

Holme Valley Parish Council

To all Members of the Finance & Management Committee

You are hereby summoned to attend a virtual meeting of the **Finance & Management Committee** to be held on **MONDAY, 30 NOVEMBER 2020** at **7pm** via the **Zoom Teleconferencing Platform** [Launch Meeting - Zoom](#) to transact the following business -

- 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 Council, there will be an open session lasting 15 minutes, for members of the public to speak to the Council.	
2021 43	Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014 As Local (Parish & Town) Council meetings can now be recorded, the Chairman to check if anybody wishes to record the meeting, to ensure reasonable facilities can be provided. As the meeting is a virtual meeting, the Deputy Clerk/RFO will be recording the meeting	7.15 pm
2021 44	To accept apologies for absence	7.16 pm
2021 45	To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda	7.17 pm
2021 46	To consider written requests for new DPI dispensations	7.18 pm
2021 47	To consider whether items on the agenda should be discussed in private session	7.19 pm
2021 48	To confirm the Minutes of the previous Committee meeting - To note the Minutes of the Finance & Management Committee Meeting held on 12 October 2020, numbered 2021 22 to 2021 42 inclusive – previously distributed; already confirmed by Council (B)	7.20 pm
2021 49	Applications for Grant - i) To consider a grant application from Holmfirth Country Market – application enclosed – £207 towards purchase of Perspex screens to provide better protection to customers and servers under current pandemic conditions (C) - ii) To consider a grant application from Holmfirth Arts Festival – application enclosed – £2000 to support Art in the Woods project (costs re artists and project manager) (D) - iii) To consider a grant application from Holmfirth Tech – application enclosed – £1000 towards Random Acts of Kindness (RAoK) project to support lonely and isolated members of the Holme Valley community (E)	7.21 pm
2021 50	Accounts for Payment (1) To note, the Chairman of Council has not used any of her Chairman's Allowance during her term of office so far. (2) To approve the payments of the month-to-date Schedule of Accounts for November (F)	7.50 pm

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- 2021 51 Financial Statements** **7.55 pm**
- To approve accounting summaries – copies enclosed
- For October 2020 (G):
- (1) Cash Books All Accounts Receipts and Payments (to end 31 July 2020)
 - (2) Bank Reconciliation All Accounts (to end 31 July 2020)
 - (3) Year-to-date Budget Report (to end 31 July 2020)
 - (4) Cash and Investment Reconciliation (to end 31 July 2020)
 - (5) Trial Balance (to end 31 July 2020)
- 2021 52 AGAR – Completion of External Audit for Council Year 2019-20** **8.00 pm**
- To note, the auditor, PKF Littlejohn, have completed their audit of the Holme Valley Parish Council accounts for the last financial year. **(H)**
- [The Notice of Conclusion of Audit has been added as a news item to the Council website](#) as well as the Council noticeboard.
- [The external auditor’s report has been added to Accounts 2019-20](#) and those Accounts are now complete.
- 2021 53 Budget/Precept 2021-22** **8.05 pm**
RFO to report
Documents enclosed:
RFO Report on budget planning and reserves **(I)**
Holme Valley Parish Council 2020-21 Budget Year-to-Date and Projected **(J)**
Finance and Management Standing Committee Budget Planner for 2021-22 **(K)**
Tax Base Calculations for Precept Setting 2021-22 **(L)**
Holme Valley Parish Council Budget Planner for 2021-22 **(M)**
- To consider, the Finance and Management Committee budget for the year 2021-22
- To consider, Holme Valley Parish Council’s budget for the year 2021-22
- 2021 54 Statement of Intent on Training** **8.35 pm**
- To receive report of any training by Councillors and Officers since the last Finance and Management meeting, – attendees to report
- | Name | Training undertaken | Date |
|-------------|--|-------------------------------|
| Cllr Pogson | Budgeting
remote training by Parkinson Partnership through YLCA | 20 th October 2020 |
- The Deputy Clerk/RFO has registered to start the Introduction to Local Council Administration (ILCA) award.
- 2021 55 Financial Records for the website** **8.40 pm**
- To note, financial records for October 2020 have been uploaded to the Council website accessible from Quick Links.
The RFO advises that financial records for a month tend to be uploaded around the middle of the following month when bank statements have been received allowing completion of bank reconciliations.
- 2021 56 Internal Monitoring of the Council’s financial systems** **8.45 pm**

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- The Committee to consider how Cllr Colling will fulfil her monitoring of the systems of the Council using the Internal Control Checklist under current restrictions. The interim internal audit by Internal Audit Yorkshire is pending.

2021 57	Representation - To receive report (if any) of representatives to outside bodies	8.58 pm
	Close of Meeting	9.00 pm

Richard McGill

Mr Richard McGill
Responsible Finance Officer to the Council

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

Holme Valley Parish Council

MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD VIA ZOOM ON MONDAY 12th SEPTEMBER 2020

Those present:

Chairman: Cllr M Pogson

Councillors: Cllrs M Blacka, P Colling, P Davies, RP Dixon, C Greaves, R Hogley, J Sweeney.

Officer: Mr Richard McGill

Also present: Mrs E Bennett, Clerk to the Council

Welcome

Chairman, Cllr M Pogson, welcomed Committee members and members of the public to this virtual meeting of the Finance and Management Committee.

Public Question Time

Three members of the public joined the meeting. One member of the public who organised Holmfirth Film Festival spoke of a plan being proposed for all major Holmfirth festivals (including the Festival of Folk and the Arts Festival) to participate in a “Holmfirth 2021: The Year of Festivals” year-long event whereby festivals shared branding, publicity and brochures under the overarching banner. Two members of the public, - one each from Honley Cricket Club and Honley Library, - spoke in support of their bids for grants. Another member of the public who intended to speak on behalf of the Honley Community Growers application tried to join the meeting but was unable to do so owing to technical problems.

2021 22 **Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014**

The RFO/Deputy Clerk was recording the meeting in audio and video formats through the Zoom platform.

2021 23 **To accept apologies for absence**

RESOLVED: Apologies for absence were received from Cllr D Hall.
Cllr Greaves had advised he would join the meeting after an earlier meeting had finished.

2021 24 **To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda**

None were disclosed.

2021 25 **To consider written requests for new DPI dispensations**

None had been received.

2021 26 **To consider whether items on the agenda should be discussed in private session**

RESOLVED: As a matter of approved Parish Council practice, the grants applications would be discussed in private session.

2021 27 **To confirm the Minutes of the previous Committee meeting**

RESOLVED: The Minutes of the Finance & Management Committee Meeting held on 13 July 2020, numbered 2021 01 to 2021 21 inclusive – previously distributed and already confirmed by Council, - were approved.

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2021 28 Applications for Grant

i. The Committee considered a grant application from Honley Library for £1000 towards publicity, resources and workshop leaders for the Children's Book Festival.

RESOLVED: £1000 was awarded to Honley Library.

[Councillor Greaves joined the meeting during the next item.]

ii. The Committee considered a grant application for £1300 from Honley Community Growers for a community growing space towards publicity and resources. The requested amount was higher than the Committee maximum of £1000.

RESOLVED: Committee resolved that the applicant should resubmit the application, revising the amount they are applying for so it is under the £1000 limit, and confirming that they have permission to develop the land designated for the community growing space from Kirklees Council, the current owner.

iii. The Committee considered a grant application from Honley Cricket Club for £1000 towards purchase of replacement sight-screens.

RESOLVED: £200 was awarded to Honley Cricket Club.

2021 29 Accounts for Payment

NOTED: The Committee noted that the former Chairman of Council, Cllr T Bellamy, had reclaimed £460.00 of expenses in September 2020 for his time in office. The Committee noted that Cllr Bellamy intended to make donations to two local charities in October 2020 of £270.00 each from money left over in the Chairman's Allowance. These are to 1) the Full Life Church Food Bank and 2) Square Peg.

RESOLVED: The Committee approved the full Schedule of Accounts for September and October 2020, part-approved by Council already.

2021 30 Financial Statements

RESOLVED: The Committee approved the following accounting summaries

For July 2020:

- (1) Cash Books All Accounts Receipts and Payments (to end 31 July 2020)
- (2) Bank Reconciliation All Accounts (to end 31 July 2020)
- (3) Year-to-date Budget Report (to end 31 July 2020)
- (4) Cash and Investment Reconciliation (to end 31 July 2020)
- (5) Trial Balance (to end 31 July 2020)

For August 2020:

- (1) Cash Books All Accounts Receipts and Payments (to end 31 August 2020)
- (2) Bank Reconciliation All Accounts (to end 31 August 2020)
- (3) Year-to-date Budget Report (to end 31 August 2020)
- (4) Cash and Investment Reconciliation (to end 31 August 2020)
- (5) Trial Balance (to end 31 August 2020)

For September 2020:

- (1) Cash Books All Accounts Receipts and Payments (to end 30 September 2020)
- (2) Bank Reconciliation All Accounts (to end 30 September 2020)
- (3) Year-to-date Budget Report (to end 30 September 2020)
- (4) Cash and Investment Reconciliation (to end 30 September 2020)
- (5) Trial Balance (to end 30 September 2020)

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The RFO reported that, to ensure that all staffing expenditure was recorded as such as is required for audit purposes, the expenditure for the Climate Emergency Co-ordinator's Salary/tax/NI/pension was recorded against the Climate Emergency cost centre but was recorded as 4000 Salaries. This currently looks like a deficit, as a budget line was not created at the outset for Salaries under Climate Emergency, but we can do so by creating the line and viring money to it as required from the Mobilisation line towards the year end.

NOTED: The Committee noted the RFO's report.

2021 31 Budget/Precept 2021-22

NOTED: The Committee noted that Standing Committees and Members will be asked to start their budget-planning for Council year 2021-22 and that the RFO will support budget-planners.

RESOLVED:

- The RFO would circulate a calendar to all Councillors regarding the time frames for budget planning and budget approval across the remainder of the financial year.
- The RFO would prepare a report on the likely level of underspend over the full course of the current financial year.
- The RFO would prepare a report to compare the levels of expenditure over the course of each of the last three years.

2021 32 Tenancies

NOTED: The Committee noted that the Council is now receiving payments for the tenancy on the Gartside lettable space occupied by Monty's Loft.

2021 33 Bank Matters

NOTED: The Committee noted that the Clerk and Deputy Clerk/RFO will be updating bank mandates with HSBC, Handelsbanken CCLA over the next few weeks; new mandatees will be forwarded paperwork to complete.

Mandatees will be:

HSBC – Cllrs Hogley, Pogson, T Bellamy, Blacka, Brook, Carré, Colling, Davies and the RFO
Handelsbanken – Cllrs Hogley, Pogson, Brook, Blacka and the Clerk

CCLA - Cllrs Hogley, Pogson, Brook and the RFO

2021 34 Statement of Intent on Training

NOTED: Cllr Blacka reported positively on her attendance on webinar Planning training.

RESOLVED: The RFO/Deputy Clerk to prepare a list of training that has been attended by Councillors for Finance and Management meetings going forward.

2021 35 Financial Records for the website

The RFO/Deputy Clerk reported on the website. He informed the Committee that he had not updated the Council website with new financial records since moving over to the new accounts system because he was unsure whether he should replace all the prior records with the new Rialtas Omega records. The RFO/Deputy Clerk informed the Committee that updating the website with records going back to the start of the year might take him a day of work.

RESOLVED: The Committee decided that the RFO/Deputy Clerk should upload Rialtas Omega financial records for the whole financial year so that the formatting is consistent across the year.

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2021 36 Chairman's Charity Donations

The RFO/Deputy Clerk reported that he was unsure what to do with donations received for the upkeep of memorial benches.

RESOLVED: The Service Provision Committee would refer its policy to full Council for approval on this issue, and the RFO/Deputy Clerk would be led by that.

2021 37 Petty Cash

The RFO/Deputy Clerk reported that, under its latest Financial Regulations, the Parish Council had approved ending its Petty Cash system. There is £95.02 in the cash box.

RESOLVED: The Committee resolved that the £95.02 should remain in the Administration (APS) budget once deposited into the HSBC Community account.

2021 38 Holmfirth 2021: The Year of Festivals

The Committee considered plans for this holistic packaging of Holmfirth festivals under an overarching banner, branding and publicity whereby any grant applications to festivals would be split 50% to the individual groups and 50% to an overarching Year of Festivals organisation.

RESOLVED:

- The Committee agreed to offer broad support to this proposal.
- The Parish Council would ask the festivals involved to submit grant applications together to the next meeting of the Finance and Management Standing Committee, the applications reflecting the 50/50 split in the money for which applied between the named festival and the overarching Year of Festivals promotional organisation.
- The Parish Council will encourage the organisers to try and involve the Food and Drink Festival and any other multi-day festivals.
- Cllr Hogley was elected to act as liaison between the Parish Council and the organisers of the Year of Festivals.

2021 39 Grants

The Clerk reported on the recommendations from the Grants Working Party following its review of the grant awards process.

- The Clerk reported on the new Grant Application Form that was proposed to be used for all grants.

RESOLVED: The Committee approved the adoption of the new Grant Application Form with amendments that:

- applicants should submit a record of the organisation's financial reserves at the time of the application (as well as the previous financial year's records) with room for an explanation of the situation;
- there was a section included regarding how the application would help address the climate emergency.

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- The Clerk reported on the new Criteria and Guidelines for Grant Applications proposed by the Grants Working Party. Members proposed amendments to the Criteria and Guidelines:
 - Cllr Pogson proposed an amendment regarding wording of the section about addressing the climate emergency.
 - Cllr Blacka proposed an amendment to reflect that applications for grants would be permissible if the beneficiary of the grant received some educational benefit from the activity or project involved irrespective of the age of the persons involved. (The previous wording had only mentioned children.)
 - Cllr Sweeney proposed an amendment regarding the supporting records of reserves held by the organisation making the application, whereby the bank statements of the 6 months prior to the application be included.

