Explanation of the reason for any ‘No’ responses on Section 1 of the Annual Governance and Accountability Return 2025/26:

Annual Governance Statement for the financial year ended 31 March 2026 following findings raised by the Internal Auditor.

The Internal Auditor concluded that the Council's digital and data compliance arrangements did not fully meet proper practices. Specifically, the Council did not have a dedicated Data Protection Policy in place and had not undertaken a formal Data Audit to identify and review the personal data held by the Council, its lawful basis for processing, storage arrangements, retention periods and associated controls.

During the year, the Council was also required to manage a number of governance, information rights and data protection matters simultaneously, including Subject Access Requests, Freedom of Information requests, Monitoring Officer referrals and a reported data protection breach. These matters placed significant demands on officer resources and highlighted the need to strengthen the Council's data governance arrangements.

The Internal Auditor reviewed the outcome of an investigation by the Information Commissioner's Office and noted that recommendations had been made to improve the Council's data protection arrangements. The auditor recommended that these actions be implemented and that progress be monitored and recorded by the Council.

As a result of these findings, the Council was unable to confirm that all aspects of Assertion 10 had been fully met during the financial year and therefore appropriately recorded a "No" response.

The Council has accepted the recommendations of the Internal Auditor and will:

- Adopt a dedicated Data Protection Policy based on recognised sector guidance.
- Undertake a formal Data Audit to review all personal data held by the Council.
- Implement and monitor the recommendations arising from the Information Commissioner's Office review.
- Continue to strengthen its governance, information management and data protection arrangements to ensure compliance with statutory requirements and recognised best practice.

The Council remains committed to maintaining high standards of governance, transparency and accountability and will monitor progress against these actions during the current financial year.

Signed: [redacted]

Clerk

Date: 22/6/2026

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

This form is only for use by smaller authorities subject to a review and should not be published on your website

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation

Name of smaller authority: **Holme Valley Parish Council**

County Area (local councils and parish meetings only): **Kirklees, West Yorkshire**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on **Tuesday 23rd June 2026**

and ending on **Monday 3rd August 2026**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2026 (i.e. Wednesday 1 July – Tuesday 14 July). The period should not commence before the approval of the AGAR.

We have suggested the following dates: Wednesday 3 June – Tuesday 14 July 2026 The latest possible dates that comply with the statutory requirements are Wednesday 1 July – Tuesday 11 August 2026.)

Signed: [redacted]

Role: Responsible Finance Officer

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **mus** column headed "Year ending 31 March 2026" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts ar receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be en figures.

Name of smaller authority: Holme Valley Parish Council

County area (local councils and parish meetings only): Kirklees, West Yorkshire

Financial year ending 31 March 2026

Prepared by (Name and Role): Richard McGill, Responsible Finance Officer

Date: 14/05/2026

		£	£
Balance per bank statements as at 31/3/2026:			
	CCLA - Public Sector Deposit Fund	75,000.00	
	Unity Trust Current Account T2	63,798.38	
	Unity Trust Instant Access Account	59,908.51	
			198,706.9
Petty cash float (if applicable)			-
Less: any unpresented cheques as at 31/3/2026 **(enter these as negative numbers)**			
			-
Add: any un-banked cash as at 31/3/2026			
			-
Net balances as at 31/3/2026 (Box 8)			**198,706.9**

Explanation of variances – pro forma

Name of smaller authority: **HOLME VALLEY PARISH COUNCIL**

County area (local councils and parish meetings only): **KIRKLEES**

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- variances of £100,000 or more require explanation regardless of the % variation year on year;
- **New from 2025/26 onwards**: variances of £500,000 or more in Box 3 require explanation regardless of the % variation year on year for smaller authorities with income and/or expenditure exceeding £6,500,000

