

To all Members of the Council

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You are hereby summoned to attend a Meeting of the **Council** to be held on **MONDAY 31 JANUARY 2022 at 1900HRS in HADE EDGE BAND ROOM, 56 GREAVE RD, HADE EDGE, HD9 2AQ** to transact the following business.

**- AGENDA – (A)**

Please note that timings on the agenda are given for guidance of the Chairman and Members only and should not be taken as the time at which discussion of a particular item will commence. The Council may agree to defer (in whole or part) any items on the Agenda, if necessary.

**Public Question Time** **7.00pm**  
 Prior to the commencement of the business session of the Council, there will be an open session lasting 15 minutes, for members of the public to speak to the Council.

**PROCEDURAL MATTERS**

**2122 98**      **Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014** **7.15pm**

As Local (Parish & Town) Council meetings can now be recorded, the Chairman to check if anybody wishes to record the meeting. The Officer present will record the meeting in audio format for upload to the Parish Council’s YouTube channel.

**2122 99**      **Apologies and reasons for absence received** **7.16pm**

Any apologies for absence with reasons received by the Clerk will be circulated prior to the meeting. In line with previous resolution these will be considered together.

*To consider: apologies for absence and reasons.*

**2122 100**      **Members interests in items on the agenda and to consider any written requests for new DPI dispensations** **7.18pm**

*To consider: members’ interests in items on the agenda.*

*To consider: any revised DPIs received will be circulated prior to meeting; a redacted version to be uploaded to HVPC website subsequent to this meeting.*

**2122 101**      **Officer’s interests in items on the agenda.** **7.20pm**

*To consider: officers’ interests in items on the agenda.*

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2122 102 Items on the agenda to be discussed in private session. 7.21pm

*To consider:* whether any items on the agenda should be discussed in private session.

## TO CONFIRM THE MINUTES OF THE PREVIOUS COUNCIL MEETINGS

2122 103 The Draft Minutes of the FULL COUNCIL Meeting on 13 December 2021 numbered 2122 66 to 2122 97 7.23pm

HOLME VALLEY PARISH COUNCIL Chairman to report.

*To approve:* the Draft Minutes of the FULL COUNCIL Meeting on 13 December 2021 numbered 2122 66 to 2122 97 (B)

## THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2122 104 The Draft Minutes of the PLANNING COMMITTEE Meeting on 10 January 2022 numbered 2122 153 to 2122 170 7.24pm

Chairman of PLANNING COMMITTEE to report.

*To approve:* the Draft Minutes of the PLANNING COMMITTEE Meeting on 10 January 2022 numbered 2122 153 to 2122 170 (C)

2122 105 The Draft Minutes of the Meeting of the FINANCE AND MANAGEMENT COMMITTEE on 17 January 2022 numbered 2122 69 to 2122 82 incl. 7.25pm

Chairman of FINANCE AND MANAGEMENT COMMITTEE to report.

*To approve:* the Draft Minutes of the Meeting of the FINANCE AND MANAGEMENT COMMITTEE on 17 January 2022 numbered 2122 69 to 2122 82 incl. (D)

## REFERRALS FROM STANDING COMMITTEES

### THE FINANCE AND MANAGEMENT COMMITTEE

2122 106 Virement from Earmarked Reserve 323 EMR Community Assets to 4315 Other Community Assets budget line. 7.26pm

On 17 January 2022 the FINANCE AND MANAGEMENT COMMITTEE considered an expression of interest form from Holme Village Community Centre Board of Trustees for £5000 towards a new electricity supply to the building. The RFO reported that Officers would have advised that the group submit an actual grant application, but timings

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disallowed this. Members considered options on how to manage this pending application and resolved to recommend to the next meeting of Council to vire £5,000 from the earmarked reserve 323 EMR Community Assets - Others in the Home Valley. This currently holds £9,723. See **Minute 2122 75**. This will allow the FINANCE AND MANAGEMENT COMMITTEE to consider any forthcoming grant application from Holme Village Community Centre Board of Trustees at its meeting on 14 March 2022.

**To consider: approving the virement of £5000 from 323 EMR Community Assets – Others in the Holme Valley earmarked reserve to the 4315 Other Community Assets budget line.**

## 2122 107 Approval of the Precept for 2022-23 7.30pm

The FINANCE AND MANAGEMENT COMMITTEE on 17 January 2022 noted that Kirklees Council has issued its draft tax base calculation for 2022-23 for the Holme Valley (minute 2122 79) **(E)**. The new tax base figure is 10400.79. This is a significant increase after a drop last year. It means an increase in the Precept and Special Expenses Grant contingent on the PARISH COUNCIL having approved no changes to household charges.

- The revised Precept for 2022-23 will be £282693.
- The revised Special Expenses Grant will be £3328.

On the instruction of the FINANCE AND MANAGEMENT COMMITTEE, these calculations have been forwarded to Kirklees as draft Precept figures.

The FINANCE AND MANAGEMENT STANDING COMMITTEE recommends to the COUNCIL to approve formally the revised Precept and Special Expenses Grant figures.

**To approve: the Precept for 2022-23 amounting to £282693 and the Special Expenses Grant 2022-23 amounting to £3328.**

## 2122 108 Recommendation HOLME VALLEY PARISH COUNCIL Budget for 2022-23 7.40pm

On 17 January 2022 the FINANCE AND MANAGEMENT COMMITTEE resolved to recommend a revised budget for 2022-23 **(F)** in light of changes to the tax base for the Precept as above; see Minutes 2122 67 and 2122 75.

**To consider: approving the revised HOLME VALLEY PARISH COUNCIL Budget for 2022-23 as recommended by the FINANCE AND MANAGEMENT COMMITTEE.**

### MATTERS RESERVED FOR FULL COUNCIL

## 2122 109 Schedule of Payments 7.43pm

The Schedule of Payments attached **(G)** has been prepared for this meeting.

**To consider: approval of Schedule of Payments**

## 2122 110 Formalising of Covid procedures

7.45pm

Several councillors have enquired about the actions the COUNCIL should be taking in conducting business whilst the threat of Covid 19 remains. The COUNCIL has conducted its business in line with whatever the prevailing Government guidance or regulation has been. Generally speaking, whenever the guidance has altered officers have drawn this to the attention of the COUNCIL, for example by email, to ensure councillors are informed ahead of meetings.

Regarding the wearing of face masks indoors, this ceases to be mandatory from 27<sup>th</sup> January 2022. The guidance states:

“You will not be required to wear a face covering, including in communal areas of schools, but the government suggests you continue to wear one in crowded and indoor spaces where you may come into contact with people you do not normally meet.”

There is also a reference to ‘safer behaviours’ to be encouraged:

‘You should continue to follow safer behaviours to protect yourself and others:

- Get vaccinated and get your booster dose
- Wear a face covering in most indoor public places and on public transport
- Let fresh air in if you meet indoors. Meeting outdoors is safer
- Get tested and self-isolate if required’

Also in line with Government guidance, the HVPC Office on the 3<sup>rd</sup> floor of the Civic has re-opened to the public on Tuesdays and Thursdays between 10am and 3pm.

With the changing guidance the Council is to consider whether the larger space of Hade Edge Band Room to allow for social distancing or to resume the use of the Exhibition Room for meetings.

***To consider: adopting whatever the prevailing Government guidance or regulation is with regards to Covid 19 precautions as communicated by the Clerk and Deputy Clerk prior to meetings.***

***To consider: forming other proposals regarding the dispatch of COUNCIL business in light of ongoing Covid 19 concerns to be put to the COUNCIL meeting on 28 March 2022.***

***To consider: continue using Hade Edge Band Room for FULL COUNCIL meetings and the Exhibition Room for Committee meetings.***

## 2122 111 Proposed meeting schedule for Council Year 2022-23.

7.55pm

A meeting schedule has been drawn up for the Council Year for 2022-23 in line with Standing Orders for consideration (H). Clerk to report.

***To consider: approval of the HOLME VALLEY PARISH COUNCIL meeting schedule for Council Year 2022-23.***

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2122 112 Referral from Kirklees Monitoring Officer regarding a councillor

8.00pm

HVPC has received (I) from the Kirklees Monitoring Officer regarding complaints from the public made about Cllr Dalton. HVPC is asked to consider applying the sanctions below.

**To consider:** i) requiring an apology from Cllr Dalton. This should be made to the individual complainants as it is acknowledged that he is not able to do this via Twitter.

**To consider:** ii) a requirement for Cllr Dalton to apologise to HVPC for bringing the Council into disrepute.

**To consider:** iii) a requirement for Cllr Dalton to delete all/ any of the remaining Tweets complained of should his Twitter ban be lifted.

**To consider:** iv) a requirement for Cllr Dalton to edit his Twitter 'handle' and 'biog' to remove references to him being a councillor should his Twitter ban be lifted.

**To consider:** v) reiterating the previous sanction requiring Cllr Dalton to attend diversity training.

**To consider:** formal censure by HVPC of Cllr Dalton. We would suggest that he is asked to attend a meeting of HVPC and to explain his actions.

**To consider:** that this be a recurring agenda item until Cllr Dalton has attended and complied.

## POLICY MATTERS

2122 113 Adopting revised Code of Conduct from Kirklees

Kirklees Council has recently adopted a revised Code of Conduct (J), based on the Local Government Association (LGA) model code. The principal difference is a stylistic one, with emphasis on the code being presented in the first person.

**To consider:** the adoption of the Kirklees Code of Conduct for HOLME VALLEY PARISH COUNCIL, as revised for December 2021.

2122 114 Approval of revised Financial Regulations, revised Asset Register Policy and Risk Management Policy Statement.

The FINANCE AND MANAGEMENT COMMITTEE at the meeting on 17 January 2022 approved a number of amendments to policies in line with recommendations from the Internal Auditor (K).

**To consider:** approving the recommendation from the FINANCE AND MANAGEMENT COMMITTEE to amend procurement thresholds in the Financial Regulations 11.1 section h) so that three quotations would only be needed to be sought for goods or materials of value between £1000 and £3000.

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This would replace the current Regulations wherein three quotations should be sought for goods or materials of value between £100 and £3000.

The internal auditor had recommended to the Parish Council to amend the Asset Register Policy to include a section on the disposal of assets. The RFO/Deputy Clerk has revised the policy including a disposal form **(L)**.

***To consider: adopting the new Asset register Policy as recommended by the FINANCE AND MANAGEMENT COMMITTEE***

The internal auditor had further recommended that the Parish Council develop and adopt a Risk Management Policy Statement **(M)** in accordance with Financial Regulations 17.1.

***To consider: approving the Risk Management Policy Statement as recommended by the FINANCE AND MANAGEMENT COMMITTEE.***

## CORRESPONDENCE

### 2122 115 Ask Honley feedback

The COUNCIL has received a summary report of findings from the recent *Ask Honley* survey **(N)**. The author of the report, a Honley resident, has been invited to attend COUNCIL to feed back key findings and answer any questions councillors may have. Any specific proposals arising from a consideration of the report could be included in a future agenda.

