

Holme Valley Parish Council

To: All Members of the Council

You are hereby summoned to attend the **ANNUAL MEETING OF THE COUNCIL** to be held on **MONDAY, 12 JULY 2021** at **7 PM** at **HADE EDGE BAND ROOM, 56 GREAVE ROAD, HADE EDGE, HOLMFIRTH HD9 2AQ** for the transaction of the following business –

- AGENDA – (A)

2122 09 Public Question Time 7.00 PM

2122 10 Installation of Chairman 7.15 PM

- (1) To elect a Chairman for the remainder of the Council year
- (2) To invest the newly elected Chairman with the Chain of Office and his/her Escort with the Chairman's Escort's Jewel.
- (3) The newly elected Chairman to read and sign the Declaration of Acceptance of Office.
- (4) The newly elected Chairman takes the Chair and returns thanks for his/her election
- (5) To thank the retiring Chairman.
- (6) The retiring Chairman to reply

2122 11 Installation of Vice Chairman 7.20 PM

- (1) To elect a Vice Chairman for the remainder of the Council year
- (2) To present the newly elected Vice Chairman with the Vice Chairman's Jewel.
- (3) The newly elected Vice Chairman to return thanks for his/her election
- (4) To thank the retiring Vice Chairman

2122 12 To accept apologies for absence 7.25 PM

2122 13 Code of Conduct 7.26 PM

To approve the [Kirklees Code of Conduct \(B\)](#) originally adopted by the Parish Council 16 December 2019. (B)

2122 14 Casual Vacancies – Upperthong and Holmfirth Central Wards 7.28 PM

- To note the result of the by-elections held on Thursday, 6 May 2021.

- Mr Mark Bustard was elected to represent the ward of Holmfirth Central.
- Mr Andy Wilson was elected to represent the ward of Upperthong.

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2122 15 To approve the recommendation from the Staffing Committee

7.29 PM

- 1) That the Community Assets Support Committee be dissolved and its responsibilities re-distributed.
- 2) That all grants be managed by the Finance and Management Committee, including regularly occurring grants from Service Provision such as the Holme Valley Transport Scheme and the Valley Minibuses.
- 3) That all buildings assets be overseen by the Service Provision Committee with delegations to the Clerk, and a new sub-committee created to coordinate day-to-day management.

2122 16 Standing Orders, Scheme of Delegation and Financial Regulations

7.35PM

(1) If 2122 15 above is approved, consequently, to approve changes to the Parish Council's **Standing Orders** pertaining specifically to Sections 4, 19 and 26. **(C)**

(2) If 2122 15 above is approved, consequently, to approve changes to the **Scheme of Delegation**. This update also includes the decision made at Full Council on 21 June 2021 to give responsibility for the Holme Allotments to the Service Provision Committee. The Scheme of Delegation has been further updated following the resolution at Full Council 14 December 2020 so that 2.2.6 reads that the Clerk can authorise expenditure up to £1000. **(D)**

(3) To approve the **Financial Regulations** with a similar change to (2) above, namely, to state that the Clerk can authorise expenditure up to £1000 **(E)**

2122 17 To appoint Office Holders if 2122 15 is approved

7.40 PM

- 1) Chairman and Vice Chairman of the Finance and Management Committee
- 2) Chairman and Vice Chairman of the Planning Committee
- 3) Chairman and Vice Chairman of the Publications and Communications Committee
- 4) Chairman and Vice Chairman of the Service Provision Committee
- 5) Chairman and Vice Chairman of the Climate Emergency Committee
- 6) Chairman of the Staffing Committee (usually the Chairman of the Council in the previous year)

To appoint Office Holders if 2122 15 above is not approved

- 1) Chairman and Vice Chairman of the Community Assets Support Committee
- 2) Chairman and Vice Chairman of the Finance and Management Committee
- 3) Chairman and Vice Chairman of the Planning Committee
- 4) Chairman and Vice Chairman of the Publications and Communications Committee
- 5) Chairman and Vice Chairman of the Service Provision Committee
- 6) Chairman and Vice Chairman of the Climate Emergency Committee
- 7) Chairman of the Staffing Committee

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2122 18 To appoint Standing Committees

7.50 PM

Most Councillors have expressed their preferences for membership of Committees. These preferences are collated in the Committee Preference Forms. **(F, G)**

As Councillors' collated preferences are within the limits for each Committee's maximum size then those preferences can be approved and the Committees constituted without the need for a vote.

2122 19 Minutes of Council & Committee meetings

7.52 PM

- (1) To approve the Minutes of the Extraordinary Council Meeting held on 21 June 2021, numbered 2122 01 to 2122 08. [Minutes Extraordinary Council Meeting 21 June 2021 \(H\)](#)
- (2) To approve the Minutes of the Annual Parish Meeting held on 22 March 2021, numbered 2021 01 to 2021 05. [Minutes Annual Parish Meeting 22 March 2021 \(I\)](#)
- (3) To note the Minutes of the Climate Emergency Committee Meeting held on 15 March 2021, numbered 2122 51 to 2122 63. [Minutes Climate Emergency 15 March 2021 \(J\)](#)
- (4) To approve the Minutes of the Climate Emergency Committee Meeting held on 24 May 2021 numbered 2122 01 to 21 22 11. [Minutes Climate Emergency 24 May 2021 \(K\)](#)
- (5) To note the Minutes of the Planning Committee Meeting held on 12 April numbered 2122 01 to 2122 18. [Minutes Planning 12 April 2021 \(L\)](#)
- (6) To note the Minutes of the Planning Committee Meeting held on 17 May 2021 numbered 2122 19 to 2122 35. [Minutes Planning 17 May 2021 \(M\)](#)
- (7) To note the Minutes of the Planning Committee Meeting held on 7 June 2021 numbered 2122 36 to 2122 51. [Minutes Planning 7 June 2021 \(N\)](#)
- (8) To approve the Minutes of the Planning Committee Meeting held on 28 June 2021 numbered 2122 to 2122. [Minutes Planning 28 June 2021 \(O\)](#)
- (9) To approve the Minutes of the Service Provision Committee Meeting held on 19 April 2021, numbered 2122 01 to 2122 11. [Minutes Service Provision 19 April 2021 \(P\)](#)
- (10) To note the Minutes of the Finance and Management Committee Meeting on 26 April 2021 Minute no. 2122 01 to 2122 17. [Minutes Finance and Management 26 April 2021 \(Q\)](#)
- (11) To approve the Minutes of the Finance and Management Committee Meeting held on 14 June 2021 numbered 2122 to 2122 [Minutes Finance and Management 14 June 2021 \(R\)](#)
- (12) To note the Minutes of the Extraordinary Staffing Committee Meeting held on 10 May 2021, numbered 2122 01 to 2122 09. [Minutes Extraordinary Staffing Committee 10 May 2021 \(S\)](#)
- (13) To approve the Minutes of the Staffing Committee Meeting held on 21 June 2021, numbered 2122 10 to 2122 25. [Minutes Staffing Committee 21 June 2021 \(T\)](#)

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2122 20 Policy, Procedural & Administrative Matters 8.00 PM

The Council is asked to approve the policies described in the attached list of Policies **(U)**, complete with the dates on which they were last approved and including the changes to the Standing Orders, Scheme of Delegation and the Financial Regulations in item 2122 16 above. All the Policies can be viewed on the Council Website.

2122 21 To approve the recommendations from the Staffing Committee on 21 June 2021 regarding how to implement the recommendations of the independent external review on the Staff workloads. 8.05 PM

- 1) To appoint an additional member of staff working 10 hours per week from September 2021, on a temporary basis, the exact nature of that post to be defined by the Staffing Committee after a review of Officers' work responsibilities. This extra staffing time will be reviewed by the Staffing Committee on November 15th to consider whether a permanent increase of 10 hours is necessary.
- 2) To approve the new guidelines on the post of Staffing Development Coordinator. **(V)**

2021 22 Schedule of Meetings 2021-22 8.15 PM

If 2122 15 is approved by Members, to confirm an amended Schedule of Meetings for the remainder of Council Year 2021/2022 with the Community Assets Committee taken out. **(W)**

If 2122 15 is not approved, then the existing schedule will remain.

2122 23 To confirm Representatives to Outside Bodies 8.16 PM

To confirm the Parish Council's representatives to outside bodies. A list of the representatives for 2020-21 is enclosed. **(X)**

2122 23 To appoint Authorised Signatories under the Bank Mandates 8.20 PM

- (1) HSBC (currently Cllrs T Bellamy, Hogley and Pogson – usually each Committee Chair would be a mandatee)
- (2) Svenska Handelsbanken (currently Cllrs Blacka, Hogley and Pogson)
- (3) CCLA Public Sector Deposit Fund (currently Cllrs Hogley, Pogson and the Deputy Clerk/RFO)

Holme Valley Parish Council

2122 24 Holmfirth Civic Hall Community Trust

8.25 PM

To consider whether being a member of the Holmfirth Civic Hall Community Trust represents an 'interest' that prevents taking part in discussion and voting at a Community Assets Support Committee meeting.

The former Clerk has sought advice from the Monitoring Officer at Kirklees Council on this matter. Their opinion is that being a trustee of Holmfirth Civic Hall Community Trust (HCHCT) does not constitute a pecuniary interest and should not prevent that Councillor from discussing the Trust's issues and voting on them at meetings of Council or its Committees.

To approve a second trustee to Holmfirth Civic Hall Community Trust. This trustee would need to sit on the Service Provision Committee.

Referrals from Community Assets Support Committee:

2122 25 Grants to Holmfirth Civic Hall Community Trust

8.30PM

To consider the award of two grants to Holmfirth Civic Hall Community Trust, -

- one of £30,000 towards the new toilets and office space development **(Yi)**
- one of £10,000 towards fire doors for the Large Hall. **(Yii)**

These two grants were previously brought to Full Council on 22 March 2021. They were not approved by Full Council at that time because 1) no evidence was supplied to CASC of 3 quotations having been received and 2) there was some confusion around why the HCHCT were asking for funds towards a project that had already been considered and funded by the Parish Council in the previous year.

The Community Assets Support Committee sought clarification from Holmfirth Civic Hall Community Trust on these matters and have since reconsidered the two grant requests in the light of an explanatory letter from HCHCT. **(Yiii)**

The Council is asked to approve the grant of £10,000 to Holmfirth Civic Hall Community Trust for the replacement of two sets of fire doors in the Large Hall.

The Council is asked to approve a grant of £30,000 to Holmfirth Civic Hall Community Trust for the new toilet block and renovations of the downstairs area, including the creation of an office and a small room for hire.

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2122 26 Honley Library 8.35 PM

To approve the preparatory heads of terms for the lease of The Honley Library to friends of Honley Library and the outline terms for the granting of a licence to Kirklees Library Service. Licence agreement terms for Kirklees Library. **(Zi)**

To approve the Heads of Terms for the lease of The Honley library to the Friends of Honley library. **(Zii)**

To approve the licence terms for the Kirklees library service to use the Honley Library which will be under a licence issued by HVPC. **(Ziii)**

2122 27 Grant Application from Honley Show 8.40 PM

To consider a grant application from Honley Show towards its 100th anniversary Centenary Show. **(AA)**

2122 28 Public Inquiry regarding the Department for Transport Public Inquiry into Footpath 60 Wolfstones 8.45 PM

The virtual Public Inquiry into Footpath 60 is to take place on 24th August 2021. Before this, there is a virtual Pre-Inquiry Meeting 3rd August 2021. The Parish Council has been asked whether we wish to participate in the process additional to the documentation that has already been submitted. **(BB)**

To consider whether the Parish Council should participate in the Pre-Inquiry and Inquiry, just the Inquiry, or neither. Chair of Planning to report.

2122 29 Schedule of Payments 8.50 PM

To approve the month-to-date Schedule of Payments for July 2021 to date. **(CC)**

2122 30 Publication of Accounts 8.51 PM

To note, the Deputy Clerk/RFO has notified residents via the Council notice board and website that the Parish Council's unaudited accounts for 2020-21 are available to view.

2122 31 Councillors to contribute to a review of the Code of Conduct with Kirklees Monitoring Officer. 8.52 PM

The Council is to nominate two Councillors who are willing and able to contribute to Kirklees Council's review of the Code of Conduct working with the Kirklees Monitoring Officer.

CLOSE 9.00 PM

Please note that timings on the agenda are given for guidance of the Chairman and Council only and should not be taken as the time at which discussion of a particular item will commence.

Holme Valley Parish Council

Rich McGill

Deputy Clerk to the Council

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

Code of Conduct for Members

1 Application

1.1 This Code applies to you as a member of Kirklees Council (“the authority”) and it is your personal responsibility to comply with the requirements of this Code. This Code sets out the standards of behaviour required of you and applies to you whenever you act in the capacity of an elected or co-opted member of the authority, including –

- 1.1.1 at meetings of the authority
- 1.1.2 when acting as a representative of the authority
- 1.1.3 in taking any decision as a Cabinet member or a Ward Councillor
- 1.1.4 in discharging your functions as a Ward Councillor
- 1.1.5 at briefing meetings with officers and
- 1.1.6 at site visits
- 1.1.7 when corresponding with the authority other than in a private capacity

1.2 Where you act as a representative of your authority on another local authority, you must, when acting for that other authority, comply with that other authority’s code of conduct.

1.3 Where you act as a representative of your authority on a body which is not another local authority you must, when acting for that other body, comply with this Code, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

2 Interpretation

For the purposes of this Code –

2.1 “member of the authority” includes:

- 2.1.1 elected members; and
- 2.1.2 co-opted members who are entitled to vote on any questions which fall to be determined by the committees, sub-committees, joint committee, joint subcommittees or area committees upon which they sit.

2.2 “meeting” means any meeting of:

- 2.2.1 the authority;
- 2.2.2 the executive of the authority; or
- 2.2.3 any of the authority’s or its executive’s committees, sub-committees, joint committees, joint sub-committees or area committees.

2.3 “body” means any body of which you are a member or in a position of general control or management and –

- 2.3.1 to which you are appointed or nominated by your authority; or
- 2.3.2 which is a body –

- (a) exercising functions of a public nature; or
- (b) directed to charitable purposes; or

(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union).

2.4 “relevant person” for the purposes of paragraph 5 of this Code means any person or body with whom you have a family, social or business relationship.

3 General Principles

Your conduct as a member should be consistent with the following principles –

3.1 Preamble

The principles of public life apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, Non-Departmental Public Bodies, and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.

3.2 Selflessness

Holders of public office should act solely in terms of the public interest.

3.3 Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3.4 Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

3.5 Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

3.6 Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

3.7 Honesty

Holders of public office should be truthful.

3.8 Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

3A General Principles and Obligations

1. You must treat others with respect.
2. You must not bully or harass any person (including specifically any council employee) and you must not intimidate or improperly influence, or attempt to intimidate or improperly influence, any person who is involved in any complaint about any alleged breach of this code of conduct.

For the purposes of this code, bullying and harassment are defined as follows:

offensive, intimidating, malicious or insulting behaviour; or an abuse or misuse of power in a way that intends to undermine, humiliate, criticise unfairly or injure someone. Harassment may be characterised as unwanted conduct which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for an individual.

3. You must not conduct yourself in a manner which is contrary to the Council's duty to promote and maintain high standards of behaviour.
4. You must not do anything which may cause the Council to breach any of the equality duties. This includes refraining from behaviour or comments which might reasonably be regarded as being racist, sexist or otherwise discriminatory towards other people.
5. You must not conduct yourself in a manner which would reasonably be regarded as bringing the Council into disrepute, or your position as a Councillor into disrepute.
6. You must not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably be aware, is of a confidential nature, except where:-
 - (i) You have the consent of a person authorised to give it;
 - (ii) You are required by law to do so;
 - (iii) The disclosure is made by a third party for the purposes of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) The disclosure is –
 - (A) Reasonable and in the public interest
 - (B) Made in good faith and in compliance with the reasonable requirements of the authority; and
 - (C) You have consulted the Monitoring Office prior to its release.
7. You must not prevent another person gaining access to information which that person is entitled to by law.

8. You must be clear when communicating with the media or speaking in public that you do not give the impression you are acting in an official capacity when you are not. Nor should you express your own views in a way which misleads anyone reading or listening that it is official or agreed policy or position of the Council when it is your own personal view or those of a political party or group of people which you are a member.
9. You must respect the impartiality and integrity of the authority's statutory officers and its other employees. You must not do anything which compromises the impartiality and integrity of anyone who works for or on behalf of the Council, or do anything that is likely to compromise their impartiality and integrity.
10. When you use or authorise the use by others of the resources of the Council you must:
 - (i) Abide by the Council's reasonable requirements; and
 - (ii) Ensure that such resources are not used improperly for political purposes (including party political purposes); and
 - (iii) Have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
11. You must co-operate with the Standards process when you are the subject of a complaint and respond to a complaint that is brought against you, except where there are extenuating circumstances.
12. You must comply with the decision of the Standards process if you are found to be in breach of this Code of Conduct.
13. You must comply with the standards as described in the Council's Behaviours and in particular the protocol on Member/Officer Relations as well as all other relevant policies and guidance related to standards of appropriate behaviour and responsibilities from time to time agreed by the Council or which the Council is required to comply with or have appropriate regard to.
14. You must comply with the rules and procedures of meetings you attend. This includes compliance with the Council's Standing Orders and the authority and rulings of the Mayor or Chair.
15. When reaching decisions on any matter you must have regard to any relevant advice provided to you by the Council's –
 - (a) chief finance officer (the statutory s.151 Officer); or
 - (b) monitoring officer (the Service Director of Legal, Governance and Commissioning), where that officer is acting pursuant to his or her statutory duties.

4 Disclosable Pecuniary Interests

4.1 Disclosable Pecuniary Interests ("DPIs") are those interests defined as such in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 ("the 2012 Regulations") or in any subsequent regulations which amend, vary or revoke the 2012 Regulations. For the purposes of illustration only, a summary of the 2012 Regulations is set out in the Schedule to this Code of Conduct.

4.2 You must, within 28 days of:

- 4.2.1 adoption of this Code of Conduct by the authority; or
- 4.2.2 taking office as a member or co-opted member of the authority notify the authority's Monitoring Officer of any DPI, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

4.3 When you are present at a meeting of the authority and you have a DPI in any matter to be considered or being considered at the meeting, and where the matter does not relate to 'sensitive information' as defined below, you must disclose the existence and nature of the interest to the meeting.

4.4 Following any disclosure of a DPI not on the authority's register or the subject of pending notification, you must notify the authority's Monitoring Officer of that interest within 28 days beginning with the date of disclosure.

4.5 Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a DPI and must withdraw from the meeting while the matter is under consideration.

4.6 You must within 28 days of becoming aware of any new DPI or the need to change or update a current DPI registration, notify the authority's Monitoring Officer of those new or revised register entries.

5 Interests which are not Disclosable Pecuniary Interests (Other Interests)

5.1 In addition to the requirements relating to DPIs, if you attend a meeting at which any item of business is to be considered and you are aware that you have an interest which does not amount to a DPI you must make a verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent.

5.2 You have an Other interest where –

(a) a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing (including interests in land and easements over land) of you or a member of your family or a person or an organisation with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or

(b) it relates to or is likely to affect any of the interests that are defined as DPIs but are in respect of a member of your family (other than a partner) or a person with whom you have a close association.

5.2 In such circumstances you must consider whether your continued participation in the matter relating to your interest would be reasonable in the circumstances, particularly if the interest may give rise to a perception of a conflict of interests in the matter under discussion.

5.3 You do not have an Other interest if the interest relates to any business of the authority in respect of –

- 5.3.1 housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;

- 5.3.2 school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
- 5.3.3 statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
- 5.3.4 an allowance, payment or indemnity given to members;
- 5.3.5 any ceremonial honour given to members; and
- 5.3.6 setting council tax or a precept under the Local Government Finance Act 1992.

Sensitive Interests

5.4 Where you have an interest which is not a disclosable pecuniary interest and information relating to the interest is sensitive information, you must indicate to the meeting that you have an interest, the details of which are withheld.

6 Sensitive information

6.1 Where you consider that the information relating to any of your interests is sensitive information, and your authority's monitoring officer agrees, you need not include that information when registering that interest under paragraph 4.

6.2 You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph 6.1 is no longer sensitive information, notify your authority's monitoring officer asking that the information be included in your authority's register of members' interests.

6.3 In this Code, "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person connected with you may be subjected to violence or intimidation.

7 Gifts and Hospitality

7.1 You must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value of £25 or over which you have accepted from or has been offered to you by any person or body other than the authority. You must also declare receipt of gifts or hospitality totalling £100 or over from any one single source in any 12 month period.

7.2 The Monitoring Officer will place your notification on a public register of gifts and hospitality, such register to be available on line.

7.3 This duty to notify the Monitoring Officer does not apply where the gift, benefit or hospitality comes within any description approved by the authority for this purpose.

SCHEDULE

Regulation 1(2)

Disclosable Pecuniary Interests

Disclosable Pecuniary Interests are the interests specified in the second column of the following table and for the purposes of that table the following definitions apply:

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) (Disclosure of pecuniary interests upon taking office) or section 31(7) (Interests not entered on the authority’s register and not subject to a pending notification), as the case may be, of the Act;

“relevant person” means M or M’s spouse or civil partner, a person with whom M is living as husband and wife or a person with whom M is living as if they were civil partners;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table

Regulation 2

<i>Subject</i>	<i>Prescribed description</i>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union

Contracts	<p>within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992(1). Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority –</p> <ul style="list-style-type: none"> (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (along or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	<p>Any tenancy where (to M's knowledge) –</p> <ul style="list-style-type: none"> (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	<p>Any beneficial interest in securities of a body where –</p> <ul style="list-style-type: none"> (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either – <ul style="list-style-type: none"> i. the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or ii. if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.



STANDING ORDERS

Version Control:

1516/01 - Revised Standing Orders (based on NALC Model Standing Orders) approved and adopted at Council (with Service Provision) Meeting on 14 September 2015.

1516/02 - Further amendments agreed following review of the way the Council works (Oct/Nov 2015) – revisions approved and adopted by Council on 8 February 2016.

1516/03 - Additional revisions (re policy on use of mobile phones in Council meetings) approved and adopted 21 March 2016

1617/01 - Approved and adopted – Annual Council Meeting – 16 May 2016

1718/01 – Reviewed at Annual Council Meeting 15 May 2017 when changes made (due to merger of two committees)

1718/02 – Council approved and adopted revisions – 5 June 2017

1819/01 – Council reviewed and adopted – 14 May 2018

1819/02 – For review by F&M after NALC updates to Model - 10 December 2018

1920/03- Up dated from NALC Model 2019 proposed by Vice Chairman 29/6/2020

2021/36- Council approved and adopted revisions – 29/06/2020

28/06/21 – Updated version 2 to change font and reflect change in Staff Development Coordinator & dissolution of Community Assets Support Committee (Sections 4, 19 & 26)



HOLME VALLEY PARISH COUNCIL

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HOLME VALLEY PARISH COUNCIL

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his/her own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;



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- ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his/her decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer to a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) except those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her right of reply.
- t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.



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Key to letters of clauses on left column

Full Council meetings

Committee meetings

Sub-committee meetings

All meetings

Any standing order in bold type contains statutory requirements and NALC recommends adoption without change.

3. Meetings generally

- a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable rate.**

Meetings of the Council shall be held at the Exhibition Room, 3rd Floor, Civic Hall, Holmfirth at 7pm unless the Council decides otherwise at a previous meeting.

- b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

- c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**

- d d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the chairman of the meeting.

- g Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes.

- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.



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- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
 - j A person who speaks at a meeting shall direct his/her comments to the chairman of the meeting.
 - k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
 - ll **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
 - mm **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
 - nn **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
 - o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his/her absence be done by, to or before the Vice Chairman of the Council (if any).**
 - p **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice Chairman, if present, shall preside. If both the Chairman and the Vice Chairman are absent from a meeting, a councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
 - qqq **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or councillors with voting rights present and voting.**
 - rrr **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her casting vote whether or not he/she gave an original vote.**
- See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
 - t The minutes of a meeting shall include an accurate record of the following:



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- i. the time and place of the meeting;
- ii. the names of councillors present and absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered and, where appropriate, the reason for the decisions;
- vi if there was a public participation session; and
- vii the resolutions made.

Uuu A councillor or non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her right to participate and vote on that matter.

V No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

See standing order 4d (viii) below for the quorum of a committee or sub-committee meeting.

www If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

W A meeting shall not exceed a period of two hours, not including the public open session and time for any speakers invited to address the Council or a Committee. No more than one speaker should be invited to address any meeting of the Council or a Committee.

4. Committees and sub-committees

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;



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- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 7 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and sub-committee which shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee.
- e Standing Committees shall be appointed as follows:

Finance & Management	Maximum of 13 Members, including 1 representative per Ward (preferably)
Planning	Maximum of 13 Members, including 1 representative per Ward (preferably)
Publications & Communications	10 Members (Maximum)
Service Provision	Maximum of 13 Members, including 1 representative per Ward (preferably)
The Climate Emergency Committee	10 Members Maximum including Non-Elected Members
Staffing	Maximum of 9 Members comprising: <ul style="list-style-type: none">• Chairman of Council• Vice Chairman of Council• Past Chairman of Council or his/her predecessor (who will be appointed Chairman of this Committee)• Chairman of Finance & Management Committee• Chairman of Planning Committee• Chairman of Publications & Communications Committee



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- Chairman of Service Provision Committee
- Chairman of Climate Emergency Committee
- **Staff Performance & Development Lead (1)**

(1) The Staffing Committee will appoint a Staff Performance & Development Lead from the members of the Staffing Committee (including the Chairman). They will act as the Clerk's line manager on behalf of the Council. This appointee will, where possible, undertake the role of Staff Performance & Development Lead for a minimum of two years to ensure continuity and will remain a member of the Staffing Committee during that time.

If a member of the Staffing Committee is a chairman of more than one committee then that Chairman's Vice Chairman may deputise for their place on the staffing committee.

The Finance & Management Committee will meet alternate months to Full Council.

The Planning Committee will meet every four weeks, unless this period is not possible due to public holidays or other Officer commitments.

The Publications & Communications Committee will meet at least four times a year.

The Service Provision Meeting will meet four times a year.

The Staffing Committee will meet at least three times a year, but extra meetings of that Committee and any Staffing Sub-Committee may be called if circumstances demand.

The Climate Emergency Committee will meet four times a year.

- f Except where ordered by the Council in the case of a Committee, or by the appropriate Committee in the case of a sub-committee, the quorum of a Committee or Sub-Committee shall be one third of its members, rounded down; in no case shall the quorum of a meeting be less than three.
- g The Standing Orders in Section 1 (Rules of Debate) and the Standing Orders on interests of members in contracts and other matters shall apply to Committee and Sub-committee meetings insofar as they are appropriate.
- h Unless there is a Council resolution to the contrary, every Committee may appoint a Sub-Committee whose terms of reference and members shall be determined by resolution of the Committee.

5. Ordinary council meetings



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- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the Council may direct.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 7pm.**
- d **In addition to the annual meeting of the Council, at least 6 other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice Chairman (if any) of the Council.**
- f **The Chairman of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her successor is elected at the next annual meeting of the Council.**
- g **The Vice Chairman of the Council, if any, unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he/she shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he/she shall preside at the meeting until a new Chairman of the Council has been elected. He/she may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice Chairman (if any) of the Council at the annual meeting of the Council, the business of the annual meeting shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his/her acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;



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- vii. Appointment of members to existing committees; Committees will be formed by means of a committee preference form circulated prior to the Annual Meeting. Where more than enough members apply for a committee, a ballot will take place.
- viii. Appointment of any new committees in accordance with standing order 4 above;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under the Freedom of Information Act 2000, Environmental Information Regulations 2004, Data Protection Act 1998 and General Data Protection Regulation (with effect from 25 May 2018).
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

6. Extraordinary meetings of the Council, committees and sub-committees

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The chairman of a committee or sub-committee may convene an extraordinary meeting of the committee or sub-committee at any time.
- d If the chairman of a committee or sub-committee does not or refuses to call an extraordinary meeting within 7 days of having been requested to do so by one-quarter of the members of the committee or sub-committee, any one-quarter of the members of the committee or sub-committee may convene an extraordinary meeting of a committee[or sub-committee.



