

Holme Valley Parish Council

To all Members of the Climate Emergency Standing Committee

You are hereby summoned to attend a virtual meeting of the **Climate Emergency Standing Committee** to be held on **MONDAY 16 NOVEMBER 2020 at 7.00 PM** via **the Zoom platform**

<https://us02web.zoom.us/j/88311257626>

- AGENDA - (A)

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.

	Welcome	7.00 pm
	Public Question Time	
	Prior to the commencement of the business session of the Committee, there will be an open session lasting 15 minutes, for members of the public to speak to Members.	
	Members of the public applying to be co-opted onto the Standing Committee should introduce themselves here.	
2021 32	Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014	7.15 pm
	Local (Parish and Town) Council meetings can now be recorded. This meeting is being recorded by the Officer for viewing on the Holme Valley Parish Council YouTube Channel .	
2021 33	To accept apologies for absence	7.16 pm
2021 34	To receive Members' and Officer's personal and disclosable pecuniary interests in items on the agenda	7.17 pm
2021 35	To consider written requests for new DPI dispensations	7.19 pm
2021 36	To consider whether items on the agenda should be discussed in private session	7.20 pm
	- any recording by members of the public to be halted during such items; co-opted members to be moved to the Zoom "Waiting Room"	
2021 37	To confirm the Minutes of the Previous Meeting	7.21 pm
	- To confirm the Minutes of the Climate Emergency Standing Committee meeting held on 28 September 02020, numbered 2021 15 – 2021 31 inclusive (B)	

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2021 38

Mobilisation Group

7.22 pm

- Climate Action Mobilisation
 - o Week of virtual events, - reach figures; lessons learnt; reusable parts (video/soundbites); competition
Climate Emergency Co-ordinator to report
 - o **TO CONSIDER:** Plans for future engagement projects
 - o **TO NOTE:** The Detailed Income and Expenditure by Budget Heading report for the year to end October 2020 **(C)**
 - o **TO CONSIDER:** The Standing Committee is asked to approve a Projects Plan for the current year to end March 2021 with associated budgetary provision. **(D)** The RFO has drawn up a report of projected budget spending based on the Projects Plan to assist Members. **(E)**

Committee will need to consider how, within the Projects Plan, the Climate Emergency Co-ordinator can be enabled to develop the projects in question successfully whilst also safeguarding Council/electors' funds.

TO APPROVE: Within the above Projects Plan, the Committee to consider approval of a standing order to pay for ongoing monthly costs (£14.99/month) for the standalone website.

- o Chairman to report on meeting with Colin Parr, Kirklees Strategic Director Environment and Climate Change

2021 39

Climate Emergency Sub-groups to feed back

7.50 pm

- 1) Energy, Housing, Buildings (Sub-group Report: home energy efficiency measures, renewables; budgetary needs for 2021-22)
- 2) Transport/Travel (Sub-group Report: public transport promotion, electric vehicles, walking, biking; budgetary needs for 2021-22)
- 3) Waste/Consumption (Sub-group Report: minimising waste as well as recycling; budgetary needs for 2021-22)
- 4) Agriculture, Food, Environment, Land Use, Business Economy (Sub-group Report; engaging farmers and landowners; local focus; budgetary needs for 2021-22)

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2021 40 Climate Emergency Standing Committee Budget 2021/22 8.20 pm

TO CONSIDER: The Climate Emergency Standing Committee's Budget proposal for Council Year 2021-22.

Enclosed for reference:

Detailed year-to-date Income and Expenditure by Budget Heading. **(C)**

First Draft Budget plan for the current year 2020-21. **(F)**

Finalised Budget adopted by Council for the current year 2020-21 (with fewer budget headings). **(G)**

2021 41 Holme Valley Climate Action Partnership 8.35 pm

TO CONSIDER: The nature of co-working with the Holme Valley Climate Action Partnership, and whether to establish a more formal relationship.

Memorandum_of_Understanding 2020 08 18 enclosed. **(H)**

2021 42 News 8.50 pm

1) Update to the installation of the water bottle filling station.

