Holme Valley Parish Council

A

22nd September 2026

To all Members of the Finance & Management Committee

You are hereby summoned to attend a meeting of the **Finance and Management Standing Committee** to be held at **HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH HD9 3AS** on **MONDAY 28th SEPTEMBER 2026** at **7pm** to transact the following business -

- AGENDA – (A)

	Welcome	**7.00 pm**
	Public Question Time Prior to the commencement of the business session of the Council, there will be an open session lasting 15 minutes, for members of the public to speak to the Council.	
2627 43	**Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014** As Local (Parish & Town) Council meetings can now be recorded, the Chair to check if anybody wishes to record the meeting, to ensure reasonable facilities can be provided. The Officer will be recording the meeting in video format for upload to the Parish Council's YouTube channel.	**7.15 pm**
2627 44	**To accept apologies for absence** **To note**, the absences from the meeting. **To receive**, apologies for absence given in advance of the meeting; these to be recorded in the minutes. **To consider**, the approval of reasons given for absence by Members.	**7.16 pm**
2627 45	**To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda**	**7.17 pm**
2627 46	**To consider written requests for new DPI dispensations**	**7.18 pm**
2627 47	**To consider whether items on the agenda should be discussed in private session**	**7.19 pm**
2627 48	**To confirm the Minutes of the previous Committee meeting** - To note the Minutes of the Finance & Management Committee Meeting held on 10 August 2026, numbered 2627 23 to 2627 42 inclusive. **(B)**	**7.20 pm**

2627 49 **Prioritising Climate Action activities 2025-7** **7.21 pm**

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

2627 50 **Grants** **7.22 pm**

A. **Grant Evaluations**

To note, new grant evaluations have 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

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

Outstanding Grant Evaluation Reports are:
2025-26: Upperthong Village Hall, Full Life Church Foodbank, EPIKS, The Nest Holmfirth CIC
2024-25: Project Communities CIC

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

To consider, any further action on grant evaluations.

B. **Grant Applications**

To note, the list of grant applications being considered tonight against budget lines 4315 Community Assets and 4405 Projects and Events. **(C)** Rolling grants awarded previously and pending have been deducted from the budget totals.

To note, the RFO's report on previous grant awards to applicants this cycle. **(D)**

The 4315 Community Assets budget line holds £46,940; maximum grant is £5,000.

The 4405 Projects & Events budget line holds £19,500; maximum grant is £1,500.

The Committee can flexibly vire (move) money between budget lines without special Council approval.

Budget line 4315 Community Assets Grants

- **To consider**, Grant Application 21. Holmfirth and District Bowling Club, – application enclosed, – for £5,000 towards solar panels and batteries. **(E)**

- **To consider**, Grant Application 22. Hepworth Community Association, – application enclosed, – for £2,096.86 (inc VAT) towards parking buddies signs. **(F)**

- **To consider**, Grant Application 23. Holme Valley Climate Action Partnership – Edible Garden, – application enclosed, – for £282 for equipment to maintain the Edible Garden. **(G)**

- **To consider**, Grant Application 24. Holme Valley Climate Action Partnership – Book Rest Garden, – application enclosed, – for £495.96 (inc VAT) towards equipment, plants, seeds etc. **(H)**

- **To consider**, Grant Application 25. Holmfirth Harriers, – application enclosed, – for £5000 towards lowering and insulating the ceiling at the clubhouse. **(I)**

- **To consider**, Grant Application 26. Holme Village Residents Association, – application enclosed, – for £78 towards a barn owl nesting box for the allotments site (owned by HVPC). **(J)**

- **To consider**, Grant Application 27. Hade Edge Football Club, – application enclosed, – for £3,755 towards heaters for the clubhouse. **(K)**

- **To consider**, Grant Application 28. Holme Community Centre, – application enclosed, – for £5,000 towards audio-visual equipment for the centre. **(L)**

- **To consider**, Grant Application 29. Friends of Hade Edge School, – application enclosed, – for £4,997.28 towards playground equipment for the mother and baby group. **(M)**

- **To consider**, Grant Application 30. 6th Holme Valley Scouts (Honley), – application enclosed, – for £5,000 for noise-absorbing panels for the scout hut. **(N)**

- **To consider**, Grant Application 31. Honley Business Association, – application enclosed, – for £1,500 towards gazebo weights for 30+ events gazebos. **(O)**

Budget Line 4405 Projects and Events etc Grants

- **To consider**, Grant Application 32. Holme Valley Civic Society, – application enclosed, – for £1,414 towards an event to comment the 175th anniversary of the 1852 Holmfirth Flood. **(P)**

- **To consider**, Grant Application 33. Honley Male Voice Choir, – application enclosed, – for £1,500 towards rehearsal space and storage costs. **(Q)**

- **To consider**, Grant Application 34. Holmfirth Arts Festival, – application enclosed, – for £1,500 towards festival running costs. **(R)**

- **To consider**, Grant Application 35. Holmfirth Forward, – application enclosed, – for £1,500 towards pre-planning for a heritage mural for Holmfirth. **(S)**

- **To consider**, Grant Application 36. Sharing Memories, – application enclosed, – for £1,465 towards an arts and wellbeing project for older people. **(T)**

- **To consider**, Grant Application 37. Huddersfield Riding for the Disabled, – application enclosed, – for £736 towards cost of x2 ponies for the disabled. **(U)**

- **To consider**, Grant Application 38. 10th Holme Valley Scouts (New Mill), – application enclosed, – for £1,300 towards camping equipment. **(V)**

- **To consider**, Grant Application 49. Musica Holme Valley, – application enclosed, – for £1,051 towards a music group tour costs to Austria. **(W)**

- **To consider**, Grant Application 40. Holmfirth Tech, – application enclosed, – for £1,500 towards room hire for free Links sessions. **(X)**

- **To consider**, Grant Application 41. Honley Business Association, – application enclosed, – for £1,500 towards hire of snow globe etc for Christmas event. **(Y)**

- **To consider**, Grant Application 42. Honley Village Community Trust, – application enclosed, – for £400 towards Halloween and Christmas Parties for children. **(Z)**

- **To consider**, Grant Application 43. Earth Village CIC, – application enclosed, – for £1,400 towards a 10-week wellbeing course. **(ZA)**

- **To consider**, Grant Application 44. No Dots Ltd, – application enclosed, – for £1,146.50 towards a course of 3 drop-in wellbeing events. **(ZB)**

2627 51 **Chair's Expenses** **8.42 pm**

To note, the Chair's Expenses budget for 2025-26 is £1,000. Nothing has yet to be spent from this budget line.

2627 52 **Holme Valley Parish Council Annual Governance and Accountability Return (AGAR) 2024/25** **8.43 pm**

To note, the External Audit and certificate part of the AGAR **(ZC)** was published 15 September 2026, along with the Notice of Conclusion of the Audit. **(ZD)** The Parish Council had one exception (fail) which was on Assertion 10.

To consider, the Parish Council has to rule on when to remove the AGAR documentation, as above, from the noticeboard.

2627 53 **Schedule of Payments** **8.44 pm**

To note, the final Schedule of Payments for August 2026. **(ZEi)**

To note, the draft Schedule of Payments for September 2026. (**ZEii**)

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

2627 54 **Financial Statements** **8.45 pm**

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

i. For July 2026 **(ZF)**:

(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 **(ZG)**:

(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. **To consider**, as per the guidance in the SAPPP Practitioners' Guide 2025, the Committee must approve the bank reconciliations cross-referenced with bank statements, and this must be minuted.

For July 2026:

- Unity Trust Current Account T2 Bank Statement **(ZHi)** and Unity Trust Current Account T2 Bank reconciliation **(ZHii)**.
- Unity Trust Savings Account Bank Statement **(ZHiii)** and Unity Trust Savings Account Bank reconciliation **(ZHiv)**.
- CCLA PSDF Bank Statement **(ZHv)** and CCLA PSDF Bank Reconciliation **(ZHvi).**

For August 2026:

- Unity Trust Current Account T2 Bank Statement **(ZIi)** and Unity Trust Current Account T2 Bank reconciliation **(ZIii)**.
- Unity Trust Savings Account Bank Statement **(ZIiii)** and Unity Trust Savings Account Bank reconciliation **(ZIiv)**.
- CCLA PSDF Bank Statement **(ZIv)** and CCLA PSDF Bank Reconciliation **(ZIvi).**

To approve these bank reconciliations as above.

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

iv. Councillors to review the draft Income and Expenditure against Budgets report for September 2026. **(ZJ)**

New notes from the RFO:
Income side:

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

Expenditure side:

- **To note**, 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.
- **To note**, 4210 the external audit costs of £1,050 have been paid.
- All other budget lines appear broadly speaking on target.

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

v. Earmarked Reserves

To note, since the last report on earmarked reserves to end August, the RFO/Acting Clerk has moved £5,000 from Gartside Building back to general reserves. **(ZK)**

To consider, any further actions on earmarked reserves.

2627 55 **Financial Regulations Working Group** **8.48 pm**

The Financial Regulations Working Group 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. **(ZL)** The internal auditor also wanted a Charge Card Usage Policy as an appendix to the Regulations.

The Working Group consider that the 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.

To consider, recommending the revised Financial regulations and Charge Card Usage Policy to Council.

2627 56 **The Civic, Holmfirth** **8.50 pm**

To note, the reports from Holmfirth Civic Hall Community Trust. As these reports may be at times commercially sensitive, these are shared separate to this Agenda and its supporting documentation. **(ZM)**

Trustees to update the Parish Council on recent events, developments and meetings.

Cllr Holmes to report on the work of the Vision Working Group.

To consider, any further actions with regard to the Parish Council's engagement with The Civic and with Holmfirth Civic Hall Community Trust.

2627 57 **Honley Library** **8.53 pm**

To note, the reports from Friends of Honley Library. As these reports may be at times commercially sensitive, these are shared separate to this Agenda and its supporting documentation. RFO/Deputy Clerk to report. RFO/Deputy Clerk to report. **(ZN)**

The RFO/Acting Clerk also reports that he has 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. Solicitor reports that the cost of the variation will be £1,500 - £2,000.

To consider, any further actions with regard to the Parish Council's engagement with Honley Library and with the Friends.

2627 58 **Tenancies** **8.54 pm**

Allotments

i. **To note**, The RFO/Acting Clerk reports that all rental payments on the allotments have been received and deposited. All tenancies have been counter-signed and returned to the tenants.

Garages

ii. **To note**, Similarly, the RFO/Acting Clerk reports that all rental payments on the garages have been received, and tenancies counter-signed by the Clerk and returned to the tenant.

Gartside Building

iii. **To note,** Milk from the Hills Ltd moved into the unit 1st September 2026 and have been busy fitting out the unit. As well as vending milk and milkshakes, the unit will also be selling local produce like pickles and jams. As reported, the deposit and first month's rent have been paid.

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

To consider, any further action on tenancies.

2627 59 **Internal Control Check** **8.55 pm**

To note, the next internal controls check by Cllr Baylin will take place in October and cover JUL-SEP.

2627 60 **Banking** **8.56 pm**

Unity Trust

i a. **To note**, Cllrs Blacka, Holmes and Ransby are now included on the bank mandates and have successfully authorised some payments. Arrangements have been started to remove Cllrs Baylin, Bellamy and Wilson from the mandate. Thank you to Councillors for their help with authorising payments over the last year or more.

i b. **To note,** the former Clerk has been removed from the Unity Trust account, and the charge card has been shredded.

2627 61 **Financial Records for the website** **8.58 pm**

To note, the financial records for July and August 2026 have been added to the website. The records for September will be added in due course.

2627 62 **Publicising the work of Holme Valley Parish Council** **8.59 pm**

To consider, recent events or news that this Committee wishes to publicise via the press, Parish Council website or social media.

Close of Meeting **9.00 pm**

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



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

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

Holme Valley Parish Council

20th August 2026

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

Those present:
Chair: Cllr J Holmes
Vice Chair: Cllr T Dixon
Councillors: Cllrs L Baylin, D Bellamy, M Blacka, D Brook, T Dixon, C Green, J Liles, A Morgan, M Rostron, J Rylah, T Stewart, S Whitelaw, A Wilson
Proper Officer: Mr R McGill (RFO/Deputy Clerk)

Welcome

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

Public Question Time

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

2627 23 Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

The RFO/Deputy Clerk recorded the meeting for upload to the Parish Council's YouTube channel. No one else wanted to record the meeting.

2627 24 To accept apologies for absence

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

Members considered apologies submitted by Cllrs Kirkby and Cllr Osborne.
RESOLVED: The Committee approved the reasons for their apologies.

2627 25 Receipt of written Declaration of Pecuniary and Other Interests

NOTED: It was noted that no new written Declarations of Pecuniary and Other Interests had been received ahead of the meeting.

2627 26 Declaration of interests in agenda items and written dispensations

NOTED: Members were reminded that:

1. If a member has listed in written declaration as a pecuniary or other interest an organisation or body etc which features in the agenda, then this should be declared by the Member.

Signed: _____

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

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

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

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

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

2627 27 To consider whether items on the agenda should be discussed in private session

RESOLVED: Members resolved at this time that no item should be heard in private session.

2627 28 To confirm the Minutes of the previous Committee meeting

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

Matters arising from the last meeting/minutes:
The RFO reported that, in respect of the money the Parish Council owed on its garage rentals in VAT, he had made arrangements to pay the £513.34 owed. This would be deducted by HMRC from the VAT to be reclaimed by Holme Valley Parish Council at the end of the JUL-SEP quarter, or the Parish Council would pay the difference if money was still owed.

2627 29 Prioritising Climate Action activities 2025-7

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

Signed: _____

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

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

2627 31 Grants

Grant applications being considered 28 September 2026

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

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

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

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

Aii. Applications with potential issues for this committee:

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

a. Application from Netherthong Primary School for parking buddy signs.
RESOLVED: Members resolved that this application should not be considered for a grant since under the HVPC Grants Policy it would be excluded as "Items or services that would normally be provided by other statutory public bodies like schools ……" The proper officer was instructed to write to the school to explain why the application for a grant was not being considered.
However, the Committee acknowledged that the Parish Council had funded parking buddy signs to schools in the past and had made highway safety a priority.
RESOLVED: This request for funding would be passed on to full Council for consideration there, perhaps as a gift whereby VAT could be reclaimed.

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

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

Signed: _____

RFO/Deputy Clerk had advised the applicant on these matters but had no reply.
RESOLVED: Members resolved that the officer should continue to request further information and documentation from the applicant ahead of the September Grants meeting.

d. Holme Village Residents Association had applied for a retrospective grant for paint works to the public toilets in the village. Retrospective grants are disallowed under the Grants Policy. The applicant was advised of this before making the application.
RESOLVED: The Committee resolved that this application should not be considered in the September grants meeting since retrospective grants were disallowed under the HVPC Grants Policy. The applicant would be encouraged to apply in a more timely fashion in future.

B. Grant Evaluations

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

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

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

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

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

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

Signed: _____

C. Rolling Grants

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

1. Holmfirth Festival of Folk - £1,500 - Festival costs
2. Holmfirth Film Festival - £1,500 – venue hire
3. Friends of Honley - £1,500 – annual planting
4. Friends of Cliff Rec - £500 – Carols on the Cliff
5. Honley Business Association - £1,560 - CCTV
6. Wooldale Community Group - £1,000 – venue rental for clubs

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

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

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

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

ii. In addition, Friends of Honley Library had submitted a Rolling Grant Agreement for their annual running costs grant of £15,000. This is normally paid in early May, that is, after the precept has been received and before the annual Council meeting. The Committee considered approving in principle this payment of £15,000 as a rolling grant at that time. This would essentially be a final act of the retiring Council. The £15,000 rolling grant would need to be built into the Committee budget provision for 2026/27. The £15,000 grant is not guaranteed in the Honley Library lease; it is an annual discretionary award.
The Committee voted to suspend standing orders to allow Cllr Colling to comment that the Friends of Honley Library sometimes needed to show evidence of grants to be received to be eligible for other grants.
RESOLVED: The Committee resolved that. In principle, Friends of Honley Library could be paid a grant of £15,000 in early May 2027, ahead of the Annual Council Meeting, pending submission of required documentation.
The Committee further resolved to consider that the grant to Honley Library should be “guaranteed” in a lease or side letter, rather than being discretionary. The Committee would also suggest that inflation is factored into the annual award.

iii. The Committee considered any further action on rolling grants.
RESOLVED: No further action.

Signed: _____

2627 32 Finance and Management Working Groups

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

i. **NOTED:** It was noted that the Grants Working Group had not met this Council year. Members are Cllr Wilson, Cllr Blacka, Cllr Holmes, Cllr Kirby, Cllr Rylah, Cllr Whitelaw, and the RFO/Deputy Clerk.
Members considered actions in respect of this working group.
RESOLVED: Any meeting of the Grants Working Group would be after 28th September.

ii. **NOTED:** It was noted that the Financial Regulations Working Group had not met this Council year. Members are Cllr Wilson, Cllr Blacka, and the RFO/Deputy Clerk.
Members considered actions in respect of this working group.
RESOLVED: This will meet before 28th September. Cllr Wilson would arrange this.

iii. **NOTED:** It was noted that the IT Policy Assertion 10 Working Group had not met this Council year. Members are Cllr Dixon, Cllr Kirkby, Cllr Liles and Cllr Osborne.
Members considered actions in respect of this working group.
RESOLVED: As not all members of this Working Group were present, discussed would be deferred to a subsequent meeting.

2627 33 Chair's Expenses

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

2627 34 Schedule of Payments

NOTED: Members noted the following Schedules of Payments:

i. The final Schedule of Payments for April 2026.

ii. The final Schedule of Payments for May 2026.

iii. The final Schedule of Payments for June 2026.

v. The draft, final Schedule of Payments for July 2026.

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

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

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

Signed: _____

2627 35 Financial Statements

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

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

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

iii. For June 2026 including the year-end transactions:
(1) Cash Books All Accounts Receipts and Payments (to end 30 June 2026)
(2) Trial Balance (to end 30 June 2026)
(3) Detailed Income and Expenditure against budget headings (to end 30 June 2026)
(4) Balance Sheet (to end 30 June 2026)
(5) Cash and Investment Reconciliation (to end 30 June 2026)
(6) Earmarked Reserves (to end 30 June 2026)
(7) VAT Return – year-to-date for the quarter APR-JUN 2026; submitted and payment £3,472.96 received 19 07 2026.

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

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

Income side:

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

Expenditure side:

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

Signed: _____

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

v. The Committee considered whether any further action was needed on income and expenditure against budget.
RESOLVED: No further action.

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

For April 2026:

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

For May 2026:

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

For June 2026:

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

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

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

2627 36 Banking

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

Signed: _____

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

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

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

The Committee considered any further action in respect of the Parish Council's bank accounts.
RESOLVED: No further action.

2627 37 Internal Control Check

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

The Committee considered any further actions from Cllr Baylin's report.
RESOLVED: No further action.

2627 38 Financial Records for the website

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

2627 39 The Civic, Holmfirth

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

Signed: _____

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

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

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

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

iii. **Civic Vision Working Group**
In respect of the Civic Vision Working Group, Cllr Wilson suggested that, given that there would be a full review of this at full Council 7th September 2026, any discussion on The Civic should be deferred to that meeting.
RESOLVED: Detail discussion on The Civic would be so deferred.

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

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

2627 40 Honley Library

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

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

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

2627 41 Other tenancies

Allotments

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

Signed: _____

Garages

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

Gartside Building

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

2627 42 **Publicising the work of Holme Valley Parish Council**

The Committee considered recent events or news that this Committee wished to publicise via the press, Parish Council website or social media.
RESOLVED: That some of the projects who had supplied grant evaluation should be included in social media posts. The Honley Library opening would be publicised.

The meeting closed at 8.10pm

Signed: _____

HVPC Grants 2026-27 - being considered 28th September 2026

No	COMMITTEE	WHEN	NAME	GROUP TYPE	REGISTRATION NUMBER	CODE	BUDGET	HOW MUCH APPLIED	Project	Projects and Events 4405 AWARD	Projects and Events 4405 REMAINING	Other Community Assets 4315 AWARD	Other Community Assets 4315 REMAINING
Grants awarded 2026-27													
44	F&M	28/09/2026	No Dots Ltd (Northern Silents)	Not for profit company		4405	Projects and Events	£1,146.50	x3 wellbeing dropin events		£19,500.00		£46,940.00
43	F&M	28/09/2026	Earth Village CIC	CIC	13795865	4405	Projects and Events	£1,400	Fees towards a wellbeing course		£19,500.00		£46,940.00
42	F&M	28/09/2026	Honley Village Community Trust	Charity	1195759	4405	Projects and Events	£400	Towards Halloween and Christmas parties for children		£19,500.00		£46,940.00
41	F&M	28/09/2026	Honley Business Association	Unregd Group		4405	Projects and Events	£1,500	Hire of snow globe etc for Christmas event		£19,500.00		£46,940.00
40	F&M	28/09/2026	Holmfirth Tech	CBS		4405	Projects and Events	£1,500	Room hire for Links - support and signposting		£19,500.00		£46,940.00
39	F&M	28/09/2026	Musica Holme Valley	Charity	1013838	4405	Projects and Events	£1,051	Music group - Tour costs, clothing for visit to Austria		£19,500.00		£46,940.00
38	F&M	28/09/2026	10th Holme Valley Scouts (New Mill)	Charity	502703	4405	Projects and Events	£1,300	Camping Equipment		£19,500.00		£46,940.00
37	F&M	28/09/2026	Huddersfield Riding for the Disabled	Charity	1074144	4405	Projects and Events	£736	Cost of x2 ponies for the disabled		£19,500.00		£46,940.00
36	F&M	28/09/2026	Sharing Memories	Unregd Group		4405	Projects and Events	£1,465	Arts and wellbeing project for older people		£19,500.00		£46,940.00
35	F&M	28/09/2026	Holmfirth Forward	Ltd Company non-profit		4405	Projects and Events	£1,500	Pre-planning re a heritage mural for Holmfirth		£19,500.00		£46,940.00
34	F&M	28/09/2026	Holmfirth Arts Festival	Charity	1141623	4405	Projects and Events	£1,500	Festival running costs		£19,500.00		£46,940.00
33	F&M	28/09/2026	Honley Male Voice Choir	Charity	1158453	4405	Projects and Events	£1,500	Rehearsal space costs and storage costs		£19,500.00		£46,940.00
32	F&M	28/09/2026	Holme Valley Civic Society	Charity	255297	4405	Projects and Events	£1,414	Event to commemorate 175th anniversary of the 1852 flood		£19,500.00		£46,940.00
31	F&M	28/09/2026	Honley Business Association	Unregd Group		4315	Community Assets	£1,500	Gazebo weights for 30+ events gazebos		£19,500.00		£46,940.00
30	F&M	28/09/2026	6th Holme Valley Scouts (Honley)	Charity	524744	4315	Community Assets	£5,000	Noise-absorbing panels for scout hut		£19,500.00		£46,940.00
29	F&M	28/09/2026	Friends of Hade Edge School	Charity	1165130	4315	Community Assets	£4,997.28	Playground equipment, resurfacing parent/toddler group		£19,500.00		£46,940.00
28	F&M	28/09/2026	Holme Community Centre	Charity	1172459	4315	Community Assets	£5,000	Audio-visual equipment for the hall		£19,500.00		£46,940.00
27	F&M	28/09/2026	Hade Edge Football Club	CASC		4315	Community Assets	£3,755	Heaters for the clubhouse		£19,500.00		£46,940.00
26	F&M	28/09/2026	Holme Village Residents Association	Unregd Group		4315	Community Assets	£78	Barn owl nesting box		£19,500.00		£46,940.00
25	F&M	28/09/2026	Holmfirth Harriers	CASC		4315	Community Assets	£5,000	Lower and insulate hall ceiling		£19,500.00		£46,940.00
24	F&M	28/09/2026	Holme Valley Climate Action Partnership - Book Rest Garden	Unregd Group		4315	Community Assets	£396.56 + £99.40 = £495.96	Equipment, plants, seeds, hedge trimming costs		£19,500.00		£46,940.00
23	F&M	28/09/2026	Holme Valley Climate Action Partnership - Edible Garden	Unregd Group		4315	Community Assets	£282	Equipment to maintain the Edible Garden		£19,500.00		£46,940.00
22	F&M	28/09/2026	Hepworth Community Association	Charity	1023644	4315	Community Assets	£1,747.39 + £349.47 = £2,096.86	Parking Buddies Signs		£19,500.00		£46,940.00
21	F&M	28/09/2026	Holmfirth and District Bowling Club	Charity	1159339	4315	Community Assets	£5,000	Solar panels and battery		£19,500.00		£46,940.00
26/27		**2026-27**	**Budget at Year Start**								**£19,500**		**£46,940**

D

Grants Awarded 2021-26 to the organisations applying for grants in the next cycle (September 28 2026):

Community Assets Grants 4315

Community Assets Grants 4315	Holmfirth and District Bowling Club £5,000.00 Installation of solar panels and battery
2026-27	First recent application
2025-26	
2024-25	
2023-24	
2022-23	
2021-22	
TOTAL PREVIOUS AWARDED	£0

21.

Community Assets Grants 4315	Hepworth Community Association £1,747.39 + £349.47 = £2,096.86 £2,096.86 Parking Buddies
2026-27	
2025-26	£2,500.00 heat pump
2024-25	
2023-24	
2022-23	£5,000.00 structural work to the village hall
2021-22	*£5,000.00* *to Hepworth Play Group - play surface*
TOTAL PREVIOUS AWARDED	£12,500

22.

Community Assets Grants 4315	HVCAP - Holmfirth Edible Gardens Group £282.00 Equipment to maintain garden plus seeds etc
2026-27	
2025-26	£1,370.00 Food event at Food Festival (as HVCAP)
2024-25	£928.00 Food event at Food Festival (as HVCAP)
2023-24	£897.00 Food event at Food Festival (as HVCAP)
2022-23	
2021-22	
TOTAL PREVIOUS AWARDED	£3,195

23.

Community Assets Grants 4315	HVCAP - Book Rest Garden £396.56 + £99.40 = £495.96 £495.96 Equipment, plants, seeds, hedge trimming costs
2026-27	
2025-26	£1,370.00 Food event at Food Festival (as HVCAP)
2024-25	£928.00 Food event at Food Festival (as HVCAP)
2023-24	£897.00 Food event at Food Festival (as HVCAP)
2022-23	
2021-22	
TOTAL PREVIOUS AWARDED	£3,195

24.

Community Assets Grants 4315	Holmfirth Harriers £5,000.00 Lower and insulate club house ceiling
2026-27	
2025-26	£5,000.00 Heating System for Clubhouse
2024-25	£5,000.00 Solar Panels and Battery
2023-24	
2022-23	
2021-22	
TOTAL PREVIOUS AWARDED	£10,000

25.

Community Assets Grants 4315	Holme Residents Association £48.00 Owl box
2026-27	
2025-26	
2024-25	
2023-24	
2022-23	£439.96 Gazebos for the Coronation
2021-22	
TOTAL PREVIOUS AWARDED	£440

26.

Community Assets Grants 4315	Hade Edge Football Club £3,755.00 Heaters for the clubhouse
2026-27	First application
2025-26	
2024-25	
2023-24	
2022-23	
2021-22	
TOTAL PREVIOUS AWARDED	£0

27.

Community Assets Grants 4315	Holme Village Community Centre £5,000.00 Sound and video equipment for the centre
2026-27	
2025-26	£5,000.00 New flooring
2024-25	£5,000.00 Installation of toilets
2023-24	
2022-23	
2021-22	£5,000.00 Connection to the national grid
TOTAL PREVIOUS AWARDED	£15,000

28.

Community Assets Grants 4315	Friends of Hade Edge School £4,997.28 Outdoor play equipment etc for mum babu club
2026-27	First application
2025-26	
2024-25	
2023-24	
2022-23	
2021-22	
TOTAL PREVIOUS AWARDED	£0

29.

Community Assets Grants 4315	6th Holme Valley Scouts (Honley) £5,000.00 Soundproofing for the scout hut
2026-27	First application
2025-26	
2024-25	
2023-24	
2022-23	
2021-22	
TOTAL PREVIOUS AWARDED	£0

30.

Community Assets Grants 4315	Honley Business Association £1,500.00 Gazebo Weights for outdoor events
2026-27	
2025-26	£3,310 CCTV; Xmas
2024-25	£3,810 Defibs upkeep; CCTV; Xmas
2023-24	£2,810 Xmas, CCTV
2022-23	£6,120 CCTV x 2, Xmas, open gardens
2021-22	£6,000 Outdoor play equipment, Xmas lights
TOTAL PREVIOUS AWARDED	£22,050

1.

Grants Awarded 2021-26 to the organisations applying for grants in the next cycle (September 28 2026):

Projects and Events Grants 4405

Projects & Events Grants 4405	Holme Valley Civic Society £1,413.80 Public exhibition on the 1852 Great Flood 175th Anniversary
2026-27	**First application**
2025-26	
2024-25	
2023-24	
2022-23	
2021-22	
TOTAL PREVIOUS AWARDED	£0

32.

Projects & Events Grants 4405	Honley Male Voice Choir £1,500.00 Rehearsal venue and storage costs
2026-27	**First application**
2025-26	
2024-25	
2023-24	
2022-23	
2021-22	
TOTAL PREVIOUS AWARDED	£0

33.

Projects & Events Grants 4405	Holmfirth Arts Festival £1,500.00 Holmfirth Arts Festival - festival costs
2026-27	
2025-26	£3,000.00 Flow Project; Creative Confluences Arts Programme
2024-25	£1,500.00 Flow Project
2023-24	£1,500.00 Flow Project
2022-23	£1,000.00 Training for young music makers
2021-22	£1,000.00 Outdoor events production costs
TOTAL PREVIOUS AWARDED	£8,000

34.

Projects & Events Grants 4405	Holmfirth Forward £1,500.00 Holmfirth Heritage Mural
2026-27	
2025-26	£1,800.00 Holmfirth Pride (£300 + £1,500)
2024-25	
2023-24	£3,240.00 Holmfirth lamp post brackets
2022-23	£500.00 Map of Holmfirth businesses - 2nd print run
2021-22	£1,000.00 Map of Holmfirth businesses
TOTAL PREVIOUS AWARDED	£6,540

35.

Projects & Events Grants 4405	Sharing Memories £1,500.00 Materials for arts wellbeing project
2026-27	
2025-26	£1,500.00 Arts project for older people
2024-25	£1,490.00 Arts project for older people
2023-24	£1,500.00 Sing Your Soul Sunny Project
2022-23	£1,000.00 Indeep Project
2021-22	£987.00 Arts Project
TOTAL PREVIOUS AWARDED	£6,477

36.

Projects & Events Grants 4405	Huddersfield Riding for the Disabled £736.00 Cost of two ponies for sessions
2026-27	First application
2025-26	
2024-25	
2023-24	
2022-23	
2021-22	
TOTAL PREVIOUS AWARDED	£0

37.

Projects & Events Grants 4405	10th Holme Valley (New Mill) Scouts £1,300.00 Camping equipment
2026-27	
2025-26	
2024-25	
2023-24	
2022-23	
2021-22	£2,017.00 Towards clubhouse - this is in the earmarked reserve
TOTAL PREVIOUS AWARDED	£2,017

38.

Projects & Events Grants 4405	Musica Holme Valley £1,051.00 Cultural tour of Italy costs
2026-27	First application
2025-26	
2024-25	
2023-24	
2022-23	
2021-22	
TOTAL PREVIOUS AWARDED	£0

39.

Projects & Events Grants 4405	Holmfirth Tech £1,500.00 Weekly room hire for weekly Links sessions
2026-27	
2025-26	£4,826.13 Soundproofing etc dance studio
2024-25	£1,500 Food, drink for Warm Spaces project
2023-24	£5,000 Refurb Rock Room
2022-23	£15,000 Energy costs and replace kitchen
2021-22	£10,000 Kitchen equipment and toilets
TOTAL PREVIOUS AWARDED	£36,326

40.

Community Assets Grants 4315	Honley Business Association £1,500.00 Hire of snow globe etc for Christmas event
2026-27	
2025-26	£3,310 CCTV; Xmas
2024-25	£3,810 Defibs upkeep; CCTV; Xmas
2023-24	£2,810 Xmas, CCTV
2022-23	£6,120 CCTV x 2, Xmas, open gardens
2021-22	£6,000 Outdoor play equipt, Xmas lights
TOTAL PREVIOUS AWARDED	£23,550

41.

Projects & Events Grants 4405	Honley Village Community Trust £1,500.00 Halloween, Christmas Parties for kids
2026-27	
2025-26	£1,411.50 3 various, separate projects
2024-25	£6,980.00 8 various, separate projects
2023-24	£10,264 10 various, separate projects
2022-23	£8,155 5 various, separate projects
2021-22	£7,000 3 various, separate projects
TOTAL PREVIOUS AWARDED	£33,811

42.

Projects & Events Grants 4405	Earth Village CIC £1,400.00 10 week wellbeing course - costs
2026-27	First application
2025-26	
2024-25	
2023-24	
2022-23	
2021-22	
TOTAL PREVIOUS AWARDED	£0

43.

Projects & Events Grants 4405	No Dots Ltd Drop in events for community wellbeing	£1,146.50
2026-27	First application	
2025-26		
2024-25		
2023-24		
2022-23		
2021-22		
TOTAL PREVIOUS AWARDED		£0

44.

Grant Application Form

Please complete and return to the deputy clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of July to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p5.

In under 20 words, tell us what the grant would pay for?

Installation of solar panels and battery to reduce energy costs and carbon emissions.

1	Contact Details
Name of organisation	Holmfirth & District Bowling Club
Address	Bridge Fold Bridge Lane Holmfirth
Postcode	HD9 7AN
Contact person	[redacted]
Position in group	Trustee
Correspondence address **Postcode**	As above
Daytime phone	[redacted]
Evening phone	[redacted]
Email	[redacted]

2	About your organisation	
What sort of group are you? - put an 'x' in the boxi	• Unregistered community group • Registered charity X • Other (please state)	
Charity or other Registration No	1159339	If applicable
When did the group start?	November 1898	
How many people are involved in running your group?	Trustees	11
	Unpaid Management Committee	N/A
	Paid F/T Staff	0
	Paid P/T Staff	0
	Volunteers (excluding Management Committee)	17

3	Your Finances
Income (last year)	Y/E 30th September 2025 - £9464
Expenditure (last year)	Y/E 30th September 2025 - £6446
Reserves held	Y/E 30th September 2024 (accounts not finalised for previous financial year) - £6644
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	Limited reserves maintained for essential running costs. Rising energy costs are reducing available funds for sustainability improvements.
Describe the current financial position of your organisation including the current balance on your combined accounts9,2	As at 9th May 2026, funds held on account with The Co-operative Bank total £9,217.54; made up as follows:- Current account - £3,217.54 Instant access savings account - £3,000.00 35-day notice savings account - £3,000.00

4	Your Bank Account

If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)	**N/A**	

Account Name	[redacted]
Sort Code	[redacted]
Account Number	[redacted]

5 Your Project

Outline the project that you are seeking a grant for (Maximum 500 words)

Installation of solar PV panels and battery storage system to generate renewable electricity for clubhouse operations. This project is expected to reduce electricity costs by approx 50 -100 % annually.

Why do you feel your project is worthwhile? (Maximum 500 words)

As a small, community based charity rising energy costs are placing increased pressure on our financial sustainability. Electricity is our only source of power for essential services such as lighting and hot water. To address this, we are seeking to invest in renewable energy generation that will reduce both our expenditure on energy costs and environmental impact.

Which of the Parish Council's grants priorities does your project meet (tick all that

- ☒ **Combating the climate emergency**
- ☐ **Promoting and enhancing biodiversity and the natural environment**
- ☐ **Supporting local residents in greatest need**
- ☒ **Promoting the mental health and physical wellbeing of local residents**
- ☒ **Encouraging social interaction by the provision of activities and events**
- ☐ **Protecting local heritage – the physical environment and cultural heritage**
- ☐ **Supporting community-owned assets, eg village halls, parks, gardens and open spaces**
- ☐ **Promoting festivals and tourism**

How will your project benefit the people of the Holme Valley? (Maximum 200 words)

The Parish Council can only give out grants that directly benefit the people of the Holme Valley

Holmfirth and District Bowling Club serves as an inclusive hub for the local and surrounding community. We provide opportunities for people of all ages, backgrounds and abilities to participate in sport, social activity and outdoor recreation. Our facilities are accessible and welcoming, with free tuition and equipment available to ensure no financial barriers to participation. Providing improved physical and mental wellbeing, reducing social isolation and loneliness.

Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)

◆ the general population, ◆ children under 16, ◆ young people under 25, ◆ older people over 60, ◆ disabled people, ◆ people of minority ethnic origin, ◆ particular groups, ◆ other

All users of this facility listed below

HDBC has 9 teams in the Huddersfield Bowling Leagues - 5 of which are for veterans aged 60+

Membership for social and league bowling is currently 68 Age range from 16 - 90.

Visiting teams - and spectators - benefit the club and local community. Approx 1000 +

e.g. Last year Holme Valley Education Centre used our facilities to give a group of disadvantaged children an experience of Crown Green Bowling.

How will your project address the ongoing climate emergency? (Maximum 200

This project aligns strongly with your commitment to supporting communities in improving energy efficiency, reducing carbon emissions, building long-term resilience against rising energy costs and reliance on grid electricity.

6 Grants from Holme Valley Parish Council

Put an

Grant 1: Assets Grants • This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new equipment for these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line. • Maximum award is £5,000.	X
Grant 2: Projects, Events and Other Activities Grants • This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the Holme Valley. • Maximum award is £1,500.	

If you are unsure about which grant to apply for, contact the Parish Council on 01484 687460 or email: deputyclerk@holmevalleyparishcouncil.gov.uk

7	Your Project Budget Plan			
Item	**Cost (net)**	**VAT**	**Where will the funding come from?** - reserves, fundraising, donations, other grant awards or Holme Valley PC	**Amount requested from the Parish Council**
Components & Installation	£5000		Holme Valley PC	£5000
Components & Installation	£2000		Grant Awards	
Project Total Cost	**£7000**		**Total amount requested from HVPC**	**£5000**

- **The Parish Council would appreciate it if you could detail any VAT incurred by your project.**
- **The Parish Council may be able to reclaim VAT.**

Do you anticipate any income from this project?
If, so, how much? If so, what will the organisation do with the money?

Possibly. Dependent on creating a surplus of electricity and future resale values. Any profits will be reinvested into maintenance and improvements to the club facilities.

Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.*

Not at present

Has the group received a grant from the Parish Council in the last five years?	NO Please give details:

8 Documentation - Please ensure you enclose the following with your application:	
1. This Application form	YES
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES ~~NO~~ ~~N/A~~
3. Last 3 years accounts (if you have them)	YES ~~NO~~ ~~N/A~~
4. Copy of your bank statements on your main account for the last 6 months	YES ~~NO~~ N/A
5. Copies of your most recent bank statement for each of your accounts	YES ~~NO~~ N/A
6. Copies of written estimates/quotations for purchases (if relevant)	~~YES~~ NO ~~N/A~~
7. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	~~YES~~ NO ~~N/A~~

9 Declaration
• I am authorised to make the application on behalf of the above organisation. • I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded. • I have filled in every section of the application form. • I certify that the information contained in this application is correct. • If the information in the application changes, I will inform the Council. • I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding thisapplication. • If the application is successful, I give permission for the Council to publicise the project in the local media and on its website. • I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.
This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

Name	[redacted]

Signature	[redacted]
Position in organisation	Trustee
Date	26.05.2026

Send the completed application form, together with all supporting documentation, preferably in PDF format to: deputyclerk@holmevalleyparishcouncil.gov.uk

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: deputyclerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460

Grant Application Form

Please complete and return to the deputy clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of July to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p5.