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7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by a least 7 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 10 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.



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- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
 - xvi. to adjourn the meeting;
 - xvii. to close a meeting;
 - xviii. to approve the absences of councillors;
 - xix. to close or adjourn debate;
 - xx. to receive nominations to a Committee or Sub-committee;
 - xxi. to dissolve a Committee or Sub-committee;
 - xxii. to amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it;
 - xxv. to appoint representatives to outside bodies and to make arrangements for those representatives to report back on the activities of outside bodies.
- b If a motion falls within the terms of reference of a Committee or sub-committee or within the delegated powers conferred on an officer, a referral of the same may be made to such Committee or sub-committee or officer provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expediency.



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11. Management of information

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification**

12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she shall sign the minutes and include a paragraph in the following terms or to the same effect:
"The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes



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of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(t) above. The Council adopted the Kirklees Code of Conduct at its meeting in November 2019.

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council. The HVPC adopted the Kirklees Council code of conduct in November 2019.
- b Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
- c Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has another interest if so required by the Council's code of conduct. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer or by a meeting of the Council, committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote.
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required; if the Proper Officer would prefer the Council to consider the dispensation request, it shall be considered at the beginning of the meeting of the Council, or committee or a sub-committee for which the dispensation is required.



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- h **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

- a Upon notification by the District Council that is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the Council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- c The Council may:
- i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or as required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of this matter.
- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him/her. Such action excludes disqualification or suspension from office.**

15. Proper Officer

- a The Proper Officer shall be either (i) the Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the Council, a committee and a sub-committee**
 - **serve on councillors, by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda. (provided the councillor has consented to service by email) and**



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- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.

- ii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least three days before the meeting confirming his/her withdrawal of it;
- iii. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his/her office;**
- iv. **facilitate inspection of the minute book by local government electors.**
- v **receive and retain copies of byelaws made by other local authorities.**
- vi Hold acceptance of office forms from councillors.
- vii. Hold a copy of every councillor's register of interests;
- viii assist with responding to requests made under the Freedom of Information legislation and rights exercisable under data protection legislation, in accordance with and subject to the Council's policies and procedures relating to the same;
- ix Liaise as appropriate with the council's data protection officer
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. Assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation, and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;

See also standing order 22 below.

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a file for such purpose;



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- xv. refer a planning application received by the Council to the Chairman of the Planning Committee (or in his/her absence the Vice Chairman of the Planning Committee) within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the planning committee; if a comment is required at short notice, this may be delegated to the Clerk and Chairman of the Planning Committee (in conjunction with liaison with the Councillor for that ward) – *as detailed in the Scheme of Delegation.*
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect.
See also standing order 22 below.

16. Responsible Financial Officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide (England).
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments for each quarter;
 - ii. the Council’s aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported which include a comparison with the budget for the financial year and highlights any actual or potential overspends.
 - iv. the latest bank reconciliation of the Council’s main (Community) account
 - v. An ‘Actual versus Budget’ comparison report for the financial year, highlighting any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council’s receipts and payments for the last quarter and the year to date for information; and



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- ii. to the full council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.
- e. The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft Annual Governance and Accountability Return shall be presented to each councillor at least 14 days prior to anticipated approval by the Council. The Annual Governance and Accountability Return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

18. Financial controls and procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. procurement policies for contracts of all levels (subject to standing order 18(c) below) and requirements under the Public Contract Regulations 2015.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;



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- iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of the Council or the Staffing Committee is subject to standing order 11 above.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chairman of the Council or the Chairman of the Staffing Committee or, if he/she is not available, the Vice Chairman of the Council or the Vice Chairman of the Staffing Committee of any absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c The **Staff Performance and Development Lead** shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Officer(s). The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Staffing Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Chairman of the Council or the Chairman of the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.



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- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by any of the Officers relates to the Chairman or Vice Chairman of the Council or the Staffing Committee, this shall be communicated to another member of the Council, not serving on the Staffing Committee, which shall be reported back and progressed by resolution of the Staffing Committee.
- f Any persons responsible for all or part of the management of Council Officers shall treat the written records of all meetings relating to their performance, capabilities, grievance and disciplinary matters as confidential and secure.
- g The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked, and electronic records shall be password protected.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided by the Clerk/RFO to the Chairman of the Council (also in accordance with Financial Regulation 6.11).

20. Responsibilities to Provide information

See also Standing Order 21

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Local Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015**

21. Responsibilities under Data Protection Legislation (below is not an exclusive list)

- a **The Council will appoint the clerk as the Data Protection Officer.**
- b **The Council shall have policy and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**



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- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

21. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

22. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii) above.

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 22(a) above, any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

The above is applicable to a council without a common seal.

23. Communicating with District Councillors

- a. An agenda for a meeting of the Council shall be sent to the ward councillor(s) of the District representing the area of the Council.
- b. Unless the Council determines otherwise, a copy of each letter sent to the District Council shall be sent to the ward councillor(s) representing the area of the Council.

24. Restrictions on Councillor Activities

- a Unless duly authorised no councillor shall:
 - i inspect any land/or premises which the Council has a right or duty to inspect.
 - ii Issue orders, instructions or directions.



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25. Estimates/Precepts

- a The Council shall approve written estimates for the coming financial year at its meeting in February.
- b Any Committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.

26. Office Holders

- a The Council recognises the importance and responsibilities of 15 specific roles within the Council:

Chairman of Council
Vice Chairman of Council
Chairman of Finance & Management Committee
Vice Chairman of Finance & Management Committee
Chairman of Planning Committee
Vice Chairman of Planning Committee
Chairman of Service Provision Committee
Vice Chairman of Service Provision Committee
Chairman of Staffing Committee
Vice Chairman of Staffing Committee
Chairman of Publications & Communications Committee
Vice Chairman of Publications & Communications Committee
Chairman of the Climate Emergency Committee
Vice Chairman of the Climate Emergency Committee
Staff Performance & Development Lead

All office holders (with the exception of the **Staff Performance & Development Lead**) will be appointed by the full Council at its Annual Meeting each year and will serve until the next Annual Meeting of the Council. (See also Standing Order 5).

- b **Chairman of Council:**

A Councillor must have served 3 years on the Council before being elected Chairman.

The Chairman will be elected as the first item on the agenda of the Annual Meeting from within all those eligible and willing to serve as Chairman.

Voting will be conducted as set out in Standing Order 1(r).

- c **Vice Chairman of Council:**



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A Councillor must have served 2 years on the Council before being elected Vice-Chairman.

The Vice Chairman will be elected at the Annual Meeting from within all those eligible and willing to serve as Vice Chairman.

Voting will be conducted as set out in Standing Order 1(r).

d. **Chairman of Staffing Committee:**

The past Chairman of the Council will be appointed as Chairman of Staffing unless they are no longer a Councillor, in which case an alternative member of the Committee will be appointed.

e. **Chairmen and Vice-Chairmen of other Standing Committees:**

Any eligible Councillor may be appointed to serve as Chairman or Vice Chairman of these Standing Committees.

f. **Staff Performance & Development Lead:**

This appointment will be referred to the first meeting of the Staffing Committee for election to this post from amongst its members. They will act as the Clerk's line manager on behalf of the Council. This appointee will, where possible, undertake the role of Staff Performance & Development Lead for a minimum of two years to ensure continuity and will remain a member of the Staffing Committee during that time.

g. Members will be able to nominate themselves as candidates for standing committees before the Annual meeting. A list will be circulated by the clerk seven days before the meeting. If the number of candidates for each committee is within the maximum number for that committee then voting need not take place and those members will serve on their preferred committees. If the maximum number for each committee is exceeded then voting will take place.

27. General Power of Competence

a. Before exercising the General Power of Competence (GPC), a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.

b. The Council's period of eligibility begins on the date that the resolution under Standing Order 27(a) above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.

c. After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the Power of Competence which was not completed before the expiry of the Council's preceding period of eligibility referred to in Standing Order 27(b) above



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28. Use of Mobile Phones in Council Meetings

The use of mobile phones during Council meetings is permitted, subject to the following:

- a The device should be kept on silent or vibrate mode throughout the meeting.
- b There should be no use of the voice facility to make calls, receive calls or check messages. Only text or non-voice uses can be made of mobile phones.
- c The person presiding at the meeting may require all mobile phones to be switched off at any time.

The expression "Council meeting" means a meeting of the Council, Committee, Sub-Committee or Working Group and "mobile phone" includes other portable communications devices.

29. Standing Orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least one-quarter of councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible after he/she has delivered his/her acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

New Version 2020 (based on 2019 NALC MODEL)
Approved at Full Council on 29/6/2020
Liz Bennett, Clerk



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SCHEME OF DELEGATION

Version Control

Approved at Full, Council on 20/7/2020

Amended at 4.6/ following consideration at Full Council 9/11/2020

28/06/21 – Updated version 1 to change font and reflect change in Staff Development Coordinator

28/06/21 – Updated version 2 to change font and reflect change in Staff Development Coordinator & dissolution of Community Assets Support Committee



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SCHEME OF DELEGATION PURPOSE & CONTEXT

1. Discharge of the Scheme of Delegations

- 1.1 This Scheme of Delegations forms part of the Council's Financial Regulations and Standing Orders and will be reviewed at least annually or earlier, for example when there are staffing changes.
- 1.2 One of the purposes of the document is to clearly define the parameters within which Officers of the council are able to act without reference to either their line managers or Members.
- 1.3 Where consultation with others is a requirement of the ability to act it is clearly set out with what and whom consultation should take place.
- 1.4 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of why the breach occurred.
- 1.5 The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated to the various committees by the Council. This element of the scheme incorporates the Terms of Reference of the Committees.

2. The Power to delegate

The power to delegate functions by local Councils is set out in the Local Government Act 1972 Section 101 Arrangements for discharge of function by local authorities.

3. Officers' conflict of Interest

- 3.1 Under the Local Government Act 1972, section 117; officers must make formal declaration about council contracts where the employee has a financial interest. Every officer is responsible for identifying whether he/she has any conflict of interest in any matter which is under consideration, actual or perceived, in any matter within the Council, and notifying the Council.
- 3.2 Where an employee is unsure whether an interest should be declared, they should speak to the Monitoring Officer of Kirklees Council. If the employee is advised not to declare their interest a record of the discussion should be kept by both parties. Failure to disclose such an interest may result in a disciplinary action being taken which could lead to dismissal.
- 3.3 Employees are also required to disclose any other employment that they wish to undertake in addition to their primary post with the Council.
- 3.4 All employees must identify and disclose any actual or potential personal, financial, business or other interest or close personal relationship which might reasonably be perceived as a conflict of interest.
- 3.5 Where an officer has a conflict of interest in any matter, he/she shall not participate in that matter in his/her capacity as an officer except with the prior approval of the Monitoring Officer. Any approval granted by the Monitoring Officer shall be formally recorded in the Council Minutes. Where such approval has been granted for the Officer to participate in a Council meeting of that subject matter, he/she must ensure that the disclosure of interest is also declared at the start of the Council meeting under the disclosures of interests of Members and officers.



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This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person) and Standing Committees to act with delegated authority in the specific circumstances detailed.

1. RESPONSIBLE FINANCIAL OFFICER

Responsible Financial Officer to the Council and shall be responsible for the Parish Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

2. PROPER OFFICER

2.1 The Clerk to the Council shall be the Proper Officer of the Council and as such is specifically authorised to:

- 2.1.1 Receive declarations of acceptance of office.
- 2.1.2 Receive and record Members' Registers of Interest.
- 2.1.3 Receive and grant Disclosable Pecuniary Interest (DPI) dispensations; details of all dispensations received and granted to be reported to the Council, at the next available meeting.
- 2.1.4 Receive and retain plans and documents.
- 2.1.5 Sign Notices or other documents on behalf of the Council.
- 2.1.6 Receive copies of By-laws made by a Primary local authority.
- 2.1.7 Certify copies of By-laws made by the Council.
- 2.1.8 Prepare agendas, consulting with Chairman of Council or Committee (as appropriate) wherever possible, before distribution.
- 2.1.8 Sign summons to attend meetings of the Council.
- 2.1.9 Respond to requests made under the Freedom of Information/Environmental Information Regulations and General Data Protection Regulation Legislation.
- 2.1.10 Arrange and call all meetings of the Council and its Committees (**but not necessarily Working/Steering Groups**)
- 2.1.11 The Deputy clerk will also prepare agendas and sign the summons for the meetings he/she is required to officiate at.**

2.2 In addition, the Clerk to the Council has the delegated authority to undertake the following matters on behalf of the Council:

- 2.2.1 Day to day administration of services, together with routine inspection and control.
- 2.2.2 Day to day supervision and control of all staff employed by the Council.



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- 2.2.3 Authorisation to call any extra meetings of the Council or any Committee as necessary, having consulted with the Chairman of the Council and/or the Chairman of the appropriate Committee.
 - 2.2.4 Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees.
 - 2.2.5 Authorisation of routine recurring expenditure within the agreed budget.
 - 2.2.6 Emergency expenditure up to £2,000 outside of the agreed budget (Financial Regulation 4.5).
 - 2.2.7 Authorisation of expenditure on works to individual seats and shelters up to a maximum of £500 (Financial Regulation 4.5).
 - 2.2.8 Liaison with Chairman of Planning Committee and Parish Ward Councillor to provide urgent comment to Kirklees Planning Services, when the Council is notified of a planning application with a short deadline for comments (e.g. if it is an amended planning application or the Council has not been previously notified and there are no planning Committee meetings scheduled before the application is to be determined); agreed comment to be forwarded to Kirklees Planning Services and action taken to provide the comment to be reported to the next scheduled Planning Committee meeting.
- 2.3 Delegated actions of the Clerk and the RFO to the Council shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time.

3. COUNCIL

- 3.1 **The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.**
- 3.1.1 Appointing the Chairman and Vice Chairman of the Council.
 - 3.1.2 Appointing the Chairmen and Vice Chairmen of all the Standing Committees
 - 3.1.3 Setting the Precept.
 - 3.1.4 Borrowing money.
 - 3.1.5 Approval of the Council's Annual Accounts and completion of the Annual Return.
 - 3.1.6 Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
 - 3.1.7 Making, amending or revoking By-laws.
 - 3.1.8 Making of Orders under any statutory powers.
 - 3.1.9 Approval and adoption of matters of principle or policy, including Mission Statements and precept level.
 - 3.1.10 Nomination and appointment of representatives of the Council to any other authority, organisation or outside body (excluding conferences, events or meetings)
 - 3.1.11 Any proposed new undertakings.
 - 3.1.12 Prosecution or defence in a court of law.
 - 3.1.13 Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee.
 - 3.1.14 Matters relating to the Council's Code of Conduct.



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- 3.1.15 Matters relating to the Council's Complaints Procedure.
- 3.1.16 Approval of Special Dispensations (for a Member's non-attendance due to health or personal reasons).
- 3.1.17 Matters relating to Councillor Vacancies.
- 3.1.18 Approval of wreaths and co-ordination of representation at annual Remembrance Sunday services.
- 3.1.19 Approval of annual schedule of meetings.
- 3.1.20 Matters relating to legislative changes and other allied consultations, having an impact on the Council.
- 3.1.21 Approval of virements from one delegated Committee to another (although virements within a Committee Budget heading can be approved by Finance & Management Committee following recommendations from other another committee).
- 3.1.22 Matters relating to the Parish Charter.
- 3.1.23 Matters relating to the General Power of Competence.
- 3.1.24 Matters relating to employment contracts and recruitment.
- 3.1.25 Confirmation that criteria met for Local Council Award Scheme accreditation (although Finance & Management Committee delegated to prepare information to be submitted).

3.2 **Urgent matters:**

- 3.2.1 In the event of any matter arising which requires an urgent decision the Clerk to the Council shall forthwith consult with the Chairman and Vice-Chairman of the Council, and the appropriate Committee Chairman if the matter involves expenditure not provided for in the annual budget, and not covered by paragraph 2.2.6 (above) and Finance Regulation 4.5 before acting on behalf of the Council in respect of the particular matter then under consideration.
- 3.2.2 Before the Clerk to the Council exercises the delegated powers granted by paragraph 3.2.1 (above), those Members consulted shall consider whether the matter is of sufficient interest to justify the summoning of a Special Meeting of the Council or of the appropriate Committee and where a meeting is so summoned the Committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
- 3.2.3 Before exercising the delegated power granted by paragraph 3.2.2 (above), the Committee concerned shall consider whether the matter is of sufficient importance to justify recommending to the Chairman of the Council that a Special Meeting of the Council should be called in accordance with Standing Order 18(c).
- 3.2.4 Whenever any action is taken in this way, full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next appropriate meeting of the Council.



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4. COMMITTEES

4.1 THE FINANCE AND MANAGEMENT COMMITTEE

4.1.1 Terms of Reference

Membership	Maximum 13
Non- elected Membership	Not Applicable
Quorum	One third of Elected Membership members rounded up and no less than three
Frequency of Meetings	Every two months alternating with Full Council

- Election of Vice Chairman from among its membership if so delegated by the Council.
- Approval of its Minutes as true and correct records.
- Receive and grant DPI dispensations; details of all dispensations received to be reported back to the Council, at the next available meeting.
- All matters relating to financial management of the Council's affairs, including the approval of monitoring reports, investment of income and other banking arrangements, but not the setting of a precept or any amount to be borrowed.
- Audit arrangements (and review thereof).
- Budgetary control, including approval of any virement and supplementary budget requests within the Council's agreed overall budget.
- Approval of changes to Fixed Asset Register.
- Subscriptions (and review thereof).
- Insurance and Risk Management (procedural matters and review thereof).
- Emergency Planning.
- Approval of matters relating to **any** Council Office CCTV and audio recording equipment.
- Corporate Management.
- General Administration.
- Management of any matters relating to the Council Office/meeting room within the Civic Hall, including installation of civic fixtures and fittings e.g. Honours Boards, exterior/interior noticeboards and signage (subject to any Listed Building/Conservation Officer permissions that may be required).
- Negotiations with HCHCT and management of any re-shaping of internal space(s) within the Civic Hall, with professional advice and any permissions being sought as necessary.
- Civic Activities/Local Democracy.
- Approval of matters relating to Civic Regalia and Honours' Board updates.
- Approval of the provision and management of Information and Communication Technology (ICT), including replacement of outdated equipment and purchase of new equipment within the approved Budget.
- Management of the Council's tenancies rent reviews and tenancy agreements.



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- Managing, maintaining and monitoring the demand and availability for the tenanted sites (Holme allotments and garage plots).
- Approval of tendering and selection of contracts
- Representative attendance at conferences and events by Councillors and Officers.
- All matters relating to Freedom of Information/Environmental Information Regulations, Data Protection, General Data Protection Regulation and Management/Retention of Documents.
- All matters relating to Statement of Intent on Training (including approval of any Councillor/Officer induction/training (although Officer training can also be approved by Staffing Committee, where training needs identified through Staff **Performance** & Development Review process).
- All matters relating to the preparation of information on the Council's accreditation to the Local Council Award Scheme (except confirmation that the criteria have been met, which must be a full Council decision).
- Any other matter which may be delegated to it by the Council from time to time.

4.1.2 The Finance and Management Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
- Providing support, to an agreed budget, to organisations charged with the management of assets in community ownership run for the public benefit through the award of grants to community groups for community assets
- Approval of funding support provision to Holmfirth Civic Hall Community Trust subject to the committee limits in the Financial Regulations
- Award of grant funding for community events or projects.
- Management of Expressions of Interest process for community assets.
- Approval of payment of monthly schedule of accounts.
- To review and approve the committee payments list for compliance in accordance with the Financial Regulations and Scheme of Delegations
- To assemble and submit estimates of income and expenditure for each financial year in respect of services of this committee no later than 30th October each year.
- Any other matter which may be delegated to it by the Council from time to time.

The following matters are reserved to the Council for decision, but the Committee may make recommendations:

- The Committee's budget each financial year.
- Any funding required outside of, or above, the set budget in any given financial year.
- Formulation of budget policy for presentation to Council.
- Formulation of forward planning and strategy for presentation to Council.
- Democratic Representation.
- Civic and Ceremonial.
- Policy formulation/changes.
- Confirmation that criteria met on Local Council Award Scheme accreditation.



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The Committee may refer specific matters to the Council for a final decision if it so wishes.

4.2 THE PLANNING COMMITTEE

4.2.1 Terms of Reference

Membership	13 maximum
Membership co-optees	
Quorum	One third of voting membership rounded up
Frequency of meetings	Every 4 weeks

- Election of Vice Chairman from among its membership if so delegated by the Council.
- Approval of its Minutes as true and correct records.
- Receive and grant DPI dispensations; details of all dispensations received to be reported back to the Council, at the next available meeting.
- To comment on planning applications received from the Local Planning Authority (Kirklees Council) and the Peak District National Park Authority.
- Planning enforcement issues.
- Conservation Area appraisals.
- Street Naming, depending on deadlines.
- Licensing Matters.
- To comment on behalf of the Council on Local Plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plans or Studies as considered appropriate.
- To co-ordinate the production, with the community, of the Holme Valley Neighbourhood Plan.
- Approval of tendering and selection of contracts, e.g. consultants to advise on Neighbourhood Plan.
- To comment on behalf of the Council in response to any consultations in relation to footpath diversions, modifications or adoptions, depending on deadlines.
- Any other matter which may be delegated to it by the Council from time to time.

4.2.2 The Planning Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
- To assemble and submit to Finance and Management, estimates of income and expenditure for each financial year in respect of services of this committee no later than 30th October each year.

The following matters are reserved to the Council for decision, but the Committee may make recommendations:

- The Committee's budget each financial year.
- Any funding required outside of, or above, the set budget in any given financial year.
- Policy formulation/changes.



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The Committee may refer specific matters to the Council for a final decision if it so wishes.

4.3 THE PUBLICATIONS AND COMMUNICATIONS COMMITTEE

4.3.1 Terms of Reference

Membership	13 Members Maximum
Non-elected Membership	
Quorum	A third of voting membership rounded up
Frequency of Meetings	4 Times per Year

- Election of Vice Chairman from among its membership if so delegated by the Council.
- Approval of its Minutes as true and correct records.
- Receive and grant DPI dispensations; details of all dispensations received to be reported back to the Council, at the next available meeting.
- Authorisation for the creation, content, production and distribution of the Council's newsletter, annual report and website.
- Responsibility for all contact with the media, including the content and issue of press releases, following agreed procedures.
- Authorisation to appoint Media spokespersons.
- Detailed planning for Council representation at community events and approval of display, manning of stand, etc.
- All matters relating to annual Tidy Trader Scheme judging and awards.
- Approval of Community Champion awards.
- Approval of Community Building plaques.
- Approval of tendering and selection of contracts, e.g. web design/upkeep, advertising.
- Any other matter which may be delegated to it by the Council from time to time.

4.3.2 The Publications & Communications Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
- To assemble and submit to Finance and Management, estimates of income and expenditure for each financial year in respect of services of this committee no later than 30th October each year.

The following matters are reserved to the Council for decision, but the Committee may make recommendations:

- The Committee's budget each financial year.
- Any funding required outside of, or above, the set budget in any given financial year.
- Policy formulation/changes, e.g. Media Policy.

The Committee may refer specific matters to the Council for a final decision if it so wishes.



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4.4 THE SERVICE PROVISION COMMITTEE

4.4.1 Terms of Reference

Membership	14 Members
Non-Elected Membership	
Quorum	One third of voting members
Frequency of Meetings	4 times per Year

- Election of Vice Chairman from among its membership if so delegated by the Council.
- Approval of its Minutes as true and correct records.
- To safeguard the buildings transferred into the ownership of the HVPC and ensure they continue to meet the needs of the residents of The Holme Valley (Holmfirth Civic Hall, Holmfirth Public Toilets, Honley Library).
- To oversee the ongoing lease and management arrangements with Holmfirth Civic Hall Community Trust (HCHCT) who run the Holmfirth Civic Hall on a day-to-day basis.
- To oversee the completion of the lease for the Honley Library and ensure the Trustees of Honley Library manage the building according to the leases with HVPC and Kirklees Library Service.
- Consideration and negotiations regarding any other community assets in the Valley at risk of being lost, for use by the community.
- Maintenance and upkeep of all public seats, stone shelters and adopted phone boxes (including custodians) in the Council's ownership, including management of day-to-day activities of Maintenance Contractor.
- Maintenance and upkeep of Closed Churchyard, New Mill.
- Maintenance and upkeep of Arts Trail art installations
- Maintenance and upkeep of war memorials.
- Approval of matters relating to environmental issues (e.g. litter and dog fouling).
- Response to issues or concerns raised by residents relating to public transport, highways and environmental issues.
- To comment on behalf of the Council in response to any consultations in relation to footpath diversions, modifications or adoptions, depending on deadlines (otherwise considered by Planning Committee).
- Street Naming, depending on deadlines (otherwise considered by Planning Committee).
- Approval of matters relating to transport (e.g. minibus services and Patient Transport Scheme).
- Approval of matters relating to youth facilities and projects.
- Approval of matters relating to Christmas trees/lighting provision.
- Approval of matters relating to CCTV equipment provision.
- To work in partnership with Kirklees Council in the provision of any scheme for which the Committee has approved budget provision.
- To manage the allotments in Holme.
- Any other matter which may be delegated to it by the Council from time to time.



HOLME VALLEY PARISH COUNCIL

4.4.2 The Service Provision Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
- Award of grants to community groups for community services.
- Management of Expressions of Interest process where required for community services.
- Approval of matters relating to the management of Honley Library by the Trustees of Honley Library.
- Approval of funding support provision to Honley Library subject to the committee limits in the Financial Regulations
- Approval of matters relating to the management of the Civic Hall by the Holmfirth Civic Hall Community Trust.
- Approval of matters relating to the day-to-day running and maintenance of Holmfirth Public Conveniences and the tenanted unit within the building.
- Approval of tendering and selection of contracts, e.g., maintenance contractor.
- To assemble and submit to Finance and Management, estimates of income and expenditure for each financial year in respect of services of this committee no later than 30th October each year.

The following matters are reserved to the Council for decision, but the Committee may make recommendations:

- The Committee’s budget each financial year.
- The nomination of a number of Members to be appointed to the Board of Trustees of HCHCT and Friends of Honley Library.
- Any funding required outside of, or above, the set budget in any given financial year.
- Policy formulation/changes.

The Committee may refer specific matters to the Council for a final decision if it so wishes.

4.5 THE STAFFING COMMITTEE

4.5.1 Terms of Reference

Membership	10 Maximum
Non-Elected Membership	Not applicable
Quorum	One third of elected membership
Frequency of Meetings	Three times a year and as required in between.

- Election of Vice Chairman from among its membership if so delegated by the Council.
- Appointment of the Staff Performance & Development Lead to act as line manager to the Clerk on behalf of the Council as outlined in the Staff Performance & Development Lead description (provided for reference) as Appendix 1 to the Scheme of Delegation)
- Approval of its Minutes as true and correct records.



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- Receive and grant DPI dispensations; details of all dispensations received to be reported back to the Council, at the next available meeting.
- The Staffing Committee will be responsible for all matters relating to the advertising, interviewing selection and appointment of a member of staff where such a post has been approved by Full Council.
- Responsible for all matters relating to employees, based on recommendations made and agreed by Council, or in line with contractual arrangements. The Committee may decide that it wishes to refer specific matters to the Council for final decision, subject to the matters reserved for final decision for legal reasons.
- To implement national pay awards
- To carry out the Annual Staff Development Review, and to finalise and approve action plans resulting from that Review, prior to report to Council that Review has been completed.
- Approval of any Staff training and continuing professional development.
 - Approval of policies, guidelines and strategies on human resources, personnel, and development, to ensure the Council properly undertakes its responsibilities for its staff and others relating to welfare, health and safety,
 - Working Time Directive and pensions provision.
- Hearings for Grievance, Disciplinary and Capability matters* in accordance with the Council's Grievance and Disciplinary Procedure.
- Dealing with any Grievance, Disciplinary and Capability matters to a conclusion, only reporting to Council when the time for any Appeal has passed.
- Appointment of an Appeals Sub Committee, if necessary.
- Any other matter which may be delegated to it by the Council from time to time.