2) **TO NOTE:** [Kirklees Council is undertaking a waste strategy engagement survey and asks people to contribute to the consultation.](#)

Close

9.00 pm

Rich McGill

Rich McGill
Deputy Clerk and Responsible Finance Officer

Holme Valley Parish Council
Holmfirth Civic Hall, Huddersfield Road, HOLMFIRTH HD9 3AS

Telephone: 01474 677460

Holme Valley Parish Council

MINUTES OF THE VIRTUAL CLIMATE EMERGENCY STANDING COMMITTEE MEETING HELD ON MONDAY, 28th SEPTEMBER 2020 via the Zoom Platform

Those present:

Chairman: Cllr P Davies

Councillors: Cllrs G Barker, T Bellamy, D Firth, R Hogley, J Roberts, S Sheard

Members co-opted at this meeting: C Anstey, S Barker, F Bennett, G Bradley, A Colwill, A Morgan, C O'Halloran, J Queening, Matthew Tulley

Climate Emergency Co-ordinator: Michelle Brown

Officer: R McGill, Deputy Clerk/RFO

Welcome

Public Question Time

Three members of the public were present for the Public Session including Cllr D Carré. Cllr Carré chose not to speak during Public Question Time. A member of the public attended the meeting as an observer on behalf of the River Holme Connections community group. A third member of the public attended the session to discuss an ongoing planning application at Wesley Avenue, Netherthong, and wanted support from the Committee to ensure that the large-scale development was “greener” than currently planned. This member of the public was referred to the Planning Standing Committee of the Parish Council.

2021 15 **Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014**

Local (Parish and Town) Council meetings can now be recorded. The Parish Council was recording the meeting in video and audio formats through Zoom for upload to the YouTube video platform.

2021 16 **To accept apologies for absence**

No apologies for absence were received. Cllr D Gould was absent from the meeting.

2021 17 **To receive Members' personal and disclosable pecuniary interests in items on the agenda**

None were received.

2021 18 **To receive Officers' personal and disclosable pecuniary interests in items on the agenda**

None were received.

2021 19 **To consider written requests for new DPI dispensations**

None had been received.

2021 20 **To consider whether items on the agenda should be discussed in private session**

RESOLVED: No items to be heard in private session.

2021 21 **To confirm the Minutes of the Previous Meeting**

RESOLVED: The Minutes of the Climate Emergency Standing Committee meeting held on 8 June 2020, numbered 2021 01 – 2021 14 inclusive were confirmed.

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2021 22 Welcome to Councillors as Members to the new Standing Committee

Cllr T Bellamy, Cllr D Firth, Cllr R Hogley and Cllr J Roberts were welcomed by the Chair onto the Standing Committee.

2021 23 Welcome to Climate Emergency Co-ordinator

The new Climate Emergency Planning Co-ordinator, Michelle Brown, was introduced to the Committee and explained her role in meeting the outcomes of the Holme Valley Parish Council Climate Emergency Action Plan.

2021 24 Co-opted members

Councillors approved the co-option of 9 Members to the Standing Committee.

RESOLVED: C Anstey, S Barker, F Bennett, G Bradley, A Colwill, A Morgan, C O'Halloran, J Queening and Matthew Tulley were co-opted onto the Committee.

2021 25 The name of the Standing Committee

Cllr Sheard proposed changing the Committee name to Climate and Biodiversity Emergency Standing Committee to reflect the holistic nature of the crisis.

RESOLVED: Whilst acknowledging the wider nature of the environmental crisis, the Committee, voted for reasons of clarity of message, not to change its name.

2021 26 Climate Emergency Mobilisation

The Climate Co-ordinator, Michelle Brown, reported on mobilisation of the Climate Emergency Action Plan. Michelle was working towards a week-long virtual event covering aspects of the work of subgroups such as transport and domestic energy saving. She also brought the group up to date on progress with the water bottle filling station for central Holmfirth and its publicity. Michelle spoke on the impactful branding for the Climate Emergency Action Plan she was developing, and the goal of identifying Climate Change Champions. The Climate Emergency Facebook page had been set up and Michelle encouraged people to share information and links.

2021 27 Climate Emergency Sub-groups to feed back

Energy, Housing, Buildings (home energy efficiency measures, renewables)

- Member Steve Barker commented on his work with Frances Bennett. The Energy Efficiency Audit on Parish Council owned properties had had to be deferred due to the closure of buildings.
- Mmbr Frances Bennett had drafted some pages of the Home Energy Savings booklet.
RESOLVED: Drafting the Home Energy Savings booklet would be a targeted priority of the Subgroup.
- **RESOLVED:** Mmbr S Barker was to press on with the energy audits of Holmfirth Civic Hall and Honley Library.

Transport/Travel (public transport promotion, electric vehicles, walking, biking)

- Mmbr Cath O'Halloran reported that the sub-group was focusing on trying to reduce the number of car journeys and encouraging cycling and walking. Members were liaising with River Holme Connections regarding their project to create a riverside cycleway, ultimately, from Holme village to Huddersfield.
RESOLVED: The members of the Subgroup would aim to make contact with interested parties in the Honley community.