RESOLVED: The Committee approved the new Criteria and Guidelines for Grant Applications and Cllr Pogson's, Cllr Blacka's and Cllr Sweeney's amendments thereof.

- The Clerk reported on the recommendation to adopt a process for grant applications from 2021-22 onwards whereby applications are reviewed on two designated dates across the financial year.

RESOLVED: The Committee approved the new process.

RESOLVED: *At this point Members voted to extend the running time of the meeting which had overrun.*

2021 40 Internal Monitoring of the Council's financial systems

The Committee reviewed the RFO/Deputy Clerk's draft of an Internal Control Checklist designed to monitor the financial and management practices and systems, and required by the internal audit.

RESOLVED: The Committee approved the adoption of the Internal Control Checklist.

The Committee considered the request to appoint someone to monitor the systems of the Council using the Internal Control Checklist on at least a quarterly basis.

RESOLVED: Cllr Colling was appointed to this position.

2021 41 Equipment replacement

The Committee considered the Clerk's request to replace her ageing laptop. The Clerk had been advised by an independent computing consultant of three suitable laptops; each had been priced by the RFO/Deputy Clerk at independent retail. Each was under £500.

RESOLVED: The Clerk could replace her laptop up to a price (including VAT) of £500.

2021 42 Representation

No reports were received from representatives to outside bodies.

The Clerk reported that the Council needed to amend its representatives to YLCA as this must be the Chairs of the current Council and the previous Council, that is, Councillors T Bellamy and Cllr Hogley.

RESOLVED: Members approved this change.

Cllr Pogson thanked Members and Officers for their attendance and contribution.

Close of Meeting

Holme Valley Parish Council

.....
Chairman

HOLME VALLEY PARISH COUNCIL

HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS
Tel: 01484 687460 Email: clerk@holmevalleyparishcouncil.gov.uk



GRANT APPLICATION FORM – SERVICE PROVISION COMMITTEE

Please complete this form as clearly as possible and return it to the above address.
The application form (only) will be circulated to all Members of the Service Provision Committee for consideration. The supporting documentation will be assessed by the Committee Chairman and the Clerk/Responsible Financial Officer, to ensure the application meets the Council's criteria.

Please refer to the criteria before completing this form.

*Where * please delete as appropriate.*

CONTACT DETAILS	
Name of organisation, e.g. Club, Group or Organising Group (for Event):	
HOLMFIRTH COUNTRY MARKET	
Contact person for this application:	
Mrs WS	
Position held (e.g. Chairman, Secretary or Treasurer):	
Secretary	
Correspondence address:	
3 Inkerman Court, Denby Dale, Huddersfield, HD8 8XA	
Email address:	
Telephone number:	
ABOUT YOUR ORGANISATION/GROUP	
What type of organisation/group are you?	Unregistered community group/club/society* Registered charity* or Other (please state): SOCIAL ENTERPRISE COOPERATIVE
Charity Registration No. (if applicable)	N/A
How long has the organisation/group been in existence?	21 Years
Do you have a Constitution or a set of governing rules?	Yes – additional information attached

What area does your organisation/group cover? <i>The Council can only fund grants to organisations/groups who can demonstrate direct benefit to residents of the Valley</i>	Holme Valley Other (please state):	
Describe the people you <u>mainly</u> work with:	Market members are local people. Customers who use the market are mainly local but also include visitors to the Holme Valley.	
What is the normal membership fee?	Junior:	£
	Adult:	£0.05 to join the market as a producer Free entry to customers
Does the organisation/group have a licensed bar?	No <i>If no, does it intend to have a licensed bar?</i> No	
YOUR ORGANISATION'S FINANCES		
Financial year (please state):	Please see attached details of our current financial situation	
Income	£	
Expenditure	£	
Reserves	£	
DESCRIBE THE PROJECT OR ACTIVITY THIS GRANT WOULD BE USED FOR		
As a result of requirements to operate in a Covid Safe way, Holmfirth Country Market has incurred significant costs. We have met these costs from our own resources with the exception of a £50 grant which was given to us by Country Markets Ltd, the nationwide organisation to which we belong. We would very much like to purchase Perspex screens in order to provide greater protection for the members who staff the payment and checkout area and also to further protect customers.		
Is it for a community event or festival?	No <i>If yes, please complete Section A below. Do not complete Section B below.</i>	
Is it for an item of capital expenditure or project?	Yes <i>If yes, do not complete Section A below. Go straight to section B below.</i>	
SECTION A – GRANT FUNDING FOR AN EVENT		
Please provide a detailed description of the event for which you are seeking funding. <i>Detailed projected costings must also be supplied.</i>		
What is the total cost of the event?	£	
For which element of the event is your organisation seeking funding?		
Who will benefit from this event?		

SECTION B – GRANT FUNDING FOR CAPITAL PURCHASE/PROJECT

This application must relate to a specific item of capital expenditure or project; it must not be for a regular item of maintenance or such other revenue item, e.g. ongoing expenses and staffing costs. Please provide a detailed description of the capital purchase or project for which you are seeking funding. *Detailed projected costings or quotations **must** also be supplied.*

We would like to purchase 3 x Perspex screens for our checkout area. The screens measure 100 cm x 70 cm. This will provide greater protection for both customers and members of the market who operate the checkout area.

Each screen is £69.00 and will be purchased from Amazon.

What is the total cost of the capital purchase or project?

£ 207.00

Who will benefit from this capital purchase or project?

Members/Producers of the Market who work in this area.
All customers of the market when they are paying for their goods.

**SECTION C – GENERAL
TO BE COMPLETED BY ALL APPLICANTS**

Amount for which the organisation or group is seeking grant aid from the Parish Council (max. £1,000):

£ 207.00

How much does the organisation or group expect to raise by its own efforts and how?

We have raised producer commission to 8% to provide an increase in our finances.
Prior to Covid, we operated a cafe and the takings from this would pay our rent and accumulate to enable us to buy any items we may need. We are currently unable to operate the cafe.

How will the rest of the cost be financed?

Should the full amount not be awarded we will meet any shortfall from our own finances or seek a cheaper option.
Please see detailed financial document provided.

What other organisations may use the organisation or group's facilities?

We do not have any fixed facilities. We rent the Methodist Church Hall every Saturday morning.

What other organisations will benefit from this event, project or scheme?

All customers and producers attending the market will benefit from the extra safety these Perspex screens will provide.

What facilities have been provided or improved as a result of the organisation or group's own efforts?

We have purchased shopping baskets for customer use, face masks, sanitiser, produced essential signage and altered our way of operating to comply with Covid Safe regulations. In addition we have closed our cafe which, when in operation, would have provided us with funds to pay for the rent of the hall. We are currently funding the rent from our own resources. The closure of the cafe and reorganisation of stalls has enabled social distancing. We also have a limit on customer numbers entering the hall. (Risk assessment attached.

<p>Has the organisation or group previously applied for a grant from this Parish Council?</p>	<p>No <i>If yes, please give brief details and the date of any grant received:</i></p>
<p>Has the organisation or group made any grant application to any other Authority or grant making body for funding support for this event, project or scheme?</p>	<p>Yes <i>If yes, please provide name of the Authority/funding organisation:</i> We have received £50 from Country Markets Ltd which was put towards our initial reopening costs following lockdown. <i>Date(s) of application(s):</i> July 2020 <i>If result of application(s) known, amount of grant(s) received:</i> £50.00</p>
<p>PAYEE DETAILS FOR ANY FUNDING AWARD <i>All grant funding will be paid by cheque</i></p>	
<p>Name of payee organisation as it appears on bank account:</p>	
<p>Holmfirth Country Market</p>	
<p>If there is any other information which you consider to be relevant to your application, please provide details below or on a separate sheet.</p>	
<p>Holmfirth Country Market has been selling homemade baked goods, preserves, home-grown fruit and vegetables, plants and unique handmade crafts for over 21 years. We also sell local honey, local free range eggs, local meat and home-made bread.</p> <p>The market is held weekly on a Saturday morning in the Methodist Church Hall. When the market was originally set up in 1999, Saturday was chosen to coincide with the local market which was then, very popular and brought many people into Holmfirth. Saturday is still 'Market Day' in Holmfirth and our Market remains a highlight for many people. We pride ourselves on the quality of our produce and the friendly, personal service we offer. We firmly believe that is why we remain consistently popular within the community.</p> <p>Our Producers are all local people. Our customers are local too but the Market also brings in people from beyond the immediate area. These customers then stay and spend time in Holmfirth, visiting other local shops, businesses and the wider area. In addition to being a source of wonderful home made products, the market has become a focal point in the week for many people to meet friends and socialise in our friendly cafe. This is a hugely important part of what we offer the community. For some of our more elderly, lonely, or isolated customers, the market is the highlight of their week. This is true also for a lot of our members, many of whom are retired. Producing for and attending the weekly market provides a vital opportunity to socialise with others and to have a purpose to their week. We also have several members who act as volunteer helpers, primarily as an opportunity to socialise and/or to meet new people if they have relocated</p>	

to the area.

In order to reopen and provide a 'Covid safe' environment, we have had to adapt and change how we operate. The market now has a one-way system, limits on customer numbers in the hall and a limited number of producers in attendance. We have changed the room layout and invested in face coverings, appropriate signage, shopping baskets for customers and a card reader. We also decided to reopen without the cafe. This is a huge disappointment both to us and our customers. We took this decision in collaboration with the Holmfirth Church management but also felt it was the right thing to do to ensure the safety of producers, our customers and Church members. Unfortunately the income from the cafe enables us to pay the rent for the venue. Without this income and despite the very generous temporary reduction in rent we have been granted, we are making significant losses. Our additional costs for PPE related items are currently in excess of £125. In the next phase of our reopening, we will need to spend more on other items to ensure we continue to comply with Covid Safe procedures. As we are a non-profit making organisation, we do not carry a large bank balance so do not have reserves to tide us over. We have taken steps ourselves e.g., increasing the commission taken from producers to help with additional costs. Despite this it may be that we can only carry on operating for a limited time. Our customer numbers and takings are increasing as the weeks go by but both are significantly below what we would usually expect. A significant number of our customers, being in the vulnerable category have yet to return and many come to the Market primarily, as they can rest at the cafe as part of their morning shopping so currently they are not coming to us at all. Reopening the cafe would (when this is allowed) hopefully bring back more customers. However, due to the requirements for social distancing, we would not be able to seat as many people as we would normally accommodate. This would further restrict our income. Going forward we know we will need to make further purchases. We will require Perspex screens to protect our Cashier station. We have priced up some free standing screens which are approximately £69 each. Three of these would be required to adequately cover the exposed space. In addition, in view of changes to how the cafe would operate, (as and when we can reopen this safely) we will also need to invest in printed menus, disposable PPE to ensure enhanced hygiene precautions (aprons approximately £10 for 100) and items to facilitate the gathering of customer information for Track and Trace, e.g., note books.

Any grant offered would enable us to make some of the above purchases and to enable the market to continue in operation in these uncertain times.

DECLARATION

This declaration must be signed by an authorised person within the organisation or group, e.g. Committee Member, Office Holder or Trustee.

- 1. I am authorised to make the application on behalf of the above organisation.**
- 2. I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded by the Council.**
- 3. I certify that the information contained in this application is correct.**
- 4. If the information in the application changes in any way, I will inform the Council.**
- 5. I give permission for the Council to record the details of my organisation electronically and to contact my organisation by phone, mail or email regarding this application.**
- 6. If the application is successful, I give permission for the Council to publicise the project/activity in the local media and on its website.**
- 7. I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within TWO MONTHS OF COMPLETION.**

Signed

Date

17.10.2020

CHECKLIST

Please enclose the following with your application. We will only process your application when we have received them.

	Please Tick
Signed application form, with every question answered	√
Latest audited annual accounts <i>As we are not a business, we do not have audited accounts. I have submitted bank statements and financial breakdowns for the 3 months since we have been reopen (following our shutdown due to national lockdown). Our financial year starts in March.</i>	√ - information
Constitution or set of rules (if not applicable please state so)	√
Copy of bank statements for past six months <i>I have included 3 months of statements. Our financial year starts in March but we have been shutdown from then until the middle of July this year due to national lockdown requirements.</i>	√
Copies of written estimates/quotations for equipment/capital items <i>A copy of the item which we intend to source via Amazon.</i>	√
If possible, please email a copy of the grant application (only) to the Clerk (clerk@holmevalleyparishcouncil.gov.uk).	√

Please send completed application form (with all supporting documentation) to:

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

If you have any queries, please contact the Clerk on:

Tel: 01484 687460 (Tuesdays/Thursdays 10am to 3pm – please leave a message if outside office hours) – any response will be made as soon as feasible
Email: clerk@holmevalleyparishcouncil.gov.uk

You are advised to keep a copy of this application for your own records.

For internal admin use only:

Date application received:	18.10.2020
Application reference no:	
Application meets criteria:	Yes/ No [‡] If no, give reasons:
Meeting Date/Minute No.	Finance and Management 30/11/2020
Date applicant notified of outcome:	

1984 Food Act section 60 Markets

HOLME VALLEY PARISH COUNCIL

HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS
Tel: 01484 687460 Email: clerk@holmevalleyparishcouncil.gov.uk



Please complete this form as clearly as possible and return it to the clerk by email or by post to the above address.

From April 2021 there will be two dates in the Council Year on which grants are considered. Your application needs to be submitted by the last day of August to be considered in September or by the last day of January to be considered in February.

CONTACT DETAILS	
Name of organisation	Holmfirth Arts Festival
Contact person for this application:	Bev Adams
Position e.g. Chair, Secretary, Treasurer:	Festival Director
Correspondence address:	c/o Fair Trader, 34 Huddersfield Road, Holmfirth, HD9 2JS
Email address:	
Telephone numbers:	

TYPE OF COMMUNITY GRANT APPLIED FOR

If you are unsure, please tick any that might apply, and our clerk will consider which Committee the application should be considered by.