In under 20 words, tell us what the grant would pay for?

The purchase of traffic buddies and cones to help deter inconsiderate parking and speeding along Towngate and Maingate in Hepworth.

1	Contact Details
Name of organisation	Hepworth Community Association
Address	The Village Hall Towngate Hepworth
Postcode	HD9 1TE
Contact person	[redacted]
Position in group	Secretary
Correspondence address **Postcode**	[redacted]
Daytime phone	[redacted]
Evening phone	[redacted]

Email	[redacted]

2	**About your organisation**	
What sort of group are you? - put an 'x' in the box	• Unregistered community group ☐ • Registered charity **x** • Other (please state) ☐ ➢ …….	
Charity or other Registration No	1023644 If applicable	
When did the group start?	2013	
How many people are involved in running your group?	Trustees	6
	Unpaid Management Committee	5
	Paid F/T Staff	-
	Paid P/T Staff	-
	Volunteers (excluding Management Committee)	*~50*

3	**Your Finances**
Income (last year)	£23338 (Year to 30 November 2025)
Expenditure (last year)	£23028
Reserves held	£20640
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	£8240 is held in a deposit account as a contingency against significant and unforseen expenditure associated with village hall maintenance and repair.
Describe the current financial position of your organisation including the current balance on your combined accounts	Fair

4	Your Bank Account	
If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)		**NOT APPLICABLE**

Account Name	[redacted]
Sort Code	[redacted]
Account Number	[redacted]

5	Your Project

Outline the project that you are seeking a grant for (Maximum 500 words)

Hepworth Community Association recently completed an on-line survey to gauge the strength of local opinion in Hepworth and Jackson Bridge about important Road Safety and Traffic Management issues such as speeding, parking, signage and road markings, etc.

The results indicated most respondents were very concerned about speeding, parking and pedestrian safety. This prompted a meeting with local Councillor Damian Brooke who favours traffic buddies as a relatively low cost means of addressing inconsiderate driver behaviour in sensitive locations where signage and markings are insufficient or absent.

Hence, this request to Holme Valley Parish Council to provide funds to purchase 8 traffic buddies and 4 road safety cones for initial use outside the village hall (which houses the local pre-school) and Hepworth School.

Why do you feel your project is worthwhile? (Maximum 500 words)

Road Safety in Hepworth, Jackson Bridge and the surrounding area is a longstanding issue raised by members of the local community. Individual requests to Kirklees Council to improve signage and road markings are seldom acted upon. (Indeed a recent request by Councillor Damian Brooke to renew faded road markings along Towngate and Maingate was turned down by Kirklees.)

Hence, our request to initiate a scheme to help address these issues which doesn't require sanction from Kirklees.

Parking buddies can be placed outside schools and other locations where pedestrian safety is paramount providing a visual prompt to deter illegal/inconsiderate parking.

We hope to use the knowledge gained from introducing parking buddies to help generate a longer term road safety plan.

Which of the Parish Council's grants priorities does your project meet (tick all that apply)

- ☐ **Combating the climate emergency**
- ☐ **Promoting and enhancing biodiversity and the natural environment**
- ☒ **Supporting local residents in greatest need**
- ☒ **Promoting the mental health and physical wellbeing of local residents**
- ☐ **Encouraging social interaction by the provision of activities and events**
- ☐ **Protecting local heritage – the physical environment and cultural heritage**
- ☒ **Supporting community-owned assets, eg village halls, parks, gardens and open spaces**
- ☐ **Promoting festivals and tourism**

How will your project benefit the people of the Holme Valley? (Maximum 200 words)

The Parish Council can only give out grants that directly benefit the people of the Holme Valley

The introduction of parking buddies will help relieve the stress and anxiety that many parents and older residents of Hepworth feel about pedestrian safety. (Inaction is not an option.)

Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)

◆ the general population, ◆ children under 16, ◆ young people under 25, ◆ older people over 60, ◆ disabled people, ◆ people of minority ethnic origin, ◆ particular groups, ◆ other

All residents of Hepworth (and visitors) will benefit directly and indirectly.

How will your project address the ongoing climate emergency? (Maximum 200 words)

It should help to encourage people to walk safely through the village – leaving their cars at home – or safely parked elsewhere.

6 Grants from Holme Valley Parish Council

Put an "**X**"

Grant 1: Assets Grants • This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new equipment for these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line. • Maximum award is £5,000.	X
Grant 2: Projects, Events and Other Activities Grants • This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the Holme Valley. • Maximum award is £1,500.	

If you are unsure about which grant to apply for, contact the Parish Council on 01484 687460 or email: deputyclerk@holmevalleyparishcouncil.gov.uk

7 Your Project Budget Plan

Item	Cost (net)	VAT	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
4 off Police Buddy Officers	837.72	167.54	HVPC	1005.26
4 off Traffic Warden Buddies	837.72	167.54	HVPC	1005.26
4 off Road Safety Traffic Cones	71.95	14.39	HVPC	86.34
Project Total Cost	**1747.39**	**349.47**	**Total amount requested from HVPC**	**2096.86**

- **The Parish Council would appreciate it if you could detail any VAT incurred by your project.**
- **The Parish Council may be able to reclaim VAT.**

Do you anticipate any income from this project?
If, so, how much? If so, what will the organisation do with the money?

No

Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.*

No

Has the group received a grant from the Parish Council in the last five years?	YES / NO Yes. Support to purchase a heat pump for the village hall. (Following the failure of an old gas heater) Please give details

8 Documentation - Please ensure you enclose the following with your application:	
1. This Application form	YES
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES
3. Last 3 years accounts (if you have them)	NO
4. Copy of your bank statements on your main account for the last 6 months	NO
5. Copies of your most recent bank statement for each of your accounts	YES
6. Copies of written estimates/quotations for purchases (if relevant)	YES
7. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	N/A

9 Declaration

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.
- I have filled in every section of the application form.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

Name	[redacted]
Signature	[redacted]
Position in organisation	Secretary, Hepworth Community Association
Date	18/07/2026

Send the completed application form, together with all supporting documentation, preferably in PDF format to: deputyclerk@holmevalleyparishcouncil.gov.uk

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

G

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: deputyclerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460

Grant Application Form

Please complete and return to the deputy clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of July to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p5.

In under 20 words, tell us what the grant would pay for?

Equipment to maintain a central Holmfirth charity garden which provides the public with free vegetables and so encourage healthy eating.

1	Contact Details
Name of organisation	Holmfirth Edible Gardens Group
Address	The New Holmfirth Park Huddersfield Road **Holmfirth**
Postcode	HD9 3JH
Contact person	[redacted]
Position in group	Volunteer gardener
Correspondence address **Postcode**	[redacted]
Daytime phone	
Evening phone	
Email	hvcapfinance@gmail.com

2	About your organisation	
What sort of group are you? - put an 'x' in the box	• Unregistered community group **X** • Registered charity • Other (please state) ➢ …….	
Charity or other Registration No	N/A If applicable	
When did the group start?	2017	
How many people are involved in running your group?	Trustees	
	Unpaid Management Committee	
	Paid F/T Staff	
	Paid P/T Staff	
	Volunteers (excluding Management Committee)	*9*

3	Your Finances
Income (last year)	Nil
Expenditure (last year)	£101
Reserves held	£69
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	
Describe the current financial position of your organisation including the current balance on your combined accounts	£69 is the current balance which will be used to purchase soil enrichment for next year. In the past we have received some contributions from local businesses, but this has stopped.

4	Your Bank Account	
If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)	**YES**	**NOT APPLICABLE**

Account Name	
Sort Code	
Account Number	

5 Your Project

Outline the project that you are seeking a grant for (Maximum 500 words)

The purchase of tools, seeds and bulbs for the Holmfirth Edible Garden charity group.

Why do you feel your project is worthwhile? (Maximum 500 words)

It demonstrates the value of utilizing spare ground for the production of food for the good of society.

It also brings together the retired and anyone wanting to participate in gardening on a regular basis for the good of society and enhance their mental health. It is an outdoor space for those who may not have a garden/space of their own.

Which of the Parish Council's grants priorities does your project meet (tick all that apply)

- ☐ **Combating the climate emergency**
- ☒ **Promoting and enhancing biodiversity and the natural environment**
- ☒ **Supporting local residents in greatest need**
- ☒ **Promoting the mental health and physical wellbeing of local residents**
- ☒ **Encouraging social interaction by the provision of activities and events**
- ☐ **Protecting local heritage – the physical environment and cultural heritage**

☒ **Supporting community-owned assets, eg village halls, parks, gardens and open spaces**

☐ **Promoting festivals and tourism**

How will your project benefit the people of the Holme Valley? (Maximum 200 words)

The Parish Council can only give out grants that directly benefit the people of the Holme Valley

All the vegetables are grown in the centre of Holmfirth (visible to all passing from the street and road) and are available for those passing to take for free. (There may be the odd individual from another area passing, but the majority of customers are local).

Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)

◆ the general population, ◆ children under 16, ◆ young people under 25, ◆ older people over 60, ◆ disabled people, ◆ people of minority ethnic origin, ◆ particular groups, ◆ other

Anyone from the general public able to past the stall displaying the free produce and take it home for their use.

Those wishing to promote their mental health though gardening activities.

How will your project address the ongoing climate emergency? (Maximum 200 words)

We are seeking to encourage as many people as possible to grow their own food and use it to feed their families, so food does not need to travel. As the garden can easily be seen by the thousands driving, or passing the garden on the pavement, it raises awareness of community/and personal food gardening.

6 Grants from Holme Valley Parish Council

Put an "**X**"

Grant 1: Assets Grants

- This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new equipment for these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line.
- Maximum award is £5,000.

Grant 2: Projects, Events and Other Activities Grants • This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the Holme Valley. • Maximum award is £1,500.	X

If you are unsure about which grant to apply for, contact the Parish Council on 01484 687460 or email: deputyclerk@holmevalleyparishcouncil.gov.uk

7 Your Project Budget Plan

Item	Cost (net)	VAT	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
Tommy's Top Soil -20 bags compost & delivery	£5.00		HVPC	£100
B & Q - Hand Forks X2	£5.00		HVPC	£10
Burgeon & Ball - Trowels X2	£6.00		HVPC	£12
Spear & Jackson - Secateurs x1	£25.00		HVPC	£25
Spear & Jackson – Pruning Saw	£20.00		HVPC	£20
Vegetable seeds * bulbs (assorted)	£50.00		HVPC	£50
10m Netting (white cabbage butterfly)	£45.00		HVPC	£45
Peggs for netting	£20.00		HVPC	£20
Project Total Cost	**£282.00**		**Total amount requested from HVPC**	**£282.00**

- **The Parish Council would appreciate it if you could detail any VAT incurred by your project.**
- **The Parish Council may be able to reclaim VAT.**

Do you anticipate any income from this project?
If, so, how much? If so, what will the organisation do with the money?

No.

Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.*
We have approached a number of local businesses, but have not been successful.

Has the group received a grant from the Parish Council in the last five years?	~~YES /~~ NO Please give details

8 Documentation - Please ensure you enclose the following with your application:	
1. This Application form	YES
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES
3. Last 3 years accounts (if you have them)	YES
4. Copy of your bank statements on your main account for the last 6 months	YES
5. Copies of your most recent bank statement for each of your accounts	YES
6. Copies of written estimates/quotations for purchases (if relevant)	NO
7. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	N/A

9 Declaration

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.
- I have filled in every section of the application form.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council,

indicating how the grant awarded has been spent, within two months of completion.

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

Name	[redacted]
Signature	
Position in organisation	Volunteer gardener / HVCAP treasurer
Date	21/07/26

Send the completed application form, together with all supporting documentation, preferably in PDF format to: deputyclerk@holmevalleyparishcouncil.gov.uk

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: deputyclerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460

Grant Application Form

Please complete and return to the deputy clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of July to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p5.

In under 20 words, tell us what the grant would pay for?

1 Contact Details

Name of organisation	Book Rest Garden (Member of Holme Valley Climate Action Partnership)
Address	Victoria Park, Holmfirth
Postcode	HD9 3JP

Contact person	[redacted]
Position in group	Volunteer
Correspondence address **Postcode**	[redacted] [redacted]
Daytime phone	[redacted]
Evening phone	
Email	[redacted]

2 About your organisation

What sort of group are you? - put an 'x' in the box	X• Unregistered community group • Registered charity • Other (please state) ➢ ……	
Charity or other Registration No	If applicable	
When did the group start?	**2015**	
How many people are involved in running your group?	Trustees	
	Unpaid Management Committee	
	Paid F/T Staff	
	Paid P/T Staff	

	Volunteers (excluding Management Committee)	7

3 Your Finances

Income (last year)	0
Expenditure (last year)	£350
Reserves held	**£500**
Describe the position of any reservesie how much is held against contingencies and whether any is earmarked for specific projects	£500 which is for maintenance of garden and emergency repairs
Describe the current financial position of your organisation including the current balance on your combined accounts	£500 We do not have any income

4 Your Bank Account

If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)	**YES**	**NOT APPLICABLE**

Account Name	[redacted]
Sort Code	
Account Number	[redacted]

5 Your Project

Outline the project that you are seeking a grant for (Maximum 500 words)

Replenish spring bulbs and wildflowers. Top up raised beds with compost. Hire a gardener to prune bushes to the rear of the garden.

Why do you feel your project is worthwhile? (Maximum 500 words)

We have created a communal garden from an unloved and little used space in front of Victoria Park. We planned for the area to be as accessible as possible by widening paths and laying wheelchair friendly surfaces. The furniture and fencing which we added is brightly coloured, chosen not just for its looks but also because this is a better option than dark colours for those with dementia. We chose products made from recycled plastic which are both durable and environmentally friendly.

The raised beds are planted with spring bulbs and wildflowers, neither of which require extra watering. The wildflowers in particular attract a wide range of insects, thus promoting biodiversity. These beds are raised, some with seating, our aim being to make it possible for elderly or less able people to be involved with maintaining the garden if they so wish.

Being set back from the road, our garden has become a popular and secluded

community space. We would be delighted if the garden were to be used for local events and festivals.

Which of the Parish Council's grants priorities does your project meet (tick all that apply)

☐ **Combating the climate emergency**

x☐ **Promoting and enhancing biodiversity and the natural environment**

☐ **Supporting local residents in greatest need**

☐ **Promoting the mental health and physical wellbeing of local residents**

x☐ **Encouraging social interaction by the provision of activities and events**

☐ **Protecting local heritage – the physical environment and cultural heritage**

x☐ **Supporting community-owned assets, eg village halls, parks, gardens and open spaces**

☐ **Promoting festivals and tourism**

How will your project benefit the people of the Holme Valley? (Maximum 200 words) The Parish Council can only give out grants that directly benefit the people of the Holme Valley

The park provides a quiet and secluded area for families and individuals to relax. We have had very positive feedback from a number of visitors over time. Unlike Victoria Park, the area is accessible to wheelchair users and buggies and people with limited mobility. We would very much like it to be used for local festivals and events and a place for special interest groups to meet. Once the Piazza area is complete, the garden will provide a quieter alternative just over the road for picnicking etc.

The park needs to be sustainable and this means regular maintenance by volunteers. With more volunteers and funds the area at the rear of the garden could also be developed to provide nature based activities for children.

Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)

◆ the general population, ◆ children under 16, ◆ young people under 25, ◆ older people over 60, ◆ disabled people, ◆ people of minority ethnic origin, ◆ particular groups, ◆ other

The general population

How will your project address the ongoing climate emergency? (Maximum 200 words)

By encouraging biodiversity through the plants we choose. **The insect population (for example bees, butterflies) has noticeably increased since we developed the area.**

6 Grants from Holme Valley Parish Council Put an "**X**"

Grant 1: Assets Grants • This grant applies to "built" public amenities such as a community hall, band room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new equipment for these locations. In very special circumstances, other expenditure of a community asset may be	X

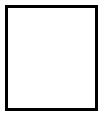
funded from this budget line. • Maximum award is £5,000.	

Grant 2: Projects, Events and Other Activities Grants • This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the Holme Valley. • Maximum award is £1,500.	

If you are unsure about which grant to apply for, contact the Parish Council on 01484 687460 or email: deputyclerk@holmevalleyparishcouncil.gov.uk

7 Your Project Budget Plan

Item	Cost (net)	VAT	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
GreenBrokers Butterfly & Bee Bulb Collection Mix – 100 Dutch	£9.59	£2.40	**Holme Valley PC**	**£11.99**
Bee friendly wildflower seeds Native Flowers	£11.99	£3		**£14.99**
Butterfly friendly wildflower seeds	£11.99	£3		**£14.99**
8xVerve multi purpose peat free compost £8	8 x £8 £51	£13		**£64**

Hedge cutting and shaping plus removal of cuttings	£280	£70		**£350**
VonHaus 3Pc Garden Shears Set – Tree Lopper, Hedge Shears, Garden Secateurs/Pruning Shears – Telescopic Extendable Handles – Soft Grip – Lightweight	£31.99	£8		**£39.99**

Project Total Cost Total amount requested £495.96 £500 from HVPC

• **The Parish Council would appreciate it if you could detail any VAT incurred by your project. • The Parish Council may be able to reclaim VAT.**

Do you anticipate any income from this project?
If, so, how much? If so, what will the organisation do with the money?

No

Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.* No

Has the group received a grant from the Parish Council in the last five years?	NO Please give details

8 Documentation - Please ensure you enclose the following with your application:	
1. This Application form	YES
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	N/A
3. Last 3 years accounts (if you have them)	YES
4. Copy of your bank statements on your main account for the last 6 months	YES
5. Copies of your most recent bank statement for each of your accounts	YES NO N/A
6. Copies of written estimates/quotations for purchases (if relevant)	NO
7. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	N/A

9 Declaration

• I am authorised to make the application on behalf of the above organisation.

• I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.

• I have filled in every section of the application form.

• I certify that the information contained in this application is correct. • If the information in the application changes, I will inform the Council.

• I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.

• If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.

• I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

Name	[redacted]
Signature	[redacted]
Position in organisation	**Volunteer**
Date	23.07.2026

Send the completed application form, together with all supporting documentation, preferably in PDF format to: deputyclerk@holmevalleyparishcouncil.gov.uk Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: deputyclerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460

Grant Application Form

Please complete and return to the deputy clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of July to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p5.

In under 20 words, tell us what the grant would pay for?

To lower and insulate the hall ceiling in our clubhouse (Neiley Pavilion) to reduce energy costs and wastage.

1	Contact Details
Name of organisation	Holmfirth Harriers Athletic Club
Address	New Mill Road Honley Huddersfield
Postcode	HD9 6QE
Contact person	
Position in group	President & Trustee of Neiley Pavilion
Correspondence address **Postcode**	
Daytime phone	

Evening phone	
Email	

2	**About your organisation**	
What sort of group are you? - put an 'x' in the box	• Unregistered community group ☐ • Registered charity ☐ • Other (please state) ☐ ➢ ……Amateur sports club……	
Charity or other Registration No	If applicable	
When did the group start?	1907	
How many people are involved in running your group?	Trustees	*4*
	Unpaid Management Committee	*25*
	Paid F/T Staff	*0*
	Paid P/T Staff	*1*
	Volunteers (excluding Management Committee)	*10*

3	**Your Finances**
Income (last year)	£32,829
Expenditure (last year)	£39,173
Reserves held	£102,024 (cash reserves) £116,480 (net assets)
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	We own the premises at Neiley Pavillion (our clubhouse). This comes, however, with the responsibility to keep it in good order. We look to retain as much cash as possible to ensure future expenses can be covered and any unforeseen significant repairs carried out, which will diminish the above cash further.

Describe the current financial position of your organisation including the current balance on your combined accounts	As at 30th June 2026, our cash resources stood at £97,216. This has reduced gradually from a preak of £139,843 at the March 2022 year end. The relevant year end figures are as follows:- March 2022 - £139,843 March 2023 - £138,310 March 2024 - £116,345 March 2025 - £102,024 March 2026 - £108,528 June 2026 - £97,216 The level of cash held has always been needed given that we own the premises at Neiley and, as a result, have potentially sizable maintenance issues. Indeed, even though we have been in receipt of grants over the last few years, commitments to improve/update the property have seen cash resources used with a circa £40,000 reduction seen over the 4 years. Also, with ongoing expenses running at circa £40,000 per annum, we like to hold a buffer to cover at least 1 year's costs in order to be prudent. In the context of the above, our cash surplus held is necessary for financial prudence.

4	Your Bank Account	
If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)	**YES**	**NOT APPLICABLE**

Account Name	

Sort Code	
Account Number	

5 Your Project

Outline the project that you are seeking a grant for (Maximum 500 words)

Our clubhouse building (Neiley Pavilion), which was redeveloped nearly 30 years ago, has a high, uninsulated ceiling/roof and we are losing a lot of heat when trying to keep our large hall warm for our users. In the winter months the energy wastage is excessively high. We currently have to programme the heating to come on several hours before the hall will be used in order for it to be warm and comfortable, which is an incredible waste of energy. We are therefore seeking funding to lower the ceiling and associated electrics and insulate it which will significantly reduce our energy usage. We will be able to provide a warm, welcoming and more energy efficient space for our users, which include football clubs, kids' school holiday clubs, pilates classes, dog training, etc. as well as our own club members. The funding for us to insulate the ceiling will ensure our long-term sustainability and ensure energy and environmental savings into the future. We will notify all our members and users of the planned project and the benefits to them. We are active on our social media accounts and website, which would help share information and updates about the project. Whilst this specific project is new, it is a follow-up to previous projects where we installed an air source heat pump and solar panels.

This investment will ensure the Neiley Pavilion continues to provide a safe, comfortable, and sustainable environment for community groups of all ages and abilities, supporting grassroots sport, fitness, and social activities, and will further reduce our carbon footprint.

Why do you feel your project is worthwhile? (Maximum 500 words)

This project forms part of the Club's long-term commitment to improving the environmental sustainability of Neiley Pavilion. Previous investments in solar panels and an air source heat pump have already reduced our reliance on traditional energy sources. Improving the insulation of the building is the next logical step, ensuring those earlier investments operate as efficiently as possible and delivering lasting environmental benefits for both the Club and the wider community.

Which of the Parish Council's grants priorities does your project meet (tick all that apply)

☐	**Combating the climate emergency**
☐	**Promoting and enhancing biodiversity and the natural environment**
☐	**Supporting local residents in greatest need**
☐	**Promoting the mental health and physical wellbeing of local residents**
☐	**Encouraging social interaction by the provision of activities and events**
☐	**Protecting local heritage – the physical environment and cultural heritage**
☐	**Supporting community-owned assets, eg village halls, parks, gardens and open spaces**
☐	**Promoting festivals and tourism**

How will your project benefit the people of the Holme Valley? (Maximum 200 words)

The Parish Council can only give out grants that directly benefit the people of the Holme Valley

Our facilities are used by our 450+ members, of all ages, backgrounds and abilities, as well as community groups including football clubs, kids' school holiday clubs, pilates classes, dog training, etc. Although our club is an Athletics Club, our facility is used by the wider community for events and parties. Our Management Committee and the Neiley Trustees Management Committee regularly consult with and feedback to our members and facility users. We have specific sub-committees where a subject or project is specialist and demands more focussed discussion. Much of the feedback on this subject has been a desire for warmer facilities but without any increased impact on the environment. There are many environmental initiatives in our rural area and we want to ensure that we play a part. Our facility gives people a chance to share their passion and hobbies and mix across a variety of activities. Neiley provides a critical community hub to many and we have recently taken on more lettings for children's out-of-school activities. It should be noted that our club is run by volunteers, all of whom live within our local community.

Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)

◆ the general population, ◆ children under 16, ◆ young people under 25, ◆ older people over 60, ◆ disabled people, ◆ people of minority ethnic origin, ◆ particular groups, ◆ other

Our club has 450+ members who will benefit, but also the wider community groups who rent the building. This will be in the hundreds when we take into account football teams, pilates groups, out-of-school kids' clubs, etc.

How will your project address the ongoing climate emergency? (Maximum 200 words)

We are committed to making the Neiley Pavilion as sustainable and energy-efficient as possible. With our current wasteful energy usage to heat our hall, we see this as an opportunity to invest in a long-term, environmentally responsible solution. By lowering the ceiling and insulating it we will:
-Lower our carbon footprint from the facility.
-Reduce energy consumption and running costs, ensuring the building remains affordable for community groups.
-Future-proof the pavilion as a sustainable, low-carbon hub for sport and community activity in the Holme Valley.

This project is about taking active steps to address the climate emergency and making sure the Neiley Pavilion plays its part in creating a greener future for the local community.

6	**Grants from Holme Valley Parish Council**	Put an "**X**"

Grant 1: Assets Grants ● This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new equipment for these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line. ● Maximum award is £5,000.	X
Grant 2: Projects, Events and Other Activities Grants ● This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the Holme Valley. ● Maximum award is £1,500.	

If you are unsure about which grant to apply for, contact the Parish Council on 01484 687460 or email: deputyclerk@holmevalleyparishcouncil.gov.uk

7	**Your Project Budget Plan**			
Item	**Cost (net)**	**VAT**	**Where will the funding come from?** - reserves, fundraising, donations, other grant awards or Holme Valley PC	**Amount requested from the Parish Council**

Parts & labour to lower and insulate the ceiling and associated electrical work (lighting and heaters)	12,741.80	2,548.36	A combination of HVPC, Lottery Environmental fund and reserves	£5,000
Fire alarm repositioning (estimate obtained by existing fire alarm maintainer)	300.00	60.00	A combination of HVPC, Lottery Environmental fund and reserves	
Estimated cost for other ad hoc improvements to hall insulation	1670.00	334.00	A combination of HVPC, Lottery Environmental fund and reserves	
Re-decoration (estimate)	400.00	100.00	A combination of HVPC, Lottery Environmental fund and reserves	
Project Total Cost	**15,111.80**	**2,988.36**	**Total amount requested from HVPC**	**£5,000**

- **The Parish Council would appreciate it if you could detail any VAT incurred by your project.**
- **The Parish Council may be able to reclaim VAT.**

Do you anticipate any income from this project?
If, so, how much? If so, what will the organisation do with the money?

No

Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.*

Yes, we have applied to the National Lottery Environment fund. If successful with both lottery and HVPC grants we will also be able to install additional solar panels to further our carbon-reduction and energy efficient journey.

Has the group received a grant from the Parish Council in the last five years?	YES - we have received two grants, each of £5,000 towards the installation of solar panels and a replacement air source heat pump and boiler/hot water tanks for our clubhouse Please give details

8 **Documentation -** Please ensure you enclose the following with your application:			
1. This Application form	YES		
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES	NO	N/A
3. Last 3 years accounts (if you have them)	YES	NO	N/A
4. Copy of your bank statements on your main account for the last 6 months	YES	NO	N/A
5. Copies of your most recent bank statement for each of your accounts	YES	NO	N/A
6. Copies of written estimates/quotations for purchases (if relevant)	YES	NO	N/A
7. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	YES	NO	N/A

9 Declaration

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.
- I have filled in every section of the application form.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

Name	[redacted]
Signature	
Position in organisation	President
Date	23/7/26

Send the completed application form, together with all supporting documentation, preferably in PDF format to: deputyclerk@holmevalleyparishcouncil.gov.uk

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

J

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460

Grant Application Form

Please complete and return to the clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of August to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p4.

In under 20 words, tell us what the grant would pay for?

A barn owl nesting box for the outside of the barn on Holme Village allotments.

1	Contact Details
Name of organisation	Holme Village Residents' Association
Address	Holme Village, Holmfirth Holmfirth
Postcode	

Contact person	[redacted]
Position in group	
Correspondence address **Postcode**	
Daytime phone	
Evening phone	
Email	

2	**About your organisation**	
What sort of group are you? - put an 'x' in the box	• Unregistered community group X • Registered charity • Other (please state) ……	
Charity Registration No	If applicable	
When did the group start?	June 2013	
How many people are involved in running your group?	Trustees	
	Unpaid Management Committee	4
	Paid F/T Staff	
	Paid P/T Staff	
	Volunteers (excluding Management Committee)	8

3	**Your Finances** (your last full financial year)
Financial Year	31st July 2025

Income	£7083.88
Expenditure	£3977.78
Reserves held	£8948.77
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	£4000 was donated by a resident to enable the toilets to be kept open.

4	**Your Bank Account**	
If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)		**NOT APPLICABLE**

Account Name	[redacted]
Sort Code	
Account Number	

5	**Your Project**
Outline the project that you are seeking a grant for	
We are hoping to install a barn owl nesting box on the outside of the small barn on the village allotments. The barn is small, and used for storage . It is frequented by barn owls who sometimes breed in the barn. After advice from Meltham Wildlife Rescue, we have chosen a suitable box supplied by the Barn Owl Trust. We have a volunteer to install it.	
Why do you feel your project is worthwhile?	

We would like to encourage breeding of the barn owls who discourage vermin and are lovely for residents and visitors to see. They often hunt during the day and are a magnificent sight over the fields.
When they do nest in the barn they are easily disturbed, and also make a mess (not that we mind that too much).
When they do nest they seem to discourage corvids which raid the swallow nests.

How will your project benefit the people of the Holme Valley?
The Parish Council can only give out grants that directly benefit the people of the Holme Valley

As above.

Allotment holders and Holme Valley residents and visitors will benefit from their presence.

Who in the Holme Valley will benefit? How many people will benefit?
◆ the general population, ◆ children under 16, ◆ young people under 25, ◆ older people over 60, ◆ disabled people, ◆ people of minority ethnic origin, ◆ particular groups, ◆ other

Allotment holders and anyone in or visiting the area who might see them, especially children.

How will your project address the ongoing climate emergency?

The box is made of natural sustainable materials (wood) materials.
Would encourage maintenance of biodiversity.

6 Grants from Holme Valley Parish Council

Put an "**X**"

Grant 1: Assets Grants • This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new developments to these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line.	

• Maximum award is £5,000.	

Grant 2: Community Benefits Grants • This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the people and community of the Holme Valley. • Maximum award is £1,500.	

- **If you are unsure about which grant to apply for, please contact the Parish Council on 01484 687460 or email: clerk@holmevalleyparishcouncil.gov.uk**
- **The Parish Council can award more money than the maximum award in very special circumstances.**

7	**Your Project Budget Plan**		
Item	**Cost**	**Where will the funding come from?** - reserves, fundraising, donations, other grant awards or Holme Valley PC	**Amount requested from the Parish Council**
Barn owl trust wooden nest box for buildings	£78	Reserves if necessary	£78
Project Total Cost	£78	**Total amount requested from HVPC**	£78

Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.*
No

Has the group received a grant from the Parish Council in the last five years?	YES We received a small grant in March 2023 for gazebos to be used for village events. Please give details

8 Documentation

Please ensure you enclose the following with your application:

1. This Application form	YES
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES
3. Last 3 years accounts (if you have them)	YES
4. Copy of bank statements for the last 6 months	YES
5. Copies of written estimates/quotations for capital purchases (if relevant)	YES
6. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	N/A
7. Anything else: -	NO

9 Declaration

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this applicationand agree to abide by the conditions listed if a grant is awarded.
- I have filled in every section of the application form.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding thisapplication.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

Name	
Signature	
Date	29th July 2026

Send the completed application form (with all supporting documentation) to: Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS. If possible, email a copy of the grant application in Word to the Clerk at clerk@holmevalleyparishcouncil.gov.

For internal use only	
Date application received	
Application meets criteria	Yes / No
Name of Committee reviewing application **Date of meeting**	

Minute number	
Grant awarded	Yes / No
Amount awarded	
Legal power under which award is made	
Date applicant is notified by email/phone of the outcome	
Date when formal letter of award is posted	
Date when payment is made	
Date blank Grant Audit Form is posted	
Date completed Grant Audit Form received	
or Date report received after project is complete	

K

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: deputyclerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460

Grant Application Form

Please complete and return to the deputy clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of July to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p5.

In under 20 words, tell us what the grant would pay for?

Replace inefficient heating system with energy-efficient solution to adequately warm the clubhouse, prevent frozen pipework, and improve comfort.

1	Contact Details
Name of organisation	Hade Edge Football Club
Address	Hade Edge AFC Flowery Fields Hade Edge
Postcode	HD9 2AW
Contact person	
Position in group	

Correspondence address **Postcode**	[redacted]
Daytime phone	
Evening phone	
Email	

2	**About your organisation**	
What sort of group are you? - put an 'x' in the box	• Unregistered community group **x** • Registered charity • Other (please state) ➢ …….	
Charity or other Registration No	If applicable	
When did the group start?	1909	
How many people are involved in running your group?	Trustees	
	Unpaid Management Committee	*5*
	Paid F/T Staff	
	Paid P/T Staff	
	Volunteers (excluding Management Committee)	

3	**Your Finances**
Income (last year)	£27,566.22
Expenditure (last year)	£28666.28
Reserves held	£5352.51
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	Reserves are held to cover exceptional circumstances such as club house maintenance over and above the normal requirements, lower annual income from fundraising, suddent increase to energy prices, or curtail of

	organising football such as during covid years.
Describe the current financial position of your organisation including the current balance on your combined accounts	We currently hold £7450.16 in the club account although much of our income for the season is front loaded and will be paid out towards training facilties, matchday costs, energy bills etc through the course of the year. The general position of the club is to operate on a balance budget, whilst maintaining a small surplus for emegency.

4	Your Bank Account	
If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)	**NO**	

Account Name	[redacted]
Sort Code	
Account Number	

5	Your Project
Outline the project that you are seeking a grant for (Maximum 500 words)	

Hade Edge AFC is seeking funding to replace the current heating system in its clubhouse with a modern, energy-efficient alternative. The existing system is outdated, unreliable and unable to adequately heat the building, particularly during the winter months when the clubhouse is used most frequently. In addition, pipework located within the roof space is prone to freezing during periods of cold weather, creating the risk of damage, service disruption and costly repairs.

The clubhouse is a vital community facility used by children, young people, coaches, volunteers, parents, spectators and visiting teams from across the Holme Valley. It provides a warm space for players before and after training and matches, supports club meetings and activities, and acts as an important hub for community engagement.

The proposed project will involve the removal of the existing heating system and installation of a new, more efficient system capable of heating the building effectively and reliably. This will improve comfort for users, reduce the risk of freezing pipework and ensure the facility remains operational throughout the year.

In addition to improving the experience of those who use the clubhouse, the project will deliver environmental benefits through reduced energy consumption and lower carbon emissions. The new system will be more economical to run, helping the club to reduce ongoing costs and reinvest savings into maintaining and developing facilities for the benefit of local residents.

By upgrading this essential infrastructure, Hade Edge AFC will ensure the clubhouse remains a safe, welcoming and sustainable community asset, continuing to support participation in sport, health and wellbeing, volunteering and community cohesion across the Holme Valley for many years to come.

Why do you feel your project is worthwhile? (Maximum 500 words)

Hade Edge AFC believes this project is worthwhile because it addresses a fundamental issue affecting the comfort, safety and long-term sustainability of our clubhouse, which is a valuable community asset serving residents across the Holme Valley.

The current heating system is no longer fit for purpose. It is inefficient, unreliable and unable to adequately heat the building during colder months. As a result, users can experience uncomfortable conditions, and the club faces ongoing concerns regarding frozen pipework in the roof space, which can lead to disruption, damage and costly repairs. Without investment, these issues are likely to worsen and place additional strain on the club's limited resources.

The clubhouse is used by a large number of children and young people who participate in football, as well as coaches, volunteers, parents, carers and spectators. It provides an important space for teams to gather before and after matches and training sessions and helps create a welcoming environment that encourages participation in sport and community activities. A warm, safe and well-maintained facility is essential to supporting these activities throughout the year.

The project will also deliver wider benefits by reducing energy consumption, lowering carbon emissions and decreasing ongoing maintenance and running costs. This will improve the environmental sustainability of the clubhouse and help ensure that more of the club's funds can be directed towards supporting local players and improving community facilities.

By investing in a modern heating system, we will protect and enhance a well-used community facility, improve the experience of current and future users, and ensure that Hade Edge AFC can continue to play an important role in promoting health, wellbeing, inclusion and community spirit within the Holme Valley for many years to come.

Which of the Parish Council's grants priorities does your project meet (tick all that apply)

- ☒ **Combating the climate emergency**
- ☐ **Promoting and enhancing biodiversity and the natural environment**
- ☐ **Supporting local residents in greatest need**
- ☒ **Promoting the mental health and physical wellbeing of local residents**
- ☒ **Encouraging social interaction by the provision of activities and events**
- ☐ **Protecting local heritage – the physical environment and cultural heritage**
- ☒ **Supporting community-owned assets, eg village halls, parks, gardens and open spaces**
- ☐ **Promoting festivals and tourism**

How will your project benefit the people of the Holme Valley? (Maximum 200 words)

The Parish Council can only give out grants that directly benefit the people of the Holme Valley

The installation of a new heating system will significantly improve the comfort, safety and accessibility of Hade Edge AFC's clubhouse for the many children, young people, volunteers, parents and community members who use the facility throughout the year. The current heating system is inefficient, struggles to adequately heat the building, and

recurring freezing in roof pipework can result in disruptions and costly repairs.

A modern, energy-efficient heating system will provide a warm, welcoming environment during the colder months, enabling football training, matches, meetings and community activities to continue comfortably and reliably. The improved facility will support participation in sport and physical activity, helping to promote health, wellbeing and social inclusion for local residents of all ages.

The project will also reduce energy consumption and running costs, helping to ensure the long-term sustainability of this valued community asset. By investing in the clubhouse infrastructure, we will enhance the experience of existing users and ensure that local people across the Holme Valley can continue to benefit from a safe, accessible and well-maintained community facility for years to come.

Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)

◆ the general population, ◆ children under 16, ◆ young people under 25, ◆ older people over 60, ◆ disabled people, ◆ people of minority ethnic origin, ◆ particular groups, ◆ other

Hade Edge AFC serves a wide range of people from across the Holme Valley. The primary beneficiaries will be children and young people under 25 who participate in football training, matches and club activities throughout the year. The clubhouse is used by players, coaches, volunteers, parents, carers and visiting teams, benefiting an estimated 300-500 local people annually.

The project will also benefit the general population through improved community facilities. Parents, spectators and volunteers, including older people over 60, regularly use the clubhouse during matches and events. A warm, reliable environment will be particularly important for younger children, older adults and those with health conditions who may be more affected by cold temperatures.

The new heating system will ensure the building remains accessible, comfortable and safe throughout the winter months, reducing disruption caused by freezing pipework and inadequate heating. This will support the continued use of the clubhouse as a valued community asset, encouraging participation in sport, volunteering and social activities that promote physical health, mental wellbeing and community cohesion across the Holme Valley.

How will your project address the ongoing climate emergency? (Maximum 200 words)

The project will address the climate emergency by replacing an outdated and inefficient heating system with a modern, energy-efficient alternative that will use less energy to heat the clubhouse effectively. The current system struggles to maintain a comfortable temperature, resulting in energy being wasted while still failing to adequately heat the building.

A new heating system will reduce overall energy consumption, lower carbon emissions and improve the environmental performance of the clubhouse. It will also help prevent pipework in the roof space from freezing during winter, reducing the risk of damage, emergency repairs and wasted resources associated with maintenance and replacement.

By creating a more energy-efficient community facility, Hade Edge AFC will reduce its running costs and environmental impact while ensuring the clubhouse remains a sustainable asset for local residents. The improved heating will support year-round use of the facility for sports and community activities, encouraging local participation and reducing the need for users to seek alternative venues.