4.5.2 The Staffing Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
- To assemble and submit to Finance and Management, estimates of income and expenditure for each financial year in respect of services of this committee no later than 30th October each year.

Policy on the following matters is reserved to the Council for decision, but the Staffing Committee may also make Policy recommendations relating to:

- Conditions of Service.
- Staff levels.
- Policy formulation/changes.

The Committee may refer specific matters to the Council for a final decision if it so wishes.

***It is vital that the Staffing Committee keeps confidential its deliberations and decisions in cases of Grievance, Disciplinary and Capability hearings, because if an Appeal against a decision is received it must, legally and in the interests of fairness, be heard again by elected members with no prior knowledge of the case.**

Any grievance against a member regarding issues under the Code of Conduct will be referred to the Monitoring Officer of Kirklees Council from the outset.



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In order to ensure as far as possible that such matters as Appraisal, Grievance, Disciplinary and Capability issues are dealt with professionally and in accordance with Employment legislation, all Members of the Staffing Committee must agree to undertake training in these matters.

4.5.3 The **Appeals Sub-committee** is delegated to make decisions on the behalf of the Council in the following matters:

- Appeals against decisions made by the Staffing Committee in Grievance, Disciplinary and Capability matters.
- Dealing with Appeals to a final conclusion, only reporting to Council the actions it has taken at the end of the process.

In order to ensure as far as possible that such matters as Appraisal, Grievance, Disciplinary and Capability issues are dealt with Members of the Appeals Sub-committee must agree to undertake training in these matters.

4.6 THE CLIMATE EMERGENCY COMMITTEE

4.6.1 Terms of Reference

Membership	18 (maximum 8 Elected Members)
Non-Elected Membership	10
Quorum	One third of elected members
Frequency of Meetings	4 times per year

- Election of Vice Chairman from among its membership if so delegated by the Council.
- Receive and grant DPI dispensations; details of all dispensations received to be reported back to the Council, at the next available meeting.
- Approval of its Minutes as true and correct records.
- To engage with other groups in the community and other Statutory groups to effect the aims of the Climate Emergency Action Plan.
- To manage 6 sub-groups according to the main themes of The Climate Emergency Action Plan
 - Sub-group 1 – Agriculture, Food, Environment and Land Use
 - Sub-group 2 – Energy and Buildings
 - Sub-group 3 – Economy and Business
 - Sub-group 4 – Waste
 - Sub-group 5 – Transport and Travel
 - Sub-group 6 – Mobilisation
- To liaise with the Publishing and Communications Committee regarding publicity material and publicity events.



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4.6.2 The Climate Change Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget.
- To assemble and submit to Finance and Management, estimates of income and expenditure for each financial year in respect of services of this committee no later than 30th October each year.
- Management of the workload of the Climate Emergency Action Plan coordinator and coordination with the Clerk on employment matters.

The following matters are reserved to the Council for decision, but the Committee may make recommendations:

- The Committee's budget each financial year.
- Any funding required outside of, or above, the set budget in any given financial year.
- Policy formulation/changes.

The Committee may refer specific matters to the Council for a final decision if it so wishes.

5. SUB-COMMITTEES

- 5.1 The Council's Standing Committees may appoint Sub-Committees, if a Committee believes that it would be required to assist in managing the Committee's workload. Any powers to be delegated to such a Sub-Committee should be detailed at the time the Sub-Committee is formed by means of a Minute outlining its Terms of Reference. Any Sub-Committee shall have delegated authority to arrange its own meeting dates and times, to suit the Group Membership.

6. Working/Steering Groups

- 6.1 Working/Steering Groups may be formed by resolution of the Council or a Committee at any time for the purpose of completing a specific task or project. The work of such a Working/Steering Group will be decided upon at the time it is formed by means of a Minute detailing the Terms of Reference. Each Working/Steering Group will report back with recommendations to the Council or the Committee that formed it.

Any Working/Steering Group shall have delegated authority to arrange its own meeting dates and times, to suit the Group Membership.

7. Delegation - Limitations

- 7.1 Committees and Sub-committees shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, By-laws or orders made and with any directions given by the Council from time to time.



HOLME VALLEY PARISH COUNCIL

Liz Bennett, Clerk, HVPC



HOLME VALLEY PARISH COUNCIL

APPENDIX 1

HVPC STAFF PERFORMANCE & DEVELOPMENT LEAD

1.0 PURPOSE

1.1 On behalf of the Holme Valley Parish Council, the Staff Performance and Development Lead will ensure directly employed staff are effectively managed and supported in undertaking their responsibilities.

2.0 ROLE

2.1 Principal role is to act as line manager of the Clerk to the Council on behalf of the Full Council. It should be noted that good management of the Clerk will support the effective operation of wider clerk team.

2.2 This in turn leads to the following additional responsibilities:

- Performance management of the Clerk
- Identification of and support in providing development opportunities for the Clerk
- Acting as a confidant for all staff members regarding their roles, interaction with each other and councillors
- Providing a central point of contact for all councillors to discuss any staff issues and undertake any required actions needed as a result of issues raised.

3.0 PERFORMANCE MANAGEMENT

3.1 Performance management is an important part of formally monitoring and supporting the effective performance of the Clerk. It is vital in ensuring that the Clerk is able to undertake his or her duties well, recognising any difficulties, identifying training needs and meeting the requirements of the role. It is a key part of supporting the individual and helping them perform to the best of their ability by understanding their skills and setting realistic and achievable objectives.

3.2 Effective performance management requires honesty, understanding and a commitment to work constructively with the individual as well as act in the best interests of HVPC to have a committed and effective Clerk. Performance management needs commitment from both the Staff Performance and



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Development Lead and the Clerk who is encouraged to review their performance, identify areas for development and suitable objectives.

3.3 This needs a number of different elements in place:

a. Formal objective setting and performance reviews with Clerk to be held in person and recorded in writing using a pro forma.

These should be held as follows:

- a.i. Start of year (objective setting)
- a.ii. 6 months into year (progress review)
- a.iii. End of year (formal review & future objective setting)

It should also be noted that during the first year of appointment, the Clerk will have a probationary period so more regular contact and reviews will be required.

b. Informal monthly meetings with the Clerk to be held remotely or in person

- a.i. Timed to suit the Clerk / post holder but at least around each Full Council meeting cycle

c. Informal contact weekly or as required with the Clerk

- a.i. Regular interaction by phone, Zoom or other media as required

d. Collation of feedback from reportees and Councillors regarding Clerk performance

- i. Informal feedback on Clerk performance sought from all staff reportees in advance of performance reviews (every 6 months).
- ii. Informal feedback requested from all Councillors regarding Clerk and wider staff team performance in advance of yearly performance review. This should include constructive and positive feedback as well as any areas of concern and provide examples to aid discussion with the members of staff involved.
- iii. Councillors and reportees can share any informal feedback on the Clerk's performance throughout the year with the Staff Performance and Development Lead for discussion as required with the Clerk.

3.4 The Clerk is paid on a nationally agreed pay scale set by the National Joint Council for Local Government Services. The performance of the Clerk and any other staff on this scale will influence the recommendations to the Staffing Committee for any annual pay increases. These recommendations will be given to the Staffing Committee by the Staff Performance & Development Lead for consideration and approval by the Staffing Committee.



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4.0 APPOINTMENT OF ROLE

- 4.1 The Staff Performance & Development Lead should be appointed from amongst the members of the Staffing Committee. The appointee must be able to commit to the time required to undertake the role effectively including the meeting arrangements outlined in section 3.3.
- 4.2 Where possible, the appointee should undertake the role for at least two years to allow some consistency of line management with re-appointment permitted beyond this period.
- 4.3 If the Clerk has concerns about the appointee, they must raise them with the Chair of Staffing or Chair of Council and consideration of a new appointee will be made by the Staffing Committee.
- 4.4 The Staff Performance & Development Lead must be willing to undertake training as required to support effective delivery of the role.

5.0 CONFIDENTIALITY

- 5.1 All discussions held between the Staff Performance & Development Lead and the Clerk and other staff are confidential.
- 5.2 Any records kept will be marked as PRIVATE & CONFIDENTIAL and will not be available for public access.
- 5.3 Feedback provided by councillors on the Clerk's performance and the performance of other members of the staff team will be regarded as confidential and will be anonymised before discussion with the Clerk.

Discussed and Recommended by Staffing Committee on 21/06/21

Holme Valley Parish Council

FINANCIAL REGULATIONS

Adopted 1/6/2020

Amended at 4.1 and 5.7 on 14/12/2020

To be reviewed May 2021

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These Financial Regulations were adopted by the council at its meeting held on 1/6/2020

1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective, and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts.
- that provide for the safe and efficient safeguarding of public money.
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.

1.9. The RFO.

- acts under the policy direction of the council.
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices.
- determines on behalf of the council its accounting records and accounting control systems.
- ensures the accounting control systems are observed.

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (@NALC 2018)

- maintains the accounting records of the council up to date in accordance with proper practices.
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate.
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible.
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records.
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions.
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement).
- approving accounting statements.
- approving an annual governance statement.
- borrowing.
- writing off bad debts.
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts.
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'The Regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council Finance Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council.
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year.
- to demonstrate competence, objectivity, and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council.
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

3.1. Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the [relevant committee and the council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January

each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items over £500; or
- the Clerk or Deputy Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below **£1000**

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. The council shall seek credit references in respect of members or employees who act as signatories.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council or finance committee. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or finance committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council or Finance Committee meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee;

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee; or

c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or Finance Committee.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made. (It was decided at full council on 14 December 2020 that during the Covid Lockdown period two electronic signatures would be acceptable. This is a temporary measure and will only be instituted in the event that Officers and Councillors are unable to meet in person.)

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or finance committee.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council and countersigned by the Clerk or Deputy Clerk in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council or Finance Committee at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope

has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

Any BACS payment over £1000 and not being paid into an already recognised payee should be checked by the clerk at the time of payment to ensure the correct sort code and account number are entered. The council has a separate policy on Bacs payments, and these will be adhered to.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Clerk, the RFO and a member. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council Finance Committee. Transactions and purchases made will be reported to the finance committee and authority for topping-up shall be at the discretion of the finance committee.

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the staffing committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know.
- b) by the internal auditor.
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of Payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Deputy Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a) For public supply and public service contracts 209,000 Euros (£181,302)
- b) For public works contracts 5,225,000 Euros (£4,551,413)

- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Order(s) [], [] and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated, and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works.

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

13.1. The Clerk shall be responsible for the care and custody of stores and equipment in the office.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.

15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to council at the next available meeting.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or finance committee.

16. [Charities]

16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. Risk management

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk with the RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2. When considering any new activity, the Clerk[with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. Suspension and revision of Financial Regulations

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

Updated from the NALC 2019 model regulations.

Reviewed by the Finance and Management Committee 2/3/2020

Approved at Full Council on Monday 1/6/2023

Amendment to 4.1 and 5.7 agreed at full Council 14/12/2020

Liz Bennett , Clerk , HVPC

Holme Valley Parish Council

Collated Committee Preference Form for Council Year 2021-22 July 12th 2021, to March 31st 2022 **if CASC still exists**

Council	Willing to stand as Chairman of the Council	
	Cllr Pogson	

Committees	Wish to be on this Committee	Willingness to be chairman of the committee
Community Assets Support	Cllr Carré Cllr Blacka Cllr Colling Cllr East Cllr Hogley Cllr Pogson Cllr T Dixon	Yes
Finance and Management	Cllr Colling Cllr Pogson Cllr P Dixon Cllr Davies Cllr C Greaves Cllr Hogley Cllr Sweeney (assuming)	
Planning	Cllr Blacka Cllr Colling Cllr P Dixon Cllr Hogley Cllr Wilson Cllr Bustard Cllr Gould	Yes
Publications and Communications	Cllr Brook Cllr Bustard Cllr Lockley Cllr Hogley	(vice)

Service Provision	Cllr Hall Cllr Blacka Cllr Brook Cllr Carré Cllr East ----- Cllr Pogson	Yes
Climate Emergency	Cllr Blacka Cllr Hogley ----- Cllr Wilson Cllr Davies Cllr Sheard Cllr Gould	Yes

Holme Valley Parish Council

Collated Committee Preference Form for Council Year 2021-22 July 12th 2021, to March 31st 2022 **if CASC no longer exists**

Council	Willing to stand as Chairman of the Council	
	Cllr Pogson	

Committees	Wish to be on this Committee	Willingness to be chairman of the committee
Finance and Management	Cllr Blacka Cllr Bustard Cllr Colling ----- Cllr Pogson Cllr P Dixon Cllr Davies Cllr East Cllr Greaves Cllr Hogley Cllr Sweeney (assuming)	Yes
Planning	Cllr Blacka ----- Cllr Bustard Cllr Colling Cllr P Dixon Cllr T Dixon Cllr Hogley Cllr Wilson Cllr Gould	Yes
Publications and Communications	Cllr Brook Cllr Lockley Cllr Hogley Cllr Bustard	(vice)

Service Provision	Cllr Blacka Cllr Brook Cllr Carré Cllr T Dixon Cllr East ----- Cllr Hall Cllr Pogson	Yes
Climate Emergency	Cllr Blacka Cllr Davies Cllr Gould Cllr Hogley ----- Cllr Sheard Cllr Wilson	Yes

Draft Minutes of the Extraordinary Council meeting held on MONDAY, 21 JUNE 2021 at Brockholes Village Hall.

Present; Cllr Rachel Hogley, Chairman

Cllrs M Blacka, M Bustard, P Colling, J Dalton, T Dixon, S East, M Pogson, S Sheard, A Wilson

Public Question Time

There were no members of the public present.

2122 01 **Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014**

The meeting was recorded in audio and will be published on the Council's You Tube channel.

2122 02 **To accept apologies for absence**

Apologies were accepted from Cllrs K Bellamy, T Bellamy, J Brook, D Carré, P Davies, C Greaves, D Gould, D Hall, J Roberts, J Sweeney. No apologies were received from Cllrs B Lockley and P Dixon and D Firth.

2122 03 **To receive Members interests in items on the agenda and to consider any written requests for new DPI dispensations**

No interests were declared, or dispensations requested.

2122 04 **No interests were declared by the officers.**

2122 05 **Resolved; that no items were to be taken in private session.**

2122 06 **To approve the minutes of the previous Council Meeting held on 22 March 2021 numbered 2021 191 to 2021 216 inclusive.**

RESOLVED: to approve these minutes.

2122 07 **To approve the final Accounts and Accountability and Governance Annual Return for 2020-2021.**

All these papers were presented to Finance and Management on 14 June 2021 and had been approved.

The RFO explained that the final accounts have to be approved by Full Council before the 30 June 2021. Following this approval, the accounts have to be made available for public view over a predetermined time span.

The RFO said that Rialtas had been very happy with the accounts in this, the first year that the Council had used this accounting package. There was only one small issue to be adjusted where the RFO had made a minor error at the beginning of the year.

The Internal auditor, Safia Kauser, had also congratulated the RFO on a good presentation and only had one matter that required attention. The large amount of reserves that the council had accrued need to be addressed. This was to some extent

Holme Valley Parish Council

caused by the cessation of services during the Covid 19 pandemic and subsequent 'lockdown' (i.e. no buses, no activity by the maintenance contractor etc). The auditor also suggested that the total reserves that the Council kept as a matter of caution in the event of an unforeseen event, was too high and this matter was to be considered by Full Council in due course.

- i. **RESOLVED** to approve the final accounts for 2020/2021 as processed by Rialtas (the accounting package) on 26 May 2021.

The Accountability and Governance Annual Return

The RFO mentioned that the 'N' in column 4 on the AGAR was caused when the RFO uploaded the internal Audit report for last year onto the website while failing to use the signed copy rather than the unsigned version. This is a very minor 'fail' in the scheme of things as all the figures were correct. The accounting balances all balanced and the Clerk had checked them.

- ii. **RESOLVED** to approve the A.G.A.R.

To consider the approval of the supporting documents to the AGAR

The RFO reported that this section is not really pertinent for this council. Since we do not issue cheques there is unlikely to be any point at which the balances are straddling the year end, the April deadline, and thus needing to be reconciled, (boxes 7 and 8 of the AGAR).

The variances were accounted for as follows;

The precept being raised,

The expenses support grant

The decrease in bank interest

Reduced Toilet donations

Changes in the way staffing costs were accounted for when the Locum Clerk was in post in 2019, such that the staffing costs appeared to increase from £38,000 to £58,000 when the RFO was appointed. In fact, it had been recognised when sorting through old accounts from previous years that the real cost of staffing had been 'hidden' unintentionally by payments made to private companies (and so not readily visible in the staffing budget)

The excessive reserves, as mentioned above.

a

The accounts and the AGAR would be available for public view from 30 July to 7 August 2021.

- iii. **RESOLVED** to approve the supporting documents for the AGAR.

Thanks were expressed to the RFO for all the efficient work in bringing these accounts successfully through the process of internal audit. He is to be congratulated on the positive comments from the Internal Auditor.

2122 08

To consider the matters pertaining to the management of the Holme allotments and the requirement for expenditure on a collapsed wall.

Holme Valley Parish Council

RESOLVED to approve the transfer of the management of Holme allotments to the Service Provision Committee

RESOLVED to approve the expenditure of £250 on the repair of the wall at the allotments, to come from the Service Provision budget for maintenance of seats, shelters and other outdoor Council furniture.

Meeting concluded at 9.05 PM.

Signed
Chairman

Holme Valley Parish Council

Draft MINUTES OF THE ANNUAL PARISH MEETING HELD ON MONDAY, 22 March 2021 at 19:00 on the zoom Online platform.

Those present:

Chairman: Cllr R Hogley

Councillors: K Bellamy, T Bellamy M Blacka, J Brook, D Carré, P Colling, J Dalton, P Davies, P Dixon, T W Dixon, S East, D Firth, D Gould, C Greaves, Di Hall, B Lockley, M Pogson, S Sheard, J Sweeney

Clerk: Mrs L Bennett. Deputy Clerk, Rich McGill, Deputy clerk also present.

2021 01 **To accept apologies for absence**

There were no members of the Public present.

Cllrs Feeney and Barker have resigned from the Council.
Cllr Roberts was unwell.

2021 02 To approve the minutes of the last Annual Parish Meeting in March 2019

Resolved to approve the minutes of the meeting on 25 March 2019.

2021 03 **Annual Report of the Parish Council**

Councillor Hogley gave a presentation on the work of the Council in the previous year, the achievements, and challenges.
This presentation can be viewed via this link to the Council website.

[Powerpoint presentation on the Parish Council Year 2020 to 2021](#)

Resolved that the report be received.

Parish Council Accounts

2021 04 **Resolved** to approve the accounts, the budget for 2020/2021 to date including the detailed Income and Expenditure by budget heading and the Estimated Expenditure for 2021/2022 and the Earmarked Reserves.

Holme Valley Parish Council

2021 05

Public Question Time

There were no members of the Public present.

The Chairman expressed her thanks to all the councillors for all their work during the year. Councillor Hogley said that she felt privileged to be able to lead the Council through what had been a successful but challenging year. Thanks were also expressed for the work of the staff.

Close of meeting.

.....
Chairman

Holme Valley Parish Council

MINUTES OF THE VIRTUAL CLIMATE EMERGENCY STANDING COMMITTEE MEETING HELD ON MONDAY, 15th MARCH 2021 via the Zoom Platform

Those present:

Chairman: Cllr P Davies

Councillors: T Bellamy, D Gould, R Hogley, J Roberts, S Sheard

Co-opted Members: C Anstey, F Bennett, S Barker, G Bradley, A Colwill, C O'Halloran, A Morgan, J Queening, M Tulley,

Climate Emergency Co-ordinator: Michelle Brown

Officers: R McGill, Deputy Clerk

Welcome

Public Question Time

One Councillor was present for the Public Session but chose not to speak.

2021 51 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014

Local (Parish and Town) Council meetings can now be recorded. The Officer was recording the meeting in video format through Zoom for upload to the Council's YouTube channel.

2021 52 To accept apologies for absence

Cllr Firth was not present.

2021 53 To receive Members' and Officer's personal and disclosable pecuniary interests in items on the agenda

None were received.

2021 54 To consider written requests for new DPI dispensations

None had been received.

2021 55 To consider whether items on the agenda should be discussed in private session

RESOLVED: No items to be heard in private session.

2021 56 To confirm the Minutes of the Previous Meeting

RESOLVED: The Minutes of the Climate Emergency Standing Committee meeting held on 16 December 2020, numbered 2021 43 – 2021 50 inclusive were approved.

2021 57 Resignation of the Vice Chairman of the Standing Committee

The Committee noted that Cllr Glyn Barker had resigned from the Parish Council, and therefore from the Committee, and from the post of Vice Chairman.

RESOLVED: Given that this was the last Climate Emergency Standing Committee meeting of the Council year, and a new Committee was to be formed after the Annual Council Meeting, Members resolved that a new Vice Chairman for the Committee would not be sought at this point.

Holme Valley Parish Council

2021 58 Climate Emergency Standing Committee Expenditure Against Budget

NOTED: The Committee noted the RFO's report on projected expenditure against budget for the year to end March 31st, 2021.

2021 59 Mobilisation Sub-Group

- Climate Action Mobilisation
 - o The Committee Chairman reported on the work of the Mobilisation sub-group to coordinate and drive forward the climate emergency agenda. The Chairman reported that he was very encouraged by the work of the sub-groups and that of the Climate Emergency Co-ordinator. He also reported that Kirklees Council was extremely interested in the work of the Holme Valley Parish Council regarding the climate emergency and would be involving the Parish Council in development of the Climate Emergency Roadmap for Kirklees. He reported that the Climate Emergency Co-ordinator had been working with Kirklees Council to set up an online Climate Emergency Festival for young people.
 - o The Climate Emergency Co-ordinator reported on her co-ordination work, partnership working, and on the work of the Committee as a whole, summarising all the positive developments since the Committee had formed:
 - Videos for social media
 - Standalone Climate Emergency Website
 - Social media, - new Twitter page
 - Co-working with the Holme Valley Climate Emergency Partnership, River Holme Connections
 - Water fountain
 - Repair Café
 - Energy Audit
 - Developments with transport
 - o The Climate Emergency Co-ordinator reported on the need to get young people involved in the climate emergency.
 - o Copies of the Climate Emergency Action Plan were to be sent to local businesses.
 - o Members reported that the work of the Climate Emergency Co-ordinator was a great asset.

2021 60 Authorisations to spend

Members considered a request from the Climate Emergency Co-ordinator for an authorisation to spend up to £300 from the Mobilisation budget on publicity and prizes for an online competition to foster engagement with the public on green issues.

RESOLVED: The Committee resolved to authorise expenditure of up to £300 towards an online competition.

Members considered a request from the Climate Emergency Co-ordinator for an authorisation to spend £500 from the Mobilisation budget on publicity and pull-up reusable banners for a "Foz-Free Friday", - a fossil-fuel-free day.

RESOLVED: The Committee resolved to authorise expenditure of up to £500 towards a "Foz-free Friday".

Holme Valley Parish Council

Members considered a request from the Climate Emergency Co-ordinator for an authorisation to spend up to £1000 from the Mobilisation budget on Website modifications and new graphic modifications including a Carbon Calculator to calculate how much carbon is saved by swapping one activity (say, driving to work) with another (say, walking or cycling to work).

RESOLVED: The Committee resolved to initiate partnership working with the Kirklees Council team on carbon neutrality before committing to expenditure. Hence, the request for authorisation to spend was deferred to a later date.

Cllr T Bellamy would supply contact details to the Climate Emergency Co-ordinator of people involved within the Peak District National Park Authority on the promotion of walking and cycling in that primary authority area.

Members considered a pending request to consider an authorisation to spend £1500 from the Mobilisation budget on design work and new graphic images for the website.

RESOLVED: Members resolved to defer this request to a future meeting.

Members considered a suggestion to spend up to £500 from the Waste and Consumption Strategy budget on a push-activation system for the water bottle fountain at Holmfirth toilets to allow users to fill their water bottle without touching the fountain with their hands.

RESOLVED: Members resolved not to approve this proposed expenditure.

Members considered a proposal to spend from the Transport Strategy budget on a choice of 3 quotations to supply and install thirteen single-hoop bike stands. This would assist cycle-users to use local shops and services.

RESOLVED: Members resolved to approve expenditure of £1335.00 excluding VAT on 13 bike stands from PA Welding of Honley.

Project	Company Name	Price Quoted for 13 (<i>this is what we will pay</i>)	VAT	Price inc. VAT
BIKE STANDS	PA Welding	£1335.00	£265.00	£1600.00

Members of the Transport Strategy sub-group and the Climate Emergency Co-ordinator would investigate options for a means of permanently marking the cycle stands to indicate they were funded by the Parish Council and to emphasise the green, carbon-efficiency of cycling.

Holme Valley Parish Council

2021 61 Climate Emergency Sub-Groups Feedback

Energy, Housing, Buildings

Sub-group Members reported on their work on the Home Energy Savings Booklet and the energy audit of Parish Council buildings (Civic Hall and Honley Library). The Council buildings energy audit would probably not be completed until May 2021. The Home Energy Savings Booklet was nearing completion. The text had been completed and the Climate Emergency Co-ordinator was editing and formatting the final document.

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

Sub-group Members reported on their work about active transport, and electrical vehicle infrastructure. A meeting had taken place with Kirklees about electrical vehicle infrastructure, and the Parish Council had indicated to Kirklees that the Holme Valley would like to be considered as a pilot site for any infrastructure scheme developments that transpire. A bid to the Bright Green Community Trust had been successful and there will be a scheme in the summer to encouraged people not to use their cars for short journeys with the tagline "If it's not far, leave the car." Work was also being undertaken with local organisers of the Duke of Edinburgh scheme to encourage young people taking the award to get involved with active transport. Two other projects are at a preliminary stage. First, Members are looking to do some co-working with a social enterprise working with primary schools encouraging pupils to walk to school. Second, the sub-group are looking to promote electric cargo bikes, - zero-carbon-emission electric cycles which have a space for shopping deliveries, - and to work with Kirklees Council to establish a zero-carbon delivery service like a similar one in Hebden Bridge. Financial support from the Parish Council with these projects would be sought.

Waste/Consumption (recycling; minimising waste)

Sub-group Members reported on their prospective work regarding community hub recycling centres. They were awaiting more information regarding the Kirklees Council waste strategy following the recent consultation. Two sessions of the Repair Café had been run but had been hampered by the lockdown. The next session was to be on the 1st of May. The Facebook Holmfirth Freecycle page was also highlighted, as well as local schemes working with schools to "upcycle" clothes, and an upcoming Swap Shop.

Agriculture, Food, Environment, Land Use, Business Economy (land-use mapping; engaging farmers and landowners)

Members reported on the Land-Use Mapping Project. The Project had got matched funding from the Bright Green Energy Trust for the £5000 awarded by Holme Valley Parish Council. The project now involved Rob Dalby, Kirklees Green Space Officer, and Matt Taylor from the South Pennines Facilitation Group, and was trying to engage with local farmers. A pilot of the Mapping Project was taking place at Cuddy's Farm in the Upper Holme Valley.

Cllr Bellamy left the meeting at this point.

2021 62 Local Provision of Allotments

Members considered a report from Cllr Sheard regarding the shortage of local allotment provision.

RESOLVED: Members resolved that Cllrs Sheard and Gould would work with the Agriculture, Food, Environment, Land Use, Business Economy sub-group on a project plan for Holme Valley allotment and community-growing-area provision for submission at a subsequent meeting.

Holme Valley Parish Council

2021 63 Climate and Ecological Emergency Bill

NOTED: Members noted that Holme Valley Parish Council had resolved at its meeting 1st February 2021 to support the Climate and Ecological Emergency Bill and to carry out the following actions: 1) To Inform the Local Media of this decision, 2) To write to the local MP asking him to support the bill, 3) To write to the Climate and Ecological Emergency Bill Alliance expressing our support.