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Waste/Consumption (minimising waste as well as recycling)

- Mmbr John Queening reported. Many potential projects had been hindered by the pandemic. But the Repair Café is to restart.

Agriculture, Food, Environment, Land Use (engaging farmers and landowners; local focus)

- Mmbrs Alison Morgan and Andrew Colwill were liaising with colleges regarding mapping land use in the Holme Valley. Cuddy's Farm was to be a pilot site for the mapping regarding land use, land-type and biodiversity. Furthermore, Andrew was working to develop a boundaries map of the local area to map the ownership of all land in the Valley.

2021 28 Holme Valley Climate Action Partnership

John Queening presented an overview on the Holme Valley Climate Action Partnership which has been established. The advantage of the Climate Action Partnership was that, as registered with the Charities Board, it could bid for funding in a way that a smaller group could not and in a way that the Parish Council cannot. Mmbr John Queening asked for support from the Parish Council to use the Climate Action Partnership badge and branding alongside its own.

RESOLVED: The Parish Council's relationship with the Holme Valley Climate Action Partnership would be put forward for consideration by Holme Valley Parish Council at a future meeting of the full Council.

2021 29 Update on Lottery Application

Member John Queening reported on the lottery application which had been unsuccessful, but positive things had emerged from the bid such as the creation of the Climate Action Partnership.

2021 30 Review of Committee Budget and for 2020/21

NOTED: The Committee noted the RFO's report on year-to-date expenditure of the Committee.

NOTED: The Committee noted the need to make preparations for the setting of next year's Committee budget before the next meeting 16 November 2020.

[Member Frances Bennett joined the meeting at this point.]

RESOLVED: Members were to be encouraged to join sub-groups of the Standing Committee and, thereon, asked to give consideration to budget-needs of the sub-groups. The Climate Emergency Co-ordinator would be contacting Members about this.

2021 31 News

Update to the installation of the water bottle filling station – discussed previously.

NOTED: The Standing Committee noted the "Tackling the Climate Emergency Emission Reduction Pathways report" from West Yorkshire Combined Authority.

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Chairman

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income								
1076 Precept	0	137,935	275,871	137,936			50.0%	
1078 Special Expenses Grant	0	1,184	3,248	2,064			36.5%	
1090 Bank Interest	8	180	750	570			23.9%	
1092 Toilets Donations	0	172	5,000	4,828			3.4%	
1095 Other income	845	866	4,730	3,864			18.3%	
1260 Memorial Bench Donations	50	50	0	(50)			0.0%	
Income :- Income	904	140,387	289,599	149,212			48.5%	0
Net Income	904	140,387	289,599	149,212				
110 Staff Expenditure								
4000 Salaries	5,396	29,170	50,000	20,830		20,830	58.3%	
4055 Sub-contractor Services	0	0	5,000	5,000		5,000	0.0%	
4060 Staff Training	159	423	900	477		477	47.0%	
Staff Expenditure :- Indirect Expenditure	5,555	29,593	55,900	26,307	0	26,307	52.9%	0
Net Expenditure	(5,555)	(29,593)	(55,900)	(26,307)				
150 Administration								
4061 Councillor Training	0	156	900	744		744	17.3%	
4200 Chairman's Allowance	540	1,000	1,000	0		0	100.0%	
4205 APS & Petty Cash	333	1,035	1,500	465		465	69.0%	
4210 Audit	0	373	1,200	827		827	31.1%	
4215 Bank Charges	0	150	50	(100)		(100)	300.0%	
4220 Conference / Seminars	0	0	500	500		500	0.0%	
4225 Elections	0	0	9,789	9,789		9,789	0.0%	
4230 Repairs & Maintenance	0	0	1,000	1,000		1,000	0.0%	
4235 Insurance	0	1,729	2,250	521		521	76.8%	
4240 Travel Allowance	0	0	300	300		300	0.0%	
4245 Office Equipment	0	0	300	300		300	0.0%	
4250 Office/Room Hire	0	10,000	10,000	0		0	100.0%	
4255 Legal Advice Contingency	0	0	5,000	5,000		5,000	0.0%	
4260 FOIA/EIR requests	0	0	500	500		500	0.0%	
4265 Subscriptions	0	2,337	3,000	663		663	77.9%	
4270 Local Council Award Scheme	0	0	100	100		100	0.0%	
4275 Telephone and Broadband	25	170	500	330		330	33.9%	
4280 Civic Regalia	0	0	750	750		750	0.0%	
4298 VAT Error 19/20	0	71	0	(71)		(71)	0.0%	
4299 Contingency	0	0	3,000	3,000		3,000	0.0%	
Administration :- Indirect Expenditure	898	17,021	41,639	24,618	0	24,618	40.9%	0
Net Expenditure	(898)	(17,021)	(41,639)	(24,618)				