This investment will help future-proof the building, improve energy efficiency and contribute to the wider efforts of the Holme Valley community to reduce carbon emissions and respond positively to the ongoing climate emergency.

6	**Grants from Holme Valley Parish Council**	Put an "**X**"

Grant 1: Assets Grants • This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new equipment for these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line. • Maximum award is £5,000.	**X**
Grant 2: Projects, Events and Other Activities Grants • This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the Holme Valley. • Maximum award is £1,500.	

If you are unsure about which grant to apply for, contact the Parish Council on 01484 687460 or email: deputyclerk@holmevalleyparishcouncil.gov.uk

7	**Your Project Budget Plan**			
Item	**Cost (net)**	**VAT**	**Where will the funding come from?** - reserves, fundraising, donations, other grant awards or Holme Valley PC	**Amount requested from the Parish Council**

4 x 1800w Ceramic Core Wall Heaters (£520 each)	£2080		Holme Valley Parish Grants	£2080
5x 500w Ceramic Core (£335 each) Changing rooms and Hallway	£1954.50		Holme Valley Parish Grants	£1954.50
Project Total Cost	**£3755**		**Total amount requested from HVPC**	**£3755**

- **The Parish Council would appreciate it if you could detail any VAT incurred by your project.**
- **The Parish Council may be able to reclaim VAT.**

Do you anticipate any income from this project?
If, so, how much? If so, what will the organisation do with the money?

No, we do not anticipate any direct income from this project.

The purpose of the project is to improve the energy efficiency, reliability and sustainability of the clubhouse heating system rather than to generate revenue. The new heating system will reduce energy consumption and operating costs, allowing more of the club's available funds to be reinvested into maintaining and developing facilities for the benefit of local players, volunteers and the wider community.

Any savings achieved through reduced energy and maintenance costs will be used to support the ongoing running of the club and help ensure the long-term sustainability of this important community facility.

Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.*

NO

Has the group received a grant from the Parish Council in the last five years?	NO Please give details

8 Documentation - Please ensure you enclose the following with your application:

1. This Application form	YES		
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES	NO	N/A
3. Last 3 years accounts (if you have them)	YES	NO	N/A
4. Copy of your bank statements on your main account for the last 6 months	YES	NO	N/A
5. Copies of your most recent bank statement for each of your accounts	YES	NO	N/A
6. Copies of written estimates/quotations for purchases (if relevant)	YES	NO	N/A
7. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	YES	NO	N/A

9 Declaration

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.
- I have filled in every section of the application form.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of

completion.

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

Name	[redacted]
Signature	
Position in organisation	
Date	27/07/2026

Send the completed application form, together with all supporting documentation, preferably in PDF format to: deputyclerk@holmevalleyparishcouncil.gov.uk

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460

Grant Application Form

Please complete and return to the clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of July to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p4.

In under 20 words, tell us what the grant would pay for?

The majority of the cost is for fixed AV facilities for the first floor community centre hall

1	Contact Details
Name of organisation	Holme Village Community Centre
Address	13/15 Meal Hill Road, Holme Near Holmfirth West Yorkshire
Postcode	HD9 2QG
Contact person	[redacted]
Position in group	Volunteer
Correspondence address **Postcode**	[redacted]
Daytime phone	[redacted]
Evening phone	[redacted]
Email	[redacted]

2	About your organisation	
What sort of group are you? - put an 'x' in the box	• Unregistered community group ☐ • Registered charity ✓ • Other (please state) ☐ ➢	
Charity Registration No	1172459 If applicable	
When did the group start?	2017	
How many people are involved in running your group?	Trustees	7
	Unpaid Management Committee	0
	Paid F/T Staff	0
	Paid P/T Staff	0
	Volunteers (excluding Management Committee)	28

3	**Your Finances** (your last full financial year)
Financial Year	2025
Income	£36,318.04
Expenditure	£45856.14
Reserves held	£14,287.90
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	At the end of the 2025 reporting period all reserves were earmarked against further work to the renovation of the first floor of the community centre

4	Your Bank Account	
If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)	**YES – our own account**	

Account Name	[redacted]
Sort Code	[redacted]
Account Number	[redacted]

5 Your Project

Outline the project that you are seeking a grant for (Maximum 500 words)

We are submitting our bid seeking a grant of £5,000 towards the cost of the audio-visual set-up for the first floor area of the community centre – the establishment of the first floor will cost an estimated cost of £12,288 with an estimated cost of £6,190 being for fixed AV set up.

The Parish Council have been aware and supportive of our project thus far. We are working to create a valuable community owned and run asset. Having secured ownership of a disused centre we have undertaken a huge amount of renovation. The ground floor of the centre opened for the first time in September 2024 and work has continued on renovating the first floor. Very good progress has been made on this so far with all structural work completed, including further roof and ceiling repairs and first phase electrical work has been undertaken. Thanks to the previous support of the Parish Council a new toilet area has been created, new walls in place along with plumbing and electrical work. Toilet porcelain has been sourced and once plasterwork is dry the area will be painted and the porcelain installed. The whole of the first floor area has been tanked and re-plastered. Re-decoration and re-flooring work has now been completed, the re-flooring work thanks to support from the Parish Council.

We are delighted with our progress thus far. Since the Trust was formed in 2017, the best part of £200,000 has been raised and this money spent to enable the building to be used by the community. Once equipped and furnished people will have access to a fantastic community centre, which can hopefully provide a wide range of activities and support.

This particular application is for funding support from the Parish Council to help with the cost of installing a fixed AV resource. Building work will be completed this summer and our AGM in October will coincide with the opening of the first floor of the building and from this date the building will be fully in use for community activities. To make maximum use of the first floor hall, we need to install a fixed digital projector and screen and a sound system to the use for powerpoint presentations for talks, film nights, shows and musical concerts.

This sort of set up is very necessary for supporting events and it is very expensive and we hope that the Parish Council might be willing and able to provide a grant to help us with the cost of this. Going forward we need activities to generate income to allow the community centre to be self-supporting, but AV systyems needs to be in place to encourage and establish the use of the centre beforehand. The system will be permanently fixed within the hall and become a feature of the hall

Why do you feel your project is worthwhile? (Maximum 500 words)

We fully appreciate that there are lots of financial pressures on all organisations in the current climate. We have already been grateful of the support of the Parish Council which has come in the form of interest and encouragement and also with a previous grants of £15,000 in total to install a new electricity supply into the building. a new toilet and new flooring for the first floor. We understand that the Parish Council will receive lots of worthy bids from other organisations, and we will understand if you feel that having supported our earlier bids, you cannot support this one. However, we hope that you are able to do this as the centre has so much promise for the community.

The Trustees have all given their time as volunteers with no payment or expenses. A huge amount of time has gone in to oversee building work and the raising of monies through grant applications. The community centre opened in September 2024 and we should be able to open the first floor in October 2026. Once complete, where once there was a derelict building, there will be a Community Centre providing the space for all sorts of activities to bring people together to help engage, educate, interest and support them.

How will your project benefit the people of the Holme Valley? (Maximum 200 words)

The Parish Council can only give out grants that directly benefit the people of the Holme Valley

Holme Village Community Centre will be a facility for not just the people of the village but everyone in the wider Holme Valley area. It will be a bookable space, operating on a not-for-profit basis. **We believe our project will:**

'***Bring people together & build strong relationships in and across communities.'***
Our village is based in a rural area on the edge of the Peak District National Park. Dotted around the village are a number of small hamlets. Issues of social and rural isolation are major considerations, and our project will create a centre that will bring people together and help address those issues of isolation. The centre will be a bookable space but will also offer a programme of talks, art events and craft workshops. It will provide access to activities which stimulate interest and learning, but also provide social opportunities for mixing which have been proven health and wellbeing benefits. Bringing people together will help people to get to know others and through this encourage new friendships, as well as helping the community to understand, and respond to, the needs of individuals.

A partnership project with local schools based in areas of social deprivation, will enable the centre to provide a base for such schools to visit to undertake activities based in the countryside. This will help town-based children explore our rural setting on the edge of the National Park, developing their health and well-being and encouraging a love and appreciation of the countryside at an early age, with the resultant health benefits. The project will enable the mixing of children across very different communities. The centre will offer out of school activities opportunities and environmentally focussed projects to help children better understand the environment.

Physical health will be improved by the operation of yoga, keep fit and dance classes. The Health Clinic based in Holmfirth will make use of the village hall thus bringing health services and advice closer to the community through regular health clinic drop-ins.

Improve the places and spaces that matter to communities.'
The building we plan to open as the village hall community centre, has not been used and had fallen into a state of decay. It was already unfit for any use and was in an unsafe condition. The project will return the building to use but it will become a facility for use of all of the community and not a private club in the way it was previously used. Some older members of the community remember the building fondly

and there is much goodwill within the community for the work that the trust are undertaking to open the building back up.

The village school has no space that is big enough for performance and this means children and their families miss-out, but the community centre will provide a space big enough for the school to use and for parents and families to enjoy watching.

'Enable more people to fulfil their potential by working to address issues at the earliest possible stage' First and foremost, for people to reach their potential, they need strong mental health and emotional well-being. Activities within the centre will enable people to come together and this will help them overcome issues of social and rural isolation. The attractive surroundings are the main reason why people choose to live or visit here, and the position of the new Community Centre will provide a great base for activities which promote and support the natural environment. The village school is tiny and provides no large space for workshops or craft activities. The Community Centre is only a few yards from the school and will provide a base for activities above and beyond the normal classroom activity. It is planned that the environment will be central to these planned activities. For adults and children, the Community Centre will provide a great base for walking, learning and craft activities which use the beautiful environment of the centre and the village, as a stimulus and encourage everyone to learn and better understand the natural world around them.

There are many local people who work in arts and crafts but have no base from which to show their work or lead craft workshops. The new community centre will provide that base and this will help support local artists, but also provide opportunities for members of the community to learn and develop new skills and interests.

The part of the project we are seeking financial help with from the Pafrish Council is the installation of new flooring on the first floor. The current flooring is unsafe and would not pass Health & Safety inspections and clearly needs to be replaced before we can open the first floor area to the public

Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)

- the general population,
- children under 16,
- young people under 25,
- older people over 60,
- disabled people,
- people of minority ethnic origin,
- particular groups,
- other

All of the groups listed in your bullet point list above will benefit. Any user of the centre will benefit from the installation of the new flooring – indeed without it the upstairs area would not be safe to use. Activities to be in operation will be of a varied nature (see above) and whilst some activities will benefit people from across the spectrum within the general population others will benefit particular groups including school-age children, children from urban areas of social deprivation, the elderly, those wanting to learn new skills and crafts and there will also be activities that support health and fitness. Activities will bring people together and tackle issues of loneliness and rural and social isolation.

As this is a completely new project it is difficult to predict a precise number of users of the community centre. In our initial planning we are aiming for about 200 users per week with use increasing as people become aware of the possibilities the centre offers

How will your project address the ongoing climate emergency? (Maximum 200 words)
The installation of energy efficient new lighting and heating systems will help. However, we anticipate our biggest contribution to the climate emergency will be in the form of education. Local children and children from urban areas will be invited to participate in learning activities focusing on the environment and there will be a wider programme of talks, lectures, and performance focusing on environmental issues. The centre's base on the edge of the peak ark will provide a base for walking, learning and being stimulated by our wonderful of environment.

6	Grants from Holme Valley Parish Council	Put an "**X**"

Grant 1: Assets Grants • This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new developments to these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line. • Maximum award is £5,000.	X
Grant 2: Projects, Events and Other Activities Grants • This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the people and community of the Holme Valley. • Maximum award is £1,500.	

- **If you are unsure about which grant to apply for, please contact the Parish Council on 01484 687460 or email: clerk@holmevalleyparishcouncil.gov.uk**
- **The Parish Council can award more money than the maximum award in very special circumstances.**

7	Your Project Budget Plan		
Item	**Cost**	**Where will the funding come from?** - reserves, fundraising, donations, other grant awards or Holme Valley PC	**Amount requested from the Parish Council**
Fixed digital projector for hall, 6500 lm; Contrast 30,000:1; Resolution WUXGA	£2,486.26 inc VAT	Parish Council if bid successful	£2,486.26
Motorised projector screen' WASJOYE 120"	£159.99 Inc VAT	Parish Council if bid successful	£159.99

Adastracitronic 1000W Studio Sound System	£3,543.89 Inc VAT	Part Parish Council and part from reserves	£2,353.75
Chairs for hall (x60)	£3,942.00 Inc VAT	Fund raising	£0
Tables for hall (x30)	£2,155.50 Inc VAT	Fund raising	£0
Project Total Cost	**£12,287.64**	**Total amount requested from HVPC**	**£5,000**

Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.*

No, we have no other grant applications for the next phase of work and the equipping project we are applying about here.

For earlier and completed works we have had some successful grant applications including:

Awards for all - £28,880;

Garfield Weston - £20,000

Longley Farm - £1,000

Platinum Jubilee Fund - £23,550

Reaching Communities Grant - £38,880

Holme Valley Parish Council - £10,000

Peak Park - £1,000

Harden Moss Sheepdog Trials - £1,000

Arnold Clark - £750

Has the group received a grant from the Parish Council in the last five years?	YES – The Parish Council have provided three previous £5,000 grants, one for a new electrical supply to the building, one for installation of a new disabled toilet facility on the first floor and one to cover the majority of the cost of new flooring for the first floor hall

8 Documentation

Please ensure you enclose the following with your application:

1. This Application form	YES
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES
3. Last 3 years accounts (if you have them)	YES
4. Copy of bank statements for the last 6 months	YES

5. Copies of written estimates/quotations for capital purchases (if relevant)	YES
6. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	YES
7. Anything else: -	NO

9 Declaration

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.
- I have filled in every section of the application form.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding thisapplication.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

Name	[redacted]
Signature	[redacted]
Position in organisation	Grant Funding Officer
Date	28th July 2026

Send the completed application form, together with all supporting documentation, preferably in PDF format to: clerk@holmevalleyparishcouncil.gov

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

M

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: deputyclerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460

Grant Application Form

Please complete and return to the deputy clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of July to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p5.

In under 20 words, tell us what the grant would pay for?

Outdoor play equipment, safety surfacing, and secure storage to launch a much-needed Hade Edge community parent-toddler group.

1	Contact Details
Name of organisation	Friends of Hade Edge (FOHE)
Address	Hade Edge Primary School, Greave Road, Hade Edge, Holmfirth, West Yorkshire, HD9 2DF
Postcode	HD9 2DF
Contact person	[redacted]
Position in group	Co Chair of FOHE
Correspondence address **Postcode**	Hade Edge Primary School, Greave Road, Hade Edge, Holmfirth, West Yorkshire, HD9 2DF
Daytime phone	[redacted]

Evening phone	[redacted]
Email	[redacted]

2	**About your organisation**	
What sort of group are you? - put an 'x' in the box	• Unregistered community group ☐ • Registered charity **X** • Other (please state) ☐ ➢ …….	
Charity or other Registration No	1165130 If applicable	
When did the group start?	2018	
How many people are involved in running your group?	Trustees	*3*
	Unpaid Management Committee	*3 (as above)*
	Paid F/T Staff	*N/A*
	Paid P/T Staff	*N/A*
	Volunteers (excluding Management Committee)	*Approx. 10*

3	**Your Finances**
Income (last year)	£10739.94
Expenditure (last year)	£14159.61
Reserves held	£5477.54
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	The reserves held currently in the FOHE bank account are to be used to support Hade Edge School with specific curriculum resources, extra-curricular opportunities for children, and the improvement of school facilities, as previously agreed with the Headteacher.
Describe the current financial position of your organisation including the current balance on your combined accounts	FOHE ended this finacial year with a planned reduction in reserves, this reflects a high level of investment back into the school and its pupils. Fundraising performance

	was strong, with a broad range of events contributing positively, and the FOHE was able to support both curriculum resources and wider enrichment opportunities. The closing balance of £5,477.54 leaves the FOHE in a stable position to begin the next financial year, while continuing to focus on fundraising activity that delivers the greatest return and benefit for the school community.

4	Your Bank Account	
If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)		**NOT APPLICABLE**

Account Name	[redacted]
Sort Code	[redacted]
Account Number	[redacted]

5 Your Project

Outline the project that you are seeking a grant for (Maximum 500 words)

The Friends of Hade Edge School (FOHE; Registered Charity) is seeking a Community Assets Grant to transform under-used spaces at Hade Edge School into **high-quality, inclusive, and multi-functional play areas to support a new parent-and-toddler community group**. The core objectives of this project are to: (1) provide the necessary physical infrastructure to launch a new, volunteer-led parent-and-toddler community hub and (2) enrich outdoor learning opportunities for children in Hade Edge.

Hade Edge currently lacks dedicated community facilities for pre-school children and their parents. To solve this problem, the village school has offered use of indoor and outdoor spaces on its premises, but these areas require significant upgrades to make them safe, stimulating, and accessible for the very young children (0-4 years) who will attend the toddler group with their parents, alongside the school-aged children who will have access to the spaces during term time.

The grant funding will be combined with £2000 of FOHE's own match-funding (raised via FOHE community events) to cover capital costs. Specifically, the project will fund:

- The purchase and installation of durable, low maintenance play assets including sensory equipment, physical play structures, and mud kitchens designed to stimulate early-years development.
- Ground preparation and safety surfacing to ensure outdoor areas are accessible year-round for pushchairs, toddlers, and individuals with mobility needs.

- Weatherproof storge units to securely store house toys, resources, and learning materials specifically used by the parent-toddler group.

The parent-toddler group will operate as a **regular weekly session, open to all families across the Holme Valley**. It will be run entirely by volunteers, facilitated by the school and FOHE, ensuring **long-term operational sustainability**. By transforming this physical space, the grant will directly unlock a vital, **self-sustaining community service** that bridges the gap between isolated rural families and active village life.

Why do you feel your project is worthwhile? (Maximum 500 words)

This project addresses a **severe lack of local infrastructure** while also directly **tackling rural and social isolation**. Hade Edge is a distinct, semi-rural, upland village located on the periphery of the Holme Valley. Prior to the Covid-19 pandemic, the village sustained a thriving and popular toddler group. Unfortunately, due to pandemic restrictions, a subsequent loss of volunteers, and the lack of a sustainable, dedicated venue, that group closed permanently and has never returned.

For over six years, families in Hade Edge have been left without any local play provisions or early-years groups within safe walking distance. This geographical isolation presents a significant barrier, particularly for new parents, those without access to private transport, or families managing tight budgets during an ongoing cost-of-living crisis. Becoming a parent is a major life transition: without local support networks, new parents are highly susceptible to loneliness, postnatal depression, and anxiety.

By using the school's available spaces and tapping into their network of staff and volunteers, we will simultaneously resolve both the venue and host constraints that have prevented a Hade Edge parent-toddler group from restarting. The demand from local parents is undeniable, especially given new residential developments in the area, and our network of school volunteers is highly active. This project represents a highly efficient use of public money: instead of building a new facility from scratch, **we will maximise and enrich an existing community space and create a shared asset**.

Investing in outdoor play is also incredibly worthwhile for **enhancing childhood development**. Early years research consistently shows that sensory, outdoor, and physical play is vital for building gross motor skills, resilience, and cognitive abilities. This project ensures that village children have equal access to high-quality facilities often reserved for larger urban areas only.

Finally, this project will build **long-term community resilience**. By introducing families to a local network when their children are babies, in the same environment where those children will likely enjoy their primary education, we will **foster social cohesion, mutual peer support, and a deep-rooted sense of belonging in the Holme Valley that will last for generations**.

Which of the Parish Council's grants priorities does your project meet (tick all that apply)

☒ **Combating the climate emergency**

☒ **Promoting and enhancing biodiversity and the natural environment**

☒ **Supporting local residents in greatest need**

☒ **Promoting the mental health and physical wellbeing of local residents**

☒ **Encouraging social interaction by the provision of activities and events**

☒ **Protecting local heritage – the physical environment and cultural heritage**

☐ **Supporting community-owned assets, eg village halls, parks, gardens and open spaces**

☐ **Promoting festivals and tourism**

How will your project benefit the people of the Holme Valley? (Maximum 200 words)

The Parish Council can only give out grants that directly benefit the people of the Holme Valley

This project will benefit the people of the Holme Valley by establishing an **inclusive, accessible community hub that improves health and wellbeing for local children and parents**. By opening the school's newly enhanced indoor and outdoor spaces to the public through a regular parent-and-toddler group, we will create a shared parish asset.

The primary benefit is the **reduction of social isolation for parents and caregivers**. The group will provide an informal, welcoming space where residents can build local support networks, share advice, and improve their mental wellbeing. For young children, the project delivers **critical health benefits by encouraging physical activity, outdoor exploration, and vital socialisation opportunities**.

The project will also **strengthen the voluntary sector within the Holme Valley**. By empowering village volunteers to manage a self-sustaining community group, we will foster local resilience and community pride, proving that rural villages can successfully collaborate to support vital community services.

Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)

◆ the general population, ◆ children under 16, ◆ young people under 25, ◆ older people over 60, ◆ disabled people, ◆ people of minority ethnic origin, ◆ particular groups, ◆ other

The primary beneficiaries will be families with pre-school children (0-4 years) residing in Hade Edge and the surrounding rural areas of the Holme Valley. This includes mothers, fathers, grandparents, and childminders who must currently travel outside the immediate area to access early-years services. We estimate that the weekly toddler group will directly support 20-30 families (approximately 50-60 individuals) per weekly session.

The secondary beneficiaries are the children currently attending Hade Edge School. The 80+ pupils enrolled at the village school will have access to the improved outdoor physical and sensory play equipment during the school week, enhancing their daily physical education, outdoor learning sessions, and break times.

In total, this project will therefore directly benefit 130-150 Holme Valley residents every single week, and because this is a permanent capital investment in physical infrastructure, **these assets will continue to benefit new waves of local families and school cohorts for years to come**.

How will your project address the ongoing climate emergency? (Maximum 200 words)

This project addresses the climate emergency by **significantly reducing local carbon emissions and promoting environmental stewardship** among the next generation.

Currently, because Hade Edge has no active toddler group, parents must drive into Holmfirth or neighbouring towns to access early-years activities, play spaces, and a network of fellow new parents. By reviving a popular toddler group directly within the village, we provide a high-quality alternative right on the residents' doorsteps. This will allow local families to leave their cars at home and walk to a weekly community group, directly reducing localized vehicle emissions, traffic congestion, and fuel consumption.

The design of the outdoor space will also **prioritise sustainability**. We intend to source equipment made

from sustainably managed natural timber wherever possible, and the inclusion of assets like mud kitchens and sensory gardens will encourage children to engage directly with natural materials and the environment around them, fostering a lifelong love, respect, and understanding of biodiversity and the natural environment from the earliest age possible.

6 Grants from Holme Valley Parish Council

Put an "**X**"

Grant 1: Assets Grants • This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new equipment for these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line. • Maximum award is £5,000.	X
Grant 2: Projects, Events and Other Activities Grants • This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the Holme Valley. • Maximum award is £1,500.	

If you are unsure about which grant to apply for, contact the Parish Council on 01484 687460 or email: deputyclerk@holmevalleyparishcouncil.gov.uk

7 Your Project Budget Plan

Item	Cost (net)	VAT	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
Materials for outdoor play area base (sleeper edging, membrane and gravel in-fill, high quality outdoor rubber matting, fencing)	£3697.28		Holme Valley PC	£3697.28
Installation of play area base	£1000		Holme Valley PC	£1000
Play equipment (early years trim trail, mud kitchen, and sensory toys)	£2000		FOHE fundraising	£0
Weather-proof storage cabinet for equipment	£300		Holme Valley PC	£300

Project Total Cost	£6997.28		Total amount requested from HVPC	£4997.28

- **The Parish Council would appreciate it if you could detail any VAT incurred by your project.**
- **The Parish Council may be able to reclaim VAT.**

Do you anticipate any income from this project? *If, so, how much? If so, what will the organisation do with the money?*

We will request a small donation (approximately £2) per family attending the parent-toddler group to cover general weekly running costs including refreshments and snacks. We are committed to keeping the suggested donation minimal to ensure accessibility and inclusivity. Any surplus income from donations will be used for the ongoing maintenance and improvement of the group's spaces and resources (e.g., purchasing new equipment and games; undertaking any necessary repairs).

Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.*

We have not currently applied for other grants to fund this project. However, FOHE actively fundraises via community events throughout the year, and from our fundraising activities we have generated £2000 of our own match-funding to support this project.

Has the group received a grant from the Parish Council in the last five years?	NO Please give details

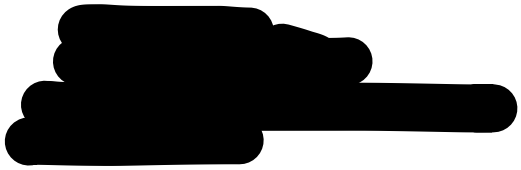
8 Documentation - Please ensure you enclose the following with your application:

1. This Application form	**YES**		
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	**YES**	NO	N/A
3. Last 3 years accounts (if you have them)	**YES**	NO	N/A
4. Copy of your bank statements on your main account for the last 6 months	**YES**	NO	N/A
5. Copies of your most recent bank statement for each of your accounts	**YES**	NO	N/A
6. Copies of written estimates/quotations for purchases (if relevant)	**YES**	NO	N/A
7. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	**YES**	NO	N/A

9 Declaration

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.
- I have filled in every section of the application form.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

Name	[redacted]
Signature	
Position in organisation	Co-Chair
Date	28/07/2026

Send the completed application form, together with all supporting documentation, preferably in PDF format to: deputyclerk@holmevalleyparishcouncil.gov.uk

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

N

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: deputyclerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460

Grant Application Form

Please complete and return to the deputy clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of July to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p5.

In under 20 words, tell us what the grant would pay for?

Installing noise-absorbing panels to reduce echo and create a calmer, more inclusive Scout Hut.

1	**Contact Details**
Name of organisation	Honley Scout Group (Part of 6th Holme Valley Trinity Church Scout Group)
Address	Trinity Church, Honley Scout Group, Scout Headquarters, Moor Bottom, Honley
Postcode	HD9 6DW
Contact person	[redacted]
Position in group	Trustee
Correspondence address **Postcode**	[redacted]
Daytime phone	[redacted]
Evening phone	

Email	glv@6thholmevalleyscouts.org.uk

2 About your organisation

What sort of group are you? - put an 'x' in the box	• Unregistered community group ☐ • Registered charity X • Other (please state) ☐ ➢ .....
Charity or other Registration No	**524744** If applicable
When did the group start?	1930
How many people are involved in running your group?	Trustees: *5* Unpaid Management Committee: *0* Paid F/T Staff: *0* Paid P/T Staff: *0* Volunteers (excluding Management Committee): *28*

3 Your Finances

Income (last year)	GBP 30,194
Expenditure (last year)	GBP 42,445
Reserves held	GBP 9,281
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	GBP 5000 in reserve for building running costs. There was a reserve of GBP 12,000 held in the accounts that was released in FY25 for the purchase of a minibus.
Describe the current financial position of your organisation including the current balance on your combined accounts	The organisation finances are in the positive. In general the organisation runs at a profit. However outgoings for FY25 were higher than receipts owing to the urgent to purchase a replacement mini bus. Receipts each year are highly dependent on membership numbers and these fluctuate from year to year. The balance in combined accounts as of June

	2026 is GBP 10,540.

4	Your Bank Account	
If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)		**NOT APPLICABLE**

Account Name	[redacted]
Sort Code	[redacted]
Account Number	[redacted]

5 Your Project

Outline the project that you are seeking a grant for (Maximum 500 words)

The 6th Holme Valley Scout Group is undertaking a project to install acoustic insulation panels in the Scout Hut, creating a calmer, more inclusive space for all who use it. By reducing echo and background noise, the hut will become more accessible for neurodiverse young people and those with hearing impairments, as well as adult volunteers who may struggle in loud or unpredictable environments. This project reflects our commitment to ensuring every Scout feels comfortable, supported and able to take part fully in activities, no matter their needs.

Why do you feel your project is worthwhile? (Maximum 500 words)

The 6th Holme Valley Scout Hut is a busy, energetic space, but its hard surfaces create echo and background noise that can be overwhelming for neurodiverse young people and those with hearing impairments. This can make it harder for them to focus, feel comfortable or fully take part in activities. Installing acoustic panels would transform the hut into a calmer, more accessible environment where every young person and volunteer can thrive. This project is worthwhile because it removes barriers, supports inclusion and ensures our Scout Group truly welcomes everyone who wants to be part of it.

Which of the Parish Council's grants priorities does your project meet (tick all that apply)

- ☐ **Combating the climate emergency**
- ☐ **Promoting and enhancing biodiversity and the natural environment**
- ☐ **Supporting local residents in greatest need**
- ☒ **Promoting the mental health and physical wellbeing of local residents**
- ☒ **Encouraging social interaction by the provision of activities and events**
- ☐ **Protecting local heritage – the physical environment and cultural heritage**
- ☒ **Supporting community-owned assets, eg village halls, parks, gardens and open spaces**
- ☐ **Promoting festivals and tourism**

How will your project benefit the people of the Holme Valley? (Maximum 200 words)

The Parish Council can only give out grants that directly benefit the people of the Holme Valley

The project will make the scout hut another facility within the Holme Valley that is inclusive and supportive for young people and volunteers. By installing acoustic panels, the Scout Hut becomes calmer and easier to use for those who are neurodivergent or have hearing impairments, removing barriers that currently limit their participation. A more accessible hut means more young people can join in, feel comfortable and stay engaged in positive activities. It also strengthens the group's ability to host community events, support local families and provide a welcoming space that truly reflects the needs of the whole Valley.

Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)

◆ the general population, ◆ children under 16, ◆ young people under 25, ◆ older people over 60, ◆ disabled people, ◆ people of minority ethnic origin, ◆ particular groups, ◆ other

The project will benefit a wide range of people across the Holme Valley. The primary beneficiaries are the children and young people who attend the 6th Holme Valley Scout Group, including those who are neurodivergent or have hearing impairments. More than 100 young people use the hut each week, and many will directly benefit from a calmer, more accessible environment.

Adult volunteers—around 28 people—will also benefit, particularly those who find loud or echoing spaces challenging. The improved acoustics will make it easier to communicate, lead activities and support young people effectively.

The wider community will also gain. The Scout Hut is used for events, meetings and activities involving local families, meaning parents, carers and siblings will experience a more welcoming and inclusive space. Disabled people and those with sensory processing differences will find the hut more comfortable to use, helping remove

barriers to participation.

How will your project address the ongoing climate emergency? (Maximum 200 words)

By installing acoustic panels, the Scout Hut becomes more energy efficient. The panels help retain heat, meaning the building requires less heating to stay comfortable, especially in colder months. Lower energy use directly reduces carbon emissions and running costs.
The project also supports sustainable community infrastructure. Improving the existing hut avoids the need for more resource-intensive adaptations or alternative venues, extending the life of a well-used community asset.
Finally, creating a more inclusive space encourages more local families to participate in activities close to home, reducing the need for additional car journeys to alternative facilities. Over time, this helps cut transport-related emissions within the Holme Valley.
In short, the project reduces energy consumption, supports sustainable use of community buildings and encourages low-carbon participation in local activities.

6 Grants from Holme Valley Parish Council

Put an "**X**"

Grant 1: Assets Grants • This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new equipment for these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line. • Maximum award is £5,000.	X
Grant 2: Projects, Events and Other Activities Grants • This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the Holme Valley. • Maximum award is £1,500.	

If you are unsure about which grant to apply for, contact the Parish Council on 01484 687460 or email: deputyclerk@holmevalleyparishcouncil.gov.uk

7	Your Project Budget Plan			
Item	**Cost (net)**	**VAT**	**Where will the funding come from?** - reserves, fundraising, donations, other grant awards or Holme Valley PC	**Amount requested from the Parish Council**
Sound absorbing panels	4362.55	872.51	Grants	5000
Project Total Cost	**4362.55**	**872.51**	**Total amount requested from HVPC**	**5000**

- **The Parish Council would appreciate it if you could detail any VAT incurred by your project.**
- **The Parish Council may be able to reclaim VAT.**

Do you anticipate any income from this project?
If, so, how much? If so, what will the organisation do with the money?

We do not expect significant income from this project. The Scout Hut is available for community hire, and creating a calmer, more accessible environment may lead to a small increase in bookings over time. Any additional income would be modest and would be reinvested directly into maintaining the hut and supporting local Scouting activities. The primary purpose of the project remains community benefit and inclusion, not revenue generation.

Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.*

No

Has the group received a grant from the Parish Council in the last five years?	YES – The grant paid for new tables and replacement driveway bollards. Please give details

8 **Documentation -** Please ensure you enclose the following with your application:	
1. This Application form	YES
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES ~~NO~~ ~~N/A~~
3. Last 3 years accounts (if you have them)	YES ~~NO~~ ~~N/A~~
4. Copy of your bank statements on your main account for the last 6 months	YES ~~NO~~ ~~N/A~~
5. Copies of your most recent bank statement for each of your accounts	~~YES~~ ~~NO~~ N/A
6. Copies of written estimates/quotations for purchases (if relevant)	YES ~~NO~~ ~~N/A~~
7. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	YES ~~NO~~ ~~N/A~~

9 Declaration

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.
- I have filled in every section of the application form.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

Name	[redacted]
Signature	[redacted]
Position in organisation	Trustee
Date	30.07.2026

Send the completed application form, together with all supporting documentation, preferably in PDF format to: deputyclerk@holmevalleyparishcouncil.gov.uk

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: deputyclerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460

Grant Application Form

Please complete and return to the deputy clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of July to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p5.

In under 20 words, tell us what the grant would pay for?

Purchase of Gazebo weights for our stock of 30+ outdoor 3m x 3m event gazebos to comply with safety regulations.

1	Contact Details
Name of organisation	Honley Business Association
Address	[redacted]
Postcode	[redacted]
Contact person	[redacted]
Position in group	Voluntary Committee Member (Christmas Festivities)
Correspondence address Postcode	As above
Daytime phone	[redacted]
Evening phone	[redacted]
Email	Honley.christmas@outlook.com

2	About your organisation	
What sort of group are you? - put an 'x' in the box	• Unregistered community group [x] • Registered charity [ ] • Other (please state) ➢	
Charity or other Registration No	If applicable	
When did the group start?	2013	
How many people are involved in running your group?	Trustees	*0*
	Unpaid Management Committee	*8*
	Paid F/T Staff	*0*
	Paid P/T Staff	*0*
	Volunteers (excluding Management Committee)	*50+*

3	Your Finances
Income (last year)2024- 2025	£23,649.
Expenditure (last year)	£15656.
Reserves held	£42,945.
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	To support the membership we organise a networking and training/upskilling events to promote and enhance their business needs. We support local projects i.e. CCTV and provide events for the community, to bring footfall into Honley and trade to the local businesses. The reserves are for licences and insurance for the activities of the HBA group and to enhance the village with ad-hoc support and sponsorship and working with other voluntary groups. Our events equipment is stored in 2 units and these are paid for out of our reserves. We have an annual contract with a social media partner which is paid for out of the reserves and

	offered free to our membership - to enhance the profile of the businesses with media coverage and maintain a website and 2 facebook groups to ensure maximum exposure to the membership
Describe the current financial position of your organisation including the current balance on your combined accounts	£51215.27 We are reliant on unpaid volunteers and membership fees from business members with a view to make Honley a better place to attract outside parties into the village.

4	**Your Bank Account**	
If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)	**Not applicable**	

Account Name	[redacted]
Sort Code	[redacted]
Account Number	[redacted]

5	**Your Project**

Outline the project that you are seeking a grant for (Maximum 500 words)

Existing equipment
Honley Business Association owns more than 30 gazebos, each measuring 3 m × 3 m. They are used at our street markets and loaned to other community groups. They are suited to outdoor and indoor events but currently do not have adequate weighted support to meet current health and safety suggested requirements for inclement weather.

Proposed purchase
To meet health and safety requirements, we plan to purchase 32 pairs of - 13kg cast iron leg gazebo weights – which meet the recommended health and safety guidance for weighting gazebo's in high winds - Certified to ISO 9001, ISO 14001, ISO 45001

Benefit

The weights will improve stability and allow the gazebos to be used more safely across a wider range of outdoor locations and weather conditions.

Why do you feel your project is worthwhile? (Maximum 500 words)

Improved safety and durability
The weights will make our gazebos safer and more stable at community events. Unlike water- or sand-filled alternatives, they are durable, reusable and suitable for long-term use. Safety of the public at events when high winds and stability make the use of Gazebo's impractical.

Support for volunteers
Their practical design will make setup and dismantling easier for the volunteers who manage the gazebos at our community events.

More opportunities for community events
Greater stability will allow the gazebos to be used safely in a wider range of locations and weather conditions. This will enable us to provide more stalls at the Christmas Street Market and support additional outdoor village events in locations where wind has previously prevented their use.

Which of the Parish Council's grants priorities does your project meet (tick all that apply)

- ☐ **Combating the climate emergency**
- ☐ **Promoting and enhancing biodiversity and the natural environment**
- ☐ **Supporting local residents in greatest need**
- ☐ **Promoting the mental health and physical wellbeing of local residents**
- ☒ **Encouraging social interaction by the provision of activities and events**
- ☐ **Protecting local heritage – the physical environment and cultural heritage**
- ☒ **Supporting community-owned assets, eg village halls, parks, gardens and open spaces**
- ☒ **Promoting festivals and tourism**

How will your project benefit the people of the Holme Valley? (Maximum 200 words)
The Parish Council can only give out grants that directly benefit the people of the Holme Valley

Community-led, accessible events
Honley's village activities are delivered by local volunteer groups. Each year, the Honley Business Association develops its festive programme to offer enjoyable, family-friendly events that are accessible to people of all ages and abilities. The Gazebo's are used to provide stalls at the Christmas Street Market – December weather can be inclement and the weights will allow the Gazebo's to be used safely.

Benefits for the Holme Valley
The events encourage people from across the Holme Valley to visit Honley for shopping, leisure and community activities. They showcase what the village has to offer, support local businesses and encourage visitors to return, helping more people shop locally throughout the year. The musical entertainment we provide is widely appreciated by visitors from all over the Holme Valley and the use of Gazebo's is often needed to provide shelter for the Bands, entertainers and crowds watching the entertainment.

Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)

◆ the general population, ◆ children under 16, ◆ young people under 25, ◆ older people over 60, ◆ disabled people, ◆ people of minority ethnic origin, ◆ particular groups, ◆ other

Who will benefit
The safety of the general public is increased by having these weights added to our Gazebo's as they are then more stable and useable in all weathers and this benefits the market goers and families, couples and individuals of all ages, abilities and backgrounds across Honley and the wider Holme Valley as the events we organize are more likely to be "weather proofed" and therefore not cancelled.

The loan of these Gazebo's to local groups will include the weights and therefore can be used and borrowed by more community event managers due to their improved safety in use.

How will your project address the ongoing climate emergency? (Maximum 200 words)

Not applicable

6 Grants from Holme Valley Parish Council

Put an "**X**"

Grant 1: Assets Grants

- This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new equipment for these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line.

• Maximum award is £5,000.	

