

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

Those present:

Chair: Cllr J Holmes

Vice Chair: Cllr T Dixon

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

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

Welcome

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

Public Question Time

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

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

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

2627 24 To accept apologies for absence

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

Members considered apologies submitted by Cllrs Kirkby and Cllr Osborne.

RESOLVED: The Committee approved the reasons for their apologies.

2627 25 Receipt of written Declaration of Pecuniary and Other Interests

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

2627 26 Declaration of interests in agenda items and written dispensations

NOTED: Members were reminded that:

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

Signed: _____

Holme Valley Parish Council

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

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

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

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

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

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

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

2627 28 To confirm the Minutes of the previous Committee meeting

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

Matters arising from the last meeting/minutes:

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

2627 29 Prioritising Climate Action activities 2025-7

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

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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

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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: _____

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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: _____

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: _____

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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: _____

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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: _____

Holme Valley Parish Council

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

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

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

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

iii. **Civic Vision Working Group**

In respect of the Civic Vision Working Group, Cllr Wilson suggested that, given that there would be a full review of this at full Council 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: _____

Holme Valley Parish Council

Garages

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

Gartside Building

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

2627 42

Publicising the work of Holme Valley Parish Council

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

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

The meeting closed at 8.10pm

Signed: _____