RCBO for the full Circuit without tripping then this item price will be removed due to being covered in the distribution upgrade. If the circuit does trip with a fault then the RCD sockets and associated price will be as stated)

C2 Urgent Action Required	£750.00	1	£750.00

Absence of 30mA RCD protection for various sockets other circuits.
Location: DB-Kitchen

Remedial Action: Replace consumer unit and include RCBO type A protection for all circuits

C2 Urgent Action Required	£37.50	1	£37.50

Damaged light switch back box at utility hall.

Remedial Action: Supply and Install new back box

C2 Urgent Action Required	£300.00	1	£300.00

Absence of fire rated / non combustable fixings where cables pass over exit doors
Location: various throughout site

Remedial Action: Install fire rated fixings to support cables throughout where required

C2 Urgent Action Required	£320.00	1	£320.00

Sump pump in Club room is laid along the floor supplied from an extension lead. no RCD protection or mechanical protection
Location: Clubhouse

Remedial Action: Install 30mA RCD protection and adequate containment

(if the upgrade allows the installation of an RCBO for the full Circuit without tripping then this item price will be removed due to being covered in the distribution upgrade. If the circuit does trip with a fault then the RCD sockets and associated price will be as stated)

C2 Urgent Action Required	£250.00	1	£250.00

Absence of 30mA rcd protection for clubroom sockets. in use by Children/ Public with the ability to plug personal items in
Location: Clubroom

Remedial Action: Provide type A RCD Protection for circuit with installation of RCBO or sockets

---

C2 Urgent Action Required	£180.00	1	£180.00

Various Light switch boxes have an inadequate IP rating where cables enter the accessory
Location: Various throughout site

Remedial Action: Seal all boxes / accessories with fire rated sealant where ip ratings have been breached

---

C2 Urgent Action Required	£60.00	1	£60.00

The Main protective earth conductor supplying the consumer unit has multiple copper cores chopped off to enable a termination to the earth bar /terminal - doing so has caused a smaller CSA of cable
Location: DB- FL stage

Remedial Action: Reterminate the Main earth and install a metal tube reducer to allow cable to keep its full CSA and be terminated correctly.

(this item price will be removed due to being covered in the distribution upgrade)

C2 Urgent Action Required	£650.00	1	£650.00

DB FL - Excessive dust contributing to a fire risk/ poor ip rating at top of DB and lack of RCD protection.
Location: DB- FL stage

Remedial Action: Replace unit and obsolete devices and adequately seal and protect

(this item price will be removed due to being covered in the distribution upgrade. If the circuit does trip with a fault due to connected loads then the mentioned MCBs will be installed)

C2 Urgent Action Required	£60.00	1	£60.00

RCD socket accessory is cracked internally and externally
Location: DB- SPL

Remedial Action: Replace with new RCD socket .

C2 Urgent Action Required	£35.00	1	£35.00

DB SPL LIft enclosure has exposed motor connections. Enclosure is not locked and can be opened without a key or special tool.
Location: Main hall

Remedial Action: Ensure this cabinet is locked - install a padlock if existing security is damaged.

C2 Urgent Action Required	£145.00	1	£145.00

Dressing room double socket circuit not additionally protected by a 30mA RCD
Location:
DB - HL CCT 1

Remedial Action: Provide type A RCD Protection for circuit with installation of RCBO

C2 Urgent Action Required	£120.00	1	£120.00

Earth Fault Loop Impedance / Zdb is exceeded at DB SL. Value measured has exceeded the maximum permissable value allowed in BS7671 Location: DB- SL

Remedial Action:

C2 Urgent Action Required	£600.00	1	£600.00

2 x rooms sharing same socket circuit. Clubroom downstairs, and utility sink room upstairs.
values not as expected 0.57/0.19/0.82
same circuit in sink room upstaurs show 0.59/0.38/0.38
Indicates loose connections/incorrectly wired circuit
Location: Clubroom and Utility room

Remedial Action: Further investigation and rewire /install new supply to part /full circuit

---

C2 Urgent Action Required	£180.00	1	£180.00

Inadequate overcurrent protective device for clubroom sockets. Socket is spurred from an exisiting spur and cable is at risk of overloading

Remedial Action: Install fused connection unit to protect multiple sockets fed from single cable/spur at risk of overload

---

C2 Urgent Action Required	£140.00	1	£140.00

2 x distribution circuits are sharing the same overcurrent protective device.
Location:
DB - LMR and CT1 DB

Remedial Action: Install additional protective device to separate

---

C3 Recommended for additional safety	£890.00	1	£890.00

Absence of Surge Protective Device for all parts of installation
Location: Main DB/Intake

Remedial Action: Install SPDs at distribution

C3 Recommended for additional safety	£0.00	1	£0.00

Absence of AFDD in consumer units
Location: All consumer units supplying sockets

Remedial Action: Recommend installation of AFDD device for each socket circuit - not included in remedial cost

---

C3 Recommended for additional safety	£0.00	1	£0.00

Various PVC cables have been painted over throughout the installation. Possible chance of cable deterioration
Location: Throughout

Remedial Action: Recommend to Replace cables where painted - not included in remedial cost

---

C3 Recommended for additional safety	£0.00	1	£0.00

Accessories located above the oven in the Lesser hall kitchen. No signs of thermal damage
Location: Lesser Hall Kitchen

Remedial Action: Recommend to re site accessory - not included in remedial cost.