***To note: the summary report of the Ask Honley survey.***

### 2122 116 Cartworth Moor Cricket Club

Cartworth Moor Cricket Club received a grant of £2000 from CASC for new shutters, doors and windows for the clubhouse this was paid in June 2021. The COUNCIL has received a report **(O)** showing the improvements made and thanking the COUNCIL for the support given.

***To note: the report from Cartworth Moor Cricket Club on the use of the £2000 grant given.***

### 2122 117 To receive Chairman's report

Chairman to give brief verbal report on events attended on behalf of **HOLME VALLEY PARISH COUNCIL**

***To note: Chairman's verbal report.***

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**2122 118 Identifying items for publicity arising from the work of the HOLME VALLEY PARISH COUNCIL**

In line with COUNCIL **minute 2122 52** members are to identify aspects of the work of **HOLME VALLEY PARISH COUNCIL** that should be further publicised.

***To consider:*** items for publicity arising from the work of the **HOLME VALLEY PARISH COUNCIL**.

**Jen McIntosh**

Mrs Jen McIntosh Clerk.  
Holme Valley Parish Council

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**DRAFT MINUTES OF A MEETING OF THE FULL COUNCIL  
HELD ON MONDAY, 13 DECEMBER 2021 at 1900HRS  
HADE EDGE BAND ROOM**

**PRESENT: Cllr Pogson (Chairman), Cllr Blacka, Cllr Carré, Cllr Colling, Cllr RP Dixon, Cllr TW Dixon, Cllr Firth, Cllr Greaves, Cllr Hogley, Cllr Sheard, Cllr Wilson**

**OFFICERS: J McIntosh (Clerk); R McGill (Deputy Clerk/RFO)**

**Public Session**

Cllr Carré spoke as a member of the public to congratulate those people who had worked on the Neighbourhood Development Plan. A good majority for the NDP had been realised in the referendum in November.

No other members of the public attended to speak to the Council.

**PROCEDURAL MATTERS**

**2122 66 Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014**

The meeting was recorded in audio format for upload to the Parish Council's YouTube channel. No other requests were made to record the meeting.

It was established that the meeting was quorate before further business was conducted.

**2122 67 Apologies and reasons for absence received**

**RESOLVED:** to approve apologies for absence with reasons for Cllr K Bellamy, Cllr T Bellamy, Cllr Brook, Cllr Bustard, Cllr Dalton, Cllr Davies, Cllr East, Cllr Gould, Cllr Hall, Cllr Roberts.

Cllr Lockley and Cllr Sweeney were absent.

**2122 68 Members interests in items on the agenda and to consider any written requests for new DPI dispensations**

No members' interests in items on the agenda were declared at this point.

**NOTED:** new DPI from Cllr Greaves as granted by **STAFFING COMMITTEE** 15-11-21 item 2122 32; redacted version to be uploaded to HVPC website following the meeting.

**2122 69 Officer's interests in items on the agenda.**

**NOTED:** the Clerk declared an interest in item 2122 89 .



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**2122 70**    **Items on the agenda to be discussed in private session.**

**RESOLVED:** to consider items 2122 83 and 2122 89 in private session; Deputy Clerk to redact discussions from the audio record of the meeting.

### **THE MINUTES OF THE PREVIOUS COUNCIL MEETINGS**

**2122 71**    **The Draft Minutes of the FULL COUNCIL Meeting on 11 October 2021**

**APPROVED:** the **Minutes** of the **FULL COUNCIL Meeting on 11 October 2021** numbered 2122 41 to 2122 65.

### **THE COMMITTEE MINUTES UNDER DELEGATED POWERS**

**2122 72**    **The Minutes of the PLANNING COMMITTEE Meeting on 1 November 2021 previously considered on 29-11-21 at the meeting of the PLANNING COMMITTEE**

**NOTED:** the **Minutes** of the **PLANNING COMMITTEE Meeting on 1 November 2021** numbered 2122 117 to 2122 134 incl. previously **APPROVED** on **29-11-21** at the **meeting** of the **PLANNING COMMITTEE** item 2122 140.

**2122 73**    **The Draft Minutes of the CLIMATE EMERGENCY STANDING COMMITTEE Meeting on 18 October 2021**

**APPROVED:** the **Minutes** of the **CLIMATE EMERGENCY STANDING COMMITTEE meeting on 18 October 2021** numbered 2122 26 to 2122 54 incl.

**2122 74**    **The Draft Minutes of the PUBLICATIONS AND COMMUNICATIONS COMMITTEE Extraordinary Meeting on 8 November 2021**

**APPROVED:** the **Draft Minutes** of the **PUBLICATIONS AND COMMUNICATIONS COMMITTEE Extraordinary Meeting on 8 November 2021** numbered 2122 34 to 2122 43 incl.

**2122 75**    **The Draft Minutes of the Meeting of the STAFFING COMMITTEE on 15 November 2021**

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**APPROVED:** the Minutes of the Meeting of the STAFFING COMMITTEE on 15 November 2021 numbered 2122 26 to 2122 38 incl.

**2122 76** The Draft Minutes of the Meeting of the FINANCE AND MANAGEMENT COMMITTEE on 22 November 2021

**APPROVED:** the Minutes of the Meeting of the FINANCE AND MANAGEMENT COMMITTEE on 22 November 2021 numbered 2122 56 to 2122 68 incl.

**2122 77** The Draft Minutes of the PLANNING COMMITTEE Meeting on the 29 November 2021

**APPROVED:** the Minutes of the PLANNING COMMITTEE Meeting on the 29 November 2021 numbered 2122 135 to 2122 152 incl.

### REFERRALS FROM STANDING COMMITTEES

#### *THE FINANCE AND MANAGEMENT COMMITTEE*

**2122 78** The awarding of £5000 to Holmfirth Tech for kitchen equipment, the amount being paid from the Holmfirth Tech Earmarked Reserve – 333 EMR Holmfirth Tech.

*Cllr Greaves arrived during consideration of this item at 7.10pm.*

Only Council can consider expenditure from an earmarked reserve, the legal power for this being LGA 1972 Section 133 2122 62.

**NOTED:** in law the legal structure of Holmfirth Tech is that of a charity; it was reported that Directors receive no pay.

**RESOLVED:** the awarding of £5000 to Holmfirth Tech for kitchen equipment, the amount being paid from the Holmfirth Tech Earmarked Reserve – 333 EMR Holmfirth Tech as recommended by **FINANCE AND MANAGEMENT COMMITTEE**.

**2122 79** The viring of £5000 from the 4315 FINANCE AND MANAGEMENT – Community Assets - Other Community Assets budget line to the 323 EMR earmarked reserve.

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Cllr TW Dixon declared an interest in the item. Cllr RP Dixon stated that he had declared an interest in this item when considered by **FINANCE AND MANAGEMENT** and had taken no part in the vote at the Committee.

**RESOLVED:** the viring of £5000 from the 4315 **FINANCE AND MANAGEMENT** – Community Assets - Other Community Assets budget line to the 323 EMR earmarked reserve to support a grant award of £5000 to Hepworth Pre-school and After-School Club, the monies to be earmarked until the Parish Council had assurances from the applicant that the other funds had been raised.

Cllr RP Dixon will arrange for the grant applicant to inform the Deputy Clerk/RFO in the New Year when the grant applicant is ready to draw down the monies.

### **2122 80 Virement from 4810 Climate Emergency Energy Strategy to 4310 Holmfirth Civic Hall – Projects and grant of £10,000.**

Members heard that the monies are to pay for energy-saving improvements at the Hall as detailed in its energy audit and recommended by the **FINANCE AND MANAGEMENT COMMITTEE** minute 2122 62 and the **CLIMATE EMERGENCY STANDING COMMITTEE**. Only Council can consider virements and only Council can consider expenditure over £5,000. The legal power for this is the Local Government Act 1972 Section 133.

**RESOLVED:** a virement from 4810 Climate Emergency Energy Strategy (current balance £12,400) to 4310 Holmfirth Civic Hall – Projects (current balance 0) to form a grant of £10,000 towards energy-saving improvements. Monies to be released once quotes have been obtained by Civic.

### **2122 81 Expenditure of £6900 from 4815 Climate Emergency Transport Strategy towards purchase of a cargo bike.**

Members heard that the **FINANCE AND MANAGEMENT COMMITTEE**, acting upon a recommendation from the **CLIMATE EMERGENCY STANDING COMMITTEE** had resolved to recommend this expenditure to Council for purchase of a cargo bike. The monies would come from 4815 Climate Emergency Transport Strategy (current balance £12650 with further commitments of £3000). Only Full Council can consider expenditure over £5000. The legal power for this resides in the Local Government Act 1972 Section 137.

The following points were made during discussion of this item. The price of the bike reflects its commercial use. The bike would be owned, insured and managed by EPIKs but would carry the HVPC logo. The monies will act as seed funding for a project that should become a self-sustaining project. Some of the reservations of the suitability of the Holme Valley to be a base for such a project are mirrored in the Calderdale area/terrain where a cargo-bike has been successfully trialed.

**RESOLVED:** the expenditure of £6900 from 4815 Climate Emergency Transport Strategy towards purchase of a cargo bike.

### 2122 82 The schedule of payments for December

As some of the payments were contingent on other decisions at the meeting, this item would be considered after item 2122 88.

### 2122 83 The Gartside Building tenancy

*This was heard in private session.*

**RESOLVED:** to accept tenant's proposal for tenancy to continue whilst £400 per month rent payments are paid plus £100 per month towards paying off arrears. This is subject to review by the end of the financial year 2022.

### 2122 84 Council Budget for 2022-23

**RESOLVED:** to approve the Budget for 2022-23 as recommended by **FINANCE AND MANAGEMENT COMMITTEE** minute 2122 67 including later amendments.

#### **THE PLANNING COMMITTEE**

### 2122 85 Request from the PLANNING COMMITTEE regarding the final, "made" version of the Holme Valley Parish Council Neighbourhood Development Plan.

The *Neighbourhood Development Plan* has been "made," - that is, formally adopted by the primary authorities involved following its vote at public referendum on 4<sup>th</sup> November 2021.

**NOTED:** all Councillors are requested to read and familiarise themselves with the final, "made" version of the *Holme Valley Parish Council Neighbourhood Development Plan*.

#### **THE SERVICE PROVISION COMMITTEE**

### 2122 86 Repairs to Thurstonland Bank Bus Shelter.

It was reported to members that damage to the bus shelter was sustained in April 2021 – a tree had fallen on it and damaged the roof. It had eventually transpired that bus shelters had not been included in the existing insurance policy schedule and therefore the claim could not proceed.

Given that the damage was first reported 7 months ago and the deteriorating weather situation consideration was given to expediting the repairs as soon as possible.

**RESOLVED:** Council to pay for repairs to Thurstonland Bank Bus Shelter on New Mill Road amounting to £1,470 from budget line 4740 Seats and Shelters Maintenance.

**RESOLVED:** to pay for insurance for the bus shelters belonging to HVPC, this being additional to the existing insurance arrangements.