Close 8:56pm

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Chairman

MINUTES OF THE CLIMATE EMERGENCY STANDING COMMITTEE MEETING HELD ON MONDAY, 25th MAY 2021

Those present:

Chairman: Cllr P Davies

Councillors: R Hogley, S Sheard

Co-opted Members: C Anstey, S Barker, G Bradley, C O'Halloran, J Queening, M Tulley

Climate Emergency Co-ordinator: Michelle Brown

Officer: R McGill, Deputy Clerk

Welcome

Public Question Time

One Councillor was present for the Public Session as a member of the public but chose not to speak. One Councillor, who is a Member of the Committee, joined the meeting virtually as a member of the public later in the course of the meeting.

2122 01 **Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014**

Local (Parish and Town) Council meetings can now be recorded. The Officer was recording the meeting in video format through Zoom for upload to the Council's YouTube channel. This was a hybrid meeting with Councillors and the Officer in the Council chamber and others (co-opted Members, the member of the public and the Climate Emergency Co-ordinator) attending by Zoom.

2122 02 **To accept apologies for absence**

Apologies were tendered by Cllr Bellamy, Cllr Firth, Cllr Gould and Cllr Roberts.

RESOLVED: Apologies were approved by the Committee.

Cllr Sheard attended the meeting but was a few minutes late. Until Cllr Sheard arrived, the meeting was not quorate. Because the meeting was not quorate some of the early agenda items were moved until it became quorate. Cllr Gould, who gave apologies for not attending the in-person meeting, did later join the virtual meeting.

2122 07 **Climate Emergency Standing Committee Expenditure Against Budget**

The Deputy Clerk/RFO reported on the expenditure against budget by the Committee for Council year 2019-20, noting that the Committee had significantly underspent due to the pandemic. The Deputy Clerk/RFO also reported that the Committee might need to reshuffle its budgets over the year with virements between the budget lines as the Community Mobilisation budget is potentially too low if the Climate Emergency Co-ordinator role is re-commissioned.

NOTED: The Committee noted the Expenditure Against Budget report for the full year ending March 31st, 2021 and that, in addition, £1600 was paid out in the current financial year for the Home Energy Savings brochure which needs to be factored into last year's figures as that was when expenditure was approved.

NOTED: The Committee further noted the Deputy Clerk/RFO's report that virements might be needed later in the year to better reflect the expenditure split of the Committee's budget.

Holme Valley Parish Council

2122 08

Mobilisation Sub-Group

The Chairman reported that he feels that we are beginning to see the fruits of Members' labour now, and sub-groups were beginning to meet outcomes agreed last year.

The Climate Emergency Co-ordinator reported on aspects of her work co-ordinating the ongoing action planning:

- A draft Summary Document in the form of an A3 poster was shared. This outlined the various work strands and projects the Committee has been developing with the overarching aim of making the Holme Valley carbon-neutral by 2030. These posters would be posted on Council notice-boards and online.
- Also shared was the new in-development Climate Emergency Action Planning website. This was positively received by Members and Officers as an attractive site with lots of potential for pushing the climate emergency agenda. The Climate Emergency Co-ordinator asked for content from Members to start to populate the site.
- The Holme Valley Climate Emergency YouTube channel was referenced. Shortened bite-size videos have been created for the channel which summarise aspects of the ongoing work.
- The Holme Valley Review was sharing stories on local environmental initiatives like the Repair Café.

The Climate Emergency Co-ordinator was keen to credit group Members for their hard work pursuing outcomes of the Climate Emergency Action Plan.

The Committee Chair reported that his role in the Kirklees Cabinet had changed. He was no longer the Cabinet Member for Culture and Greener Kirklees; he had moved to Corporate. This meant he was a little more removed from mainstream of environmental issues than hitherto.

At this point, the Chairman raised the issue of the pending Yorkshire Motorsport Festival which is to take place the weekend of 25th June. The Festival was likely to go ahead. Kirklees was reviewing the safety of the event. *[1929hrs Cllr Sheard arrived at this point]* It was suggested that the Festival organisers were undertaking a variety of approaches to minimise the environmental impact including a stated intent to offset the carbon footprint of the event. Cllr Sheard felt that a classic car converted to an e-vehicle would be a good thing for organisers to display.

There was discussion as to whether the Committee should have a stall at the event to promote the climate emergency agenda.

RESOLVED: It was decided that the Parish Council would not have a stall at the event this year but we would consider working with the organisers and attendees at future events, and to review this event.

RESOLVED: Mmbr Matthew Tulley would communicate with the Chairman about how the Festival could achieve an accurate and truthful calculation of its carbon footprint. The Chairman would use this in discussions within Kirklees Council on the Festival.

RESOLVED: The Chair of Council would work with the Committee Chairman, Officers and the Climate Emergency Co-ordinator to draw a formal email to send to Festival organisers stating that the Parish Council does not want to hold a stall this year at the event, but want to review the Festival's own findings with regard to its environmental impact and carbon footprint.

RESOLVED: The Committee would put together a statement detailing how the Parish Council is offsetting the negative impact of the event for display on the Climate Emergency website.

Holme Valley Parish Council

Now, that the meeting was quorate, the Chairman returned to the agenda items that had been bypassed at the start.

2122 03 **To receive Members' and Officer's personal and disclosable pecuniary interests in items on the agenda**

None were received.

2122 04 **To consider written requests for new DPI dispensations**

None had been received.

2122 05 **To consider whether items on the agenda should be discussed in private session**

RESOLVED: No items to be heard in private session.

2122 06 **To confirm the Minutes of the Previous Meeting**

RESOLVED: The Minutes of the Climate Emergency Standing Committee meeting held on 15 March 2021, numbered 2021 51 – 2021 63 inclusive were approved.

The Chairman returned to the previous running order at this point.

Holme Valley Parish Council

2122 09 Climate Emergency Sub-Groups Feedback

Energy, Housing, Buildings

Mmbr Steve Barker reported that a lot of work had been done by Members and the Climate Emergency Co-ordinator on the Home Energy Savings Booklet; it was almost complete except for the final design. This would be an e-document and would be the starting point for a series of publications. The energy audit of Parish Council buildings (Civic Hall and Honley Library) was being undertaken 8th June. The results are expected by early July.

Steve opined that the Committee needed to endeavour to get more people involved to share more of the workload on projects.

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

Sub-group Members reported on their work about active transport, and electrical vehicle infrastructure. The sub-group meets monthly. There had been no change on the electrical vehicle charging initiatives for the moment. With regard to the bike racks, Kirklees Council was looking into the suggested locations, so that scheme had moved forward. The main work of Members though was on the campaign “If it’s not far leave the car,” – promoting walking and cycling for short distance journeys. The poster and social media campaign would take place in July, asking people to log their “savings” by not using their car, and hopefully we will have an accumulator to calculate the total carbon savings achieved through the scheme. Members were working with local schools, walkers and footpath groups, cyclists and other community groups to get the message out. A local photographer was getting involved to record aspects of the campaign.

Waste/Consumption (recycling; minimising waste)

Sub-group Members reported on their prospective work regarding community hub recycling centres. An “upcycling swapshop” was going ahead. The Repair Café had been restarted. A session had taken place on the 1st of May and another was planned for the 5th of June. There was not yet a significant uptake on the service though a lot of people supported the idea.

Agriculture, Food, Environment, Land Use, Business Economy (land-use mapping; engaging farmers and landowners)

The Climate Emergency Co-ordinator reported on the work of this sub-group. Land-use mapping Project is going to be undertaken using a drone by members of the University of Huddersfield geography department. Two more local farmers have got involved with the group. A bio-diversity survey was being undertaken on Coddy’s Farm. Members had been in contact with a range of local, regional and national stakeholders.

The Chairman pointed out that this work was undertaken as co-working with the Holme Valley Climate Action Partnership.

2122 10 Climate Emergency Co-ordinator Role

The Climate Emergency Co-ordinator began in post 17th August 2020 with a one-year contract which would expire 16th August 2021. Members considered renewing the contract of the Climate Emergency Co-ordinator for another year from 17th August 2021 until 16th August 2022.

There was broad support for the continuation of the role and for the current post-holder from Councillors and Co-opted Members.

RESOLVED: Voting Members voted to recommend the renewal of the Climate Emergency Co-ordinator’s contract to Council for a further year until 16th August 2022.

Cllr Gould joined the meeting during this item as a member of the public over Zoom.

Holme Valley Parish Council

2122 11 Local Provision of Allotments

At the last Committee meeting, Members resolved that Cllrs Sheard and Gould would work with the Agriculture, Food, Environment, Land Use, Business Economy sub-group on a project plan for Holme Valley allotment and community-growing-area provision.

Cllr Sheard spoke on new initiatives to encourage insect pollinators.

RESOLVED: The Climate Emergency Co-ordinator would incorporate initiatives to encourage garden micro-habitats for insect pollinators into the Committee's online information.

Close 8:45pm

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Chairman



MINUTES OF THE VIRTUAL PLANNING STANDING COMMITTEE HELD VIA THE ZOOM PLATFORM ON MONDAY 12 APRIL 2021

Those present:

Chairman: Cllr M Blacka

Councillors: P Colling, RP Dixon, T Dixon, R Hogley

Officer: Mr R McGill (Deputy Clerk)

Welcome

Cllr Blacka welcomed Councillors and members of the public to this virtual meeting of the Planning Standing Committee. Cllr Blacka began with a short tribute to His Royal Highness, the Duke of Edinburgh, who died last week, and a minute's silence was held in respect of his lifetime of service.

Open Session at Planning

Six members of the public were present. One person was present to comment on a pending Planning Appeal. Three people were present to comment on two individual planning applications. One person was present to observe the process of the review of planning applications. One person said they would later join expressly to view agenda items 2122 16 and 2122 17.

With regard to the pending Planning Appeal, the Chair asked to suspend Standing Orders to report.

RESOLVED: Committee resolved that the Council would participate in the Appeal through a letter drafted under devolved powers by the Deputy Clerk with input from the Committee Chair and a ward Councillor. This would affirm the agreed resolution of the Committee to support decisions of Kirklees Planning Officers with regard to all Listed Building Applications.

2122 01 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014

Council meetings can now be recorded.

RESOLVED: The Officer was recording the meeting via the Zoom platform in video format for upload to the Parish Council's YouTube channel.

2122 02 To accept apologies for absence

Cllr Pogson and Cllr Gould had tendered their apologies.

RESOLVED: Apologies were approved by the Committee.

2122 03 To receive Members' and Officers' disclosable personal and pecuniary interests in items on the agenda

The Deputy Clerk disclosed a personal interest in Application 2021/14/07.

Cllr RP Dixon did not disclose any interests at this stage but later disclosed a personal/pecuniary interest in Application 2021/14/11.

2122 04 To consider written requests for new DPI dispensations

No written requests for new DPI dispensations had been received.

Holme Valley Parish Council

2122 05 To consider whether items on the agenda should be discussed in private session

RESOLVED: Members decided that no items on the agenda should be discussed in private.

2122 06 To confirm the Minutes of the Previous Meeting

RESOLVED: The Minutes of the Planning Committee meeting held on 8 March 2021, numbered 2021 152 – 2021 168 inclusive were confirmed.

2122 07 Completed Planning Applications Lists

NOTED:

The Planning Committee noted List 2021/13 updated with the views of the Committee.

2122 08 New Planning Applications – Kirklees Council

At this point the Chair asked Members to consider changing the order of the applications to be reviewed so that the planning applications that members of the public had attended to comment on were moved up to the top of the order.

RESOLVED: The Committee approved the change to the order of applications.

During this item, Cllr RP Dixon declared a disclosable personal/pecuniary interest in Application 2021/14/11.

Members considered new or amended applications received by Kirklees Council from 2 March 2021 to 6 April 2021 inclusive – List 2021/14.

RESOLVED: That the Standing Committee's comments on the above applications be forwarded to Kirklees Council by the Deputy Clerk.

RESOLVED: With regard to the run of new planning applications regarding work to overhead lines, the Deputy Clerk is to ask Kirklees why we have received these.

2122 09 Kirklees Council – Planning Officers' Decisions

NOTED: The Planning Standing Committee noted the list of Decision Notices issued by Kirklees Council for the period 2 March 2021 to 6 April 2021 inclusive.

2122 10 Neighbourhood Planning

NOTED: Cllr Hogley reported that the Independent Examiner, Peter Biggers, has drawn up questions on the Neighbourhood Plan for the Neighbourhood Plan Steering Group, for Kirklees Council and the Peak District National Park Authority. Kirklees coordinates the replies. Partners are working on three areas, - i) the preservation of the landscape; ii) the protection of our heritage assets and iii) the protection of non-designated heritage assets/buildings. Cllr Hogley has had meetings with Kirklees and our consultants about these areas to draw together an agreed statement whereby information included in the appendix to the plan is now to be incorporated into the main body of the work. The Independent Examiner will reflect on answers presented and then may ask additional questions which may involve amendments to the plan. The progress is positive but a lot of work still needs to be done.

Holme Valley Parish Council

2122 11 Peak District National Park Authority

- a. **NOTED:** The Committee noted the Peak District National Park Authority Planning List 2021/07PD updated with the comments of the Committee.
- b. **NOTED:** The Committee noted the list of Decision Notices issued by the Peak District National Park Authority from 2 March 2021 to 6 April 2021 inclusive.
- c. **NOTED:** The Committee noted that the Peak District National Park Authority had adopted its [Residential Annexes Supplementary Planning Document](#) in February 2021.

2122 12 Holme Valley Parish Council Strategic Priorities for Planning

The Chairman reported that consideration was being given to a local design guide using a recent online buildings survey as a starting point.

2122 13 Wolfstones Footpath 60

NOTED: The Committee noted that the virtual Public Inquiry regarding the proposed amendment to Footpath 60 has been set for 24 August 2021, that written Statements of Case to support verbal evidence needed to be received by the Department for Transport by 03 August 2021, and that the date of the pre-Inquiry meeting was still to be confirmed.

The Committee considered arrangements regarding presentation of Holme Valley Parish Council's evidence to the Public Inquiry. The Chairman of Council suggested that the Parish Council may not need to attend the virtual Inquiry if everything that pertains to the Parish Council's case is already being presented by Kirklees Planning who must attend as the planning authority.

RESOLVED: i) The Deputy Clerk would contact Kirklees Planning to establish the case they are presenting and to gauge whether the Parish Council needs to submit additional evidence.
ii) Additionally, the Deputy Clerk would contact the Department for Transport to inquire whether the Parish Council, as a statutory body, would be expected to attend the Public Inquiry.
iii) The Deputy Clerk to inquire of officers involved with the Inquiry to establish whether previous evidence submissions by the Parish Council would be included within case documentation for review by inspectors.

2122 14 Listed Building Application on behalf of Holme Valley Parish Council

NOTED: Members noted the application by the Publications and Communications Standing Committee to affix a commemorative plaque on Holmfirth Civic Hall has been granted.

2122 15 Notification of conservation area appraisal being prepared for Honley

NOTED: The Committee noted the appraisal and pending consultation, and the request for assistance with regard to better engaging with the Honley public on this process.

Holme Valley Parish Council

2122 16 Issues with environmental damage by 4x4 users to Round Close Road

The Chair reported on fact-finding visits and meetings she had undertaken with regard to the damage to Round Close Road.

Cllr Hogley additionally reported that a number of different landowners were potentially involved, that some landowners had put some trees on the land to informally prevent off-road 4x4 access, and commented on the potential utility of closing off a section of the lane with gated access for the farm. The Committee considered further actions regarding the ongoing issue.

RESOLVED: The Committee resolved for Cllr Blacka as ward Councillor to engage with Hade Edge Residents Association and residents of the farm to try and agree a way forward.

RESOLVED: The Deputy Clerk would contact Kirklees officers with regard to establishing the official status of the lane.

2122 17 Issues with environmental damage by 4x4 users to a lane called Broad Carr Lane in Hepworth ward

NOTED: Members noted that the Deputy Clerk has contacted Rob Dalby regarding his team reviewing the condition of the lane and giving consideration to imposing an order to manage the usage by vehicular traffic especially recreational 4x4s. The Deputy Clerk reported that Mr Dalby was on holiday until 13th April 2021. A Councillor reported that he had spoken to the home owner in question and he understood that Rob Dalby was already working with the family to resolve the situation.

RESOLVED: The Deputy Clerk would continue to press Rob Dalby about developments at this site, as well as inquiring about developments with regard to the Public Space Protection Order around the Upper Holme Valley reservoirs.

2122 18 Request from Mirfield Town Council with regard to its recent resolution on the planning process in Kirklees

NOTED: The Committee noted that the Deputy Clerk has contacted Mirfield Town Council to indicate that Holme Valley Parish Council had resolved at this stage simply to note their resolution.

The meeting closed at 8.53PM

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Chairman

MINUTES OF THE PLANNING STANDING COMMITTEE HELD IN HOLMFIRTH CIVIC HALL MONDAY 17 MAY 2021

Those present:

Chairman: Cllr M Blacka

Councillors: P Colling, RP Dixon, T Dixon, R Hogley, M Pogson

Officer: Mr R McGill (Deputy Clerk)

Welcome

Cllr Blacka welcomed Councillors to this return to in-person meetings of the Planning Standing Committee.

Open Session at Planning

No members of the public were present.

2122 19 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014

Council meetings can now be recorded.

RESOLVED: The Officer was recording the meeting via the Zoom platform in video format for upload to the Parish Council's YouTube channel.

2122 20 To accept apologies for absence

Cllr Gould had tendered his apologies.

RESOLVED: Apologies were approved by the Committee.

2122 21 To receive Members' and Officers' disclosable personal and pecuniary interests in items on the agenda

Cllr Hogley disclosed a personal interest in 2122 08 application 2122-01-23.

Cllr Blacka disclosed a personal interest in 2122 08 application 2122-01-26.

Cllr RP Dixon did not disclose any interests at this stage but later disclosed personal/pecuniary interests in 2122 08 applications 2122-01-04, 2122-01-05, 2122-01-14 and 2122-01-36.

2122 22 To consider written requests for new DPI dispensations

No written requests for new DPI dispensations had been received.

2122 23 To consider whether items on the agenda should be discussed in private session

RESOLVED: Members decided that no items on the agenda should be discussed in private.

2122 24 To confirm the Minutes of the Previous Meeting

RESOLVED: The Minutes of the Planning Committee meeting held on 12 April 2021, numbered 2122 01 – 2122 18 inclusive were confirmed.

Holme Valley Parish Council

2122 25 Completed Planning Applications Lists

NOTED:

The Planning Committee noted List 2021/14 updated with the views of the Committee.

2122 26 New Planning Applications – Kirklees Council

During this item, as stated above, Cllr RP Dixon declared disclosable personal/pecuniary interests in applications 2122-01-04, 2122-01-05, 2122-01-14, 2122-01-36.

Members considered new or amended applications received by Kirklees Council from 6 April 2021 to 10 May 2021 inclusive – List 2122-01.

RESOLVED: That the Standing Committee's comments on the above applications be forwarded to Kirklees Council by the Deputy Clerk.

2122 27 Kirklees Council – Planning Officers' Decisions

NOTED: The Planning Standing Committee noted the list of Decision Notices issued by Kirklees Council for the period 6 April 2021 to 10 May 2021 inclusive.

2122 28 Neighbourhood Planning

NOTED: Cllr Hogley reported that the Independent Examiner, Peter Biggers, had completed his examination and drawn up a draft report for fact-checking by partners including the Parish Council over the week ahead. Once the fact-checking is complete, the final report will be prepared. Cllr Hogley reported positively on these developments. There was ongoing dialogue with Kirklees on areas of contention.

Cllr Hogley reported that modifications to the final report will be undertaken by the consultants we have been working with throughout the Neighbourhood Plan development. A cost will be incurred. Budget provision for this is already in place.

2122 29 Peak District National Park Authority

- a. Members considered new or amended applications received by the Peak District National Park Authority from 6 April 2021 to 10 May 2021 inclusive – List 2122-01PD.

RESOLVED: That the Standing Committee's comments on the above applications be forwarded to the Peak District National Park Authority by the Deputy Clerk.

2122 30 Holme Valley Parish Council Strategic Priorities for Planning

RESOLVED: The Committee resolved to defer further discussion on strategic priorities for Planning until after the Neighbourhood Plan had been published.

2122 31 Holme Valley Parish Council representation to a Planning Appeal

NOTED: The Committee noted that, as resolved at the last meeting, the Deputy Clerk has commented to the Planning Inspectorate regarding Planning Appeal APP/Z4718/F/21/3267855

Holme Valley Parish Council

2122 32 Wolfstones Footpath 60

NOTED: The Committee noted that the Deputy Clerk had contacted the Department for Transport Casework Manager regarding the Public Inquiry into the proposed amendment to Footpath 60. The Casework Manager had advised that i) the Inquiry has received the Parish Council's evidence to date and ii) the Parish Council is not duty-bound to attend the hearing.

NOTED: Members noted that the Deputy Clerk had contacted the Kirklees Public Rights of Way team about Kirklees' representation to the Public Inquiry. At the time of writing, no response has been received.

RESOLVED: The Deputy Clerk would again contact the Kirklees PROW team regarding the manner and nature of Kirklees' representation at the Public Inquiry.

2122 33 Issues with environmental damage by 4x4 users to Round Close Road

NOTED: Members noted that the Deputy Clerk had written to the Kirklees Public Rights of Way team about the status of Round Close Road. Giles Cheetham from PROW has informed the Committee that Round Close Road is classed as a "highway" maintainable at public expense and open to vehicular transport. It is not a bridleway as suggested, although someone has applied to make it one.

NOTED: Members noted Giles Cheetham's view that the destruction to open-access land by 4x4s may be a reportable crime.

NOTED: Members noted that land ownership could likely be established through a Land Registry check.

NOTED: Members noted that Giles Cheetham has reported the issue to Rob Dalby who is the officer dealing with legal and illegal off-road driving.

Cllr Blacka reported that, as ward Councillor, she had contacted residents of Round Close Road for their opinions on the damage caused by "off-roaders." Residents were very concerned about the risks to pedestrians including dog walkers caused by the off-roaders. They also emphasised the dangers to the off-roaders themselves like hidden trenches in the moor.

Cllr Blacka also reported that she had contacted the Hade Edge Residents Association asking for any response on the issue of damage caused by off-roading. She had not received a response yet but would follow it up.

NOTED: This report was noted by Members.

2122 34 Issues with environmental damage by 4x4 users to a lane called Broad Carr Lane in Hepworth ward

The Deputy Clerk reported that he had still not heard from Rob Dalby from Kirklees Council regarding his team reviewing the condition of Broad Carr Lane and giving consideration to imposing an order to manage the usage there by vehicular traffic especially recreational 4x4s. Nor had Mr Dalby responded to questions regarding the Public Space Protection Order (PSPO) to the lanes around the Upper Holme Valley reservoirs.

RESOLVED: The Deputy Clerk would continue to press Rob Dalby about developments at Broad Carr Lane as well as asking for updates on the progress of the PSPO to Ramsden Road.

NOTED: Members noted that a 4x4 had recently been seized by police off Brownhill Lane for off-roading.

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2122 35 Issue with Shop Frontages

NOTED: The Committee noted that the Deputy Clerk had contacted the Officer dealing with the two shop frontages in the Holmfirth Conservation Area. She has responded to say that some enforcement action has been taken, but that some of the signage still needed to be removed.

NOTED: Members noted that the Chair of the Planning Committee had met with the owner of one of the shops in question and had a positive meeting with him, explaining the idea of a Conservation Area, and its purpose, and the restrictions it placed on some developments and signage. Cllr Blacka reported that she intended to visit the second shop as well.

Cllr Blacka also reported that there were issues with the frontage of some other Holmfirth shops. There was a suggestion that some of the money Kirklees were due to invest in Holmfirth might be directed towards improving the shop fronts in the conservation area.

The meeting closed at 8.53PM

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Chairman

MINUTES OF THE PLANNING STANDING COMMITTEE HELD IN HOLMFIRTH CIVIC HALL MONDAY 7 JUNE 2021

Those present:

Chairman: Cllr M Blacka

Councillors: P Colling, RP Dixon, R Hogley

Officer: Mr R McGill (Deputy Clerk)

Welcome

Cllr Blacka welcomed Councillors and one member of the public to this meeting of the Planning Standing Committee.

Open Session at Planning

The member of the public is a newly elected Councillor and introduced himself to the Committee. The new Councillor said he would like to comment on some agenda items as a member of the public if it was allowed and at this point the Committee voted that standing orders would be suspended at those times to give the new Councillor the opportunity.

2122 36 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014

Council meetings can now be recorded.

RESOLVED: The Officer was recording the meeting in audio format for upload to the Parish Council's YouTube channel.

2122 37 To accept apologies for absence

Cllr T Dixon, Cllr Gould and Cllr Pogson had tendered apologies.

RESOLVED: Apologies were approved by the Committee.

2122 38 To receive Members' and Officers' disclosable personal and pecuniary interests in items on the agenda

Cllr RP Dixon disclosed a personal interest in 2122 26 application 2122/02/02.

2122 39 To consider written requests for new DPI dispensations

No written requests for new DPI dispensations had been received.

2122 40 To consider whether items on the agenda should be discussed in private session

RESOLVED: Members decided that no items on the agenda should be discussed in private.

Holme Valley Parish Council

2122 41 To confirm the Minutes of the Previous Meeting

At this point there was a discussion with regard to a planning application which the Committee had supported at the last meeting. The Committee discussed rescinding the Parish Council's comment having received new opinion from residents. The Committee elected not to change or rescind the Parish Council's comment.

RESOLVED: The Minutes of the Planning Committee meeting held on 17 May 2021, numbered 2122 19 – 2122 35 inclusive were confirmed.

2122 42 Completed Planning Applications Lists

NOTED:

The Planning Committee noted List 2122/01 updated with the views of the Committee.

2122 43 New Planning Applications – Kirklees Council

Members considered new or amended applications received by Kirklees Council from 10 May 2021 to 1 June 2021 inclusive – List 2122-02.

Members voted to suspend standing orders to allow a member of the public to speak about application 2122/02/24.

RESOLVED: That the Standing Committee's comments on the above applications be forwarded to Kirklees Council by the Deputy Clerk.

2122 44 Kirklees Council – Planning Officers' Decisions

NOTED: The Planning Standing Committee noted the list of Decision Notices issued by Kirklees Council for the period 10 May 2021 to 1 June 2021 inclusive.

2122 45 Neighbourhood Planning

1. The Chair of the Neighbourhood Plan Steering Group reported that the draft examiner's report had been received and partners had undertaken fact-checking on the report. Some compromising between the views of the Steering Group and Kirklees Council is still being resolved. Once agreement has been reached there, the finalised examiner's report will advise on what changes need to be made to the Neighbourhood Plan to make it ready for referendum. Then it needs to go through Kirklees' cabinet for them to approve when the referendum will take place.

The Chair of the Neighbourhood Plan Steering Group was very positive about the process. All policies remained in the Plan. Nothing had been thrown (except for the information on the Community Infrastructure Levy because it has been abolished). The Parish Council's view on the number of green spaces within the parish area was approved by the inspector against the views of Kirklees, offering more protection to our green spaces.

2. The Committee considered the expenditure of an additional £2,940 on the next stage of the Neighbourhood Development Plan for extra work by our planning consultant, Kirkwells, preparing the plan for referendum. Because of the number of changes required, the work will take 6 days to complete, against the earlier assessment that it would take 3 days.

RESOLVED: The Committee approved the expenditure of £2,940 on this work against the budget of £5000.

Holme Valley Parish Council

2122 46 Peak District National Park Authority

NOTED: Members noted the list of Peak District National Park Authority Planning Applications 2122-01PD updated with the views of the Committee.

2122 47 Responding to Planning Applications in a way that promotes the climate emergency agenda

Members considered whether to draw up an agreed, standard response to all planning applications which do not seek to address aspects of the ongoing climate emergency in their plans, highlighting the need for planners to consider “green” issues and green alternatives.

RESOLVED: Members resolved that the Committee would not use a standard statement for all applications regarding addressing the climate emergency in development plans. The Committee would address applications individually.

The Committee resolved that, with small-scale developments, rather than looking at applications only in a negative way, it would highlight some applications in a positive way where developers had paid due attention to environmental issues and renewables in their plans.