C3 Recommended for additional safety	£650.00	1	£650.00

Consumer unit missing device lift up cover/ metal lid
Location: Lesser hall Kitchen

Remedial Action: Replace DB to allow adequate lid and safety.

(this item price will be removed due to being covered in the distribution upgrade)

C3 Recommended for additional safety	£0.00	1	£0.00

Circuit information not provided for Floodlight DB. See Regulation 514.9.
Location: Stage

Remedial Action: Re label and provide circuit schedule upon completion. Included in upgrade

---

C3 Recommended for additional safety	£15.00	1	£15.00

Multiple Consumer unit screws missing from DBA - not affecting security of cover but not as safe as could be

Location: DB -A

Remedial Action: (this item price will be removed due to being covered in the distribution upgrade)

C3 Recommended for additional safety	£200.00	1	£200.00

RCD Sockets unlatch with loss of power. All Type AC sockets in use.
Location: DB - SPL

Remedial Action: Replace stage sockets With passive type RCD

C3 Recommended for additional safety	£160.00	1	£160.00

Sockets in use have RCD protection Type AC
Location: DB - SPL2

Remedial Action: Swap to type A devices

C2 Urgent Action Required	£350.00	1	£350.00

Lesser Hall sockets measured open circuit on Neutral conductors on the end to end continuity reading.

Remedial Action: Further investigation to locate open circuit conductor and repair

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C2 Urgent Action Required	£1,568.00	1	£1,568.00

Dimmer pack 80Amp OCPD exceeds maximum Zs value and poor design of circuit. Protected at source in DBA by clubroom stairs by a 63A MCCB, Then by a 100A Fuse in the switch isolator, Then the dimmer pack is protected by an 80Amp MCB. In the event of a fault or overload with the dimmer pack, then the full fuse board will loose power as the 63Amp MCCB will trip before the localised C80 Amp mcb. Lack of discrimination values.
Location: Stage Lighting DB

Remedial Action: Check for loose connections, incorrect conductor sizes, high resistance joints, or undersized CPC and repair /Rewire as necessary and replace with adequate device/protection

---

C2 Urgent Action Required	£60.00	1	£60.00

Hallway socket in toilet corridor loose and damaged metal back box/ screws due to damp conditions
Location:
Toilets corridor

Remedial Action: Replace Metal back box and accessory front

C2 Urgent Action Required	£650.00	1	£650.00

Absence of 30mA RCD protection for various sockets.
Location: DB-Lesser Hall Kitchen

Remedial Action: Replace DB and install RCBO protection

(this item price will be removed due to being covered in the distribution upgrade. If the circuit does trip with a fault due to connected loads then RCD sockets will be installed or remedial work will be discussed)

C2 Urgent Action Required	£490.00	1	£490.00

Absence of 30mA RCD protection for various sockets.
Location: Top Office and exhibition room

Remedial Action: Install RCD protection for all sockets by RCBO protection if feasable or install RCD sockets throughout

Subtotal	£27,488.50
Total	**£27,488.50**
Deposit Due	**£9,549.50**

Payment Schedule

Deposit (34.74%)	£9,549.50
1st Payment (5.45%)	£1,499.00
2nd Payment (5.45%)	£1,499.00
3rd Payment (5.45%)	£1,499.00
4th Payment (5.45%)	£1,499.00
5th Payment (5.45%)	£1,499.00
6th Payment (5.45%)	£1,499.00
7th Payment (5.45%)	£1,499.00
8th Payment (5.45%)	£1,499.00
9th Payment (5.45%)	£1,499.00
10th Payment (5.45%)	£1,499.00
11th Payment (5.45%)	£1,499.00
12th Payment (5.27%)	£1,449.00
Final Payment (0%)	£1.00