Community Assets

Community Services

Community Events or Projects

What will your grant pay for? Towards the costs of creating and installing Art in the

ABOUT YOUR GROUP	
What type of group are you?	<ul style="list-style-type: none"> • Unregistered community group • Registered charity ✓ • Other (please state):
Charity registration no. (if applicable)	1141623
When did the group start?	Formed in 2007 (incorporated in March 2020)
Do you have a constitution or a set of governing rules?	Yes ✓ / No <i>If yes, please provide copy with this application</i> <i>If no, please explain your management structure on a separate sheet.</i> Attached
What area does your group cover? <i>The Council can only fund grants to groups which directly benefit residents of the Holme Valley</i>	Residents of the Holme Valley.
Describe the people you <u>mainly</u> work with:	<ul style="list-style-type: none"> • Children under 16 ✓ • Young people under 25 • Older people over 60 • People with disabilities • People of minority ethnic origin • Other groups (please state): <p>Mainly children (but not exclusively) will participate in creating Art in the Woods. Visitors to the trail will be families of all ages.</p>
How many people are involved in running your group?	Paid staff: 2 FTE freelance staff
	Volunteers, including Committee members: 20

FINANCES	
Financial year	Ending Sept 2020 (draft accounts)
Income	£59,194
Expenditure	£45,363
Reserves	£5,703
Please describe your current financial reserves and account for expected expenditure from these.	Unrestricted – to continue fundraising efforts until funding is secured for 2021 festival and as contingency to support further adjustments to the programme due to Covid in 2021.
Has the group previously received a grant from the Parish Council?	<p>Yes✓/ No</p> <p><i>If 'Yes' please give the date and brief details of any grants received in the last five years.</i></p> <p>2020 £1000 towards the infrastructure costs of an online, live streamed Festival (adapted from infrastructure costs for the parade which could not go ahead due to Covid.)</p> <p>2019 £500</p> <p>2018 £500</p>

YOUR PROJECT			
How much money are you requesting from the Parish Council?		£2,000	
Project start date:	1 March 2021	Project end date:	30 September 2021
<p>Please describe what you want to do with the money. Use no more than 500 words. Please answer the following questions in your answer:</p> <p>Holmfirth Arts Festival is seeking £2,000 towards our Art in the Woods project - a community co-created art trail made from recycled materials in Holme Styes Woods during the Festival which will take place between 12-14 June 2021 (Covid permitting), or alternatively between 17-19 September, should we need to postpone the Festival in June. Art in the Woods will be Covid secure. We can issue free tickets to keep track of numbers, manage audience in “bubbles” and arrange signage and stewarding to remind people about social distancing.</p> <p>We will work in PARTNERSHIP with the owner of the woods Tim Kirk, local forest school practitioner, Sarah Branson, local artists and schools/community groups in the Holme Valley.</p>			

The project will BENEFIT at least 10 local artists and 10 schools/community groups in the Holme Valley. Schools and community groups will be matched with local artists so they can work together to create new artworks from recycled materials for installation into the woods for the Art in the Woods event.

The NEED for healthy, outdoor, fun and inspirational family activity has never been greater and Art in the Woods proved very popular when we last produced it in 2016. Our local research mirrors wider documentation of 'Nature Deficit Disorder' which describes human alienation from nature causing, attention difficulties, higher rates of obesity, physical and emotional illnesses.

The National Trust's "Natural Childhood" report (2012) says:" Our nation's children are missing out on the pure joy of connection with each other and their families in the natural world; and as a result, exhibiting a growing inability to assess risks to themselves/others and a lack of understanding of the importance of nature to human society in adulthood."

This project meets Holmfirth Arts Festival's objective of celebrating Creativity in the Landscape and promoting environmental awareness in line with HVPC's Climate Change Action Plan.

The Festival INVOLVES THE FOLLOWING NUMBERS OF PEOPLE IN OUR ACTIVITIES EACH YEAR?

2019 (Live Event) 4,500 audience 900 participants 162 artists

2020 (Online Event) 3,489 live audience (installations and pre-festival supporters' events), 47,935 online interactions, 87 artists.

In 2016, Art in the Woods attracted 2,666 over 10 days.

We will measure our SUCCESS by asking our audience/participants if the project:

- Provided a fun healthy activity for children and families and if so how?
- Introduced them to a new part of the Holme Valley landscape?
- Made them think about environmental issues. If so what?

We will record the numbers of attendees at the Art in the Woods event and collect feedback from schools/community groups, artists and audience about what they enjoyed and learned during the event. Each year we employ an independent administrator to undertake our evaluation and draw up an impact report. Our end of project report to Holme Valley Parish will include images, statistics and comments from our audience/participants.

PROJECT BUDGET		
Item	Total cost	Requested from the Parish Council
Cost of 10 artists to work with 10 schools and community groups at £450/group	£4,500	£2,000
Cost of project manager 10 days at £150/day	£1,500	£0

TOTALS	£6,000	£2,000
---------------	---------------	---------------

OTHER FUNDING	
----------------------	--

Has the group applied elsewhere for other grants to fund this project?

Yes ✓ / No

If yes, please give details below. Include date of application, amount requested and the outcome (if known).

On 17th November 2020, Longley Farm agreed sponsorship of £4,000 to support Art and Abaht our community engagement programme for the 2021 Festival which includes Parade, Carbon Capture Sculpture in the Community and Art in the Woods. £2,000 of their funding can be put towards Art in the Woods

We are also one of the Co-Operative's Good Causes – confirmed 1 November 2020 which should provide between £3,500 and £5,000 in funding of which we can use a further £2,000 towards this project.

Other sources of funding for this project, e.g. donations, reserves, fund raising. Please list, with amounts.

The budget for the entire Festival for 2021 is £72,852 and our fundraising campaign for the 2021 Festival, in addition to the above, includes Arts Council England, National Lottery Heritage Fund, Bright Green Community Trust, Kirklees Ward Councillors, Supporters Fundraising events and a number of smaller local trusts and foundations.

Should a lack of funds prevent the greater Festival taking place, Art in the Woods could still happen as a standalone event, thus minimising the risk to HVPC funding.

BANK ACCOUNT DETAILS	
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Account name	Holmfirth Art and Music Ltd
Sort code	
Account number	

Declaration

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

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

Name: Bev Adams

Signature:

Date: 23 November 2021

Name of Organisation	
CHECKLIST	
Please enclose the following with your application	
	Please Tick
Signed application form, with every question answered	✓
Have you addressed sustainability issues? See the criteria on the council website (section 1.8).	✓
Last three years audited annual accounts (if available)	✓
Constitution or set of rules (if not applicable please state so)	✓
Copy of bank statements for past six months	✓
Copies of written estimates/quotations for capital purchases?	n/a
For projects or items over £5000 have you completed a Business Plan or for grants over £2.000 have you provided a forward plan of activities for the next year ?	n/a
If possible, please email a copy of the grant application to the Clerk (clerk@holmevalleyparishcouncil.gov.uk). With the Application in WORD not PDF.	✓
and send completed application form (with all supporting documentation) to: Holme Valley Parish Council, Holmfirth Civic Hall, Huddersfield Road Holmfirth, HD9 3AS	
If you have any queries, please contact the Clerk - Tel: 01484 687460 Email: clerk@holmevalleyparishcouncil.gov.uk	
<i>You are advised to keep a copy of this application for your own records.</i>	
For internal admin use only:	
Date application received:	20 November 2020
Application meets criteria:	Yes/ No *
Meeting Date/Minute No.	Finance and Management Committee 30 November 2020
Grant approved . Yes/No	
Legislation under which grant is made.	Local Government Act 1972 Section 145
Date applicant notified of outcome:	

HOLME VALLEY PARISH COUNCIL



HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS
Tel: 01484 687460 Email: clerk@holmevalleyparishcouncil.gov.uk

Please complete this form as clearly as possible and return it to the clerk by email or by post to the above address.

From April 2021 there will be two dates in the Council Year on which grants are considered. Your application needs to be submitted by the last day of August to be considered in September or by the last day of January to be considered in February.

CONTACT DETAILS	
Name of organisation	
Holmfirth Tech Ltd	
Contact person for this application:	
Sarah Broxton	
Position e.g. Chair, Secretary, Treasurer:	
Manager	
Correspondence address:	
Email address:	
Centre.manager@holmfirhtech.co.uk	
Telephone numbers:	
01484 686305	

TYPE OF COMMUNITY GRANT APPLIED FOR

If you are unsure, please tick any that might apply, and our clerk will consider which Committee the application should be considered by.

Community Assets

Community Services

Community Events or Projects

<p>What will your grant pay for?</p> <ul style="list-style-type: none"> • Marketing/Comms/Promotion • Art materials for primary schools • Packaging • Volunteer expenses • Logistics
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ABOUT YOUR GROUP	
What type of group are you?	<ul style="list-style-type: none"> • Unregistered community group • Registered charity • Other (please state): Community Benefit Society (exempt charity)
Charity registration no. (if applicable)	7739
When did the group start?	March 2018
Do you have a constitution or a set of governing rules?	<p>Yes <i>If yes, please provide copy with this application</i> <i>If no, please explain your management structure on a separate sheet.</i></p> <p>Rules attached</p>
What area does your group cover? <i>The Council can only fund grants to groups which directly benefit residents of the Holme Valley</i>	Holme Valley residents
Describe the people you <u>mainly</u> work with:	Our target group are socially isolated, lonely people and carers. Irrespective of age.
How many people are involved in running your group?	Paid staff: 2 – Manager and Admin Assistant
	Volunteers, including Committee members: 5 Directors of HTL, 300+ volunteers on our books

FINANCES	
Financial year	2019-20

Income	£84,000
Expenditure	£67,000
Reserves	£49,000
Please describe your current financial reserves and account for expected expenditure from these.	The vast majority of our income for 2020-21 has been decimated due to the pandemic. Our reserves need to be focussed on maintaining our building in order to make sure it is fit for purpose and safe for our users. £107,500 is still owed to Kirklees College for purchase of The Tech. We anticipate that our income for this financial period will generate a surplus of £5,000
Has the group previously received a grant from the Parish Council?	Yes £25,000 which contributed to the deposit and first payment to Kirklees College.

YOUR PROJECT			
How much money are you requesting from the Parish Council?		£1000	
Project start date:	23/11/20	Project end date:	06/01/21
<p>The Random Acts of Kindness (RAoK) project is a community-based initiative to support lonely and socially isolated members of the Holme Valley. We would like support from HV Parish Council to fund a 'giving' project over the Christmas period. Based on 'random acts of kindness' to people in our community who need it most in order to create a sense of belonging, increase community capacity, and reduce loneliness and isolation.</p> <p>We will ask residents to donate 'gifts', which can be tangible: Christmas food items, craft and knitted items, cosmetics, shop bought gifts; or service/time related, e.g. reading a story, being a pen friend or phone buddy, offering DIY, gardening or technical skills.</p> <p>Details of our grant request are detailed in the Project Budget section.</p> <p>Anyone involved in the project will benefit::</p> <ul style="list-style-type: none"> • Recipients – will know that they've been thought of. There's potential for a two-way relationship, as they will invited to donate or make gifts too. This reciprocal arrangement sets the project on an equitable basis where everyone can be involved. • Gift providers – will know that a member of the local community will benefit from their contribution. The act of giving supports the wellbeing of both partners. Given the longevity of the C19 crisis, people can feel a lack of control. This 			

initiative provides the opportunity to make a difference in a small way.

- Volunteers – will know that their actions and involvement have made a collective difference to the Holme Valley community. There is a real opportunity to strengthen community capacity and resilience:
 - Creating personal connections to strengthen community spirit
 - Development of a larger volunteer base, willing to support future community initiatives
- The school community – we are working with local primary schools to create handmade Christmas cards as part of the offer. This encourages our young people to consider the needs of others in the place they live – planting an early seed.

This project will be implemented as a pilot scheme over Christmas 2020, with the potential to be scaled and run out longer term, still under the ‘Random Acts of Kindness’ umbrella.

We have strong links with the following groups and organisations:

- District ward, local parish councillors and KMC teams
- Local surgeries, pharmacies, patient groups and social prescribing link worker
- Holmfirth foodbanks
- Mutual Aid Groups

By working collaboratively with the above we are confident that there is a need for this type of project. With respect to RAoK specifically, we have also been in contact with:

- Holmfirth Co-op – We’re discussing opportunities to promote the project as well as use of the Co-op as a collecting/drop off point
- Local primary schools – Through our work with the HVS Hardship Fund we have good connections with schools. We want to be able to introduce an inter-generational perspective to this initiative.

In our role as Community Anchor we have first-hand experience of the needs of our community. We are the first point of contact for C19 referrals from Kirklees Council, worked closely with HVCMA to support local residents and we also administer the HVS Hardship fund.

As the pandemic has progressed there has been a shift in the nature of requests from those in need – away from immediate needs, e.g. shopping/prescriptions to issues relating to mental health, social isolation and loneliness. Evidenced in latest data (2017) from the [Joint Strategic Needs Assessment for Kirklees Rural](#) (KR):

- KR has an older population profile than other parts of Kirklees. The number of people aged 65 and over has increased by 42% in the last 10 years.
- Half of the people in this group report feeling lonely at least some of the time

We will demonstrate success of the project using the following measures:

- Number of residents receiving ‘gifts’
- Number of volunteers supporting us
- Case studies from all involved

PROJECT BUDGET		
Item	Total cost	Requested from the Parish Council
	£	£
Branding, marketing and promotional materials ¹	£ 335.00	£ 335.00
School art materials (to make Christmas cards)	£ 108.75	£ 108.75
Packaging (Paper bags / wrapping paper)	£ 100.00	£ 100.00
Top-up gifts	£ 50.00	£ 50.00
Volunteer expenses (travel expenses when collecting / delivering)	£ 100.00	£ 100.00
Room hire (Storage and use of The Tech as the hub for gathering, packing and distributing gifts) See table below of room hire break down costs	£ 1531.25	£ 306.25 (20% of Full Cost)
TOTALS	£ 2,225.00	£ 1,000.00

¹ We will endeavour to source materials for the project which are from environmentally sustainable sources wherever possible

Room Hire Cost Breakdown

The majority of Holmfirth Tech's income is totally reliant on the rate we charge for room hire. This income stream has been decimated as a result of the ongoing C19 situation.