Grant 2: Projects, Events and Other Activities Grants • This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the Holme Valley. • Maximum award is £1,500.	X

If you are unsure about which grant to apply for, contact the Parish Council on 01484 687460 or email: deputyclerk@holmevalleyparishcouncil.gov.uk

7 Your Project Budget Plan

Item	Cost (net)	VAT	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
Delivery and supply of 32 sets (of 2) 13kg cast iron leg gazebo weights Certified to ISO 9001, ISO 14001, ISO 45001	2266.40	453.28		£1500.00
Project Total Cost	**2260.40**	**453.28**	**Total amount requested from HVPC**	**£1500.00**

- **The Parish Council would appreciate it if you could detail any VAT incurred by your project.**
- **The Parish Council may be able to reclaim VAT.**

Do you anticipate any income from this project?
If, so, how much? If so, what will the organisation do with the money?

Gazebos are provided to Christmas market stallholders for a pitch fee and loaned to local groups and community events for a modest charge. All income is reinvested in maintenance and secure year-round storage for the gazebos and weights.

Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.*

No

Has the group received a grant from the	YES

Parish Council in the last five years?	2021 - £5000 – CCTV replacement 2021 - £5000 – Play equipment to Kirklees Older Youths 2021 – Christmas Activities - £1000 2022- Christmas Activities £1000 2022 – CCTV Maintenance £1560 2023 – Christmas Activities £1250.00 2023 – CCTV Maintenance £2800 2023 – Honley Open Gardens joint event £1000 2023 – Honley Map £1000 2024 – Honley Defribrillator provision - £1000.00 2024 – Christmas Provision £250.00 2024 – Christmas Activities £1250.00 2024 – CCTV Maintenance - £1560.00 2025 – rolling grant CCTV £1568.00 2025 - Honley Open Gardens £1000.00 2026 – rolling grant CCTV£1568.00

8 Documentation - Please ensure you enclose the following with your application:	
1. This Application form	YES
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES
3. Last 3 years accounts (if you have them)	NO
4. Copy of your bank statements on your main account for the last 6 months	YES
5. Copies of your most recent bank statement for each of your accounts	YES
6. Copies of written estimates/quotations for purchases (if relevant)	YES
7. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	N/A

9 Declaration
• I am authorised to make the application on behalf of the above organisation.

- I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.
- I have filled in every section of the application form.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

Name	[redacted]
Signature	[redacted]
Position in organisation	Voluntary Committee Member Honley Business Association
Date	30/07/2026

Send the completed application form, together with all supporting documentation, preferably in PDF format to: deputyclerk@holmevalleyparishcouncil.gov.uk

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

P

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: deputyclerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460

Grant Application Form

Please complete and return to the deputy clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of July to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p5.

In under 20 words, tell us what the grant would pay for?

Running a free public exhibition about 1852 Bilberry Dam disaster

1	Contact Details
Name of organisation	**Holme Valley Civic Society**
Address	**c/o Redvers House** **Cliff Road** **Holmfirth**
Postcode	**HD9 1UY**
Contact person	[redacted]
Position in group	
Correspondence address **Postcode**	
Daytime phone	
Evening phone	
Email	

2	About your organisation	
What sort of group are you? - put an 'x' in the box	• Unregistered community group ☐ • Registered charity x • Other (please state) ☐ ➢ …….	
Charity or other Registration No	255297 If applicable	
When did the group start?	1968	
How many people are involved in running your group?	Trustees	*6*
	Unpaid Management Committee	*6*
	Paid F/T Staff	*0*
	Paid P/T Staff	*0*
	Volunteers (excluding Management Committee)	*4*

3	Your Finances
Income (last year)	£1489
Expenditure (last year)	£1891
Reserves held	£5894.79
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	N/A
Describe the current financial position of your organisation including the current balance on your combined accounts	Healthy. We spent more in the last financial year as we funded the small repairs of the Towser building in Holmfirth. This is the first time in about 40 years since that was needed. We have one bank account only Balance £

4	Your Bank Account	
If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)		**NOT APPLICABLE**

Account Name	[redacted]
Sort Code	
Account Number	

5	Your Project

Outline the project that you are seeking a grant for (Maximum 500 words)

2027 is the 175th anniversary of the collapse and subsequent loss of life from the Bilberry Reservoir

We aim to explain why it happened, how the flood waters affected the valley and the consequences afterwards

The event in the Civic will have display boards, artefacts and a map

Why do you feel your project is worthwhile? (Maximum 500 words)

175 years is a landmark in any historic event.

Much was written about the flood at the time. The impact was huge not only in the recovery but also the administration of relief. Heroes and victims are worth highlighting. A public event gives everyone a chance to glimpse how events unfolded.

Which of the Parish Council's grants priorities does your project meet (tick all that apply)

- ☐ **Combating the climate emergency**
- ☐ **Promoting and enhancing biodiversity and the natural environment**
- ☐ **Supporting local residents in greatest need**
- ☐ **Promoting the mental health and physical wellbeing of local residents**
- ☐ **Encouraging social interaction by the provision of activities and events**
- ☐ **Protecting local heritage – the physical environment and cultural heritage**

x

- x ☐ **Supporting community-owned assets, eg village halls, parks, gardens and open spaces**
- x ☐ **Promoting festivals and tourism**

How will your project benefit the people of the Holme Valley? (Maximum 200 words)

The Parish Council can only give out grants that directly benefit the people of the Holme Valley

Anyone interested in the past

A chance to see the collected information of the cause and effect of the floodwaters

Many children cover this topic in school as part of the history curiculum

The Civic is an accessible building. There is nearby parking. It is on a bus route.

Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)

◆ the general population, ◆ children under 16, ◆ young people under 25, ◆ older people over 60, ◆ disabled people, ◆ people of minority ethnic origin, ◆ particular groups, ◆ other

People interested in local history

We have requested the help of Holmfirth Film – a showing of the 1852 film made by Mike Wade at Nowhere on the Sunday – day after the exhibition

We are combining with Walkers are Welcome to organise a walk of the flood route with historic explanations along the route

We are working with Holmbridge church who have an original artefact from the flood which will be on display

We are liaising with Kirklees archives and Tolson Museum who hold documents etc.

Many schoolchildren in the Holmfirth area learn about the flood. They will be

encourged to come along.

The Civic is close to good parking and the building is adapted for the disabled

How will your project address the ongoing climate emergency? (Maximum 200 words)

The flood was caused by poor construction and maintenance, but it will serve as a reminder of what hazards exist where storage of large volumes water are concerned and steep sided valleys are a feature.

6 Grants from Holme Valley Parish Council

Put an "**X**"

Grant 1: Assets Grants • This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new equipment for these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line. • Maximum award is £5,000.	
Grant 2: Projects, Events and Other Activities Grants • This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the Holme Valley. • Maximum award is £1,500.	x

If you are unsure about which grant to apply for, contact the Parish Council on 01484 687460 or email: deputyclerk@holmevalleyparishcouncil.gov.uk

7 Your Project Budget Plan

Item	Cost (net)	VAT	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
Room hire – Civic	£500	Not known	HVPC	£500
Display boards supply deliver and erect	£761.50	£152.30	HVPC	£913.80

Additional insurance	tbc		HV Civic Society reserves	zero
Publicity	Tbc		HV Civic Society reserves	zero
Printing	£500	£100	HV Civic Society reserves	zero
Project Total Cost	**£1913.80**		**Total amount requested from HVPC**	**£1413.80**

- **The Parish Council would appreciate it if you could detail any VAT incurred by your project.**
- **The Parish Council may be able to reclaim VAT.**

Do you anticipate any income from this project?
If, so, how much? If so, what will the organisation do with the money?

No

Entry to the exhibition is free

Walkers are Welcome do not charge for guided walks

Our hope is that the Civic Society benefits in more members joining. The local history group (who are doing all the work toward the exhibition) welcome more members.

There are so few of us (to be present on the day) that we do not anticipate having a donations box

Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.*

No

Has the group received a grant from the Parish Council in the last five years?	NO Please give details

8 Documentation - Please ensure you enclose the following with your application:

1. This Application fo	YES	
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES	
3. Last 3 years accounts (if you have them)	YES	
4. Copy of your bank statements on your main account for the last 6 months	YES	
5. Copies of your most recent bank statement for each of your accounts	YES	
6. Copies of written estimates/quotations for purchases (if relevant)	YES	N/A
7. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	YES	N/A

9 Declaration

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.
- I have filled in every section of the application form.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

Name	[redacted]
Signature	
Position in organisation	Secretary
Date	21 July 2026

Send the completed application form, together with all supporting documentation, preferably in PDF format to: deputyclerk@holmevalleyparishcouncil.gov.uk

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

Q

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: deputyclerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460

Grant Application Form

Please complete and return to the deputy clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of July to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p5.

In under 20 words, tell us what the grant would pay for?

Any award would help towards meeting our annual rehearsal venue and storage costs.

1	Contact Details
Name of organisation	Honley Male Voice Choir
Address	c/o The General Secretary, Honley Male Voice Choir [redacted] Huddersfield
Postcode	[redacted]
Contact person	[redacted]
Position in group	Fundraising Officer
Correspondence address **Postcode**	[redacted]
Daytime phone	[redacted]
Evening phone	[redacted]
Email	ideas@honleymvc.co.uk

2	About your organisation
What sort of group are you? - put an 'x' in the box	• Unregistered community group ☐ • Registered charity **X** • Other (please state) ☐ ➢ …….
Charity or other Registration No	1158453 If applicable
When did the group start?	1936
How many people are involved in running your group?	Trustees: *6* Unpaid Management Committee: *13* Paid F/T Staff: *0* Paid P/T Staff: *2* Volunteers (excluding Management Committee): *20*

3	Your Finances
Income (last year)	£28,995
Expenditure (last year)	£25,634
Reserves held	£20,000
Describe the position of any reserves i.e. how much is held against contingencies and whether any is earmarked for specific projects	The reserves figure reflects estimated professional costs required to wind up or dissolve the Choir, in line with Charity Commission guidance.
Describe the current financial position of your organisation including the current balance on your combined accounts	The choir's finances remain stable. As a not-for-profit group, we depend on member subscriptions, raffles, concert income, and donations from supporters, donors, and our Ladies Circle to meet our costs. The current balance of our bank accounts total £41,000 (includes £20,000 reserves held in a high interest account).

4	Your Bank Account	
If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)		**NOT APPLICABLE**

Account Name	[redacted]
Sort Code	[redacted]
Account Number	[redacted]

5 Your Project

Outline the project that you are seeking a grant for (Maximum 500 words)

Honley Male Voice Choir is seeking support to sustain and strengthen our core musical and community activities. As a not-for-profit organisation with 66 members, many aged over 70, we provide a vital source of connection, purpose, and wellbeing for older men across the Holme Valley. Our project focuses on maintaining high quality music making while expanding the social impact that singing together creates.

Loneliness and social isolation are significant issues for older people, particularly men. Many lack opportunities for meaningful connection, which can lead to anxiety, depression, and declining wellbeing. Male voice choirs have historically provided a powerful antidote to isolation, yet without support, these cultural traditions risk fading. This would reduce not only community cohesion but also the charitable fundraising capacity that choirs like ours contribute to local life.

Our project will sustain weekly rehearsals, concerts, and community engagement activities that foster friendship, confidence, and belonging. With our Musical Director and Accompanist, we deliver high quality musical experiences that uplift members and audiences alike. We also run Find Your Voice workshops, a free 6-week programme that helps men develop vocal skills, resilience, and self-belief.

Grant funding will support essential rehearsal venue and storage expenses. This would ensure continuity for our members and enable us to celebrate our 90-year legacy by engaging new audiences, community groups, and younger generations. We aim to preserve a cultural tradition that enriches Huddersfield's identity.

Our work extends far beyond music. Singing together reduces isolation, boosts mental health, and builds intergenerational connections. Through concerts and collaborations, we raise funds for charities, support local events, and inspire pride in the Holme Valley's cultural heritage.

Why do you feel your project is worthwhile? (Maximum 500 words)

Our project is worthwhile because it addresses a clear and growing need in the Holme Valley: reducing loneliness and improving wellbeing among older men. Many of our members are over 70, and for some, choir rehearsals are their primary source of social interaction, friendship, and purpose. The choir provides structure, routine, and a safe, welcoming environment where men can connect, grow in confidence, and feel valued.

Singing has proven benefits for mental health, including reducing anxiety, improving mood, and strengthening cognitive resilience. The shared experience of rehearsing and performing creates deep bonds that counter isolation.

Beyond individual wellbeing, the choir contributes significantly to cultural and civic life. Male voice choirs are an important part of Yorkshire's heritage. Supporting Honley Male Voice Choir helps preserve a tradition that brings communities together, enriches local events, and inspires pride in our shared identity. Our concerts attract audiences from across the Holme Valley, creating moments of joy, unity, and celebration.

We also generate charitable impact. Through performances and fundraising activities, we raise money for local causes and support community organisations. Recent beneficiaries of our charitable fundraising include Forget Me Not Children's Hospice, Kirkwood Hospice, The Lions Club of Huddersfield, Yorkshire Cancer Research, Alzheimer's UK, NHS HEROES, Fairfield School, and Platform 1, Huddersfield.

Which of the Parish Council's grants priorities does your project meet (tick all that apply)

- ☐ **Combating the climate emergency**
- ☐ **Promoting and enhancing biodiversity and the natural environment**
- ☐ **Supporting local residents in greatest need**
- ☒ **Promoting the mental health and physical wellbeing of local residents**
- ☒ **Encouraging social interaction by the provision of activities and events**
- ☒ **Protecting local heritage – the physical environment and cultural heritage**
- ☐ **Supporting community-owned assets, e.g. village halls, parks, gardens and open spaces**
- ☐ **Promoting festivals and tourism**

How will your project benefit the people of the Holme Valley? (Maximum 200 words)
The Parish Council can only give out grants that directly benefit the people of the Holme Valley

The project will enhance wellbeing, reduce loneliness, and strengthen community cohesion across the Holme Valley. By sustaining our rehearsals, concerts, and Find Your Voice programme, we provide men with meaningful connection, confidence, and purpose.

Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)

◆ the general population, ◆ children under 16, ◆ young people under 25, ◆ older people over 60, ◆ disabled people, ◆ people of minority ethnic origin, ◆ particular groups, ◆ other

The primary beneficiaries are our 66 choir members, many of whom are older men at risk of loneliness or isolation. Additional beneficiaries include participants in our Find Your Voice programme, audience members at concerts, local charities supported through our fundraising. Many hundreds of people across the Holme Valley benefit each year through participation, attendance, collaboration, and charitable impact.

How will your project address the ongoing climate emergency? (Maximum 200 words)

Not applicable.

6 Grants from Holme Valley Parish Council

Put an "**X**"

Grant 1: Assets Grants • This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new equipment for these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line. • Maximum award is £5,000.	
Grant 2: Projects, Events and Other Activities Grants • This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the Holme Valley. • Maximum award is £1,500.	X

If you are unsure about which grant to apply for, contact the Parish Council on 01484 687460 or email: deputyclerk@holmevalleyparishcouncil.gov.uk

7	Your Project Budget Plan			
Item	**Cost (net)**	**VAT**	**Where will the funding come from?** - reserves, fundraising, donations, other grant awards or Holme Valley PC	**Amount requested from the Parish Council**
Annual rehearsal venue costs	£2,340	£0	Fundraising, donations, and / or Holme Valley PC	£900
Annual storage costs	£1,320	£264	Fundraising, donations, and / or Holme Valley PC	£600
Project Total Cost	**£3,660**	**£264**	**Total amount requested from HVPC**	**£1,500**

- **The Parish Council would appreciate it if you could detail any VAT incurred by your project.**
- **The Parish Council may be able to reclaim VAT.**

Do you anticipate any income from this project?
If, so, how much? If so, what will the organisation do with the money?

No.

Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.*

No.

Has the group received a grant from the Parish Council in the last five years?	No. Please give details

8 Documentation - Please ensure you enclose the following with your application:

1. This Application form	YES
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES
3. Last 3 years accounts (if you have them)	YES
4. Copy of your bank statements on your main account for the last 6 months	YES
5. Copies of your most recent bank statement for each of your accounts	YES
6. Copies of written estimates/quotations for purchases (if relevant)	N/A
7. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	N/A

9	Declaration

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.
- I have filled in every section of the application form.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

This declaration must be signed by an authorised person, e.g. Committee Member, Office Holder or Trustee.

Name	[redacted]
Signature	[redacted]
Position in organisation	Fundraising Officer
Date	19 July 2026

Send the completed application form, together with all supporting documentation, preferably in PDF format to: deputyclerk@holmevalleyparishcouncil.gov.uk

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

R

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: deputyclerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460

Grant Application Form

Please complete and return to the deputy clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of July to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p5.

In under 20 words, tell us what the grant would pay for?

Engaging the Holme Valley communities in a community arts programme, culminating in Holmfirth Arts Festival weekend.

1 Contact Details	
Name of organisation	Holmfirth Arts Festival
Address	c/o Fairtrader, 34 Huddersfield Road, Holmfirth
Postcode	HD9 2JS
Contact person	[redacted]
Position in group	Co-Director

Correspondence address **Postcode**	[redacted]
Daytime phone	[redacted]
Evening phone	[redacted]
Email	[redacted]

2 About your organisation

What sort of group are you? - put an 'x' in the box	• Unregistered community group • Registered charity x • Other (please state) ➢ …….
Charity or other Registration No	1141623
When did the group start?	**2007**

How many people are involved in running your group?		
	Trustees	7
	Unpaid Management Committee	
	Paid F/T Staff	
	Paid P/T Staff	3 (freelance)
	Volunteers (excluding Management Committee)	25

3 Your Finances

Income (last year)	£103,280
Expenditure (last year)	£90,137

Reserves held	£10,000
Describe the position of any reservesie how much is held against contingencies and whether any is earmarked for specific projects	£10,000 is held as capital to meet expenses in the case of unforeseen circumstances or the need to wind up the company
Describe the current financial position of your organisation including the current balance on your combined accounts	Please find a summary of our current position below. We have robust financial management and tracking procedures in place, overseen by our Treasurer and Chair. Deposit account/reserves as of 21/7/26: £15,734.45 Allocated reserves £10,000 (three months of operating and administrative costs required to execute a managed wind-down. Free reserves £5,734.45 Current account as of 21/7/26: £19,995.98 Income due £5,895 Cash to spend: £25,890.98 Costs committed: £17,592.56 Working cashflow: £8,298.42

4 Your Bank Account		
If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)	**YES**	**NOT APPLICABLE**

Account Name	[redacted]

Sort Code	[redacted]
Account Number	[redacted]

5 Your Project

Outline the project that you are seeking a grant for (Maximum 500 words)

482/500

2027 marks the 20th year of Holmfirth Arts Festival (HAF). Over the next three years, our community arts programme will reach and engage the Holme Valley communities, with a focus on young people, families and those facing barriers to accessing cultural and wellbeing opportunities. Engaging around 5,000 people each year.

Our annual programme will include:

PARTICIPATORY PROGRAMME March to mid June

- River of Art - a community co-created art trail along the banks of the River Holme, developed and delivered by local artists and community partner organisations, through a series of workshops, exploring themes of heritage and environment..
- HomeGrown - a project supporting young local musicians, culminating in a showcase at The Picturedrome, delivered in partnership with local music school Jam Factory.
- Holme Valley Makers - A series of creative workshops, delivered in partnership with The Children's Art School and local artists, working with local primary schools and families. Exploring themes of heritage and environment. Culminating in the spectacular community co-created parade.
- We extend access and inclusivity to the arts through our programme of activities for elderly people, delivered in partnership with care homes.

BIG FREE FESTIVAL WEEKEND in June - visited by around 5,000 people

- Our spectacular community co-created parade. Showcasing local musicians and children and families wearing their "Holme Valley Makers" creations, alongside professional performance artists.
- River of Art – a community co-created art trail along the banks of the River Holme.
- World-class professional theatre, music and performance artists.
- Home-grown music and performances from local artists and community groups. Including choirs, local dance schools, and musicians.
- Participatory activities led by local artists, providing hands-on creative opportunities for people of all ages. From circus skills to nature-inspired craft.
- Supporting and working with local makers and businesses through a makers and food market.

TICKETED EVENTS

- A showcase of young local musicians at The Picturedrome, delivered in partnership with local music school Jam Factory.
- Poetry-fest, an event curated in partnership with The National Poetry Centre in Leeds (TBC), showcasing 3-5 diverse emerging poets and spoken word artists, alongside local artists.
- We are also looking to programme ticketed live music events as part of the opening and closing party celebrations.

Throughout the Festival we will continue to maintain and develop our access and inclusion plans:

- Maintaining the freelance role of Access and Inclusion Liaison to implement Improved access and inclusion facilities at the Festival
- Continuing Festival in your Home, bringing festive performance and activities to 3 residential care homes
- Continuing to develop access at the Festival to include designated viewpoints for people with disabilities, BSL interpretation, in ears devices, free personal assistant tickets and developed outreach and engagement opportunities

£1,500 a year for three years will contribute to event management and production costs, making it possible to engage local people and produce these projects safely and professionally to high quality whilst creating stability for the annual free Big Weekend for the next three years

Why do you feel your project is worthwhile? (Maximum 500 words)

494/500

Holmfirth Arts Festival (HAF) and our community engagement programme are designed with, for and by local communities. Our programme responds to local needs, and aims to reflect and represent local talents, assets and interests. 2027 also marks HAF's 20th anniversary, reflecting two decades of relationship-building and trust within the Holme Valley - something that cannot be replicated quickly, and that compounds in value with every year of continued investment.

We use a variety of artforms as a tool to build community cohesion, connection to place, heritage and environment. Projects like River of Art and Holme Valley Makers are built around local heritage and environmental themes, giving participants a stronger sense of belonging and pride in the place they live, while the parade and showcase events celebrate and platform that creativity to wider audiences.

We strengthen our value through working in partnership with local schools, community organisations and businesses, ensuring that we're filling gaps in provision, and reaching those community members who can benefit most. Partnerships with Jam Factory, The Children's Art School, disability charities, care homes and primary schools mean our

programme reaches young people, families and elderly and disabled residents who might otherwise face barriers to cultural participation, whether through cost, transport, access or isolation.

The festival delivers diverse, high quality and inspirational cultural experiences, and creative opportunities to people of all ages and backgrounds. Creating access to new world-class artists and experiences for our local communities, many of which face barriers to accessing these kinds of events, particularly living in rural and semi-rural locations. We also prioritise nurturing and showcasing local talent, particularly young creatives, through skills development and performance opportunities, from HomeGrown's young musicians to the children and families whose work features in the parade. This creates lasting benefits for those children and young people.

Our ongoing investment in access and inclusion- including a dedicated Access and Inclusion Liaison, BSL interpretation, designated viewing areas, in-ear devices and free personal assistant tickets - means the Festival is striving to be accessible to disabled people and others often excluded from cultural and community activities. Festival in your Home extends that same ambition to elderly residents in care homes who cannot attend in person.

We have a strong track record of delivering impact, with long-lasting and embedded community relationships and partnerships. Our evaluation, supported by a freelance evaluator, enables us to reflect and build understanding of our participants, partners and audiences, and their needs and ideas. We continuously strive to improve our engagement and our value for the community.

We look to our 2025 statistics and feedback from audience/participants to prove the ongoing value of the annual Holmfirth Arts Festival.
3,300+ people took part across the summer season
2,300+ attendees at the Big Free Weekend
87.5% rated their experience Excellent or Very Good
100% said they would come again
Over 500 tickets sold for paid events
Digital audience grew to 3.3k Facebook and 2k Instagram followers, reaching 70,000+ people online.

Which of the Parish Council's grants priorities does your project meet (tick all that apply)

X **Combating the climate emergency**

☐ **Promoting and enhancing biodiversity and the natural environment**

☐ X **Supporting local residents in greatest need**

☐ X **Promoting the mental health and physical wellbeing of local residents**

☐ X **Encouraging social interaction by the provision of activities and events**

☐ X **Protecting local heritage – the physical environment and cultural heritage** ☐

Supporting community-owned assets, eg village halls, parks, gardens and open spaces ☐

X **Promoting festivals and tourism**

How will your project benefit the people of the Holme Valley? (Maximum 200 words) The Parish Council can only give out grants that directly benefit the people of the Holme Valley

Our programme will provide access to high quality creative activities and performances, engaging and benefiting people of the Holme Valley through:

- Improving wellbeing, confidence and creative self-expression.
- Supporting creative skills development
- Nurturing and showcasing local creative talent, particularly young people and emerging artists.

Our activities will also connect people to;

- Each other - supporting community cohesion and a sense of local pride; through our diverse community partnerships, our River of Art, our programme of participatory activities and our spectacular parade. Our programme aims to engage people of all ages and life-experiences.
- Local heritage - supporting education and engagement of local heritage, particularly for young people. Facilitated through the programme and the parade itself which the heritage of dates back to centuries-old traditions and communal "sings".
- The local environment - we celebrate the unique Pennine landscape and support communities to connect to and look after their local and global environment is one of the festival's strategic aims. Our activities and artists respond to this theme. For example, we will have family craft activities that connect to nature and embed environmental education. Providing wellbeing and educational benefits.

Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)

◆ the general population, ◆ children under 16, ◆ young people under 25, ◆ older people over 60, ◆ disabled people, ◆ people of minority ethnic origin, ◆ particular groups, ◆ other

In setting targets for 2027, based on 2025 figures, (2026 festival evaluation still underway) we estimate audiences of 5,000, with 2,000 people participating in activity and 70,000 people engaging on social media.

Our participatory programme predominantly focuses on engaging children, and young people, as does our home-grown music programme and showcase event.

However we also aim to engage older people (through our residential care homes activity) and disabled adults (through our community partners and working with disabled artists and companies).

Our partners for the 2027 festival include:

- Sharing Memories Wellbeing
- Support to Recovery
- Phoenix Youth Club
- Kirklees Recovery College
- Hoot
- Northlight Potters
- Shape North
- Schools: Netherthong,Helme, Upperthong, Holmfirth, New Mill & Hepworth J&I Schools. Holmfirth and Honley High schools.
- Children's Art School
- Coopers Yard
- Square Peg
- Ability Options (young disabled people)
- Netherthong Brownies
- Brass Bands; HD9 Community Brass, Holme Silver Band, Hepworth Brass, Hade Edge Youth Band.
- Local music artists/groups; Valley Beats, Vocal Expressions, Soul Choir, Chalumeau music school, Jam Factory & Beaumont Music Academy
- Partner care homes; Creativity in Rowan Court, Park Riding, & White Rose Residential Homes

Our evaluation over the next 3 years will aim to capture more data on our participants and audiences.

How will your project address the ongoing climate emergency? (Maximum 200 words)

Holmfirth Arts Festival aims to address the climate emergency by educating people about environmental issues. 78% of audience members at our 2025 Festival agreed that the festival was raising awareness of the environment.

Our mission and values have the climate emergency at their heart. Holmfirth Arts Festival celebrates creativity in the landscape by:

Caring for the environment

Commissioning new work and supporting diverse artists

Inspiring diverse communities to engage with the arts and their heritage

Connecting locally, regionally and internationally

Closely linked to our mission, our Values underpin how we work across all aspects of our organisation and how we work with each other, including programming:

CARING for each other and our environment

Nurturing CREATIVITY in all forms

CELEBRATING people and place

CONNECTING people to each other and to the places they live.

Holmfirth Arts Festival, with its mission of promoting creativity in the landscape andvalues of caring for the community and the environment, is continuously trying to reduce carbon emissions. In 2025, we began to baseline our carbon footprint as a means of reducing it each year.

6 Grants from Holme Valley Parish Council Put an "**X**"

Grant 1: Assets Grants • This grant applies to "built" public amenities such as a community hall, band room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new equipment for these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line.	
• Maximum award is £5,000.	

Grant 2: Projects, Events and Other Activities Grants • This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the Holme Valley.	x
• Maximum award is £1,500.	

If you are unsure about which grant to apply for, contact the Parish Council on 01484 687460 or email: deputyclerk@holmevalleyparishcouncil.gov.uk

7 Your Project Budget Plan

Item	Cost (net)	VAT	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
Festival manager £225/day for 20 days	**4500**	**n/a**	**Fundraising, other grants**	**1000**
Production costs: road closure for parade, £1990, marquee hire £700	**2690**	**n/a**	**Fundraising, other grants**	**500**
Other costs for the total festival amounting to c. £78,000				

Project Total Cost **Total amount requested from HVPC**

- **The Parish Council would appreciate it if you could detail any VAT incurred by your project.**
- **The Parish Council may be able to reclaim VAT.**

Do you anticipate any income from this project?
If, so, how much? If so, what will the organisation do with the money?

We anticipate public donations (£5,000 donations in total including online, matched donations and in person)
We may host 1-2 ticketed events which would generate some income (likely this income would cover the costs of the event).

All income and donations generated are used to fund the participatory programme and the festival, any surplus from the 2027 festival would support costs of the 2028 festival.

Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.*

Pending application - Hugo Burge Foundation £10k

PLanned application:

Arts Council England £30,000
Awards For All £10,000

Has the group received a grant from the Parish Council in the last five years?	YES / NO **2026 £1,500** for one year toward production costs. **2023/4/5** £1,500 for three years towards production costs **2022 £2,000** £1,000 towards the production costs of the outdoor activities on Saturday 17 June and £1,000 towards the costs of working with young people as music makers, music/event technicians and supporting artists **2021 £1000** towards Cross Festival Training Please give details

8 Documentation - Please ensure you enclose the following with your application:

1. This Application form	YES

2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES NO N/A
3. Last 3 years accounts (if you have them)	YES NO N/A
4. Copy of your bank statements on your main account for the last 6 months	YES NO N/A
5. Copies of your most recent bank statement for each of your accounts	YES NO N/A
6. Copies of written estimates/quotations for purchases (if relevant)	YES NO N/A
7. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	YES NO N/A

9 Declaration

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.
- I have filled in every section of the application form.
- I certify that the information contained in this application is correct. • If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

Name	[redacted]
Signature	[redacted]
Position in organisation	**Co-Director**
Date	21 july 2027

Send the completed application form, together with all supporting documentation, preferably in PDF format to: deputyclerk@holmevalleyparishcouncil.gov.uk Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

S

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: deputyclerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460

Grant Application Form

Please complete and return to the deputy clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of July to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p5.

In under 20 words, tell us what the grant would pay for?

The design of a public mural which will celebrate Holmfirth's heritage, dramatic landscape and values which shape the community.

1	Contact Details
Name of organisation	Holmfirth Forward
Address	[redacted]
Postcode	
Contact person	
Position in group	
Correspondence address **Postcode**	
Daytime phone	

Evening phone	
Email	

2 About your organisation

What sort of group are you? - put an 'x' in the box	• Unregistered community group ☐ • Registered charity ☐ • Other (please state) / Not for profit company limited by guarantee……
Charity or other Registration No	If applicable
When did the group start?	April 2019
How many people are involved in running your group?	Trustees: *7* Unpaid Management Committee: *20* Paid F/T Staff: *0* Paid P/T Staff: *0* Volunteers (excluding Management Committee): *0*

3 Your Finances

Income (last year)	£16,922.85
Expenditure (last year)	£14,229.50
Reserves held	£2,693
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	Holmfirth Forward's income and expenditure is for specific projects and is ring fenced accordingly. The reserves are used to cover overhead costs such as insurance and digital services.
Describe the current financial position of your organisation including the current balance on your combined accounts	Viable and a going concern

4	Your Bank Account	
If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)	**YES**	**NOT APPLICABLE**

Account Name	
Sort Code	
Account Number	

5 Your Project

Outline the project that you are seeking a grant for (Maximum 500 words)

Following last year's consultation, Holmfirth Forward Ltd will commission the design of the proposed public mural in the town centre. The mural will tell the story of Holmfirth's past, present and future, drawing on the history of the Graveship of Holme and the powerful connection between the town's people and surrounding landscape. Key themes include respect for the land, community care, the relationship between people and place, heritage and continuity, and local identity.

The project will be delivered through a structured commissioning process comprising an open call for local artists to submit their proposals for the mural's design. A voluteer steering group and professional selection panel will be formed, with representatives drawn from local organisations including Holmfirth Civic Society, the Conservation Group, the Tourism Partnership, and local arts organisations and residents, to decide which of the proposals best fits the brief and oversee the rest of the project.

Three artists will be shortlisted and each will receive £300 to develop detailed concept proposals. The final artist will receive a £500 fee to finalise the proposal and plans for the installation. Community consultation will be central throughout.

The mural will be installed on the gable end of the building facing traffic approaching the town from the south and will be visible from the public space next to the building. Both the building owner and tenant have given their permission for the mural's installation.

Why do you feel your project is worthwhile? (Maximum 500 words)

The town currently lacks a significant permanent public artwork that celebrates its distinctive heritage and identity. This represents a clear gap in the cultural offer compared to similar visitor towns.

Moreover, the town has experienced significant disruption from extended roadworks. Holmfirth Forward actively working alongside local businesses and local groups to restore footfall and visitor confidence through campaigns such as the Holmfirth is open'. The mural will also give people something to look forward to and excite them about their town's future.

There is considerable interest in heritage, the nature of the landscape and the area's varied and rich cultural offer. There is also concern about the impact the climate change is having on the environment and how it is altering our way of life.

The mural will combine these factors to give a new perspective on the town which will be though provoking and enable local people and visitors to see the place in a fresh way.

It will provide a draw, bringing people into the town and a talking point, thus encouraging social interaction, known to be critical for people's well being and mental good health.

Which of the Parish Council's grants priorities does your project meet (tick all that apply)

- ☒ **Combating the climate emergency**
- ☒ **Promoting and enhancing biodiversity and the natural environment**
- ☐ **Supporting local residents in greatest need**
- ☒ **Promoting the mental health and physical wellbeing of local residents**
- ☒ **Encouraging social interaction by the provision of activities and events**
- ☒ **Protecting local heritage – the physical environment and cultural heritage**
- ☐ **Supporting community-owned assets, eg village halls, parks, gardens and open spaces**
- ☒ **Promoting festivals and tourism**

How will your project benefit the people of the Holme Valley? (Maximum 200 words)

The Parish Council can only give out grants that directly benefit the people of the Holme Valley

As a permanent outdoor artwork, the mural will be visible to all passers-by throughout the year with no barriers to access. It will thus attract people to the end of town most badly affected by the road works as well as inform people about the town's stunning landscape and its rich historic and cultural heritage.

The consultation process will also be informative and the grant to the shortlisted artists and finalist will help the local economy.

Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)

◆ the general population, ◆ children under 16, ◆ young people under 25, ◆ older people over 60, ◆ disabled people, ◆ people of minority ethnic origin, ◆ particular groups, ◆ other

Potentially 100's of people will be involved in the commissioning process and everyone who visits or travels past the mural's location will be able to see it.

How will your project address the ongoing climate emergency? (Maximum 200 words)

The project brief will refer to the impact climate changes are having on the landscape and way of life locally so the artists will be expected to include this in the design of the mural. This will serve to inform the general public of the very real effects of carbon emissions and global warming.

6 Grants from Holme Valley Parish Council

Put an "**X**"

Grant 1: Assets Grants • This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new equipment for these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line. • Maximum award is £5,000.	
Grant 2: Projects, Events and Other Activities Grants • This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the Holme Valley. • Maximum award is £1,500.	/

If you are unsure about which grant to apply for, contact the Parish Council on 01484 687460 or email: deputyclerk@holmevalleyparishcouncil.gov.uk

7 Your Project Budget Plan

Item	Cost (net)	VAT	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
3 shortlisted artists @£300 each	900.00			900.00
Finalist @ £500	500.00			500.00
Social media and other consultation costs	100.00			100.00
				1,500.00

Project Total Cost	1,500	00	Total amount requested from HVPC	1,500.00

- **The Parish Council would appreciate it if you could detail any VAT incurred by your project.**
- **The Parish Council may be able to reclaim VAT.**

Do you anticipate any income from this project?
If, so, how much? If so, what will the organisation do with the money?

None

Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.*

No

One Community funded the initial proof of concept consultation.

Has the group received a grant from the Parish Council in the last five years?	YES Please give details

8 Documentation - Please ensure you enclose the following with your application:

1. This Application form	YES
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES
3. Last 3 years accounts (if you have them)	YES
4. Copy of your bank statements on your main account for the last 6 months	YES

5. Copies of your most recent bank statement for each of your accounts	YES
6. Copies of written estimates/quotations for purchases (if relevant)	N/A
7. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	N/A

9 Declaration

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.
- I have filled in every section of the application form.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

Name	[redacted]
Signature	
Position in organisation	Director
Date	

Send the completed application form, together with all supporting documentation, preferably in PDF format to: deputyclerk@holmevalleyparishcouncil.gov.uk

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: deputyclerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460

Grant Application Form

Please complete and return to the deputy clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of July to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p5.

In under 20 words, tell us what the grant would pay for?

Materials, insurance and refreshment costs for an arts & wellbeing project for older people from Sept '26 - Mar '27.

1	Contact Details
Name of organisation	Holme Valley Sharing Memories Group
Address	[redacted]
Postcode	[redacted]
Contact person	[redacted]
Position in group	Project Manager
Correspondence address **Postcode**	[redacted] [redacted]
Daytime phone	[redacted]
Evening phone	[redacted]

Email	sharingmemoriesgroup@gmail.com

2	**About your organisation**	
What sort of group are you? - put an 'x' in the box	• Unregistered community group ✓ • Registered charity ☐ • Other (please state) ☐ ➢	
Charity or other Registration No	N/A If applicable	
When did the group start?	1994	
How many people are involved in running your group?	Trustees	*0*
	Unpaid Management Committee	*3*
	Paid F/T Staff	*0*
	(Freelance) Paid P/T Staff	*2*
	Volunteers (excluding Management Committee)	*2*

3	**Your Finances**
Income (last year)	£20,579.12
Expenditure (last year)	£32,327.39
Reserves held	£1420
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	We have £1420 in unrestricted funds, not earmarked for any specific project. We are trying to build this up so we are less vulnerable and reliant on always having to find funds for the next project.
Describe the current financial position of your organisation including the current balance on your combined accounts	Our current bank balance is £1767.47 with no liabilities. We are awaiting a final payment of £1395 funds from an Arts Council Grant, which will only be paid on completion of project and production of the end of project report. The relevant project only finished at the start of July

	so this has not yet been completed.

4	Your Bank Account	
If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)	**YES we have our own bank account**	**NOT APPLICABLE**

Account Name	[redacted]
Sort Code	[redacted]
Account Number	[redacted]

5 Your Project

Outline the project that you are seeking a grant for (Maximum 500 words)

The project is called "It's in the Leaves". It is a creative project that will explore the question "What is your Culture?" bringing together Holme Valley residents of all ages and abilities through creative practice. Participants will design symbols representing their own culture, using their designs to create individual printing tools. Their printed material will be combined to make a giant teapot and tea cup sculpture, celebrating a cup of tea as one of the main social and cultural elements connecting people in the valley, Yorkshire and the UK. Inside the teacups creating the 'tea-leaves' will be a collection of the objects and artifacts which relate to these elements of culture, these tea leaves can be added to by anyone involved in the project or even attending the final exhibition, broadening and deepening the story of our collective interconnected culture.

The sculpture will be on show at a venue in the valley yet to be confirmed, with the aim of then splitting it up and offering the teapot / cups to interested local cafes. We'll explore the rich cultural heritage of print, learning different printing techniques such as relief printing, mono and collagraph printing, rubbing and found object printing. We'll make a short film capturing people's responses to the question "What culture means to me". The project can form part of Holmfirth's initiative to be a Town of Culture.

The project will be intergenerational and include as participants, our circa 15 core members (ranging in age from 65 to 95), primary age children from 3 valley schools, other adult members who have learning disabilities at The Bridgewood Trust in Armitage Bridge, and adults with mental health issues resident at Enfield Down in

Honley. We will also hold 2 open public sessions, exemplifying inclusion and diversity. The idea behind this is for our members to learn skills then to pass these on to others, giving them a sense of purpose, creating shared collaborative work.