	2024/25 £	2025/26 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, **DO NOT OVERWRITE THESE BOXES**	**Explanation from smaller authority (must include narrative and supporting figures)**
1 Balances Brought Forward	221,342	156,870				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	327,934	447,780	119,846	36.55%	YES		There were two reasons for this large increase in the precept. First, the Parish Council's budget rose from £332,260 in 2024/25 to £406,998 in 2025/26. The main reason for this was that the Parish Council committed to supporting a 10-year programme of remedial work on The Civic, Holmfirth, which it owns. The Civic has an insurance value of over £10,000,000, and it's programme of anticipated repairs amounts to over £3,000,000. To commit to the support for the Civic, the approved budget on Holmfirth Civic Hall rose from £10,000 in 2024/25 to £60,000 in 2025/26. £10,000 was also added to the budget for Elections. In 2024/25, one by-election had surprisingly cost £9,000, and the Parish Council wanted to make sure that it was protected from such unpredictable outlay by adding this £10,000 to the Elections budget. Additionally, the Staffing budget rose by around £9,000 due to statutory pay uplifts and perfomance-based pay uplifts. Second, the Parish Council acknowledged that its levels of general reserves were at times inadequate to meet section/paragraph 5.34 of the Practitioners' Guide - "The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure." As reserves calling on the 2024/25 budget dwindled, in April 2025, the Parish Council only had enough general reserves to cover about 1 month of net revenue expenditure. To avoid such a thing happening at the end of 2025/26, the Parish Council resolved to contribute the significant amount of £63,247 from the precept to general reserves. This was done by creating a surplus budget (income more than expenditure). This would better ensure that the Parish Council had reserves to allow the Parish Council to continue to function for three months in the event of an emergency situation (such as a subsequent precept not being received).
3 Total Other Receipts	22,371	29,885	7,514	33.59%	YES		The main reason that Other Receipts increased this last Council year is that a number of organisations returned unspent grants or parts of grants that had been previously awarded by the Parish Council. Returned grants were: £200, £2.56, £118.50, £562.50, £65.11, £5000, £753.18, £215.45, £530.12, £96.50, £1,000 = TOTAL £8,544. The Parish Council has been more concerted in chasing up unspent money awarded to community projects. We also had a situation where a payment of £1,500 to a community organisation bounced (due to account details changing), and this was recorded as a receipt because the initial payment had been recorded as a payment.
4 Staff Costs	91,574	99,519	7,945	8.68%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	323,203	340,520	17,317	5.36%	NO		
7 Balances Carried Forward	156,870	194,496				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	151,646	198,707				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	5,281,344	5,295,088	13,744	0.26%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:	Holme Valley Parish Council
County area (local councils and parish meetings only):	Kirklees, West Yorkshire

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net differnece between them is equal to the difference between Boxes 7 and 8.

			£	£
Box 7: Balances carried forward				**194,496.27**
Deduct:	Debtors **(enter these as negative numbers)**			
	1 HCHCT - INSURANCE REIMBURSE	(6,814.84)		
	2 VAT REPAYMENT	(1,805.09)		
			(8,619.93)	
Deduct:	Payments made in advance (prepayments) **(enter these as negative numbers)**			
	1 VISION ICT - HOSTED EMAILS	(560.00)		
			(560.00)	
Total deductions				(9,179.93)
Add:	Creditors (must not include community infrastructure levy (CIL) receipts)			
	1 STAFF 2 - REIMBURSE ZOOM	12.99		
	2 STAFF 2 - REIMBURSE ZOOM	12.99		
	3 CATERER - ANNUAL PARISH	350.00		
	4 STAFF 2 - REIMBURSE ZOOM	12.99		
	5 KNOWNAIM - BUS MAPS	750.00		
	6 HVCT - GRANT POSTFIX ETC	119.80		
	7 CONSERVATION GROUP - GRANT	1,000.00		
	8 STAFF 2 - REIMBURSE ZOOM	12.99		
	9 INTERIM INTERNAL AUDIT	448.31		
	10 BT MARCH	51.95		
	11 E-ON ELECTRIC MARCH	17.77		
	12 DOCUMENT LOGIC - PHOTOCOPYING	79.50		
	13 SEATS SHELTERS MAINTENANCE	495.32		
	14 TOILETS MAINTENANCE	844.47		
	15 TOILETS EXPENSES	52.13		
	16 HONLEY SHOW - GRANT	1,500.00		
	17 VIKING - OFFICE CHAIR	144.00		
	18 VIKING - STATIONERY	32.15		
	19 HOYLES - FIRE ALARM AS GIFT	4,149.00		
	20 HONLEY BA - ANNUAL CCTV GRANT	1,560.00		
	21 HCHCT - HIRE LESSER HALL	144.00		
	22 HVCT - GRANT - KISSING GATE	649.20		
	23 CHAIR'S DONATION TO FOODBANK	795.00		
			13,234.56	
Add:	Receipts in advance (must not include deferred grants/loans received)			
	1 ALLOTMENT RENT - HM	30.00		
	2 ALLOTMENT RENT - CM	30.00		
	3 ALLOTMENT RENT - N&N	48.00		
	4 ALLOTMENT RENT - AH	48.00		
			156.00	
Total additions				13,390.56
Box 8: Total cash and short term investments				**198,706.90**