As the Tech will be a pivotal resource and hub for the project – the physical space required to coordinate activities and volunteers – we have requested a contribution to our ongoing costs to support the project. This is based on the following calculations:

Project Start Date: 24/11/20

Project End Date: 08/01/21

7 weeks in total

Room	Hourly Rate	Hours per week	Number of Weeks	Total
Café	£ 16.25	7	7	£ 796.25
Exhibition Space	£ 15.00	7	7	£ 735.00
Total Room Hire Cost				£ 1531.25

We are requesting that 20% of our costs are covered to support the project. The Tech will provide the remaining 80% (£1225.00) in kind.

OTHER FUNDING

Has the group applied elsewhere for other grants to fund this project?

Other sources of funding for this project:

We are working with the Co-op on an application for a grant of £250. This will be used to buy products to be included in our packs. We are awaiting the outcome of this application.

We will be encouraging all members of our community to contribute. The Tech has banking facilities to accept financial donations and this will be included in our marketing material.

Other than the good will of our community there are no other sources of funding.

BANK ACCOUNT DETAILS

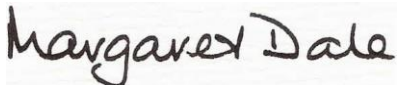
Account name	Holmfirth Tech Ltd
Sort code	53 61 07
Account number	70492646

Declaration

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

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

Name: Margaret Dale

Signature: 

Date: 20 November 2020

Name of Organisation	
CHECKLIST	
Please enclose the following with your application	
	Please Tick
Signed application form, with every question answered	X
Have you addressed sustainability issues? See the criteria on the council website (section 1.8).	X
Last three years audited annual accounts (if available)	
Constitution or set of rules (if not applicable please state so)	
Copy of bank statements for past six months	
Copies of written estimates/quotations for capital purchases?	NA
For projects or items over £5000 have you completed a Business Plan or for grants over £2.000 have you provided a forward plan of activities for the next year ?	NA
If possible, please email a copy of the grant application to the Clerk (clerk@holmevalleyparishcouncil.gov.uk). With the Application in WORD not PDF.	
and send completed application form (with all supporting documentation) to: Holme Valley Parish Council, Holmfirth Civic Hall, Huddersfield Road Holmfirth, HD9 3AS	
If you have any queries, please contact the Clerk - Tel: 01484 687460 Email: clerk@holmevalleyparishcouncil.gov.uk	
<i>You are advised to keep a copy of this application for your own records.</i>	
For internal admin use only:	
Date application received:	20 November 2020
Application meets criteria:	Yes/
Meeting Date/Minute No.	Finance and Management Committee 30 November 2020
Grant approved . Yes/No	
Legislation under which grant is made.	Section 137 Local Government Act 1972
Date applicant notified of outcome:	

Holme Valley Parish Council Cash Book 2020-21

HSBC Community Current Account

Schedule of Payments MTD November 2020:

HVPC REF	Payment Date	Payment method	Check v statement	Paid	Supplier	Inv date	Inv number	Services	Net	Vat	Gross	Authorisation to Pay Minute
		BACS	<input type="checkbox"/>		Keith Fermor			Work on Asset Register Map including photographs	£400.00	£0.00	£400.00	Council 2021 126
		BACS	<input type="checkbox"/>		Oates Hanson	09/07/2020	16855	Solicitor Fees - Lease of Garside Building	£751.00	£149.00	£900.00	Council 2021 126
		BACS	<input type="checkbox"/>		Viking	14/10/2020	162796	Ink cartridges, envelopes, paper	£72.01	£8.93	£80.94	Council 2021 126
		BACS	<input type="checkbox"/>		MIW Water Cooler Experts			Bottle Decal Custom Branded - for Water Bottle Fill Station	£129.00	£25.80	£154.80	Council 2021 126
		BACS	<input type="checkbox"/>		JRB Enterprises	08/10/2020	21721	Poo Bag Dispenser	£611.50	£122.30	£733.80	Council 2021 126
		BACS	<input type="checkbox"/>		Rialtas			Signing up for Making Tax Digital	£59.00	£11.80	£70.80	Council 2021 126
		BACS	<input type="checkbox"/>		YLCA			Budgeting training - Cllr 20	£30.00	£0.00	£30.00	Council 2021 126
		BACS	<input type="checkbox"/>		Document Logic			Photocopying	£54.12	£10.83	£64.95	Council 2021 126
		BACS	<input type="checkbox"/>		Staff 03			Expenses	£86.93	£0.00	£86.93	
		BACS	<input type="checkbox"/>		Staff 03			Reimbursement for GoDaddy 1 month	£14.99	£0.00	£14.99	
		BACS	<input type="checkbox"/>		Worthington Brown			Water Fountain Facts Sign Design and Artwork	£330.00	£66.00	£396.00	
		BACS	<input type="checkbox"/>		Worthington Brown			Water Fountain Decal Artwork	£55.00	£11.00	£66.00	
		BACS	<input type="checkbox"/>		PKF Littlejohn			External Audit Fees	£600.00	£120.00	£720.00	
		BACS	<input type="checkbox"/>		Holme Start Computers			Laptop troubleshooting	£40.00	£0.00	£40.00	
		BACS	<input type="checkbox"/>		Npower			Electricity Holmfirth Toilets	£190.62	£9.53	£200.15	
		BACS	<input type="checkbox"/>		YLCA			Budgeting training - Cllr 18	£30.00	£0.00	£30.00	Council 2021 126
		BACS	<input type="checkbox"/>		Staff 02	27/10/2020	INV48824886	Reimbursement for Zoom subscription	£11.99	£2.40	£14.39	Council 2021 126
		DD	<input type="checkbox"/>		Information Commissioners Office		Z5094963	Data Protection renewal fee	£35.00	£0.00	£35.00	Council 2021 126
		SO	<input type="checkbox"/>		WYYPF			Pensions	£606.72	£0.00	£606.72	
		SO	<input type="checkbox"/>		Staff 02			Salary - October	£1,213.45	£0.00	£1,213.45	
		SO	<input type="checkbox"/>		Staff 01			Salary - October	£1,508.80	£0.00	£1,508.80	
		SO	<input type="checkbox"/>		HMRC			PAYE Tax and NI contributions	£1,098.15	£0.00	£1,098.15	
		SO	<input type="checkbox"/>		Staff 03			Salary - October	£917.04	£0.00	£917.04	
		BACS	<input type="checkbox"/>		Honley Library			Grant: towards Children's Book Festival	£1,000.00	£0.00	£1,000.00	Council 2021 126
		BACS	<input type="checkbox"/>		Honley Cricket Club			Grant: towards sight screen	£200.00	£0.00	£200.00	Council 2021 126
		BACS	<input type="checkbox"/>		Maintenance Contractor			Expenses October - toilets	£169.47	£20.70	£190.17	
		BACS	<input type="checkbox"/>		Maintenance Contractor		078	Maintenance - i) benches/shelters; ii) toilets; iii) phone boxes; iv) Climate Emergency	£2,178.93	£0.00	£2,178.93	
		BACS	<input type="checkbox"/>		WYCA			Payment re Holme Valley Minibus Service	£2,416.28	£0.00	£2,416.28	
		BACS	<input type="checkbox"/>		Printpod			Printing of information board for the water fountain	£49.50	£9.90	£59.40	
		DD	<input type="checkbox"/>		Plusnet			Internet and telephone	£23.50	£4.70	£28.20	
									£14,883.00	£572.89	£15,455.89	

**Bank Reconciliation Statement as at 31/10/2020
for Cashbook 1 - HSBC Current A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current A/C	31/10/2020		74,025.47
			<hr/> 74,025.47
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			74,025.47
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			74,025.47
		Balance per Cash Book is :-	74,025.47
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/10/2020
for Cashbook 2 - Money Manager - HSBC**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC - Money Manager	31/10/2020		55,679.13
			<hr/> 55,679.13
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			55,679.13
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			55,679.13
		Balance per Cash Book is :-	55,679.13
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/10/2020
for Cashbook 3 - Notice Deposit-Handelsbanken**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Notice Deposit - Handelsbanken	31/10/2020		0.00
			<hr/> 0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/10/2020
for Cashbook 4 - Current Account-Handelsbanken**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken Current A/C	30/10/2020		85,083.96
			<hr/> 85,083.96
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			85,083.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			85,083.96
		Balance per Cash Book is :-	85,083.96
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/10/2020
for Cashbook 5 - CCLA Deposit Fund**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Deposit Fund	31/10/2020		75,000.00
			<hr/> 75,000.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			75,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			75,000.00
		Balance per Cash Book is :-	75,000.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/10/2020
for Cashbook 6 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/10/2020		95.02
			<hr/> 95.02
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			95.02
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			95.02
		Balance per Cash Book is :-	95.02
		Difference is :-	0.00

Time: 10:08

Bank Reconciliation up to 31/10/2020 for Cashbook No 1 - HSBC Current A/C

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/05/2020	Precept 1		139,119.00	139,119.00		R <input type="checkbox"/>	Receipt(s) Banked
04/05/2020	2021/01/04		24.11	24.11		R <input type="checkbox"/>	Receipt(s) Banked
19/05/2020	2021/02/01	445.16		445.16		R <input type="checkbox"/>	West Yorkshire Pension Fund
19/05/2020	2021/02/02	1,446.26		1,446.26		R <input type="checkbox"/>	Salaries Staff
19/05/2020	2021/02/03	1,122.12		1,122.12		R <input type="checkbox"/>	Salaries Staff
19/05/2020	2021/02/04	927.73		927.73		R <input type="checkbox"/>	HMRC
21/05/2020	2021/02/05	28.20		28.20		R <input type="checkbox"/>	Plusnet
29/05/2020	2021/02/16	2,000.00		2,000.00		R <input type="checkbox"/>	Holmfirth Tech
01/06/2020	2020/02/01		440.00	440.00		R <input type="checkbox"/>	Receipt(s) Banked
02/06/2020	2021/02/02		21.56	21.56		R <input type="checkbox"/>	Receipt(s) Banked
03/06/2020	2021/02/06	300.00		300.00		R <input type="checkbox"/>	Barnsley Chronicle
03/06/2020	2021/02/07	30.00		30.00		R <input type="checkbox"/>	Document Logic
03/06/2020	2021/02/08	30.00		30.00		R <input type="checkbox"/>	Document Logic
03/06/2020	2021/02/09	1,764.00		1,764.00		R <input type="checkbox"/>	Kirkwells Ltd
03/06/2020	2021/02/10	324.00		324.00		R <input type="checkbox"/>	Vision ICT
03/06/2020	2021/02/11	15.00		15.00		R <input type="checkbox"/>	YLCA
03/06/2020	2021/02/12	15.00		15.00		R <input type="checkbox"/>	YLCA
03/06/2020	2021/02/13	2,271.00		2,271.00		R <input type="checkbox"/>	YLCA
03/06/2020	2021/02/14	14.39		14.39		R <input type="checkbox"/>	Staff 02
05/06/2020	2021/02/15	274.25		274.25		R <input type="checkbox"/>	HMRC
05/06/2020	2021/02/03		26.33	26.33		R <input type="checkbox"/>	Receipt(s) Banked
08/06/2020	2021/03/01		172.00	172.00		R <input type="checkbox"/>	Receipt(s) Banked
10/06/2020	2021/03/02		2,218.44	2,218.44		R <input type="checkbox"/>	Receipt(s) Banked
12/06/2020	2021/03/27	25.00		25.00		R <input type="checkbox"/>	Handelsbanken
12/06/2020	2021/03/27		25.00	25.00		R <input type="checkbox"/>	Receipt(s) Banked
17/06/2020	2021/03/07	445.16		445.16		R <input type="checkbox"/>	West Yorkshire Pension Fund
17/06/2020	2021/03/08	1,446.26		1,446.26		R <input type="checkbox"/>	Salaries Staff
17/06/2020	2021/03/09	1,122.12		1,122.12		R <input type="checkbox"/>	Salaries Staff
17/06/2020	2021/03/10	927.73		927.73		R <input type="checkbox"/>	HMRC
29/06/2020	2021/03/18	29.53		29.53		R <input type="checkbox"/>	Plusnet
29/06/2020	2021/03/26	30.00		30.00		R <input type="checkbox"/>	HCHCT
29/06/2020	2021/03/26	-30.00		-30.00		R <input type="checkbox"/>	HCHCT
30/06/2020	2021/03/01	18.75		18.75		R <input type="checkbox"/>	YLCA
30/06/2020	2021/03/02	15.00		15.00		R <input type="checkbox"/>	YLCA
30/06/2020	2021/03/03	141.59		141.59		R <input type="checkbox"/>	Grenke
30/06/2020	2021/03/06	1,025.62		1,025.62		R <input type="checkbox"/>	Maintenance Contractor
30/06/2020	2021/03/05	86.10		86.10		R <input type="checkbox"/>	Maintenance Contractor
30/06/2020	2021/03/04	237.05		237.05		R <input type="checkbox"/>	Viking
30/06/2020	2021/03/11	68.74		68.74		R <input type="checkbox"/>	npower
30/06/2020	2021/03/12	125.55		125.55		R <input type="checkbox"/>	npower
30/06/2020	2021/03/14	170.00		170.00		R <input type="checkbox"/>	YLCA
30/06/2020	2021/03/13	15.00		15.00		R <input type="checkbox"/>	YLCA
02/07/2020	2021/03/02		18.59	18.59		R <input type="checkbox"/>	Receipt(s) Banked
09/07/2020	2021/03/15	249.60		249.60		R <input type="checkbox"/>	Principal Hygiene
09/07/2020	2021/03/16	49.99		49.99		R <input type="checkbox"/>	Staff 01
09/07/2020	2021/03/17	14.39		14.39		R <input type="checkbox"/>	Staff 02
09/07/2020	2021/03/26	30.00		30.00		R <input type="checkbox"/>	HCHCT
15/07/2020	2021/04/03	445.16		445.16		R <input type="checkbox"/>	West Yorkshire Pension Fund