We will include 2 trips for our core members in the project – one to The Sculpture Park, West Bretton, to see the exhibition of work by Angela Harding, one of the most recognised printmakers and illustrators working in the UK today (14 Nov – 28 Feb); the other to the West Yorkshire Print Workshop in Mirfield for a specialist print session.

The project epitomises Sharing Memories Group's culture of bringing together people of all ages and abilities to explore a theme through creative practice and to share and pass on what we learn to others. It will hopefully bring out many aspects of the local culture within the Holme Valley giving people a chance to vocalise their ideas of our shared culture.

Why do you feel your project is worthwhile? (Maximum 500 words)

- It gives people in need, especially older people in the rural Holme Valley, an arts and wellbeing project that they can get involved with for 8 months, without having to travel into Huddersfield to seek out other projects. Such activities that help alleviate their loneliness and social isolation and improve self-worth, are not so prevalent in rural areas like the Holme Valley and the elderly find it hard and do not want to have to travel into town, especially over the winter months. We have one lady who often says it is her "lifeline", as it is the only time she goes out in the week and the conversations make her feel alive again. It is not a drop in, it is a Group that people "belong" to, come to every week and work together on, to achieve an end goal. Alleviating loneliness and social isolation is proven to improve both mental and physical health.
- Getting involved with some of the younger generation in schools and with other vulnerable adults (at The Bridgewood Trust and Enfield Down) gives our members a shared sense of purpose and gets them to meet and interact positively with other people in the Holme Valley - social interaction where they can make connections and friends, thereby cementing community cohesion. The project brings people from all walks of life together, including the general public in 2 sessions. People will be interacting with others in the valley that they otherwise might not ever meet.
- Discussing culture together will help people from different age groups and walks of life get to know and understand each other, thereby becoming more tolerant of each other again cementing community cohesion.
- The project gives our older members a way of talking about and protecting their Holme Valley cultural heritage, sharing this with others including a younger generation, through art – a medium that is easy and fun for all to understand. Visitors to the exhibit at the end, will learn about the culture of the Holme Valley as seen and held by a cross section of current residents of all ages.

- Displaying the work as a giant teapot and teacups is attractive and quirky, helping to spread the word about the work that Sharing Memories does, thereby attracting some more members so that they too can feel less isolated.
- The project supports 2 valley residents part time work and offers 2 volunteers worthwhile sessional opportunities.
- All the work that Sharing Memories does is ambitious and high quality, being led by a very experienced community artist / art psychotherapist and an experienced Project Manager. This demonstration of high quality, artistic and cultural work will help spread the word about Holmfirth and the Holme Valley being a centre of culture, with interesting activities, attracting yet more people to the valley as either residents or visitors.
- By filming the project and archiving it with the West Yorkshire film archive, it will help protect the cultural heritage of the Holme Valley by recording residents views of culture in 2026/2027

Which of the Parish Council's grants priorities does your project meet (tick all that apply)

☐ **Combating the climate emergency**

☐ **Promoting and enhancing biodiversity and the natural environment**

☒ **Supporting local residents in greatest need**

☒ **Promoting the mental health and physical wellbeing of local residents**

☒ **Encouraging social interaction by the provision of activities and events**

☒ **Protecting local heritage – the physical environment and cultural heritage**

☐ **Supporting community-owned assets, eg village halls, parks, gardens and open spaces**

☐ **Promoting festivals and tourism**

How will your project benefit the people of the Holme Valley? (Maximum 200 words)

The Parish Council can only give out grants that directly benefit the people of the Holme Valley

All our members live in the Holme Valley and want to get involved in activities that are local that they can get to easily – hence us offering taxi transport for them if they are unable to get there themselves.

The project provides an activity that will last 8 months involving our elderly residents, alleviating their social isolation and loneliness, thus improving their mental and physical health; it also involves other adults in valley day-centres and children in 3 valley primary schools that might otherwise not get such an opportunity to be involved in a high quality community arts project.

The general public in the valley can get involved in 2 of the sessions, expressing their

own view of culture, protecting the cultural heritage of the Holme Valley for future generations. The public can get involved again at the end of the project, by visiting the final exhibits, viewing, reading and enjoying all the cultural contributions from participants, adding in their own views or artefacts showing what culture means to them. We'll move the final exhibit of teapot and teacups filled with cultural messages around the valley, into different cafes and public places for more members of the public to enjoy them.

Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)

◆ the general population, ◆ children under 16, ◆ young people under 25, ◆ older people over 60, ◆ disabled people, ◆ people of minority ethnic origin, ◆ particular groups, ◆ other

- **People over 60** 15 core members
- **Adults with learning disabilities** at The Bridgewood Trust, Armitage Bridge – circa 16.
- **Adults recovering from mental illnesses** at Enfield Down in Honley – circa 8
- **Children in 3 valley primary schools** 45 (15 from each school – usually either artistically gifted children or those with additional nurture needs.
- **General public** – harder to judge. The 2 public sessions we'll advertise on social media. Estimate circa 20 at each session – total 40. We will advertise the location of the final exhibits (teapot and teacups). It's estimated that several hundred people will see these – circa 500, as we will put them in high footfall areas e.g. busy cafes. We'll relay the weekly progress on our social media channels: Facebook and Instagram. We have 363 followers on Facebook and 102 followers on Instagram. Viewers will not just be limited to followers as we will set posts, stories and reels to "public" so anyone can see them. It is estimated circa 2000 people might benefit in this way. Our project partners, schools and The Bridgewood Trust also always share activity posts. We will share to local online Holmfirth Groups e.g. Creative Kirklees, Holmfirth Community Pages, Your Holmfirth etc.

How will your project address the ongoing climate emergency? (Maximum 200 words)

We will use recycled and recyclable materials where possible – paper, card etc. We don't use single use cups / plates etc for refreshments – we use crockery and wash them. We try to minimize mileage & therefore CO2 emissions by members walking, sharing taxis or members & volunteers picking up others where possible.
For our trips we will car share and/or use a minibus to transport everyone depending on numbers, to keep CO2 emissions to a minimum.
We will reuse materials where possible. We have a cage underneath our base at the Phoenix Centre on Dunford Road where we store our art & craft materials. We keep materials from project to project to prevent us buying and using new.

6 Grants from Holme Valley Parish Council

Put an "**X**"

Grant 1: Assets Grants • This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new equipment for these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line. • Maximum award is £5,000.	☐
Grant 2: Projects, Events and Other Activities Grants • This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the Holme Valley. • Maximum award is £1,500.	✓

If you are unsure about which grant to apply for, contact the Parish Council on 01484 687460 or email: deputyclerk@holmevalleyparishcouncil.gov.uk

7 Your Project Budget Plan

Item	Cost (net)	VAT	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
Lead Artist – 28 days @ £250 / day	7000	-	Other grant awards	0
Project manager 25 days @ £250	6250	-	Other grant awards	0
Sessional artist 26 @ £100	2600	-	Other grant awards	0
Volunteer costs – 24 sessions @ £10 (covers 2 volunteers) – cover mileage	480	-	Other grant awards	0
Materials £40 / week x 23 sessions + £300 for exhibition set up. This covers paper, glue, inks etc i.e.materials needed for printing	1220	203.33	Holme Valley Parish Council	£1220

Taxis for members to get to and from sessions £45 average weekly cost x 24 weeks.	1080	-	Weekly subs	
Insurance - £25 x 8 months	£200	-	Holme Valley Parish Council	£200
Refreshments for members (hot drink & biscuits) £5 x 9 sessions when at our base. Provided by partners elsewhere	£45	-	Reserves	£45
Entry costs for members to Yorkshire Sculpture park	£171	-	Other grant awards	
Cost of workshop at West Yorkshire Print	£150	-	Other grant awards	
Travel costs for Lead Artist (19 * £8), Project Manager (13 * £8) & sessional artist (17 * £8) when not at base location of Phoenix Centre	£392	-	Fundraising – we are holding coffee morning in August	
Filming of the project by a videographer to make a short 10-minute film that can be archived with West Yorkshire Film Archive. Filming £1200; archiving £600	£1800	-	Other grant awards	
Room rent of Phoenix Centre, Holmfirth. 9 sessions @ £40	£360	-	Other grant awards	
Marketing – creating leaflet and logo – additional day of lead artist time £250; print of leaflets and posters £200	£450	-	Other grant awards	
Project Total Cost	**22198**	**203.33**	**Total amount requested from HVPC**	**£1465**

- **The Parish Council would appreciate it if you could detail any VAT incurred by your project.**
- **The Parish Council may be able to reclaim VAT.**

Do you anticipate any income from this project?

If, so, how much? If so, what will the organisation do with the money?

We collect £5 subs each week from members – allowing for a couple of members to be off in any given week this will be circa £50-£60. This usually covers the taxi costs for those that need taxis to and from home. No other income anticipated.

Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.*

Funding is increasingly hard to secure hence us applying to various grant funds at the same time.

We applied to The Cultural Heart fund in Huddersfield via One Community but it was very oversubscribed and we were turned down. 85 applications requesting over £1.3 million against an available budget of £279,350.10

We have applied to The Giving Machine for £250 – decision mid August (small grant but every little helps!)

We are applying to the Hugo Burge Foundation – up to £15000 by 31 August (we fit their criteria but there is a very low success rate. Also Barchester Healthcare £2600 by 31 July – notification within 2 months

We will also apply to

- Awards for All – for up to £20,000,
- Scops Arts Trust up to £30,000;
- One Community – Community Grant £3000 in September for part of the project in the New Year.
- Scops Arts Trust – up to £30000 – application in September

Has the group received a grant from the Parish Council in the last five years?	YES We received a grant last year of £1500 for our last project "Creatures of the Walk" which completed in July 2026. Our final exhibition for this project was part of the fringe exhibition for Artweek in Holmbridge Church. Please give details

8 Documentation - Please ensure you enclose the following with your application:

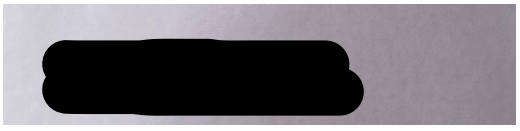
1. This Application form	YES
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES
3. Last 3 years accounts (if you have them) The accounts for the year that finished 31 March 2026 have not yet been finalized and signed off by our Committee so I have included the prior 3 years	YES
4. Copy of your bank statements on your main account for the last 6 months	YES

5. Copies of your most recent bank statement for each of your accounts As above – we only have one account – our Community Account	YES
6. Copies of written estimates/quotations for purchases (if relevant) Not relevant as we have a great deal of experience of this type of project so know the average/usual costs of taxis, insurance, materials, print work etc. The cost of the trip to the Sculpture park we have got from the internet. An approximate cost of a session at West Yorkshire Print Workshop has been gained over the phone, to be given in writing nearer the time when the workshop content has been discussed more. The cost of filming and archiving of the film is based on costs of a previous project from last year.	NO
7. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	N/A

9 Declaration

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.
- I have filled in every section of the application form.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

Name	[redacted]
Signature	
Position in organisation	Secretary
Date	27/07/2026

Send the completed application form, together with all supporting documentation, preferably in PDF format to: deputyclerk@holmevalleyparishcouncil.gov.uk

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

U

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: deputyclerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460

Grant Application Form

Please complete and return to the deputy clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of July to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p5.

In under 20 words, tell us what the grant would pay for?

Grant funding would cover two ponies for our sessions, helping us continue offering fun, confidence-building rides for our participants.

1	Contact Details
Name of organisation	Huddersfield Group Riding for the Disabled Association
Address	[redacted]
Postcode	[redacted]
Contact person	[redacted]
Position in group	Chair
Correspondence address **Postcode**	[redacted]
Daytime phone	[redacted]
Evening phone	[redacted]

Email	rda.huddersfield@outlook.com

2 About your organisation

What sort of group are you? - put an 'x' in the box	• Unregistered community group ☐ • Registered charity ☒ • Other (please state) ☐ ➢ .....
Charity or other Registration No	1074144 If applicable
When did the group start?	Founded 1974
How many people are involved in running your group?	Trustees: 7 Unpaid Management Committee: Paid F/T Staff: Paid P/T Staff: Volunteers (excluding Management Committee):

3 Your Finances

Income (last year)	4,870.00
Expenditure (last year)	4,510.00
Reserves held	9059.09
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	
Describe the current financial position of your organisation including the current balance on your combined accounts	

4	Your Bank Account	
If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)	**NO**	**NOT APPLICABLE**

Account Name	
Sort Code	
Account Number	

5 Your Project

Outline the project that you are seeking a grant for (Maximum 500 words)

We run small-group therapeutic riding sessions that help children and adults build confidence, improve balance and mobility, and find calm. The ponies are at the heart of everything we do: they make sessions safe, steady, and welcoming.

Normally we hire six ponies each evening so every rider can be matched safely and the animals can be rested. We know asking for the full hire cost would be beyond the spirit of many small grants, so we are asking for help to cover one pony per session for our Monday and Tuesday evening sessions.

- Hire cost per pony per session: £16.00
- Sessions per week: 2 (Monday and Tuesday)
- Number of weeks: 23
- Total number of sessions: 46
- Total requested for the season: 46 × £16.00 = **£736.00**

Why do you feel your project is worthwhile? (Maximum 500 words)

This project because it gives people a gentle, steady place to grow, physically, emotionally, and socially. Our therapeutic riding sessions at Bradshaw Road Stables Riding School, where we have been based for four years, are more than lessons, they are a warm, familiar space where children and adults with physical, developmental, and emotional needs feel safe, seen, and able to make real progress. The ponies are at the heart of it all, and their calm presence, steady movement, and friendly nature help riders relax, try new things, and feel proud of what they can do.

Riding for the Disabled brings together simple, powerful activities that support wellbeing in many different ways. As riders move with the pony, they work on posture, core strength, balance, and coordination without it feeling like exercise. Time with the ponies also helps with sensory processing, communication, and emotional regulation. The bond that grows between rider and pony teaches trust, patience, and responsibility. For many people, the rhythm of the pony eases anxiety and helps them focus, small changes that make everyday life easier and more joyful.

What matters most is the routine and the relationships. Our Monday and Tuesday evening sessions give families something reliable to hold on to. Regular attendance builds trust between riders, instructors, volunteers, and ponies, and that steady rhythm is where real change happens. For many participants, these sessions are one of the few places they can be themselves, meet others, and enjoy an activity that feels both fun and therapeutic. Riders who find it hard to show their feelings often light up with excitement when they realise they are going to the stables.

We take animal welfare and safety seriously. Experienced handlers and trained volunteers make sure every pony is matched carefully and given the rest it needs. Caring for the ponies is part of the learning, and participants gain confidence and a sense of responsibility while the animals are treated with kindness and respect. The ponies become gentle teachers, and their predictable responses and calm nature help riders feel capable and connected.

This project also brings people together. Volunteers learn new skills, families form friendships, and the riding school becomes a community hub where people support one another. The benefits ripple out beyond the arena, with more confidence at home, better social skills at school, and a stronger sense of belonging for everyone involved.

In short, this work is practical, compassionate, and deeply human. It meets people where they are, offers small, achievable steps, and creates moments of joy that matter. Keeping these sessions running

means keeping a life-changing service alive for the people and ponies who rely on it.

Which of the Parish Council's grants priorities does your project meet (tick all that apply)

- ☐ **Combating the climate emergency**
- ☐ **Promoting and enhancing biodiversity and the natural environment**
- ☒ **Supporting local residents in greatest need**
- ☒ **Promoting the mental health and physical wellbeing of local residents**
- ☒ **Encouraging social interaction by the provision of activities and events**
- ☐ **Protecting local heritage – the physical environment and cultural heritage**
- ☐ **Supporting community-owned assets, eg village halls, parks, gardens and open spaces**
- ☐ **Promoting festivals and tourism**

How will your project benefit the people of the Holme Valley? (Maximum 200 words)

The Parish Council can only give out grants that directly benefit the people of the Holme Valley

Many of our riders and most of our volunteers live in the Holme Valley, so our sessions at Bradshaw Road Stables Riding School provide local, accessible support that strengthens individuals and the community.

Riders - physical benefits

Gentle, rhythmic movement with the pony improves posture, core strength, balance and coordination, helping with everyday mobility and independence.

Riders - emotional and social benefits

Time with ponies reduces anxiety, improves focus and builds confidence. Riders who find it hard to show their feelings often light up with excitement when they realise they are going to the stables. Sessions offer safe social contact and a sense of belonging.

Volunteers - physical wellbeing

Leading, grooming and supporting riders keeps volunteers active and engaged, supporting fitness and mobility.

Volunteers - mental wellbeing

Working with ponies and seeing riders progress brings calm, purpose and emotional reward, reducing stress and boosting resilience.

Shared bonds and community

Strong, reciprocal relationships form between riders and volunteers. Those bonds deepen trust, improve outcomes and create a supportive local network that benefits families across the Holme Valley.

Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)

◆ the general population, ◆ children under 16, ◆ young people under 25, ◆ older people over 60, ◆ disabled people, ◆ people of minority ethnic origin, ◆ particular groups, ◆ other

Our sessions at Bradshaw Road Stables Riding School help people across the Holme Valley. Riders start at age five with no upper limit. Many have multiple disabilities, including physical, learning, sensory, and developmental needs, and we adapt each session to suit the individual. We ride on Monday and Tuesday evenings with six ponies and a waiting list, so dozens of local families access therapy, friendship, and routine each week and many more benefit across a season.

Our volunteer book never closes. Volunteers aged 14 to 82 are the backbone of our charity. They give time, learn new skills, and gain physical activity and emotional wellbeing from working with ponies and riders. Strong, caring bonds form between volunteers and riders, which boosts confidence for both and improves outcomes.

Families and carers in the Holme Valley gain reliable local support and welcome respite. Some volunteers have started taking lessons at the stables, which helps a local business and keeps money in our community. In short, this project supports riders with diverse needs, strengthens volunteers, and brings people together across the Holme Valley, creating a kinder, more connected place to live.

How will your project address the ongoing climate emergency? (Maximum 200

words)

Our sessions already make small but meaningful contributions to local climate action. We keep travel local by serving riders and volunteers from the Holme Valley, which reduces car journeys and cuts transport emissions. We use existing stables and ponies rather than building new facilities, so we avoid extra construction impact. Care practices such as composting manure, using low-chemical bedding, and sourcing feed and hay from nearby suppliers reduce waste and food-miles while supporting local farmers. Planting and maintaining hedgerows and native trees around the yard boosts biodiversity and helps capture carbon. Teaching volunteers and families simple green habits at the stables spreads low-carbon behaviours through the community. Finally, by strengthening local networks and keeping money in the Holme Valley, we support a resilient local economy that is better able to adapt to climate shocks. These practical steps make our charity part of the local response to the climate emergency while keeping riders and ponies at the heart of everything we do.

6 Grants from Holme Valley Parish Council

Put an "**X**"

Grant 1: Assets Grants • This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new equipment for these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line. • Maximum award is £5,000.	
Grant 2: Projects, Events and Other Activities Grants • This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the Holme Valley. • Maximum award is £1,500.	✘

If you are unsure about which grant to apply for, contact the Parish Council on 01484 687460 or email: deputyclerk@holmevalleyparishcouncil.gov.uk

7 Your Project Budget Plan

Item	Cost (net)	VAT	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
x1 Pony – Monday Session	368.00		Holme Valley PC	368.00
x1 Pony – Tuesday Session	368.00		Holme Valley PC	368.00
Project Total Cost	**736.00**		**Total amount requested from HVPC**	**736.00**

- **The Parish Council would appreciate it if you could detail any VAT incurred by your project.**
- **The Parish Council may be able to reclaim VAT.**

Do you anticipate any income from this project?
If, so, how much? If so, what will the organisation do with the money?

There will be no income from this project.

Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.*

N/A

Has the group received a grant from the Parish Council in the last five years?	NO

	Please give details

8 Documentation - Please ensure you enclose the following with your application:			
1. This Application form	**YES**		
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	~~YES~~	~~NO~~	**N/A**
3. Last 3 years accounts (if you have them)	~~YES~~	~~NO~~	**N/A**
4. Copy of your bank statements on your main account for the last 6 months	**YES**	~~NO~~	~~N/A~~
5. Copies of your most recent bank statement for each of your accounts	~~YES~~	~~NO~~	**N/A**
6. Copies of written estimates/quotations for purchases (if relevant)	~~YES~~	~~NO~~	**N/A**
7. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	~~YES~~	~~NO~~	**N/A**

9 Declaration

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.
- I have filled in every section of the application form.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

Name	[redacted]
Signature	[redacted]

Position in organisation	Chair
Date	26.7.26

Send the completed application form, together with all supporting documentation, preferably in PDF format to: deputyclerk@holmevalleyparishcouncil.gov.uk

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

V

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: deputyclerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460

Grant Application Form

Please complete and return to the deputy clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of July to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p5.

In under 20 words, tell us what the grant would pay for?

We are looking to buy new camping equipment for the scout troup

1	Contact Details
Name of organisation	10th Holme Valley (New Mill) Scouts
Address	Coal Pit Lane, New Mill,
Postcode	HD9 7JU
Contact person	[redacted]
Position in group	
Correspondence address **Postcode**	
Daytime phone	
Evening phone	

Email	

2 About your organisation

What sort of group are you? - put an 'x' in the box	• Unregistered community group ☐ • Registered charity **X** • Other (please state) ☐ ➢ …….
Charity or other Registration No	502703 (XR77814), If applicable
When did the group start?	1950's
How many people are involved in running your group?	Trustees: *5* Unpaid Management Committee: *2* Paid F/T Staff: *0* Paid P/T Staff: *0* Volunteers (excluding Management Committee): *1*

3 Your Finances

Income (last year)	£6730
Expenditure (last year)	£10263
Reserves held	£24386
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	This is all earmarked to keep running and a new hut.
Describe the current financial position of your organisation including the current balance on your combined accounts	Current balance is£24386

4 Your Bank Account

If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)		**NOT APPLICABLE**

Account Name	[redacted]
Sort Code	
Account Number	

5 Your Project

Outline the project that you are seeking a grant for (Maximum 500 words)

The 10th New Mill Scout Group is seeking support to invest in new camping equipment that will help provide safe, enjoyable, and memorable outdoor experiences for our young people. Scouting plays a vital role in developing confidence, teamwork, resilience, leadership, and practical life skills, and camping remains at the heart of everything we do.

Our current camping equipment has served the group well over many years and has enabled countless adventures for generations of Scouts. However, much of this equipment is now showing signs of wear and tear through regular use and exposure to the elements. To continue delivering high-quality outdoor activities, we need to replace and upgrade key items including tents, cooking equipment, storage solutions, and essential campsite gear.

Modern camping equipment will allow us to provide a safer and more comfortable experience for all members, ensuring that young people can focus on learning new skills, making friends, and challenging themselves in the outdoors. Reliable equipment also reduces maintenance costs, improves safety standards, and enables more young people to participate in overnight camps and outdoor expeditions throughout the year.

The benefits of camping extend far beyond simply spending time outdoors. Through camping activities, young people learn responsibility, independence, problem-solving, and teamwork. They gain confidence by overcoming challenges, learn to care for the environment, and develop practical skills that will benefit them throughout their lives. These experiences often create lifelong memories and have a lasting positive impact on personal development.

As a volunteer-led organisation, the 10th New Mill Scout Group works hard to keep membership costs as low as possible so that Scouting remains accessible to all families within our community. Any investment in new camping equipment will directly benefit our members by improving the quality of activities we can offer and helping ensure that

no young person misses out on the opportunity to experience adventure.

By supporting the purchase of new camping equipment, you will be helping us continue to inspire and develop the next generation of young people. Your contribution will enable us to provide safe, exciting, and inclusive outdoor experiences that encourage personal growth, build confidence, and create opportunities for adventure for many years to come.

The 10th New Mill Scout Group is committed to delivering exceptional Scouting experiences, and with your support, we can ensure our young people have the equipment they need to explore, learn, and thrive in the great outdoors.

Why do you feel your project is worthwhile? (Maximum 500 words)

The 10th New Mill Scout Group believes this project is worthwhile because it will directly benefit young people within our local community by providing them with safe, enjoyable, and accessible outdoor experiences. Camping is one of the most important activities in Scouting, offering opportunities for young people to develop confidence, independence, teamwork, leadership, and resilience in a way that cannot be replicated in a traditional classroom environment.

Our existing camping equipment has been used extensively over many years and is reaching the end of its operational life. Replacing essential equipment such as tents, cooking facilities, and campsite gear will ensure that our members can continue to participate in high-quality outdoor activities safely and comfortably. Modern equipment will improve safety standards, reduce maintenance requirements, and allow us to accommodate more young people on camps and expeditions.

The project is particularly valuable because it supports the personal development of children and young people from a wide range of backgrounds. Through camping, our members learn practical skills, build friendships, develop self-confidence, and experience a sense of achievement by overcoming challenges. These experiences help prepare them for adult life and contribute positively to their mental wellbeing and social development.

As a volunteer-led charity, we work hard to keep the cost of Scouting affordable for all families. Investing in shared camping equipment provides long-term value, ensuring that all members can take part regardless of their family's financial circumstances.

Without well-maintained equipment, opportunities for camping and outdoor adventure would become more limited and potentially more expensive for our members.

This project will have a lasting impact, benefiting current members as well as future generations of Scouts. New equipment will be used repeatedly over many years, supporting hundreds of young people as they take part in camps, hikes, outdoor challenges, and community events. By investing in this equipment now, we are investing in the continued growth, development, and wellbeing of young people throughout our community.

Ultimately, this project is about creating opportunities, building life skills, and ensuring that every young person in the 10th New Mill Scout Group can experience the adventure, learning, and personal growth that Scouting provides.

Which of the Parish Council's grants priorities does your project meet (tick all that apply)

- ☒ **Combating the climate emergency**
- ☒ **Promoting and enhancing biodiversity and the natural environment**
- ☐ **Supporting local residents in greatest need**
- ☐ **Promoting the mental health and physical wellbeing of local residents**
- ☒ **Encouraging social interaction by the provision of activities and events**
- ☒ **Protecting local heritage – the physical environment and cultural heritage**
- ☐ **Supporting community-owned assets, eg village halls, parks, gardens and open spaces**
- ☐ **Promoting festivals and tourism**

How will your project benefit the people of the Holme Valley? (Maximum 200 words)

The Parish Council can only give out grants that directly benefit the people of the Holme Valley

The 10th New Mill Scout Group has supported young people and families across the Holme Valley for many years, providing opportunities for adventure, learning and personal development. This project will ensure local children continue to access safe, high-quality outdoor experiences through reliable camping equipment.

The new equipment will enable more young people to take part in camps, expeditions and outdoor activities that build confidence, resilience, teamwork and leadership skills. By maintaining shared equipment, we can keep participation affordable and accessible to all families, regardless of financial circumstances.

This investment will benefit hundreds of young people over its lifetime, strengthening community spirit and creating lasting positive impacts across the Holme Valley.

Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)

◆ the general population, ◆ children under 16, ◆ young people under 25, ◆ older people over 60, ◆ disabled people, ◆ people of minority ethnic origin, ◆ particular groups, ◆ other

The primary beneficiaries of this project will be the young people of the 10th New Mill Scout Group, including Beavers, Cubs and Scouts from New Mill, Holmfirth and the wider Holme Valley. Modern, safe camping equipment will enable them to continue enjoying outdoor activities, camps and expeditions that build confidence, resilience, teamwork and essential life skills.

The project will also benefit adult volunteers by providing safer, more reliable equipment that requires less maintenance and helps them deliver high-quality activities more effectively.

Families across the Holme Valley will benefit as shared equipment helps keep the cost of camps affordable, ensuring that financial circumstances do not prevent young people from participating in Scouting.

We expect the project to directly benefit around 80–100 young people and volunteers each year, with many hundreds more benefiting over the lifetime of the equipment. This investment will provide long-term value to the community, supporting future generations of local young people through outdoor adventure and personal development.

How will your project address the ongoing climate emergency? (Maximum 200 words)

The 10th New Mill Scout Group recognises the importance of helping young people understand environmental responsibility and take positive action to protect the natural world. This project will support those aims by investing in durable, high-quality camping equipment that is designed to last for many years, reducing waste and the need for frequent replacement.

Replacing ageing equipment with modern, long-lasting alternatives will reduce our environmental impact and promote sustainable use of resources. Quality equipment requires less maintenance and replacement, helping us minimise unnecessary waste over time.

Scouting places a strong emphasis on conservation, outdoor learning, and caring for the environment. Through camping and outdoor activities, our members learn about protecting local habitats, reducing litter, recycling, and respecting the countryside.

The new equipment will support conservation projects, nature studies, and outdoor education across the Holme Valley, helping young people develop environmental awareness and encouraging them to become responsible citizens who contribute to a more sustainable future.

6	Grants from Holme Valley Parish Council	Put an "X"

Grant 1: Assets Grants • This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new equipment for these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line. • Maximum award is £5,000.	
Grant 2: Projects, Events and Other Activities Grants • This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the Holme Valley. • Maximum award is £1,500.	X

If you are unsure about which grant to apply for, contact the Parish Council on 01484 687460 or email: deputyclerk@holmevalleyparishcouncil.gov.uk

7 Your Project Budget Plan

Item	Cost (net)	VAT	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
Tents	£700	included		£700
Shelters	£400	included		£400
Tables	£100	included		£100
Cooking Equipment	£100	included		£100
Project Total Cost	**£1300**		**Total amount requested from HVPC**	**£1300**

- **The Parish Council would appreciate it if you could detail any VAT incurred by your project.**
- **The Parish Council may be able to reclaim VAT.**

Do you anticipate any income from this project?
If, so, how much? If so, what will the organisation do with the money?

None

Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.*

None

Has the group received a grant from the Parish Council in the last five years?	YES Please give details – Amount to towards a new hut – not yet claimed.

8 Documentation - Please ensure you enclose the following with your application:	
1. This Application form	YES
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES
3. Last 3 years accounts (if you have them)	YES
4. Copy of your bank statements on your main account for the last 6 months	YES
5. Copies of your most recent bank statement for each of your accounts	YES
6. Copies of written estimates/quotations for purchases (if relevant)	NO
7. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	N/A

9 Declaration

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.
- I have filled in every section of the application form.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.

- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

Name	[redacted]
Signature	[redacted]
Position in organisation	Chairman
Date	30/07/26

Send the completed application form, together with all supporting documentation, preferably in PDF format to: deputyclerk@holmevalleyparishcouncil.gov.uk

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

W

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: deputyclerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460

Grant Application Form

Please complete and return to the deputy clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of July to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p5.

In under 20 words, tell us what the grant would pay for?

If successful the grant funding will cover entry to key cultural sites, including the Mozart museum and tour hoodies.

1	Contact Details
Name of organisation	Musica Holme Valley
Address	Musica Holme Valley, rehearse at Honley High School, Station Road, Honley,
Postcode	HD96QJ
Contact person	[redacted]
Position in group	Area Manager – Holme Valley for Musica Kirklees
Correspondence address **Postcode**	Musica Kirklees, Richard Steinitz Building , Huddersfield University, Queensgate Campus, Huddersfield HD13DH
Daytime phone	[redacted]

Evening phone	[redacted]
Email	[redacted]

2 About your organisation

What sort of group are you? - put an 'x' in the box	• Unregistered community group ☐ • Registered charity X • Other (please state) ☐ ➢ .....
Charity or other Registration No	1013838 If applicable
When did the group start?	More than 30 years ago
How many people are involved in running your group?	Trustees * *Music centre is one of five centres operated by Musica Kirklees
	Unpaid Management Committee (Friends of Musica Holme Valley) 3
	Paid F/T Staff 1
	Paid P/T Staff 9
	Volunteers (excluding Management Committee) 6

3 Your Finances

Income (last year)	**£4134.31 as of accounts to 31/01/26**
Expenditure (last year)	**£3341.86 as of accounts to 31/01/26**
Reserves held	£5000 for contingency £761.08 for pre-agreed projects
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	£577.40 is grant money reserved for a singing project in the Holme Valley £187.68 is grant money reserved for music stand purchases **as of end of year accounts to 31/01/26**

	£870 is financial assistance for a student attending the Salzburg trip
Describe the current financial position of your organisation including the current balance on your combined accounts	**There will be a considerable financial commitment to the trip which will reduce our balance by approx. £5000 - 6000 after staffing costs and student subsidies.** £14,197.69 current balance - July 2026

4	Your Bank Account	
If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)	**YES**	**NOT APPLICABLE**

Account Name	[redacted]
Sort Code	[redacted]
Account Number	[redacted]

5 Your Project

Outline the project that you are seeking a grant for (Maximum 500 words)

Musica Holme Valley is seeking grant support to help fund a musical and cultural tour to Salzburg, Austria, for our young string players and guitarists from 17–23 July 2027. The tour has been designed to give local young people high-quality musical opportunities, broaden their cultural understanding, and strengthen their confidence through shared experiences. Salzburg, the birthplace of Mozart, provides an inspiring setting for young musicians, and the tour will allow them to explore the city's rich musical heritage while preparing for three public performances.

The itinerary includes visits to Mozart's birthplace and museum, sightseeing around Salzburg's historic centre, attendance at a Mozart-themed concert, ensemble-building activities, and a full day at a theme park. These experiences have been chosen to support musical progression while also developing teamwork, independence,

resilience, and social confidence. For many participants, this will be their first experience of performing abroad, offering a sense of achievement that can have a lasting impact on their personal development.

Musica Holme Valley is home to fifteen inclusive orchestras, choirs, and ensembles, welcoming musicians of all ages every Saturday. Our centre plays a vital role in the cultural life of the Holme Valley, providing accessible music-making opportunities for children, families, and adults. The Salzburg tour forms part of our commitment to offering meaningful experiences that inspire young people and strengthen community engagement.

Families are contributing to the cost of the tour, and we have already raised funds to support students who require financial assistance. However, additional funding is needed to ensure that all participants can fully access the educational and cultural elements of the project. Specifically, we are seeking support to purchase tour hoodies, cover museum entry fees, and fund tickets for the Mozart-themed concert. These items are essential in ensuring that every student can participate equally and benefit from the full learning experience.

This project will help preserve the future of Musica Holme Valley by raising aspirations, strengthening engagement, and demonstrating the value of inclusive music provision within our community. The tour will give young people a shared goal, deepen their commitment to music, and create memories that will stay with them throughout their lives. Grant support will ensure that this opportunity remains accessible to all, regardless of financial circumstances, and will help us continue providing high-quality musical experiences for the Holme Valley community.

Why do you feel your project is worthwhile? (Maximum 500 words)

This project is worthwhile because it offers young people in the Holme Valley a transformative musical and cultural experience that cannot be replicated locally. Performing abroad gives students a sense of pride and achievement, helping them recognise the value of their hard work and the importance of contributing to a shared goal. These experiences often have a long-lasting impact, strengthening confidence, resilience, and motivation.

The tour will deepen students' musical understanding by exposing them to Salzburg's rich cultural heritage. Visiting Mozart's birthplace and museum and attending a Mozart-themed concert will broaden their perspectives and enrich their learning. Preparing for three public performances will also enhance ensemble skills, discipline, and teamwork, giving students a shared purpose that strengthens their commitment to music.

Beyond musical development, the project supports wider personal growth. Travelling as part of a group encourages independence, responsibility, and social confidence. Students learn to support one another, solve problems collaboratively, and adapt to new environments. These skills are invaluable for young people and contribute to their overall wellbeing and future aspirations.

The project also strengthens community cohesion. Musica Holme Valley is a valued cultural resource, offering inclusive music-making opportunities for families across the area. High-quality experiences such as this tour help sustain engagement, inspire younger players, and demonstrate the importance of maintaining a strong, accessible music centre. When young people thrive, families remain connected, and the centre continues to grow as a place of belonging, creativity, and shared achievement.

We have seen the impact of similar projects. In 2025, our wind bands toured Belgium, and the response from families was overwhelmingly positive. Parents reported increased confidence, pride, and motivation in their children, describing the experience as “something they will always treasure.” This feedback highlights the profound effect these opportunities can have and reinforces our commitment to ensuring they remain accessible to all.

The project is also worthwhile because it promotes fairness and equal opportunity. While families contribute to the cost, additional funding is essential to ensure that no child is excluded due to financial circumstances. Grant support will help cover essential cultural elements of the tour, ensuring that every student can participate fully and benefit equally.

In summary, this project is worthwhile because it enriches musical learning, supports personal development, strengthens community engagement, and helps preserve the future of Musica Holme Valley as a valued cultural resource. It offers young people an experience that will shape their confidence, aspirations, and connection to music for years to come.

Which of the Parish Council’s grants priorities does your project meet (tick all that apply)

- ☐ **Combating the climate emergency**
- ☐ **Promoting and enhancing biodiversity and the natural environment**
- ☒ **Supporting local residents in greatest need**
- ☒ **Promoting the mental health and physical wellbeing of local residents**
- ☒ **Encouraging social interaction by the provision of activities and events**
- ☐ **Protecting local heritage – the physical environment and cultural heritage**

☒ **Supporting community-owned assets, eg village halls, parks, gardens and open spaces**

☒ **Promoting festivals and tourism**

How will your project benefit the people of the Holme Valley? (Maximum 200 words)

The Parish Council can only give out grants that directly benefit the people of the Holme Valley

This project will benefit the people of the Holme Valley by strengthening the future of Musica Holme Valley as a community music centre and by enriching the lives of local young people. The tour will inspire students, deepen their commitment to music and the arts, and strengthen their confidence, which in turn enhances the quality and sustainability of our local ensembles. When young musicians thrive, the whole community benefits through stronger performances, increased participation, and a vibrant cultural environment.

The project also reinforces community pride. Students will represent the Holme Valley in public performances abroad, showcasing the talent and dedication of local young people. Their achievements help raise the profile of the music centre and highlight the value of investing in inclusive arts provision.

By ensuring that all students can participate regardless of financial circumstances, the project promotes fairness and equal opportunity within the community. Families feel supported, young people feel valued, and the music centre remains a place where everyone can belong.

Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)

◆ the general population, ◆ children under 16, ◆ young people under 25, ◆ older people over 60, ◆ disabled people, ◆ people of minority ethnic origin, ◆ particular groups, ◆ other

Approximately 30 - 34 young string players and guitarists aged 8–18 from across the Holme Valley will directly benefit from this project. These students represent a wide range of backgrounds and abilities and attend Musica Holme Valley's Saturday ensembles. All will gain from the musical, cultural, and personal development opportunities provided by the tour.

Their families—around 80–100 people—will benefit through increased engagement, pride, and connection to the music centre. The wider Musica Holme Valley community,

including more than 200 participants in our Saturday ensembles, will benefit indirectly as returning students bring renewed confidence, motivation, and leadership into rehearsals.

Local schools will benefit through strengthened musical engagement and improved confidence among participating pupils. The broader Holme Valley community will benefit from the long-term sustainability of Musica Holme Valley, as projects like this help maintain strong participation and ensure that inclusive music-making remains available for future generations.

How will your project address the ongoing climate emergency? (Maximum 200 words)

Musica Holme Valley is committed to reducing environmental impact and promoting sustainable practices. For this project, we will minimise carbon emissions by travelling as a single group using joint coach and ferry travel rather than flights or travelling independently. We will work with travel providers who prioritise efficient routing and fuel-conscious planning.

We will encourage students to adopt environmentally responsible habits throughout the tour, including the use of reusable water bottles, minimising single-use plastics, and practising responsible waste management. These actions help young people understand the importance of sustainability and embed environmentally conscious behaviour.