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200 CASC</u>								
4300 Honley Library	0	0	15,000	15,000		15,000	0.0%	
4310 Holmfirth Civic Hall-Projects	750	1,149	15,000	13,851		13,851	7.7%	
4315 Other Community Assets	0	23,994	15,000	(8,994)		(8,994)	160.0%	9,000
4320 Public Toilet - Day to Day	2,715	6,493	16,000	9,507		9,507	40.6%	185
4325 Public Toilet - Lettable Space	0	874	5,000	4,126		4,126	17.5%	
CASC :- Indirect Expenditure	3,465	32,510	66,000	33,490	0	33,490	49.3%	9,185
Net Expenditure	(3,465)	(32,510)	(66,000)	(33,490)				
6000 plus Transfer from EMR	0	9,185						
Movement to/(from) Gen Reserve	(3,465)	(23,325)						
<u>250 Finance & Management</u>								
4400 Electronic Support	12	2,225	500	(1,725)		(1,725)	445.0%	
4405 Grants	0	156	10,000	9,844		9,844	1.6%	
4410 Public Clocks	0	0	600	600		600	0.0%	
Finance & Management :- Indirect Expenditure	12	2,381	11,100	8,719	0	8,719	21.4%	0
Net Expenditure	(12)	(2,381)	(11,100)	(8,719)				
<u>300 Planning</u>								
4505 Neighbourhood Plan	0	1,470	5,000	3,530		3,530	29.4%	
Planning :- Indirect Expenditure	0	1,470	5,000	3,530	0	3,530	29.4%	0
Net Expenditure	0	(1,470)	(5,000)	(3,530)				
<u>350 Publications & Communication</u>								
4600 Community Champion	0	0	250	250		250	0.0%	
4605 Community Engagement	0	0	100	100		100	0.0%	
4610 Publications	0	2,450	6,000	3,550		3,550	40.8%	
4615 Royal Events	0	0	1,000	1,000		1,000	0.0%	
4620 Tidy Trader Awards	0	0	100	100		100	0.0%	
4625 Website & Media	0	499	1,000	501		501	49.9%	
4630 Special Projects	0	0	1,000	1,000		1,000	0.0%	
Publications & Communication :- Indirect Expenditure	0	2,949	9,450	6,501	0	6,501	31.2%	0
Net Expenditure	0	(2,949)	(9,450)	(6,501)				

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400 Service Provision								
4700 CCTV	0	0	5,000	5,000		5,000	0.0%	
4705 Christmas Provision	1,000	1,000	5,500	4,500		4,500	18.2%	
4710 New Mill - Churchyard	691	691	400	(291)		(291)	172.8%	
4720 Dog Waste	0	0	750	750		750	0.0%	
4725 Patient Transport Scheme	2,000	2,000	1,000	(1,000)		(1,000)	200.0%	
4730 Minibus	0	0	25,000	25,000		25,000	0.0%	
4735 Phone Boxes	61	94	300	206		206	31.4%	
4740 Seats & Shelters-Maintenance	2,398	5,331	12,000	6,669		6,669	44.4%	
4750 War Memorial	0	0	500	500		500	0.0%	
4755 Youth Facilities	1,000	1,000	5,000	4,000		4,000	20.0%	
Service Provision :- Indirect Expenditure	7,149	10,116	55,450	45,334	0	45,334	18.2%	0
Net Expenditure	(7,149)	(10,116)	(55,450)	(45,334)				
450 Climate Emergency								
4000 Salaries	1,101	2,763	0	(2,763)		(2,763)	0.0%	
4805 Community Mobilisation	57	2,177	17,500	15,323		15,323	12.4%	
4810 Energy Strategy	0	0	14,000	14,000		14,000	0.0%	
4815 Transport Strategy	0	0	13,000	13,000		13,000	0.0%	
4820 Waste Strategy	0	0	500	500		500	0.0%	
4825 Environment Strategy	0	0	1,000	1,000		1,000	0.0%	
Climate Emergency :- Indirect Expenditure	1,158	4,940	46,000	41,060	0	41,060	10.7%	0
Net Expenditure	(1,158)	(4,940)	(46,000)	(41,060)				
500 Allotments/Garage plots								
1200 Allotment Rents	0	240	940	700			25.5%	
1250 Garside Building	400	400	0	(400)			0.0%	
1300 Garage plot income	0	700	0	(700)			0.0%	
Allotments/Garage plots :- Income	400	1,340	940	(400)			142.6%	0
Net Income	400	1,340	940	(400)				
600 COVID Response								
5000 HCHCT Relief Costs	0	5,000	0	(5,000)		(5,000)	0.0%	5,000
5005 Grant to Food Bank	0	6,300	0	(6,300)		(6,300)	0.0%	6,300
5010 Grant to HVCMA - EXPENSES	0	2,000	0	(2,000)		(2,000)	0.0%	
5015 Grant to HVCMA - SUPPLIES	0	200	0	(200)		(200)	0.0%	200
COVID Response :- Indirect Expenditure	0	13,500	0	(13,500)	0	(13,500)		11,500
Net Expenditure	0	(13,500)	0	13,500				
6000 plus Transfer from EMR	0	11,500						
Movement to/(from) Gen Reserve	0	(2,000)						

