

Holme Valley Parish Council

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

Those present:

Chair: Cllr J Holmes

Vice Chair: Cllr T Dixon

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

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

- AGENDA – (A)

Welcome

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

Public Question Time

No members of the public were present at the meeting.

2627 2 To accept apologies for absence

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

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

RESOLVED: The Committee approved the reasons for their apologies.

2627 1 Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

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

2627 3 Receipt of written Declaration of Pecuniary and Other Interests

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

Signed: _____

2627 4 Declaration of interests in agenda items and written dispensations

NOTED: Members were reminded that:

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

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

2627 5 To consider whether items on the agenda should be discussed in private session

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

2627 6 To confirm the Minutes of the previous Committee meeting

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

Matters arising from the last meeting/minutes:

The RFO reported that, in respect of the money the Parish Council owed on its garage rentals in respect of VAT, he has still not made arrangements to pay the £513.34 owed, because he is unable to submit the next VAT return until last year's accounts are closed after the Annual Governance and Accountability Return. As soon as the 2025/26 accounts are closed, the RFO would speak to Rialtas about how to record a VAT-only payment.

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

2627 7 Prioritising Climate Action activities 2025-7

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

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

Signed: _____

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

The Committee considered approving the draft AGAR and supporting documentation as presented for the pending visit of the internal auditor, and to recommend it (pending any amendments from the internal auditor) to full Council:

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

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

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

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

- AGAR supporting documents to be sent to the external auditor
 - o Making Provision for the Exercise of Public Rights – the notice would be posted Monday 22nd June and members of the public could inspect accounts Tuesday 23rd June to Monday 3rd August 2026.
 - o Confirmation of the dates of the period for the exercise of public rights
 - o Bank Reconciliation with box 8
 - o Reconciliation between box 7 and box 8
 - o Explanation of variances
 - o Contact details (redacted)
 - o Declaration that the accounts are unaudited
 - o Letter to Kirklees notifying of the precept.
 - o Report on the exception on the 2024/25 External Auditor's Report.
 - o Agenda item when the Internal Auditor was first approved.
 - o Assertion 10 Checklist.

Signed: _____

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

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

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

2627 9

List of Regular Payments

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

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

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

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

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

Signed: _____

2627 10

Approval of Payments 2026/27 as agenda items

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

- i any payments of up to £500 excluding VAT, within an agreed budget.
- ii payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
- iii any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council or Finance and Management Committee, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Management Committee.
- iv Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Management Committee.

NOTED, It was noted that all other payments, - that is, those above £500 and not a regular payment of the Parish Council, - will normally need to be approved on an *ad hoc* basis by the Finance and Management Committee or by full Council and the minute documented.

2627 11

Grants

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

B. Grant Evaluations

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

2025/26:

- Brockholes Village Trust
- Huddersfield Sailing Club

2024/25

- Full Life Church Food Bank

Signed: _____

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

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

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

Members considered any further action on grant evaluations.

RESOLVED, No additional further action.

C. Rolling Grants

- i. **NOTED**, Members noted that this is the last year of the current council term and it is also the last year of any rolling grant agreements approved by the Parish Council.
- ii. **NOTED**, the Committee noted that these were the ongoing rolling grants of this Committee:

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

Rolling grants 1-4 were normally paid in the first part of the financial year once all the paperwork is received and approved by this Committee. Rolling grants 5 and 6 were normally paid after new year, again, once all paperwork is received and approved by Members.

The RFO will be chasing the paperwork that these organisations need to supply to fulfil their commitments to the rolling grants process, with a view to these awards being approved at the next meeting of this Committee and paid thereafter.

- iii. Members considered any further action on rolling grants.
RESOLVED, No further action.

Signed: _____

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

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

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

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

- ii. A Financial Regulations Working Group had been previously tasked with refining the NALC model Financial Regulations 2025. It was the later tasked with reviewing the same Financial Regulations in the context of whether the Regulations were working effectively. Some amendments were then needed following the Interim Internal Audit Report from early 2026. Consideration was also to be given to ways of ensuring that creditors of the Parish Council could be paid in a timely fashion. Consideration may also be given to reviewing and amending some of the wording of the document in the light of recent experience regarding “getting” quotations or “seeking to get” quotations. This Working Group was not anticipated to be needed beyond one or two further meetings. Members 2025/26 were Cllr Wilson, Cllr Blacka and the RFO/Deputy Clerk.

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

- iii. The IT Policy Assertion 10 Working Group had been established by full Council in February 2026. Its brief was to review the Parish Council’s IT Policy in the context of Assertion 10 of the Annual Governance and Accountability Return and to ensure compliance. Members 2025/26 were Cllr Dixon, Cllr Kirkby, Cllr Liles, Cllr Osborne and Stewart.

Members considered maintaining or disestablishing the Working Group.

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

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

Signed: _____

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

2627 14 **Schedule of Payments**

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

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

2627 15 **Financial Statements**

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

- i. For March 2026 including the year-end transactions:
 - (1) Cash Books All Accounts Receipts and Payments (to end 31 March 2026)
 - (2) Trial Balance (to end 31 March 2026)
 - (3) Detailed Income and Expenditure against budget headings (to end 31 March 2026)
 - (4) Balance Sheet (to end 31 March 2026)
 - (5) Cash and Investment Reconciliation (to end 31 March 2026)
 - (6) Earmarked Reserves (to end 31 March 2026)
 - (7) VAT Return – year-to-date for the quarter JAN-MAR 2026 submitted 30 April 2026.

RFO/Deputy Clerk to report.

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

Income side:

- The first half of the precept and special expenses grant had been received 1st May 2026 - £223,858.50. This is to last until around November 1st 2026.
- Last year's expected income £6,814.84 from Holmfirth Civic Hall Community Trust had been finally received in May 2026. This was offset against last year's accounts, not this.

Signed: _____

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Expenditure side:

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

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

RESOLVED, No further action.

- v. The Committee considered any further action on the income and expenditure YTD of the Parish Council.

RESOLVED, No further action.

- vi. As per the guidance in the SAPPP Practitioners' Guide 2026, the Committee considered the following bank reconciliations cross-referenced with bank statements.

For February 2026:

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

For March 2026:

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

RESOLVED, these bank reconciliations as above were approved.

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

Signed: _____

2627 16

Banking

The RFO/Deputy Clerk reported on banking arrangements.

Unity Trust:

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

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

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

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

All the Parish Council's ongoing online subscriptions had now been set up to pay with the card rather than officers having to pay with their own money and be reimbursed. This applied to: Microsoft 365, Dropbox (cloud storage), Zoom, Canva, McAfee anti-virus.

The RFO also purchased his new laptop with the card. This was under the £500 authorisation limit for payments that the RFO has.

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

CCLA

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

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

RESOLVED: No further action.

2627 17

Internal Control Check

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

Signed: _____

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

RESOLVED, No further action.

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

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

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

2627 18 Financial Records for the website

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

2627 19 The Civic, Holmfirth

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

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

iii. Civic Vision Working Group

Cllr Holmes reported on the Working Group.

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

Signed: _____

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

2627 20 Honley Library

- NOTED**, The Committee noted the reports from Friends of Honley Library that had been shared separately.
Cllr Morgan, as a trustee, reported that building work had started.
- The Committee considered any further actions with regard to the Parish Council’s engagement with Honley Library and with the Friends.
RESOLVED, No further action.

2627 21 Other tenancies

Allotments

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

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

Garages

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

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

Gartside Building

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

Signed: _____

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2627 22

Publicising the work of Holme Valley Parish Council

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

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

The meeting closed at 930pm.

Signed: _____