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Bank Reconciliation up to 31/10/2020 for Cashbook No 1 - HSBC Current A/C

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
15/07/2020	2021/04/05	1,122.12		1,122.12		R <input type="checkbox"/>	Salaries Staff
15/07/2020	2021/04/04	1,446.26		1,446.26		R <input type="checkbox"/>	Salaries Staff
15/07/2020	2021/04/06	927.73		927.73		R <input type="checkbox"/>	HMRC
16/07/2020	2021/04/01		300.00	300.00		R <input type="checkbox"/>	Receipt(s) Banked
17/07/2020	2021/04/02		598.81	598.81		R <input type="checkbox"/>	Receipt(s) Banked
21/07/2020	2021/04/02	83.36		83.36		R <input type="checkbox"/>	Document Logic
21/07/2020	2021/03/25	1,000.00		1,000.00		R <input type="checkbox"/>	HCHCT
21/07/2020	2021/03/19	5,000.00		5,000.00		R <input type="checkbox"/>	Holmfirth Bowling Club
21/07/2020	2021/03/20	5,000.00		5,000.00		R <input type="checkbox"/>	Upperthong Village Hall
21/07/2020	2021/03/24	5,000.00		5,000.00		R <input type="checkbox"/>	Holmbridge Cricket Club
21/07/2020	2021/03/21	4,994.00		4,994.00		R <input type="checkbox"/>	River Holme Connections
21/07/2020	2021/03/23	2,000.00		2,000.00		R <input type="checkbox"/>	Wooldale Comm Assoc
23/07/2020	2021/04/08	91.15		91.15		R <input type="checkbox"/>	Business Stream
28/07/2020	2021/04/18	30.12		30.12		R <input type="checkbox"/>	Plusnet
29/07/2020	2021/04/07	-570.00		-570.00		R <input type="checkbox"/>	Simon Blyth
29/07/2020	2021/03/22	2,000.00		2,000.00		R <input type="checkbox"/>	Brockholes Village Trust
29/07/2020	2021/04/07	570.00		570.00		R <input type="checkbox"/>	Simon Blyth
29/07/2020	2021/04/09	48.00		48.00		R <input type="checkbox"/>	YLCA
29/07/2020	2021/04/10	373.31		373.31		R <input type="checkbox"/>	Internal Audit Yorkshire
29/07/2020	2021/04/11	62.40		62.40		R <input type="checkbox"/>	Principal Hygiene
29/07/2020	2021/04/12	2,077.20		2,077.20		R <input type="checkbox"/>	Rialtas
29/07/2020	2021/04/13	50.53		50.53		R <input type="checkbox"/>	Document Logic
29/07/2020	2021/04/15	101.19		101.19		R <input type="checkbox"/>	Maintenance Contractor
29/07/2020	2021/04/16	1,616.79		1,616.79		R <input type="checkbox"/>	Maintenance Contractor
29/07/2020	2021/04/07	570.00		570.00		R <input type="checkbox"/>	Simon Blyth
04/08/2020	2021/05/01		12.22	12.22		R <input type="checkbox"/>	Receipt(s) Banked
05/08/2020	2021/04/01	222.00		222.00		R <input type="checkbox"/>	Cllr 21
11/08/2020	2021/05/03	95.88		95.88		R <input type="checkbox"/>	Staff 01
11/08/2020	2021/05/04	14.39		14.39		R <input type="checkbox"/>	Staff 02
11/08/2020	2021/05/05	48.00		48.00		R <input type="checkbox"/>	YLCA
11/08/2020	2021/05/06	300.00		300.00		R <input type="checkbox"/>	Barnsley Chronicle
11/08/2020	2021/05/07	45.00		45.00		R <input type="checkbox"/>	YLCA
11/08/2020	2021/05/11	30.00		30.00		R <input type="checkbox"/>	Staff 02
11/08/2020	2021/05/12	21.60		21.60		R <input type="checkbox"/>	Vision ICT
11/08/2020	2021/05/15	120.37		120.37		R <input type="checkbox"/>	npower
17/08/2020	2021/05/16	445.16		445.16		R <input type="checkbox"/>	West Yorkshire Pension Fund
17/08/2020	2021/05/18	1,122.12		1,122.12		R <input type="checkbox"/>	Salaries Staff
17/08/2020	2021/05/17	1,446.26		1,446.26		R <input type="checkbox"/>	Salaries Staff
17/08/2020	2021/05/19	927.73		927.73		R <input type="checkbox"/>	HMRC
18/08/2020	2021/05/08	136.00		136.00		R <input type="checkbox"/>	Royal British Legion
20/08/2020	2021/04/14	36.00		36.00		R <input type="checkbox"/>	Campaign to Protect Rural Engl
20/08/2020	2021/05/01	957.60		957.60		R <input type="checkbox"/>	Leander Architectural
20/08/2020	2021/04/17	2,308.20		2,308.20		R <input type="checkbox"/>	MIW Water Cooler Experts
20/08/2020	2021/05/09	154.80		154.80		R <input type="checkbox"/>	MIW Water Cooler Experts
20/08/2020	2021/05/13	2,843.72		2,843.72		R <input type="checkbox"/>	Maintenance Contractor
20/08/2020	2021/05/14	232.98		232.98		R <input type="checkbox"/>	Maintenance Contractor
28/08/2020	2021/05/21	28.43		28.43		R <input type="checkbox"/>	Plusnet
02/09/2020	2021/06/01		8.55	8.55		R <input type="checkbox"/>	Receipt(s) Banked


Time: 10:08

Bank Reconciliation up to 31/10/2020 for Cashbook No 1 - HSBC Current A/C

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
05/09/2020	2021/06/02		1.40	1.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/09/2020	2020/06/01	44.76		44.76		R <input checked="" type="checkbox"/>	O2
15/09/2020	2021/06/02	445.16		445.16		R <input checked="" type="checkbox"/>	West Yorkshire Pension Fund
15/09/2020	2021/06/03	1,122.12		1,122.12		R <input checked="" type="checkbox"/>	Salaries Staff
15/09/2020	2021/06/04	1,446.26		1,446.26		R <input checked="" type="checkbox"/>	Salaries Staff
15/09/2020	2021/06/05	927.73		927.73		R <input checked="" type="checkbox"/>	HMRC
15/09/2020	2021/06/06	1,410.47		1,410.47		R <input checked="" type="checkbox"/>	Salaries Staff
17/09/2020	2021/06/07	198.09		198.09		R <input checked="" type="checkbox"/>	West Yorkshire Pension Fund
17/09/2020	2021/06/08	53.66		53.66		R <input checked="" type="checkbox"/>	HMRC
17/09/2020	2021/06/09	1,440.00		1,440.00		R <input checked="" type="checkbox"/>	Barnsley Chronicle
17/09/2020	2021/06/10	300.00		300.00		R <input checked="" type="checkbox"/>	Barnsley Chronicle
17/09/2020	2021/06/11	300.00		300.00		R <input checked="" type="checkbox"/>	Barnsley Chronicle
17/09/2020	2021/06/12	37.98		37.98		R <input checked="" type="checkbox"/>	Document Logic
17/09/2020	2021/06/13	507.60		507.60		R <input checked="" type="checkbox"/>	Vision ICT
17/09/2020	2021/06/14	91.20		91.20		R <input checked="" type="checkbox"/>	Phone Co-op
17/09/2020	2021/06/15	14.39		14.39		R <input checked="" type="checkbox"/>	Staff 02
24/09/2020	2021/06/16	460.00		460.00		R <input checked="" type="checkbox"/>	Cllr 03
28/09/2020	2021/06/17	29.59		29.59		R <input checked="" type="checkbox"/>	Plusnet
01/10/2020	2021/07/01	365.98		365.98		R <input checked="" type="checkbox"/>	Maintenance Contractor
01/10/2020	2021/07/02	2,562.10		2,562.10		R <input checked="" type="checkbox"/>	Maintenance Contractor
01/10/2020	2021/07/03	60.00		60.00		R <input checked="" type="checkbox"/>	Staff 03
01/10/2020	2021/07/04	23.90		23.90		R <input checked="" type="checkbox"/>	Staff 03
01/10/2020	2021/07/05	35.00		35.00		R <input checked="" type="checkbox"/>	Staff 01
01/10/2020	2021/07/07	141.59		141.59		R <input checked="" type="checkbox"/>	Grenke
01/10/2020	2021/07/06	2,000.00		2,000.00		R <input checked="" type="checkbox"/>	Holme Valley Patient Transport
01/10/2020	2021/07/08	1,000.00		1,000.00		R <input checked="" type="checkbox"/>	Honley Business Association
01/10/2020	2021/07/09	1,000.00		1,000.00		R <input checked="" type="checkbox"/>	Honley Business Association
01/10/2020	2021/07/10	900.00		900.00		R <input checked="" type="checkbox"/>	Oates Hanson
01/10/2020	2021/07/01		400.00	400.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/10/2020	2021/07/02		8.38	8.38		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/10/2020	2021/0711	44.76		44.76		R <input checked="" type="checkbox"/>	O2
15/10/2020	2021/07/12	731.45		731.45		R <input checked="" type="checkbox"/>	West Yorkshire Pension Fund
15/10/2020	2021/07/13	1,446.06		1,446.06		R <input checked="" type="checkbox"/>	Salaries Staff
15/10/2020	2021/07/14	1,884.03		1,884.03		R <input checked="" type="checkbox"/>	Salaries Staff
15/10/2020	2021/07/15	1,518.19		1,518.19		R <input checked="" type="checkbox"/>	HMRC
15/10/2020	2021/07/16	917.04		917.04		R <input checked="" type="checkbox"/>	Salaries Staff
16/10/2020	2021/07/17	151.80		151.80		R <input checked="" type="checkbox"/>	Business Stream
22/10/2020	2021/07/18	270.00		270.00		R <input checked="" type="checkbox"/>	Square Peg
22/10/2020	2021/07/19	27.59		27.59		R <input checked="" type="checkbox"/>	Cllr 02 03
22/10/2020	2021/07/20	14.39		14.39		R <input checked="" type="checkbox"/>	Staff 02
22/10/2020	2021/07/21	62.40		62.40		R <input checked="" type="checkbox"/>	Principal Hygiene
22/10/2020	2021/07/22	47.08		47.08		R <input checked="" type="checkbox"/>	Document Logic
22/10/2020	2021/07/23	118.80		118.80		R <input checked="" type="checkbox"/>	Society Local Council Clerks
22/10/2020	2021/07/24	114.53		114.53		R <input checked="" type="checkbox"/>	Viking
22/10/2020	2021/07/25	270.00		270.00		R <input checked="" type="checkbox"/>	Full Life Church Food Bank
27/10/2020	03 and 04		895.28	895.28		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/10/2020	2021/07/26	29.57		29.57		R <input checked="" type="checkbox"/>	Plusnet
30/10/2020	2021/07/27	92.27		92.27		R <input checked="" type="checkbox"/>	Maintenance Contractor

Time: 10:08

Bank Reconciliation up to 31/10/2020 for Cashbook No 1 - HSBC Current A/C

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
30/10/2020	2021/07/28	2,709.75		2,709.75		R 	Maintenance Contractor
		<u>90,193.14</u>	<u>144,289.67</u>				

Time: 10:09

Bank Reconciliation up to 31/10/2020 for Cashbook No 4 - Current Account-Handelsbanken

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
16/04/2020	2021/01/19	25.00		25.00		R <input type="checkbox"/>	Handelsbanken
30/04/2020	2021/01/05		14.10	14.10		R <input type="checkbox"/>	Receipt(s) Banked
15/05/2020	2021/02/17	25.00		25.00		R <input type="checkbox"/>	Handelsbanken
29/05/2020	2021/02/04		6.58	6.58		R <input type="checkbox"/>	Receipt(s) Banked
12/06/2020	2021/03/27	25.00		25.00		R <input type="checkbox"/>	HSBC Current A/C
14/07/2020	2021/04/19	25.00		25.00		R <input type="checkbox"/>	Handelsbanken
14/08/2020	2021/05/22	25.00		25.00		R <input type="checkbox"/>	Handelsbanken
14/09/2020	2021/06/18	25.00		25.00		R <input type="checkbox"/>	Handelsbanken
14/10/2020	2021/07/29	25.00		25.00		R <input type="checkbox"/>	Handelsbanken
		<u>175.00</u>	<u>20.68</u>				

Receipts for Month 7**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		91,260.09					91,260.09	
2021/07/01	Banked: 01/10/2020	400.00						
2021/07/01	Monty's Loft	400.00			1250	500	400.00	Rent on Garside Building
2021/07/02	Banked: 02/10/2020	8.38						
2021/07/02	CCLA	8.38			1090	100	8.38	Interest on PSDA
03 and 04	Banked: 27/10/2020	895.28						
2021/07/03	Abtech	50.00			1260	100	50.00	Memorial bench upkeep
2021/07/04	Holme Valley Land Charity	845.28			1095	100	845.28	Payment
Total Receipts for Month		1,303.66	0.00	0.00			1,303.66	
Cashbook Totals		<u>92,563.75</u>	<u>0.00</u>	<u>0.00</u>			<u>92,563.75</u>	