Within the music centre, this project supports long-term sustainability by strengthening engagement and helping secure the future of a shared community resource. A thriving local music centre reduces the need for families to travel further afield for musical opportunities, supporting lower-carbon, community-based access to the arts.

6 Grants from Holme Valley Parish Council

Put an "**X**"

Grant 1: Assets Grants

- This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the

Parish Council's own buildings. This grant might pay for repairs, renovations, or new equipment for these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line. • Maximum award is £5,000.	

Grant 2: Projects, Events and Other Activities Grants • This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the Holme Valley. • Maximum award is £1,500.	X

If you are unsure about which grant to apply for, contact the Parish Council on 01484 687460 or email: deputyclerk@holmevalleyparishcouncil.gov.uk

7 Your Project Budget Plan

Item	Cost (net)	VAT	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
Tour Costs	£30,215.00		Parental and member contributions, FMHV fund raising and events over the next 12 months	£00.00
Hoodies x 35	£841	+£168.35	Holme Valley PC	£1050.00
Mozart Museum (@£6 each based on this year's prices)	£210.00		Holme Valley PC	£210.00
Project Total Cost	**31,266**	**168.35**	**Total amount requested from HVPC**	**£1,051**

- **The Parish Council would appreciate it if you could detail any VAT incurred by your project.**
- **The Parish Council may be able to reclaim VAT.**

Do you anticipate any income from this project?
If, so, how much? If so, what will the organisation do with the money?

The Friends of Musica Holme Valley would expect to have to subsidise this venture and not make any profit.

Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.*

One 17 design were kind enough to offer financial assistance to a student who couldn't afford the trip.

The music centre is also offering multi-sibling fee reduction for a second child @20%

Has the group received a grant from the Parish Council in the last five years?	YES / **NO** Please give details

8 Documentation - Please ensure you enclose the following with your application:

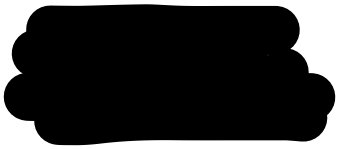
1. This Application form	**YES**		
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	**YES**	NO	N/A
3. Last 3 years accounts (if you have them) **1 year**	**YES**	NO	N/A
4. Copy of your bank statements on your main account for the last 6 months	**YES**	NO	N/A
5. Copies of your most recent bank statement for each of your accounts	YES	NO	**N/A**

6. Copies of written estimates/quotations for purchases (if relevant)	**YES**	NO	N/A
7. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	YES	NO	**N/A**

9 Declaration

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.
- I have filled in every section of the application form.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

Name	[redacted]
Signature	
Position in organisation	Area Manager and Festival Series Lead Holme Valley |Musica Kirklees
Date	30/07/2026

Send the completed application form, together with all supporting documentation, preferably in PDF format to: deputyclerk@holmevalleyparishcouncil.gov.uk

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

X

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: deputyclerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460

Grant Application Form

Please complete and return to the deputy clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of July to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p5.

In under 20 words, tell us what the grant would pay for?

Contribution towards weekly room hire for free Links @ The Tech community signposting and support sessions for Holme Valley residents.

1	Contact Details
Name of organisation	Holmfirth Tech Ltd
Address	140 Huddersfield Road Holmfirth
Postcode	HD9 3AR
Contact person	[redacted]
Position in group	Manager
Correspondence address **Postcode**	140 Huddersfield Road Holmfirth HD9 3AR
Daytime phone	01484 686305
Evening phone	[redacted]

Email	manager@holmfirthtech.co.uk

2 About your organisation

What sort of group are you? - put an 'x' in the box	• Unregistered community group ☐ • Registered charity ☐ • Other (please state) **Y** ➢ Community Benefit Society with exempt charity status
Charity or other Registration No	Financial Conduct Authority reg. no. 7739 — If applicable
When did the group start?	2018

How many people are involved in running your group?	
Trustees	7
Unpaid Management Committee	
Paid F/T Staff	1
Paid P/T Staff	1
Volunteers (excluding Management Committee)	42

3 Your Finances

Income (last year)	£142,287 (Year to 31 Mar 2025)
Expenditure (last year)	£117,723
Reserves held	£30,470
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	At last year end, approx. £30,000 held in a low risk Unity Trust reserve account. Of this, £10,000 was earmarked for secondary glazing works to two areas of the building, funded through two separate energy reduction grants. The remaining reserves are held to manage contingencies such as building maintenance, cashflow fluctuations and unexpected operational costs. These reserves are not surplus funds and are essential to manage risk in a large, ageing community building.
Describe the current financial position of your organisation including the current balance on your combined accounts	As at 23 July 2026, the combined balance across the organisation's bank accounts was £39,094.11. Approximately £20,000 of this total comprises restricted grant funding, which is

	ring-fenced for specific projects and cannot be used for general operating costs. The organisation continues to manage its finances prudently, with regular cashflow monitoring and careful control of expenditure to ensure the long-term sustainability of its community services.

4	Your Bank Account	
If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)		**NOT APPLICABLE**

Account Name	[redacted]
Sort Code	[redacted]
Account [redacted]	

5	Your Project

Outline the project that you are seeking a grant for (Maximum 500 words)

Links @ The Tech is a free weekly community signposting and support session, held every Thursday from 10.30am to 12.30pm at Holmfirth Tech. The sessions provide a welcoming, informal environment where Holme Valley residents can access practical advice, information and support from a range of local organisations, while also benefiting from social interaction and free refreshments.

The project brings together several trusted partner organisations, enabling residents to receive support in one accessible location rather than having to contact multiple agencies individually. Current partners include Kirklees Benefits, Kirklees in Recovery, Emerging Futures, Kirklees Community Plus Team, Kirklees Safer Communities, West Yorkshire Police, West Yorkshire Fire and Rescue Service, and DWP/Stronger Families Together, with additional organisations attending as appropriate.

Residents attend for a wide range of reasons, including advice on welfare benefits, debt, housing, employment, health and wellbeing, and wider community support. Equally importantly, many people attend simply for companionship and conversation, helping to reduce loneliness and social isolation.

The sessions are coordinated by Holmfirth Tech, which provides the venue, project management, administration, volunteer support, marketing and refreshments. Partner

organisations contribute their own specialist staff and expertise at no cost to the project, representing a significant in-kind contribution to the project. Funding from Holme Valley Parish Council would contribute solely towards the venue costs, enabling all of these contributions to come together in one accessible community location.

Room hire currently costs £26 per hour, including use of the kitchen to prepare refreshments for attendees. Holmfirth Tech will continue to meet all remaining delivery costs, demonstrating its ongoing commitment to sustaining this valued community service.

Without replacement funding following the end of the current grant programme, the future of Links @ The Tech is at risk. This application seeks to help ensure that the sessions can continue to provide free, accessible support for Holme Valley residents.

(303 words)

Why do you feel your project is worthwhile? (Maximum 500 words)

Links @ The Tech provides an accessible, welcoming and trusted place where local residents can obtain practical advice and support before problems reach crisis point. Many people who attend are experiencing financial hardship, loneliness, poor mental wellbeing, unemployment, housing issues or other challenges, but are unsure where to turn for help. By bringing together several support organisations in one familiar community venue, the project removes barriers to accessing services and enables people to receive timely advice in a friendly, informal environment.

The sessions also play an important role in tackling social isolation. Many attendees return regularly, not only to seek advice but also to enjoy conversation, companionship and free refreshments in a safe and inclusive setting. This combination of practical support and social interaction helps improve confidence, wellbeing and community resilience.

The project has already demonstrated its value through strong attendance and positive feedback from both participants and partner organisations. The collaborative approach means residents can access specialist advice from several organisations during a single visit, reducing the need to navigate multiple services independently and encouraging earlier intervention where additional support is needed.

The current external funding for Links @ The Tech ends in August 2026. Without replacement funding, there is a real risk that this valued weekly service will cease, leaving a significant gap in local community support. A contribution from Holme Valley Parish Council towards the venue costs would help ensure that the sessions can continue to provide free advice, signposting and social connection for Holme Valley residents while Holmfirth Tech continues to fund the remaining delivery costs.

The project directly supports the Parish Council's priorities by helping residents in greatest need, promoting mental health and wellbeing, and encouraging social interaction. It also represents excellent value for money by combining the expertise of several organisations in one accessible community hub, maximising the benefit of every

pound invested.

(309 words)

Which of the Parish Council's grants priorities does your project meet (tick all that apply)

- ☐ **Combating the climate emergency**
- ☐ **Promoting and enhancing biodiversity and the natural environment**
- ☒ **Supporting local residents in greatest need**
- ☒ **Promoting the mental health and physical wellbeing of local residents**
- ☒ **Encouraging social interaction by the provision of activities and events**
- ☐ **Protecting local heritage – the physical environment and cultural heritage**
- ☐ **Supporting community-owned assets, eg village halls, parks, gardens and open spaces**
- ☐ **Promoting festivals and tourism**

How will your project benefit the people of the Holme Valley? (Maximum 200 words)

The Parish Council can only give out grants that directly benefit the people of the Holme Valley

Links @ The Tech provides Holme Valley residents with free, local access to practical advice, information and support in a welcoming community setting. By bringing together several specialist organisations in one weekly session, residents can access help quickly and easily without having to travel outside the area or contact multiple agencies independently.

The project helps people address issues such as benefits, housing, employment, health and wellbeing at an early stage, reducing the risk of problems escalating. It also provides opportunities for people to meet others, reducing loneliness and social isolation and helping to strengthen community connections.

The sessions are open to all Holme Valley residents, with no referral required, ensuring that support is accessible, inclusive and available when it is needed. By enabling local people to receive timely advice and build supportive relationships within their own community, Links @ The Tech contributes to improved wellbeing, greater resilience and a stronger, more connected Holme Valley. By helping residents resolve problems at an early stage and connecting them with appropriate support, the project also contributes to a healthier, more resilient community where people are better able to live independently and participate in local life.

(192 words)

Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)

◆ the general population, ◆ children under 16, ◆ young people under 25, ◆ older people over 60, ◆ disabled people, ◆ people of minority ethnic origin, ◆ particular groups, ◆ other

Links @ The Tech is open to all Holme Valley residents aged 18 and over, with no referral required. The project particularly benefits people experiencing financial hardship, unemployment, poor mental wellbeing, loneliness or social isolation, as well as those seeking advice on benefits, housing, debt or wider community support.

The majority of attendees are older adults, although the sessions are open to people of all ages and backgrounds. The project also supports disabled people, unpaid carers and others who may find it difficult to access support services elsewhere.

The weekly sessions typically support around 15–20 residents each week and are expected to benefit approximately 100 individual Holme Valley residents over a 12-month period. Many participants attend on more than one occasion as their circumstances change or because they value the ongoing social interaction, continuity of support and trusted relationships developed through the project. New attendees continue to join through self-referral and referrals from partner organisations and other local services.

(160 words)

How will your project address the ongoing climate emergency? (Maximum 200 words)

Links @ The Tech is a locally delivered community project, enabling Holme Valley residents to access advice and support close to home rather than travelling to services further afield. By bringing several partner organisations together in one accessible venue, the project reduces the need for multiple individual journeys and makes more efficient use of community resources.

The Tech has signed up to and actively supports Holme Valley Parish Council's Climate Emergency Plan and seeks to embed environmentally responsible practices throughout its activities. As an organisation, we encourage recycling, discourage the use of single-use plastics wherever practical, minimise paper through digital publicity and information sharing, reduce waste and promote the efficient use of energy within our Grade II Listed community building.

Whilst the primary aim of the project is to improve the wellbeing and resilience of local residents, it also supports sustainable, community-based service delivery by providing accessible support within the Holme Valley.
(152 words)

6	Grants from Holme Valley Parish Council	Put an "**X**"

Grant 1: Assets Grants • This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new equipment for these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line. • Maximum award is £5,000.	

Grant 2: Projects, Events and Other Activities Grants • This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the Holme Valley. • Maximum award is £1,500.	X

If you are unsure about which grant to apply for, contact the Parish Council on 01484 687460 or email: deputyclerk@holmevalleyparishcouncil.gov.uk

7	Your Project Budget Plan			
Item	**Cost (net)**	**VAT**	**Where will the funding come from?** - reserves, fundraising, donations, other grant awards or Holme Valley PC	**Amount requested from the Parish Council**
Weekly room hire (52 x 2-hour sessions @ £26/hour)	£2,704	£0	Holme Valley Parish Council/Holmfirth Tech	£1,500
Project management and administration	£1,500	£0	Holmfirth Tech	£0
Volunteer support and refreshments	£500	£0	Holmfirth Tech	£0
Project Total Cost	**£4,704**	**0**	**Total amount requested from HVPC**	**£1,500**

- **The Parish Council would appreciate it if you could detail any VAT incurred by your project.**

- **The Parish Council may be able to reclaim VAT.**

Do you anticipate any income from this project?
If, so, how much? If so, what will the organisation do with the money?

No, Links @ The Tech is provided free of charge to ensure that anyone who needs advice and support can access the service regardless of their financial circumstances.

Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.*

Yes. Holmfirth Tech has previously secured Kirklees Community Plus funding for Links @ The Tech. The current grant ends on 31 August 2026 and, due to the fund's eligibility criteria, we are unable to apply to the current funding round for continuation funding. We are therefore seeking alternative sources of support, including this application to Holme Valley Parish Council, to help sustain the project. Without replacement funding, we may have no option but to cease the weekly sessions when the current grant ends.

We remain committed to securing longer-term funding for the project, but support from Holme Valley Parish Council would provide vital continuity while those funding opportunities are pursued.

Has the group received a grant from the Parish Council in the last five years?	YES Please give details £5,000 – kitchen equipment (14 Dec 2021) £10,000 – provisional of an accessible kitchen (25 Nov 2022) £5,000 – energy/utility bill costs (7 Feb 2023) £5,000 – Rock Room damp proofing, insulation and soundproofing (28 Sep 2023) £1,500 – Warm Spaces food and drinks (30 Sep 2024) with c£700 returned unspent (due to a burst pipe/flood which meant Warm Spaces couldn't run effectively) £4,826.13 – Dance Studio insulation and soundproofing (4 Mar 2026) – work to be commenced Aug 2026 subject to availability of contractor

8 Documentation - Please ensure you enclose the following with your application:

1. This Application form	YES
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES
3. Last 3 years accounts (if you have them)	YES

4. Copy of your bank statements on your main account for the last 6 months	YES
5. Copies of your most recent bank statement for each of your accounts	YES
6. Copies of written estimates/quotations for purchases (if relevant)	N/A
7. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	N/A

9 Declaration

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.
- I have filled in every section of the application form.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

Name	[redacted]
Signature	[redacted]
Position in organisation	Manager
Date	30 July 2026

Send the completed application form, together with all supporting documentation, preferably in PDF format to: deputyclerk@holmevalleyparishcouncil.gov.uk

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

Y

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: deputyclerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460

Grant Application Form

Please complete and return to the deputy clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of July to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p5.

In under 20 words, tell us what the grant would pay for?

Hiring a Giant Festive Snow Globe, photo booth, snow machine. For a subsidized, immersive family friendly Christmas activity in Honley.

1	Contact Details
Name of organisation	Honley Business Association
Address	[redacted]
Postcode	[redacted]
Contact person	[redacted]
Position in group	Voluntary Committee Member (Christmas Festivities)
Correspondence address Postcode	As above
Daytime phone	[redacted]
Evening phone	[redacted]
Email	Honley.christmas@outlook.com

2	About your organisation	
What sort of group are you? - put an 'x' in the box	• Unregistered community group [x] • Registered charity [ ] • Other (please state) ➢	
Charity or other Registration No	If applicable	
When did the group start?	2013	
How many people are involved in running your group?	Trustees	*0*
	Unpaid Management Committee	*8*
	Paid F/T Staff	*0*
	Paid P/T Staff	*0*
	Volunteers (excluding Management Committee)	*50+*

3	Your Finances
Income (last year)2024- 2025	£23,649.
Expenditure (last year)	£15656.
Reserves held	£42,945.
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	To support the membership we organise a networking and training/upskilling events to promote and enhance their business needs. We support local projects i.e. CCTV and provide events for the community, to bring footfall into Honley and trade to the local businesses. The reserves are for licences and insurance for the activities of the HBA group and to enhance the village with ad-hoc support and sponsorship and working with other voluntary groups. Our events equipment has storage facilities paid for out of these reserves. We have an annual contract with a social media partner which is paid for out of the reserves and

	offered free to our membership - to enhance the profile of the businesses with media coverage and maintain a website and 2 facebook groups to ensure maximum exposure to the membership
Describe the current financial position of your organisation including the current balance on your combined accounts	£51215.27 We are reliant on unpaid volunteers and membership fees from business members with a view to make Honley a better place to attract outside parties into the village.

4	Your Bank Account	
If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)	**Not applicable**	

Account Name	[redacted]
Sort Code	[redacted]
Account Number	[redacted]

5 Your Project

Outline the project that you are seeking a grant for (Maximum 500 words)

Project aim
Honley Business Association aims to add an inclusive, family-friendly activity to our established Christmas festivities. We plan our events so that entertainment is spread throughout the village and accessible to people of all ages and abilities.

Proposed activity
Alongside our popular Street Market and Santa's Grotto, we propose to hire a giant festive snow globe—an attraction not previously offered in Honley or surrounding Holme Valley villages. Visitors will be able to step inside, enjoy the swirling snow effect and have photographs taken, creating a memorable and immersive experience for the whole family.

The hire of the equipment comes with full safety policy, erection and dismantling an

experienced operator a snowblower for a 4 hour period and will be used as part of our Christmas Festive Event on 5th December 2026.

Why do you feel your project is worthwhile? (Maximum 500 words)

Community need
Rising living costs have placed increasing pressure on local families, while reduced footfall and business relocations have affected Honley village. Our events respond by offering inclusive activities that welcome people of all ages, needs and abilities to our village. We want to encourage people from outside Honley to enjoy the village and hopefully return to support the businesses.

Project benefits
The festive snow globe will bring seasonal enjoyment to families who need it most and provide a fun, memorable experience. With grant support, participation can be heavily subsidised, keeping the activity affordable and accessible to the wider community.

Added value
Membership donations already fund Santa's Grotto, while trader fees make the street market self-supporting. The snow globe would complement these established attractions with a new activity for the whole community to enjoy.

Which of the Parish Council's grants priorities does your project meet (tick all that apply)

- ☐ **Combating the climate emergency**
- ☐ **Promoting and enhancing biodiversity and the natural environment**
- ☒ **Supporting local residents in greatest need**
- ☐ **Promoting the mental health and physical wellbeing of local residents**
- ☒ **Encouraging social interaction by the provision of activities and events**
- ☐ **Protecting local heritage – the physical environment and cultural heritage**
- ☒ **Supporting community-owned assets, eg village halls, parks, gardens and open spaces**
- ☒ **Promoting festivals and tourism**

How will your project benefit the people of the Holme Valley? (Maximum 200 words)
The Parish Council can only give out grants that directly benefit the people of the Holme Valley

Inclusive community events
Honley's village activities are organized and delivered by local volunteers. Each year, Honley Business Association develops an inclusive, family-friendly festive programme for people of all ages and abilities across the Holme Valley.

Benefits for visitors and local businesses

The events attract visitors to Honley for shopping, leisure and community activities, showcase the village and encourage repeat visits throughout the year. Popular live music and the new festive snow globe will broaden the appeal, including to people who may not have visited Honley before. On the Christmas Market date and throughout the festive season, member businesses will also offer seasonal products, discounts, special offers and vouchers, helping families to spread the cost of Christmas and also it encourages local spending in our villages of Honley.

Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)

◆ the general population, ◆ children under 16, ◆ young people under 25, ◆ older people over 60, ◆ disabled people, ◆ people of minority ethnic origin, ◆ particular groups, ◆ other

Who will benefit

The attraction will be accessible to people of all ages and abilities, including larger families and groups. The snow globe can accommodate up to eight people at a time. The immersive sensory nature of the experience will appeal to many that would find a market or grotto experience overwhelming.

Visitor experience

As part of the festive community programme on 5 December 2026, visitors can enjoy an interactive snow experience and use the globe as a seasonal photo backdrop. A snow blower will create the effect of a snowstorm while photographs are taken, providing a memorable keepsake that promotes Honley and encourages return visits.

How will your project address the ongoing climate emergency? (Maximum 200 words)

Not applicable

6 Grants from Holme Valley Parish Council

Put an "**X**"

Grant 1: Assets Grants • This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new equipment for these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line. • Maximum award is £5,000.	
Grant 2: Projects, Events and Other Activities Grants • This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the Holme Valley. • Maximum award is £1,500.	X

If you are unsure about which grant to apply for, contact the Parish Council on 01484 687460 or email: deputyclerk@holmevalleyparishcouncil.gov.uk

7 Your Project Budget Plan

Item	Cost (net)	VAT	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
Delivery and supply of a Giant Snowglobe Dome with snow blower, 4 themed props, white picket fence 1 operating staff Hire for 4 hours and removal. Insurance, risk assessment and safety briefing.	1295.00	259.00		£1500.00
Project Total Cost	**1295.00**	**259.00**	**Total amount requested from HVPC**	**£1500.00**

- **The Parish Council would appreciate it if you could detail any VAT incurred by your project.**
- **The Parish Council may be able to reclaim VAT.**

Do you anticipate any income from this project?
If, so, how much? If so, what will the organisation do with the money?

All income is reinvested in maintenance and secure year-round storage for the grotto and market equipment. Maintenance of Santa and Elf costumes, and decorations for the village and the grotto.

Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.*

No

Has the group received a grant from the Parish Council in the last five years?	YES 2021 - £5000 – CCTV replacement 2021 - £5000 – Play equipment to Kirklees Older Youths

	2021 – Christmas Activities - £1000 2022- Christmas Activities £1000 2022 – CCTV Maintenance £1560 2023 – Christmas Activities £1250.00 2023 – CCTV Maintenance £2800 2023 – Honley Open Gardens joint event £1000 2023 – Honley Map £1000 2024 – Honley Defribrillator provision - £1000.00 2024 – Christmas Provision £250.00 2024 – Christmas Activities £1250.00 2024 – CCTV Maintenance - £1560.00 2025 – rolling grant CCTV £1568.00 2025 - Honley Open Gardens £1000.00 2026 – rolling grant CCTV £1568.00

8 Documentation - Please ensure you enclose the following with your application:	
1. This Application form	YES
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES
3. Last 3 years accounts (if you have them)	NO
4. Copy of your bank statements on your main account for the last 6 months	YES
5. Copies of your most recent bank statement for each of your accounts	YES
6. Copies of written estimates/quotations for purchases (if relevant)	NO
7. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	N/A

9 Declaration

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.

- I have filled in every section of the application form.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

Name	[redacted]
Signature	[redacted]
Position in organisation	Voluntary Committee Member Honley Business Association
Date	30/07/2026

Send the completed application form, together with all supporting documentation, preferably in PDF format to: deputyclerk@holmevalleyparishcouncil.gov.uk

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

Z

Grant Application Form

Please complete and return to the deputy clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of July to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p5.

A DJ to provide music & games at both our Children's Halloween Fancy Dress Party & Children's Christmas Party

1	Contact Details
Name of organisation	Honley Village Community Trust CIO
Address	The Village Hall, Roundway, Honley, Holmfirth
Postcode	HD9 6DE
Contact person	[redacted]
Position in group	Trustee
Correspondence address **Postcode**	[redacted]
Daytime phone	[redacted]
Evening phone	[redacted]
Email	[redacted]

2	About your organisation	
What sort of group are you? - put an 'x' in the box	• Unregistered community group • **X - Registered charity** • Other (please state) ➢ ……	
Charity or other Registration No	1195759	If applicable
When did the group start?	1993	
How many people are involved in running your group?	Trustees	*11*
	Unpaid Management Committee	*11*
	Paid F/T Staff	
	Paid P/T Staff	
	Volunteers (excluding Management Committee)	*Approx 75*

3	Your Finances
Income (last year)	37469
Expenditure (last year)	50382
Reserves held	50000
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	Contingency and in particular held for any serious problems relating to Magdale Dam - a mill pond with earth dam

Describe the current financial position of your organisation including the current balance on your combined accounts	Honley Village Community Trust currently holds approximately **£21,000 in its current account and £17,000 in its savings account**. However, a significant proportion of these funds is restricted and cannot be used for general activities. The current account includes a **£6,000 legacy** and approximately **£8,000 raised through Spacehive**, both specifically for work at Magdale Dam. Our savings account also includes funds raised specifically for Magdale. In addition, the Trust maintains approximately **£50,000 in reserves**, in line with Charity Commission guidance and our reserves policy. This reflects our responsibilities as a charity owning and managing significant assets, including land and the Village Hall, and provides protection against unexpected costs and liabilities. Our usual unrestricted working balance is approximately **£5,000**, which is required to meet the ongoing running costs of the Village Hall and our day-to-day activities. Our most recent accounts also show that Magdale operated at an approximately **£12,000 deficit** last year, largely due to essential initial survey and professional work required in response to the leak at Magdale Dam.

4	**Your Bank Account**	
If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)	**YES**	**NOT APPLICABLE**

Account Name	[redacted]
Sort Code	[redacted]
Account Number	[redacted]

5	**Your Project**
Outline the project that you are seeking a grant for (Maximum 500 words)	

Over the last few years it has been our absolute pleasure to organise and host children's Christmas parties for families in Honley and the wider Holme Valley. They have become hugely popular, selling out each year and welcoming around 45 children, along with their parents and carers, for a fun afternoon together.

Following the success of our Christmas parties, we introduced our first Halloween Family Fancy Dress Party last year. It was another fantastic event. Although the children are very much the focus, we encourage parents to get involved too, making it a real family occasion and bringing the community together.

For both events we transform the Village Hall with themed decorations, hire a professional DJ to provide the music, games and entertainment, provide food and drinks, and send every child home with a goody bag. At Christmas, Santa also pays a special visit, while our wonderful volunteers get into the festive spirit by dressing up as elves. It's always lovely to see the excitement on the children's faces.

These events have now become annual highlights in our community calendar, with many families already asking when tickets will be available. We are incredibly proud to host them and to provide affordable, fun community events where children can spend time with friends, make new ones and create lasting memories.

The grant we are applying for will help cover the cost of the DJ for both parties. We genuinely believe the DJ is at the heart of what makes these events so special. He keeps the children engaged from start to finish with music, dancing, games and prizes, creating an atmosphere that is full of energy and fun.

We use the same local DJ each year, who is already well known to many of the children through local school events. He has a fantastic rapport with them and plays a huge part in making the parties such a success.

Our planned events for 2026 are:

• **Halloween Family Fancy Dress Party** – Saturday 31st October, 2.00pm–4.00pm. DJ cost:

£200.

• **Children's Christmas Party** – Saturday 12th December, 2.00pm–4.00pm. DJ cost: £200.

We will continue to cover the remaining event costs through ticket sales and donations. This includes food and drinks, decorations, cleaning, Santa's visit, Christmas selection boxes, goody bags, tableware and other event essentials.

Alongside these parties, we also plan to run our annual Children's Christmas Craft Afternoon and Halloween Pumpkin Carving event. Both have grown in popularity year on year and are now much-loved community activities. Parents often tell us how much they enjoy having somewhere to come together to carve pumpkins without the mess at home, and it's wonderful to see the children's creativity and excitement. Our Christmas craft event is equally popular, giving children the opportunity to make Christmas cards, snow globes, advent calendars and other festive creations to take home.

Why do you feel your project is worthwhile? (Maximum 500 words)

At Honley Village Community Trust, we are passionate about bringing our community together and creating opportunities for local families to spend quality time together. We believe every child should have the chance to enjoy special events close to home, regardless of their circumstances, and we are proud to provide affordable, inclusive community events that families can enjoy together.

Our Halloween Fancy Dress Party and Children's Christmas Party have become much-loved annual events. We have seen first-hand how much they mean to local families, with around 45 children attending alongside their parents, guardians and carers. We regularly have families asking when tickets will go on sale, demonstrating a genuine demand for these events.

At a time when the cost of family days out and children's entertainment can be prohibitive for some households, we feel it is particularly important to provide affordable activities within the local community. Keeping ticket prices low helps ensure that as many families as possible can take part.

The parties provide much more than entertainment. They offer a safe and welcoming environment where children aged 3–13 can play, dance, join in games, spend time with friends and make new ones. They also give parents and carers the opportunity to meet other local families, strengthen friendships and feel part of their community.

The grant will help us deliver both events to a high standard while keeping them affordable. As a volunteer-led charity, we work hard to make the funding we receive go as far as possible, with our volunteers giving their time to organise, decorate and run the events.

Ultimately, we believe this project is worthwhile because it is simple but effective: it brings local families together, removes some of the financial barriers to taking part, strengthens community connections and gives children the opportunity to have fun and create happy memories close to home.

Which of the Parish Council's grants priorities does your project meet (tick all that apply)

- ☐ **Combating the climate emergency**
- ☐ **Promoting and enhancing biodiversity and the natural environment**
- ☐ **Supporting local residents in greatest need**
- ✓ **Promoting the mental health and physical wellbeing of local residents**
- ✓ **Encouraging social interaction by the provision of activities and events**
- ☐ **Protecting local heritage – the physical environment and cultural heritage**
- ✓ **Supporting community-owned assets, eg village halls, parks, gardens and open spaces**
- ☐ **Promoting festivals and tourism**

How will your project benefit the people of the Holme Valley? (Maximum 200 words)

The Parish Council can only give out grants that directly benefit the people of the Holme Valley

Our children's parties provide an affordable, welcoming and safe opportunity for children aged 3–13 and their families from Honley and across the wider Holme Valley to come together and enjoy themselves.

For the children, the parties are a chance to play, dance, join in games and activities, spend time with friends and make new ones. We want every child to feel included and able to take part, regardless of their background or circumstances.

The benefits extend beyond the children. Parents, guardians and carers can relax, join in the fun and enjoy quality time with their children, while also meeting and chatting with other local families. This helps build friendships and connections within our community and can be particularly valuable for families who may have fewer opportunities to socialise.

Keeping our events affordable is very important to us. At a time when family activities can be expensive, we want local families to be able to enjoy a special afternoon together without worrying about the cost.

Most importantly, our parties are about bringing people together, having fun and creating happy memories as a family and as a community.

Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)

◆ the general population, ◆ children under 16, ◆ young people under 25, ◆ older people over 60, ◆ disabled people, ◆ people of minority ethnic origin, ◆ particular groups, ◆ other

qty 45-50 x 3-13 year old children and their families across Honley and the Holme Valley. The events will be heavily advertised on Social Media & The Honley Flyer. Posters will be printed and displayed in local shop windows & the Library and it will be shared with the school so they can display on their notice boards.

How will your project address the ongoing climate emergency? (Maximum 200 words)

We are very conscious of the ongoing climate challenges and we aim to play our part as much as possible. We aim to use as much sustainable resources and recycle where possible. We will use cardboard not single use plastic where possible

6 Grants from Holme Valley Parish Council

Put an "**x**"

Grant 1: Assets Grants	
• This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new equipment for these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line. • Maximum award is £5,000.	

Grant 2: Projects, Events and Other Activities Grants • This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the Holme Valley. • Maximum award is £1,500.	**X**

If you are unsure about which grant to apply for, contact the Parish Council on 01484 687460 or email: deputyclerk@holmevalleyparishcouncil.gov.uk

7	**Your Project Budget Plan**			
Item	**Cost (net)**	**VAT**	**Where will the funding come from?** - reserves, fundraising, donations, other grant awards or Holme Valley PC	**Amount requested from the Parish Council**
Children's DJ entertainment - Halloween Fancy Dress Party	200		HVPC Grant	200
Children's DJ entertainment - Children's Christmas Party	200		HVPC Grant	200
Food & Drink for 50 Children at each Party	270		Ticket Sales & Donation	0
Goody Bags / Selection Boxes x50 at each party	157		Ticket Sales & Donation	0
Table Cloths / Plates / Cups / Decorations etc	40		Ticket Sales & Donation	0
Tickets / posters to promote each Party	30		Ticket Sales & Donation	0
Project Total Cost	**897**		**Total amount requested from HVPC**	**400**

- **The Parish Council would appreciate it if you could detail any VAT incurred by your project.**
- **The Parish Council may be able to reclaim VAT.**

Do you anticipate any income from this project?
If, so, how much? If so, what will the organisation do with the money?

Tickets are £5 per child, the income from the sales will go towards food, drink, decorations, plates, cups, table cloths, goody bags / selection box for the children to take home, posters, tickets

Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.*

No, we haven't applied anywhere else for a grant to fund this project

Has the group received a grant from the Parish Council in the last five years?	YES **2025** - £1000 Hay bobber purchase for Magdale, £400 80th anniversary afternoon tea, £4,000 tree management Magdale, £120 Easter crafing, £220 Easter bunny, £380 Children's Parties (Halloween & Christmas) **2024** – £840 Magdale management £200 Halloween party, £578 afternoon tea Easter bunny, £372 easter crafting, £1369 Magdale management, £2640 Magdale management **2023**: £780 Easter Family Events, £750 Coronation Afternoon Tea; £750 for Tree Safety Survey; £850 - Kids Xmas party: £390 - Kids arts and crafts (Xmas & Halloween); £405 Magdale Map; £2250 Magdale Dam Improvements. £500 - Wreath Making **2022**: £1k for wreath making workshops: £1k towards Honley Community Orchard. **2021**: Village Hall Roof. £5k towards repair Please give details

8 Documentation - Please ensure you enclose the following with your application:			
1. This Application form	YES		
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES	NO	N/A
3. Last 3 years accounts (if you have them)	YES	NO	N/A
4. Copy of your bank statements on your main account for the last 6 months	YES	NO	N/A
5. Copies of your most recent bank statement for each of your accounts	YES	NO	N/A
6. Copies of written estimates/quotations for purchases (if relevant)	YES	NO	N/A
7. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	YES	NO	N/A

9	**Declaration**

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.
- I have filled in every section of the application form.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding thisapplication.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

Name	[redacted]
Signature	[redacted]
Position in organisation	Trustee
Date	29 July 2026

Send the completed application form, together with all supporting documentation, preferably in PDF format to: deputyclerk@holmevalleyparishcouncil.gov.uk

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

ZA

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: deputyclerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460

Grant Application Form

Please complete and return to the deputy clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of July to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p5.

In under 20 words, tell us what the grant would pay for?

Facilitator fees, venue hire and materials for a 10-week wellbeing course using mindfulness, yoga and community sharing to support neurodiversity, isolation, depression and anxiety.

1	Contact Details
Name of organisation	Earth Village CIC
Address	[redacted]e [redacted]
Postcode	[redacted]
Contact person	[redacted]
Position in group	Director and Founder
Correspondence address **Postcode**	[redacted] [redacted]
Daytime phone	[redacted]
Evening phone	
Email	[redacted]

2	About your organisation	
What sort of group are you? - put an 'x' in the box	• Unregistered community group [ ] • Registered charity [ ] • Other (please state) [X] ➢ Community Interest Company	
Charity or other Registration No	13795865 If applicable	
When did the group start?	Dec 2021	
How many people are involved in running your group?	Trustees	
	Unpaid Management Committee	4
	Paid F/T Staff	
	Paid P/T Staff	
	Volunteers (excluding Management Committee)	

3	Your Finances
Income (last year)	£15,218
Expenditure (last year)	£15,367
Reserves held	£0
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	
Describe the current financial position of your organisation including the current balance on your combined accounts	Stable and level. Spending around as much as we earn to continue serving the community as best we can.

4 Your Bank Account

If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)	YES	NOT APPLICABLE
		✓

Account Name	Earth Village CIC
Sort Code	09-92-99
Account Number	67240243

5 Your Project

Outline the project that you are seeking a grant for (Maximum 500 words)

We are seeking funding to deliver a 8-week general wellbeing course combining mindfulness, meditation, yoga, yoga nidra and community sharing circles, designed to support people in the Holme Valley affected by neurodiversity-related challenges, cost-of-living, social isolation, depression and anxiety.

Each weekly session will run for two hours and welcome between 10 and 30 participants, with numbers able to flex week to week as an open, drop-in-friendly group rather than a fixed closed cohort — allowing people to join partway through or attend flexibly around energy levels, caring responsibilities or work patterns, without losing the benefit of the course.

Sessions will open with gentle yoga and movement to help participants reconnect with their bodies, followed by guided meditation, mindfulness practice and yoga nidra (a deeply restorative guided relaxation technique) to build tools for managing anxious or low mood, sensory overwhelm and disrupted sleep. Yoga nidra in particular offers a low-effort, low-sensory way to access deep rest and nervous system regulation — helpful for participants who find seated meditation or more active practices difficult to access on a given day. Each week will close with a community sharing circle, where participants can talk openly, be heard, and build genuine connections with others navigating similar experiences.

The course will be delivered by an experienced, trauma-aware facilitator with training in neurodiversity-affirming practice, mindfulness and yogic technique. Sessions will be structured with a calm, low-pressure format — clear routines, quiet space where needed, and no requirement to speak or participate beyond each individual's comfort — reflecting good practice for supporting neurodivergent participants alongside those experiencing depression, anxiety or isolation. Each week will stand reasonably well on its own, so the course remains accessible to anyone joining mid-way through.

We will keep the course free to attend, removing cost as a barrier for those who need it most. The venue will be selected for accessibility, capacity for up to 30 people, and a calm, sensory-considerate atmosphere suited to this kind of work.

This project responds directly to a gap we have identified locally: general wellbeing support that is genuinely inclusive of neurodivergent people and those experiencing depression, anxiety or isolation is limited, and mainstream group settings can often feel inaccessible or overwhelming for this group. Mindfulness, yoga and yoga nidra are well evidenced to help regulate the nervous system and reduce anxiety and low mood, while community sharing tackles the isolation that so often accompanies these experiences. Designing the course with flexible attendance and a low-pressure format also reflects the reality that many participants cannot commit to a rigid schedule or a highly social format, and we would rather support them consistently on their own terms than exclude them.

The grant would cover facilitator fees for all 10 sessions, venue hire scaled for up to 30 people, and materials (yoga mats, cushions, blankets) to ensure the space is comfortable and accessible for all.

Why do you feel your project is worthwhile? (Maximum 500 words)

Neurodivergence, social isolation, depression and anxiety are experienced by a significant proportion of our community, and they frequently overlap — neurodivergent people are statistically more likely to experience anxiety and depression, and all four experiences are made harder by isolation. Yet mainstream wellbeing provision is rarely designed with any of this in mind. This course is worthwhile because it offers something different: a sustained, week space, deliberately low-pressure and sensory-considerate, where people can build real practical tools alongside real human connection.

Mindfulness, meditation, yoga and yoga nidra are well-evidenced approaches for supporting general wellbeing. Yoga nidra in particular is associated wi deep physiological rest, reduced anxiety and improved sleep, and emerging research suggests regular practice can support the brain's capacity to settle calmer, more regulated patterns over time — offering participants an accessible entry point even on days when more active practice feels out of reach. Alongside meditation and yoga, these practices help regulate the nervous system, reduce anxiety and low mood, and build the self-awareness that unde better day-to-day coping. But tools alone are not enough. The community sharing element is what makes this project different: by giving people a regula space to be honest about what they're going through, without shame, judgement or pressure to mask or perform, we help break the isolation that so ofte compounds depression, anxiety and the exhaustion many neurodivergent people feel navigating a world not built for them.

Ten weeks is long enough for genuine trust and habit to form, but short and structured enough to feel achievable for people who may be wary of long-te commitments. Designing the group to flex between 10 and 30 people, rather than requiring a fixed weekly commitment, reflects how these experiences actually work in practice — attendance is often inconsistent when someone is depressed, anxious, or managing sensory or energy limits, and a course only serves people who can attend every single week excludes many who need it most.