1.An instruction to carry out work, whether written in email, message or verbal will be taken as acceptance of the terms and conditions detailed below and work will be scheduled in once the initial deposit is received.
2.An estimate is given as an approximate price calculated with all reasonable care by use of available and visible information obtained at the time of the quotation, it will be given where an exact price is impossible to give due to lack of information or inaccessible installations.
3.A quotation is an offer to complete the work specified at the price given, any further work requested by the client will be accepted via new quotation or an updated quotation as agreed by the client and RP Electrical Contractors.
4. All agreed day work is carried out between 0800 and 1600. Any Work carried out outside of these hours will be charged on discussed hourly rate.
5.All work carries a 3 year Guarantee against defective workmanship. Electronic equipment, luminaires and all other accessories which carry a manufacturer's warranty and will be subject to that warranty. RP Electrical Contractors will accept no responsibility for defects introduced by tampering or alterations made to the electrical installation after the completion of the works.
6.Prices do not include any charges made by the electricity supply authority (DNO) unless otherwise stated.
7.Variations to the quote, or additional work required will be detailed by the client as soon as possible to enable an updated quotation/estimate to be agreed upon by the client and RP Electrical Contractors
8.Emergency. urgent work will be agreed upon between the client and RP Electrical Contractors prior to the work being carried out. Should urgent work be required and the client not available, RP Electrical Contractors will endeavor to carry out the work using the safest and most cost effective solution to the client unless expressly forbidden beforehand. This work will be chargeable to the client. This may result in certain circuits being isolated until a safe and cost effective solution be found to the problem.
9.All work will be carried out by suitably qualified engineers and will comply with all relevant and current British Standards alongside other applicable regulations.
10.Certain work will be 'made good' by RP Electrical Contractors ; this is limited to only the re-fitment of floor boards and carpets as best as is possible but does not include any plastering or redecoration. This shall be carried out by other professionals sourced by the client.
11.All electrical materials and accessories will remain the property of RP Electrical Contractors until final payment is received.
12.Equipment and accessories supplied by the client. RP Electrical Contractors reserves the right to refuse to fit sub-standard, non-compliant accessories or equipment which are supplied by the client.
All material supplied by client must be on site and be of adequate quantity to complete works prior to starting . Any time waiting for materials and being unable to install as agreed will be chargeable.
Quotes and estimates tendered by the company are based on the fitting of standard electrical accessories. Accessories that require excessive preparation, modification or non standard fitment will incur extra cost to the client.
13.Whilst undertaking testing works and periodic inspections, it is the responsibility of the client to disconnect from the mains any sensitive equipment which will be damaged by high voltages,this may include computers, telephones, charging equipment and kitchen appliances.
You must inform RP Electrical Contractors if you suspect that any PIR or outside lighting

equipment may be connected to the socket ring main.
14.Billing. For work of an estimated period of more than one month, RP Electrical Contractors will invoice clients on a two weekly period for materials and labour costs.

By signing this document, the customer agrees to the services and conditions outlined in this document.

THE CIVIC

The Civic, Holmfirth
Huddersfield Road
Holmfirth
HD9 3AS

Tel: 01484 682643
Email: bookings@thecivicholmfirth.org

Trustees Meeting, 18th August 2026
Additional Paper Re Boiler

Kloska Heating Services visited on 18th June 2026 to service the boilers; we have three Hamworthy Wessex 100 boilers, the main one running the heating most of the time with the other two available as needed to share the load at peak times.

During the first visit Kloska confirmed that Boiler 3 was beyond repair and issued a Danger Do Not Use notice, it has been turned off, a sticker to that effect placed on the boiler and the attached job certificate (Job Certificate-35-18.06.2026) is attached for reference.

What they did also say though was that when replacing them we shouldn't need three boilers as with this one having been out of action for quite some time we've managed with two only.

They identified a number of repairs and a quote was supplied, this was approved by trustees at their last meeting and the works were carried out of 27th and 28th July. They had hoped that they would be able to get the two functioning boilers to a point where, whilst they are definitely beyond their natural life, we could perhaps get a little more time out of them.

The additional works included full de-scale of the heat exchangers in boiler 1 and 2 and rebuild including all rear seals – on putting them back together however, there is a lot of water coming through the system on start up – this won't persist once the boiler reaches temperature, but will be evident in its heating up phase. This resulted in the engineer designating the boilers – at risk – as per the attached Job Certificates (Job Certificate-36 28.07.2026 and Job Certificate-37 28.07.2026.

Basically, this means they have turned them off, but if we turn them on again and use them we do so at our own risk. So, unfortunately this does mean we are going to have to look to replace them sooner rather than later.

Kloska have therefore provided two quotes to replace either with a Viessman boiler or an Ideal boiler, they are awaiting a third quote for a Remeha boiler – to give us an indication of likely costs. (Appreciating three quotes from three suppliers will likely be needed.)

My understanding of the new lease is that HVPC have committed to paying to replace the boiler, but appreciate this may have come sooner than anyone would have liked – particularly taking future developments for the building into account – but we are where we are! If trustees could advise on potential next steps?

The Civic, Holmfirth is run as a charity by
Holmfirth Civic Hall Community Trust
Charity Registered Number 1172232

Gas warning and advice notices

Registered business	Job address	Landlord/agent
Gas safe ID 525887 Kloska Heating Services Ltd 3 Highfield Avenue Meltham Holmfirth West Yorkshire HD9 5RF +44 07735593473	Huddersfield Road Holmfirth HD9 3AS	N/A

Escape of gas	
An escape of gas has been detected on the appliance. The supply of gas has been disconnected	No

Appliance details			
Type :	Commercial Modular	Model	Wessex 100 M300 (3)
Make	Hamworthy	Location	Plant room
Serial number			

This gas appliance has been classified as	
Immediately dangerous (An appliance, Which left connected to a gas supply is a immediate danger to life or property)	Yes
Burner tube split. Incomplete combustion. Heat exchanger blocked.	
With your permission it has been disconnected with a gas supply and a warning label attached	Yes
As you have refused to allow it be made safe, a warning label has been attached	No
Please note: Registered gas installers are required by law to report cases where they are refused permission to disconnect an immediately dangerous gas installation to the Gas Emergency Service Call Centre for Natural Gas, for Liquified Petroleum Gas(LPG), the gas supplier. All gas transporters GT's operate a gas emergency service and have power under the Gas Safety (Rights of entry) Regulations to visit properties and disconnect unsafe gas appliances.	