Contact details

Name of smaller authority: **Holme Valley Parish Council**

County Area (local councils and parish meetings only): **Kirklees, West Yorkshire**

Please complete this form and send it back to us with the AGAR or exemption certificate

	RFO (Main contact)	Clerk
Name	**Richard McGill**	**Jennifer McIntosh**
Address	**Holme Valley Parish Council** **The Civic** **Huddersfield Road** **Holmfirth HD9 3AS**	**Holme Valley Parish Council** **The Civic** **Huddersfield Road** **Holmfirth HD9 3AS**
Daytime telephone number	**01484 687460**	**01484 687460**
Mobile telephone number	[redacted]	[redacted]
Email address	**deputyclerk@holmevalleyparishcouncil.gov.uk**	**clerk@holmevalleyparishcouncil.gov.uk**

	Chairman
Name	**Cllr Steve Ransby**
Address	[redacted] [redacted]
Daytime telephone number	[redacted]
Mobile telephone number	[redacted]
Email address	**cllrsransby@holmevalleyparishcouncil.gov.uk**

Holme Valley Parish Council

MINUTES OF THE MEETING OF THE COUNCIL
HELD ON MONDAY, 3 February 2020

Those present:
Chairman: Cllr T Bellamy
Councillors: Cllrs G Barker, K Bellamy, M Blacka, D Carré, P Colling, J Dalton, P Davies, P Dixon, T W Dixon, S East, B Feeney, D Firth, D Gould ,R Hogley, M Pogson, J Roberts and S Sheard
Clerk; Mrs L Bennett. Also present Deputy Clerk and RFO Rich McGill

Public Question Time
There were no members of the public present.

1920 151 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014

No-one wished to record the meeting.

1920 152 To accept apologies for absence

Apologies for absence were accepted from, Cllr Hall, Cllr Greaves Cllr Brook. No apologies were received from Cllr Sweeney or Cllr Lockley .

1920 153 To receive Members' personal and disclosable pecuniary interests in items on the agenda and to consider any written requests for new DPI dispensations

Cllr R Hogley expressed an interest in item 1920 167 as she is chair of the Holmfirth Christmas Team.

1920 154 To consider whether items on the agenda should be discussed in private session

No items to be held in private session.

1920 155 To Confirm Minutes of the Council Meeting

Held on 16 December 2019 numbered 1920 129 to 1920 150 inclusive.
Cllr Roberts noted an error in 1920 138 where Cllr Firth was recorded voting both for an against a motion.
Resolved that; the minutes were accepted as a true record with this alteration made.

1920 156 To Confirm minutes under delegated powers

1) to confirm the minutes of the Staffing Committee on 9 December 2019 numbered 1920 38 to 1920 50.
RESOLVED; to accept these minutes as a true record.

2) to confirm the minutes of the Community Assets Support Committee on 9 December 2019 numbered 1920 41 to 1920 51 inclusive.

RESOLVED: to accept these minutes as a true record.

3) to confirm the minutes of the Planning Committee held on 2 December 2019 numbered 1920 113 to 1920 129

RESOLVED; to accept these minutes as a true record.

4) To confirm the minutes of the Planning Committee held on 16 December 2019 numbered 1920 130 to 1920 137.