Clerk to check ownership status of stone bus shelters and report to Chairman of **HOLME VALLEY PARISH COUNCIL** and Chair of **FINANCE AND MANAGEMENT COMMITTEE** to have suitable insurance in place as soon as possible.

## **2122 87 Christmas tree expenditure**

It was reported that £5,500 is available for this expenditure through Budget Line 4705 Christmas Provision.

**NOTED:** Christmas tree expenditure of £4448 on 5 lit, cut trees supplied by Kirklees for Holmfirth, Brockholes, Netherthong, New Mill and Wooldale and the cost of 5 cut trees for Hinchliffe Mill, Holmbridge, Honley, Scholes and Upperthong.

## **2122 88 Authorisation of searches to enable the asset transfer of Honley Library.**

It was reported that the Honley Library asset transfer is progressing. The solicitor acting for HVPC had requested that a number of searches are carried out prior to transfer on behalf of HVPC.

**RESOLVED:** expenditure of £681.60 on searches to enable the asset transfer of Honley Library from budget line 4300 Honley Library.

### ***DEFERRED ITEM***

## **2122 82 The schedule of payments for December**

This item had been deferred from earlier in the meeting and was returned to at 8.35pm.

**RESOLVED:** to approve the schedule of payments for December as presented.

### ***THE STAFFING COMMITTEE***

## **2122 89 Temporary contractual variation for the Clerk of 7 hours from 25 hours to 32 from 1<sup>st</sup> January 2022 to be reviewed on a 6 monthly basis.**

This item was heard in private session.

The Clerk had declared an interest in this item earlier in the meeting.

The item was a recommendation from the **STAFFING COMMITTEE** to **FULL COUNCIL** from the meeting on 15-11-21 item 2122 36.

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**RESOLVED:** to implement a temporary contractual variation for the Clerk of 7 hours from 25 hours to 32 from 1<sup>st</sup> January 2022 to be reviewed on a 6 monthly basis.

- 2122 90 To consider the clerking of PUBLICATIONS AND COMMUNICATIONS COMMITTEE moving from the Deputy Clerk to the Clerk from 1<sup>st</sup> January 2022.**

**RESOLVED:** the clerking of **PUBLICATIONS AND COMMUNICATIONS COMMITTEE** is to move from the Deputy Clerk to the Clerk from 1<sup>st</sup> January 2022 in line with a recommendation from the **STAFFING COMMITTEE** to **FULL COUNCIL** from the meeting on 15-11-21 minute 2122 36 .

- 2122 91 HOLME VALLEY PARISH COUNCIL Meeting schedule for remainder of Council Year 2021-22.**

**RESOLVED:** to approve the **HOLME VALLEY PARISH COUNCIL** meeting schedule version 6 for remainder of Council Year 2021-22 as recommended by the **STAFFING COMMITTEE**.

This involves adding in a **STAFFING COMMITTEE MEETING** on 21-3-22 and taking out the **STAFFING COMMITTEE MEETING** scheduled for 23-5-22.

**NOTED:** Cllr R P Dixon tendered apologies for the **PLANNING COMMITTEE** meeting on 10<sup>th</sup> January 2022 and **FINANCE AND MANAGEMENT COMMITTEE** meeting on 17<sup>th</sup> January 2022.

Each committee is asked to reflect on how to ensure that meetings are effective in managing Council work. For example, cyclical items should be anticipated and actions and work needed outside of the main meeting cycle can be delegated as necessary to working groups and individuals so that the focus of meetings is on decision-making.

- 2122 92 Noting the additional responsibility and work of the Deputy Clerk/RFO during July and August 2021.**

Minute 2122 35 of the meeting on 15-11-21 the **STAFFING COMMITTEE** recommended to **FULL COUNCIL** that the Chairman should write to the Deputy Clerk/RFO, noting the additional responsibility and work undertaken during July/August 2021 at a time when there was no Clerk in post.

**RESOLVED:** the Chairman to write letter of thanks to the Deputy Clerk/RFO on behalf of **FULL COUNCIL** on account of the extra work and responsibility undertaken during July/August 2021.

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## **THE PUBLICATIONS AND COMMUNICATIONS COMMITTEE**

### **2122 93 Commemorating the Queen's Platinum Jubilee**

The **PUBLICATIONS & COMMUNICATIONS COMMITTEE** had proposed that a budget of up to £10,000 was set aside to organise a project to mark the Jubilee.

Members heard that the project might involve:

- Provision of wildflower seeds to every primary school child in the valley to plant at home
- Provision of a fruit tree to every primary school in the valley
- Provision of a fruit tree to both Holmfirth and Honley High Schools together with 30 packs of wildflowers to scatter in an identified area on the school grounds
- Provision of a fruit tree to each of the 12 main villages within in the Holme Valley (Brockholes, Hade Edge, Hepworth, Holme, Holmbridge, Holmfirth, Honley, Netherthong, New Mill, Scholes, Uppershong, Wooldale)
- Each tree will have a plaque (and protective fencing as required) to mark the occasion

Feedback was taken on the plans thus far regarding the type of trees to be used and the siting of trees. It was suggested that organic bee bombs might be sourced that are suited to the Holme Valley terrain. It was hoped that there would be strong representation of Parish Councillors to support tree planting and other Jubilee celebrations.

**RESOLVED:** to approve a budget of up to £10,000 for the project to mark the Jubilee.

*At 9.03pm Standing Orders were lifted to allow COUNCIL to sit until 9.30pm to complete the business on the agenda.*

## **THE CLIMATE EMERGENCY STANDING COMMITTEE**

### **2122 94 Honley Library Energy Audit recommendations.**

**RESOLVED:** £10,000.00 from energy budget line 4810 2022-23 be committed to an Earmarked Reserve to support FoHL to undertake energy improvement works in line with the Honley Library Energy Audit recommendations as recommended by the **CLIMATE EMERGENCY STANDING COMMITTEE** in Minute 2122 52

## **CORRESPONDENCE**

### **2122 95 Correspondence received in connection with the Nuclear Pledge**

**NOTED:** An email had been received from Jason McCartney MP and a letter from James Cleverley on behalf of Foreign Office in response to the Chairman's letter resolved upon as

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minute 2122 65 at **FULL COUNCIL**.

**RESOLVED:** The Chairman will write to Jason McCartney MP, thanking him for his response and expressing the wish of the Council to ensure he is fully aware of its work. A copy of the **Annual Report** of the work of **HOLME VALLEY PARISH COUNCIL** to be enclosed with the letter.

The need for any further action to be taken in relation to this matter will be considered by the **PUBLICATIONS AND COMMUNICATIONS COMMITTEE**.

### 2122 96 **Chairman's report**

The Chairman gave a brief verbal report on events attended on behalf of **HOLME VALLEY PARISH COUNCIL** including Honley show, the Memorial Service for former Cllr Rita Briggs and the Remembrance Service in Holmfirth. Cllr Hogley had attended Kirklees Civic Dinner on behalf of the Chairman.

### 2122 97 **Items for publicity arising from the work of the HOLME VALLEY PARISH COUNCIL**

Members identified the following aspects of the work of **HOLME VALLEY PARISH COUNCIL** for further publicity:

- Recent grants awarded
- The passing of the Neighbourhood Development Plan
- Planned events for the Jubilee celebrations
- Community champions (after announcement is made)
- Asset transfer of Honley Library once that is completed

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*The meeting ended at 9.26pm.*



## MINUTES OF THE PLANNING STANDING COMMITTEE HELD IN HOLMFIRTH CIVIC HALL MONDAY 10 JANUARY 2022

Those present:

Chairman: Cllr M Blacka

Councillors: P Colling, T Dixon, R Hogley, S Sheard, A Wilson

Officer: Mr R McGill (Deputy Clerk)

### Welcome

Cllr Blacka welcomed Councillors and six members of the public to this meeting of the Planning Standing Committee.

### Open Session at Planning

One member of the public was in attendance to ask the Parish Council to revise its comment on a planning application in Scholes.

One member of the public was in attendance to ask the Parish Council to reiterate its opposition to a planning application in Honley.

Four members of the public were in attendance regarding their opposition to a planning application in Wooldale, of whom three addressed the meeting.

**RESOLVED:** The Committee resolved that the agenda items concerned with these representations would be moved up the order. Thus:

- Item 2122 168 “Further Communications on 3, Mount Scar View” would be brought forward to after 2122 158.
- Item 2122 167 “Further Communications about a planning application at 3, Marsh Gardens” would be brought forward to immediately follow that item.
- The review of planning application 2122 09 26 - Land adjacent to Cranborne would be undertaken as the first consideration of Item 2122 160.

### **2122 153 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 video format for upload to the Parish Council’s YouTube channel. No other people present wanted to record the meeting.

### **2122 154 To approve apologies for absence**

Cllr RP Dixon had tendered his apology.

**RESOLVED:** The reason for his apology was approved by the Committee.

## Holme Valley Parish Council

**2122 155 To receive Members' and Officers' disclosable personal and pecuniary interests in items on the agenda**

The Officer declared a personal interest in item 2122 160 Application 2122/09/14.

**2122 156 To consider written requests for new DPI dispensations**

No written requests for new DPI dispensations had been received.

**2122 157 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 158 To confirm the Minutes of the Previous Meeting**

**RESOLVED:** The Minutes of the Planning Committee meeting held on 29 November 2021, numbered 2122 135 – 2122 152 inclusive were approved.

At this point, the agenda items pertaining to representations from members of the public were moved up the agenda.

**2122 168 Further communications on 3, Mount Scar View**

- **NOTED:** Members noted the Parish Council's revised comment 7<sup>th</sup> December 2021 of "No observation" on this application. This superseded an earlier comment of "Support."

The applicant had since submitted a revised Supporting Statement to the application. Committee Members received this document from the Chair 18<sup>th</sup> December 2021. The Chair asked Members to further review the application in the context of the new Statement and the testimony of the applicant in the public session.

Standing orders were suspended to allow the applicant to speak on this item.

**RESOLVED:** The Parish Council would retain its neutral comment of "No observation" on this application

# Holme Valley Parish Council

## 2122 167 Further communications about a planning application at 3, Marsh Gardens

- This application had been reviewed by the Parish Council at the last Planning meeting regarding "Removal/ Variation conditions 11 (solar panels) and 12 (bicycle storage) on previous permission 2019/93445 for demolition of existing bungalow and erection of 3 dwellings with gardens and parking" The Parish Council's comment was "Oppose. Both conditions should stand."  
The Parish Council has since received further communications from a resident regarding the ongoing application and he had commented in the Open Session. Standing orders were suspended to allow the petitioner to speak on this item.  
**RESOLVED:** The Deputy Clerk would reiterate its comments to Kirklees in opposition to the application and that both conditions should stand.
- At this point, the two members of the public making representations about these two items left the meeting.

## 2122 159 Completed Planning Applications Lists

**NOTED:** The Planning Committee noted List 2021/08 updated with the views of the Committee

## 2122 160 New Planning Applications – Kirklees Council

Members considered new or amended applications received by Kirklees Council from 23 November 2021 to 4 January 2022 inclusive – List 2122/09. Application number 2122 09 26 - Land adjacent to Cranborne was considered first. The four members of the public who made representation about that application, left after it was reviewed.