Comments

I have received this warning/advise notice. I understand having been advised that to use the appliance categorised as immediately dangerous presents a safety hazard which would place me in breach of the current Gas Safety (Installation and Use) Regulations.

Danger - Do not use

Engineer information	Received by information	Certificate information
Engineer name: Stephen Kloska Gas safe card ID: 5967052 Signature: 	Name: Received by: No person present Signature:	Date: 18/06/2026 Number : 35

Gas warning and advice notices

Registered business	Job address	Landlord/agent
Gas safe ID 525887 Kloska Heating Services Ltd 3 Highfield Avenue Meltham Holmfirth West Yorkshire HD9 5RF +44 07735593473	Huddersfield Road Holmfirth HD9 3AS	N/A

Escape of gas	
An escape of gas has been detected on the appliance. The supply of gas has been disconnected	No

Appliance details			
Type :	Commercial Modular	Model	Wessex 100 M300 (1)
Make	Hamworthy	Location	Plant room
Serial number	C3G091SGB-1697F		

This gas appliance has been classified as	
At risk (An at risk appliance is one where fault exists and which in future may constitute a danger to life or property)	Yes
Corrosion due due condensate. Causing a leak. Room test performed and no P.O.C entering the room.	
Has been turned off and a warning label attached	Yes

Comments

I have received this warning/advise notice. I understand having been advised that to use the appliance categorised as at risk presents a safety hazard which would place me in breach of the current Gas Safety (Installation and Use) Regulations.

Danger - Do not use

Engineer information	Received by information	Certificate information
Engineer name: Michael Kloska Gas safe card ID: 5967053 Signature: 	Name: The Civic, Holmfirth Received by: Customer Signature: 	Date: 28/07/2026 Number : 37

Gas warning and advice notices

Registered business	Job address	Landlord/agent
Gas safe ID 525887 Kloska Heating Services Ltd 3 Highfield Avenue Meltham Holmfirth West Yorkshire HD9 5RF +44 07735593473	Huddersfield Road Holmfirth HD9 3AS	N/A

Escape of gas	
An escape of gas has been detected on the appliance. The supply of gas has been disconnected	No

Appliance details			
Type :	Commercial Modular	Model	Wessex 100 M300 (2)
Make	Hamworthy	Location	Plant room
Serial number			

This gas appliance has been classified as	
At risk (An at risk appliance is one where fault exists and which in future may constitute a danger to life or property)	Yes
Corrosion due due condensate. Causing a leak. Room test performed and no P.O.C entering the room.	
Has been turned off and a warning label attached	Yes

Comments

I have received this warning/advise notice. I understand having been advised that to use the appliance categorised as at risk presents a safety hazard which would place me in breach of the current Gas Safety (Installation and Use) Regulations.

Danger - Do not use

Engineer information	Received by information	Certificate information
Engineer name: Michael Kloska Gas safe card ID: 5967053 Signature: 	Name: The Civic, Holmfirth Received by: Customer Signature: 	Date: 28/07/2026 Number : 36

QUOTE NUMBER:	**0855**	**DATE:**	**07/08/2026**
QUOTE TO:	**Dawn Whiteley- The Civic, Huddersfield Road, Holmfirth, HD9 3AS.**		
WORKS ADDRESS:	**The Civic, Huddersfield Road, Holmfirth, HD9 3AS.**		
DESCRIPTION OF WORK:		**UNIT PRICE: £**	**QUANTITY:**
Remove & dispose of Hamworthy Wessex Modular boilers, fan dilution system & redundant heating & gas pipework.			**1**
Kinetic Systems Support UK Ltd to make all necessary alterations to BMS panel excluding parts.			**1**
Make alterations to existing boiler room plinth to accommodate new boiler footprint.			**1**
Install Viessmann Vitodens 200, 198KW cascade kit (2 x Viessmann Vitodens 200 99kw modules), flue pipework & cascade controls.			**1**
Make all necessary alterations to gas pipework.			**1**
Make all necessary alterations to main heating flow & return pipework.			**1**
Test & commission boilers, heating plant & handover to client.			**1**
TOTAL: £	**24,715.00+ VAT**	**KIND REGARDS, KLOSKA HEATING SERVICES LTD**	
PLEASE NOTE:	**Payment schedules to be arranged on acceptance of quote. A 25% deposit is required on agreement of a start date. All interim invoices will require full payment within 5 working days. All materials to be supplied by Kloska Heating Services Ltd unless stated. Terms & conditions apply.**		