RESOLVED; to accept these as a true record

5) to consider the minutes of the Planning Committee meeting held on 6 January 2020 numbered 1920 138 to 1920 152

RESOLVED; that these minutes are a true record

6) to confirm the minutes of the Climate Emergency Committee held on 10 December 2019 numbered 1920 1 to 1920 16.

RESOLVED; to accept these as a true record.

7) to confirm the minutes of the Service Provision Meeting held on 6 January 2020 numbered 1920 47 to 1920 59.

RESOLVED; to accept these as a true record.

8) to confirm the minutes of the Finance and Management meeting held on 20 January 2020 numbered 1920 54 to 1920 73.

RESOLVED ;to accept these as a true record.

1920 157 To approve the budget for 2020/21 and set the precept for 2020/21.

The RFO introduced the planned budget which has been reviewed by a meeting of the Chairmen and by the Finance and Management Committee. Unlike last year this budget is balanced and does not rely on a transfer from the reserves to make it so. There has been attention paid to earmarked reserves so that for items such as the Holmfirth Civic Hall which is not forecasting any demands on the budget for next year, money has been earmarked for future years. Some budgets have been reduced from last year where there would expect to be savings (e.g. the contingency for legal advice). The Publications and Communications committee had added a “special event” budget.
All the separate committees have got the budget allocations that they requested at the end of 2019 and which were considered in their own committees and at Finance and Management Committee.
There was some discussion about the new Climate Emergency Committee and some disagreement at the budgets granted to that committee. The Chair of the Climate Emergency committee said that the process had been open and supported by majority votes and was the result of much effort and community collaboration to bring into reality a detailed plan of action.

Cllr Hogley thanked the RFO for all his work in producing the budget and said that it had been a truly collaborative process and delivered all the monies that the committees had required.

RESOLVED; to approve the budget for 2020/21 and this being the case to approve that the precept charge remains the same for 2020/21**.**

1920 158 To note the appointment of a new Internal Auditor and draft report form First audit day on 7 January 2020.

'Internal Audit Yorkshire' had been duly appointed to complete the Internal Audit for the council and the first day of a two-day process took place on the 8 January 2020. The auditor has considerable experience both as a clerk and an accountant and her investigation was extremely thorough. The investigation and discussion with the clerks have lead to a 20 point action plan for the Clerks to attend to before the second Audit day in April. All of these were items that the RFO and Clerk had already identified and are working towards.
The action plan and Report will be presented to the Finance and Management committee on 2 March 2020.

1920 159 To consider the recommendations from the Grants Working Party

Cllr Blacka clarified that point two was intended to differentiate between grants given to council assets (e.g. Civic Hall and the Toilets) and those given to other organisations, rather than a split between capital and revenue projects. However, there was broad agreement that the application forms should be streamlined, there should be clarity on different information needed for small and large grants.
There was discussion about whether the awarding of grants should all come via Finance and Management or stay with the individual committees.
There was broad agreement on having two set times in the year when grants would be considered alongside each other.
There needed to be more clarity from the Working party on the details of these proposals.

RESOLVED; that the Grants Working Party would produce a paper for consideration by Full Council in March /April so that the Council was clear on procedures and responsibilities going into the next financial year.

1920 160 To note developments in the procurement of the fire escape form the Exhibition Room in the Civic Hall

The plans had been granted planning permission and the Civic Hall Trust was now putting this item together with the refurbishment of the toilet block and putting the building work out to tender.

RESOLVED; to note this item.

1920 161 Governance Matters

To review the progress on the recommendations, from the Calderdale Report (October 2019) and the Kirklees Monitoring Officer's report (10/07/2019)

A previously circulated table of recommendations from both sources, with updates on

progress so far, was widely accepted as evidence that the Council is nearing completion in these targets. Most outstanding matters were in hand in the review of Standing Orders and the Scheme of delegation which the clerk was currently working on in conjunction with the Y.L.C.A.
RESOLVED; that the remaining review of procedures and policies would be placed before the Council at its meeting in March/April in readiness for the new Council Year in May.

1920 162 To consider the arrangements for recording meetings.