Payments for Month 7

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/10/2020	Maintenance Contractor	2021/07/01	365.98		60.99	4740	400	65.00	Expenses - Benches
						4320	200	210.49	Expenses - Toilets
						4735	400	29.50	Expenses - Phone Boxes
01/10/2020	Maintenance Contractor	2021/07/02	2,562.10			4740	400	1,069.25	Maintenance - Benches
						4320	200	1,116.00	Maintenance - Toilets
						4735	400	31.30	Maintenance - Phone Boxes
						4710	400	345.55	Maintenance - Churchyard
01/10/2020	Staff 03	2021/07/03	60.00			4060	110	60.00	Reimbursement - Training
01/10/2020	Staff 03	2021/07/04	23.90		3.98	4805	450	19.92	Reimbursement iPad Case
01/10/2020	Staff 01	2021/07/05	35.00			4205	150	35.00	Reimbursement Flowers Cllr 11
01/10/2020	Grenke	2021/07/07	141.59		23.60	4205	150	117.99	Photopier Lease
01/10/2020	Holme Valley Patient Transport	2021/07/06	2,000.00			4725	400	2,000.00	Grant
01/10/2020	Honley Business Association	2021/07/08	1,000.00			4755	400	1,000.00	Grant Youth Club
01/10/2020	Honley Business Association	2021/07/09	1,000.00			4705	400	1,000.00	Grant Xmas Lights
01/10/2020	Oates Hanson	2021/07/10	900.00		150.00	4310	200	750.00	HCH Lease
13/10/2020	O2	2021/07/11	44.76		7.46	4805	450	37.30	iPad and data contract
15/10/2020	West Yorkshire Pension Fund	2021/07/12	731.45			4000	450	130.00	Pension Payments - Staff 03
						4000	110	601.45	Pension Payments - Staff 01 02
15/10/2020	Salaries Staff	2021/07/13	1,446.06			4000	110	1,446.06	Salaries Staff 02
15/10/2020	Salaries Staff	2021/07/14	1,884.03			4000	110	1,884.03	Salaries Staff 01
15/10/2020	HMRC	2021/07/15	1,518.19			4000	450	53.66	PAYE Tax and NI - Staff 03
						4000	110	1,464.53	PAYE Tax and NI - Staff 01 02
15/10/2020	Salaries Staff	2021/07/16	917.04			4000	450	917.04	Salaries Staff 03
16/10/2020	Business Stream	2021/07/17	151.80			4320	200	151.80	Toilets - Water and Sewerage
22/10/2020	Square Peg	2021/07/18	270.00			4200	150	270.00	Donation Chairman's Charity
22/10/2020	Cllr 02 03	2021/07/19	27.59		0.43	4205	150	27.16	Reimbursement Flowers Cllr B
22/10/2020	Staff 02	2021/07/20	14.39		2.40	4400	250	11.99	Repay for Zoom subscription
22/10/2020	Principal Hygiene	2021/07/21	62.40		10.40	4320	200	52.00	Service Nappy Unit
22/10/2020	Document Logic	2021/07/22	47.08		7.84	4205	150	39.24	Photocopying
22/10/2020	Society Local Council Clerks	2021/07/23	118.80		19.80	4060	110	99.00	ILCA Fees Staff 02
22/10/2020	Viking	2021/07/24	114.53		1.03	4205	150	113.50	Stamps
22/10/2020	Full Life Church Food Bank	2021/07/25	270.00			4200	150	270.00	Donation Chairman's Charity
28/10/2020	Plusnet	2021/07/26	29.57		4.93	4275	150	24.64	Internet and Phone
30/10/2020	Maintenance Contractor	2021/07/27	92.27		8.52	4740	400	16.00	Expenses - seats and shelters
						4320	200	67.75	Expenses - toilets
30/10/2020	Maintenance Contractor	2021/07/28	2,709.75			4740	400	1,247.33	Maintenance - benches shelters
						4320	200	1,116.87	Maintenance - toilets
						4710	400	345.55	Maintenance - Churchyard

Total Payments for Month	18,538.28	0.00	301.38	18,236.90
Balance Carried Fwd	74,025.47			
Cashbook Totals	<u>92,563.75</u>	<u>0.00</u>	<u>301.38</u>	<u>92,262.37</u>

Receipts for Month 7**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		55,679.13					55,679.13	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>55,679.13</u>	<u>0.00</u>	<u>0.00</u>			<u>55,679.13</u>	

Payments for Month 7**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		55,679.13						
	Cashbook Totals		55,679.13	0.00	0.00			55,679.13	

Receipts for Month 7**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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Banked:

0.00

0.00

0.00

Total Receipts for Month

0.00

0.00

0.00

0.00

Cashbook Totals0.000.000.000.00

Payments for Month 7**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		0.00						
	Cashbook Totals		0.00	0.00	0.00			0.00	

Receipts for Month 8**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	85,083.96					85,083.96	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>85,083.96</u>	<u>0.00</u>	<u>0.00</u>			<u>85,083.96</u>	

Payments for Month 8**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		85,083.96						
	Cashbook Totals		85,083.96	0.00	0.00			85,083.96	

Receipts for Month 7**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	75,000.00					75,000.00	
	Banked:	0.00						
			0.00				0.00	
	Total Receipts for Month	0.00	0.00	0.00			0.00	
	Cashbook Totals	<u>75,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>75,000.00</u>	

Payments for Month 7**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		75,000.00						
	Cashbook Totals		75,000.00	0.00	0.00			75,000.00	

Receipts for Month 7**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		95.02					95.02	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>95.02</u>	<u>0.00</u>	<u>0.00</u>			<u>95.02</u>	

Payments for Month 7**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		95.02						
	Cashbook Totals		95.02	0.00	0.00			95.02	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
100	Debtors			4,613.23	
105	VAT Control A/c			1,947.11	
200	HSBC Current A/C			74,025.47	
205	Money Manager - HSBC			55,679.13	
215	Current Account-Handelsbanken			85,083.96	
220	CCLA Deposit Fund			75,000.00	
225	Petty Cash			95.02	
310	General Reserves				139,927.06
323	EMR Com Asset-Others in Valley				9,723.00
325	EMR Election Fund				10,000.00
326	EMR Special Projects Reserve F				500.00
327	EMR Covid Response - HCHCT				10,000.00
328	EMR Covid Response - HVCMA				13,315.00
329	EMR Holmfirth Civic Hall (capi				30,000.00
330	EMR Office/Meeting Room				15,000.00
331	EMR Holmfirth Toilets				5,000.00
332	EMR Honley Library				15,000.00
500	Creditors				71.47
1076	Precept	100	Income		137,935.00
1078	Special Expenses Grant	100	Income		1,184.00
1090	Bank Interest	100	Income		179.60
1092	Toilets Donations	100	Income		172.00
1095	Other income	100	Income		866.13
1200	Allotment Rents	500	Allotments/Garage plots		240.00
1250	Garside Building	500	Allotments/Garage plots		400.00
1260	Memorial Bench Donations	100	Income		50.00
1300	Garage plot income	500	Allotments/Garage plots		700.00
4000	Salaries	110	Staff Expenditure	29,170.08	
4000	Salaries	450	Climate Emergency	2,762.92	
4060	Staff Training	110	Staff Expenditure	422.75	
4061	Councillor Training	150	Administration	156.00	
4200	Chairman's Allowance	150	Administration	1,000.00	
4205	APS & Petty Cash	150	Administration	1,034.75	
4210	Audit	150	Administration	373.31	
4215	Bank Charges	150	Administration	175.00	
4235	Insurance	150	Administration	1,728.56	
4250	Office/Room Hire	150	Administration	10,000.00	
4265	Subscriptions	150	Administration	2,337.00	
4275	Telephone and Broadband	150	Administration	169.70	
4298	VAT Error 19/20	150	Administration	71.47	
4310	Holmfirth Civic Hall-Projects	200	CASC	1,149.00	
4315	Other Community Assets	200	CASC	23,994.00	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4320	Public Toilet - Day to Day	200	CASC	6,493.00	
4325	Public Toilet - Lettable Space	200	CASC	874.00	
4400	Electronic Support	250	Finance & Management	2,224.82	
4405	Grants	250	Finance & Management	156.00	
4505	Neighbourhood Plan	300	Planning	1,470.00	
4610	Publications	350	Publications & Communication	2,450.00	
4625	Website & Media	350	Publications & Communication	499.00	
4705	Christmas Provision	400	Service Provision	1,000.00	
4710	New Mill - Churchyard	400	Service Provision	691.10	
4725	Patient Transport Scheme	400	Service Provision	2,000.00	
4735	Phone Boxes	400	Service Provision	94.13	
4740	Seats & Shelters-Maintenance	400	Service Provision	5,330.73	
4755	Youth Facilities	400	Service Provision	1,000.00	
4805	Community Mobilisation	450	Climate Emergency	2,177.02	
5000	HCHCT Relief Costs	600	COVID Response	5,000.00	
5005	Grant to Food Bank	600	COVID Response	6,300.00	
5010	Grant to HVCMA - EXPENSES	600	COVID Response	2,000.00	
5015	Grant to HVCMA - SUPPLIES	600	COVID Response	200.00	
6000	Transfer from EMR	200	CASC		9,185.00
6000	Transfer from EMR	600	COVID Response		11,500.00
Trial Balance Totals :				410,948.26	410,948.26
Difference				0.00	

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-contactor 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	25	175	50	(125)		(125)	350.0%	
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	923	17,046	41,639	24,593	0	24,593	40.9%	0
Net Expenditure	(923)	(17,046)	(41,639)	(24,593)				

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	18,262	114,504	290,539	176,035	0	176,035	39.4%	
Net Income over Expenditure	(16,958)	27,222	0	(27,222)				
plus Transfer from EMR	0	20,685						
Movement to/(from) Gen Reserve	(16,958)	47,907						

Holme Valley Parish Council

Bank - Cash and Investment Reconciliation as at 31 October 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

31/10/2020	HSBC Current A/C	74,025.47
31/10/2020	HSBC - Money Manager	55,679.13
31/10/2020	Notice Deposit - Handelsbanken	0.00
30/10/2020	Handelsbanken Current A/C	85,083.96
31/10/2020	CCLA Deposit Fund	75,000.00
31/10/2020	Petty Cash	95.02

289,883.58

All Cash & Bank Accounts

1	HSBC Current A/C	74,025.47
2	Money Manager - HSBC	55,679.13
3	Notice Deposit-Handelsbanken	0.00
4	Current Account-Handelsbanken	85,083.96
5	CCLA Deposit Fund	75,000.00
6	Petty Cash	95.02
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	289,883.58

Holme Valley Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2020

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

	Notes
<p>1. The audit of accounts for Holme Valley Parish Council for the year ended 31 March 2020 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 November. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Holme Valley Parish Council on application to:</p> <p>(a) <u>RICHARD MCGILL (RESPONSIBLE FINANCE OFFICER)</u> <u>HOLME VALLEY PARISH COUNCIL, HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH HD9 3AS</u></p> <p>(b) <u>ON APPLICATION -</u> <u>TUES 10 - 4</u> <u>THURS 10 - 4</u></p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of £<u>3</u> (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>RICHARD MCGILL RFO</u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>24/11/2020</u></p>	<p>(e) Insert the date of placing of the notice</p>

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Holme Valley Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed			‘Yes’ means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
	✓			

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

20/07/2020

and recorded as minute reference:

2021 SITE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

[Signature]
 SIGNATURE REQUIRED
[Signature]
 SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.holmevalleyparishcouncil.gov.uk AUTHORITY WEBSITE ADDRESS

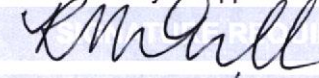
Section 2 – Accounting Statements 2019/20 for

Holme Valley Parish Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	212,469	224,724	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	224,132	274,970	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	37,042	6,887	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	47,126	37,122	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	201,793	200,308	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	224,724	269,150	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	242,485	266,670	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	5,262,300	5,266,353	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval


Date 20/07/20

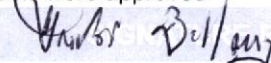
I confirm that these Accounting Statements were approved by this authority on this date:

21/07/20

as recorded in minute reference:

202163.2

Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 – External Auditor Report and Certificate 2019/20

In respect of **Holme Valley Parish Council- WY0042**

1 Respective responsibilities of the body and the auditor

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 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

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 smaller authority has disclosed that it made proper provision during the year 2019/20 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered 'No' to this assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering 'Yes' to Section 1, Assertion 7, which, on the basis of the above, is not correct.

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

In the completion of the Annual Internal Audit Report, and/or their detailed report(s), the internal auditor has drawn attention to weaknesses in relation to petty cash. The smaller authority have ceased to use petty cash and therefore taken action to address this area of weakness.

3 External auditor certificate 2019/20

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 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

03/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Responsible Finance Officer's Report on Reserves and Budget Planning for 2021-22:

The Council's money is at any time stored essentially in three different pots or "reserves." The first "reserve," - though it's not often referred to as such, - is the Council's working budget held in the HSBC community account from which and into which all our day to day expenditure and income is deposited. From here we pay staff, pay bills and for services, and into which is deposited the precept, toilet donations and income from rents. The second reserve is what is called a "general reserve." These are banked funds the Council has accumulated which aren't included in the budget and aren't set aside for a specific purpose. General reserves may be accumulated because of underspends as we are experiencing this year. Thirdly, we may reclassify a portion of general reserves into what is called an "earmarked" reserve. An earmarked reserve is especially designated for use by a specific project or predetermined need.

The Chairman of Council has asked me to prepare a report on the reserves held by the Parish Council.