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,304	141,727	290,539	148,812			48.8%	
Expenditure	18,237	114,479	290,539	176,060	0	176,060	39.4%	
Net Income over Expenditure	(16,933)	27,247	0	(27,247)				
plus Transfer from EMR	0	20,685						
Movement to/(from) Gen Reserve	(16,933)	47,932						

Climate Emergency Standing Committee Projects Plan for year ending 31/03/2021

with associated budgetary provision

Community mobilisation

Equipment for Climate Emergency Coordinator Role - Phone & Laptop **£1000**

Environment & Land Use:

Land use survey on carbon sequestration / emission status as desk study for Holme Valley Parish area, paying the professional fees of a GIS mapper **£1,000**

Energy:

- 2.1. Audit of key HVPC building – allocation of **£5k**
- 2.2 Preparation of energy saving booklet(s) – **£2k**
- 2.3 Seminars with local architects, builders, surveyors, suppliers etc - **£1k**
- 2.5 Monitor and promote local renewable generation – **£1k**
- 2.6 Allowance for case study on low carbon heating - **£5k**

Transport

- Model legal agreement for pavement works and parking (temporary TRO) – Highways consultant **£1500**
- Cost of excavating pavement and installing secure pavement cable channel and charge posts - **£1800**
- Cost of marking road 'EV Charge points' - **£500**
- Contribution to the costs of installing bike racks at key locations **£2,000**
- Costs (admin support and consumables) of surveying residents re active and local public transport needs **£1000**
- Pump-priming funds to work with partners to conduct a road use survey and make recommendations re opportunities for shared use. **£4,200**
- Purchase of air pollution sensors. **£2,000**

Waste & Consumption

- Service and product - admin support by paid council staff and volunteers, plus expenses, printing, posters, PR work. **£500**

Agriculture & Food Production

No budget allocation

Housing & Infrastructure

No budget allocation

Economy & Business

No budget allocation

Climate Emergency Standing Committee Expenditure Against Budget and Projected Expenditure Against Budget 2020-21

YTD Expenditure and approved expenditure in green; projected expenditure in orange

CODE	DESCRIPTION	Starting Budget	Revised Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total	Remaining	
Climate Emergency																		
702	Community Mobilisation	70.66%	£17,500	£17,500	£0.00	£0.00	£0.00	£0.00	£2,082.50	£1,699.52	£1,217.92	£1,753.92	£2,152.99	£1,152.99	£1,152.99	£1,152.99	£12,365.82	£5,134.18
703	Energy Strategy	100.00%	£14,000	£14,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£14,000.00	£0.00	£0.00	£0.00	£14,000.00	£0.00
704	Transport Strategy	100.00%	£13,000	£13,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5,800.00	£7,200.00	£13,000.00	£0.00	
705	Waste and Consumption Strategy	100.00%	£500	£500	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	£0.00	£0.00	£0.00	£500.00	£0.00	
706	Environment and Land Use Strategy	100.00%	£1,000	£1,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	£0.00	£0.00	£0.00	£1,000.00	£0.00	
Total Climate Emergency		88.84%	£46,000	£46,000	£0.00	£0.00	£0.00	£0.00	£2,082.50	£1,699.52	£1,217.92	£1,753.92	£3,652.99	£15,152.99	£6,952.99	£8,352.99	£40,865.82	£5,134.18