QUOTE NUMBER:	**0857**	**DATE:**	**11/08/2026**
QUOTE TO:	**Dawn Whiteley- The Civic, Huddersfield Road, Holmfirth, HD9 3AS.**		
WORKS ADDRESS:	**The Civic, Huddersfield Road, Holmfirth, HD9 3AS.**		
DESCRIPTION OF WORK:		**UNIT PRICE: £**	**QUANTITY:**
Remove & dispose of Hamworthy Wessex Modular boilers, fan dilution system & redundant heating & gas pipework.			**1**
Kinetic Systems Support UK Ltd to make all necessary alterations to BMS panel excluding parts.			**1**
Make alterations to existing boiler room plinth to accommodate new boiler footprint.			**1**
Install Ideal Evomax 2 200KW cascade kit (2 x Ideal Evomax 2 100kw modules), flue pipework & cascade controls.			**1**
Make all necessary alterations to gas pipework.			**1**
Make all necessary alterations to main heating flow & return pipework.			**1**
Test & commission boilers, heating plant & handover to client.			**1**
TOTAL: £	**23,120.00+ VAT**	**KIND REGARDS, KLOSKA HEATING SERVICES LTD**	
PLEASE NOTE:	**Payment schedules to be arranged on acceptance of quote. A 25% deposit is required on agreement of a start date. All interim invoices will require full payment within 5 working days. All materials to be supplied by Kloska Heating Services Ltd unless stated. Terms & conditions apply.**		

Subject: Re: Governance Solutions "Invitation to Quote – Investigation into a complaint by a Parish Councillor"
From: Stephen Way <stephen.way@governance-solutions.co.uk>
Date: 07/10/2026, 14:08
To: clerk@holmevalleyparishcouncil.gov.uk
CC: information@governance-solutions.co.uk

Hello Rich

An investigation of this sort would be 3-4 days work at a day rate of £600.

We can certainly undertake the investigation

Let me know if you are interested

Best wishes

Stephen Way CITP MILM
Former National Leader of Governance,
stephen.way@governance-solutions.co.uk
07967278471

Subject: RE: Invitation to Quote – Investigation into a complaint by a Parish Councillor
From: LCC Consultancy <consultancy@localcouncilconsultancy.co.uk>
Date: 13/10/2026, 12:36
To: 'The Acting Clerk' <clerk@holmevalleyparishcouncil.gov.uk>

Dear Rich

I have only just picked up your email today as I work part-time and regret that LCC will not be able to meet the submission deadline of this morning. Our proposals are all bespoke and therefore require time to be prepared, taking into account a council's requirements.

If submission of a proposal by the end of Thursday would be acceptable, please provide the further details requested below and LCC will be pleased to finalise the proposal and send to you:

- Please provide any available summary details of the complaint which has been received.
- What is the councillor challenging?
- What is the council wanting the investigation to establish?
- Who will there be required to interview – presumably the clerk, the complainant, the Chair of Staffing committee – anyone else?

We would expect the purpose of the investigation to be as follows, but please confirm this would meet your needs:

- Investigate and confirm the facts.
- Determine whether there was a failure on the part of the Parish Council's Staffing Committee to follow the Council's Complaints Procedure.
- If the Parish Council did fail to follow the Complaints Procedure, identify any mitigating factors.
- Provide recommendations for improvements within the Parish Council and its complaints procedure and processes and highlight learning points for the Parish Council.

I look forward to hearing from you.

Regards

Angela Meek
LCC Officer
Please note my work days are Tuesday, Wednesday,Thursday

Tel: 01823 793 215
Web: www.localcouncilconsultancy.co.uk

Local Council Consultancy
IMPROVING, INFORMING AND INVESTING

The Society of Local Council Clerks is a company limited by guarantee and registered in England and Wales with company registration number 1(
Registered office: Suite 2.03, Collar Factory, 112 St Augustine Street, Taunton, Somerset TA1 1QN

Subject: Peak District National Park Authority Draft Local Plan 2026-2045: Supplementary Regulation 19 Consultation
From: Adele Metcalfe <Adele.Metcalfe@peakdistrict.gov.uk>
Date: 13/10/2026, 09:29

Dear Consultee,

You are receiving this email because you have previously responded to a local plan consultation and/or you are a consultee for the local plan. (Apologies if this email is sent more than once to you/your organisation.)

The Peak District National Park Authority ('the Authority') undertook a Regulation 19 consultation on its Draft Local Plan 2026-2045 (Publication Draft) from Monday 27th July 2026 to Sunday 20th September 2026.

Since that time an error has come to light regarding Policy H13 on the provision of affordable housing.

The Authority is therefore undertaking a proportionate *supplementary* Regulation 19 consultation on Policy H13 as amended and on associated/cross-referenced Polices and Spatial Objectives.

Supplementary Regulation 19 Consultation: Peak District National Park

The Statement of Representations Procedure and Guidance Note sets out the error, how it has been corrected and the process for the supplementary Regulation 19 consultation. All comments received under the original *and* supplementary Regulation 19 consultations will be submitted for examination.