This project is also worthwhile because it's preventative and inclusive by design. Supporting people early, in a genuinely accessible format, is both more compassionate and better value for the community than waiting until difficulties escalate to crisis point. A modest grant here has real potential to improv to-day wellbeing for a group that is too often overlooked in mainstream provision.

Finally, by keeping the course free, local, low-pressure and flexible, we remove the cost, travel and social-format barriers that so often prevent neurodiv people and those experiencing depression, anxiety or isolation from accessing support that actually works for them.

Which of the Parish Council's grants priorities does your project meet (tick all that apply)

- ☐ **Combating the climate emergency**
- ☐ **Promoting and enhancing biodiversity and the natural environment**
- ☑ **Supporting local residents in greatest need**
- ☑ **Promoting the mental health and physical wellbeing of local residents**
- ☑ **Encouraging social interaction by the provision of activities and events**
- ☐ **Protecting local heritage – the physical environment and cultural heritage**
- ☐ **Supporting community-owned assets, eg village halls, parks, gardens and open spaces**
- ☑ **Promoting festivals and tourism**

How will your project benefit the people of the Holme Valley? (Maximum 200 words)

The Parish Council can only give out grants that directly benefit the people of the Holme Valley

This project, based in Holme Valley Community Centre or wellness studio, will give local residents a free, accessible, 8-week general wellbeing course combining mindfulness, meditation, yoga, yoga nidra and community sharing, with particular relevance to people affected by neurodiversity-related challenges, social isolation, depression and anxiety. With space for 10–30 people each week, flexible attendance and a low-pressure, sensory-considerate format, participants will build practical tools for day-to-day wellbeing while forming genuine peer connections that help combat loneliness.

By offering the course free of charge, locally, and in a format designed around real accessibility rather than a one-size-fits-all group setting, we remove the cost, travel and social-pressure barriers that often prevent the people who need this kind of support most from accessing it. Participants leave with tools they can continue using independently, alongside a peer support network built over the 10 weeks.

Beyond the direct participants, this project benefits the wider Holme Valley community by offering early, preventative wellbeing support that can reduce pressure on stretched local mental health services, and by building a supported network of people equipped to support one another and their families going forward.

Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)

- the general population,
- children under 16,
- young people under 25,
- older people over 60,
- disabled people,
- people of minority ethnic origin,
- particular groups,
- other

This project will directly benefit between 10 and 30 local residents each week over the 8-week course, with numbers able to change over the duration as an open, flexible group. Our particular focus is:

Neurodivergent people, for whom traditional group or talking-therapy settings can feel inaccessible or overwhelming
People experiencing social isolation or loneliness
People experiencing depression
People experiencing anxiety, whether diagnosed or undiagnosed
Adults facing financial hardship, for whom free, local support is otherwise inaccessible

The course is open to the general adult population of the Holme Valley, with no referral required, though we anticipate strong relevance to people who may be underserved by existing statutory services, including those on waiting lists for mental health support or neurodivergence assessment. Family members and friends of participants are also likely to benefit indirectly, as improvements in a participant's wellbeing often have a positive ripple effect on their wider household and relationships.

How will your project address the ongoing climate emergency? (Maximum 200 words)

While this project's primary focus is general wellbeing, we will use reusable and second-hand equipment (yoga mats, cushions, blankets) wherever possible, and encourage participants to walk, cycle or car-share to sessions where practical, reducing the environmental footprint of the course. We can also observe from past experience that as people develop a stronger connection and awareness of their own body and self-care, they tend to be more empathetic towards environmental issues too.

6 Grants from Holme Valley Parish Council

Put an "**X**"

Grant 1: Assets Grants • This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new equipment for these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line. • Maximum award is £5,000.	☐
Grant 2: Projects, Events and Other Activities Grants • This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the Holme Valley. • Maximum award is £1,500.	☑

If you are unsure about which grant to apply for, contact the Parish Council on 01484 687460 or email: deputyclerk@holmevalleyparishcouncil.gov.uk

7 Your Project Budget Plan

Item	Cost (net)	VAT	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
Facilitator fees	£1200	£0	Subsidised by facilitator	£1000
Venue hire	£320	£0		£320
Refreshments (teas etc)	£80	£0		£80
Project Total Cost	£1600		**Total amount requested from HVPC**	£1400

- **The Parish Council would appreciate it if you could detail any VAT incurred by your project.**
- **The Parish Council may be able to reclaim VAT.**

Do you anticipate any income from this project?
If, so, how much? If so, what will the organisation do with the money?

Only for facilitator's time spent on managing, planning, promoting and delivering.

Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.*

No

Has the group received a grant from the Parish Council in the last five years?	YES / (NO) Please give details

8 Documentation - Please ensure you enclose the following with your application:

1. This Application form	(YES)		
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	(YES)	NO	N/A
3. Last 3 years accounts (if you have them)	YES	NO	(N/A)
4. Copy of your bank statements on your main account for the last 6 months	(YES)	NO	N/A
5. Copies of your most recent bank statement for each of your accounts	(YES)	NO	N/A
6. Copies of written estimates/quotations for purchases (if relevant)	(YES)	NO	N/A
7. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	YES	(NO)	N/A

9	Declaration

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.
- I have filled in every section of the application form.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

Name	[redacted]
Signature	[redacted]
Position in organisation	Director and Founder
Date	31/07/2026

Send the completed application form, together with all supporting documentation, preferably in PDF format to: deputyclerk@holmevalleyparishcouncil.gov.uk

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

ZB

Grant Application Form

Please complete and return to the deputy clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of July to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p5.

In under 20 words, tell us what the grant would pay for?

Three drop-in events to strengthen community wellbeing, reduce isolation and encourage people's engagement with the arts, heritage and each other.

1	Contact Details
Name of organisation	No Dots Ltd (trading as Northern Silents)
Address	Registered office: Ground floor, 2 St Peter's Street, Huddersfield, West Yorkshire
Postcode	HD1 1LN

Contact person	[redacted]
Position in group	
Correspondence address **Postcode**	
Daytime phone	
Evening phone	
Email	

2 About your organisation

What sort of group are you? - put an 'x' in the box	• Unregistered community group • Registered charity • Other (please state) ➢ *Non-profit company limited by guarantee, with an asset lock.* …….
Charity or other Registration No	Company number: 12410203 If applicable
When did the group start?	2020 (though we worked informally as a group since 2016)

How many people are involved in running your group?		
	Trustees	*2*
	Unpaid Management Committee	*2*
	Paid F/T Staff	*0*
	Paid P/T Staff	*0*
	Volunteers (excluding Management Committee)	*26*

3 Your Finances

Income (last year)	£73,648
Expenditure (last year)	£74,504
Reserves held	0
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	N/a (but we expect funding news for several recent applications soon, including Arts Council England - successful funding applications are always restricted to the projects for which the funds are awarded)
Describe the current financial position of your organisation including the current balance on your combined accounts	Balance is £2160 at the time of writing. The company has a solid portfolio of clients for whom we create and deliver music, film, community events and heritage work, and with whom we have ongoing collaborative relationships. Currently there are bookings in the diary up to the end of 2027, worth just over £25,000. Costs for delivering these events will be around £22,500, so the activity is expected to deliver a small surplus. We have funding applications under consideration with Arts Council England, Film Hub North, and several small trusts and foundations - all of whom have funded specific projects of ours over the last few years. We do not have core, regular funding - we exist on a project funding basis only. The company has no employees - we have a volunteer board, and a volunteer Artistic Director, and then each project entails freelance work by a range of specialist people - musicians, archivists, workshop facilitators etc, all of whom are paid at fair professional rates. (Some of our funding is conditional upon fair professional rates, eg Arts Council England.)

4	Your Bank Account	
If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)		**NOT APPLICABLE**

Account Name	
Sort Code	
Account Number	

5	Your Project
Outline the project that you are seeking a grant for (Maximum 500 words)	

Northern Silents, in collaboration with Holmfirth Tech, is developing a project to support older people, and those experiencing loneliness, isolation, or living with dementia, in the Holme Valley. The project is a drop-in event, held in the café space at The Tech, using music, heritage and culture to reduce loneliness, improve wellbeing and create opportunities for social connection.

The project will begin with three pilot events, co-created by Northern Silents and The Tech, drawing on our shared knowledge and expertise. These will run between early spring and late summer 2027, with exact dates confirmed in autumn 2026. The events will be spaced to allow evaluation and adjustment between each one, with a final evaluation after all three, informing how the project continues as a regular community service — envisaged as monthly from autumn 2027.

A collaboration between Northern Silents and The Tech

The project is led by Northern Silents, a small non-profit creating events, learning opportunities and community projects combining music, film and heritage, registered in Huddersfield and led by Holmfirth-based Jonny Best, an arts producer with 35 years' experience including community engagement work. Sally Barber, manager of The Tech, is working directly with Jonny to develop the project, bringing her substantial experience of community event creation and management. Our shared aim is a sustainable community service that is genuinely useful and grounded in the needs of the community — hence a pilot phase, combining consultation and careful evaluation, before a full launch.

The drop-in event

The events will create a welcoming, warm, informal environment. The Tech's café space is already well suited to this, and we will build its atmosphere through live music, refreshments, and a changing range of heritage and culture materials. Northern Silents' musicians are expert across multiple styles and in improvisation, able to create music that fosters a welcoming atmosphere, including responding to requests. Heritage and culture elements may include photography of the Holme Valley, cinema and theatre programmes, textile artworks and items, LPs and CDs (with a means to play them), sheet music by the piano, Bamforth postcards, and musical instruments. Using objects like these to foster connection and stimulate reminiscence and imagination is a well-established practice, and one of our aims through the pilots is to learn which objects and materials work best in creating the environment we're seeking.

Live music will be part of every event, delivered by musicians experienced in this kind of engagement — interacting with and responding to visitors. Each event will be themed and shaped differently. Visitors can come simply for a drink and some music, or explore the heritage materials on offer — as social as they wish. Nobody is required to do anything specific: this is a space of possibilities, not expectations.

Why do you feel your project is worthwhile? (Maximum 500 words)

Loneliness and isolation are recognised as serious risks to health, particularly for older people, and the risks are greater in rural areas like the Holme Valley. Limited public transport, and the difficulty of staying connected without a car all make it harder for older residents to maintain the everyday social contact many of us take for granted. For people living with dementia, these challenges are often greater still — evidence shows people with dementia go out far less often than they'd like, frequently due to lack of confidence, transport, or a suitable place to go. Loneliness itself is also a recognised risk factor for the onset of dementia, and for poor mental and physical health more broadly, comparable in scale to smoking or physical inactivity.

We believe this project addresses a real and growing need in our community. The Holme Valley, like many rural areas, has an ageing population and a strong sense of community, but not always the spaces or opportunities that allow isolated or vulnerable residents to take part in it. A regular, welcoming, no-pressure drop-in — free to attend, requiring no booking, no specific participation, and no diagnosis or referral — offers a low-barrier way back into social contact for people who might otherwise struggle to find one.

We have chosen music, heritage and culture as our means of doing this because there is strong evidence for their value specifically for older people and people with dementia. Music engages people even where memory and language have become difficult, and offers a shared, enjoyable activity that needs no explanation or expertise to take part in. Heritage objects and local imagery — the kind of everyday and local material this project will use — are well established as ways of prompting connection and conversation, giving people something to respond to at their own pace, whether that means picking up an object, listening to a tune, or simply sitting somewhere warm and friendly with a cup of tea.

Just as importantly, this is a genuinely local project, shaped by and for Holme Valley residents, in a familiar, accessible venue in the heart of the community. It is being developed carefully, through a piloted approach with built-in evaluation, so that what we ultimately offer as an ongoing service is something that has been tested and refined with real input from the people using it — not simply an idea imposed on the community, but a service grounded in what local people actually find valuable.

We believe this combination — addressing a genuine and evidenced need, using an approach with a strong track record, and doing so through careful local co-design — gives this project a real chance of making a lasting, meaningful difference to the wellbeing of some of the Holme Valley's most isolated residents.

Which of the Parish Council's grants priorities does your project meet (tick all that apply)

☐ **Combating the climate emergency**

☐ **Promoting and enhancing biodiversity and the natural environment**

☒ **Supporting local residents in greatest need**

☒ **Promoting the mental health and physical wellbeing of local residents**

☒ **Encouraging social interaction by the provision of activities and events**

☐ **Protecting local heritage – the physical environment and cultural heritage**

☒ **Supporting community-owned assets, eg village halls, parks, gardens and open spaces**

☐ **Promoting festivals and tourism**

How will your project benefit the people of the Holme Valley? (Maximum 200 words)

The Parish Council can only give out grants that directly benefit the people of the Holme Valley

This project is designed for and rooted in the Holme Valley. It will run at The Tech, a familiar, accessible venue at the heart of the community, and will draw on genuinely local heritage — Holme Valley photography, Bamforth postcards, and the area's rich textile and cultural history — so that what's on offer speaks directly to residents' own lives and memories.

Beyond the drop-in itself, we will develop a volunteer-run transport service to collect and bring home those residents for whom getting there is otherwise a barrier — a real and common obstacle to social participation in a rural valley with limited public transport. We will work with local service providers, community groups, and social prescribers to identify residents who are most isolated or excluded, and offer this transport free of charge to anyone who would benefit from it.

Together, the drop-in and the transport service are intended to reach not just those already able to get out and about, but some of the Holme Valley's most isolated older residents — including those living with dementia, mobility issues, or reduced confidence — who might otherwise have no realistic way of taking part in a service like this at all.

Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)

◆ the general population, ◆ children under 16, ◆ young people under 25, ◆ older people over 60, ◆ disabled people, ◆ people of minority ethnic origin, ◆ particular groups, ◆ other

This project will benefit older people over 60, disabled people, people under 60 experiencing loneliness or isolation, and people living with dementia. There is no age limit or eligibility requirement — it is intended for anyone who feels it is for them. Our engagement and outreach will be directed primarily towards older people, but we expect the project will also reach others beyond these categories, including, through our volunteer-run transport service, some of the valley's most isolated residents who might otherwise be unable to attend.

The numbers benefiting should be considered on two timescales: the pilot season itself, which is the specific focus of this application, and the longer-term life of the project as it becomes an established, ongoing community service.

For the pilot season, we estimate around 50 attendees per session, alongside a team of roughly 12 to 15 volunteers who will also benefit from their involvement. In the longer term, as a regular service, the project has the potential to reach significantly greater numbers — but this future provision depends on the successful delivery and evaluation of the pilot season first.

How will your project address the ongoing climate emergency? (Maximum 200 words)

While this is not an environmental project, we have considered sustainability throughout its design. The drop-in is deliberately local — held at The Tech, within walking or short-driving distance for most Holme Valley residents — reducing the need for longer journeys to access social and wellbeing support elsewhere. Our proposed volunteer transport scheme will use shared pick-ups rather than individual car journeys, reducing overall car use while still enabling attendance for those who couldn't otherwise get there.

The heritage and cultural materials at the heart of the project — photographs, postcards, textiles, objects, sheet music — are largely existing, reused, or borrowed items rather than newly produced resources, minimising waste. Where printed materials are needed, we will use recycled or FSC-certified paper, vegetable-based inks, and a local printer, printing only what each session requires rather than in bulk. We will favour reusable signage and digital communication over disposable print wherever possible.

We recognise the project's primary purpose is social and wellbeing-focused rather than environmental, but we are committed to delivering it in a way that is mindful of its footprint, rather than adding unnecessary environmental cost to the valuable social outcomes we hope to achieve.

6 Grants from Holme Valley Parish Council

Put an "**X**"

Grant 1: Assets Grants • This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new equipment for these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line. • Maximum award is £5,000.	

Grant 2: Projects, Events and Other Activities Grants • This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the Holme Valley. • Maximum award is £1,500.	**X**

If you are unsure about which grant to apply for, contact the Parish Council on 01484 687460 or email: deputyclerk@holmevalleyparishcouncil.gov.uk

7 Your Project Budget Plan

Item	Cost (net)	VAT	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
Venue hire, £91 x 3 for 3x3 hour sessions, + half hour clear up	273	0	Other fundraising and Holme Valley PC	136.50
Musician fees, £120 per musician per session, 2 per session	720	0	Other fundraising and Holme Valley PC	360
Refreshments (some donated by volunteers - this is allowance for purchases)	150	0	Other fundraising and Holme Valley PC	75
Volunteer DBS checks for drivers and others as required, £50 x 5	250	0	Other fundraising and Holme Valley PC	125

Volunteer mileage @ HMRC rate of .55 per mile, 30 miles total per session, 90 x .55	49.50	0	Other fundraising and Holme Valley PC	25
Additional PLI as required	60	0	Other fundraising and Holme Valley PC	30
Graphic design, 2 hours @£45 per hour	90	18	Other fundraising and Holme Valley PC	50
Printing on FSC paper	85	17	Other fundraising and Holme Valley PC	50
Marketing officer, 12 hours @£15 per hour	180	0	Other fundraising and Holme Valley PC	90
Evaluation costs, incl copying	50	0	Other fundraising and Holme Valley PC	25
Project management contribution	300	0	Other fundraising and Holme Valley PC	150
Piano tuning	60	0	Other fundraising and Holme Valley PC	30
Project Total Cost	**2267**	**35**	**Total amount requested from HVPC**	**1146.50**

- **The Parish Council would appreciate it if you could detail any VAT incurred by your project.**
- **The Parish Council may be able to reclaim VAT.**

Do you anticipate any income from this project?
If, so, how much? If so, what will the organisation do with the money?

There will be no earned income - the event will be free to attend, and refreshments will be free. This is essential in order to remove barriers to participation.

Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.*

Funding applications are in progress for One-Community Fund (Dickinson/Longley Farm), and the Kirklees Community Plus fund. A crowdfunded will be run as part of Kirklees Growing Stronger Communities initiative as well. All of these funds are over subscribed, and funding is competitive. Funding from Parish Council would enhance the chances of success with these additional fundraising sources.

The total cost of the pilot is £2267.50. The funding requested from Holme Valley PC is £1146.50, with the Parish Council contributing roughly half of each budget line.

This leaves £1121 to be obtained from the multiple funding sources outlined above. Northern Silents has a good track record of raising funds - we raise project funds for all our work and are highly experienced at making applications. It is very realistic to expect this funding target to be met in the time available, especially as we are working closely with the Tech.

In the longer term, when we come to funding the ongoing life of the project, beyond its pilot events, more substantial funding applications will be submitted to the Lottery Community Fund for two years' funding, and a more substantial application to the Kirklees Community Plus fund. Northern Silents and the Tech are discussing a closer partnership when it comes to the ongoing post-pilot life of the project, sharing fundraising and entering into a more formally worked-out production partnership.

Mitigating a funding shortfall:

Should there be a funding shortfall on this pilot, two changes to the budget would be made: musicians would be reduced to one per session, and the project management staff contribution would be waived, with these costs met by Northern Silents from other sources.

Has the group received a grant from the Parish Council in the last five years?	This project is led by Northern Silents (company name No Dots Ltd) and we have not received a grant from the Parish Council. Please give details

8 Documentation - Please ensure you enclose the following with your application:	
1. This Application form	YES
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES
3. Last 3 years accounts (if you have them)	YES
4. Copy of your bank statements on your main account for the last 6 months	YES
5. Copies of your most recent bank statement for each of your accounts	YES
6. Copies of written estimates/quotations for purchases (if relevant)	N/A
7. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	N/A

9 Declaration

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.
- I have filled in every section of the application form.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

Name	[redacted]
Sig	

nature	
Position in organisation	Artistic Director
Date	31 July 2026

Send the completed application form, together with all supporting documentation, preferably in PDF format to: deputyclerk@holmevalleyparishcouncil.gov.uk

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of **Holme Valley Parish Council – WY0042**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

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

- The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 10, and it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the internal auditor's response to internal control objective O.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature 

Date 12/09/2026

Holme Valley Parish Council

Notice of conclusion of audit

Annual Governance s Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for **Holme Valley Parish Council** for the year ended 31 March 2026 has been completed and the accounts have been published.

2. The Annual Governance C Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of **Holme Valley Parish Council** on application to:

(a) **Richard McGill (Responsible Finance Officer)**
Holme Valley Parish Council
The Civic, Huddersfield Road
Holmfirth HD9 3AS

(b) **TUE WED THU 0930-1430**
Other times by arrangement

3. Copies will be provided to any local government elector of the area on payment of £1 for each copy of the Annual Governance C Accountability Return.

Announcement made by: **Richard McGill (Responsible Finance Officer)**

Date of announcement: **15th September 2026**

Holme Valley Parish Council

Unity Trust Current Account T2

List of Payments made between 01/08/2026 and 31/08/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
07/08/2026	British Telecom	2627/05/02	67.14	F&M 2627 9	INTERNET AND PHONE
14/08/2026	HMRC	2627/05/03	1,679.73	F&M 2627 9	PAYE TAX AND NI
14/08/2026	Salaries Staff	2627/05/04	1,279.36	F&M 2627 9	SALARY STAFF 04
14/08/2026	Holmfirth Festival of Folk	2627/05/05	1,500.00	F&M 2627 31Ci	ROLLING GRANT - INSURANCE &C
14/08/2026	Salaries Staff	2627/05/06	1,599.53	F&M 2627 9	SALARY STAFF 05
14/08/2026	Salaries Staff	2627/05/07	1,864.57	F&M 2627 9	SALARY STAFF 02
14/08/2026	Friends of Honley	2627/05/08	1,500.00	F&M 2627 13Ci	ROLLING GRANT SUMMER PLANTING
14/08/2026	West Yorkshire Pension Fund	2627/05/09	1,123.47	F&M 2627 9	PENSIONS
17/08/2026	Lloyds Bank	2627/05/10	117.47	F&M 2627 9	MULTICARD CHARGES
19/08/2026	E.ON NEXT	2627/05/11	18.28	F&M 2627 9	ELECTRICITY - HOLMFIRTH TOILET
20/08/2026	Staff 04	2627/05/12	548.70	F&M 2627 9	SALARY TOP UP - T.O.I.L.
20/08/2026	HMRC	2627/05/13	342.52	F&M 2627 9	TOP UP RE T.O.I.L. PAYMENT
20/08/2026	West Yorkshire Pension Fund	2627/05/14	153.60	F&M 2627 9	PENSION TOP UP RE T.O.I.L.
28/08/2026	Mosedale Gillatt Architects	2627/05/16	1,320.00	F&M 2627 34 vi	Mosedale Gillatt Architects
28/08/2026	Document Logic	2627/05/17	95.40	F&M 2627 9	PHOTOCOPYING J-A
28/08/2026	Document Logic	2627/05/18	95.40	F&M 2627 9	PHOTOCOPYING J-J
28/08/2026	HUDDERSFIELD HUB	2627/05/19	600.00	F&M 2627 9	NEWS WEBSITE SUBSCRIPTION
28/08/2026	Maintenance Contractor	2627/05/20	130.76	F&M 2627 9	EXPENSES
28/08/2026	Maintenance Contractor	2627/05/21	1,737.72	F&M 2627 9	MAINTENANCE
28/08/2026	Viking	2627/05/22	84.43	F&M 2627 10i	STATIONERY
28/08/2026	West Yorks Combined Authority	2627/05/23	1,971.00	F&M 2627 9	HV MINIBUS SERVICE
28/08/2026	Friends of Cliff Rec	2627/05/24	500.00	F&M 2627 31ci	ROLLING GRANT - CAROLS EVENT
28/08/2026	Holmfirth Film Festival	2627/05/25	1,500.00	F&M 2627 31 ci	ROLLING GRANT - VENUE HIRE
31/08/2026	Unity Trust	2627/05/26	10.90	F&M 2627 9	SERVICE CHARGE
	Total Payments		19,839.98		

Holme Valley Parish Council Cash Book 2026-27

Unity Trust T2 Current Account

Schedule of Payments September 2026

No	HVPC ref	Payment Sent Date	Payment method	Check v Statement	To pay	Description	Net	Vat	Gross	Authorisation to Pay	Legislation
		03/09/2026	BACS	☐	STAFF 04	SALARY STAFF - UNDERPAYMENT RE 14/08	£548.70	£0.00	£548.70	F&M 2627 9	GPC Localism Act 2011
		03/09/2026	BACS	☐	HMRC	PAYE TAX & NI - UNDERPAYMENT RE 14/08	£342.52	£0.00	£342.52	F&M 2627 9	GPC Localism Act 2011
		03/09/2026	BACS	☐	WEST YORKSHIRE PENSION FUND	PENSIONS - UNDERPAYMENT RE 14/08	£153.60	£0.00	£153.60	F&M 2627 9	GPC Localism Act 2011
		15/09/2026	BACS	☐	STAFF 05	SALARY STAFF	£2,184.25	£0.00	£2,184.25	F&M 2627 9	GPC Localism Act 2011
		15/09/2026	BACS	☐	STAFF 02	SALARY STAFF	£2,704.16	£0.00	£2,704.16	F&M 2627 9	GPC Localism Act 2011
		15/09/2026	BACS	☐	WEST YORKSHIRE PENSION FUND	PENSIONS	£1,221.19	0.00	£1,221.19	F&M 2627 9	GPC Localism Act 2011
		15/09/2026	BACS	☐	HMRC	PAYE TAX & NI	£2,072.01	£0.00	£2,072.01	F&M 2627 9	GPC Localism Act 2011
		16/09/2026	DD	☐	LLOYDS BANK	MULTIPAY CARD PAYMENTS AND FEES	£98.89	£18.58	£117.47	F&M 2627 9	GPC Localism Act 2011
		17/09/2026	BACS	☐	E-ON	ELECTRICITY HOLMFIRTH TOILETS	£17.41	£0.87	£18.28	F&M 2627 9	GPC Localism Act 2011
		18/09/2026	BACS	☐	DORCHESTER TOWN COUNCIL	WEBINAR - MANAGING CONFLICT - CLLR 3	£25.00	£0.00	£25.00	F&M 2627 10i	GPC Localism Act 2011
		18/09/2026	BACS	☐	NALC	WEBINAR - PUBLIC CONVENIENCES - CLLR 17	£35.00	£7.00	£42.00	F&M 2627 9	GPC Localism Act 2011
		18/09/2026	BACS	☐	TIME IN TIME OUT MEDIA	COUNCIL NEWS - OCTOBER	£210.00	£42.00	£252.00	F&M 2627 9	GPC Localism Act 2011
		18/09/2026	BACS	☐	DOCUMENT LOGIC	PHOTOCOPYING - JUL/AUG	£84.68	£16.94	£101.62	F&M 2627 9	GPC Localism Act 2011
		18/09/2026	BACS	☐	PKF LITTLEJOHN	EXTERNAL AGAR FEES	£1,050.00	£210.00	£1,260.00	F&M 2627 9	GPC Localism Act 2011
		18/09/2026	BACS	☐	VISION ICT	DOMAIN RENEWAL FEE - BIANNUAL	£65.00	£13.00	£78.00	F&M 2627 9	GPC Localism Act 2011
		18/09/2026	BACS	☐	WEST YORKSHIRE COMBINED AUTHORITY	HOLME VALLEY MINIBUS SERVICE - SEP	£1,908.00	£0.00	£1,908.00	F&M 2627 9	GPC Localism Act 2011
		21/09/2026	BACS	☐	MAINTENANCE CONTRACTOR	MAINTENANCE	£1,402.62	£0.00	£1,402.62	F&M 2627 9	GPC Localism Act 2011
				☐			£14,123.03	£308.39	£14,431.42		

Receipts for Month 4 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**75,000.00**					**75,000.00**	
	Banked	**0.00**						
		0.00					0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		75,000.00	0.00	0.00			75,000.00	

Continued on Page 2

Payments for Month 4 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		75,000.00						
	Cashbook Totals		75,000.00	0.00	0.00			75,000.00	

Receipts for Month 4 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**175,777.02**					**175,777.02**	
2627/04/01	Banked **02/07/2026**	**236.07**						
2627/04/01	CCLA	236.07			1090	100	236.07	INTEREST ON PSDF
2627/04/09	Banked **16/07/2026**	**3,472.96**						
2627/04/09	HMRC VAT Return	3,472.96			105		3,472.96	VAT REPAYMENT
	Total Receipts for Month	3,709.03	0.00	0.00			3,709.03	
	Cashbook Totals	179,486.05	0.00	0.00			179,486.05	

Continued on Page 7

Payments for Month 4 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
21/06/2026	STAFF O2	2627/04/16	-46.96			4205	150	-46.96	NEGATIVE PAYMENT FOR ERROR
22/06/2026	Maintenance Contractor	2627/04/17	273.99		39.34	4740	400	89.80	EXPENSES - SEATS SHELTERS
						4320	400	106.86	EXPENSES - TOILETS
						4660	150	37.99	EXPENSES - NOTICEBOARD
03/07/2026	Grenke	2627/04/02	141.59		23.60	4205	150	117.99	PHOTOCOPIER LEASE
08/07/2026	British Telecom	2627/04/03	67.14		11.19	4275	150	55.95	INTERNET AND PHONE
15/07/2026	HMRC	2627/04/04	1,939.50			4000	110	1,939.50	PAYE TAX AND NI
15/07/2026	Salaries Staff	2627/04/05	1,864.57			4000	110	1,864.57	SALARY STAFF 02
15/07/2026	West Yorkshire Pension Fund	2627/04/06	1,239.88			4000	110	1,239.88	PENSIONS
15/07/2026	Salaries Staff	2627/04/07	1,599.53			4000	110	1,599.53	SALARY STAFF 05
15/07/2026	Salaries Staff	2627/04/08	1,694.98			4000	110	1,694.98	SALARY STAFF 04
16/07/2026	Lloyds Bank	2627/04/10	176.91		20.66	4320	400	62.83	MULTIPAY CARD CHARGES - TOILET
						4400	150	12.99	MULTIPAY CARD CHARGES - ZOOM
						4215	150	6.00	MULTIPAY CARD CHARGES - FEES
						4205	150	46.96	MULTIPAY CARD CHARGES - ADMIN
						4660	150	27.47	MULTIPAY CARD CHARGES - C&E
17/07/2026	E.ON NEXT	2627/04/11	17.69		0.84	4320	400	16.85	ELECTRICITY TOILETS
21/07/2026	West Yorks Combined Authority	2627/04/12	1,971.00			4730	400	1,971.00	HV MINIBUS SERVICE JUL
21/07/2026	Principal Hygiene	2627/04/13	72.00		12.00	4320	400	60.00	SERVICE NAPPY UNITS
21/07/2026	Staff 04	2627/04/14	3.49			4205	150	3.49	REIMBURSEMENT CARD
21/07/2026	Kirklees Youth Alliance	2627/04/15	10,000.00			4760	400	10,000.00	GRANT - YOUTH WORK IN THE HV
22/07/2026	Maintenance Contractor	2627/04/18	2,030.27			4740	400	1,124.77	MAINTENANCE - SEATS & SHELTERS
						4320	400	905.50	MAINTENANCE - TOILETS
22/07/2026	Enterprise Print	2627/04/19	64.00			4660	150	64.00	LEAFLETS - YOUR CIVIC
22/07/2026	Staff 04	2627/04/20	40.00			4660	150	40.00	REIMBURSE- ROOM HIRE
22/07/2026	Zest for Print	2627/04/21	300.00		50.00	4660	150	250.00	A1 BOARDS, BANNER
22/07/2026	Zest for Print	2627/04/22	253.20		42.20	4660	150	211.00	Zest for Print
22/07/2026	Holmfirth Tech	2627/04/23	42.00			4250	150	42.00	ROOM BOOKING - PLANNING
22/07/2026	Enterprise Print	2627/04/24	115.60		8.60	4660	150	107.00	CIVIC LEAFLETS AND POSTERS
22/07/2026	BILLY HAIGH FILMOGRAPHY	2627/04/25	1,056.90			4660	150	1,056.90	THE CIVIC VISION VIDEO
22/07/2026	Enterprise Print	2627/04/26	82.00		1.00	4660	150	81.00	CIVIC LEAFLETS POSTERS
22/07/2026	KNOWN AIM	2627/04/27	1,770.00			4660	150	1,770.00	THE CIVIC CAMPAIGN
28/07/2026	GARAGE TENANTS VAT	2627/04/28	513.34		513.34	105			VAT ON GARAGE RENTALS 4 YEARS
28/07/2026	Garage Rentals VAT	2627/04/28	-513.34		-513.34	105			Cancel entry

Continued on Page 8

Payments for Month 4 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
31/07/2026	Unity Trust	2627/04/29	11.05			4215	150	11.05	Service Charge
	Total Payments for Month		26,780.33	0.00	209.43			26,570.90	
	Balance Carried Fwd		152,705.72						
	Cashbook Totals		179,486.05	0.00	209.43			179,276.62	

Receipts for Month 4 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**60,199.76**					**60,199.76**	
	Banked	**0.00**						
		0.00					0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		60,199.76	0.00	0.00			60,199.76	

Continued on Page 2

Payments for Month 4 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		60,199.76						
	Cashbook Totals		60,199.76	0.00	0.00			60,199.76	

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
105	VAT Control A/c				303.91
220	CCLA Deposit Fund			75,000.00	
230	Unity Trust Current Account T2			152,705.72	
235	Unity Trust Instant Access A/C			60,199.76	
310	General Reserves				83,440.05
323	EMR Community Assets				2,017.00
325	EMR Election Fund				21,000.00
326	EMR Defibrillator Special Resr				1,673.56
331	EMR Gartside Building				18,108.00
336	EMR Royal Events				3,000.00
337	EMR COVID Memorial				2,364.25
345	EMR Rolling Grants - F&M				8,560.00
346	EMR Sustainable Transport				4,250.00
347	EMR Tourism				1,951.00
349	EMR Community Engagement				3,609.87
352	EMR War Memorials				2,500.00
353	EMR Phone Boxes				2,000.00
354	EMR Brand Assets				1,869.64
356	EMR Rolling Grants - SP				2,380.00
357	EMR Contract - Toilets				2,100.00
358	EMR Contract - Seats/Shelters				1,365.00
359	EMR Stone Bus Shelters				15,885.00
360	EMR Local plan				2,470.00
361	EMR Events				2,000.00
362	EMR The Civic Vision				7,653.50
1076	Precept	100	Income		223,858.50
1078	Special Expenses Grant	100	Income		1,736.00
1090	Bank Interest	100	Income		1,239.32
1095	Other receipts	100	Income		435.00
1200	Allotment Rents	100	Income		294.00
1300	Garage plot income	100	Income		86.66
4000	Salaries	110	Staff Expenditure	33,533.68	
4060	Staff Training	110	Staff Expenditure	506.00	
4205	Council Office Expenditure	150	Administration	413.43	
4210	Audit	150	Administration	453.49	
4215	Bank Charges	150	Administration	78.35	
4235	Insurance	150	Administration	12,502.26	
4245	Office Equipment	150	Administration	333.31	
4250	Office/Room Hire	150	Administration	42.00	
4260	FOIA/SAR requests	150	Administration	7,500.00	
4265	Subscriptions	150	Administration	3,090.00	
4275	Telephone and Internet	150	Administration	168.12	
4320	Public Toilet - Day to Day	400	Service Provision	3,377.59	
4325	Gartside Building	400	Service Provision	550.00	
4400	Electronic Support	150	Administration	1,469.45	
4420	Honley Library	250	Finance & Management	15,000.00	
4425	The Civic	250	Finance & Management	28,580.50	
4660	Communications & Engagement	150	Administration	6,120.25	
4730	Minibus	400	Service Provision	7,758.00	
4740	Seats & Shelters-Maintenance	400	Service Provision	2,617.74	
4760	Youth Work in the Holme Valley	400	Service Provision	10,000.00	
4765	Tourism	400	Service Provision	450.00	
6000	Transfer from EMR	150	Administration		49.89

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
6000	Transfer from EMR	250	Finance & Management		2,049.50
6000	Transfer from EMR	400	Service Provision		2,200.00
			Trial Balance Totals :	**422,449.65**	**422,449.65**
			Difference	**0.00**	

A/c	Description	Actual	
	Current Assets		
105	VAT Control A/c	(304)	
220	CCLA Deposit Fund	75,000	
230	Unity Trust Current Account T2	152,706	
235	Unity Trust Instant Access A/C	60,200	
	Total Current Assets		**287,602**
	Represented by :-		
300	Current Year Fund	93,105	
310	General Reserves	87,739	
323	EMR Community Assets	2,017	
325	EMR Election Fund	21,000	
326	EMR Defibrillator Special Resr	1,674	
331	EMR Gartside Building	18,108	
336	EMR Royal Events	3,000	
337	EMR COVID Memorial	2,364	
345	EMR Rolling Grants - F&M	8,560	
346	EMR Sustainable Transport	4,250	
347	EMR Tourism	1,951	
349	EMR Community Engagement	3,610	
352	EMR War Memorials	2,500	
353	EMR Phone Boxes	2,000	
354	EMR Brand Assets	1,870	
356	EMR Rolling Grants - SP	2,380	
357	EMR Contract - Toilets	2,100	
358	EMR Contract - Seats/Shelters	1,365	
359	EMR Stone Bus Shelters	15,885	
360	EMR Local plan	2,470	
361	EMR Events	2,000	
362	EMR The Civic Vision	7,654	
	Total Equity		**287,602**

Holme Valley Parish Council

Detailed Income & Expenditure by Budget Heading 31/07/2026

Month No: 4 **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	236	1,239	4,500	3,261			27.5%	
1092	Toilets Donations	0	0	2,500	2,500			0.0%	
1095	Other receipts	0	435	2	(433)			21750.0	
1200	Allotment Rents	0	294	324	30			90.7%	
1300	Garage plot income	(513)	87	840	753			10.3%	
	Income :- Income	**(277)**	**227,649**	**459,355**	**231,706**			**49.6%**	**0**
	Net Income	**(277)**	**227,649**	**459,355**	**231,706**				
110	Staff Expenditure								
4000	Salaries	8,338	33,534	104,316	70,782		70,782	32.1%	
4060	Staff Training	0	506	2,300	1,794		1,794	22.0%	
	Staff Expenditure :- Indirect Expenditure	**8,338**	**34,040**	**106,616**	**72,576**	**0**	**72,576**	**31.9%**	**0**
	Net Expenditure	**(8,338)**	**(34,040)**	**(106,616)**	**(72,576)**				
150	Administration								
4061	Councillor Training	0	0	900	900		900	0.0%	
4200	Chairman's Expenses	0	0	1,000	1,000		1,000	0.0%	
4205	Council Office Expenditure	121	413	2,100	1,687		1,687	19.7%	
4210	Audit	0	453	2,000	1,547		1,547	22.7%	
4215	Bank Charges	17	78	200	122		122	39.2%	
4220	Conference / Seminars	0	0	500	500		500	0.0%	
4225	Elections	0	0	10,000	10,000		10,000	0.0%	
4230	Repairs & Maintenance	0	0	1,000	1,000		1,000	0.0%	
4235	Insurance	0	12,502	12,300	(202)		(202)	101.6%	
4240	Travel Allowance	0	0	300	300		300	0.0%	
4245	Office Equipment	0	333	900	567		567	37.0%	
4250	Office/Room Hire	42	42	200	158		158	21.0%	
4260	FOIA/SAR requests	0	7,500	500	(7,000)		(7,000)	1500.0%	
4265	Subscriptions	0	3,090	3,000	(90)		(90)	103.0%	
4275	Telephone and Internet	56	168	600	432		432	28.0%	
4285	Remembrance Sunday	0	0	160	160		160	0.0%	
4295	Staffing Review	0	0	2,000	2,000		2,000	0.0%	
4400	Electronic Support	13	1,469	1,700	231		231	86.4%	
4660	Communications & Engagement	3,645	6,120	10,650	4,530		4,530	57.5%	50
	Administration :- Indirect Expenditure	**3,895**	**32,171**	**50,010**	**17,839**	**0**	**17,839**	**64.3%**	**50**
	Net Expenditure	**(3,895)**	**(32,171)**	**(50,010)**	**(17,839)**				
6000	plus Transfer from EMR	0	50	0	(50)				
	Movement to/(from) Gen Reserve	**(3,895)**	**(32,121)**	**(50,010)**	**(17,889)**				