702 Ipad Contract £37.30	702 Ipad Contract £37.30	702 Ipad Contract £37.30	702 Ipad Contract £37.30	702 Ipad Contract £37.30	702 Ipad Contract £37.30	702 Ipad Contract £37.30
702 Community Mobilisation Climate Emergency Co-ordinator Salary, Pension, NI (2 months) £1662.22	702 Community Mobilisation Climate Emergency Co-ordinator Salary, Pension, NI £1100.70	702 Community Mobilisation Climate Emergency Co-ordinator Salary, Pension, NI £1100.70	702 Community Mobilisation Climate Emergency Co-ordinator Salary, Pension, NI £1100.70	702 Community Mobilisation Climate Emergency Co-ordinator Salary, Pension, NI £1100.70	702 Community Mobilisation Climate Emergency Co-ordinator Salary, Pension, NI £1100.70	702 Community Mobilisation Climate Emergency Co-ordinator Salary, Pension, NI £1100.70
		702 Community Mobilisation Standalone website £14.99	702 Community Mobilisation Standalone website £14.99	702 Community Mobilisation Standalone website £14.99	702 Community Mobilisation Standalone website £14.99	702 Community Mobilisation Standalone website £14.99
702 Community Mobilisation Water Bottle Filling Station £2052.50		702 Community Mobilisation Climate Emergency Co-ordinator Training £60.00	702 Community Mobilisation Water Bottle Filling Station - Decal and design of decal £184.00	702 Community Mobilisation Standalone website £14.99	703 Energy Audit of key HVPC buildings £5000	704 Transport Model Legal Agreement pavement works & parking £1500
702 Community Mobilisation Payment for a street stall permit £30.00	702 Community Mobilisation Climate Emergency Co-ordinator - Case for iPad £19.92	702 Community Mobilisation Water Bottle Filling Station - sign £330.00	706 Environment and Land Use Survey - £1000	703 Energy Preparation of Energy Savings Booklet £2000	704 Transport Cost of excavating pavement and installing cables for charging posts £1800	704 Transport Funds for road use survey £4200
	702 Community Mobilisation Photocopying, laminating, Domain name, OnStream £86.93		705 Waste and Consumption admin, printing, support, posters PR £500	703 Energy Seminars with local architects, builders etc £1000	704 Transport Cost of marking road £500	704 Transport Purchase air pollution sensors £2000
				703 Monitor and Promote local renewable energy £1000	704 Transport Bike Rack Installation £2000	
				703 Allowance for case study on low carbon heating - £5000		

Budget Planning 2020-21

Standing Committee requests Proposed in Committee are in green; outstanding Committee budget requests are in orange.

RFO's suggestion for a balanced budget with a frozen precept is in blue.

Where the RFO's suggestions has varied from the budget request are in **BOLD RED**.

CODE	DESCRIPTION	Budget 2019-20	Estimated outturn 31/03/20	Budget request by S/C or Council	Suggested by RFO	
Climate Emergency Committee						
	Climate Emergency Action Plan (publication)	£4,000	£4,000	£0	£0	Proposed CE 10/12/19
	Climate Emergency Coordinator (salary)	£0	£0	£15,000	£15,000	Proposed CE 10/12/19
	Communications Strategy	£0	£0	£500	£500	Proposed CE 10/12/19
	Public Events	£0	£0	£2,000	£2,000	Proposed CE 10/12/19
	Energy Efficiency Audit	£0	£0	£5,000	£5,000	Proposed CE 10/12/19
	Home Energy Saving Booklet (publication)	£0	£0	£2,000	£2,000	Proposed CE 10/12/19
	Eco- workshops and seminars for architects/builders	£0	£0	£1,000	£1,000	Proposed CE 10/12/19
	Monitor for Holme Valley Renewable Energy	£0	£0	£1,000	£1,000	Proposed CE 10/12/19
	Pilot case study: district, ground-source heat system	£0	£0	£5,000	£5,000	Proposed CE 10/12/19
	eBike Cycle-to-Work scheme	£0	£0	£1,000	£1,000	Proposed CE 10/12/19
	Walk to School Scheme	£0	£0	£500	£500	Proposed CE 10/12/19
	Car-Free Days Scheme	£0	£0	£1,000	£1,000	Proposed CE 10/12/19
	Lobbying: for clean energy motor vehicles	£0	£0	£500	£500	Proposed CE 10/12/19
	Trial: car-park charging points for electric cars	£0	£0	£5,000	£5,000	Proposed CE 10/12/19
	Community Bus Service (Uber-type)	£0	£0	£5,000	£5,000	Proposed CE 10/12/19
	Drinking Fountains	£0	£0	£500	£500	Proposed CE 10/12/19
	Engagement with farmers, landowners, NFU	£0	£0	£1,000	£1,000	Proposed CE 10/12/19
	Total Climate Emergency	£4,000	£4,000	£46,000	£46,000	

Climate Emergency SC Budget Notes: Committee proposed these budgets as per the Climate Emergency Action Plan.

RFO notes that there are a significant number of smaller but still complex projects under the Climate Emergency umbrella. Whether it is viable to pursue all these projects in one year, which is what we are saying if they are in the budget, is open to debate.