Consultation document
The consultation document is titled *'Supplementary Regulation 19 Consultation Document'* and comprises:

- Policy H13 as amended
- Outcome 6 (the Strategic Housing Requirement)
- Policy C8 Development Strategy
- Policy C12 Local infrastructure and developer contributions
- Policy H1 Housing
- Policy H9 Subdivision of residential buildings to create multiple residential units
- H14 Making effective use of land for housing (development density)
- H15 Housing Mix
- Policy S4 Change of use of shops, other town centre uses and community services and facilities
- Monitoring Framework
- Appendix 8 Viability

Submission documents and supporting evidence documents that formed part of the original Regulation 19 consultation are not subject to this supplementary Regulation 19 consultation but can still be viewed on the Authority's website.

Consultation period

The consultation period is from 9:00 am on Tuesday 13th October 2026 to 11.59pm on Tuesday 10th November 2026.

How to make representations

Representations should be made to the Authority in accordance with the above Procedure and Guidance:

- by email to localplan@peakdistrict.gov.uk
- in writing to The Policy and Communities Team, Peak District National Park Authority, Aldern House, Baslow Road, Bakewell, DE45 1AE.

Kind Regards

Adele

Adele Metcalfe
Policy and Communities Team Manager
01629 816375
Adele.Metcalfe@peakdistrict.gov.uk

I work full time hours over a nine day fortnight, with every other Friday as a non-working day

Peak District National Park Authority

Sign up to receive the Peak District National Park Foundation's Our Peak e-newsletter to keep up to date with appeals and projects to look after the National Park for everyone forever.

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HOLME VALLEY PARISH COUNCIL

Financial Regulations

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HOLME VALLEY PARISH FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 14th October 2024.

1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Smaller Authorities' Proper Practices Panel (SAPPP) and published by NALC in England.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £10,000; and

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member of the Finance and Management Committee other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any

exceptions, shall be reported to and noted by the Finance and Management Committee.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Staffing Committee at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Staffing Committee.

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the Finance and Management Committee not later than the end of November each year.

4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance and Management Committee and a recommendation made to the council.

4.7. Having considered the proposed budget and [three-year] forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of February for the ensuing financial year.

4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**

4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11. Any creation of an earmarked reserve, or addition to an earmarked reserve from general reserves shall only be agreed by the council. Any expenditure from an earmarked reserve shall be agreed by the council or relevant committee up to £10,000 net of VAT.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

5.8. For contracts greater than £3,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;

5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, officers shall seek to achieve value for money.

5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £500 excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £10,000 excluding VAT.
- in respect of grants, the Finance and Management Committee, the Service Provision Committee, or council itself within any limits set by council and in accordance with any policy statement agreed by the council.

- the council for all items over £10,000.

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared, or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust bank for its main, working bank account. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the council’s bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking or cheque, in accordance with a resolution of the council, or duly delegated committee, or a delegated decision by an officer, unless the council resolves to use a different payment method.

6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or the Finance and Management Committee may authorise in advance for the year.

6.7. A list of such payments shall be reported to the next appropriate meeting of the council or Finance and Management Committee for information only.

6.8. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:

i. any payments of up to £500 excluding VAT, within an agreed budget.

ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council or Finance and Management Committee, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Management Committee.

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

6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council or Finance and Management Committee. The council or committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may not be an authorised signatory, and no signatory should be involved in approving any payment to themselves.

7.2. All authorised signatories shall have access to view the council's bank accounts online.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to all authorised signatories.

7.5. In the prolonged absence of the Service Administrator, another officer shall set up any payments due before the return of the Service Administrator.

7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.

7.8. A full list of all payments made in a month shall be provided to the next Finance and Management Committee meeting and appended to the minutes.

7.9. With the approval of the Finance and Management Committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the Finance and Management Committee at least every two years.

7.10. Payment may be made by BACS or CHAPS by resolution of the council or the Finance and Management Committee provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council or the Finance and Management Committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

7.11. If thought appropriate by the council, regular payments of fixed sums with a variance of up to 10% of the whole amount may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the Finance and Management Committee at least every two years.

7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk and the RFO and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or committee meeting. Any signatures obtained away from council meetings shall be reported to the council or Finance and Management Committee at the next convenient meeting.

9. Payment cards

9.1. Any Corporate MultiPay credit card issued for use will be specifically restricted to the Clerk and the RFO.

9.2. The Corporate MultiPay card will have a monthly limit of £2,500.

9.3. The Corporate MultiPay card will have a single transaction limit of £2,000.

9.4. The Corporate MultiPay card cash withdrawal limit will be £200. Cash withdrawals should have prior approval from the the Chair of the Finance and Management SC or, in their absence, the Vice Chair.