The Committee resolved that all large-scale, new developments in the Holme Valley would be expected to incorporate renewables into their project plans. If such developments did not so do, then the Parish Council would, in its comments, draw attention to the relevant sections of the submission Neighbourhood Development Plan Policy 12 “Promoting Sustainability” on the need to incorporate sustainability into largescale developments.

The Committee Chair would consult with Cllr Gould, who proposed this agenda item, to ask for his views on the resolutions.

2122 48 Footpath 60 at Wolfstones

NOTED: Members noted that the Deputy Clerk had emailed Giles Cheetham at the Kirklees PROW team regarding the manner and nature of Kirklees’ representation at the Public Inquiry.

NOTED: Members noted that Giles Cheetham had responded to the Deputy Clerk that Kirklees Council had tried to postpone the Public Inquiry, but this had been refused. Kirklees will nevertheless be attending the Inquiry and object to the Section 247 order. Giles Cheetham stated that a statement of case had not yet been prepared, but Kirklees would be pleased to discuss these matters with the Parish Council.

RESOLVED: The Committee resolved that the Deputy Clerk would contact Kirklees Council with regard to the alleged narrowing of Footpath 60 at Wolfstones Farm.

2122 49 Issues with environmental damage by 4x4 users to a lane called Broad Carr Lane in Hepworth ward

NOTED: The Committee noted that Deputy Clerk had emailed Rob Dalby at the Kirklees PROW team regarding Kirklees’ plans for the lanes around Broad Carr Lane and access for the residents. Rob Dalby had responded that Kirklees Council had undertaken some remedial work at the location and was looking into mechanisms for controlling access.

It was further noted that the Deputy Clerk had asked Rob Dalby about the developments with regard to the Public Space Protection Order at the lanes and byways around Ramsden Road. Rob Dalby had stated that a report is going to the relevant Kirklees strategic director who has the delegated power to make the order.

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2122 50 Notice of an objection against the Public Space Protection Order for the lanes and byways around Ramsden Road

Members considered a letter from Patricia Stubbs, the chair of Peak District Green Lanes Alliance, who has forwarded the Green Lane Environmental Action Movement (GLEAM)'s objection to Kirklees Council's proposal for a Public Space Protection Order on the lanes and byways around Ramsden Road. The Chair also commented on a communication from Andy Leader of the Peak and Northern Footpaths Society raising similar concerns about the proposed PSPO.

Standing orders were suspended at this point to allow a member of the public to comment.

RESOLVED: The Committee resolved that the Deputy Clerk would contact Kirklees Planning about whether all public comments on this proposal were accessible by members of the public or by the Parish Council.

RESOLVED:

Members were concerned that the process had taken such a long time to reach this point. The Parish Council resolved to continue to support the proposed use of the PSPO for the designated lanes and byways around Ramsden Road until after the order is in place and is operational. The Parish Council would review the effectiveness of the measure 4 months after the imposition of the order, to see whether the same order might be workable at other sites in the Holme Valley to avoid the problem simply being moved around the Valley, and to assess whether it is having any material impact on the reduction of trials bike usage.

2122 51 Issues with Shop Frontages

NOTED: The Committee noted that there has been some positive development at Angel Barbers on Huddersfield Road. The coloured, striped, plastic strips have been removed from the stonework of the shop frontage. There had been no change at Razor Barbers.

The meeting closed at 8.45PM

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Chairman



DRAFT MINUTES OF THE PLANNING STANDING COMMITTEE HELD IN HOLMFIRTH CIVIC HALL MONDAY 28 JUNE 2021

Those present:

Chairman: Cllr M Blacka

Councillors: P Colling, RP Dixon, T Dixon, R Hogley

Officer: Mr R McGill (Deputy Clerk)

Welcome

Cllr Blacka welcomed Councillors and one member of the public to this meeting of the Planning Standing Committee.

Open Session at Planning

The member of the public is a newly elected Councillor who has not yet had the opportunity to be elected to Committees.

2122 52 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014

Council meetings can now be recorded.

RESOLVED: The Officer was recording the meeting in audio format for upload to the Parish Council's YouTube channel.

2122 53 To accept apologies for absence

Cllr Gould and Cllr Pogson had tendered apologies.

RESOLVED: Apologies were approved by the Committee.

2122 54 To receive Members' and Officers' disclosable personal and pecuniary interests in items on the agenda

None were disclosed.

2122 55 To consider written requests for new DPI dispensations

No written requests for new DPI dispensations had been received.

2122 56 To consider whether items on the agenda should be discussed in private session

RESOLVED: Members decided that no items on the agenda should be discussed in private.

2122 57 To confirm the Minutes of the Previous Meeting

RESOLVED: The Minutes of the Planning Committee meeting held on 7 June 2021, numbered 2122 36 – 2122 51 inclusive were confirmed

2122 58 Completed Planning Applications Lists

NOTED:

The Planning Committee noted List 2122/02 updated with the views of the Committee.

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2122 59 New Planning Applications – Kirklees Council

Members considered new or amended applications received by Kirklees Council from 1 June 2021 to 21 June 2021 inclusive – List 2122-03.

Members voted to allow the member of the public to speak during this item.

RESOLVED: That the Standing Committee’s comments on the above applications be forwarded to Kirklees Council by the Deputy Clerk.

2122 60 Kirklees Council – Planning Officers’ Decisions

NOTED: The Planning Standing Committee noted the list of Decision Notices issued by Kirklees Council for the period 1 June 2021 to 21 June 2021 inclusive.

2122 61 Neighbourhood Planning

The Chair of the Neighbourhood Plan Steering Group reported that the final examiner’s report had been issued and received by the Parish Council, Kirklees Council, and the Peak District National Park Authority. Modifications to the Holme Valley Neighbourhood Development Plan ordered by the examiner were being undertaken by our planning consultant, Kirkwells, in preparation for the onward process. The next stage is for the Plan to get cabinet approval from Kirklees Council, whereafter the final stage will be to put the Plan to public referendum.

2122 62 Peak District National Park Authority

NOTED: Members noted the List of Decision Notices issued by Peak District National Park Authority Planning Applications for the period 1 June 2021 to 21 June 2021 inclusive.

2122 63 Pre-Planning Consultation for an 18m tall 5G mast on New Mill Road

The Committee had already considered this item under Item 2122 59 application 2122/03/01, so there were no further deliberations at this time.

2122 64 Notice of Public Path Modification Order Byway 231 – Bridge Lane

Members voted to suspend standing orders at this point to allow the member of the public to speak.

RESOLVED: The Committee voted to support Kirklees Council’s modification of the Definitive Map and Statement adding a restricted byway commencing at its junction with Bridge Lane at Point A at grid reference 1441 0850 and proceeding in a northerly direction for 212 metres to Point B at grid reference 1445 0871. The Deputy Clerk and Committee Chair would formulate a statement in support of Kirklees Council’s proposed designation of the new Restricted Byway 231 to be sent to the Planning Inspectorate. This will cite the fact that the path has been used by the public for over 50 years and that it provides a safe green route from the centre of Holmfirth to the children's playground, playing fields and the Kirklees Leisure Centre

The meeting closed at 8.25PM

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Chairman

MINUTES OF THE SERVICE PROVISION COMMITTEE HELD ON MONDAY, 19 APRIL 2021 (Online)

Those present:

Chairman: Cllr Michael Pogson

Councillors: Cllr Blacka, Cllr T Dixon,

Officers: Ms E Bennett (Clerk)

Public Open Session

There were no members of the public. Councillor Pogson wished to discuss a recent communication from Kirklees Council asking for clarification on the future placement of the memorial bench and bus shelter at the Holmfirth Market hall once the building is ready for demolition. The committee wished for the seat and shelter to be retained by Kirklees until a site was identified. They also requested that the clerk seek out the timescales involved.

2122 01 **To accept apologies for absence**

Apologies for absence were accepted from Cllr East Cllr Roberts, Cllr Brook and Cllr K Bellamy. Cllr Firth did not proffer apologies. Cllr Feeney has resigned from the council. The committee was quorate with three members.

2122 02 **To receive Members' personal and disclosable pecuniary interests in items on the agenda**

None received.

2122 03 **To consider written requests for new DPI dispensations**

None received.

2122 04 **To consider whether items on the agenda should be discussed in private session**

It was agreed that no items required to be taken in private session.

2122 05 **To note the minutes of the previous meeting**

Noted : The Minutes of the Extraordinary meeting of the Service Provision Committee held on 18 February 2021, numbered 2021 53 to 2021 59 previously approved at Full Council.

Benches/Shelters/ Phone boxes

Review of the maintenance contract.

2122 06

Resolved; to agree to the results of the Working Party, that the contracts for the upkeep of the benches (shelters, phone boxes and war memorials) be put up for tenders , to

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cover a three year period on the basis of a total cost which would then be paid in regular monthly instalments over the period of the contract.

The consideration for the maintenance and operation of the public toilets will be considered by Community Assets Support Committee on 17 May 2021 and if approved, the tenders will be advertised in May 2021.

Dog Waste Strategy

2122 07 **Resolved.**

- 1) That the council design stick on labels for both dog glove dispensers and surrounding street furniture that describes the aims of the dispensers and encourages people to dispose of the bagged litter appropriately. The quotation for 80 such self-adhesive labels at a cost of approximately £100 would be acceptable and this will come from the Dog Waste Budget.
- 2) That two new dog waste glove dispensers be purchased at a cost of £79.00 plus VAT (each) for placement in Brockholes)
- 3) That a budget of £100 would be available for the re-painting of five dispensers, to include two in Brockholes.
- 4) That the clerk will ask all the dog waste glove dispenser volunteers to send in photos of their dispensers so that the requirements for re-painting can be assessed and so that the size of sticker signs can be decided , hopefully to fit all models.

2122 08 **Youth Work**

The committee commended the report from Councillor Feeney identifying her early contacts with key people involved in the development of new Youth Services in Honley and Holmfirth.

Noted That Councillor East is continuing to attend meetings of the Two Valleys Youth Project, as hosted by Kirklees staff.

Honley Business Association are now in the process of appointing two part time youth workers.

The committee hoped that Cllr Ben Lockley might be willing to take on responsibility for liaising with Youth Services or indeed one of the new councillors who will be elected in May 2021.

2122 09 **CCTV**

The report from the working party made the following observations which were accepted by the committee. The CCTV provision in Holmfirth seems to have been unattended for two years now and probably needs updating. The money for the installation of the equipment some years ago was raised by various local businesses and monitored by System Vision. It was contributed to by the Parish Council.

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Resolved that the committee would not want to take responsibility for updating the equipment but was willing to contribute towards costs should the business community wish to manage the scheme.

Resolved to form a working party to review this and to invite representatives from the Honley and Holmfirth Business Associations to gain their views. The review should start at the end of May 2021. Councillor Pogson will contact the Business Association in Holmfirth and the clerk will invite Honley Business association.

Holme Valley Parish Council Strategic Priorities

2122 10 **Resolved;** to form a working party to look at how the Service Provision Committee contributes to the agreed strategy and to define what further aims could be agreed. Councillor Blacka will draw up a document that extracts the tasks assigned to the Service Provision Committee in the Strategic Priorities document, agreed by Full Council on 1 February 2021.

2122 11 **Complaints**

Noted; the three complaints. Cllr Dixon reminded the committee that although the Parish Council Clerk will pass on complaints about responsibilities that belong to Kirklees, such as waste bins, they are not matters for the Council to pursue further. The complaints had been passed on to the appropriate authority and in the case of the complaint about dog waste, the matter had already been addressed in item 2122 07 (1).

The Chairman thanked all committee members for their work throughout the year. The committee members showed their appreciation for the chairmanship of both Cllr Bellamy and Cllr Pogson. The committee also expressed their thanks to the clerk and wished her well in her future ventures.

Close of meeting at 20:00 pm

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Chairman



MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD VIA ZOOM ON MONDAY 26th APRIL 2021.

Those present:

Chairman: Cllr M Pogson

Councillors: Cllrs M Blacka, P Colling, P Davies, RP Dixon, D Hall, R Hogley

Officer: Mr Richard McGill (Deputy Clerk/RFO)

Also present: Mrs Liz Bennett (Clerk)

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

Two members of the public spoke in the public session in support of the grant application for Huddersfield Woodturners.

2122 01 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 and the video will be available on the Parish Council's YouTube channel.

Cllr Davies joined the meeting at this point, having previously notified the Officer that he would be late due to another meeting.

2122 02 To accept apologies for absence

Cllr Sweeney and Cllr Greaves had given apologies and these were approved by the Committee. As above, Cllr Davies had notified the Deputy Clerk that he would be late for the meeting.

2122 03 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

None were disclosed.

2122 04 To consider written requests for new DPI dispensations

None had been received.

2021 05 To consider whether items on the agenda should be discussed in private session

RESOLVED: The Committee resolved that no items should be held in private session.

RESOLVED: At this point, the Committee voted to amend the running order of the agenda so that the grant application of the Huddersfield and District Woodturners group would be heard now.

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2122 07.ii Applications for Grants

ii) Members considered an application from Huddersfield and District Woodturners for a grant of £500 towards room hire, lunch, equipment and travel, for a Woodturning Craft Day for young people from the Holme Valley and Huddersfield with special educational needs and disabilities SEND
RESOLVED: The Committee approved a grant of £500 to Huddersfield and District Woodturners for the Woodturning Craft Day.

At this point, the running order reverted to the Agenda order.

2122 06 To confirm the Minutes of the previous Committee meeting

NOTED: The Minutes of the Finance & Management Committee Meeting held on 1 March 2021, numbered 2021 73 to 2021 90 inclusive were noted.

2122 07.i Applications for Grants

i) Members considered a grant application from Friends of Honley (Part of Honley Village Community Trust) for a grant of £1000 towards shuttle buses, marketing and a brochure for a Honley Open Gardens event.

RESOLVED: The Committee approved a grant of £500 to Friends of Honley (Part of Honley Village Community Trust) for the Open Gardens event.

At this point, the Committee Chairman said that grant applicants could contact him about pending or open applications should they wish to discuss what the Parish Council requires from their submissions.

2122 08 Accounts for Payment

(1) **NOTED:** The Committee noted that the Chairman of Council had not used any of her Chairman's Allowance during her term of office to date.

(2) **RESOLVED:** The Committee approved the remaining transactions of the month-to-date Schedule of Payments for March, - these are retrospective in that the accounts have already been paid under Regulation 5.5a and 5.6 of the Financial Regulations.

(3) **RESOLVED:** The Committee approved the transactions of the upcoming Schedule of Payments for April.

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2122 09 Financial Statements

RESOLVED: The Committee approved the following accounting summaries:

i. For February 2021 (G):

- (1) Bank Reconciliations All Accounts (to end 28 February 2021)
- (2) Cash Books All Accounts Receipts and Payments (to end 28 February 2021)
- (3) Trial Balance (to end 28 February 2021)
- (4) Detailed Income and Expenditure by Budget Heading (YTD Budget Report to end 28 February 2021)
- (5) Cash and Investment Reconciliation (to end 28 February 2021)
- (6) Earmarked Reserves (to end 28 February 2021)

ii. For March 2021 – end of the financial year (H):

- (1) Bank Reconciliations All Accounts (to end 31 March 2021)
- (2) Cash Books All Accounts Receipts and Payments (to end 31 March 2021)
- (3) Trial Balance (to end 31 March 2021)
- (4) Detailed Income and Expenditure by Budget Heading (YTD Budget Report to end 31 March 2021)
- (5) Cash and Investment Reconciliation (to end 31 March 2021)
- (6) Earmarked Reserves (to end 31 March 2021)

2122 10 Preparation for final accounts

Members noted, this year only, the final accounts are being prepared by Rialtas. This will take place after an online meeting 28/05/2021.

The RFO reported on the Parish Council's year-end debtors, creditors, pre-payments and receipts in advance.

RESOLVED: The Committee approved the following year-end reports:

- Year-End Creditors: unpaid invoices received last year with expenditure approved 2020-21.
- Year-End Debtors: payments due to the Parish Council last year 2020-2021 but only received in the new financial year.
- Year-End Prepayments: payments made last year but for services to be received this financial year.
- Year-End Receipts in Advance: income received last year (2020-21) but paid to the Parish Council for a service to be delivered this year (2021-22).

At this point, Members discussed some elements of Agenda item 2122 12 with regard to the tenancy at the Gartside building.

RESOLVED: The Clerk would contact the tenant with regard to arrangements to pay moneys owed.

RESOLVED: The Finance and Management Committee resolved to recommend to the Community Assets Support Committee to charge the tenant at the Gartside building from 12th April 2021 or whichever date the shop reopened, and thus end the rent holiday.

2122 11 Banking Matters

Bank mandates:

- i. **NOTED:** The Committee noted that the mandates for Handelsbanken have been updated. New mandatees are Cllr Blacka, Cllr Hogley, Cllr Pogson, and the Clerk.
- ii. **NOTED:** The Committee noted that mandates for the HSBC accounts were still to do.

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2122 11
contd.

Members considered whether, with regard to the HSBC mandates, given the challenge of completing a mandate form with all Committee Chairs under lockdown, the Parish Council should continue with the existing mandates until after the Annual Council Meeting in July when face-to-face meetings should make form-filling easier, and a new Clerk may have been appointed. This would mean, Cllr T Bellamy, Cllr Hogley, and Cllr Pogson continuing as mandated Chairs to approve payments until then. **RESOLVED:** It was resolved to delay the processing of the HSBC mandates until after the July meeting. The named Councillors would remain as mandatees until the change.

2122 12 **Tenancies**

The RFO reported on receipts of payments regarding tenancies (allotments, garages, Gartside Buildings).

NOTED: The Committee noted that all of the annual payments for the garages and allotments had been received apart from one payment for a garage. The Deputy Clerk/RFO had sent a second payment reminder letter to that tenant. The Deputy Clerk/RFO would report back in future on further developments.

The RFO reported that the management of the Watery Lane allotments is the responsibility of the Finance and Management Committee. However, there is currently no budget for allotments or the site. One of the allotment users has drawn the Parish Council's attention to minor disrepair of a dry-stone wall at the allotment. The Maintenance Contractor has submitted a quote.

Members considered whether the Parish Council would undertake the repair of the wall, and whether any future financial or administrative resolutions of Council would be needed.

RESOLVED: Officers were to try to confirm ownership of the wall in question via the deeds.

RESOLVED: The Chairman of Council would attend the allotment site and take more photos of the damaged wall.

RESOLVED: The Chairman of Finance and Management and the RFO would, as necessary, consult on any virement that would be needed to resolve this issue or other similar issues, and recommend to full Council.

RESOLVED: The Chairman of Finance and Management and the RFO would, as necessary, consult on recommending the setting of an earmarked contingency reserve to meet such repair needs as that of the wall to full Council.

Holme Valley Parish Council

2122 13

Statement of Intent on Training

NOTED: The Committee noted the training undertaken and the feedback.

CLlr Colling	Grants - Policies, Procedures and Powers Webinar - CLlr 07	23 rd February 2021
Feedback: Feedback given at the previous meeting.		

RFO	Website Accessibility Regulations 2018	2 nd March 2021
Feedback: A useful guide to the Regulations about making the website more accessible to people with sensory disabilities. Involved potentially significant extra work for the Council but had directed to some useful tools. It was acknowledged that aspects of meeting the requirements of the regulations would necessarily fall to outside services, - like Vision ICT.		

CLlr Colling	Year End Accounts	11 th March 2021
Feedback: This training was cancelled.		

Climate Emergency Co-ordinator	Behaviour Change for Environmental Planners	
Feedback: Training not yet done.		

2122 14

Financial Records for the website

NOTED: The Committee noted that financial records for February and March 2021 have been uploaded to the Council website accessible from Quick Links.

NOTED: Members noted that, from end April 2021, the RFO will be adding the completed monthly Schedule of Payments to the website alongside the other records accessible from Quick Links.

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2122 15 Interim Internal Audit

NOTED: Members noted that the Interim Internal Audit has taken place. The Chairman complimented the auditor for her report. The report was generally very positive but did identify recommended actions for the Council for it to continue to improve on outcomes and making sure that what it does is in line with best practice and the Council's policies. The Internal Audit will be completed 1st June 2021 after the submission of the final accounts.

NOTED: The Committee noted that the RFO will liaise with the Clerk with regard to the Internal Auditor's recommendations and will report to the next meetings of Finance and Management and full Council in terms of an action plan.

There was some initial discussion about specific recommendations within the Internal Audit Interim Report.

Members discussed the recommendation regarding the Chairman's Allowance.

RESOLVED: The Deputy Clerk/RFO would ask the internal auditor if reframing the Chairman's Allowance as Chairman's Expenses would be allowable.

RESOLVED: The Deputy Clerk/RFO would investigate whether any potential payments to a Chairman of Council as expenses would be classed by HMRC as taxable benefits.

There was discussion on the auditor's recommendation that community groups who are the beneficiaries of Parish Council grants should subsequently supply receipts for all their expenditure from the grant.

RESOLVED: The Deputy Clerk/RFO would ask the internal auditor about whether a spending report from the officers of an organisation receiving a grant was adequate without the need to ask them for physical copies of receipts.

There was discussion about the provision of a debit card to Officers.

NOTED: The Deputy Clerk/RFO would bring a plan with regard to this to full Council.

There was discussion about the possibility of using an external payroll organisation instead of payroll being undertaken, as currently, by the RFO.

NOTED: The Deputy Clerk/RFO would investigate the cost of such a service, and get some quotes.

2122 16 Budget for flowers, cards and so on for Councillors

The Deputy Clerk/RFO reported that there have been a few payments made in the last year towards flowers and cards for Councillors who are suffering illness, have had a baby and for ex-Councillors who have passed away. The Council does not currently have clear provision in its budget for such items. Councillors considered how to manage such expenditure in future.

RESOLVED: The proposed Chairman's Expenses budget line would cover such costs in future under Section 111 of the Local Government Act, 1972, if approved by auditors.

2122 17 Representation

There were no reports from representatives to outside bodies.

The meeting closed at 2051hrs

.....
Chairman

Draft MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 14 June 2021.

Those present:

Chairman: Cllr M Pogson

Councillors: Cllrs M Blacka, P Colling, P Davies, RP Dixon, R Hogley

Officer: Mrs Liz Bennett Clerk

Public Question Time

There were no members of the Public present

2122 18 Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

The Clerk was recording the meeting in audio and the recording will be available on the Parish Council's YouTube channel.

2122 19 To accept apologies for absence

Cllr Greaves and Cllr Hall had given apologies, and these were approved by the Committee. Cllr Sweeney had not given apologies.

2122 20 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

None were disclosed.

2122 21 To consider written requests for new DPI dispensations

None had been received.

2021 22 To consider whether items on the agenda should be discussed in private session

RESOLVED: The Committee resolved that no items should be held in private session.

2122 23 To confirm the Minutes of the previous Committee meeting

RESOLVED; to approve the minutes of the Finance & Management Committee Meeting held on 26 April 2021, numbered 2122 01 to 2122 17 inclusive.

2122 24 Accounts for Payment

(1) **NOTED:** The Committee noted that the Chairman of Council had not used any of her Chairman's Allowance during her term of office to date.

(2) **NOTED** the completed list of payments for April 2021.

(3) **RESOLVED:** to approve the pending transactions of the Schedule of payments for May 2021.

2122 25 Financial Statements

RESOLVED: to approve the following accounting summaries:

- i. For April 2021 :

Holme Valley Parish Council

- (1) Bank Reconciliations All Accounts (to end 30 April 2021)
- (2) Cash Books All Accounts Receipts and Payments (to end 30 April 2021)
- (3) Trial Balance (to end 30 April 2021)
- (4) Detailed Income and Expenditure by Budget Heading (YTD Budget Report to end 30 April 2021)
- (5) Cash and Investment Reconciliation (to end 30 April 2021)
- (6) Earmarked Reserves (to end 30 April 2021)

2122 26 Final accounts

RESOLVED: to approve the Final Accounts for 2020 to 2021, processed by Rialtas on 26 May 2021.

2122 27 Internal Audit Year End Report

The internal auditor, Safia Kauser, had advised that the Council review its policy on Reserves incorporating recommendations from the Joint Panel on Accountability and Governance (JPAG) practitioners guide such that the council's reserves are reduced. The RFO has presented a revised policy.

RESOLVED to accept the revised policy and agreed that there would need to be a later discussion in Full Council about how to manage the excessive reserves that the Council has accumulated.

RESOLVED to give a vote of thanks to the RFO and the Auditor for their full and efficient management of the Audit process.

2122 28 Accountability and Governance Annual Return

RESOLVED to approve the AGAR as presented

RESOLVED to approve the supporting documentation to the AGAR as presented

2122 29 Tenancies

NOTED that all the rental payments for Allotments and Garages had been paid excepting one cheque that had been unsigned.

NOTED that rental payments for the Gartside shop had been paid for April and May 2021 at an agreed, reduced rate. The full rental of £400 per month will resume in June. The electricity costs for Gartside shop will be billed quarterly starting at the end of June 2021 for the previous three months.

RESOLVED that the payment requested for the repair of the wall at Holme Allotments was reasonable and that it was in all likelihood the responsibility of the Council. It was agreed that as there was no specific budget for maintenance at the allotments, that the management of allotments be moved to Service Provision and that the benches maintenance budget be accessed by that committee.

RESOLVED that this recommendation be made to Full Council at the extraordinary meeting on 14 June 2021.

2122 30 Statement of Intent on Training

CLlr Colling had attended training on finance and the role of the Internal and external audits. In answer to CLlr Dixon's question, as to why two audits were needed, she said that the external auditor represents the view of the electorate in ensuring that the council uses public money appropriately. The Internal auditor ensures that the council is acting to the appropriate guidelines and is there to

Holme Valley Parish Council

help the Council. Cllr Colling recommends this training to all Councillors and even new Councillors.

2122 31 Financial Records for the Website

NOTED that the financial records for April 2021 have been uploaded to the Council Website.

2122 32 Financial Internal Controls

Noted that Cllr Colling had undertaken the checks on the Council's financial records for the month of April 2021 and no amendments were required.

2122 33 To receive reports from representatives to outside bodies

Councillor Bellamy had reported to the Clerk that he continued to attend the Peak Park meetings and that there were papers coming to the Council regarding their hopes to encourage affordable housing.

.....
Chairman

Draft Minutes of The Staffing Committee meeting on 10/5/2021 at 19:00 in the Exhibition Room, Holmfirth Civic Hall.

Present: Cllr R Hogley(Chairman)

Cllrs M Blacka, P Colling , D Carré, R Hogley, M Pogson, J Sweeney

Clerk: Liz Bennett

**2122
01 Public Question time.**

There were no members of the Public present.

**2122
02 To accept apologies for absence**

Cllrs K Bellamy, T Bellamy and Davies gave their apologies, and their apologies were accepted.

**2122
03 To consider whether items on the agenda should be discussed in private session**

RESOLVED : Meeting to be held in private session.

**2122
04 To receive Members' personal and disclosable pecuniary interests in items on the agenda.**

None declared.

**2122
05 To receive any Officer's interests in items on the agenda.**

The Clerk has an interest in item 2122 08.

**2122
06 To consider written requests for new DPI dispensations.**

None received.

**2122
07 To note the minutes of the Staffing Committee meeting on 29 March 2021 numbered 2021 29 to 2021 36.**

RESOLVED : to note the minutes of the Staffing Committee meeting on 29/3/2021.

**2122
08 To consider the confidential External review of Staff workloads carried out in April 2021/May 2021 and to consider any decisions to be made regarding the report's recommendations.**

The options for workload management were outlined under two headings:

Option 1 identified 5 possibilities summarised as

a) to increase the hours for the Clerk and Deputy Clerk RFO by 5 hours each

b) to introduce an Admin Assistant for 10 hours a week

c) to introduce an Assistant Clerk post to manage the Planning work and some other admin

- duties for both the Clerk and Deputy Clerk.
- d) to allow 5 hours overtime for both Clerks
- e) to appoint a minute taking clerk who is paid per assignment.