Continued over page

Holme Valley Parish Council

Detailed Income & Expenditure by Budget Heading 31/07/2026

Month No: 4 **Cost Centre Report**

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

Continued over page

Holme Valley Parish Council

Detailed Income & Expenditure by Budget Heading 31/07/2026

Month No: 4

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	**(277)**	**227,649**	**459,355**	**231,706**			**49.6%**	
Expenditure	**26,571**	**134,544**	**410,164**	**275,620**	**0**	**275,620**	**32.8%**	
Net Income over Expenditure	**(26,848)**	**93,105**	**49,191**	**(43,914)**				
plus Transfer from EMR	**0**	**4,299**	0	(4,299)				
Movement to/(from) Gen Reserve	**(26,848)**	**97,405**	**49,191**	**(48,214)**				

Holme Valley Parish Council

Bank - Cash and Investment Reconciliation as at 31 July 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

31/07/2026	CCLA Deposit Fund	75,000.00	
31/07/2026	Unity Trust Current Account T2	152,705.72	
31/07/2026	Unity Trust Instant Access	60,199.76	
			287,905.48

Receipts not on Bank Statement

	0.00
Closing Balance	**287,905.48**

All Cash & Bank Accounts

1	HSBC Current A/C	0.00
2	Money Manager - HSBC	0.00
5	CCLA Deposit Fund	75,000.00
7	Unity Trust Current Account T2	152,705.72
8	Unity Trust Instant Access A/C	60,199.76
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	**287,905.48**

Source	Ledger	Ref No	Month		Code	Gross	Net	VAT
Journal		184	4			3,080.04	2,566.70	513.34
		OUTPUT		**Total Rate:**	**S**	**3,080.04**	**2,566.70**	**513.34**
Cashbook	7		4			3,709.03	3,709.03	0.00
		OUTPUT		**Total Rate:**	**Z**	**3,709.03**	**3,709.03**	**0.00**
Cashbook	7		4			17.69	16.85	0.84
		INPUT		**Total**	**F**	**17.69**	**16.85**	**0.84**
Cashbook	7		4			1,251.48	1,042.89	208.59
		INPUT		**Total**	**S**	**1,251.48**	**1,042.89**	**208.59**
Cashbook	7		4			25,511.16	25,511.16	0.00
		INPUT		**Total**	**Z**	**25,511.16**	**25,511.16**	**0.00**

VAT Return Summary:	**Total Outputs**	**6,789.07**	**6,275.73**	**513.34**
	Total Inputs	**26,780.33**	**26,570.90**	**209.43**

VAT due in the period on sales and other outputs	**Box 1**	513.34
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States	**2**	0.00
Total VAT due	**3**	**513.34**
VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member	**4**	209.43
Net VAT to pay to HMRC	**5**	**303.91**
Total value of sales and all other outputs excluding any VAT	**6**	**6,275.00**
Total value of purchases and all other inputs excluding any VAT	**7**	**26,570.00**
Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States	**8**	0.00
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States	**9**	0.00
VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States		**0.00**

Receipts for Month 5 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**75,000.00**					**75,000.00**	
	Banked	**0.00**						
		0.00					0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		75,000.00	0.00	0.00			75,000.00	

Continued on Page 2

Payments for Month 5 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		75,000.00						
	Cashbook Totals		75,000.00	0.00	0.00			75,000.00	

Receipts for Month 5 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**152,705.72**					**152,705.72**	
2627/05/01	Banked **04/08/2026**	**244.08**						
2627/05/01	CCLA	244.08			1090	100	244.08	INTEREST ON PSDF
2627/05/15	Banked **04/08/2026**	**795.00**						
2627/05/15	Holmfirth Toilets	795.00			1092	100	795.00	DONATIONS
	Total Receipts for Month	1,039.08	0.00	0.00			1,039.08	
	Cashbook Totals	153,744.80	0.00	0.00			153,744.80	

Continued on Page 7

Payments for Month 5 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
07/08/2026	British Telecom	2627/05/02	67.14		11.19	4275	150	55.95	INTERNET AND PHONE
14/08/2026	HMRC	2627/05/03	1,679.73			4000	110	1,679.73	PAYE TAX AND NI
14/08/2026	Salaries Staff	2627/05/04	1,279.36			4000	110	1,279.36	SALARY STAFF 04
14/08/2026	Holmfirth Festival of Folk	2627/05/05	1,500.00			4405	250	1,500.00	ROLLING GRANT - INSURANCE &C
14/08/2026	Salaries Staff	2627/05/06	1,599.53			4000	110	1,599.53	SALARY STAFF 05
14/08/2026	Salaries Staff	2627/05/07	1,864.57			4000	110	1,864.57	SALARY STAFF 02
14/08/2026	Friends of Honley	2627/05/08	1,500.00			4315	250	1,500.00	ROLLING GRANT SUMMER PLANTING
14/08/2026	West Yorkshire Pension Fund	2627/05/09	1,123.47			4000	110	1,123.47	PENSIONS
14/08/2026	Holmfirth Festival of Folk	2627/05/05	-1,500.00			4405	250	-1,500.00	Reverse payment
14/08/2026	Holmfirth Festival of Folk	2627/05/05	1,500.00			4405	250	1,500.00	Rolling Grant - insurance etc
						345	0	-1,500.00	Rolling Grant - insurance etc
						6000	250	1,500.00	Rolling Grant - insurance etc
14/08/2026	Friends of Honley	2627/05/08	-1,500.00			4315	250	-1,500.00	REVERSE GRANT PAYMENT
14/08/2026	Friends of Honley	2627/05/08	1,500.00			4315	250	1,500.00	ROLLING GRANT - SUMMER PLANT
						345	0	-1,500.00	ROLLING GRANT - SUMMER PLANT
						6000	250	1,500.00	ROLLING GRANT - SUMMER PLANT
14/08/2026	Friends of Cliff Rec	2627/05/24	-500.00			4405	250	-500.00	REVERSE GRANT PAYMENT
14/08/2026	Friends of Cliff Rec	2627/05/24	500.00			4405	250	500.00	ROLLING GRANT - CAROLS
						345	0	-500.00	ROLLING GRANT - CAROLS
						6000	250	500.00	ROLLING GRANT - CAROLS
17/08/2026	Lloyds Bank	2627/05/10	117.47		18.58	4400	150	12.99	MULTICARD CHARGES - ZOOM
						4205	150	79.90	MULTICARD CHARGES - DROPBOX
						4215	150	6.00	MULTICARD CHARGES - FEES
19/08/2026	E.ON NEXT	2627/05/11	18.28		0.87	4320	400	17.41	ELECTRICITY - HOLMFIRTH TOILET
20/08/2026	Staff 04	2627/05/12	548.70			4000	110	548.70	SALARY TOP UP - T.O.I.L.
20/08/2026	HMRC	2627/05/13	342.52			4000	110	342.52	TOP UP RE T.O.I.L. PAYMENT
20/08/2026	West Yorkshire Pension Fund	2627/05/14	153.60			4000	110	153.60	PENSION TOP UP RE T.O.I.L.
28/08/2026	Mosedale Gillatt Architects	2627/05/16	1,320.00		220.00	4425	250	1,100.00	Mosedale Gillatt Architects
						362	0	-1,100.00	Mosedale Gillatt Architects
						6000	250	1,100.00	Mosedale Gillatt Architects

Continued on Page 8

Payments for Month 5 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
28/08/2026	Document Logic	2627/05/17	95.40		15.90	4205	150	79.50	PHOTOCOPYING
28/08/2026	Document Logic	2627/05/18	95.40		15.90	4205	150	79.50	Document Logic
28/08/2026	HUDDERSFIELD HUB	2627/05/19	600.00			4660	150	600.00	NEWS WEBSITE SUBSCRIPTION
28/08/2026	Maintenance Contractor	2627/05/20	130.76		21.79	4320	400	73.54	EXPENSES - TOILETS
						4740	400	35.43	EXPENSES - SEATS & SHELTERS
28/08/2026	Maintenance Contractor	2627/05/21	1,737.72			4740	400	870.97	MAINTENANCE - SEATS & SHELTERS
						4320	400	866.75	MAINTENANCE - TOILETS
28/08/2026	Viking	2627/05/22	84.43		14.07	4205	150	70.36	STATIONERY
28/08/2026	West Yorks Combined Authority	2627/05/23	1,971.00			4730	400	1,971.00	HV MINIBUS SERVICE
28/08/2026	Friends of Cliff Rec	2627/05/24	500.00			4405	250	500.00	ROLLING GRANT - CAROLS EVENT
28/08/2026	Holmfirth Film Festival	2627/05/25	1,500.00			4405	250	1,500.00	ROLLING GRANT - VENUE HIRE
28/08/2026	Holmfirth Film Festival	2627/05/25	-1,500.00			4405	250	-1,500.00	REVERSE ROLLING GRANT
28/08/2026	Holmfirth Film Festival	2627/05/25	1,500.00			4405	250	1,500.00	ROLLING GRANT - VENUE HIRE
						345	0	-1,500.00	ROLLING GRANT - VENUE HIRE
						6000	250	1,500.00	ROLLING GRANT - VENUE HIRE
31/08/2026	Unity Trust	2627/05/26	10.90			4215	150	10.90	SERVICE CHARGE
	Total Payments for Month		19,839.98	0.00	318.30			19,521.68	
	Balance Carried Fwd		133,904.82						
	Cashbook Totals		153,744.80	0.00	318.30			153,426.50	

Receipts for Month 5 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**60,199.76**					**60,199.76**	
	Banked	**0.00**						
		0.00					0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		60,199.76	0.00	0.00			60,199.76	

Continued on Page 2

Payments for Month 5 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		60,199.76						
	Cashbook Totals		60,199.76	0.00	0.00			60,199.76	

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
105	VAT Control A/c			14.39	
220	CCLA Deposit Fund			75,000.00	
230	Unity Trust Current Account T2			133,904.82	
235	Unity Trust Instant Access A/C			60,199.76	
310	General Reserves				88,440.05
323	EMR Community Assets				2,017.00
325	EMR Election Fund				21,000.00
326	EMR Defibrillator Special Resr				1,673.56
331	EMR Gartside Building				13,108.00
336	EMR Royal Events				3,000.00
337	EMR COVID Memorial				2,364.25
345	EMR Rolling Grants - F&M				3,560.00
346	EMR Sustainable Transport				4,250.00
347	EMR Tourism				1,951.00
349	EMR Community Engagement				3,609.87
352	EMR War Memorials				2,500.00
353	EMR Phone Boxes				2,000.00
354	EMR Brand Assets				1,869.64
356	EMR Rolling Grants - SP				2,380.00
357	EMR Contract - Toilets				2,100.00
358	EMR Contract - Seats/Shelters				1,365.00
359	EMR Stone Bus Shelters				15,885.00
360	EMR Local plan				2,470.00
361	EMR Events				2,000.00
362	EMR The Civic Vision				6,553.50
1076	Precept	100	Income		223,858.50
1078	Special Expenses Grant	100	Income		1,736.00
1090	Bank Interest	100	Income		1,483.40
1092	Toilets Donations	100	Income		795.00
1095	Other receipts	100	Income		435.00
1200	Allotment Rents	100	Income		294.00
1300	Garage plot income	100	Income		86.66
4000	Salaries	110	Staff Expenditure	42,125.16	
4060	Staff Training	110	Staff Expenditure	506.00	
4205	Council Office Expenditure	150	Administration	722.69	
4210	Audit	150	Administration	453.49	
4215	Bank Charges	150	Administration	95.25	
4235	Insurance	150	Administration	12,502.26	
4245	Office Equipment	150	Administration	333.31	
4250	Office/Room Hire	150	Administration	42.00	
4260	FOIA/SAR requests	150	Administration	7,500.00	
4265	Subscriptions	150	Administration	3,090.00	
4275	Telephone and Internet	150	Administration	224.07	
4315	Grants - Community Assets	250	Finance & Management	1,500.00	
4320	Public Toilet - Day to Day	400	Service Provision	4,335.29	
4325	Gartside Building	400	Service Provision	550.00	
4400	Electronic Support	150	Administration	1,482.44	
4405	Grants - Projects and Events	250	Finance & Management	3,500.00	
4420	Honley Library	250	Finance & Management	15,000.00	
4425	The Civic	250	Finance & Management	29,680.50	
4660	Communications & Engagement	150	Administration	6,720.25	
4730	Minibus	400	Service Provision	9,729.00	
4740	Seats & Shelters-Maintenance	400	Service Provision	3,524.14	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4760	Youth Work in the Holme Valley	400	Service Provision	10,000.00	
4765	Tourism	400	Service Provision	450.00	
6000	Transfer from EMR	150	Administration		49.89
6000	Transfer from EMR	250	Finance & Management		8,149.50
6000	Transfer from EMR	400	Service Provision		2,200.00
			Trial Balance Totals :	**423,184.82**	**423,184.82**
			Difference	**0.00**	

A/c	Description	Actual		
	Current Assets			
105	VAT Control A/c	14		
220	CCLA Deposit Fund	75,000		
230	Unity Trust Current Account T2	133,905		
235	Unity Trust Instant Access A/C	60,200		
	Total Current Assets		**269,119**	
	Represented by :-			
300	Current Year Fund	74,623		
310	General Reserves	98,839		
323	EMR Community Assets	2,017		
325	EMR Election Fund	21,000		
326	EMR Defibrillator Special Resr	1,674		
331	EMR Gartside Building	13,108		
336	EMR Royal Events	3,000		
337	EMR COVID Memorial	2,364		
345	EMR Rolling Grants - F&M	3,560		
346	EMR Sustainable Transport	4,250		
347	EMR Tourism	1,951		
349	EMR Community Engagement	3,610		
352	EMR War Memorials	2,500		
353	EMR Phone Boxes	2,000		
354	EMR Brand Assets	1,870		
356	EMR Rolling Grants - SP	2,380		
357	EMR Contract - Toilets	2,100		
358	EMR Contract - Seats/Shelters	1,365		
359	EMR Stone Bus Shelters	15,885		
360	EMR Local plan	2,470		
361	EMR Events	2,000		
362	EMR The Civic Vision	6,554		
	Total Equity			**269,119**

Holme Valley Parish Council

Bank - Cash and Investment Reconciliation as at 31 August 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

31/08/2026	CCLA Deposit Fund	75,000.00	
31/08/2026	Unity Trust Current Account T2	133,904.82	
31/08/2026	Unity Trust Instant Access	60,199.76	
			269,104.58

Receipts not on Bank Statement

		0.00
Closing Balance		**269,104.58**

All Cash & Bank Accounts

1	HSBC Current A/C	0.00
2	Money Manager - HSBC	0.00
5	CCLA Deposit Fund	75,000.00
7	Unity Trust Current Account T2	133,904.82
8	Unity Trust Instant Access A/C	60,199.76
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	**269,104.58**

Source	Ledger	Ref No	Month		Code	Gross	Net	VAT
Journal		184	4			3,080.04	2,566.70	513.34
		OUTPUT		**Total Rate:**	**S**	**3,080.04**	**2,566.70**	**513.34**
Cashbook	7		4			3,709.03	3,709.03	0.00
Cashbook	7		5			1,039.08	1,039.08	0.00
		OUTPUT		**Total Rate:**	**Z**	**4,748.11**	**4,748.11**	**0.00**
Cashbook	7		4			17.69	16.85	0.84
Cashbook	7		5			18.28	17.41	0.87
		INPUT		**Total**	**F**	**35.97**	**34.26**	**1.71**
Cashbook	7		4			1,251.48	1,042.89	208.59
Cashbook	7		5			1,904.60	1,587.17	317.43
		INPUT		**Total**	**S**	**3,156.08**	**2,630.06**	**526.02**
Cashbook	7		4			25,511.16	25,511.16	0.00
Cashbook	7		5			17,917.10	17,917.10	0.00
		INPUT		**Total**	**Z**	**43,428.26**	**43,428.26**	**0.00**

VAT Return Summary:		**Total Outputs**	**7,828.15**	**7,314.81**	**513.34**
		Total Inputs	**46,620.31**	**46,092.58**	**527.73**

VAT due in the period on sales and other outputs	**Box 1**	513.34
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States	**2**	0.00
Total VAT due	**3**	**513.34**
VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member	**4**	527.73
Net VAT to reclaim from HMRC	**5**	**14.39**
Total value of sales and all other outputs excluding any VAT	**6**	**7,314.00**
Total value of purchases and all other inputs excluding any VAT	**7**	**46,092.00**
Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States	**8**	0.00
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States	**9**	0.00
VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States		**0.00**

ZHi

unity trust bank

[redacted]
Holme Valley Parish Council
Holmfirth Civic Hall (Top Floor)
Huddersfield Road
Holmfirth
HD9 3AS

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Call **0345 140 1000***
Email **us@unity.co.uk**
Visit **www.unity.co.uk**

Account Statement

01 July 2026 to 31 July 2026

Account Name: Holme Valley Parish Council
Sort Code: [redacted]
Account Number: [redacted]
Swift Code (BIC): [redacted]
IBAN: [redacted]

Summary**

Start balance	Paid out	Paid in	End balance
£175,777.02	£26,827.29	£3,755.99	£152,705.72

Your arranged overdraft limit is £0.00

Go Paperless!

You can choose to receive online statements and we'll notify you by email when they're available. Contact us to switch to paperless statements.

Accessibility

Unity can offer statements in alternative formats such as statements in braille, large print or audio. Please contact us for more information.

*Our call centre opening hours are 9:00am to 5:00pm, Monday to Friday, excluding bank and public holidays in England and Wales. Calls are recorded and may be monitored for security, training and quality purposes.
**Please note it is your responsibility to check all statement entries and period end dates when reconciling your accounts for your own official accounting purposes.

Transactions for Current T2 account 20511579

Date	Type	Details	Paid Out £	Paid In £	Balance £
30/06/2026		Balance brought forward	£0.00	£0.00	£175,777.02
02/07/2026	Credit	CCLA Investment Management Limited	£0.00	£236.07	£176,013.09
03/07/2026	Direct Debit	Direct Debit (GRENKELEASING LIMI)	£141.59	£0.00	£175,871.50
08/07/2026	Direct Debit	Direct Debit (BT GROUP PLC)	£67.14	£0.00	£175,804.36
15/07/2026	Faster Payment Debit	B/P to: HMRC	£1,939.50	£0.00	£173,864.86
15/07/2026	Faster Payment Debit	B/P to: [redacted]	£1,864.57	£0.00	£172,000.29
15/07/2026	Faster Payment Debit	B/P to: WYPF	£1,239.88	£0.00	£170,760.41
15/07/2026	Faster Payment Debit	B/P to: [redacted]	£1,599.53	£0.00	£169,160.88
15/07/2026	Faster Payment Debit	B/P to: [redacted]	£1,694.98	£0.00	£167,465.90
16/07/2026	Direct Debit	Direct Debit (LLOYDS BANK PLC)	£176.91	£0.00	£167,288.99
16/07/2026	Credit	HMRC VAT	£0.00	£3,472.96	£170,761.95
17/07/2026	Direct Debit	Direct Debit (E.ON NEXT LTD)	£17.69	£0.00	£170,744.26
21/07/2026	Faster Payment Debit	B/P to: WYCA	£1,971.00	£0.00	£168,773.26
21/07/2026	Faster Payment Debit	B/P to: Principal Hygiene	£72.00	£0.00	£168,701.26
21/07/2026	Faster Payment Debit	B/P to: [redacted]	£3.49	£0.00	£168,697.77
21/07/2026	Transfer	B/P to: Kirklees Youth	£10,000.00	£0.00	£158,697.77
21/07/2026	Credit	[redacted]	£0.00	£46.96	£158,744.73
22/07/2026	Faster Payment Debit	B/P to: [redacted]	£273.99	£0.00	£158,470.74
22/07/2026	Faster Payment Debit	B/P to: [redacted]	£2,030.27	£0.00	£156,440.47
22/07/2026	Faster Payment Debit	B/P to: Enterprise	£64.00	£0.00	£156,376.47
22/07/2026	Faster Payment Debit	B/P to: [redacted]	£40.00	£0.00	£156,336.47
22/07/2026	Faster Payment Debit	B/P to: Zest for Print Ltd	£300.00	£0.00	£156,036.47
22/07/2026	Faster Payment Debit	B/P to: Zest for Print Ltd	£253.20	£0.00	£155,783.27
22/07/2026	Faster Payment Debit	B/P to: Holmfirth Tech	£42.00	£0.00	£155,741.27
22/07/2026	Faster Payment Debit	B/P to: Enterprise	£115.60	£0.00	£155,625.67
22/07/2026	Faster Payment Debit	B/P to: [redacted] Film	£1,056.90	£0.00	£154,568.77
22/07/2026	Faster Payment Debit	B/P to: Enterprise	£82.00	£0.00	£154,486.77

Transactions for Current T2 account 20511579

Date	Type	Details	Paid Out £	Paid In £	Balance £
22/07/2026	Faster Payment Debit	B/P to: Known Aim	£1,770.00	£0.00	£152,716.77
31/07/2026	Fee	Service Charge	£11.05	£0.00	£152,705.72

Holme Valley Parish Council

Bank Reconciliation Statement as at 31/07/2026
for Cashbook 7 - Unity Trust Current Account T2

Bank Statement Account Name (s)	Statement Date	Page	Balances
Unity Trust Current Account T2	31/07/2026		152,705.72
			152,705.72

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		152,705.72

Unpresented Receipts (Plus)		
	0.00	
		0.00
		152,705.72
	Balance per Cash Book is :-	**152,705.72**
	Difference is :-	**0.00**

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

ZHiii

unity trust bank

[redacted]
Holme Valley Parish Council
Holmfirth Civic Hall (Top Floor)
Huddersfield Road
Holmfirth
HD9 3AS

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Call **0345 140 1000***
Email **us@unity.co.uk**
Visit **www.unity.co.uk**

Account Statement

01 July 2026 to 31 July 2026

Account Name: Holme Valley Parish Council
Sort Code: [redacted]
Account Number: [redacted]
Swift Code (BIC): [redacted]
IBAN: [redacted]

Summary**

Start balance	Paid out	Paid in	End balance
£60,199.76	£0.00	£0.00	£60,199.76

The credit interest rate is 1.95% AER as of your statement date.

Go Paperless!

You can choose to receive online statements and we'll notify you by email when they're available. Contact us to switch to paperless statements.

Accessibility

Unity can offer statements in alternative formats such as statements in braille, large print or audio. Please contact us for more information.

*Our call centre opening hours are 9:00am to 5:00pm, Monday to Friday, excluding bank and public holidays in England and Wales. Calls are recorded and may be monitored for security, training and quality purposes.
**Please note it is your responsibility to check all statement entries and period end dates when reconciling your accounts for your own official accounting purposes.

Transactions for Instant Access account 20511582

Date	Type	Details	Paid Out £	Paid In £	Balance £
30/06/2026		Balance brought forward	£0.00	£0.00	£60,199.76

Holme Valley Parish Council

Bank Reconciliation Statement as at 31/07/2026
for Cashbook 8 - Unity Trust Instant Access A/C

Bank Statement Account Name (s)	Statement Date	Page	Balances
Unity Trust Instant Access	31/07/2026		60,199.76
			60,199.76

Unpresented Payments (Minus)	Amount
	0.00
	0.00
	60,199.76

Unpresented Receipts (Plus)	
	0.00
	0.00
	60,199.76

Balance per Cash Book is :-	**60,199.76**
Difference is :-	**0.00**

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

CCLA
GOOD INVESTMENT

ZHv

Statement of Account

[redacted]
Holme Valley Parish Council
Huddersfield Civic Hall
Huddersfield Road
HOLMFIRTH
HD9 3AZ

5 August 2026

Account name: **HOLME VALLEY PARISH COUNCIL**
Account number: [redacted]
Statement period: **30/06/2026 to 31/07/2026**

Account summary

Total valuation as at 31 July 2026	**£75,000.00**
Total valuation as at last statement at 30 June 2026	**£75,000.00**

Holdings as at 31 July 2026

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector [redacted]	75,000.0000	£1.00	£75,000.00

Total value
£75,000.00

The average Fund yield for this period was 3.83% p.a.

Income for the period is as follows:

Month	Date paid	Fund name	Method	Amount (£)	Destination
Jul 2026	04/08/2026	Public Sector Deposit Fund SC4 - Public Sector	Paid to Nominated Bank Details	£244.08	

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088), part of the Jupiter Group, is authorised and regulated by the Financial Conduct Authority. Registered address: The Zig Zag Building, 70 Victoria Street, London, SW1E 6SQ.

All CCLA forms are available on our website: **www.ccla.co.uk/resources/client-documentation**. Please ensure that you download and use the latest available form to make any transaction or amendment. Using an old form will result in the instruction being rejected.

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, www.ccla.co.uk. Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at clientservices@ccla.co.uk.

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on **www.ccla.co.uk/glossary**. If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at **clientservices@ccla.co.uk**.

Holme Valley Parish Council

Bank Reconciliation Statement as at 31/07/2026
for Cashbook 5 - CCLA Deposit Fund

Bank Statement Account Name (s)	Statement Date	Page	Balances
CCLA Deposit Fund	31/07/2026		75,000.00
			75,000.00

Unpresented Payments (Minus)	Amount
	0.00
	0.00
	75,000.00

Unpresented Receipts (Plus)	
	0.00
	0.00
	75,000.00

Balance per Cash Book is :-	**75,000.00**
Difference is :-	**0.00**

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

[redacted]
Holme Valley Parish Council
Holmfirth Civic Hall (Top Floor)
Huddersfield Road
Holmfirth
HD9 3AS

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Call **0345 140 1000***
Email **us@unity.co.uk**
Visit **www.unity.co.uk**

Account Statement

01 August 2026 to 31 August 2026

Account Name: Holme Valley Parish Council
Sort Code: [redacted]
Account Number: [redacted]
Swift Code (BIC): [redacted]
IBAN: [redacted]

Summary**

Start balance	Paid out	Paid in	End balance
£152,705.72	£19,839.98	£1,039.08	£133,904.82

Your arranged overdraft limit is £0.00

Go Paperless!

You can choose to receive online statements and we'll notify you by email when they're available. Contact us to switch to paperless statements.

Accessibility

Unity can offer statements in alternative formats such as statements in braille, large print or audio. Please contact us for more information.

*Our call centre opening hours are 9:00am to 5:00pm, Monday to Friday, excluding bank and public holidays in England and Wales. Calls are recorded and may be monitored for security, training and quality purposes.
**Please note it is your responsibility to check all statement entries and period end dates when reconciling your accounts for your own official accounting purposes.

Transactions for Current T2 account 20511579

Date	Type	Details	Paid Out £	Paid In £	Balance £
31/07/2026		Balance brought forward	£0.00	£0.00	£152,705.72
04/08/2026	Credit	CCLA Investment Management Limited	£0.00	£244.08	£152,949.80
07/08/2026	Direct Debit	Direct Debit (BT GROUP PLC)	£67.14	£0.00	£152,882.66
14/08/2026	Faster Payment Debit	B/P to: HMRC	£1,679.73	£0.00	£151,202.93
14/08/2026	Faster Payment Debit	B/P to: [redacted]	£1,279.36	£0.00	£149,923.57
14/08/2026	Faster Payment Debit	B/P to: Folk Festival	£1,500.00	£0.00	£148,423.57
14/08/2026	Faster Payment Debit	B/P to: [redacted]	£1,599.53	£0.00	£146,824.04
14/08/2026	Faster Payment Debit	B/P to: [redacted]	£1,864.57	£0.00	£144,959.47
14/08/2026	Faster Payment Debit	B/P to: Friends of Honley	£1,500.00	£0.00	£143,459.47
14/08/2026	Faster Payment Debit	B/P to: WYPF	£1,123.47	£0.00	£142,336.00
17/08/2026	Direct Debit	Direct Debit (LLOYDS BANK PLC)	£117.47	£0.00	£142,218.53
19/08/2026	Direct Debit	Direct Debit (E.ON NEXT LTD)	£18.28	£0.00	£142,200.25
20/08/2026	Faster Payment Debit	B/P to: [redacted]	£548.70	£0.00	£141,651.55
20/08/2026	Faster Payment Debit	B/P to: HMRC	£342.52	£0.00	£141,309.03
20/08/2026	Faster Payment Debit	B/P to: WYPF	£153.60	£0.00	£141,155.43
21/08/2026	Credit	Post Office Cash Deposit 341320 341320	£0.00	£795.00	£141,950.43
28/08/2026	Faster Payment Debit	B/P to: Mosedale Gillatt	£1,320.00	£0.00	£140,630.43
28/08/2026	Faster Payment Debit	B/P to: Document Logic NEW	£95.40	£0.00	£140,535.03
28/08/2026	Faster Payment Debit	B/P to: Document Logic NEW	£95.40	£0.00	£140,439.63
28/08/2026	Faster Payment Debit	B/P to: Huddersfield Hub	£600.00	£0.00	£139,839.63
28/08/2026	Faster Payment Debit	B/P to: [redacted]	£130.76	£0.00	£139,708.87
28/08/2026	Faster Payment Debit	B/P to: [redacted]	£1,737.72	£0.00	£137,971.15
28/08/2026	Faster Payment Debit	B/P to: Viking	£84.43	£0.00	£137,886.72
28/08/2026	Faster Payment Debit	B/P to: WYCA	£1,971.00	£0.00	£135,915.72
28/08/2026	Faster Payment Debit	B/P to: Frnds of Cliff Rec	£500.00	£0.00	£135,415.72
28/08/2026	Faster Payment Debit	B/P to: Holmfirth FilmFest	£1,500.00	£0.00	£133,915.72
31/08/2026	Fee	Service Charge	£10.90	£0.00	£133,904.82

Holme Valley Parish Council

Bank Reconciliation Statement as at 31/08/2026
for Cashbook 7 - Unity Trust Current Account T2

Bank Statement Account Name (s)	Statement Date	Page	Balances
Unity Trust Current Account T2	31/08/2026		133,904.82
			133,904.82

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		133,904.82

Unpresented Receipts (Plus)		
	0.00	
		0.00
		133,904.82

Balance per Cash Book is :-	**133,904.82**
Difference is :-	**0.00**

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

[redacted]
Holme Valley Parish Council
Holmfirth Civic Hall (Top Floor)
Huddersfield Road
Holmfirth
HD9 3AS

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Call **0345 140 1000***
Email **us@unity.co.uk**
Visit **www.unity.co.uk**

Account Statement

01 August 2026 to 31 August 2026

Account Name: Holme Valley Parish Council
Sort Code: [redacted]
Account Number: [redacted]
Swift Code (BIC): [redacted]
IBAN: [redacted]

Summary**

Start balance	Paid out	Paid in	End balance
£60,199.76	£0.00	£0.00	£60,199.76

The credit interest rate is 1.95% AER as of your statement date.

Go Paperless!

You can choose to receive online statements and we'll notify you by email when they're available. Contact us to switch to paperless statements.

Accessibility

Unity can offer statements in alternative formats such as statements in braille, large print or audio. Please contact us for more information.

*Our call centre opening hours are 9:00am to 5:00pm, Monday to Friday, excluding bank and public holidays in England and Wales. Calls are recorded and may be monitored for security, training and quality purposes.
**Please note it is your responsibility to check all statement entries and period end dates when reconciling your accounts for your own official accounting purposes.

Transactions for Instant Access account 20511582

Date	Type	Details	Paid Out £	Paid In £	Balance £
31/07/2026		Balance brought forward	£0.00	£0.00	£60,199.76

Holme Valley Parish Council

Bank Reconciliation Statement as at 31/08/2026
for Cashbook 8 - Unity Trust Instant Access A/C

Bank Statement Account Name (s)	Statement Date	Page	Balances
Unity Trust Instant Access	31/08/2026		60,199.76
			60,199.76

Unpresented Payments (Minus)	Amount
	0.00
	0.00
	60,199.76

Unpresented Receipts (Plus)	
	0.00
	0.00
	60,199.76

Balance per Cash Book is :-	**60,199.76**
Difference is :-	**0.00**

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

CCLA
GOOD INVESTMENT

Statement of Account

[redacted]
Holme Valley Parish Council
Huddersfield Civic Hall
Huddersfield Road
HOLMFIRTH
HD9 3AZ

5 September 2026

Account name: **HOLME VALLEY PARISH COUNCIL**
Account number: [redacted]
Statement period: **31/07/2026 to 31/08/2026**

Account summary

Total valuation as at 31 August 2026	**£75,000.00**
Total valuation as at last statement at 31 July 2026	**£75,000.00**

Holdings as at 31 August 2026

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector [redacted]	75,000.0000	£1.00	£75,000.00

Total value
£75,000.00

The average Fund yield for this period was 3.85% p.a.

Income for the period is as follows:

Month	Date paid	Fund name	Method	Amount (£)	Destination
Aug 2026	02/09/2026	Public Sector Deposit Fund SC4 - Public Sector	Paid to Nominated Bank Details	£245.23	

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088), part of the Jupiter Group, is authorised and regulated by the Financial Conduct Authority. Registered address: The Zig Zag Building, 70 Victoria Street, London, SW1E 6SQ.

All CCLA forms are available on our website: **www.ccla.co.uk/resources/client-documentation**. Please ensure that you download and use the latest available form to make any transaction or amendment. Using an old form will result in the instruction being rejected.

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, www.ccla.co.uk. Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at clientservices@ccla.co.uk.

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on **www.ccla.co.uk/glossary**. If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at **clientservices@ccla.co.uk**.

Holme Valley Parish Council

Bank Reconciliation Statement as at 31/08/2026
for Cashbook 5 - CCLA Deposit Fund

Bank Statement Account Name (s)	Statement Date	Page	Balances
CCLA Deposit Fund	31/08/2026		75,000.00
			75,000.00

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		75,000.00

Unpresented Receipts (Plus)		
	0.00	
		0.00
		75,000.00
	Balance per Cash Book is :-	**75,000.00**
	Difference is :-	**0.00**

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

Holme Valley Parish Council

Detailed Income & Expenditure by Budget Heading 31/08/2026

Month No: 5

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	244	1,483	4,500	3,017			33.0%	
1092	Toilets Donations	795	795	2,500	1,705			31.8%	
1095	Other receipts	0	435	2	(433)			21750.0	
1200	Allotment Rents	0	294	324	30			90.7%	
1300	Garage plot income	0	87	840	753			10.3%	
	Income :- Income	**1,039**	**228,689**	**459,355**	**230,666**			**49.8%**	**0**
	Net Income	**1,039**	**228,689**	**459,355**	**230,666**				
110	Staff Expenditure								
4000	Salaries	8,591	42,125	104,316	62,191		62,191	40.4%	
4060	Staff Training	0	506	2,300	1,794		1,794	22.0%	
	Staff Expenditure :- Indirect Expenditure	**8,591**	**42,631**	**106,616**	**63,985**	**0**	**63,985**	**40.0%**	**0**
	Net Expenditure	**(8,591)**	**(42,631)**	**(106,616)**	**(63,985)**				
150	Administration								
4061	Councillor Training	0	0	900	900		900	0.0%	
4200	Chairman's Expenses	0	0	1,000	1,000		1,000	0.0%	
4205	Council Office Expenditure	309	723	2,100	1,377		1,377	34.4%	
4210	Audit	0	453	2,000	1,547		1,547	22.7%	
4215	Bank Charges	17	95	200	105		105	47.6%	
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	224	600	376		376	37.3%	
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	1,482	1,700	218		218	87.2%	
4660	Communications & Engagement	600	6,720	10,650	3,930		3,930	63.1%	50
	Administration :- Indirect Expenditure	**995**	**33,166**	**50,010**	**16,844**	**0**	**16,844**	**66.3%**	**50**
	Net Expenditure	**(995)**	**(33,166)**	**(50,010)**	**(16,844)**				
6000	plus Transfer from EMR	0	50	0	(50)				
	Movement to/(from) Gen Reserve	**(995)**	**(33,116)**	**(50,010)**	**(16,894)**				

Continued over page

Holme Valley Parish Council

Detailed Income & Expenditure by Budget Heading 31/08/2026

Month No: 5 **Cost Centre Report**

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
250	Finance & Management								
4315	Grants - Community Assets	1,500	1,500	46,940	45,440		45,440	3.2%	1,500
4405	Grants - Projects and Events	3,500	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	1,100	29,681	65,000	35,320		35,320	45.7%	3,150
	Finance & Management :- Indirect Expenditure	**6,100**	**49,681**	**147,190**	**97,510**	**0**	**97,510**	**33.8%**	**8,150**
	Net Expenditure	**(6,100)**	**(49,681)**	**(147,190)**	**(97,510)**				
6000	plus Transfer from EMR	6,100	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	958	4,335	23,100	18,765		18,765	18.8%	
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	1,971	9,729	23,500	13,771		13,771	41.4%	
4735	Phone Boxes	0	0	1,000	1,000		1,000	0.0%	
4740	Seats & Shelters-Maintenance	906	3,524	13,650	10,126		10,126	25.8%	
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	**3,835**	**28,588**	**105,348**	**76,760**	**0**	**76,760**	**27.1%**	**2,200**
	Net Expenditure	**(3,835)**	**(28,588)**	**(105,348)**	**(76,760)**				
6000	plus Transfer from EMR	0	2,200	0	(2,200)				
	Movement to/(from) Gen Reserve	**(3,835)**	**(26,388)**	**(105,348)**	**(78,960)**				

Continued over page

Holme Valley Parish Council

Detailed Income & Expenditure by Budget Heading 31/08/2026

Month No: 5

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	**1,039**	**228,689**	**459,355**	**230,666**			**49.8%**	
Expenditure	**19,522**	**154,066**	**410,164**	**256,098**	**0**	**256,098**	**37.6%**	
Net Income over Expenditure	**(18,483)**	**74,623**	**49,191**	**(25,432)**				
plus Transfer from EMR	**6,100**	**10,399**	0	(10,399)				
Movement to/(from) Gen Reserve	**(12,383)**	**85,022**	**49,191**	**(35,831)**				

	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**

ZL

HOLME VALLEY PARISH COUNCIL

Financial Regulations

Version Control:
Version 1.1
Approved by full Council 14th October 2024 – Item 2425 94 based on the new NALC Model
Readopted at Annual Council 19 May 2025 -Item
Readopted at Annual Council 18 May 2026 – Item 2627/11
For recommendation by F&M 28 September 2026 2627 55 to full Council 19 October 2026

HOLME VALLEY PARISH FINANCIAL REGULATIONS

Contents

1. General 3

2. Risk management and internal control 4

3. Accounts and audit 5

4. Budget and precept 6

5. Procurement 7

6. Banking and payments 9

7. Electronic payments 10

8. Cheque payments 12

9. Payment cards 12

10. Petty Cash 12

11. Payment of salaries and allowances 12

12. Loans and investments 13

13. Income 14

14. Payments under contracts for building or other construction works 14

15. Stores and equipment 144

16. Assets, properties and estates 144

17. Insurance 15

18. Charities *15*

19. Suspension and revision of Financial Regulations 16

Appendix 1 - Tender process 17

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