9.5. Card transactions and purchases made must be reported to the Finance and Management Committee.

9.6. Any balance on the Corporate MultiPay card shall be paid in full each month.

9.7. Personal cash, credit or debit cards of members or staff shall only be used for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by officers from their own money (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the council, or the Staffing Committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or the Staffing Committee.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record. Payroll reports will be reviewed by the Finance and Management Committee and Staffing Committee to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted form the software by the due date.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council and the Finance and Management Committee at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Charities

18.1. Where the council is sole managing trustee of a charitable body, the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall advise the charitable body regarding any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Holme Valley Parish Council

Charge Card Usage Policy

Introduction
In view of the increase of internet purchasing, sometimes due to the potential savings that online purchasing may offer, and the requirements of maintaining operations, Holme Valley Parish Council uses a charge card for its business use.

Holme Valley Parish Council uses a Unity Trust Bank Corporate MultiPay charge card which is operated through Lloyds Bank.

Two cards will be held on the account, - one by the Clerk and one by the Deputy Clerk/RFO and only these two officers are permitted to use cards.

Payments by the Council's charge card may only be made when it is not possible or practical to pay by bank transfer or cheque.

This policy refers only to the use of the charge card.

Policy Statement
The issue of a Council charge card to the Clerk and Deputy Clerk is authorised by the Finance and Management Standing Committee and issued in their personal names.

Should a new card request be made, a business case must be made prior approval.

The financial limit on a charge card shall not exceed £2,000 per transaction, and £2,500 total transactions in one month.

The Officers are responsible for the cards' safe-keeping and usage and for ensuring that the cards are not used by others. PIN numbers will only be issued to the card holder and must be kept confidential, as must the card security (CSC/CVN) number.

Lost or stolen cards must be reported to the issuing bank immediately upon discovery that the card is missing. With no exceptions, the Responsible Financial Officer (RFO), if different to the Clerk, must also be informed immediately. In the event of the Clerk's/Deputy Clerk's termination of employment, the charge card must be returned to the Chairman/Clerk and the card destroyed. The issuing bank must be advised to cancel the charge card to prevent any unauthorised usage.

Usage

Cash withdrawals up to £200 are only permitted by prior approval with the Chair of the Finance and Management Committee or, in their absence, the Vice Chair.

The charge card shall be used for business purposes only and in conjunction with the Clerk's/Deputy Clerk's job role. It shall not be used for any non-business transactions nor for any personal purchases.

Holme Valley Parish Council Charge Card Policy Reconciliation and Inspection

The sum total of all payments made on the card in the previous month will be debited from the Unity Trust T2 Current Account as a single direct debit on the 16th of each month (or next working day).

Every individual charge card transaction must be recorded on a Monthly Purchase Order/Record of Purchase form for the monthly MultiPay card reconciliation and payment.

Receipts of all purchases must be attached to the form.

The form and accompanying receipts are filed with the relevant month's invoices and available for checks by Cllrs or members of the public if required.

The transaction receipts shall be reconciled monthly with the bank statements.

In the event of any discrepancy, the chair of the Finance Committee must be notified and an investigation initiated.

The cardholder is responsible for obtaining and submitting VAT receipts for all transactions.

Fraudulent Misuse of a Charge Card

If the cardholder misuses the charge card, this should be reported to the Finance and Management Committee.

Fraudulent use of the card may result in disciplinary action being taken against the cardholder.

This policy forms an addendum to the Councils Financial Regulations

For consideration by Holme Valley Parish Council on: 28th September 2026

IT Systems Review and Improvement Plan

Purpose

To update Council on preliminary work to review its IT arrangements, identify requirements and explore professional advice, migration assistance and ongoing support. The work will support informing the 2027/28 budget.

No decision on a system, supplier or expenditure is sought at this stage. Feedback is welcomed.

Why a review is needed

Following adoption of the Council's IT Policy in preparation for Assertion 10, an IT Working Group was formed to consider practical requirements, including security when using personal devices. This wider systems review complements that work.

Recent email migration difficulties and a service outage have highlighted questions about reliability and support. Systems have also developed gradually over time, with separate subscriptions for email, office applications, document storage, meetings and security.

Better coordination could simplify access, improve shared working and permissions, strengthen resilience and improve efficiency. Microsoft 365 may offer opportunities to consolidate services, but existing licences, contracts and alternatives need assessment before changes or savings can be confirmed.

The Acting Clerk and Acting Deputy Clerk provide informal IT assistance, but their everyday software skills are not specialist expertise in troubleshooting, cybersecurity or migration. This takes time from core duties and makes assistance dependent on their availability and knowledge.

External support could provide a consistent point of contact for staff and councillors, while officers retain responsibility for operational needs, supplier coordination and authorising access.

Current expenditure

The Deputy Clerk is compiling 2025/26 expenditure and current recurring costs, including licence quantities, service coverage and renewal terms.

Service	**Provider**	**Annual cost excl. VAT**
Email services and accounts	Vision ICT	£580.00
Microsoft 365 licences	Microsoft	£87.49
Website hosting and support	Zonkey	£595.00
Domain registration and management	Vision ICT	£65.00
Document storage and sharing	Dropbox	£95.88
Cybersecurity and antivirus	McAfee	£114.99
Finance software and support	Rialtas	£705.00
Design and communications	Canva	£108.00

Service	Provider	Annual cost excl. VAT
Online meetings	Zoom	£155.88
PDF tools	Love PDF	£0
Ad hoc website etc development		£300
Total annual recurring expenditure		**£2,807.24**

This baseline will allow future costs to be compared with existing expenditure.