Option 2

was to reduce the number of committees and thus the number of committee meetings and to delegate further to the Clerks (e.g., the day-to-day management of the buildings, and the maintenance of the benches, shelters etc)

A wide-ranging discussion was held on the pros and cons of each option with the following key issues raised:

- Fewer committees might reduce the requirement for extra staff time
- Planning work was administratively burdensome but also required expertise particularly in light of the impending Neighbourhood Development Plan so may be better suited to a clerk, not admin role
- An admin assistant may be more affordable but it was important that expectations were set appropriately and the role was not seen as undervaluing the skills required by their workload (which could include website / social media management)
- The current Deputy Clerk did not want additional working hours
- The new Clerk (to be appointed) may be interested in additional hours but this will not be known until appointment
- An assistant clerk (or an admin assistant) may wish in turn to train as a clerk, which would assist with succession planning for HVPC
- Current working hours and practices were not as effectively monitored as they could be and effective scrutiny, support and dialogue with the staff team over work pressures and priorities was essential in the future

Following discussion of the various options and implications of each and the associated recommendations in the report, it was

RESOLVED;

- 1) To form a working party of Chairmen and Vice Chairmen of Service Provision, Community Assets Support Committee and Finance and Management to address how these three committees could be reduced to two. The discussion proposed moving all grants to Finance and Management and moving the management of the toilets, the Honley library and the Civic Hall to Service Provision. The invitation to the working party will therefore be extended to Cllrs Pogson, Colling, K Bellamy, Sweeney, East and Brook. It was noted that Cllr East had declared an interest in chairing Service Provision in the future so he would also be invited.**
- 2) That the Clerk update the Deputy Clerk / RFO job description in conjunction with the Deputy Clerk for approval at the next Staffing Committee meeting.**
- 3) That the Clerk establish the relative costs of Clerk pay, assistant clerk pay, and admin assistant (known as a Business Support officer in local government) pay.**
- 4) When the new Clerk is appointed in late May 2021, upon acceptance of the role, they will be asked whether they would be interested in additional hours if offered in the future.**
- 5) To form a working group consisting of Cllrs Hogley, Davies and Blacka to review the role of Staff development Review Co-ordinator to ensure it is clearly defined and provides feedback to the Staffing Committee. This would provide better scrutiny and clearer regular communication between the Clerks and Councillors.**
- 6) That the findings of the working parties and progress on the other resolutions be**

reported back to the next Staffing Committee on 21 June 2021 enabling a recommendation to be made to Full Council on 12 July 2021.

2122 09 **To consider the progress on the appointment of a new Clerk**

Cllr Hogley updated the committee on progress with the Clerk recruitment advising that 16 applications had been received and shortlisting had been completed by Cllrs Pogson, T Bellamy and Hogley. These four candidates were due to be interviewed in late May so it was hoped that a successful candidate would be appointed by the end of May. It was noted that the current Clerk had now formally tendered her resignation and her last day in post would be 30th June 2021.

Close of meeting at 20:35 pm

Signed
Chairman of Staffing Committee

HOLME VALLEY PARISH COUNCIL

Draft Minutes of the Staffing Committee meeting on 21/06/2021 at 19:00 in Brockholes Village Hall.

Present: Cllr R Hogley (Chairman)
Cllrs M Blacka, P Colling, R Hogley, M Pogson,
Clerk: Liz Bennett

2122 09 Public Question time.

There was one member of the public present.

2122 10 The meeting is recorded in audio and will be available on the Council's You Tube Channel.

2122 11 To accept apologies for absence

Apologies were accepted from Cllrs K Bellamy, T Bellamy, D Carré, J Sweeney and P Davies.

2122 12 To consider whether items on the agenda should be discussed in private session

RESOLVED: Meeting to be held in open session.

2122 13 To receive Members' personal and disclosable pecuniary interests in items on the agenda.

None declared.

2122 14 To receive any Officer's interests in items on the agenda.

No interests declared.

2122 15 To consider written requests for new DPI dispensations.

None received.

2122 16 To approve the minutes of the Staffing Committee meeting held on 10 May 2021, numbered 2122 01 to 2122 08.

RESOLVED: to approve the minutes of the Staffing Committee meeting held on 10 May 2021.

2122 17 To approve the appointment of a new Clerk.

RESOLVED: to approve the appointment of Jen McIntosh who was interviewed in May. Jen was selected from a field of 16 applicants. All the people interviewed were good candidates. Jen will commence her role on 16 August 2021 having left her current teaching post at the end of July and after a planned holiday in August.

2122 18 To approve the arrangements for a handover from the present Clerk.

RESOLVED: to approve that the current Clerk finishes her employment on 30 June 2021. She will work with the new Clerk for three days from 16 August in order to provide an induction

period. These hours will have been paid for in May and June when the clerk has had fewer work pressures and has worked fewer than her contracted hours.

Thanks were expressed to the Clerk for extending her leaving date and offering to manage the induction period.

Thanks were also expressed for the Clerk's work with the Council over the past two years.

2122 19 **To consider recommendations from the Working Party looking at reducing the number of Standing Committees.**

RESOLVED: to approve the recommendation that the Community Assets Support Committee is dissolved, and that this recommendation be made to Full Council on 12 July 2021. The community asset grants, and the Expression of Interest process will become the responsibility of the Finance and Management Committee. The regular 'service' grants would remain the responsibility of the Service Provision Committee. The management of the transferred assets, which needed an element of cooperation with the Council, as opposed to one-off grant requests would become the responsibility of the Service Provision Committee.

Cllr Hogley reported that according to YLCA training she had recently completed, the guidance was that Working Parties should only be established for a specific project with a finish date. If the transferred assets were to be managed by a devolved number of councillors and the Clerk then this should be via a **sub-committee**, established from the Standing Committee. Such a sub-committee could meet virtually and could have less formal minutes but would refer back to the Standing Committee for any formal decisions. It is envisaged that such a sub-committee would manage the buildings, namely Honley Library and the Public Toilets. It was envisaged that since the Civic Hall is entirely managed by the Holmfirth Civic Hall Trust that the Civic Hall responsibility would transfer to Finance and Management who would consider any grant requests.

RESOLVED: Councillor Hogley to review the Scheme of Delegations and the Standing Orders, that these new versions could reviewed by all relevant chairmen before being proposed for adoption at the Full Council meeting on 12 July 2021.

2122 20 **To consider the paper produced by the Working party looking at the role of the Staff Development Review co-ordinator.**

RESOLVED; to approve the recommendations and the paper produced by the Staffing Committee working party entitled 'HVPC Staff Performance and Development Lead'.

There were two minor amendments.

2.1 to add 'the principal role is to act as line manager of the Parish Clerk on behalf of the Council'.

3.3 d. i. Informal feedback on Clerk performance sought from all staff reportees in advance of performance reviews. These will be every 6 months.

Cllr Hogley will review the Standing Orders regarding how this role is to be named and selected with a proposal for adoption to be made at the Full Council meeting on 12 July 2021.

2122 21 **To consider whether to recommend to Full Council that an extra staff member is appointed to work the 10 hours per week as suggested by the Staffing Review or whether**

the Clerk takes on these extra hours.

There was some discussion about whether the extra staffing would be necessary if payroll was outsourced and the number of Committees was reduced. It was suggested that the new Clerk and the Deputy Clerk (and retiring Clerk) should discuss the responsibilities of any administrative support between themselves in the next two months so suitable support could be sought.

RESOLVED: that extra staffing of up to 10 hours per week (admin support or as required) should be appointed in September 2021 on a temporary basis and then reviewed fully at the next Staffing Committee meeting on 15 November 2021 to determine if a permanent appointment was required.

2122 22 **To consider the allocation of Committees to the Clerks consequent to the proposed reduction in numbers of Standing Committees.**

RESOLVED: that the Deputy Clerk/RFO would retain Finance and Management, Planning and Publications & Communications committee responsibilities for the foreseeable future. The new Clerk would manage the Full Council, The Service Provision Committee, the Climate Emergency Committee and the Staffing Committee.

2122 23 **To approve the recommendation from the Climate Emergency Committee meeting on 24 May 2021 that the post of Climate emergency Co-ordinator is renewed for another year until 16th August 2022.**

RESOLVED; to approve this extension to the CEC post for another year until 16 August 2022.

2122 24 **To approve the revised job descriptions for the Deputy Clerk/RFO and the Clerk.**

The Clerk had altered the existing job description for the Clerk to reflect the current divisions of work – particularly that the RFO takes responsibility for financial management and the management of the website and social media accounts. As suggested by the external reviewer of workloads, the Deputy Clerk has a line inserted to say that he deputises for the Clerk as Principal Officer in the Clerk’s absence.

RESOLVED to approve the new job descriptions as presented.

2122 25 **To approve the annual pay rise for the Deputy Clerk and RFO of one SCP so that he is on SCP 28 from August 2021.**

RESOLVED: to approve that the Deputy Clerk/RFO moves onto Spinal Column Point 28 in August 2021.

Signed
Chairman of Staffing Committee



HOLME VALLEY PARISH COUNCIL

POLICIES FOR REVIEW AT ANNUAL COUNCIL MEETING 12 July 2021

DOCUMENT:	KEY:	HVPC approved	HVPC To Council for approval 10/5/2021 Recently reviewed *
	Mandatory/Statutory Requirement (SR) Best Practice (BP) Audit Requirement (AR) •		
BASIC GOVERNANCE			
Model Standing Orders	BP	12/7/2021	*
Model Financial Regulations	SR	12/7/2021	*Updated 12/7/2021
Code of Conduct	SR	16/12/2019	Kirklees Code
Scheme of Delegation (including terms of reference for all committees)	SR	12/7/2021	*Updated 12/7/2021
OPENNESS AND ACCOUNTABILITY			
ICO Model Publication Scheme 2014	SR	2015	
Rules for public session	BP	2016	
Complaints Policy/Procedure	SR	2019	
Media Policy	BP	2019	
Transparency Code Checklist	BP	20/7/2020	*
E Mail Policy		9/11/2020	*
DATA PROTECTION/GDPR			
Data/information audit	BP	GDPR checklist 20/7/2020	*
Records Management Policy	BP	5/12/16	Needs updating
Privacy notice – general	SR	2018	
Privacy notice – employees, councillors, role holders and volunteers	SR	20/7/2020	*
ICO Model Publication Scheme 2014	SR	2015	
Application for dispensation Form		9/11/2020	*
FINANCE			
Asset Register	AR	20/7/2020	*
Financial Risk Assessment	AR	20/7/2020	*
Risk Assessment/management Policy	AR		
Insurance register	AR	Yes	
Grant awarding Terms of Reference	BP	9/11/2020	*
Grant application form	BP	9/11/2020	*
Internal Controls Checklist	AR	Yes. Cllr checks bank reconciliations.	*

DOCUMENT:	KEY:	HVPC approved	To Full Council 21/9/2020
EMPLOYMENT/PERSONNEL			
Contract of Employment/ Written Statement of Particulars	SR	yes	*
Recruitment and Selection Policy		9/11/2020	*
Sickness and Absence Policy	BP	21/9/2020	*
Template Disciplinary Policy	BP	16/12/2019	*
Bullying and Harassment/Dignity at Work Policy	BP	Kirklees code adopted- 16/12/2019	*
Annual Leave Policy	BP	21/9/2020	*
Training and Development Policy	BP	22/3/2021	*
Pensions Policy	SR	2015	
Home working Policy (YLCA)	BP	21/9/2020	*
Whistleblower	BP	21/9/2020	*
Equality and Diversity	BP	21/9/2020	*
Information Technology	(YLCA)		

ENVIRONMENT			
Memorial Benches Policy	Full Council	22/3/2021	*
Dog Waste Management Strategy	Service Provision	7/9/2020	*
ALLOTMENTS			
Register of allotments/plots and plot holders	BP	On Website	*

Liz Bennett, Clerk , HVPC
17/6//2021

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HVPC STAFF PERFORMANCE & DEVELOPMENT LEAD

1.0 PURPOSE

- 1.1 On behalf of the Holme Valley Parish Council, the Staff Performance and Development Lead will ensure directly employed staff are effectively managed and supported in undertaking their responsibilities.

2.0 ROLE

- 2.1 Principal role is to act as line manager of the Clerk to the Council. It should be noted that good management of the Clerk will support the effective operation of wider clerk team.

- 2.2 This in turn leads to the following additional responsibilities:

- Performance management of the Clerk
- Identification of and support in providing development opportunities for the Clerk
- Acting as a confidant for all staff members regarding their roles, interaction with each other and councillors
- Providing a central point of contact for all councillors to discuss any staff issues and undertake any required actions needed as a result of issues raised.

3.0 PERFORMANCE MANAGEMENT

- 3.1 Performance management is an important part of formally monitoring and supporting the effective performance of the Clerk. It is vital in ensuring that the Clerk is able to undertake his or her duties well, recognising any difficulties, identifying training needs and meeting the requirements of the role. It is a key part of supporting the individual and helping them perform to the best of their ability by understanding their skills and setting realistic and achievable objectives.

- 3.2 Effective performance management requires honesty, understanding and a commitment to work constructively with the individual as well as act in the best interests of HVPC to have a committed and effective Clerk. Performance management needs commitment from both the Staff Performance and Development Lead and the Clerk who is encouraged to review their performance, identify areas for development and suitable objectives.

- 3.3 This needs a number of different elements in place:

- a. **Formal objective setting and performance reviews with Clerk to be held in person and recorded in writing using a pro forma.**

These should be held as follows:

- a.i. Start of year (objective setting)
- a.ii. 6 months into year (progress review)
- a.iii. End of year (formal review & future objective setting)

It should also be noted that during the first year of appointment, the Clerk will have a probationary period so more regular contact and reviews will be required.

- b. Informal monthly meetings with the Clerk to be held remotely or in person**
 - a.i. Timed to suit the Clerk / post holder but at least around each Full Council meeting cycle
- c. Informal contact weekly or as required with the Clerk**
 - a.i. Regular interaction by phone, Zoom or other media as required
- d. Collation of feedback from reportees and Councillors regarding Clerk performance**
 - i. Informal feedback on Clerk performance sought from all staff reportees in advance of six-monthly and annual performance reviews.
 - ii. Informal feedback requested from all Councillors regarding Clerk and wider staff team performance in advance of yearly performance review. This should include constructive and positive feedback as well as any areas of concern and provide examples to aid discussion with the members of staff involved.
 - iii. Councillors and reportees can share any informal feedback on the Clerk's performance throughout the year with the Staff Performance and Development Lead for discussion as required with the Clerk.

3.4 The Clerk is paid on a nationally agreed pay scale set by the National Joint Council for Local Government Services. The performance of the Clerk and any other staff on this scale will influence the recommendations to the Staffing Committee for any annual pay increases. These recommendations will be given to the Staffing Committee by the Staff Performance & Development Lead for consideration and approval by the Staffing Committee.

4.0 APPOINTMENT OF ROLE

- 4.1 The Staff Performance & Development Lead should be appointed from amongst the members of the Staffing Committee. The appointee must be able to commit to the time required to undertake the role effectively including the meeting arrangements outlined in section 3.3.
- 4.2 Where possible, the appointee should undertake the role for two years to allow some consistency of line management with re-appointment permitted beyond this period.

- 4.3 If the Clerk has concerns about the appointee, they must raise them with the Chair of Staffing or Chair of Council and consideration of a new appointee will be made by the Staffing Committee.
- 4.4 The Staff Performance & Development Lead must be willing to undertake training as required to support effective delivery of the role.

5.0 CONFIDENTIALITY

- 5.1 All discussions held between the Staff Performance & Development Lead and the Clerk and other staff are confidential.
- 5.2 Any records kept will be marked as PRIVATE & CONFIDENTIAL and will not be available for public access.
- 5.3 Feedback provided by councillors on the Clerk's performance and the performance of other members of the staff team will be regarded as confidential and will be anonymised before discussion with the Clerk.



Holme Valley Parish Council

Meeting Schedule- April 2021 to May 2022 version 5

5 April 2021	Easter Holiday	TIME	CLERK
12 April	Planning Committee	19:00	RM
19 April	Service Provision Committee	19:00	LB
26 April	Finance and Management Committee	19:00	RM/LB
3 May	Bank Holiday		
10 May	ANNUAL COUNCIL MEETING deferred	19:00	LB/RM
17 May	Planning Committee	18:30	RM
	Community Assets Support Committee	20:00	LB
24 May	Climate Emergency Committee	19:00	RM
31 May	Bank Holiday		
7 June	Planning Committee	19:00	RM
14 June	Finance and Management Committee	19:00	RM/LB
21 June	Staffing Committee (Brockholes Village Hall)	19:00	LB
	Extraordinary Full Council (AGAR)	20:30	LB
28 June	Planning Committee	19:00	RM
5 July	Publications and Communications Committee	19:00	RM
12 July	COUNCIL (Annual Meeting) (Hade Edge band Room)	19:00	RM
19 July	Climate Emergency Committee	19:00	RM
26 July	Planning Committee	19:00	RM
2 August	Holiday		
9 August			
16 August			
23 August	Planning Committee	19:00	RM
30 August	Bank Holiday		
6 September	Finance and Management Committee(grants)	19:00	RM
14 September	Publications and Communications	19:00	JM
20 September	Service Provision Committee	19:00	JM
27 September	Planning Committee	19:00	RM
4 October	Free before council		
11 October	COUNCIL	19:00	JM
18 October	Climate Emergency Committee	19:00	RM
25 October	Holiday		
1 November	Planning Committee	19:00	RM
8 November			
15 November	Staffing Committee	19:00	JM
22 November	Finance and Management Committee (budgets)	19:00	RM
29 November	Planning Committee	19:00	RM
6 December	Free before Council		
13 December	COUNCIL (budgets)	18:30	JM
20 December	Holiday		
27 December	Holiday		
3 January 2022	Free/ prepare agendas		
10 January 2022	Planning Committee	19:00	RM

Holme Valley Parish Council

Meeting Schedule- April 2021 to May 2022 version 5

17 January	Finance and Management Committee	19:00	RM/JM
24 January	Publications and Communications Committee	19:00	JM
31 January	COUNCIL (precept)	19:00	JM/RM
7 February	Planning Committee	18:30	RM
14 February	Service Provision Committee	19:00	JM
21 February	Holiday		
28 February	Climate Emergency Committee	19:00	JM
7 March	Planning Committee	19:00	RM
14 March	Finance and Management Committee	19:00	RM/JM
21 March	Free before full Council		
28 March	Annual Parish Council	19:00	JM
	COUNCIL	20:00	JM
4 April	Planning Committee	19:00	RM
11 April	Holiday		
18 April	Holiday		
25 April	Finance and Management Committee	19:00	RM
2 May	Holiday		
9 May	Planning Committee	19:00	RM
16 May	ANNUAL COUNCIL	19:00	JM
23 May	Staffing Committee	19:00	JM
30 May	Holiday		

Meetings on Monday evenings and start at 7pm unless there are 2 meetings	
All meetings are on- line until 6 May 2021. Contact Clerk to be invited to the meeting as a member of the public. Or see link at start of agenda. After 6 May 2021 meetings are in the Exhibition Room , Top Floor Holmfirth Civic hall.	
Meeting free week before full council where possible (old rule) to enable all previous meetings to be included in Council agenda. (Largely impossible now) The week after a long holiday period should be a free week to allow agendas to be distributed.	
Annual Parish Meeting (of electorate) to be held between 1 March and 1 June	
In an election year the Annual Council Meeting is to be held between 4 and 14 days after polling day	
Where there are two meetings the first starts at 6.30 and the second at 8 pm or whenever the previous meeting finishes	
Pubs and Comms/CASC/Service Provision and Climate Emergency meet 4 times a year. The green lines denote each Quarter of the year.	
Planning meets every 4 weeks if possible	
Staffing meets 3 times a year or as needed	
Finance and Management or Full Council alternate month on month.	

Agendas published on the Council Website three working days prior to the meeting. *iz Bennett*
clerk@holmevalleyparishcouncil.gov.uk [11/3/2021 version four](#)

HOLME VALLEY PARISH COUNCIL



Review of Representatives to Outside Bodies – 2021-2022

Outside Body	Representative(s) 2020/2021	Representative(s) 2021/2022
Brockholes Village Trust	CLlr M Pogson	
Earnshaw's Foundation Charity	CLlr K Bellamy	
Hall Trust Education Charity	CLlr K Bellamy CLlr T Bellamy	
Holme Valley Community Breakfast Forum	CLlr R Hogley	
Holmfirth Civic Hall Community Trust	CLlr K Bellamy CLlr D Carré	
Holmfirth Conservation Group	CLlr R Hogley	
Honley Library – charity to be established to run/manage Library after CAT	CLlr S East CLlr J Sweeney	
Kirklees Council – HV North Ward Forum (formerly Area Committee)	CLlr S East	
Kirklees Council – HV South Ward Forum (formerly Area Committee)	CLlr P Davies	
Kirklees Historic Buildings Trust	CLlr T Bellamy	
Kirklees Rights of Way Forum	None	
Peak District National Park Authority – Moors for the Future Project	CLlr T Bellamy	
Peak Park Parishes Forum	CLlr T Bellamy	
Yorkshire Local Councils Associations (both with voting rights, usually current Chairman and retiring Chairman)	CLlr R Hogley CLlr T Bellamy	

Liz Bennett
 28 June 2021
 For review and approval – Annual Council meeting – 12 July 2021

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 Civic Hall Community Trust
Contact person for this application:
Judith Patrick
Position e.g. Chair, Secretary, Treasurer:
Chair
Correspondence address:
Huddersfield Road, Holmfirth. HD9 3AS
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?
The grant is required to fund refurbishment of the ladies and gentlemen's toilets, the disabled toilet and the creation of an office and rear storage area. This application replaces one previously submitted for support with the refurbishment of the foyer and toilet corridor, now we have received tenders for the first phase, project costs are higher than anticipated and additional funds are needed to complete these works, therefore the second phase project is being put on hold.

ABOUT YOUR GROUP	
What type of group are you?	<ul style="list-style-type: none"> Registered charity
Charity registration no. (if applicable)	1172232
When did the group start?	27 th March 2017
Do you have a constitution or a set of governing rules?	<p>Yes</p> <p><i>If yes, please provide copy with this application</i></p> <p><i>If no, please explain your management structure on a separate sheet.</i></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>	Based in the centre of Holmfirth, but most of our visitors are based in the Holme Valley and surrounding areas.
Describe the people you mainly 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>All of the above, as well as residents of the Holme Valley more widely.</p>
How many people are involved in running your group?	Paid staff: 3
	Volunteers, including Committee members: 20 active volunteers

FINANCES	
Financial year	2019/2020
Income	£167,213
Expenditure	£121,204
Reserves	£75,862 (includes £37,588 restricted reserves)
Please describe your current financial reserves and account for expected expenditure from these.	<p>We have been building up unrestricted reserves over time to ensure the long-term sustainability of the hall, as well as to provide for unexpected costs as they arise. We expect to need some of these to fund our ongoing running costs, particularly during the current Covid pandemic when we are not able to open fully and so our income is much reduced, it may also be necessary to gap fill the total project costs for this project.</p>
Has the group previously received a grant from the Parish Council?	<p>Yes</p> <p><i>If 'Yes' please give the date and brief details of any grants received in the last five years.</i></p> <p>2017/2018 – Support for start-up costs (£14,755)</p>

	2018/2019 – Revenue support for staffing costs (£49,942) 2018/2019 – Capital support for building repairs to south west elevation (£28,521) 2019/2020 – Capital support for office/ disabled/toilets project (£40,000) 2019/2020 – Support for Christmas lighting (£500) 2020/2021 – Support for Covid related running and cleaning costs (£5000)
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YOUR PROJECT

How much money are you requesting from the Parish Council?	£30,000
Project start date:	March 2021
Project end date:	June 2021

Please describe what you want to do with the money. Use no more than 500 words.

Please answer the following questions in your answer:

- Who will benefit from this project?
- How do you know there is a need for this project?
- Are you working in partnership with other groups?
- How many people are involved in your activities each year?
- How will you know that the project is a success?

Holmfirth Civic Hall Community Trust has grown the overall usage over the three years it has been running and managing the hall. In 2017/2018 there were 37 different users/groups making bookings and estimated footfall was in the region of 30,500; looking to 2019/2020 we have increased those numbers to 89 different users/groups and footfall in the region of 48,500. Visitors come primarily from the Holme Valley, particularly for the regular events, weekly sports and fitness activities and other classes etc, but in the case of music events, comedians and other functions they can come from much further afield.

As the Trust has matured, we have developed a priority list of capital projects to undertake at the hall – in some cases repairs, in some refurbishment and in others repurposing space to make the hall work more effectively and more environmentally sustainably.

This project was identified for a number of reasons – the need to create an office for our staff meaning we can free up rentable space they are currently using; creating a new storage area from redundant space in order to free up space elsewhere in the building which could then be repurposed as new rentable space; and the need to replace the toilets as the current ones have reached the end of their natural life and are failing relatively regularly requiring costly repairs and maintenance.

Conversion of the ground floor cloakroom to a staff office will improve the building and provide a permanent workspace for staff. The office will be clearly visible making it easy for members of the public to find staff and access their support. The new toilets will be up-to-date, easy to access and use, better equipped and more environmentally efficient. The renovation work will improve the asset and the public’s experience of using the building. Not only will this development work improve the building, it will also free up additional letting

space thereby increasing future income potential and sustainability of the asset. This overall aim is to ensure the residents of the Holme Valley continue to have access to this iconic and important venue in the town.

As more and more visitors come to the hall, we want to ensure their experience of visiting is a good one, that those visitors feel encouraged to come again and tell their friends, the hall has moved a long way in making itself sustainable, but this might be impacted (over and above any long-term impact as a result of the Covid pandemic) if the building doesn't present a good impression. Similarly, we have seen the number of users/groups booking events and activities grow significantly and this could also be impacted if the building looks tired and not well maintained. We have built up very good relationships with a wide range of users of the hall, particularly those running annual festivals and competitions, and want to be able to ensure they are able to offer visitors to their events a good experience of the hall and the town also.

PROJECT BUDGET		
Item	Total cost	Requested from the Parish Council
	£	£
Additional support for phase 1 project	140,000	30,000
TOTALS	£140,000	£30,000

OTHER FUNDING	
Has the group applied elsewhere for other grants to fund this project?	
Yes	
<i>If yes, please give details below. Include date of application, amount requested and the outcome (if known).</i>	
Other sources of funding for this project, e.g. donations, reserves, fund raising. Please list, with amounts. HVPC £30,000 plus £10,000 for fire escape element Holme Valley Hospital League of Friends - £55,000 HCHCT – committed reserves to gap fill any shortfall	
BANK ACCOUNT DETAILS	
Account name	Holmfirth Civic Hall Community Trust
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: **Judith Patrick**

Signature:

Date: **19th February 2021**

Name of Organisation: Holmfirth Civic Hall Community Trust	
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?	To be provided as part of tender exercise
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?	2017 business plan currently being updated
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:	1/3/2021
Application meets criteria:	Yes/No*
Meeting Date/Minute No.	Community Assets Support Committee 8/3/2021 Minute no 2021 73 (8)
Grant approved. Yes/No	Pending approval by Full Council on 22 march 2021
Legislation under which grant is made.	Section 133 Local Government Act 1972 , supporting village halls.
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 Civic Hall Community Trust
Contact person for this application:
Judith Patrick
Position e.g. Chair, Secretary, Treasurer:
Chair
Correspondence address:
Huddersfield Road, Holmfirth. HD9 3AS
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?
The grant is required to fund new fire doors in the large hall with those at the other end requiring repair. During bad weather, when its windy particularly they both move in their frames and cause the intruder alarm to go off unnecessarily. This application seeks to make use of funds already earmarked for HCHCT in the current financial year.