General Reserves:

- Council's hold general reserves to meet unexpected expenditure or, for example, to make sure that the Council's services can keep running and its staff still be paid if something devastating happens or a precept is late. Although the financial year starts in April, the Parish Council's precept never arrives until May, so we need reserves to get us through that period and any possible further delay.
- Advice from NALC says that we should have between 25% of budget and 100% of budget as a general reserve to meet those eventualities. Our annual budget is around £290,000, so between, say, £70,000 and £290,000 would be allowable.
- At the moment we have £139,927.06 of general reserves (see the Trial Balance report for this) so just under 50%. That seems a good amount. At the year end, any unspent surplus from the budget will drop into general reserves. I've calculated a surplus of about £50,000, and that may be higher depending on what happens regarding our ability to spend over the rest of 2020-21. We should still be well under the 100% upper limit. But at the same time, we would have the capacity within our general reserves to commit more funds to other projects as the Council sees fit for the budget 2020-21.

What should be in the budget?

- One issue we have is that we have not always set the budget up properly. This is partly due to my inexperience and partly due to the practice before I was appointed. The budget should really be set up only to 1) pay for anticipated expenditure that we know we are likely to spend or should spend to meet our targets and 2) money that we are accruing not to spend but to set aside to accumulate for use at a future time. There shouldn't really be other budget lines than those types.

With regard to 1) hopefully most of our budget lines are set up to reflect what we actively plan to spend. With regard to 2) we have some budget lines like the Elections line where we build money into the budget without the intention of spending it but to build the election fund up to meet the high costs of an election year every four years. The money is earmarked

for use as an election, and we tend to add £5k-£10k each non-election year to the pot up to £30000 which we are required to have in place for an election year.

- But an issue has been that we have some budget lines which don't reflect what we plan to spend over the year, nor do they reflect money that we are setting aside for a specific goal sometime in the future.
- For example, in the Council's budget we have these lines:
 - Sub-contractor Services £5000
 - Legal Advice Contingency £5000
 - Contingencies £3000

We ask for these funds from our electors within our budget every year but virtually never call on them. And having a Contingencies pot, YLCA advises is bad practice. General reserves are there to be a final contingency pot so why the need to identify a budget line? There would, likely, be a surplus of £13000 every year on just those three budget lines. So electors are being asked for money that is unlikely to be ever used.

Further, under Service Provision we have a CCTV budget line which we ask for £5000/a but that £5000 seems to always be a surplus because it is never or seldom called on.

- It is the RFO's consideration that we either delete these budget lines completely or, more likely, create earmarked reserves for those budget lines.

Earmarked reserves:

- Earmarked reserves (EMR) are reserves that are separate from general reserves. An earmarked reserve is a reserve that is earmarked or ring-fenced for a specific use or project. Earmarked reserves are reserves which tend to be set aside for eventualities and possible expenditure that may not happen in the year ahead but may be called on if need be.
- An example of an earmarked reserve is, for example, the pot of money we have established for the Civic Hall capital projects and for Honley Library. We do not know whether those resources will need to be called on in the year ahead, but the money would be there in reserves if, for example a roof caved in or a major redevelopment was needed unexpectedly.
- The RFO feels that a number of the budget lines could be removed from the annual budget, thus removing the need for them to be included into council tax charge calculations and factored into earmarked reserves. This would apply to the budget lines already mentioned, - Sub-contractor services £5000; Legal Advice Contingency £5000; CCTV £15000. The Contingencies budget £3000 line could be removed altogether without any impact. By moving those lines from the budget where they are requested but never spent we save the electors £18000/a. By moving them into earmarked reserves, the money could still be spent as needed. If we unexpectedly needed legal advice on an issue, for example, the £5000 could still be called on and spent as needed. The money just wouldn't come out of the annual budget, it would come out of the earmarked reserve as has been established. If you look at a Detailed Income and Expenditure by Budget Heading report in your October accounts paperwork, under CASC you will note that while it records that the Other Community Assets budget is overspent the transfer of £9000 from EMR (earmarked reserves) balances it out.

- Separately, the CASC and Service Provision committees have asked for increases to earmarked reserves or the establishment of new earmarked reserves for a number of lines. Service provision has asked for increased earmarked reserves for the defibrillators Special Reserve to £2500 and a new EMR of £1000 for the war memorials. CASC has requested an additional £15000 EMR for Honley Library, - up from £15000, - and £10,000 for Holmfirth Tech.
- All of this could be accommodated under a budget for 2020-21. Earmarking reserves is one way of managing a surplus of general reserves.
- The current levels of earmarked reserves can be found at the bottom of the Budget Planner and the request from Committees is included in the Budget Plan 2021-22 column.

Possibility of reducing the precept:

- Another way of using surplus funds that have been built up is to ask for a reduced precept from Kirklees Council. This would be a way of returning funds to electors which the Parish Council has been unable to spend. It would mean using surplus reserves to top up a smaller precept. This is easy to calculate since there are around 10,000 Band D property households in the Holme Valley. This means that for every £10,000 we take off the precept and call on from reserves, we would reduce the charge to Band D householders by £1. If we wanted to use £50,000 from reserves and reduce our precept demand by that amount, that would reduce the charge to Band D householders by £5.

Other ways of using surplus reserves:

- And of course, another way of using surplus funds is to commit it to new projects or to increase budget lines that Council or Committees consider important. Committees have asked for increased budgets this year to meet what they see as the needs of the community at this time. CASC has asked for an increase in its Other Community Assets budget from £15000 to £53000 because it considers that community assets are at risk due to the pandemic. (It has reduced other budget lines.) The Finance and Management committee may also want to reassess their own grants provision for the year ahead, given that the community and community groups within the Holme Valley have been adversely affected by the current pandemic. The requirements of the community may need more support than that allowable solely under the remit of CASC.

HVPC 2020-21 Budget Year-to-Date and Projected:

DESCRIPTION	Starting Budget	Revised Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total	Remaining
Precept inc Special Expenses Grant E3248	100.00%	£279,119	£279,119	£0.00	£139,119.00					£140,000.00					£279,119.00	
Interest on Investments	33.33%	£750	£750	£37.78	£24.11	£47.89	£18.59	£12.22	£9.95	£8.38	£5.57	£21.38	£21.38	£21.38	£250.01	
VAT Refund															£0.00	
Refunds				£20.85						£845.28	£2,205.78				£3,071.91	
Rents - Allotments / Garage plots	100.00%	£940	£940		£0.00	£440.00	£300.00								£940.00	
Rents - Toilets lettable space															£1,600.00	
Donations - Holmfirth Public Toilets	18.80%	£5,000	£5,000			£172.00					£192.00	£400.00	£400.00	£400.00	£940.00	
Insurance recharge to HCHCT															£0.00	
Donation for bench										£50.00					£50.00	
		£285,809	£285,809	£58.63	£139,143.11	£659.89	£318.59	£12.22	£9.95	£1,303.66	£142,211.35	£213.38	£613.38	£613.38	£813.38	£285,970.92
				£58.63	£139,143.11	£659.89	£318.59	£12.22	£9.95	£1,303.66	£142,211.35	£213.38	£613.38	£613.38	£813.38	£285,970.92
			OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
APS & Petty Cash	100.06%	£1,500	£1,500	£173.93	£0.00	£384.70	£111.58	£0.00	£31.65	£332.89	£126.13	£85.00	£85.00	£85.00	£1,500.88	-£0.88
Audit	100.11%	£1,200	£1,200	£0.00	£0.00	£0.00	£373.31	£0.00	£0.00	£0.00	£600.00	£57.00	£57.00	£57.00	£1,201.31	-£1.31
Bank Charges	650.00%	£50	£50	£0.00	£0.00	£25.00	£0.00	£0.00	£0.00	£0.00	£0.00	£75.00	£75.00	£75.00	£325.00	-£275.00
Chairman's Allowance	200.00%	£1,000	£1,000	£0.00	£0.00	£0.00	£0.00	£0.00	£460.00	£540.00	£0.00	£250.00	£250.00	£250.00	£2,000.00	-£1,000.00
Civic Regalia	100.00%	£750	£750	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£187.50	£187.50	£187.50	£187.50	£750.00	£0.00
Conferences / Seminars	0.00%	£500	£500	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00
Contingencies	0.00%	£3,000	£3,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£3,000.00
Elections	0.00%	£9,789	£9,789	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£9,789.00
Equipment Maintenance	20.00%	£1,000	£1,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£40.00	£40.00	£40.00	£40.00	£40.00	£200.00	£800.00
Insurance	88.89%	£2,250	£2,250	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	£500.00	£500.00	£500.00	£2,000.00	£250.00
Members travel allowance	0.00%	£300	£300	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£300.00
Office Equipment	13.33%	£300	£300	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£10.00	£10.00	£10.00	£10.00	£40.00	£260.00
Office Costs/Room Hire (Anchor Tenancy)	100.00%	£10,000	£10,000	£10,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£10,000.00	£0.00
Salaries	100.69%	£50,000	£50,000	£3,793.41	£3,941.27	£4,215.52	£3,941.27	£3,941.27	£3,941.27	£5,396.07	£4,235.18	£4,235.18	£4,235.18	£4,235.18	£50,345.98	-£345.98
Sub-contractor Services	0.00%	£5,000	£5,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5,000.00
Legal Advice Contingency	0.00%	£5,000	£5,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5,000.00
FOIA/EIR requests	0.00%	£500	£500	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00
Subscriptions	91.23%	£3,000	£3,000	£0.00	£0.00	£2,271.00	£30.00	£36.00	£0.00	£0.00	£100.00	£100.00	£100.00	£100.00	£2,737.00	£263.00
Local Council Award Scheme	0.00%	£100	£100	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£100.00	£0.00
Telephones	62.64%	£500	£500	£23.50	£23.50	£24.61	£25.10	£23.69	£24.66	£24.66	£23.50	£30.00	£30.00	£30.00	£313.20	£186.80
Training	48.82%	£1,800	£1,800	£30.00	£0.00	£248.75	£48.00	£93.00	£0.00	£159.00	£60.00	£60.00	£60.00	£60.00	£878.75	£921.25
Total Council	74.12%	£97,539	£97,539	£14,020.84	£3,964.77	£7,169.58	£4,529.26	£4,093.96	£4,457.58	£6,452.60	£5,084.81	£5,629.68	£5,629.68	£5,629.68	£72,292.12	£25,246.88
Community Assets Support Committee																
Community	87.54%	£45,000	£54,000	£0.00	£0.00	£0.00	£23,994.00	£399.00	£0.00	£750.00	£400.00	£3,462.00	£3,462.00	£3,462.00	£39,391.00	£14,609.00
Community - Honley Library	0.00%	£15,000	£15,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£15,000.00
Community - Holmfirth Tech		£0	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Community - Holmfirth Civic Hall - capital projects	99.98%	£15,000	£15,000	£0.00	£0.00	£0.00	£0.00	£399.00	£0.00	£750.00	£0.00	£3,462.00	£3,462.00	£3,462.00	£14,997.00	£3.00
Community - Other Community Assets	162.63%	£15,000	£24,000	£0.00	£0.00	£0.00	£23,994.00	£0.00	£0.00	£400.00	£0.00	£0.00	£0.00	£0.00	£24,394.00	-£394.00
Public toilets day to day	86.14%	£16,000	£16,000	£52.00	£0.00	£1,169.81	£506.77	£1,826.45	£0.00	£2,714.91	£1,512.96	£1,500.00	£1,500.00	£1,500.00	£13,782.90	£2,217.10
Public toilets lettable space		£5,000	£5,000	£0.00	£0.00	£0.00	£475.00	£399.00	£0.00	£0.00	£751.00	£0.00	£0.00	£0.00	£1,625.00	£3,375.00
Total CASC	83.03%	£66,000	£75,000	£52	£0	£1,170	£24,976	£2,624	£0	£3,465	£2,664	£4,962	£4,962	£4,962	£54,799	£11,201.10
Finance & Management Committee																
Electronic Support Maintenance	524.17%	£500	£500	£0.00	£0.00	£0.00	£1,780.99	£125.87	£510.99	£11.99	£70.99	£30.00	£30.00	£30.00	£2,620.83	-£2,120.83
Grants	93.56%	£10,000	£10,000	£20.00	£0.00	£0.00	£0.00	£136.00	£0.00	£0.00	£1,200.00	£2,000.00	£2,000.00	£2,000.00	£9,356.00	£644.00
Maintenance of Public Clocks	0.00%	£600	£600	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£600.00
New office / meeting room		£0	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total Finance & Management	107.90%	£11,100	£11,100	£20.00	£0.00	£0.00	£1,780.99	£261.87	£510.99	£11.99	£1,270.99	£2,030.00	£2,030.00	£2,030.00	£11,976.83	-£876.83
Planning Committee																
Neighbourhood Plan	89.40%	£5,000	£5,000	£0.00	£0.00	£1,470.00	£0.00	£0.00	£0.00	£0.00	£0.00	£750.00	£750.00	£750.00	£4,470.00	£530.00
Total Planning Committee	89.40%	£5,000	£5,000	£0.00	£0.00	£1,470.00	£0.00	£0.00	£0.00	£0.00	£0.00	£750.00	£750.00	£750.00	£4,470.00	£530.00
Publications & Communications Committee																
Community Champion	96.00%	£250	£250	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£60.00	£60.00	£60.00	£240.00	£10.00
Community Engagement	0.00%	£100	£100	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£100.00
Publications	57.50%	£6,000	£6,000	£250.00	£0.00	£250.00	£0.00	£250.00	£1,700.00	£0.00	£0.00	£250.00	£250.00	£250.00	£3,450.00	£2,550.00
Royal events	0.00%	£1,000	£1,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00
Tidy Trader Awards	100.00%	£100	£100	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£25.00	£25.00	£25.00	£25.00	£100.00	£0.00
Website & Media Co-ordination	92.90%	£1,000	£1,000	£0.00	£0.00	£281.99	£11.99	£0.00	£0.00	£0.00	£35.00	£150.00	£150.00	£150.00	£928.98	£71.02
Special Projects	100.00%	£1,000	£1,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£250.00	£250.00	£250.00	£250.00	£1,000.00	£0.00
Total Publications & Communications	60.52%	£9,450	£9,450	£250.00	£0.00	£531.99	£11.99	£250.00	£1,700.00	£0.00	£35.00	£735.00	£735.00	£735.00	£5,718.98	£3,731.02
Service Provision Committee																
CCTV	0.00%	£5,000	£5,000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5,000.00
Christmas Provision	100															