Holme Valley Parish Council - Proposed Budget 2020-21

CODE	DESCRIPTION	Actual 2018-19	Original Budget 2019-20	Probable outturn 2019-20	Original Budget 2020-21
	Climate Emergency Committee				
701	Climate Emergency Action Plan (publication)	£0	£4,000	£4,000	£0
702	Community Mobilisaion	£0	£0	£0	£17,500
703	Energy Strategy	£0	£0	£0	£14,000
704	Transport Strategy	£0	£0	£0	£13,000
705	Waste and Consumption Strategy	£0	£0	£0	£500
706	Environment and Land Use Strategy	£0	£0	£0	£1,000
	Total Climate Emergency	£0	£4,000	£4,000	£46,000
	Summary of Council/Committee Totals				
	Total Council	£101,638	£113,369	£90,480	£97,539
	Total CASC	£72,736	£125,000	£91,776	£66,000
	Total Finance & Management	£10,804	£21,100	£20,475	£11,100
	Total Planning Committee	£11,141	£10,000	£3,044	£5,000
	Total Publications & Communications	£7,529	£8,225	£6,657	£9,450
	Total Service Provision	£45,138	£49,550	£40,205	£55,450
	Total Climate Emergency	£0	£0	£4,000	£46,000
	Total Expenditure	£248,986	£327,244	£256,637	£290,539



Holme Valley Climate Action Partnership

Memorandum of Understanding

Draft 18th August 2020

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1 Background

1.1 **Holme Valley Climate Action Partnership CIO (HVCAP)** and **Holme Valley Parish Council (HVPC)** wish to collaborate in promoting community climate action activities within the Holme Valley area, to mitigate the adverse impact of climate change and to further our shared ambition to become Carbon Neutral by 2030..

1.2 The Holme Valley climate Action Partnership is an equal partnership between independent organisations for the mutual benefit of the Holme Valley community.

1.4 HVPC declared a **Climate Emergency**¹ on 25th March 2019 and pledged that the Holme Valley will become Carbon Neutral by 2030. The motion approved at the Council Meeting included the following commitments:

- ✓ **Declare a CLIMATE EMERGENCY** and publicise this to the people of the Holme Valley to raise awareness and support the public in taking action.
- ✓ **Prepare an Action Plan** within 6 months on the actions the Holme Valley Parish Council will take to address this emergency.
- ✓ Pledge to make the **Holme Valley Parish carbon-neutral by 2030**, taking into account both production and consumption emissions
- ✓ Call on Kirklees Council and central government to provide the powers and resources to make the 2030 target possible.
- ✓ **Commit to continue working with community partners across the Holme Valley** to deliver this new goal through all relevant strategies and plans.

Having committed to the above, HVPC then set up a working group of councillors and representatives from the community to work on turning this important declaration into clear positive steps.

1.5 HVPC subsequently developed a **Climate Emergency Action Plan**² for the Holme Valley community which was approved by the full Council in October 2019, along with setting up a **standing Climate Emergency Committee** of parish councillors and representatives from the community to work on implementing this Plan.

¹ See Climate Emergency declaration in March 2029 and the HVPC commitments made:
https://www.holmevalleyparishcouncil.gov.uk/_VirDir/CoreContents/News/Display.aspx?id=23679

² See Climate Emergency Action Plan document and the HVPC standing Climate Emergency Committee membership and meeting minutes
https://www.holmevalleyparishcouncil.gov.uk/Climate_Emergency_Committee_29073.aspx#:~:text=Holme%20Valley%20Parish%20Council%20has,start%20to%20make%20a%20difference.

HVPC now wishes to build on this and develop partnerships with local community organisations for the practical implementation of the Holme Valley Climate Emergency Action Plan.

- 1.6 **Holmfirth Transition Town (HoTT)³** have worked with HVPC on the Climate Emergency motion and has community representatives on the HVPC Action Plan working group and standing Climate Emergency Committee. HoTT have now set up **HVCAP, a charitable not-for-profit community organisation incorporated as a CIO (Charitable Incorporated Organisation)** with powers to secure funding, employ staff and let contracts, in order to support climate action activities in the Holme Valley. This CIO is the community business arm of the **Holme Valley Climate Action Partnership**, an un-incorporated association of community groups, businesses and other local organisations engaged in climate action activities. HVCAP now wishes to support HVPC, our first-tier local authority, in helping the Holme Valley community to become Carbon Neutral by 2030.
- 1.7 This Memorandum of Understanding document sets out the principles for HVCAP and HVPC to collaborate in partnership to help the Holme Valley community to become Carbon Neutral by 2030

2 Partnership aims and objectives

- 2.1 The overarching aim of this partnership is to further the delivery of climate actions to facilitate the Holme Valley community becoming Carbon Neutral by 2030.
- 2.2 Specific objectives are to:
 - 2.2.1 **agree a joint strategy and priorities for climate action**
 - 2.2.2 **coordinate respective climate actions** towards implementing the Plan
 - 2.2.3 **collaborate on joint climate actions** for the Plan, sharing staff and resources.
 - 2.2.4 **secure funding**, from both public and private sector sources, to support climate actions for the Plan.