RESOLVED; to purchase the sound recording equipment and not the more expensive audio and visual recording equipment. Extra microphones to be purchased subsequently if necessary.

1920 163 To consider the Schedule of meetings for the next Council Year 2020/21

This item was considered after the discussion of the following item.

There was broad support for the new schedule. Cllrs asked a number of questions regarding whether the number of "breaks" were absolutely necessary. There was also a question raised about the two Finance and Management meeting in close succession in July and September. The Clerk had included all the Mondays that in her view were workable and asked that the Council avoid scheduling two meeting on one evening. It was likely that some extraordinary meetings would have to be accommodated at some point, so it was best to start off with only one meeting booked in. The clerk has adhered to the regulations regarding frequency of meetings in the Policies and Schedules of the council and with the advice from YLCA in matters such as not having meetings in the week after an official holiday period.
There was very little support for extending meetings to two nights per week.

RESOLVED to accept the schedule with the proviso that some additional Mondays might be included. The Clerk will review the schedule with the above comments taken into account.

1920 164 To consider the amalgamation of the Community Asset Support Committee with the Service Provision Committee.

The Clerk has suggested that to enable the meeting schedule to be arranged with all available Mondays and with only one meeting per evening if at all possible, that the C.A.S.C committee and Service Provision Meetings might be coalesced.
There were comments for and against this, but the intention to reduce the number of meetings and the subsequent administrative burden was supported. Concerns were raised about the impact on the length of meetings and how the responsibilities of each committee overlapped e g. The same maintenance contractor works for both committees and the toilets are both an asset and a service . If the committees are not merged then the schedule will remain the same but with two meetings on those nights.
It was recognised that this needed further consideration with the Chairs of C.A.S.C, Service Provision and Finance and Management so that the implications in terms of the Council's scheme of delegation, handling grant requests and managing budgets were understood.

RESOLVED; that a firm proposal is put before Council for March 2020 in line with the review of Standing Orders and the Scheme of delegation so that a final decision can be made.

1920 165 **'Holme Valley Parish Council' Email Addresses**
The Clerks will only be using HVPC email addresses from this week onwards. Councillors are asked to see the Deputy Clerk if they experience difficulties in accessing their new accounts.

RESOLVED; to note this item.

1920 166 To consider the appointment of a volunteer worker who is seeking work experience with the Clerks for a limited period

RESOLVED to agree in principle and to refer the matter to the Staffing Committee for arrangements regarding a contract of employment.

1920167 **Reference from other committees to be noted;**

Reports from and letters of thanks for grants;

From the Service Provision Committee.

From the Holmfirth Christmas team,
The Honley Christmas Lights Committee,
several thanks from villages for their Christmas trees.

From the Finance and Management Committee.

Thanks from the Hepworth Brass Band
Two letters of thanks from the Holme Valley Scouts.

1920 167 **Holme Valley Land Charity**
RESOLVED ; that at the next Trustees meeting there will be a vote on the membership of the Management Committee of the Land Charity. In the meantime the membership is accepted as that circulated by the Clerk in November 2019 , gleaned from a hand written record of the last Trustee meeting which took place in August 2019.
The Committee is;
Cllr T Bellamy, Chair
Cllr R Hogley ,Vice Chair
Other members are, Cllr Carre, Cllr Firth, Cllr Blacka, Cllr Dixon, Cllr East, Cllr K Bellamy
Since the last committee meeting in January Cllr Carre is acting as interim secretary and Bob Stannard has been appointed to complete the Accounts for 2018/19 and 2019/20.

1920 169 The Chairman's report.
The Chairman has been very busy attending events on behalf of the Council;
The Lepton Parish Event, The Meltham Civic Event, The Brass Factor at the Picturedrome , The Tidy trader and Community Champion awards, the concert at the Civic Hall which was a performance of "The Messiah", The Arts Week event, the Civic Ball at Saddleworth , The Africa night at Holmbridge Village Hall and our own Holme Valley Parish Civic event at the Full Life Church on 22nd December, attended by 80 people for a Church service and a hot meal.

Close of meeting at 21:00 PM.