Holme Valley Parish Council - Finance & Management Budget Planner 2021-22

DESCRIPTION	Outturn 2019-20	Original Budget 2020- 21	Final Budget 2020-21	Forecast Outturn 2020-21	Budget Plan 2021-22	
Finance & Management Committee						
Electronic Support Maintenance	£316	£500	£500	£2,621	£1,650	RFO advice: increase due to Rialtas and Zoom subscriptions
Grants	£9,628	£10,000	£10,000	£9,356	£10,000	RFO query: does the Committee want to increase this budget?
Maintenance of Public Clocks	£815	£600	£600	£0	£600	RFO query: Keep this or remove?
New office / meeting room	£10,000	£0	£0	£0	£0	£15000 in earmarked reserves
Total Finance & Management	£20,758	£11,100	£11,100	£11,977	£12,250	

Tax Base Calculations for Precept Setting 2021-22

	Precept 2021-22	Precept 2021-22	Precept 2021-22	Precept 2021-22	Precept 2021-22	Precept CURRENT	Precept 2021-22	Precept 2021-22	Precept 2021-22	Precept 2021-22	Precept 2021-22
Precept	225122	235272	245422	255572	265722	275871	286021	296171	306321	316470	326620
Tax Base	10149.79	10149.79	10149.79	10149.79	10149.79	10149.79	10149.79	10149.79	10149.79	10149.79	10149.79
Amount from reserves that would be needed to match current precept	50748.95	40599.16	30449.37	20299.58	10149.79						
Band D property charge	£22.18	£23.18	£24.18	£25.18	£26.18	£27.18	£28.18	£29.18	£30.18	£31.18	£32.18
Band A is 6/9ths of Band D	£14.79	£15.45	£16.12	£16.79	£17.45	£18.12	£18.79	£19.45	£20.12	£20.79	£21.45
Band B is 7/9ths of Band D	£17.25	£18.03	£18.81	£19.58	£20.36	£21.14	£21.92	£22.70	£23.47	£24.25	£25.03
Band C is 8/9ths of Band D	£19.72	£20.60	£21.49	£22.38	£23.27	£24.16	£25.05	£25.94	£26.83	£27.72	£28.60
Band E is 11/9ths of Band D	£27.11	£28.33	£29.55	£30.78	£32.00	£33.22	£34.44	£35.66	£36.89	£38.11	£39.33
Band F is 13/9ths of Band D	£32.04	£33.48	£34.93	£36.37	£37.82	£39.26	£40.70	£42.15	£43.59	£45.04	£46.48
Band G is 15/9ths of Band D	£36.97	£38.63	£40.30	£41.97	£43.63	£45.30	£46.97	£48.63	£50.30	£51.97	£53.63
Band H is double Band D	£44.36	£46.36	£48.36	£50.36	£52.36	£54.36	£56.36	£58.36	£60.36	£62.36	£64.36

Holme Valley Parish Council - Budget Planner 2021-22

DESCRIPTION	Outturn 2019-20	Original Budget 2020-21	Final Budget 2020-21	Forecast Outturn 2020-21	Budget Plan 2021-22
Full Council					
APS & Petty Cash	£1,839	£1,500	£1,500	£1,501	£1,500
Audit	£1,898	£1,200	£1,200	£1,201	£1,200
Bank Charges	£25	£50	£50	£325	£300
Chairman's Allowance	£0	£1,000	£1,000	£2,000	£1,000
Civic Regalia	£0	£750	£750	£750	£750
Conferences / Seminars	£0	£500	£500	£0	£500
Contingencies	£0	£3,000	£3,000	£0	£3,000
Elections	£11,154	£9,789	£9,789	£0	£5,000
Equipment Maintenance	£311	£1,000	£1,000	£200	£1,000
Insurance	£1,674	£2,250	£2,250	£2,000	£2,250
Members travel allowance	£86	£300	£300	£0	£300
Office Equipment	£117	£300	£300	£40	£300
Office/Room Hire (Anchor Tenancy)	£10,084	£10,000	£10,000	£10,000	£10,000
Salaries	£37,122	£50,000	£50,000	£50,346	£53,000
Sub-contractor Services	£5,787	£5,000	£5,000	£0	£0
Legal Advice Contingency	£2,000	£5,000	£5,000	£0	£0
FOIA/EIR requests	£0	£500	£500	£0	£500
Subscriptions	£2,446	£3,000	£3,000	£2,737	£3,000
Local Council Award Scheme	£0	£100	£100	£0	£100
Telephones	£718	£500	£500	£313	£500
Training	£2,899	£1,800	£1,800	£879	£1,800
Total Council	£78,159	£97,539	£97,539	£72,292	£86,000
Community Assets Support Committee					
Community - Honley Library	£288	£15,000	£15,000	£0	£15,000
Community - Holmfirth Tech	£25,000	£0	£0	£0	£0
Community - Holmfirth Civic Hall Capital Projects	£31,350	£15,000	£15,000	£14,997	£0
Community - Holmfirth Civic Hall Staffing Costs	£0	£0	£0	£0	£0
Community - Other Community Assets	£12,000	£15,000	£24,000	£24,394	£53,000
Public toilets day to day	£15,313	£16,000	£16,000	£13,782	£17,000
Public toilets lettable space	£0	£5,000	£5,000	£1,625	£1,000
Total CASC	£83,950	£66,000	£75,000	£54,798	£86,000
Finance & Management Committee					
Electronic Support Maintenance	£316	£500	£500	£2,621	£1,650
Grants	£9,628	£10,000	£10,000	£9,356	£10,000
Maintenance of Public Clocks	£815	£600	£600	£0	£600
New office / meeting room	£10,000	£0	£0	£0	£0
Total Finance & Management	£20,758	£11,100	£11,100	£11,977	£12,250
Planning Committee					
Planning Consultation / Survey	£0	£0	£0	£0	£0
Neighbourhood Plan	£4,879	£5,000	£5,000	£4,470	£5,000
Total Planning Committee	£4,879	£5,000	£5,000	£4,470	£5,000
Publications & Communications Committee					
Community Champion	£148	£250	£250	£240	£250
Community Engagement	£0	£100	£100	£0	£100
Publications	£3,830	£6,000	£6,000	£3,450	£6,000
Royal events	£841	£1,000	£1,000	£0	£1,000
Tidy Trader Awards	£145	£100	£100	£100	£100
Website & Media Co-ordination	£1,129	£1,000	£1,000	£929	£1,000
WWI Commemorations	£0	£0	£0	£0	£0
100th Anniversary of Women's Vote	£0	£0	£0	£0	£0
Special Projects	£0	£1,000	£1,000	£1,000	£1,000
Total Publications & Communications	£6,093	£9,450	£9,450	£5,719	£9,450
Service Provision Committee					
CCTV	£0	£5,000	£5,000	£0	£0
Christmas Provision	£5,149	£5,500	£5,500	£5,500	£5,500
Closed Churchyard - New Mill	£0	£400	£400	£691	£800
Defibrillators	£0	£0	£0	£2,000	£0
Dog Waste Strategy	£446	£750	£750	£752	£1,000
HV Patient Transport Scheme	£1,000	£1,000	£1,000	£2,000	£1,000
Minibus	£23,205	£25,000	£25,000	£16,914	£25,000
Phone Boxes - Maintenance	£1	£300	£300	£273	£400
Seats & Shelters - Maintenance	£10,739	£12,000	£12,000	£10,250	£13,000
Seats - New	£0	£0	£0	£0	£0
War Memorials	£0	£500	£500	£500	£0
Youth Facilities	£1,000	£5,000	£5,000	£5,000	£8,000
Total Service Provision	£41,541	£55,450	£55,450	£43,880	£54,700
Climate Emergency Committee					
Climate Emergency Action Plan (publication)	£2,050	£0	£0	£0	£0
Community Mobilisation	£0	£17,500	£17,500	£13,840	£17,500
Energy Strategy	£0	£14,000	£14,000	£7,000	£14,000
Transport Strategy	£0	£13,000	£13,000	£7,000	£13,000
Waste and Consumption Strategy	£0	£500	£500	£500	£500
Environment and Land Use Strategy	£0	£1,000	£1,000	£5,000	£1,000
Total Climate Emergency	£2,050	£46,000	£46,000	£33,340	£46,000
COVID Relief					
COVID Relief - general	£0	£0	£8,685	£8,685	£0
COVID Relief - HCHCT	£0	£0	£5,000	£5,000	£0
Total COVID Relief	£0	£0	£13,685	£13,685	£0
Summary of Council/Committee Totals					
Total Council	£78,159	£97,539	£97,539	£72,292	£86,000
Total CASC	£83,950	£66,000	£75,000	£54,798	£86,000
Total Finance & Management	£20,758	£11,100	£11,100	£11,977	£12,250
Total Planning Committee	£4,879	£5,000	£5,000	£4,470	£5,000
Total Publications & Communications	£6,093	£9,450	£9,450	£5,719	£9,450
Total Service Provision	£41,541	£55,450	£55,450	£43,880	£54,700
Total Climate Emergency	£2,050	£46,000	£46,000	£33,340	£46,000
Total COVID Relief	£0	£0	£13,685	£13,685	£0
Total Expenditure	£237,430	£290,539	£313,224	£240,161	£299,400
Precept	£274,970	£275,871	£275,871	£275,871	£275,871
Council Tax Support Grant	£206	£0	£0	£0	£0
Special Expenses Grant	£0	£3,248	£3,248	£3,248	£3,248
Interest on Investments	£761	£750	£750	£250	£600
Refunds	£0	£4,730	£0	£3,072	£0
Rents - Allotments / Garage plots	£865	£940	£940	£940	£940
Donations - Holmfirth Public Toilets	£4,854	£5,000	£5,000	£940	£2,000
Shop in toilet building	£0	£0	£0	£1,600	£4,800
Donation for bench upkeep	£200	£0	£0	£50	£50
Neighbourhood Planning - grants	£0	£0	£0	£0	£0
Total income	£281,857	£290,539	£285,809	£285,971	£287,509
From reserves	£0	£0	£0	£0	£11,891
Total	£281,857	£290,539	£285,809	£285,971	£299,400
Earmarked CASC Reserves					
Council: Sub-contractor service	£0	£0	£0	£0	£5,000
Council: Legal Advice Contingency	£0	£0	£0	£0	£5,000
Council: Elections Reserve Fund	£29,484	£10,000	£10,000	£10,000	£19,789
Service Provision: Special Reserve - Charity Fund - for defibrillators	£1,051	£500	£500	£500	£2,000
Service Provision: CCTV	£0	£0	£0	£0	£5,000
Service Provision: War Memorials	£0	£0	£0	£0	£1,000
Council Tax Support Grant	£19,820	£0	£0	£0	£0
Neighbourhood Planning	£12,181	£0	£0	£0	£0
Community Assets - 19/20	£37,808	£0	£0	£0	£0
Community Assets HCH CAT Bid	£3,750	£0	£0	£0	£0
Community Assets - others in the valley	£57,563	£0	£0	£0	£0
Community Assets - Holmfirth Civic Hall (capital)	£0	£30,000	£30,000	£30,000	£30,000
Community Assets - Office/Meeting Room - longer term reshaping costs	£0	£15,000	£15,000	£15,000	£15,000
Community Assets - Holmfirth Toilets	£0	£5,000	£5,000	£5,000	£5,000
Community Assets - Honley Library	£0	£15,000	£15,000	£15,000	£30,000
Community Assets - Other community assets	£0	£9,723	£9,723	£9,723	£10,000
Community Assets - Holmfirth Tech	£0	£0	£0	£0	£10,000
Covid-19 - Holmfirth Civic Hall (Covid-19 Running Costs Reserve Fund)	£0	£15,000	£15,000	£10,000	£10,000
Covid-19 Pandemic Emergency Response Fund	£0	£20,000	£20,000	£11,315	£11,315
Total Earmarked Reserves	£161,657	£120,223	£120,223	£106,538	£159,104

RFO advice: Being charged £25/mnth by Handelsbanken

RFO query: remove? - we never use it and bad practice to have it

RFO advice: move £9789 to earmarked reserves; build up to £30k for election year?

RFO advice: To factor in annual pay rise (Clerk/deputy only)

RFO advice: Move £5000 to earmarked reserve because won't necessarily call on this budget?

RFO advice: Move £5000 to earmarked reserve because won't necessarily call on this budget?

£30000 is earmarked

RFO query: remove?

Committee request: uplift

Committee request: uplift for increased PPE costs

RFO advice: Reduce because tenant is in, £5k is in EMR

RFO advice: increase due to Rialtas and Zoom subscriptions

RFO query: does the Committee want to increase this budget?

RFO query: Keep this or remove?

£15000 in earmarked reserves

RFO query: remove?

NDP going forward to next stage and publicity E re referendum

RFO query: I'm not sure if this is more appropriate as earmarked

RFO query: remove?

RFO query: remove?

Committee request: same budget equivalent as 2019-20

Committee request: Reallocate £5000 to earmarked reserves - see below

Committee request: increase

Committee request: £2000 in earmarked reserves - see below

Committee request: increase

Committee request: increase

RFO query: remove?

Committee request: £1000 in earmarked reserves - see below

Committee request: increase

Committee request: same budget equivalent as 2019-20

Still money in earmarked reserve, - see below

Still money in earmarked reserve, - see below

Could increase or decrease precept if wanted and use general reserves to top up. Current reserves are c£410000 of which per this Budget Plan £158k are earmarked and £265k general reserves.

Due to covid

Assuming no COVID issues

This is how much would need to come from general reserves to balance budget with no uplift to precept