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

## 2122 161 Kirklees Council – Planning Officers' Decisions

**NOTED:** The Planning Standing Committee noted the list of Decision Notices issued by Kirklees Council for the period 23 November 2021 to 4 January 2022 inclusive

## 2122 162 Neighbourhood Planning

- **NOTED:** Members noted the "Notification of Kirklees Council Decision on the making (bringing into force) of the Holme Valley Neighbourhood Development Plan (Made Plan) December 2021: The Holme Valley Neighbourhood Development Plan now forms part of the statutory development plan alongside the Kirklees Local Plan (2019) and will be used in the determination of planning applications in the Holme Valley Neighbourhood Area. Within the Peak District National Park, the Plan will be used alongside the Peak District National Park Authority Core Strategy (2011) and Development Management Policies Document (2019) (Local Plan Part 2)."

## Holme Valley Parish Council

- Cllr Hogley gave a brief report of developments after the Neighbourhood Plan was “made” and made a request of the Deputy Clerk.  
**RESOLVED:** The Deputy Clerk would contact Kirklees Council to ask for several copies of the final, made Holme Valley Neighbourhood Development Plan to be delivered to the Parish Council.
- **NOTED:** The Committee noted that the Deputy Clerk had drafted formal letters of thanks to the community members of the Holme Valley Neighbourhood Plan Steering Group who had committed so much to the development and final success of the Neighbourhood Plan for the Committee Chair to sign. The Committee Chair signed the letters at the meeting, and they will duly be posted out.

### 2122 163 Peak District National Park Authority

- **NOTED:** Members noted Peak District National Park Authority Planning List 2122/02PD updated with the comments of the Committee.

### 2122 164 Ongoing Highways campaigns

#### a. Concerns of local residents regarding speeding and noise pollution Woodhead Road Holmbridge to Holme

**NOTED:** The Committee noted that the Deputy Clerk had written to Phillip Waddington Group Engineer, Highway Safety 23<sup>rd</sup> November 2021 requesting an update. No response was received to this request for information. They further noted the repeat email from the Deputy Clerk to Phillip Waddington 5<sup>th</sup> January 2022 asking for an update. The Deputy Clerk reported that no response had been received in the meantime. The Chair thanked the Deputy Clerk for his communications to Mark Waddington and others.

Members considered any further action.

**RESOLVED:** The Chair of the Committee would draft a letter to Mark Scarr, Kirklees Head of Highways, copied to his line manager, acknowledging the working difficulties for Kirklees staff caused by the pandemic, but highlighting the longstanding and repeated lack of response from Kirklees Officers and Managers to requests for updates and information on highways campaigns the Parish Council is supporting, and expressing disappointment we are not receiving prompt replies advising of when we will receive substantive replies.

#### b. Hade Edge Road Intersection

**NOTED:** The Committee Chair reported that she had been in contact with one of the key members of the Hade Edge Residents Group and was awaiting a response from her.

## c. Campaign for a Safer Magdale

**NOTED:** Members noted that the Deputy Clerk had originally written to Mark Scarr, Head of Highways, 27<sup>th</sup> October 2021 about the Safer Magdale campaign. Receiving no reply, the Deputy Clerk had written again to Mark Scarr 22<sup>nd</sup> November 2021. Mark Scarr said then he had “forwarded your email to the Highway Safety team for their consideration. We are currently dealing with high volumes of enquiries, so it may be that they have not been able to fully research this issue, as of yet. I will forward your email trail below and ask them to advise by what date they will be able to provide HVPC with an update.” The Deputy Clerk reported that six weeks later there had been no follow-up email reply from Mark Scarr or from Highways Safety. The Deputy Clerk further emailed Mark Scarr 5<sup>th</sup> January 2022 requesting feedback or at least, as promised, a date by which we would receive an update. Mark Scarr then replied saying, “Apologies for the delay in responding. The highway Safety have been inundated with road safety enquiries of late. I will ask them if they can look at your enquiry as a matter of urgency.” There had been no response from Highways Safety since that date.

Members considered any further action.

**RESOLVED:** The issue of poor communication from Highways Safety would be addressed in the letter to Mark Scarr as described above.

## 2122 165 Burnlee Road Closure

**NOTED:** Members noted the Deputy Clerk’s letter to Mark Scarr of 9<sup>th</sup> December 2021 asking for a review of the longstanding road closure at the junction of Burnlee Road and Woodhead Road and the way the process was being managed by Highways. Mark Scarr reported that he had forwarded the letter to the Structures Team Manager and asked that we be provided an update. An update had not been forthcoming since then. The Deputy Clerk had again written to Mark Scarr 5<sup>th</sup> January 2022 to push the Structures Team Manager for the promised update and Mark Scarr had replied that he had chased the Structures Team up for a response. Nothing was heard in the meantime.

**RESOLVED:** The issue of poor communication from the Structures Team Manager would be addressed in the letter to Mark Scarr as described above.

## 2122 166 Ramsden Road

- Cllr Wilson reported on the history of the issues of anti-social behaviour and illegal off-roading on the byways and lanes around Ramsden, Brownhill, Riding Wood and Yateholme reservoirs, and his frustration with Kirklees Council’s involvements. He asked the Committee to consider formally requesting an update on the progress of the Public Space Protection Order on these byways and lanes, together with a timescale for its completion.
- **RESOLVED:** Cllr Wilson would draft a letter for the Deputy Clerk to forward this request to Kirklees Council.

# Holme Valley Parish Council

## 2122 169 Resignation of a Committee Member

- **NOTED:** Members noted Cllr Gould's resignation from the Planning Committee with immediate effect from 17<sup>th</sup> December 2021.  
Members considered electing a Committee Member who would be the designated person to review planning applications of the Wooldale ward on behalf of the Parish Council.  
**RESOLVED:** Cllr Wilson would review the planning applications from Wooldale ward.  
**RESOLVED:** The Deputy Clerk would ensure that all ward Councillors would be directed to the planning applications lists ahead of Planning Committee meetings for their comments.

## 2122 170 Publicising the work of Holme Valley Parish Council

- **RESOLVED:** The Deputy Clerk would work with Members to add new information about the Neighbourhood Development Plan to the Parish Council website and to update the main Planning webpage reinforcing how the Neighbourhood Plan will impact on planning matters.

.....  
Chairman

## MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 17 JANUARY 2022

Those present:

Chair: Cllr P Colling

Councillors: Cllrs M Blacka, S East, M Pogson

Officer: Mr Rich McGill (RFO/Deputy Clerk)

Also present: Mrs Jen McIntosh (Clerk)

### Public Question Time

The meeting started at 1905hrs when it became quorate.

Two members of the public attended in support of grant applications.

The Chair proposed that standing orders be suspended during item 2122 75 to allow applicants to answer questions and speak on behalf of their applications under that agenda item.

**RESOLVED:** This motion was passed.

### 2122 69 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 video format and the recording will be available on the Parish Council's YouTube channel.

No-one else wished to record the meeting.

### 2122 70 To accept apologies for absence

Cllr Bustard, Cllr Davies, Cllr RP Dixon, Cllr Greaves, Cllr Hogley, Cllr Sweeney had given apologies. The reasons for these apologies were approved by the Committee.

Cllr Gould was not in attendance.

Cllr East had given notice that he would be late, and he arrived at 1905hrs. The meeting started on his arrival.

### 2122 71 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

Cllr Blacka declared a personal interest in the record of the grant application for Friends of Cliff Recreation Ground under item 2122 75.

### 2122 72 To consider written requests for new DPI dispensations

None had been received.

### 2122 73 To consider whether items on the agenda should be discussed in private session

**RESOLVED:** Members resolved as that item was discussed that 2122 78 ii should be heard in private.

### 2122 74 To confirm the Minutes of the previous Committee meeting

**APPROVED:** Members approved the Minutes of the Finance & Management Committee Meeting held on 22 November 2021, numbered 2122 56 to 2122 68 inclusive.

# Holme Valley Parish Council

2122 75

## Applications for Grants

The Committee considered three grant applications from public community groups. Both were considered as Finance and Management projects and events grants.

Standing Orders were suspended at this point to allow the applicants to discuss their applications.

### 4405 Finance and Management Grants budget line (balance at the start of the meeting £11,385)

- A. The Finance and Management Committee considered a grant application from Holmfirth Film Festival for £1000 towards venue hire and multi-festival promotions.  
**RESOLVED:** The Committee awarded Holmfirth Film Festival £1,000 for venue hire and multi-festival promotions.  
The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19
- B. The Finance and Management Committee considered a grant application from Holme Valley Sharing Memories for £987 towards an art project for older people and people with disabilities. The grant would go towards artists, room hire, transportation, insurance, materials, volunteer expenses.  
**RESOLVED:** The Committee awarded Sharing Memories £987 for the art project.  
The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19
- C. The Finance and Management Committee considered a grant application from Honley Junior Football Club Under 7s for £350 for heavy-duty, pop-up gazebos.  
**RESOLVED:** The Committee awarded Honley Junior Football Club Under 7s £350 for their shelters.  
The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19

The remaining budget in 4405 Finance and Management Grants budget line would be £10,398.

The Parish Council had received an expression of interest form from Holme Village Community Centre Board of Trustees for £5000 towards a new electricity supply to the building. This was an expression of interest rather than a grant application. The RFO reported that Officers would have advised that the group submit an actual grant application, but timings disallowed this. There is currently only £2,017 in the Other Community Assets budget. Members considered options on how to manage this pending application. Options the Committee considered included:

1. To recommend that the Board of Trustees submits an application for £5000 in the new financial year.
2. That the Board of Trustees applies for the £2,000 this financial year at the 14<sup>th</sup> March meeting, and for £3000 in the new financial year.
3. To recommend to Council that the Other Community Assets earmarked reserve could be used, - currently holds £9,723, - and an amount be moved from the reserve onto the budget.
4. To recommend to a Council a virement from 4405 Finance and Management Grants.

**RESOLVED:** The Committee voted to recommend to the next meeting of Council to vire £5,000 from the earmarked reserve 323 EMR Community Assets - Others in the Home Valley. This currently holds £9,723, and this would be reduced to £4,723.



# Holme Valley Parish Council

## 2122 76 Accounts for Payment

(1) **NOTED:** Members noted the expenditure of £37.50 from the Chairman of Council's expenses on flowers and a card for a Councillor who had been ill.

(2) **NOTED:** Members noted the completed Lists of Payments for November and December 2021.

(3) Members considered the pending transactions of the Schedule of Payments for January 2021 month-to-date.