³ See website for more information <https://hott.org.uk/>

3 Partnership activities

- 3.1 Activities by the partnership are generally those climate actions covered by the Holme Valley Climate Emergency Action Plan, its summary themes and its detailed actions.
- 3.2 HVPC and HVCAP are both partners in the Holme Valley Climate Action Partnership, an un-incorporated association of community organisations, businesses, and other local organisations involved in climate action related activities in the Holme Valley area. As a first-tier local authority, HVPC is the community anchor partner in this Partnership.
- 3.3 The Chair of the HVPC Climate Emergency committee or his nominee is an ex-officio Trustee on the Management Board of HVCAP.
- 3.4 Each party will lead on its own climate actions and activities.
- 3.5 For joint climate actions, the parties will agree a lead party who will coordinate the activities of both parties.
- 3.6 The initial timeframe for partnership activities will be for 2 years, commencing September 2020, after which the partnership will be reviewed and renewed as appropriate.
- 3.7 Climate action activities will be reviewed quarterly by the parties at review meetings to ensure that they are being delivered as agreed, that they are having the intended impact and decide priorities for the next period.

4 Monitoring

- 4.1 Both parties commit to ongoing monitoring, with the aim of ensuring accountability and performance against milestones. Each party will carry out monitoring of their own climate actions, with the lead partner on joint climate actions carrying out the monitoring.
- 4.2 Each party will co-ordinate their own monitoring and report back to their senior team and to each of the designated partnership leads as appropriate.

5 Impact evaluation

- 5.1 Where practicable, the impact of climate actions will be assessed and evaluated in terms of carbon reductions and biodiversity change, using an agreed methodology or framework.

- 5.2 Each party will carry out their own impact evaluation on their climate actions, with the lead partners carrying the impact evaluation on joint climate actions. Both parties will share their evaluations with each other.

6 Designated partnership leads

- 6.1 Each party will appoint a senior person to lead on the work of the partnership.
- 6.2 The designated lead for each party will be:
- 6.2.1 for HVCAP, the Chair of Trustees on the Management Board, or his delegate
 - 6.2.2 for HVPC, the Chair of the standing Climate Change Committee or his delegate
- 6.3 The designated leads for each party will be responsible for ensuring the day-to-day liaison with the other party regarding climate action activities.
- 6.4 Each party will ensure that a designated lead is always available for liaison with the other party.

7 Partnership governance and oversight

- 7.1 A joint committee will be established by the parties with equal representation.
- 7.2 At its first meeting, a strategy for the next year will be agreed, and priorities for action determined.
- 7.3 The joint committee will meet and review at least quarterly, the performance, monitoring and evaluation of the climate actions carried out by all the parties. A quarterly report and minutes of the meeting will be prepared and circulated.
- 7.4 An annual performance review and report will be provided by the joint committee on the climate actions carried out in the Holme Valley area and the actual carbon reductions achieved, in relation to the HVPC carbon reduction plans to become Carbon Neutral by 2030.

8 Financial contributions

- 8.1 Each party will be responsible for funding its own actions and activities.
- 8.2 Where the parties undertake joint actions, the financial contributions of each party and respective sharing arrangements will be agreed beforehand between the

parties. The lead party for the joint activity will be responsible for managing and accounting for the respective financial contributions.

9 Disclaimer

- 9.1 It should be noted that by signing this document or by participating in the Holme Valley Climate Action Partnership, the parties are not committing to legally binding obligations. It is intended that the parties remain independent of each other and that their collaboration and use of the terms 'partner' or 'partnership' does not constitute the creation of a legal entity, nor authorise the entry into a commitment for or on behalf of each other.

**Signed on behalf of the Holme Valley Climate Action Partnership CIO
[HVCAP]**

.....
[SIGNATURE]

Date

.....
{NAME}

.....
[POSITION]

Signed on behalf of the Holme Valley Parish Council (HVPC)

.....
[SIGNATURE]

Date

.....
{NAME}

.....
[POSITION]