ABOUT YOUR GROUP	
What type of group are you?	<ul style="list-style-type: none"> Registered charity
Charity registration no. (if applicable)	1172232
When did the group start?	27 th March 2017
Do you have a constitution or a set of governing rules?	<p>Yes</p> <p><i>If yes, please provide copy with this application</i></p> <p><i>If no, please explain your management structure on a separate sheet.</i></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>	Based in the centre of Holmfirth, but most of our visitors are based in the Holme Valley and surrounding areas.
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): All of the above, as well as residents of the Holme Valley more widely.
How many people are involved in running your group?	Paid staff: 3 part time staff
	Volunteers, including Committee members: 20 active volunteers

FINANCES	
Financial year	2019/2020
Income	£167,213
Expenditure	£121,204
Reserves	£75,862 (includes £37,588 restricted reserves)
Please describe your current financial reserves and account for expected expenditure from these.	We have been building up unrestricted reserves over time to ensure the long term sustainability of the hall, as well as to provide for unexpected costs as they arise. We expect to need some of these to fund our ongoing running costs, particularly during the current Covid pandemic when we are not able to open fully and so our income is much reduced, it may also be necessary to gap fill the total project costs for our current office/disabled/toilets project.
Has the group previously received a grant from the Parish Council?	<p>Yes</p> <p><i>If 'Yes' please give the date and brief details of any grants received in the last five years.</i></p> <p>2017/2018 – Support for start up costs</p>

	(£14,755) 2018/2019 – Revenue support for staffing costs (£49,942) 2018/2019 – Capital support for building repairs to south west elevation (£28,521) 2019/2020 – Capital support for office/ disabled/toilets project (£40,000) 2019/2020 – Support for Christmas lighting (£500) 2020/2021 – Support for Covid related running and cleaning costs (£5000)
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YOUR PROJECT

How much money are you requesting from the Parish Council?	£10,000
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Project start date:	January 2020	Project end date:	April 2020
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Please describe what you want to do with the money. Use no more than 500 words. Please answer the following questions in your answer:

- Who will benefit from this project?
- How do you know there is a need for this project?
- Are you working in partnership with other groups?
- How many people are involved in your activities each year?
- How will you know that the project is a success?

Holmfirth Civic Hall Community Trust has grown the overall usage over the three years it has been running and managing the hall. In 2017/2018 there were 37 different users/groups making bookings and estimated footfall was in the region of 30,500; looking to 2019/2020 we have increased those numbers to 89 different users/groups and footfall in the region of 48,500. Visitors come primarily from the Holme Valley, particularly for the regular events, weekly sports and fitness activities and other classes etc, but in the case of music events, comedians and other functions they can come from much further afield.

As the Trust has matured we have developed a priority list of capital projects to undertake at the hall – in some cases repairs, in some refurbishment and in others repurposing space to make the hall work more effectively and more environmentally sustainably.

The replacement of the large hall fire doors is required as we are currently experiencing regular call outs as a result of the intruder alarm being activated because the doors are old, very weathered and becoming ill fitting in their frames. This forms part of our ongoing programme of repairs and maintenance to the fabric of the building as well as identifying other capital projects.

This application seeks to make use of funds already earmarked for HCHCT in the current financial year.

As more and more visitors come to the hall we want to ensure their experience of visiting is a good one and that those visitors feel encouraged to come again, the hall has moved a long way in making itself sustainable but this might be impacted (over and above any long term

impact as a result of the Covid pandemic) if the building doesn't present a good impression. Similarly we have seen the number of users/groups booking events and activities grow significantly and this could also be impacted if the building looks tired and not well maintained. We have built up very good relationships with a wide range of users of the hall, particularly those running annual festivals and competitions, and want to be able to ensure they are able to offer visitors to their events a good experience of the hall and the town also.

PROJECT BUDGET		
Item	Total cost	Requested from the Parish Council
	£	£
Replacement and repair of large hall fire doors	10,000	10,000
TOTALS	£10,000	£10,000

OTHER FUNDING	
Has the group applied elsewhere for other grants to fund this project?	
No	
<i>If yes, please give details below. Include date of application, amount requested and the outcome (if known).</i>	
Other sources of funding for this project, e.g. donations, reserves, fund raising. Please list, with amounts.	
BANK ACCOUNT DETAILS	
Account name	Holmfirth Civic Hall Community Trust
Sort code	
Account number	

Declaration
<p>This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.</p> <ul style="list-style-type: none"> • 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: Judith Patrick

Signature:

Date: 1st March 2021

Name of Organisation: Holmfirth Civic Hall Community Trust	
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?	To be provided as part of tender exercise
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 ?	2017 business plan currently being updated
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:	1/ March /2021
Application meets criteria:	Yes/No*
Meeting Date/Minute No.	Community Assets Support Committee 8/3/2021 Minute 2021 73 (7)
Grant approved . Yes/No	Pending approval at Full Council on 22/3/2021
Legislation under which grant is made.	Section 133 Local Government Act 1972 supporting village halls
Date applicant notified of outcome:	



Supplementary information for Holme Valley Parish Council in regard to grant applications from Holmfirth Civic Hall Community Trust 30th April 2021

Holmfirth Civic Hall Community Trust (HCHCT) has submitted two applications to CASC for funding - £30,000 to support additional costs relating to the project to replace the ladies, gentlemen's and disabled toilets, to create an office for HCHCT staff and to create a store to free up other space in the hall; and a further bid of £10,000 to cover the cost of replacing the fire doors at either end of the large hall.

Both applications were considered by CASC on 8th March 2021, both were supported with the final decision to be made at Full Council on 22nd March 2021 as all grants over £5000 must have full Council approval. At the Full Council meeting both applications were generally supported but with a request for further information – an explanation of the costs and indication of the quotes in the case of the fire doors and an explanation of the increase in costs in the case of the larger toilets, office, store project.

This paper sets out responses to those queries.

Fire Doors

Between August and October 2020, we experienced numerous false alarm activations due to large hall kitchenette external fire door wearing and becoming ill fitting, resulting in them moving in the door frame and setting off the alarm. During September and October 2020 three quotations were obtained – the doors measure 2865mm x 1550mm (9ft4in x 5ft1in), in addition repairs to rotting wood were needed to the door frame and the floorboards immediately below the door.

Quotes were received from Huddersfield Joinery – £3579.60; CMR Joinery – £3720.00; and Holme Valley Joinery – £4417.72 (copies attached). HCHCT trustees considered these quotes at their meeting on 21st October 2020 and CMR Joinery were selected to do the work; however, on contacting them it was discovered they were unable to start the work until February 2021; the other companies were contacted, and they couldn't start until 2021 at the earliest. As the false alarm call outs were becoming very frequent a fourth quotation was sought from F Beardsell & Sons who could undertake the work more or less immediately, their quote was £4758 (copy attached).

During November 2020 we started to receive false alarm call outs relating to the second set of fire doors in the large hall, so Beardsell's were asked to investigate; they suggested some repairs to resolve the immediate problem (mainly replacing the old hardware), but ultimately confirmed these doors also needed to be replaced. These doors are larger at 3650mm x 1550mm (12ft x 5ft1in) so the quote for repairs was £840 and for replacement £5307.60, but noting the new hardware purchased for the repair would be re-used on the new doors. Taking painting of the doors into account also, the total cost of the repairs to, and replacement of, both sets of doors therefore comes to approx £11,340.

Our hall for all!

Toilets-Office-Store

Plans to replace the ladies, gentlemen's and disabled toilets, to create an office for HCHCT staff and to create a store to free up other useable space at the hall were first mooted in 2018 and initial drawings were supplied by DB Architects in March 2019, elemental costs for those works were also provided. At a similar time, Holme Valley Parish Council (HVPC) were exploring other works, one element of which was to install a fire exit at the rear of the council chamber on the third floor. Subsequently it was agreed that HCHCT would incorporate this element of the works into their project with HVPC covering the costs.

Original Costing as at March 2019

Building Costs	£
Preliminaries - Site accommodation, welfare and the like.	500.00
Demolitions and Excavations - Excavations in well area, forming opening into present store/ wheelchair. Accessible toilets, breaking out other openings and removal of partitions and other walls as indicated together with plaster removal and clear out.	2,500.00
Walls and Alterations - New retaining wall. External repairs to masonry and forming door/window opening. Making good in forming new openings and new blockwork and stoothing walls including preparing openings for steelwork.	12,000.00
Structural Repairs and Steelwork - Insertion of new steel beam and an allowance for unforeseen structural work.	2,500.00
'Velux' windows - Provide and install 3no 'Conservation Style' Velux roof windows to roof of new store. (including manufacturer's flashing units).	2,500.00
Floors - Form new floor to store. Carry out repairs as necessary and in making good where partitions have been altered. Prepare to receive new coverings.	6,000.00
Joinery, Doors, Internal Alterations and Finishes - Includes new doors, frames and associated ironmongery (and hatch unit). Includes lining external perimeter walls (including new store retaining wall) with insulated plasterboard including door reveals and making good elsewhere. Also includes new skirtings, linings and associated joinery connected with the works together with floor coverings and wall tiling to new toilets, reception and cubicle partitions and vanity units.	19,000.00
Roof - Includes new roof structure and covering above store and associated flashings and rainwater discharge.	10,000.00
Plumbing and Heating - Includes for new radiators, pipework and extended plumbing to new toilets and above ground drainage pipework.	6,500.00
Toilets - New Sanitary ware, (incl. Part M diagram 18 fittings) toilet fittings, new fans and installation	4,000.00
Electrical - Includes only new extended wiring and necessary alterations to alarm equipment and wiring and lighting to new areas	4,500.00
Decoration - Concrete epoxy paint to store floor. Knot, stop, prime and paint, two undercoat, one top coat to all new woodwork, sealing new plasterwork and applying two coats finish as required. Plus additional fittings and décor.	7,500.00
Drainage - Excavate and expose existing drains and provide new direct runs from toilets with new manholes and reconnect existing.	4,500.00
Fire Escape - Provide and fit complete a new fire escape with landings, balustrading and including alterations to existing railings including secure gate.	7,500.00
Contingency - For additional or unforeseen works to be expended in agreement.	5,000.00
Total Building Costs	£94,500 plus VAT £113,400.00

Professional and other fees	£
Planning Fees	462.00
Building Regulation Fees (estimate) –	600.00
Structural Engineer	800.00
Architects Fee – 4800.00	5100.00
Total professional and other fees	£6962.00

TOTAL PROVISIONAL COSTS	£120,362.00
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A tender process commenced late in 2020 with tender submissions required to be returned by 8th January 2021 – seven contractors were approached and four tenders were received, as follows:-

Austin Construction Services Ltd	£112,173.91 plus VAT - £134,609
Building Preservation of West Yorkshire	£119,975 plus VAT - £143,973
Lindley Developments	£128,500 plus VAT - £154,200
J P Marsden Construction	£131,028 plus VAT - £157,298

HCHCT trustees took soundings from the architect in terms of his preferred contractor and agreed to meet the two with the lowest quotes. Separate meetings took place between HCHCT trustees, the architect and Rachel Hogley representing HVPC with each of those two contractors, after which Building Preservation of West Yorkshire were selected – this contractor had provided more detailed responses and had clearly thought a lot about the works, the challenges presented by the layout of the building and how he would make sure the project ran well. He had thought considerably about the health and safety issues and made specific references to working with the neighbours to ensure limited disruption to them.

The variance between the original cost estimates and those now being quoted were discussed with the architect, as the prices were originally estimated over two years ago, the architect suggested an increase of 10% to cover general cost increases in labour and materials over that time would be appropriate, therefore an additional cost of £11,340 should be factored in for the building works, taking the cost to £124,740.

We asked the architect to review the detailed costings provided by the contractor to determine where further cost increases had occurred and whether these were justified – this exercise has highlighted two areas of the original costing that in hindsight were underestimated. In the case of preliminaries only £500 was included, but the contractor estimates £5500 – the architect is content taking into account the scale of the work to be undertaken and organising the work stages this is appropriate. Similarly in the case of demolitions and excavations only £2500 was originally included, but the contractor estimates £14,800 – again, the architect is content taking into account the logistical challenges the layout of the building presents, the work to be undertaken and the phasing of it this is also appropriate.

To take advantage of the hall only being open for limited activity at the moment we have instructed the contractor to commence works; already further issues have arisen which are causing unforeseen difficulties (a steel reinforcing structure has been discovered, which means changes to some of the works will be required); but we are very pleased with the relationship we are establishing with the contractor, he clearly has a good understanding of working in older buildings, he is open to offering solutions to problems as they arise and is aware of our need to conserve funds so is making suggestions about where appropriate cost savings might be made as works are progressing, therefore trustees are content their contractor choice was the right one.

Funding Received to Date

Total funding of £120,000 had been secured as outlined below, this was to support the original costs, however additional funding will be required to cover the increased building costs.

Description	£
Holme Valley Parish Council – toilets-office-store	30,000.00
Holme Valley Parish Council – fire escape	10,000.00
League of Friends of Holme Valley Hospital	55,000.00
Holmfirth Civic Hall Community Trust own funds	25,000.00
TOTAL	£120,000.00

The amounts identified above from Holme Valley Parish Council have already been received and have been deposited in their entirety into a separate Restricted Reserves bank account to ensure clear separation of funds. The amount contributed from HCHCT's own funds has also been deposited in this account. Funds from the League of Friends will be drawn down as the works commence.

Spend to Date

Very little expenditure has been made so far, as detailed below.

Date	Description	£	Balance
09.08.2019	Architect's fees	1950.00	£118,050.00
09.08.2019	Planning application fee	462.00	£117,588.00
31.07.2021	Architect's fees	1250.00	£116,338.00
29.07.2021	Building regulations fee	330.00	£116,008.00

In conclusion

Replacement of the fire doors was required to make the building safe and secure and so were necessary works, the doors are very large and together with the damage to the frame, floorboards and wear to the hardware do make the costs high; but once all works have been completed the total cost will be above the £10,000 requested from HVPC – we hope that we have provided sufficient explanation to respond to your queries and allow you to approve the application accordingly.

The larger toilets-office-store works is an important project in the development of Holmfirth Civic Hall; one that will be a very visible to those visiting the hall and clearly show that HCHCT and HVPC are delivering on their mission to ensure the long-term sustainability of the hall. It is a large-scale project and will be very closely monitored by a team consisting of HCHCT staff, the architect and the contractor on a day to day basis, but with frequent reporting to HCHCT trustees so that issues and challenges can be quickly resolved to ensure we keep the project on schedule and on budget.

We hope that the detail provided here also is sufficient for HVPC to confirm approval of the additional £30,000 requested towards this project.

Judith Patrick
Chair of the Board of Trustees
30th April 2021

Appendices

1. Huddersfield Joinery quote
2. CMR Joinery quote
3. Holme Valley Joinery quote
4. F Beardsell & Son's quote (for rear fire doors and front fire door repairs)
5. F Beardsell & Son's quote (for front fire door replacement)
6. Austin Construction Services form of tender
7. Building Preservation of West Yorkshire form of tender
8. Lindley Developments form of tender
9. J P Marsden Construction form of tender

Holmfirth Civic Hall
Huddersfield Road
Holmfirth
HD9 3AS

17 July 2020

Dear Mrs Annett

Re: Refurbishment or Replacement office Exit Doors Opening onto Huddersfield Road Elevation

Thank you for the recent enquiry, further to our meeting 08/07/2020 to view and discuss your requirements we take pleasure in offering the following quotation:

Repair of the Existing

- Remove existing fire exit door furniture and save for re use.
- Remove double doors, replace the bottom rails on each door with matching hardwood.
- Splice repair where required the door stiles. Check all surface areas for splitting and decay, repair where necessary and epoxy fill. Cramp up panels to close any open shakes, glue and fine fill ready for decoration.
- Remove existing finish then apply primer, undercoat and 2 finishing coats.
- Rehang refurbished double doors within existing frame and refit original door furniture.

Total £1,253.00 + VAT

(Please note no costs allowed for new Ironmongery)

New Replacement Doors and Door Frame.

- Accurately measure and take full details on site.
- Make, supply and install new pair of Hardwood doors and door frame matching as close as possible the existing style and sections, complete with door furniture and external stone mastic pointing.

Total £2,983.00 + VAT

(Please note no costs have been allowed for electricians moving the alarm sensor etc.)

Should you require any further information please do not hesitate to contact the writer.

Regards

Yours sincerely



Andrew Birkhead
For Huddersfield Joinery Ltd

Dawn Whiteley MBE

From: Chris Rushworth <cmrjoinery@gmail.com>
Sent: 27 September 2020 21:04
To: Liz Annett
Subject: Re: Holmfirth Civic Hall

Hi Liz

The new supplier has now come back to me.

To make two softwood doors to match existing and replace the old you would be looking at £2750 this includes labour and all ironmongery and fixings, if you did want to change the frame you would be looking at an extra £350 including labour. The replacement of the floor boards would be £100 including labour.

Thank you and apologies about the delay.

Regards Chris

On Tuesday, September 15, 2020, Liz Annett <liz.annett@holmfirthcivichall.co.uk> wrote:

Hi,

Just as soon as possible please. It may take as long to get another joiner in, and the first 2 were very quick, but not been able to get any others since, and as a charity we have to present 3 quotes.

Regards

Liz

Liz Annett

Centre Manager

Holmfirth Civic Hall Community Trust

T: 01484 682643

Dawn Whiteley MBE

From: HV Joinery <hvjoinery@aol.com>
Sent: 10 July 2020 08:59
To: manager@holmfirthcivichall.co.uk
Subject: Quote - Holmfirth Civic Hall

Liz,

Please accept our price:

£3681.43 + VAT

The above includes;

1. To manufacture 1 No. large Sapele door frame
2. To manufacture 1 No. pair Ex 2 1/2" Accoya doors with 8 No. field and raised panels on the outside and flush panels on the inside
3. To supply new hinges, thresholds, panic bar and bolts
4. All timber to have 2 No. coats paint/stain dual colour applied by HVJ, 1 No. further coat applied by others after fitting
5. To fit the above including glazing and mastic pointing

Regards,
Phil



Units 13/14 Albion Mills
Miry Lane
Thongsbridge
Holmfirth
West Yorkshire
HD9 7HP

Tel: 01484 680850
Fax: 01484 689951
E-mail: hvjoinery@aol.com

Managing Director - Philip Jackson
Director - Matthew Guest

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Established 1906



Joiners & Joinery Manufacturers
www.fbeardsell.com

F.Beardsell & Son Ltd
63 Lockwood Road
Lockwood
Huddersfield
HD1 3QU
Tel: 01484 420974
Fax: 01484 431528

QUOTATION

Holme Valley Parish Council Holmfirth Civic Hall Huddersfield Road Holmfirth HD9 3AS	Quotation Date:	10.11.2020
	Our Ref:	5568

Thank you for your valued enquiry and I am pleased to submit my quotation as follows:-

Fire exit doors:

To manufacture and install a like for like door set to the right hand doors (from roadside) Door frame and pair of raised panelled doors, softwood mortice and tenon construction throughout, new hardware, panic push bars, hinges and bolts.

Primed or basecoat seal only.

Carry out floor repairs to replace rotting floor boards only (possibility that the joists have rotted too), but will see once the boards have been taken up, at the moment it looks only to be the first 3 or four boards.

For the sum of £3965.00 + vat

To carry out repairs/adjustment to make the second set of doors (left hand side from roadside) work as they should, supply and fit new panic push bars and bolts; ease the doors so they operate properly. Touch up paint as required.

For the sum of £700.00 + vat



Director: M.R. Beardsell



Established 1906



Joiners & Joinery Manufacturers
www.fbeardsell.com

F.Beardsell & Son Ltd
63 Lockwood Road
Lockwood
Huddersfield
HD1 3QU
Tel: 01484 420974
Fax: 01484 431528

QUOTATION

Holme Valley Parish Council Holmfirth Civic Hall Huddersfield Road Holmfirth HD9 3AS	Quotation Date:	12.2.21
	Our Ref:	5581

Thank you for your valued enquiry and I am pleased to submit my quotation as follows:-

Fire exit doors:

To manufacture and install a like for like door set to the left hand doors (from roadside) Door frame with transom and pair of raised panelled doors, softwood mortice and tenon construction throughout, new hinges, re-use new panic push bars and bolts.

These doors are taller than the previous doors fitted being 5 panels high rather than 4.

Primed only.

For the sum of £4003.00 + vat

To paint white inside and black outside to match the other doors recently fitted.

For the sum of £420.00 + vat

Doors inside the main hall:

To carry out repairs to the short doors leading to storage area. Supply and fit piano hinge x2 and make and fit a rebate stop to the top.

Make sure doors open and close as they should.

For the sum of £140.00 + vat



Director: M.R. Beardsell

FORM OF TENDER

JOB TITLE: For the Refurbishment and Alterations to Holmfirth Civic Hall

CLIENT: Holmfirth Civic Hall Community Trust and Holme Valley District Council

To be completed by the Tenderer: Subject to the completion of a formal contract with the client we undertake as follows:

To carry out and complete the works as described in the Specification and Schedule of Works and Drawings attached;

To begin the works at such time as the Client may reasonably require but not less than 2 weeks from the date of the written acceptance of this tender.

To complete the whole of the works within a period of 12 calendar weeks.

To hold the tender open for acceptance for 1 month from the date of this tender.

For the sum of £ 112,173-91 (plus V.A.T.)

Amount in words: ONE HUNDRED AND TWELVE THOUSAND ONE HUNDRED AND SEVENTY THREE POUNDS - 91p. (plus V.A.T.)

For and on behalf of:

Co. Name AUSTIN CONSTRUCTION SERVICES LIMITED

Address UNIT 7 RAILWAY SAW MILLS
..... BURBURY ROAD LOCKWOOD

Telephone HUDDERSFIELD HD1 3UN

Signature A. Moore-Kelly Date 8/1/2021

Name AUSTIN MOORE-KELLY

Tenders should be returned to this office no later than 12 noon, on Friday 8th January 2021

The return envelope is to be marked 'Tender Return - Holmfirth Civic Hall'

The Client reserves the right not to select the lowest or any submitted tenders and does not undertake to incur expense in connection with the preparation of tenders

FORM OF TENDER

- SEE TENDERS FOR THE REHABILITATION AND MAINTENANCE OF THE BRIDGE OVER THE
RIVER OF THE CANTON OF VALAIS
To be completed by the Tenderer
- To complete the works as described in the Specifications and Schedule of Works and drawings attached.

To begin the works on such date as the Client may reasonably require but not later than 2 weeks from the date of the written acceptance of the tender.

To complete the above of the works within a period of 12 calendar weeks.

To hold the tender open for acceptance for 1 month from the date of the tender.

For the sum of 119,917.00 (plus VAT)

Amount to be paid One Hundred Nineteen Thousand Nine Hundred and Ninety One Francs
For and on behalf of

Co. Name BENELUX PROMOTIONS OF WEST LEOPOLDS

Address Emery 7 Place Arnaud
Schaus, Marly-lez-Luxembourg

Telephone 07550 774078

Signature PAH Date 21/1/2021

Name Paul Fin

Tenders should be returned to this office no later than 13 noon, on Friday 1st January 2021

The return envelope is to be marked "Tenders Envelope - Rehabilitation of the Bridge"

The Client reserves the right not to accept the lowest or any submitted tenders and does not undertake to incur expenses in connection with the preparation of tenders.

FORM OF TENDER

JOB TITLE: For the Refurbishment and Alterations to Holmfirth Civic Hall
CLIENT: Holmfirth Civic Hall Community Trust and Holme Valley District Council

To be completed by the Tenderer: Subject to the completion of a formal contract with the client we undertake as follows:

To carry out and complete the works as described in the Specification and Schedule of Works and Drawings attached;

To begin the works at such time as the Client may reasonably require but not less than 2 weeks from the date of the written acceptance of this tender.

To complete the whole of the works within a period of 12 calendar weeks.

To hold the tender open for acceptance for 1 month from the date of this tender.

For the sum of £. 128,500'00 (plus V.A.T.)

Amount in words One hundred and Twenty Eight thousand five hundred (plus V.A.T.)

For and on behalf of:

Co. Name LINDLEY DEVELOPMENTS

Address 17A DINGLEY ROAD
HUDDERSFIELD HD3 3AY

Telephone 07912 106565

Signature P. Lindley Date 03/02/2021

Name PETER LINDLEY

Tenders should be returned to this office no later than 12 noon, on Friday 8th January 2021

The return envelope is to be marked 'Tender Return - Holmfirth Civic Hall'

The Client reserves the right not to select the lowest or any submitted tenders and does not undertake to incur expense in connection with the preparation of tenders

FORM OF TENDER

JOB TITLE: For the Refurbishment and Alterations to Holmfirth Civic Hall
CLIENT: Holmfirth Civic Hall Community Trust and Holme Valley District Council

To be completed by the Tenderer: Subject to the completion of a formal contract with the client we undertake as follows:

To carry out and complete the works as described in the Specification and Schedule of Works and Drawings attached;

To begin the works at such time as the Client may reasonably require but not less than 2 weeks from the date of the written acceptance of this tender.

To complete the whole of the works within a period of 12 calendar weeks.

To hold the tender open for acceptance for 1 month from the date of this tender.

For the sum of £ 131,082 (plus V.A.T.)

Amount in words. ONE HUNDRED AND THIRTY ONE THOUSAND AND (plus V.A.T.)
EIGHTY TWO POUNDS

For and on behalf of:

Co. Name J.P. MARSDEN CONSTRUCTION LTD.....

Address 19A LAKESIDE, KIRKHEATH, MIDDLESBROUGH.....

Telephone HD5 0EP.....

Telephone 01753 214802.....

Signature  Date 1/2/21.....

Name JOHN MARSDEN.....

Tenders should be returned to this office no later than 12 noon, on Friday 8th January 2021

The return envelope is to be marked 'Tender Return - Holmfirth Civic Hall'

The Client reserves the right not to select the lowest or any submitted tenders and does not undertake to incur expense in connection with the preparation of tenders

HEADS OF TERMS

DATE	11 May 2021
PROPERTY	Honley Library, West Avenue, Honley HD9 6HF
LANDLORD	Holme Valley Parish Council of Holmfirth Civic Hall, Huddersfield Road, Holmfirth HD9 3AS
LANDLORD'S SOLICITOR	Holly Dale Ramsdens Solicitors Oakley House 1 Hungerford Road Edgerton Huddersfield HD3 3AL 01484 558056 Holly.Dale@ramsdens.co.uk
TENANT	Friends of Honley Library
TENANT'S SOLICITOR	Julie Gervais de Lafond Squire Patton Boggs 1 Hardman Square Manchester M3 3EB 0794 645 9186 Julie.Gervais@Squirepb.com
BASIS OF OCCUPATION	Lease subject to the licence to occupy and polling station agreement with Kirklees Council. The tenant is to comply with the landlord's obligations in the licence agreement.
TERM	25 years from completion
RENT	A peppercorn per annum
REPAIR	The tenant will have a full repairing obligation.
PERMITTED USE	Library and information centre
LIBRARY HOURS	Mon 12.45 pm – 5.15 pm Tues 12.45 pm – 6.15 pm Weds 9.45 am – 1.15 pm Thurs Closed Fri 12.45 pm – 5.15 pm Sat 9.45 am – 1.15 pm Subject to change as per the hosting agreement with Kirklees Council.

OUTGOINGS The tenant will be responsible for all utilities, rates and other outgoings in respect of the property.

INSURANCE The landlord will insure the property against the usual insured risks.
The tenant will be required to take out its own insurance in relation to public liability.

Commented [HD1]: Await confirmation from HVPC that insurance costs will not be charged back to tenant.

ALTERATIONS Any alterations require the landlord's consent (not to be unreasonably withheld).

ALIENATION Sub-letting and assignments are prohibited.

The tenant will be permitted to share occupation of the property on a short term basis.

Commented [HD2]: Tenant to confirm its specific requirements.

LANDLORD AND TENANT ACT 1954 The lease will be excluded from the Act.

LEGAL COSTS Each party is to bear its own legal costs.

HEADS OF TERMS

HONLEY LIBRARY WEST STREET HONLEY

HIRE AGREEMENT OF PREMISES AS A POLLING STATION ON AN OCCASIONAL BASIS

Premises	The entire Property
Additional Facilities	All facilities at the Property
Right to Hire	The Council shall have the right to hire the Premises on Election Days in return for paying the Hire Fee
Election Days	<p>Election Days are any day when:</p> <ul style="list-style-type: none">(i) There is an election held where the electorate of that part of Honley where the Premises is situated is entitled to vote and which includes (but without limitation) scheduled and unscheduled Parliamentary elections, scheduled and unscheduled assembly elections (if any), scheduled and unscheduled regional assembly elections (if any), scheduled and unscheduled council elections, scheduled and unscheduled town and parish elections; Police and Crime Commissioner elections (including by-elections); and any day when(ii) There is a referendum held where the electorate of that part of Honley where the Premises is situated is entitled to vote
Hire Fee	the hire fee payable shall be the tenant's daily hire fee for the building from time to time PROVIDED THAT this fee shall not be materially greater than daily hire fees generally chargeable by other community organisations within the Kirklees Council Area for the daily hire of commensurate facilities. If it is materially greater than the fee shall be capped at 125% of the daily hire fees generally chargeable by other community organisations with the Kirklees Council Area for the daily hire of commensurate facilities.