**RESOLVED:** The Schedule of Payments for January month-to-date was approved.

## 2122 77 Financial Statements

**NOTED:** Members noted the following accounting summaries as detailed below:

### For November 2021:

(1) Bank Reconciliations All Accounts (to end 30 November 2021)

(2) Cash Books All Accounts Receipts and Payments (to end 30 November 2021)

(3) Trial Balance (to end 30 November 2021)

(4) Detailed Income and Expenditure by Budget Heading (YTD Budget Report to end 30 November 2021)

(5) Cash and Investment Reconciliation (to end 30 November 2021)

(6) Earmarked Reserves (to end 30 November 2021)

(7) VAT Return quarter to date

## 2122 78 Tenancies

i. **NOTED:** Following the Committee's prior approval of the revised costs of tenancies, the Committee noted that the RFO/Deputy Clerk would be preparing the tenancy packs for 2022-23 for distribution in February 2022.

**RESOLVED:** The next item was heard in private session, approved at this stage.

ii. **NOTED:** Members noted the Deputy Clerk's report on the Gartside building.

**NOTED:** Members noted that the RFO/Deputy Clerk has submitted the Building Control Application regarding the fitting out of the shop within the Gartside Building.

## 2122 79 Revised Tax Base, new Precept calculations and revised Holme Valley Parish Council Budget for 2022-23

a. **NOTED:** Members noted that Kirklees Council had submitted the new tax base calculation for 2022-23 for the Holme Valley.

b. **RESOLVED:** The Committee approved the recommendation to Council of the revised Precept and Charge based on the new tax base calculation. The increased tax base means that the Precept and Special Expenses Grant will increase.

The revised Precept for 2022-23 will be £282693.

The revised Special Expenses Grant will be £3328

These calculations would also be forwarded by the RFO/Deputy Clerk to Kirklees at this stage as draft Precept figures as requested by Amy Whibley, Senior Finance Officer.

# Holme Valley Parish Council

- c. **NOTED:** Given the updated Precept figures, the Committee approved the revised, draft Budget 2022-23 to reflect the new figures for presentation to Council.

## 2122 80 Policies and Procedures

The internal auditor had made some recommendation to facilitate some financial processes.

1. **RESOLVED:** With regard to procurement thresholds in the Financial Regulations 11.1 section h) the Committee resolved to recommend to Council that the Financial Regulations be amended so that three quotations would only be needed to be sought for goods or materials of value between £1000 and £3000. This would replace the current Regulations wherein three quotations should be sought for goods or materials of value between £100 and £3000.
2. With regard to the contract between the Parish Council and West Yorkshire Combined Authority, the Committee debated how to manage this, so it fell within the terms of the Financial Regulations. Members considered: 1. a long-term contract or 2. an exemption for this contract and for it to be added to the exemption list in the Financial Regulations 11.1. **RESOLVED:** The Committee resolved that option 1 would be preferred and the Parish Council would investigate a longer-term contract with the WYCA. As the Service Provision Standing Committee oversees this relationship, that Committee would be tasked with reviewing the contract situation.
3. The internal auditor had recommended to the Parish Council to amend the Asset Register Policy to include a section on the disposal of assets. The RFO/Deputy Clerk has revised the policy including a disposal form. **RESOLVED:** The new Asset register Policy would be recommended to Council for adoption.
4. The internal auditor had further recommended that the Parish Council develop and adopt a Risk Management Policy Statement in accordance with Financial Regulations 17.1. The RFO/Deputy Clerk had drawn up such a Statement **RESOLVED:** The Committee resolve to recommend the Risk Management Policy Statement to Council.

## 2122 81 Banking

Two Councillors had been tasked with looking into potential, new, greener, more ethical banking options for the Parish Council.

**RESOLVED:** As neither was present at the meeting, this item was deferred to the next meeting.

## 2122 82 Financial Records for the website

**NOTED:** Members noted that the financial records for November 2021 have been uploaded to the Council website accessible from Quick Links. December will be added as soon as bank statements are received.

**The meeting finished 9.10PM**

.....  
Chairman

## Revised Tax Base for 2022-23 with revised Precept and Special Expenses Grant

No change to household charges 2022-23

	Precept LAST YEAR 2020-21	Precept CURRENT YEAR 2021-22	Precept NEXT YEAR 2022-23
<b>Precept</b>	<b>£275,871</b>	<b>£274,326</b>	<b>£282,693</b>
<b>Special Expenses Grant*</b>	<b>£3,248</b>	<b>£3,230</b>	<b>£3,328</b>
Tax Base	10149.79	10092.94	10400.79
<b>Band D property charge</b>	<b>£27.18</b>	<b>£27.18</b>	<b>£27.18</b>
Band A is 6/9ths of Band D	£18.12	£18.12	£18.12
Band B is 7/9ths of Band D	£21.14	£21.14	£21.14
Band C is 8/9ths of Band D	£24.16	£24.16	£24.16
Band E is 11/9ths of Band D	£33.22	£33.22	£33.22
Band F is 13/9ths of Band D	£39.26	£39.26	£39.26
Band G is 15/9ths of Band D	£45.30	£45.30	£45.30
Band H is double Band D	£54.36	£54.36	£54.36

\*Special Expenses Grant is £0.32 per Band D household

## Holme Valley Parish Council - Budget 2022-23

DESCRIPTION	Original Budget 2021-22	Final Budget 2021-22	Forecast Outturn 2021-22	Forecast Remaining 2021-22	Budget 2022-23 as approved by Council 13/12/2021
<b>Full Council</b>					
4205 Office Supplies, Postage	£1,500	£1,500	£1,700	-£200	£1,750
4210 Audit	£1,200	£1,200	£1,347	-£147	£1,400
4215 Bank Charges	£300	£300	£335	-£35	£500
4200 Chairman's Expenses	£1,000	£1,000	£1,000	£0	£1,000
4280 Civic Regalia	£750	£750	£100	£650	£0
4220 Conferences / Seminars	£500	£500	£0	£500	£500
4225 Elections	£5,000	£5,000	£4,590	£410	£5,000
4230 Maintenance and Repairs	£1,000	£1,000	£100	£900	£1,000
4235 Insurance	£2,250	£2,250	£1,758	£492	£2,250
4240 Members travel allowance	£300	£300	£0	£300	£300
4245 Office Equipment	£300	£300	£200	£100	£300
4250 Office/Room Hire (Anchor Tenancy)	£10,000	£10,000	£10,500	-£500	£10,500
4000 Salaries - Staff 04 (Clerk) and 02 (RFO)	£53,000	£53,000	£51,000	£2,000	£60,000
4055 Sub-contractor Services	£0	£0	£0	£0	£0
4255 Legal Advice	£0	£0	£0	£0	£0
4260 FOIA/EIR requests	£500	£500	£100	£400	£500
4265 Subscriptions	£3,000	£3,000	£2,800	£200	£3,000
4270 Local Council Award Scheme	£100	£100	£0	£100	£0
4275 Telephone and Broadband	£500	£500	£360	£140	£500
4400 Electronic Support Maintenance	£1,650	£1,650	£2,500	-£850	£1,650
4060 Training Staff	£900	£900	£500	£400	£900
4061 Training Councillors	£900	£900	£500	£400	£900
<b>Total Council</b>	<b>£84,650</b>	<b>£84,650</b>	<b>£79,390</b>	<b>£5,260</b>	<b>£91,950</b>
<b>Finance &amp; Management Committee</b>					
4315 Community Assets - Other Community Assets	£53,000	£53,000	£48,000	£0	£53,000
4305 Grants - projects and events	£20,000	£20,000	£20,000	£0	£20,000
4410 Maintenance of Public Clocks	£0	£0	£0	£0	£0
<b>Total Finance &amp; Management</b>	<b>£73,000</b>	<b>£73,000</b>	<b>£68,000</b>	<b>£0</b>	<b>£73,000</b>
<b>Planning Committee</b>					
4505 Neighbourhood Plan Implementation	£5,000	£5,000	£4,569	£431	£10,000
<b>Total Planning Committee</b>	<b>£5,000</b>	<b>£5,000</b>	<b>£4,569</b>	<b>£431</b>	<b>£10,000</b>
<b>Publications &amp; Communications Committee</b>					
4600 Community Champions	£250	£250	£250	£0	£250
4605 Community Engagement	£100	£100	£100	£0	£0
4610 Publications and Publicity	£6,000	£6,000	£4,250	£1,750	£6,000
4615 Royal and National Events	£1,000	£1,000	£1,000	£0	£10,000
4620 Tidy Trader Awards	£100	£100	£0	£100	£100
4625 Website & Media Co-ordination	£1,000	£1,000	£329	£671	£1,000
4630 Special Projects	£1,000	£1,000	£1,000	£0	£1,000
<b>Total Publications &amp; Communications</b>	<b>£9,450</b>	<b>£9,450</b>	<b>£6,929</b>	<b>£2,521</b>	<b>£18,350</b>
<b>Service Provision Committee</b>					
4300 Community Asset - Honley Library	£15,000	£15,000	£0	£15,000	£15,000
4305 Community Asset - Holmfirth Tech	£0	£0	£10,000	-£10,000	£0
4310 Community Asset - Holmfirth Civic Hall Capital Projects	£0	£0	£40,000	-£40,000	£0
4320 Public toilets day to day	£17,000	£17,000	£18,500	-£1,500	£17,000
4325 Public toilets lettable space	£1,000	£1,000	£0	£1,000	£1,000
4700 CCTV	£0	£0	£0	£0	£0
4705 Christmas Provision	£5,500	£5,500	£4,400	£1,100	£5,500
4710 Closed Churchyard - New Mill	£800	£800	£500	£300	£800
4715 Defibrillators	£0	£0	£0	£0	£0
4720 Dog Waste Strategy	£1,000	£1,000	£1,000	£0	£1,000
4725 HV Patient Transport Scheme	£1,000	£1,000	£1,000	£0	£1,000
4730 Minibus	£25,000	£25,000	£21,000	£4,000	£25,000
4735 Phone Boxes - Maintenance	£400	£400	£438	-£38	£400
4740 Seats & Shelters - Maintenance	£13,000	£13,000	£13,300	-£300	£13,000
4745 Seats - New	£0	£0	£0	£0	£0
4750 War Memorials	£0	£0	£0	£0	£0
4755 Youth Facilities	£8,000	£8,000	£8,000	£0	£8,000
<b>Total Service Provision</b>	<b>£87,700</b>	<b>£87,700</b>	<b>£118,138</b>	<b>-£30,438</b>	<b>£87,700</b>
<b>Climate Emergency Committee</b>					
4800 Climate Emergency Action Plan (publication)	£0	£0	£0	£0	£0
4805 Community Mobilisation (includes CEC salary and on costs £13.3k)	£17,500	£17,500	£17,500	£0	£22,000
4810 Energy Strategy	£14,000	£14,000	£11,600	£2,400	£10,000
4815 Transport Strategy	£13,000	£13,000	£10,250	£2,750	£1,000
4820 Waste and Consumption Strategy	£500	£500	£0	£500	£500
4825 Environment and Land Use Strategy	£1,000	£1,000	£0	£1,000	£500
4830 Business and Economy	£0	£0	£0	£0	£2,000
<b>Total Climate Emergency</b>	<b>£46,000</b>	<b>£46,000</b>	<b>£39,350</b>	<b>£6,650</b>	<b>£36,000</b>
<b>COVID Relief</b>					
COVID Recovery - HCHCT	£0	£0	£0	£0	£0
COVID Recovery - Community	£0	£0	£0	£0	£0
<b>Total COVID Relief</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>Summary of Council/Committee Totals</b>					
Total Council	£84,650	£84,650	£79,390	£5,260	£91,950
Total Finance & Management	£73,000	£73,000	£68,000	£0	£73,000
Total Planning Committee	£5,000	£5,000	£4,569	£431	£10,000
Total Publications & Communications	£9,450	£9,450	£6,929	£2,521	£18,350
Total Service Provision	£87,700	£87,700	£118,138	-£30,438	£87,700
Total Climate Emergency	£46,000	£46,000	£39,350	£6,650	£36,000
Total COVID Relief	£0	£0	£0	£0	£0
<b>Total</b>	<b>£305,800</b>	<b>£305,800</b>	<b>£316,376</b>	<b>-£15,576</b>	<b>£317,000</b>
<b>INCOME</b>					
Precept	£274,326	£274,326	£274,326	£0	£282,693
Council Tax Support Grant	£0	£0	£0	£0	£0
Special Expenses Grant	£3,230	£3,230	£3,230	£0	£3,328
Interest on Investments	£600	£600	£100	£500	£300
Refunds	£0	£0	£0	£0	£0
Rents - Allotments / Garage plots	£940	£940	£940	£0	£940
Donations - Holmfirth Public Toilets	£2,000	£2,000	£2,000	£0	£2,000
Shop in toilet building	£4,800	£4,800	£1,127	£3,674	£4,800
Donation for bench upkeep	£50	£50	£0	£50	£0
Neighbourhood Planning - grants	£0	£0	£2,000	-£2,000	£0
<b>Total Income</b>	<b>£285,946</b>	<b>£285,946</b>	<b>£283,723</b>	<b>£2,224</b>	<b>£294,061</b>
Money from reserves needed to balance the budget					<b>£22,939</b>
					<b>£317,000</b>
<b>Earmarked Reserves</b>					
320 Sub-contractor service	£5,000	£5,000	£0	£5,000	£0
321 Legal Advice Contingency	£5,000	£5,000	£0	£5,000	£0
322 Service Provision - CCTV	£5,000	£5,000	£0	£5,000	£5,000
323 F&M - Community Assets - Other community assets	£9,723	£9,723	£0	£9,723	£5,000
324 Planning - Neighbourhood planning	£0	£0	£0	£0	£0
325 Council - Elections Reserve Fund	£19,789	£19,789	£0	£19,789	£19,789
326 Service Provision - Special Reserve - Charity Fund - for defibrillators	£2,000	£2,000	£0	£2,000	£2,000
327 COVID Recovery - HCHCT	£10,000	£10,000	£0	£10,000	£0
328 COVID Recovery Fund - Community	£13,315	£13,315	£0	£13,315	£0
329 Service Provision - Community Assets - Holmfirth Civic Hall (capital)	£30,000	£30,000	£0	£30,000	£40,000
330 F&M - Office/Meeting Room - longer term reshaping costs	£15,000	£15,000	£0	£15,000	£15,000
331 Service Provision - Community Assets - Holmfirth Toilets	£5,000	£5,000	£0	£5,000	£5,000
332 Service Provision - Community Assets - Honley Library	£30,000	£30,000	£0	£30,000	£30,000
333 F&M - Community Assets - Holmfirth Tech	£10,000	£10,000	£10,000	£0	£10,000
NEW CESC - Honley Library Energy Efficiency	£0	£0	£0	£0	£10,000
NEW Pubs and Comms - Royal Events	£0	£0	£0	£0	£10,000
NEW Pubs and Comms - COVID Memorial	£0	£0	£0	£0	£5,000
NEW Children's Playgrounds Project	£0	£0	£0	£0	£50,000
NEW Holme Moss Viewpoint Display Project	£0	£0	£0	£0	£935
<b>Total Earmarked Reserves</b>	<b>£159,827</b>	<b>£159,827</b>	<b>£10,000</b>	<b>£149,827</b>	<b>£207,724</b>