……………………………………..
Chairman

Section 3 – External Auditor's Report and Certificate 2024/25

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 2025; 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 2024/25

Except for the matters reported below, 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.

The AGAR was not accurately completed before submission for review. The smaller authority has not restated the prior year figure in Section 2, Box 9 when removing assets not belonging to the smaller authority from the fixed asset register and adding assets that historically not been included.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2024/25

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 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature PKF Littlejohn LLP

Date 17/09/2025

respect of assisting with this. The wreaths for those attending commemorations were available to collect from the Parish Council office.

- RP Electrical had commenced the works to repair and replace the emergency lighting at The Civic. About half of the works had been completed and the works should be finished by the end of the month.
- At the Full Council meeting of 8 September 2025, the Council approved that Social Progress, the Honley social media and marketing company, deliver social media training. Social Progress had been informed and the Assistant Clerk was working to secure dates (these were likely to be late November or early December).

Council considered any further action(s) arising from the minutes of the FULL COUNCIL MEETING, held on 8 September 2025.
RESOLVED: No further action.

At this point, Cllr Blacka further reported as a matter arising that the COVID Memorial Garden at Honley Library was nearing completion. Cllr Blacka asked Council to thank i. the RFO/Deputy Clerk for facilitating the delivery of plants allowing them to be planted in time, ii. Jenny Lockwood and iii. Malcolm Ellis. Cllr Green also asked that thanks be given to Barry Killington, the garden designer, and the team of volunteers.

THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2526 105 Minutes of Standing Committee meetings

APPROVED: Council approved the Minutes of the SERVICE PROVISION COMMITTEE Meeting held on 22 September 2025 numbered 2526 21 to 2526 39**.**

APPROVED: Council approved the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 29 September 2025 numbered 2526 45 to 2526 64 with one amendment requested by Cllr Whitelaw.

FINANCIAL MATTERS

2526 106 Annual Governance and Accountability Return AGAR 2024/25

NOTED: Council noted the External Auditor's Report and Certificate 2024/25**.** Council further noted the RFO's verbal report on the one exclusion identified by the Audit.

NOTED: Council noted that the full Annual Governance and Accountability Return Sections 1 and 2 along with Section 3 had been published to the Parish Council's website and noticeboard 30th September 2025, along with the Notice of Conclusion of Audit**,** and the invitation to inspect the accounts. No one had asked to inspect the accounts. At the

Signed: ____

time of the meeting, the AGAR and Notice of Conclusion of Audit had been published and on display for 15 days. The Parish Council considered when to end the public inspection rights.
RESOLVED: Council resolved that the public inspection rights would end the following day, - 21st October 2025.

Members considered whether any further action on the AGAR 2024/25 was needed.
RESOLVED: No further action.

2526 107 Council Budget 2025-26 Year-To-Date including Earmarked Reserves

The RFO reported on the year-to-date Council Income and Expenditure by Budget Heading October 2025 and Earmarked Reserves. Almost all budget lines were on target. The only one that was concerning was the 4000 salaries budget line which was likely to be around £3,000 over at year end.
NOTED: Council noted the RFO's report.

2526 108 Schedule of Payments

The Parish Council reviewed the Schedule of Payments for September 2025.
NOTED: Council noted the Schedule of Payments for September 2025.

The Parish Council considered the month-to-date Schedule of Payments for October 2025. The RFO reported on some of the pending transactions, pointing out that:

- The number of grants awarded meant that more payments needed approval by Council than normal.
- That in the case of two payments, the Parish Council was trialling a process of gifting a purchase to a community organisation, which thereby allowed it to reclaim VAT on the gift. The RFO reported that this had caused him little extra time currently. A Councillor asked that the RFO keep a record of the amount of time spent on these "gifts".
- The RFO reported that one payment on the Schedule would need to be excised, as it was effectively a double-payment.

RESOLVED: Council approved the amended Schedule of Payments for October and this was initialled by the Chair.

The RFO reported that some businesses and organisations had given the Parish Council some leeway in delaying payment, and so he asked that Councillors on the Unity Trust bank mandate approved the payments quickly once they had been set up.

Signed: ____