Hours of Use	The Premises must be open and available for use by the Council between the hours of 6 am and midnight on Election Days
Requirement for Storage	<p>Council to have right to:</p> <ul style="list-style-type: none"> (i) Deliver to the Premises polling booths at any time during the Premises opening hours during the two week period preceding the relevant Election Day; and (ii) To store the polling booths within the Premises during the two week period prior to Election Day and the two week period after Election Day
Heating and Lighting	<p>Tenant shall use their best endeavours to ensure that:</p> <ul style="list-style-type: none"> (i) During the months of October to March the Premises on Election Days are heated to a room temperature of 20 degrees centigrade; (ii) At all times on Election Days the Premises has the benefit of appropriate lighting for any time of day
Posters/Advertisements	<p>Tenant shall ensure on Election Days that there are no posters of a political nature on the Premises</p> <p>The Council shall have the right to put up posters on the Premises both internally and externally of a nature that constitute directional signs</p>

.....
MARK NICHOLSON
FOR SERVICE DIRECTOR – LEGAL GOVERNANCE & COMMISSIONING
25 NOVEMBER 2020

HEADS OF TERMS
HOSTING AGREEMENT FOR LIBRARY
AT WEST AVENUE, HONLEY HD9 6HF

Hosting Party	:	Holme Valley Parish Council of Holmfirth Civic Hall Huddersfield Road Holmfirth HD9 3AS					
Council	:	The Council of the Borough of Kirklees of the Town Hall Huddersfield HD1 2TA					
Premises	:	Area 01L of the existing library premises that is to be available for the use of the library					
Communal Facilities	:	The Council to have use of the following communal facilities: <ul style="list-style-type: none"> • Toilets (03WC) • Kitchen (04K) • Office (04K) • Storage cupboard (02STO) 					
Designated Storage Area	:	02STO - Shared storage cupboard in office/kitchen area					
Hosting Fee	:	Nil					
Hosting Period	:	5 years from the date of completion of the Agreement					
Early Termination	:	The Council may terminate this Agreement on one months' notice.					
Permitted Use	:	Library and Information Centre					
Library Hours	:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Mon 12.45 pm – 5.15 pm</td> </tr> <tr> <td style="text-align: center;">Tues 12.45 pm – 6.15 pm</td> </tr> <tr> <td style="text-align: center;">Weds 9.45 am – 1.15 pm</td> </tr> <tr> <td style="text-align: center;">Thurs Closed</td> </tr> <tr> <td style="text-align: center;">Fri 12.45 pm – 5.15 pm</td> </tr> </table>	Mon 12.45 pm – 5.15 pm	Tues 12.45 pm – 6.15 pm	Weds 9.45 am – 1.15 pm	Thurs Closed	Fri 12.45 pm – 5.15 pm
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Thurs Closed							
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	<div data-bbox="639 192 1315 264" style="border: 1px solid black; background-color: #e1f5fe; padding: 5px; margin-bottom: 10px;">Sat 9.45 am – 1.15 pm</div> <p><i>These hours include 15 minutes at the beginning and end to allow for setting up and closing down the library session.</i></p> <p>Council to be able to change the Library opening hours on 3 months period of notice and with the consent of the Hosting Party such consent only to be withheld if the requested hours would cut across a long-term booking eg. if the changed hours would require them to cancel a long-term booking.</p>
User	: <p>The Council may use the Premises for the Permitted Use during the Library Hours. The Library Hours set out above include 15 minutes at the start and end of the library day which is provided to allow setting up and closing down the library.</p> <p>The Council may use the Communal Facilities in connection with the Permitted Use</p> <p>The Council may at all times use the Designated Storage Area for the storage of equipment and other items</p>
Services	: <p>The Hosting party shall ensure:</p> <ul style="list-style-type: none"> • that the Premises is clear of any furniture equipment or objects (which are not connected to the Permitted Use) during the Library Hours; • That Premises and Communal Facilities are heated so that the temperature is not less than 20 degrees centigrade during the months of November to March inclusive at times during the Permitted hours of use. • that the Premises and Communal Facilities are cleaned on a regular basis • that hot and cold water to the toilets and kitchen is provided • the provision of electricity to the Premises • the provision of telecoms and other service media to enable the Council to deliver the Permitted Use • that the Premises are in good repair and a condition appropriate for the delivery of a library service

Host Party's Obligations	: The Host Party will carry out and provide the Services for the duration of the Hosting Period or until the Agreement is terminated in accordance with the Early Termination Clause.
Occupiers User's obligations	: At the end of a library session Council to ensure that its library staff put away books, laptops and library equipment away. There is though no obligation to move shelving or move the computers in order to enable other use of the space. Opening/closing – The Council shall close and lock up building if the building is empty at the end of any library session unless otherwise directed by the Hosting Party. Council to be under no obligation to open up the building.
Outgoings	: The Host Party to be responsible for the payment of business rates, utilities and all outgoings in relation to its Use of the Premises.
Access to the Premises	: The Host Party to ensure that access can be obtained to the Premises and the Communal Facilities at any time for any purposes associated or connected with the running of library from the Premises except when the Premises is being used by hirers. Council will accept other uses of the building during hours of permitted use that do not interfere with library service delivery. The Council to have access to all Communal Facilities and emergency exit routes.
Right to affix further shelving and signage	: The Council shall have the right to affix any further shelving to any wall of the premises provided that it is done in a good and workmanlike manner with appropriate materials The Council shall have the right to affix signage to the external elevations of the building, but only signage that identifies the nature of the business eg. library, opening hours, information about the library. Any signage must be of a sober nature and of appropriate size and not more than is required.

Responsibility for Storage	:	The Host Party to have responsibility for safe storage of the Council's portable shelving and Equipment when the Premises and the Communal Facilities (as appropriate) are being used for other purposes and to have appropriate insurance cover against the usual perils
Obligation to discharge statutory requirements	:	The Host Party must discharge all statutory requirements that relate to the use of the building as a building where there are visiting members of the public and when requested by the Council acting reasonable shall produce evidence of compliance with this obligation.
Obligation not to connect into Council's Servers	:	The Host Party shall not connect into the Council's IT servers without the consent of the Council
Underleases	:	Hosting Party to ensure that when granting any underleases the undertenant enters into a deed of covenant jointly with the Hosting Party to observe and perform the terms of the Hosting Agreement that impose obligations upon the Hosting Party

.....

MARK NICHOLSON
FOR SERVICE DIRECTOR - LEGAL GOVERNANCE & COMMISSIONING
8 FEBRUARY 2021

FoHL/SPB comments 18 June 2021HEADS OF TERMS

DATE	24 May 2021
PROPERTY	Honley Library, West Avenue, Honley HD9 6HF
LANDLORD	Holme Valley Parish Council of Holmfirth Civic Hall, Huddersfield Road, Holmfirth HD9 3AS
LANDLORD'S SOLICITOR	Holly Dale Ramsdens Solicitors Oakley House 1 Hungerford Road Edgerton Huddersfield HD3 3AL 01484 558056 Holly.Dale@ramsdens.co.uk
TENANT	Friends of Honley Library
TENANT'S SOLICITOR	Julie Gervais de Lafond Squire Patton Boggs 1 Hardman Square Manchester M3 3EB 0794 645 9186 Julie.Gervais@Squirepb.com
BASIS OF OCCUPATION	Lease subject to the licence to occupy and polling station agreement with Kirklees Council. The tenant is to comply with the landlord's obligations in the licence agreement.
TERM	25 years from completion
RENT	A peppercorn per annum
REPAIR	The tenant will have a full repairing obligation.
<u>LANDLORD'S CONTRIBUTION TO INITIAL REPAIRS</u>	<u>The landlord will fund the initial repair works required to bring the property up to the condition required by the lease, such sum to be agreed between the parties once the tenant has had an opportunity to consider the works required and the costs associated with the same.</u>
<u>LANDLORD'S ONGOING CONTRIBUTION TO FUNDING</u>	<u>The landlord will provide the tenant with funding of £15,000 at the start of the term as a contribution towards maintenance and running costs. The tenant shall have the right to apply in each year of the term for further funding up to the sum of £15,000 per annum. The tenant will submit spending plans/budget/details regarding the scope of works to be carried out in advance of any application for funding and after the event provide written evidence that such works have been undertaken. The landlord and tenant shall meet quarterly to discuss such matters</u>

[with a view to developing a rolling, forward looking maintenance programme with funding provided as appropriate.](#)

PERMITTED USE

Library and information centre

LIBRARY HOURS

Mon 12.45 pm – 5.15 pm

Tues 12.45 pm – 6.15 pm

Weds 9.45 am – 1.15 pm

Thurs Closed

Fri 12.45 pm – 5.15 pm

Sat 9.45 am – 1.15 pm

Subject to change as per the hosting agreement with Kirklees Council.

OUTGOINGS

The tenant will be responsible for all utilities, rates and other outgoings in respect of the property.

INSURANCE

The landlord will insure the property against the usual insured risks and the premium will not be charge back to the tenant.

The tenant will be required to take out its own insurance in relation to public liability.

ALTERATIONS

Any alterations require the landlord's consent (not to be unreasonably withheld).

ALIENATION

Sub-letting and assignments are prohibited.

The tenant will be permitted to share occupation of the property on a short term basis to suitable community groups and the landlord. [Such use may take place outside of 'library hours'.](#)

LANDLORD AND TENANT ACT 1954

The lease will be excluded from the Act.

TENANT'S RIGHT TO TERMINATE

[The tenant will be permitted to terminate the lease at any time during the term subject to providing the landlord with 6 months' notice. In the event the tenant exercises their right to terminate, where the landlord has not provided funding in accordance with their obligations \(as referred to under the heading of 'Landlord's Ongoing Contribution to Funding'\) the tenant shall not be responsible for making good \(or funding the making good of\) any dilapidations.](#)

LEGAL COSTS

Each party is to bear its own legal costs.

HEADS OF TERMS
HOSTING AGREEMENT FOR LIBRARY
AT WEST AVENUE, HONLEY HD9 6HF

Hosting Party	:	Holme Valley Parish Council of Holmfirth Civic Hall Huddersfield Road Holmfirth HD9 3AS					
Council	:	The Council of the Borough of Kirklees of the Town Hall Huddersfield HD1 2TA					
Premises	:	Area 01L of the existing library premises that is to be available for the use of the library					
Communal Facilities	:	The Council to have use of the following communal facilities: <ul style="list-style-type: none"> • Toilets (03WC) • Kitchen (04K) • Office (04K) • Storage cupboard (02STO) 					
Designated Storage Area	:	02STO - Shared storage cupboard in office/kitchen area					
Hosting Fee	:	Nil					
Hosting Period	:	5 years from the date of completion of the Agreement					
Early Termination	:	The Council may terminate this Agreement on one months' notice.					
Permitted Use	:	Library and Information Centre					
Library Hours	:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Mon 12.45 pm – 5.15 pm</td> </tr> <tr> <td style="text-align: center;">Tues 12.45 pm – 6.15 pm</td> </tr> <tr> <td style="text-align: center;">Weds 9.45 am – 1.15 pm</td> </tr> <tr> <td style="text-align: center;">Thurs Closed</td> </tr> <tr> <td style="text-align: center;">Fri 12.45 pm – 5.15 pm</td> </tr> </table>	Mon 12.45 pm – 5.15 pm	Tues 12.45 pm – 6.15 pm	Weds 9.45 am – 1.15 pm	Thurs Closed	Fri 12.45 pm – 5.15 pm
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User	: <p>The Council may use the Premises for the Permitted Use during the Library Hours. The Library Hours set out above include 15 minutes at the start and end of the library day which is provided to allow setting up and closing down the library.</p> <p>The Council may use the Communal Facilities in connection with the Permitted Use</p> <p>The Council may at all times use the Designated Storage Area for the storage of equipment and other items</p>
Services	: <p>The Hosting party shall ensure:</p> <ul style="list-style-type: none"> • that the Premises is clear of any furniture equipment or objects (which are not connected to the Permitted Use) during the Library Hours; • That Premises and Communal Facilities are heated so that the temperature is not less than 20 degrees centigrade during the months of November to March inclusive at times during the Permitted hours of use. • that the Premises and Communal Facilities are cleaned on a regular basis • that hot and cold water to the toilets and kitchen is provided • the provision of electricity to the Premises • the provision of telecoms and other service media to enable the Council to deliver the Permitted Use • that the Premises are in good repair and a condition appropriate for the delivery of a library service • Telecoms and media: The Council will have the right to provide its own broadband supply

		and other service media to deliver the Permitted Use. The Host Party will share the use of this service.
Host Party's Obligations	:	The Host Party will carry out and provide the Services for the duration of the Hosting Period or until the Agreement is terminated in accordance with the Early Termination Clause.
Occupiers User's obligations	:	<p>At the end of a library session Council to ensure that its library staff put away books, laptops and library equipment away. There is though no obligation to move shelving or move the computers in order to enable other use of the space.</p> <p>Opening/closing – The Council shall close and lock up building if the building is empty at the end of any library session unless otherwise directed by the Hosting Party.</p> <p>Council to be under no obligation to open up the building.</p>
Outgoings	:	The Host Party to be responsible for the payment of business rates, utilities and all outgoings in relation to its Use of the Premises.
Access to the Premises	:	<p>The Host Party to ensure that access can be obtained to the Premises and the Communal Facilities at any time for any purposes associated or connected with the running of library from the Premises except when the Premises is being used by hirers.</p> <p>Council will accept other uses of the building during hours of permitted use that do not interfere with library service delivery.</p> <p>The Council to have access to all Communal Facilities and emergency exit routes.</p>
Right to affix further shelving and signage	:	<p>TheBy consultation with, and agreement of, the Host Party, the Council shall have the right to affix any further shelving to any wall of the premises provided that it is done in a good and workmanlike manner with appropriate materials.</p> <p>The Council shall have the right to affix signage to the external elevations of the building, but only signage that identifies the nature of the business eg.</p>

		library, opening hours, information about the library. Any signage must be of a sober nature and of appropriate size and not more than is required.
Responsibility for Storage	:	The Host Party to have responsibility for safe storage of the Council's portable shelving and Equipment when the Premises and the Communal Facilities (as appropriate) are being used for other purposes and to have appropriate insurance cover against the usual perils
Obligation to discharge statutory requirements	:	The Host Party must discharge all statutory requirements that relate to the use of the building as a building where there are visiting members of the public and when requested by the Council acting reasonable shall produce evidence of compliance with this obligation.
Obligation not to connect into Council's Servers	:	The Host Party shall not connect into the Council's IT servers without the consent of the Council
Underleases	:	Hosting Party to ensure that when granting any underleases the undertenant enters into a deed of covenant jointly with the Hosting Party to observe and perform the terms of the Hosting Agreement that impose obligations upon the Hosting Party

.....

MARK NICHOLSON
FOR SERVICE DIRECTOR - LEGAL GOVERNANCE & COMMISSIONING
8 FEBRUARY 2021

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
Honley Show Society Limited
Contact person for this application:
Julia Brown
Position e.g. Chair, Secretary, Treasurer:
Marketing Officer and Committee Member
Correspondence address:
50-54 Back Lane, Holmfirth, HD9 1HG
Email address:
juliahbrown@hotmail.co.uk
Telephone numbers: 07970 090135

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?

The printing of 5k copies of the **Honley Show Commemorative Centenary Programme**

ABOUT YOUR GROUP

What type of group are you?	<ul style="list-style-type: none"> not-for-profit company registered in England & Wales 02992321
Charity registration no. (if applicable)	
When did the group start?	1921
Do you have a constitution or a set of governing rules?	Yes / No If yes, please provide copy with this application – TO FOLLOW
What area does your group cover? <i>The Council can only fund grants to groups which directly benefit residents of the Holme Valley</i>	The show is a central part of Holme Valley life. It is rooted in Honley but appeals to all the Holme Valley communities and has a broader onward reach into Huddersfield and the North of England.
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): Farming community, local businesses, schools
How many people are involved in running your group?	Paid staff: 0 Volunteers, including Committee members: 40

FINANCES	
Financial year	Weather dependent. Average of last several years below.
Income	c£80k
Expenditure	c£80k
Reserves	c£150k
Please describe your current financial reserves and account for expected expenditure from these.	High reserves are kept to ensure solvency in the event of cancellations and to fund future shows. Payment is required upfront for marquees etc Full Financial details to follow
Has the group previously received a grant from the Parish Council?	Yes / No If 'Yes' please give the date and brief details of any grants received in the last five years.

YOUR PROJECT

How much money are you requesting from the Parish Council? **£ 1400**

Project start date: **12th July 2021** **Project end date:** **18th Sept 2021**

Please describe what you want to do with the money. Use no more than 500 words. Please answer the following questions in your answer:

- Who will benefit from this project?
- How do you know there is a need for this project?
- Are you working in partnership with other groups?
- How many people are involved in your activities each year?
- How will you know that the project is a success?

Honley Show is a much loved local event and one of the most prestigious, well attended and well-respected one day agricultural shows in the county. Weather depending the annual event attracts between 5 – 10k people. We are anticipating c 3k for the 2021 event as it is on a smaller site.

2021 is its Centenary Year and to mark the occasion the Show is returning to its roots in the very centre of Honley.

The show will move from its usual date on the second Saturday in June to be held on **Saturday 18th September at Honley Cricket Club and Recreation Ground** just over a hundred years after the first show was held on the same cricket field on 27th August 1921. Given the central location of the show we are hoping that many will be able to walk to the event which has not been possible in recent years due to the show's Farnley Tyas location.

We would love Holme Valley Parish Council to be seen as integrally linked with this event and to facilitate that we would like to promote their involvement on the cover of 5k Commemorative Honley Centenary Programmes. We would suggest wording such as:

Holme Valley Parish Council are delighted to Sponsor this Commemorative Programme

We are asking for a grant of £1400 to cover the print of the programmes.

Additionally we are likely to use the cover as a poster in shops around the area further promoting HVPC's involvement and would promote the partnership on our website and social media channels.

The emphasis will be on celebrating the history and ethos of the show in its hundredth year and will involve working closely with the **local community** to bring a much-needed good news event to the early autumn. There will be traditional activities with a 1920's theme – fancy dress prizes will be awarded - alongside the usual food and drink stalls, entertainments and outdoor shopping opportunities. There will be plenty of animals to see though the usual full-blown competitions will not be held this year.

The trade stands are already sold out which indicates that **local businesses** are really keen to support the

show and capitalize on its ability to give them exposure to an outdoor shopping audience. Feedback from the public garnered when we attended the Yorkshire Motor Sport Festival is overwhelmingly positive. People are keen to attend this event.

Our **3 key sponsors – Belong Estate Agency, Moorhouse Haulage and Longley Farm** – have all indicated that they will be supporting our Centenary show.

The show's commitment to promoting a sustainable environment is inherent within its very constitution- full copy to follow. It exists to promote an understanding and appreciation of agricultural and rural pursuits. It supports local farming and businesses and encourages and facilitates the purchase of local product with all the low carbon benefits of doing so. We do not allow leafletting, balloons or unnecessary plastics on to our show field and pursue as many low carbon initiatives as we can.

1921 Programme and Centenary Poster Artwork that will also be used on the programme



PROJECT BUDGET		
Item	Total cost	Requested from the Parish Council
Print of 5k 44page gloss art Commemorative Centenary Programmes	£1400	£1400
Branded with HVPC logo and the wording <i>Commemorative Centenary Programme</i>		
<i>Kindly Sponsored by HVPC</i>		
Design & Artwork to be covered by Honley Show	£400	£0
Local Supplier – Print Pod		
TOTALS	£1800	£1400

OTHER FUNDING
<p>Has the group applied elsewhere for other grants to fund this project?</p> <p>Yes / No</p> <p><i>If yes, please give details below. Include date of application, amount requested and the outcome (if known).</i></p>
<p>Other sources of funding for this project, e.g. donations, reserves, fund raising. Please list, with amounts.</p> <p>Held reserves c£150k though worth noting that erosion of these could jeopardise future shows as insurance is harder to source.</p> <p>NB There is a real risk that the Centenary Show will make a loss due to an unknown number of held over tickets in circulation. The grant to cover the cost of the programme would help to mitigate that risk and closely associate HVPC with an important local event</p>

BANK ACCOUNT DETAILS	
Account name	
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: Julia Brown

Signature:

Date: 6th July

From: Richard Armitage <richard@print-pod.com>

Date: 5 July 2021 at 09:52:53 BST

To: sheila_turner1@sky.com

Subject: RE: Honley Show Centenary Programme

Hi Sheila

Here's the prices you requested, let's hope you can go ahead with this event, it seems like Boris will be allowing it, all you need is clear blue skys!

All prices are for printing in colour on 130 gsm gloss art paper, self-cover.

1. 3000 x 44 pages - £980
2. 5000 x 44 pages - £1400
3. 3000 x 48 pages - £1060
4. 5000 x 48 pages - £1625

Brochures are zero rated for VAT and prices include delivery.

Prices have come down since 2016 and that price included £410 for some design and artwork which I assume will be supplied this time.

Best wishes

Richard



Richard Armitage, Director

ThePrintPod Ltd, The Media Centre, 7 Northumberland Street, Huddersfield HD1 1RL

T : 01484 483152 • M: 07876 260028

richard@print-pod.com • print-pod.com • Follow us on Twitter [@PrintPod](https://twitter.com/PrintPod) • Find us on Facebook [/PrintPod](https://www.facebook.com/PrintPod)

From: sheila_turner1@sky.com <sheila_turner1@sky.com>

Sent: 02 July 2021 18:34

To: Richard Armitage <richard@print-pod.com>

Cc: Julia Brown <juliahbrown@hotmail.co.uk>

Subject: Honley Show Centenary Programme

Hi Richard,

Hope you are well.

This year Honley Show is celebrating 100 years and planning an event at Honley Cricket Club and on the Rec. We are aiming to produce a special centenary programme and would like you to quote for the printing. We last had a programme in 2016 where 7000 copies of a full colour 44 page A5 booklet cost £3150. Please could you let us know the price for

1. 3000 off 44 page full colour A5 booklet
2. 5000 off 44 page full colour A5 booklet
3. 3000 off 48 page full colour A5 booklet
4. 5000 off 48 page full colour A5 booklet

The event is planned for 18th September so we would need the booklet printed by Friday 3rd September.

Thanks

Sheila

Subject: DPI/Z4718/21/6 - Stopping Up and Diversion Order - Holmfirth, West Yorkshire, Footpath 60 - Public Inquiry - PRE-INQUIRY MEETING 3 AUGUST 2021

From: <yvonneparker@programmeofficers.co.uk>

Date: 06/07/2021, 09:34

To: <yvonneparker@programmeofficers.co.uk>

Good Morning

I am the Programme Officer for the above Inquiry, and I will be working to the instructions of the Inspector.

The Inquiry for this Order will be held remotely on the TEAM Platform commencing on Tuesday 24th August commencing at 10am.

The Inspector will be holding a Pre-Inquiry meeting (PIM) on Monday 3 August at 10am to discuss procedural matters and I attach the agenda for that meeting.

All the documentation I have received will be placed on my website for your information later this week. The link for the webpage is: <https://programmeofficers.co.uk/holmfirth/>

Please note that the Inspector will take note of all the written submissions already submitted.

Could you please advise me of the following by Friday 16 July please? If I do not hear anything from you, I will presume that you do not wish to participate in either the PIM or the Inquiry.

- **Do you wish to attend the Pre-Inquiry Meeting on 3rd August 2021?**

- **Do you wish to participate at the Inquiry commencing 24th August 2021?**

Once I know who wishes to attend the PIM I will send you the link and the relevant information for joining the meeting.

Please could you send ALL emails and correspondence to me at this email address now instead of Sarah Tudor at ETC/PINS

If you have any questions, please do not hesitate to contact me.

Many thanks

Kind regards

Yvonne Parker

Programme Officer Services Limited

01282 450522 / 0781 333 4305

— Attachments: —

Kirklees s247 Inquiry PIM Agenda.pdf

93.2 kB

Holme Valley Parish Council Cash Book 2021-22

HSBC Community Current Account

Schedule of Payments MTD July 2021

No	HVPC ref	Payment Sent Date	Payment method	Check v statement	To pay	Inv date	Inv number	Description	Net	Vat	Gross	Authorisation to Pay	Legislation
			BACS	<input type="checkbox"/>	HCHCT			GRANT: NEW FIRE DOORS LARGE HALL	£10,000.00	£0.00	£10,000.00		LGA 1972 S133
			BACS	<input type="checkbox"/>	HCHCT			GRANT: NEW TOILETS, OFFICE SPACE	£30,000.00	£0.00	£30,000.00		LGA 1972 S133
			BACS	<input type="checkbox"/>	HOLMFIRTH TECH			GRANT: TOWARDS REPLACING TOILETS	£5,000.00	£0.00	£5,000.00		LGA 1972 S133
			BACS	<input type="checkbox"/>	CLLR 18			REIMBURSEMENT: GIFT FOR CLERK	£40.00	£0.00	£40.00		LGA 1972 S111
			BACS	<input type="checkbox"/>	CLLR 07			REIMBURSEMENT: GIFT FOR CLERK	£25.00	£0.00	£25.00		LGA 1972 S111
			BACS	<input type="checkbox"/>	STAFF 02			REIMBURSEMENT FOR ZOOM	£11.99	£2.40	£14.39	Council 2021 198	LGA 1972 S111
			BACS	<input type="checkbox"/>	STAFF 03			REIMBURSEMENT FOR GODADDY X 3 JUN JUL AUG	£29.97	£0.00	£29.97	Council 2021 198	LGA 1972 S137
			DD	<input type="checkbox"/>	O2			IPAD AND IPHONE CONTRACTS	£64.12	£12.82	£76.94	Council 2021 198 199	LGA 1972 S137
			DD	<input type="checkbox"/>	BT			CLOUD VOICE	£2.49	£0.50	£2.99	Council 2021 198	LGA 1972 S111
			BACS	<input type="checkbox"/>	YLCA			TRAINING OFF TO A FLYING START CLLR 25	£30.00	£0.00	£30.00	Council 2021 198	LGA 1972 S111
			BACS	<input type="checkbox"/>	YLCA			TRAINING OFF TO A FLYING START PART 2 CLLR 25	£30.00	£0.00	£30.00	Council 2021 198	LGA 1972 S111
			BACS	<input type="checkbox"/>	KIRKWELLS			NEIGHBOURHOOD PLAN CHANGES	£2,940.00	£588.00	£3,528.00		T&CPA 1990 S61
			BACS	<input type="checkbox"/>	DOCUMENT LOGIC			PHOTOCOPYING	£25.00	£5.00	£30.00	Council 2021 198	LGA 1972 S111
			BACS	<input type="checkbox"/>	RIALTAS			OMEGA ACCOUNTS ANNUAL LICENCE AND SUPPORT	£387.00	£77.40	£464.40	Council 2021 198	LGA 1972 S111
			BACS	<input type="checkbox"/>	THE ORIGAMI FOX			DESIGN DEVELOPMENT OF CLIMATE ACTION WEBSITE	£1,495.00	£0.00	£1,495.00		LGA 1972 S137
			BACS	<input type="checkbox"/>	BARNESLEY CHRONICLE			HOLME VALLEY REVIEW JUN 2021	£250.00	£50.00	£300.00	Council 2021 198	LGA 1972 S142
			BACS	<input type="checkbox"/>	WYPF			PENSIONS ON ACCRUED ANNUAL LEAVE STAFF 01	£96.83	£0.00	£96.83	Council 2021 198	LGA 1972 S112
			BACS	<input type="checkbox"/>	HMRC			PAYE TAX AND NI ON ACCRUED ANNUAL LEAVE STAFF 01	£332.57	£0.00	£332.57	Council 2021 198	LGA 1972 S112
									£50,759.97	£736.12	£51,496.09		