General Reserves at 31/03/2022	£187,274.05
Deficit - 2021-22 at 31/03/2021 (estimated)	-£17,799
Increase in Budget 01/04/2022	£22,939
Increase in earmarked reserves 01/04/2022	-£47,897
<b>General Reserves at 01/04/2022 - estimated</b>	<b>£98,638.77</b>
	<b>34.89%</b>

# Holme Valley Parish Council Cash Book 2021-22

## HSBC Community Current Account

### Payments February 2022

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"/>	YLCA			WEBINAR: CLIMATE EMERGENCY STAFF 03	£15.00	£0.00	£15.00	Council 2122 57	LGA 1972 S112
			BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR			REPAIR OF BUS SHELTER NEW MILL RD	£1,100.00	£0.00	£1,100.00	Council 2122 57	LGA 1894 S8 11
			BACS	<input type="checkbox"/>	NPOWER			ELECTRICITY HOLMFIRTH TOILETS - DEC	£243.46	£12.17	£255.63	Council 2122 57	PHA 1936 S87
			BACS	<input type="checkbox"/>	KIRKLEES COUNCIL			BUILDING REGULATIONS REGULARISATION - GARTSIDE	£0.00	£0.00	£0.00		LGA 1894 S8 11
			BACS	<input type="checkbox"/>	HOLMFIRTH FILM FESTIVAL			GRANT: VENUE HIRE & PUBLICITY	£1,000.00	£0.00	£1,000.00		LGMPA 1976 S19
			BACS	<input type="checkbox"/>	SHARING MEMORIES			GRANT: ART PROJECT FOR OLDER PEOPLE	£987.00	£0.00	£987.00		LGMPA 1976 S19
			BACS	<input type="checkbox"/>	HONLEY JUNIOR FOOTBALL CLUB			GRANT: POPUP SHELTERS FOR UNDER 7S	£350.00	£0.00	£350.00		LGMPA 1976 S19
			BACS	<input type="checkbox"/>	STAFF 02			REIMBURSEMENT: HAND SANITISER (NO RECEIPT)	£4.50	£0.00	£4.50	Council 2122 57	LGA 1972 S111
									<b>£3,699.96</b>	<b>£12.17</b>	<b>£3,712.13</b>		

# Holme Valley Parish Council

## Meeting Schedule- April 2022 to May 2023

DATE	MEETING	TIME	CLERK
4 April 2022	Planning Committee	1900HRS	RM
11 April	Holiday		
18 April	Holiday		
25 April	Finance and Management Committee	1900HRS	RM/JM
2 May	Holiday		
9 May	Planning Committee	1900HRS	JM
16 May	<b>HVPC ANNUAL COUNCIL</b>	1900HRS	JM/RM
23 May	Publications and Communications 1	1900HRS	RM
30 May	Holiday		
6 June	Planning Committee 1	1900HRS	RM
13 June	Service Provision Committee 1	1900HRS	JM
20 June	Finance and Management Committee 1	1900HRS	RM/JM
27 June	Climate Emergency Committee 1	1900HRS	JM
4 July	Planning Committee 2	1900HRS	RM
11 July	<b>COUNCIL 1</b>	1900HRS	JM/RM
18 July	Staffing Committee 1	1900HRS	JM
25 July	Holiday		
1 August	Holiday		
8 August	Holiday		
15 August	Planning Committee 3	1900HRS	RM
22 August	Finance and Management Committee 2	1900HRS	RM/JM
29 August	Bank Holiday		
5 September	Publications and Communications Committee 2	1900HRS	JM
12 September	Service Provision Committee 2 - grants	1900HRS	JM
19 September	Finance and Management Committee 3- grants	1900HRS	RM/JM
26 September	Planning Committee 4	1900HRS	RM
3 October	<b>COUNCIL 2</b>	1900HRS	JM/RM
10 October	Climate Emergency Committee 2 - budget	1900HRS	JM
17 October	Staffing Committee 2 - budget	1900HRS	JM
24 October	Holiday		
31 October	Planning Committee 5 - budget	1900HRS	RM
7 November	Service Provision Committee 3 -budget	1900HRS	JM
14 November	Publications and Communications 3 - budget	1900HRS	JM
21 November	Finance and Management Committee 4 - budget	1900HRS	RM/JM
28 November		1900HRS	RM
5 December	Planning Committee 6	1900HRS	JM/RM
12 December	<b>COUNCIL 3- budget</b>	1900HRS	JM
19 December	Holiday		
26 December	Holiday		
2 January 2023	Free/ prepare agendas		
9 January	Planning Committee 7		
16 January	Finance and Management Committee 5- precept		

Agendas published on the Council Website three working days prior to the meeting.  
[clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)

Version 1: January 2022

# Holme Valley Parish Council

## Meeting Schedule- April 2022 to May 2023

DATE	MEETING	TIME	CLERK
23 January	Staffing Committee 3	1900HRS	JM
30 January	Planning Committee 8	1900HRS	RM
6 February	<b>COUNCIL 4- precept</b>	1900HRS	JM/RM
13 February	Holiday		
20 February 2023	Finance and Management Committee 6 - Grants	1900HRS	RM/JM
27 February	Service Provision Committee 4 - Grants	1900HRS	JM
6 March	Planning Committee 9	1900HRS	RM
13 March	Climate Emergency Committee 3	1900HRS	JM
20 March	Publications and Communications Committee 4	1900HRS	JM
27 March	<b>Annual Parish Meeting</b> <b>COUNCIL 5 - grants</b>	1900HRS 2000HRS	JM/RM
3 April	Holiday		
10 April	Holiday		
17 April	Planning Committee 10	1900HRS	RM
24 April	Finance and Management Committee 7	1900HRS	RM/JM
1 May	Bank Holiday		
8 May	Climate Emergency Committee 4	1900HRS	JM
15 May	Planning Committee 11	1900HRS	RM
22 May	<b>ANNUAL COUNCIL 6</b>	1900HRS	JM/RM
29 May	Holiday		

<b>Meetings on Monday evenings and start at 7pm unless there are 2 meetings</b>	
<b>Meetings are in the Exhibition Room, Top Floor, Holmfirth Civic Hall, unless otherwise stated.</b>	
<b>Meeting free week before full council where possible to enable all previous meetings to be included in Council agenda. The week after a long holiday period should be a free week to allow agendas to be distributed.</b>	
<b>Annual Parish Meeting (of electorate) to be held between 1 March and 1 June</b>	
<b>In an election year the Annual Council Meeting is to be held between 4 and 14 days after polling day</b>	
<b>Where there are two meetings the first starts at 6.30 and the second at 8 pm or whenever the previous meeting finishes</b>	
<b>Pubs and Comms, Service Provision and Climate Emergency meet 4 times a year.</b>	
<b>Planning meets every 4 weeks if possible</b>	
<b>Staffing meets 3 times a year or as needed</b>	
<b>Finance and Management or Full Council alternate month on month.</b>	

## Assessment Decision Ref 2021-051

<b>Complainants:</b>	<b>Various – members of the public</b>
<b>Subject Member:</b>	<b>Holme Valley Parish Councillor James Dalton</b>
<b>Consultees:</b>	<b>Councillor Mohan Sokhal, Councillor Susan Lee-Richards, Councillor Alison Munro, Councillor Paul White and Councillor Richard Smith</b>
<b>Decision Makers:</b>	<b>Councillor James Homewood (for Chair of Standards), Michael Stow (Independent Person), Julie Muscroft (Monitoring Officer)</b>

As Monitoring Officer, substitute Chair of Standards and Independent Person, we have considered what action should be taken in respect of this complaint and have consulted the above Group Business Managers (Consultees) in doing so.