Requirements and professional advice

Initial requirements include:

- Council email accounts for staff and 23 councillors, plus shared accounts where needed.
- Appropriate software access (Microsoft 365 office applications or equivalent)
- Secure shared documents with controlled permissions.
- Cybersecurity, backup, recovery and arrangements for personal-device use.
- Procedures for new and departing users, including access changes and archiving.
- Data migration to any new services.
- Training and direct technical support for staff and councillors.
- Continued specialist services and proportionate use of AI and automation.

A professional review could assess existing arrangements, compare suitable options and produce a costed roadmap covering implementation and ongoing support.

Relevant parish and town council experience would be valuable. Large-organisation solutions may be unnecessarily complex, while basic small-business packages may overlook governance requirements, including Assertion 10. Councillors' knowledge and suggested contacts can inform the brief and help identify providers along with officer research. Any review would be separately scoped, with no commitment to buy further services from an adviser.

Indicative costs

Element	Preliminary position
Review and roadmap	Free introductory assessments are available, more focused healthchecks may cost a few hundred pounds; broader reviews and roadmaps may cost approximately £1,500–£2,500 excluding VAT, based on published examples.
Implementation	Migration, configuration, testing and training costs depend on the recommended solution and cannot yet be estimated reliably.
Ongoing services	Licences, security, backup and support require further costing, allowing for subscriptions that could be discontinued.

These figures are a guide only. Quotations would be needed for the Council's requirements. Free assessments may be useful, but often focus on selling the provider's services rather than considering the full range of options.

Consolidating subscriptions may offset some costs, but providing the systems and support the Council needs is likely to require a higher annual budget overall. Any proposal would show the additional cost alongside the expected improvements in email reliability, day-to-day efficiency and access to technical support, so Council can assess whether it represents value for money.

Next steps

The intended outcome is to establish:

- Professional advice and a roadmap identifying what the Council needs and how to get there.
- Implementation and migration assistance to set up the agreed arrangements and transfer existing data.
- Ongoing technical support for staff and councillors to meet longer term needs.

These could be commissioned separately. The proposed approach is to:

1. Develop a short brief and speak to providers with relevant parish and town council experience.
2. Contact relevant organisations to begin discussions, obtain initial free advice where available, and gather proposals and indicative costs for the review, migration and ongoing support.
3. Bring recommendations and costs back to Council/F&M to help inform the 2027/28 budget.
4. Develop implementation and support proposals following the review's findings.

No expenditure or supplier appointment is proposed at this stage.

HOLME VALLEY PARISH COUNCIL MEMORANDUM

Holmfirth Civic Hall
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Holmfirth HD9 3AS

Acting Clerk to the Council: Richard McGill
Acting Deputy Clerk to the Council: Gemma Sharp

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Re: Wreath Laying Remembrance Sunday 8th November 2026 – latest arrangements at 13/10/2026

War Memorial and contact names/ presiding minister	Arrangements from 2025 shown – arrangements for 2026 to be confirmed	**Cllr attending 2026**
Holmfirth TBC (Revd Sue Clarke in 2025)	10.45am Holy Trinity Parish Church Wreath is first laid in Church as part of service then taken by car to the War Memorial at Holme Valley Memorial Hospital. (Mr John Booth will bring the wreath to the church to give to the attending Councillor.)	**Cllr Steve Ransby**
Brockholes TBC (Revd. Anna Lumb anna.lumb@leeds.anglican.org)	10.50am Wreath laid at War Memorial itself followed by Service at St George's Church at 11am.	**Cllr Jo Liles**
Hepworth (Presiding minister – Revd Sarah Cawdell Chris Fletcher, church warden 2025)	9.30am Service in Holy Trinity Church Hepworth then Act of Remembrance at Church Lych Gate	**Cllr Tom Dixon**
Holmbridge Revd Nick Heaton	10.50am Wreath-laying Ceremony at War Memorial in grounds of St David's followed by Service inside.	TBA
Honley Fiona Roberts Honley RBL Revd Anna Lumb anna.lumb@leeds.anglican.org 07386479441	**2026:** **Assemble at St Mary's the Virgin at 1030am for a 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 (Cllr Greaves attending to lay Kirklees wreath)**
Netherthong Revd Nick Heaton	10.50am Ceremony at War Memorial followed by Service in All Saints Church.	TBA
New Mill (Presiding minister – Revd Sarah Cawdell) Neil Tinker New Mill RBL	10.30am Remembrance Service at Christ Church followed by Procession and Wreath-laying Act of Remembrance (inside)	**Cllr Donald Firth**
Upperthong (Kay Davies in 2025)	10.45am Service at St John's Upperthong followed by Ceremony of Remembrance at the Lych Gate	**Cllr Jenny Holmes**

Anything in bold are arrangements agreed for 2026. Anything else is pending. The Acting Clerk will confirm finalised arrangements over the next few weeks.

ENDS.