The 4 complaints all related to allegations about Cllr Dalton's behaviour on social media. Those allegations related to a number of posts made by Cllr Dalton in 2020.

It is acknowledged that there has been a delay for a number of reasons in bringing these complaints to the formal process.

The Monitoring Officer is concerned that this is now the third set of complaints that related to Cllr Dalton's social media behaviour and is aware that, despite there being findings of breaches on both previous occasions, Cllr Dalton has refused to acknowledge this or to comply with any of the sanctions that were imposed by Holme Valley Parish Council (HVPC).

Notwithstanding that Cllr Dalton may respond in a similar manner it was concluded that the complaints should follow due process in order for a conclusion to be reached for the various complainants.

The 4 complaints break down into 3 distinct complaints and the assessment panel and us as decision makers considered each one separately and reached a conclusion in respect of each of the 3.

In coming to our decisions we took account of various pieces of information including:

- the written complaints submitted by a total of 4 people
- the response to the complaints by Cllr Dalton
- the contributions of the GBMs at the assessment panel meeting

Cllr Dalton was asked to respond to the complaints, in line with the process, but in his response he stated that he was not acting as a Councillor when he posted on



Twitter and that, consequently, the Code of Conduct did not apply to him. He further described the complaints as being '*vexatious*' and '*anti-democratic*'.

In line with the published standards process, the assessment panel met to consider the complaint.

The assessment panel noted that this was now the third time that they had considered complaints relating to Cllr Dalton's social media posts and that they were disappointed that the previous sets of sanctions appeared to not have been complied with and appear to have had no positive effect on his behaviour.

The relevant Code of Conduct is that of Kirklees Council, HVPC having adopted it in 2019.

Consideration was given to the applicability of Article 10 of the European Convention on Human Rights and the right to freedom of speech. There was acknowledgment that this was not an absolute right and that a distinction needed to be made between what was being said and the manner in which it was said, as well as who was the subject of such comments.

## **Conclusion/Decision**

Cllr Dalton responded to the complaints by suggesting that he was not making social media posts as a councillor, so it was necessary for the purposes of dealing with the complaints to firstly come to a decision as to whether or not he had been acting as a councillor when he posted the tweets. The panel were of the view that, as his Twitter 'handle' stated that he was a councillor and that his 'biog' made reference to the HVPC, he had been acting as a councillor when posting the comments, despite his disclaimer that all views were his own. The panel took the view that he could easily have edited his Twitter 'handle' if he did not want members of the public to associate his tweets with his role as an HVPC councillor and did indeed note that he had previously been asked to do this following previous complaints. As decision makers, we were in agreement with the panel that he had intended his tweets to be seen as coming from a councillor and felt that it was a reasonable assumption that any member of the public reading the tweets would believe that he was commenting as an Elected member of HVPC.

When considering whether Article 10 would apply, both the assessment panel and the decision makers took the view that in some of his tweets Cllr Dalton went beyond what could be regarded as him exercising a legitimate right to free speech and a right to make political comment. It was felt that a number of the comments were not simply the expression of a political view, but went further than that and constituted unjustified attacks on various groups of people. It was agreed that the protections afforded by Article 10 would not have applied, as Cllr Dalton was not commenting directly on the business of the HVPC but, rather, commenting on unrelated matters on social media.

### Complaint 1

This was a complaint that Cllr Dalton had referred to the press as being the ‘*enemy*’, with a suggestion that they should be destroyed. There were two complaints about this tweet, with one complainant expressing concern that there was a threat of violence being made, with the associated concerns that other individuals may be encouraged to act by Cllr Dalton’s rhetoric, especially his comments that ‘*uncompromising destruction is often the only righteous way*’. He also used the ‘hashtag’ #*scummedia – evil* in his tweet.

We find the following breaches of the Code of Conduct occurred:

1. 3A 1 – you must treat others with respect
2. 3A 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
3. 3A 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

### Complaint 2

This complaint was about a Tweet in which Cllr Dalton described BLM as a ‘*domestic terrorist organisation*’ that was ‘*well funded by George Soros*’. There were suggestions that linking BLM to terrorism in this way was racist, as well as suggestions that making reference to George Soros as being behind the movement was an anti-semitic, ‘dog whistle’ politics statement.

We find that the following breaches occurred:

1. 3A 1 – you must treat others with respect
2. 3A 4 – you must not do anything which may cause the Council to breach any of the equality duties
3. 3A 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
4. 3A 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

### Complaint 3

This complaint related to a Tweet in which Cllr Dalton suggested that LGBT people were ‘*degenerates*’ and that attempts to educate children about LGBT issues constituted ‘*ongoing abuse of all our children*’. Responding to criticism of his tweeting, Cllr Dalton suggested that this was a ‘*slow normalisation of paedophilia*’ and that there was some kind of agenda to ‘*get the degenerates in the schools Pride and all that. Groom them in the classroom*’. It was suggested that linking LGBT people to paedophilia and child grooming was homophobic. It was also suggested that, in responding to criticism of the initial Tweet, Cllr Dalton again resorted to an

anti-semitic trope, referring to an article as being '*written in the Cultural Marxist postmodernist style*'.

We find that the following breaches occurred:

1. 3A 1 – you must treat others with respect
2. 3A 4 – you must not do anything which may cause the Council to breach any of the equality duties
3. 3A 5 – you must not conduct yourself in a manner which would reasonably be regarded as bringing the Council into disrepute, or you position as a Councillor into disrepute
4. 3A 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

In addition to the above we also considered whether or not Cllr Dalton was in breach of the following:

3A 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

It was agreed that, following the two previous complaints investigations and the imposition of sanctions, that Cllr Dalton was in breach of this part of the Code of Conduct. He had failed to engage properly with the process and to acknowledge the breaches. He has consistently refused to comply with any of the sanctions.

With regards to sanctions, we note that this decision will be referred back to HVPC for debate and decision, but we would suggest that the following should be considered:

- i) requiring an apology from Cllr Dalton. This should be made to the individual complainants as we acknowledge that he is not able to do this via Twitter;
- ii) a requirement for Cllr Dalton to apologise to HVPC for bringing the Council into disrepute;
- iii) a requirement for Cllr Dalton to delete all/ any of the remaining Tweets complained of should his Twitter ban be lifted;
- iv) a requirement for Cllr Dalton to edit his Twitter 'handle' and 'biog' to remove references to him being a councillor should his Twitter ban be lifted;
- v) reiterating the previous sanction requiring Cllr Dalton to attend diversity training;
- vi) formal censure by HVPC of Cllr Dalton. We would suggest that he is asked to attend a meeting of HVPC and to explain his actions. Our suggestion would be that this be recurring agenda item until Cllr Dalton has attended and complied.

Signed: Julie Muscroft

Dated: 6<sup>th</sup> December 2021

**Julie Muscroft**

**Monitoring Officer**

Signed: Cllr James Homewood

Dated: 6<sup>th</sup> December 2021

**Cllr James Homewood  
for Chair of Standards**

Signed: Michael Stow

Dated: 6<sup>th</sup> December 2021

**Michael Stow  
Independent Person**

# Code of Conduct for Members

## Definitions

For the purposes of this Code of Conduct:

- “Councillor” means a Member or Co-opted Member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who:

- a) is a Member of any Committee or Sub-committee of the authority, or;
- b) is a Member of, and represents the authority on, any joint Committee or joint Sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that Committee or Sub-committee”.

- “local authority” includes County Councils, District Councils, London Borough Councils, Parish Councils, Town Councils, Fire and Rescue authorities, Police authorities, Joint authorities, Economic Prosperity Boards, Combined authorities and National Park authorities.

- “meeting” means any meeting of:

- the authority;
- the Executive of the authority
- any of the authority’s or its Executive’s committees, Sub-committees, joint Committees or joint Sub-committees.

- “body” means any body of which you are a Member or in a position of general control and management and:

- to which you are appointed or nominated by your authority, or
- which is a body
  - exercising functions of a public nature or
  - directed to charitable purposes or
  - one of whose principal purposes includes the influence of public opinion or policy.

- “relevant person” means any person with whom you have a family, social or business relationship.

## Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, Kirklees officers and the reputation of Kirklees Council. It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of Councillor and local government.

## **General Principles of Councillor Conduct**

The Principles of Public Life apply to everyone in public office at all levels; all who serve the public or deliver public services, including Ministers, Civil Servants, Councillors and local authority officers should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of Councillor. I promote these principles and will challenge poor behaviour where it occurs.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest and act solely in terms of the public interest
- I understand that I am accountable to the public for my decisions and actions and will submit myself to scrutiny
- I will act and take decisions in an open and transparent manner and will not withhold information from the public unless there are clear and lawful reasons for doing so
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

## **Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Councillor or attend your first meeting as a co-opted Member and continues to apply to you until you cease to be a Councillor.

This Code of Conduct applies to you when you are acting in your capacity as a Councillor which may include when:

- you are at meetings of the authority
- you are acting as a representative of the authority
- you are taking any decision as a Cabinet member or Ward Councillor
- you are discharging your functions as a Ward Councillor
- you are at briefing meetings with officers and at site visits
- you are corresponding with the authority other than in a private capacity
- you misuse your position as a Councillor
- your actions would give the impression to a reasonable member of the public with

knowledge of all the facts that you are acting as a Councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

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.

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.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a Councillor.

The Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from the Monitoring Officer on any matters that may relate to the Code of Conduct. Town and Parish Councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

## **Standards of Councillor Conduct**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

### **General Conduct**

#### **1. Respect**

##### **As a Councillor:**

**1.1 I treat other Councillors and members of the public with respect.**

**1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a

robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the Police. This also applies to fellow Councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's Councillor-Officer Protocol.

## **2. Bullying, Harassment and Discrimination**

### **As a councillor:**

**2.1 I do not bully any person.**

**2.2 I do not harass any person.**

**2.3 I promote equalities and do not discriminate unlawfully against any person.**

**2.4 I will not do anything which may cause the Council to breach any of its equality duties.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.



The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

### **3. Impartiality of Officers of the Council**

**As a Councillor:**

#### **3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

### **4. Confidentiality and Access to Information**

**As a Councillor:**

#### **4.1 I do not disclose information:**

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
  - i. I have received the consent of a person authorised to give it;**
  - ii. I am required by law to do so;**
  - iii. the disclosure is made to a third party for the purpose 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:**
    - 1. reasonable and in the public interest; and**
    - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
    - 3. I have consulted the Monitoring Officer prior to its release.**

#### **4.2 I do not improperly use knowledge gained solely as a result of my role as a Councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**

#### **4.3 I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information

relating to ongoing negotiations.

## **5. Disrepute**

**As a Councillor:**

**5.2 I do not bring my role or local authority into disrepute.**

**5.3 I do not conduct myself in a manner which is contrary to the Council's duty to promote and maintain high standards of behaviour.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other Councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow Councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the Council whilst continuing to adhere to other aspects of this Code of Conduct.

## **6. Use of position**

**As a Councillor:**

**6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a Member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

## **7. Behaviours**

**As a Councillor:**

**7.1 I will comply with the standards outlined in the Council's behaviours, in particular the Member / Officer Protocol.**

There may be policies and guidance related to standards of appropriate behaviour and responsibilities agreed and issued from time to time which you will be expected to have regard to.

## **8. Use of Local Authority Resources and Facilities**

**As a Councillor:**

**8.1 I do not misuse Council resources.**

**8.2 I will, when using the resources of the local authority or authorising their use by others:**

- a. act in accordance with the local authority's requirements**
- b. ensure that such resources are not used for political purposes unless**

**that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed; and**

- c. have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a Councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a Councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

## **9. Media and Public Speaking**

**As a Councillor:**

- 9.1 I will be clear when communicating with the media or speaking in public that I do not give the impression that I am acting in an official capacity when I am not.**

It is important that you do not do or say anything that might mislead members of the public into believing that you are speaking on behalf of the Council or that your views represent an official Council position when it is your own personal or political view.

## **10. Attendance at Meetings**

**As a Councillor**

- 10.1 I will comply with the rules and procedures of meetings I attend.**

- 10.2 I will comply with the Council's Standing Orders and the rulings of the Chair.**

## **11. Decision Making**

**As a Councillor**

- 11.1 When reaching decisions on any matter I will have regard to any relevant advice from:**

- a. The Chief Finance Officer (statutory S.151 officer);**
- b. The Monitoring Officer (Service Director of Legal, Governance and Commissioning) where she is acting pursuant to her statutory duties.**

## **12. Complying with the Code of Conduct**

**As a Councillor:**

- 12.1 I undertake Code of Conduct training provided by my local authority.**

- 12.2 I cooperate with any Code of Conduct investigation and/or determination.**

**12.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**

**12.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a Councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with the Monitoring Officer.

### **Protecting your reputation and the reputation of the local authority**

#### **13. Interests**

##### **As a Councillor:**

**13.1 I register and disclose my interests.**

##### **13.2 Disclosable Pecuniary Interests**

Disclosable Pecuniary Interests ("DPs") 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.

I will, within 28 days of:

adoption of this Code of Conduct by the authority; or

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 mine, my spouse's or civil partner's, or is the pecuniary interest of somebody whom I am living with as a husband or wife, or as if we were civil partners.

When I am present at a meeting of the authority and I 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, I will disclose the existence and nature of the interest to the meeting.

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

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

I will 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.

##### **13.3 Interests which are not Disclosable Pecuniary Interests (Other Interests)**

In addition to the requirements relating to DPIs, if I attend a meeting at which any item of business is to be considered and I am aware that I have an interest which does not amount to a DPI I will 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.

I will 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 me or a member of my family or a person or an organisation with whom I 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 I 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 my family (other than a partner) or a person with whom I have a close association.

In such circumstances I will consider whether my continued participation in the matter relating to my 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.

I will not have an Other interest if the interest relates to any business of the authority in respect of –

- housing, where I am a tenant of your authority provided that those functions do not relate particularly to my tenancy or lease;
- school meals or school transport and travelling expenses, where I am a parent or guardian of a child in full time education, or am a parent governor of a school, unless it relates particularly to the school which the child attends;
- statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where I am in receipt of, or am entitled to the receipt of, such pay;
- an allowance, payment or indemnity given to members;
- any ceremonial honour given to members; and
- setting Council Tax or a precept under the Local Government Finance Act 1992.

#### **13.4 Sensitive Interests**

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

#### **13.5 Sensitive Information**

Where I consider that the information relating to any of my interests is sensitive information, and the Monitoring Officer agrees, I will not include that information when registering that interest.

I will, within 28 days of becoming aware of any change of circumstances which means that information excluded is no longer sensitive information, notify the

Monitoring Officer asking that the information be included in the register of members' interests.

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

## **14. Gifts and Hospitality**

### **As a Councillor:**

- 14.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 14.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.**
- 14.3 I register with the Monitoring Officer any gifts from the same source that exceed a cumulative total of £100 in any year.**
- 14.4 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor. If you are unsure, do contact your Monitoring Officer for guidance.

## **Appendices**

### **Appendix A – The Seven Principles of Public Life**

The principles are:

#### **Selflessness**

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

#### **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 disclose and resolve any interests and relationships.

#### **Objectivity**

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

#### **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.

#### **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.

#### **Honesty**

Holders of public office should be truthful.

#### **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.

**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the Council) made to the Councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a Councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	<p>Any contract made between the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council -</p> <p>(a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.</p>
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer



<b>Corporate Tenancies</b>	<p>Any tenancy where (to the Councillor's knowledge) -</p> <p>(a) the landlord is the Council; and  (b) the tenant is a body that the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
<b>Securities</b>	<p>Any beneficial interest in securities* of a body where -</p> <p>(a) that body (to the Councillor's knowledge) has a place of business or land in the area of the council; and  (b) either-</p> <p>(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 Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

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\* 'director' includes a member of the committee of management of an industrial and provident society.

\* '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 2: Other Registrable Interests

You must register as an Other Registrable Interest :

- a) any unpaid directorships;
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority ;
- c) any body
  - (i) exercising functions of a public nature
  - (ii) directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)of which you are a member or in a position of general control or management

# Holme Valley Parish Council

## FINANCIAL REGULATIONS

### **Proposed Amendment to 11.1 h) for consideration by Council 31/01/2022**

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## **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 orders<sup>1</sup> 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.

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<sup>1</sup> Model Standing Orders for Councils (2018 Edition) is available from NALC (@NALC 2018)

- determines on behalf of the council its accounting records and accounting control systems.
- ensures the accounting control systems are observed.
- 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 Regulations<sup>2</sup>.**

**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**

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<sup>2</sup> 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



**set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>3</sup>.**

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 £1000 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).

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<sup>3</sup> 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)

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 form the NALC model regulations.

- Proposed amendment to 11.1 h) reviewed by the Finance and Management Committee 17<sup>th</sup> January 2022 2122 80 1) and recommended to Council
- For consideration at Full Council on Monday 31/01/2022

Jen McIntosh, Clerk, HVPC



# **Asset Register Policy**

Version Control:  
2022/01 – For review by F&M 17/01/2022 following Internal Auditor Report for recommendation to Council



# HOLME VALLEY PARISH COUNCIL

## Asset Register Policy

### 1 Background

1.1 Local councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. This includes items of a capital nature where values tend to be high and which have a useful life of more than one year (Governance and Accountability for Local Councils: A Practitioner's Guide (England) 2014, para. 3.66). The Council's Financial Regulations, section 14 refers to the custody of Assets, Properties and Estates.

### 2 Scope of asset register

2.1 In order to ensure transparency and reasonableness, the following items are included in the Council's asset register, whether purchased, gifted or otherwise acquired, together with their holding location:

- land and buildings held freehold or on long term lease in the name of the Council
- community assets
- vehicles, plant and machinery
- assets considered to be portable, attractive or of community significance
- other assets estimated or known to have a minimum purchase or resale value of £100
- long term investments, shares and loans made by the Council
- assets held on trust (e.g. monies held on behalf of the Chairman's charity)

2.2 The values indicated in the asset register will inform the 'total fixed assets' section of the Annual Return with the exception of assets held on trust.

2.3 The following items fall outside the definition for inclusion and are therefore excluded from the Council's asset register:

- land and buildings held on short term lease or rented
- land and buildings maintained or serviced, but not owned by the Council
- assets rented by or loaned to the Council
- stock items intended for resale
- stationery and other consumable items
- boundaries of land owned (e.g. fences, hedges and gates)
- floor or land surfaces and drainage
- plants and trees
- assets with a purchase or resale value of less than £100 (other than items listed as for inclusion in the asset register)
- repairs
- cash, short term investments and other current assets
- intangible assets (e.g. trademarks, internet domain names, contingent assets, broadcast rights)
- 'negative' assets (e.g. provisions, borrowings, creditors and contingent liabilities)

2.4 A separate section of the asset register will contain a schedule of disposals.



# HOLME VALLEY PARISH COUNCIL

## 3 Valuation of assets

3.1 Once recorded on the asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils (Governance and Accountability for Local Councils: A Practitioner's Guide (England) 2014, para. 3.69).

3.2 Assets must be valued by one of the following means based on available information:

- ideally, apply the purchase price (net of VAT if VAT has been reclaimed);
- otherwise, apply the purchase price (gross of VAT if VAT has not been reclaimed or where the VAT status of the purchase is unclear)

3.3 Where it is not possible to trace the purchase price of the asset the insurance valuation should be applied. As a last resort, a nominal value of £1 may be applied. This should also be used for assets gifted to the Council.

3.4 There is no guidance where land or buildings have been subject to substantial renovation and improvement to such an extent that the new market value bears no relation to the original purchase cost. In order to avoid renovation and improvement work being separately recorded on the asset register and in these exceptional circumstances only, a market value supplied by a qualified surveyor may be entered.

## 4 Procedure for updating the asset register

4.1 The start point is the asset register that has been agreed for the end of the previous financial year. The financial ledger should be reviewed for all purchases made during the year. A discussion should be held with all Council officers to identify any assets that have been gifted to the Council. Any new assets which fall in the categories stated at 2.1 above should be added to the asset register, with their values recorded at the purchase price (net of VAT if VAT is being reclaimed or at £1 if gifted to the Council).

4.2 The financial ledger should also be reviewed for all asset sales made during the year. A discussion should be held with all Council officers to identify any assets that have been lost, disposed of or gifted by the Council. Any assets which fall in the categories stated at 2.1 above should be removed from the asset register and recorded in the schedule of disposals. The asset register should record any assets loaned by the Council, including the person or organisation borrowing the asset, its location and the date when the loan period ends.

4.3 A 'stock take' of asset register items should occur to ensure that all asset register items can be physically verified. Any assets which cannot be located should be removed from the asset register and recorded in the schedule of disposals.

4.4 The asset register, schedule of disposals and this policy will be reviewed annually by the Finance & General Purposes committee and approved by the Council at the same time as the approval of the Annual Return.



# HOLME VALLEY PARISH COUNCIL

## 5 Disposals Procedure

5.1 It is important that any asset disposals are correctly handled to ensure transparency and accountability.

5.2 The asset disposal form (below) should be used to record the authorisation of the disposal by the appropriate staff/Committee within the Parish Council and the value or values achieved by it.

5.3 The RFO is responsible for updating of the Council's asset register following the appropriately authorised Asset Disposal Request. All asset disposals will be recorded in the Asset Disposals Register for audit purposes.

5.4 Any revenue generated from the disposal of an asset will, in normal circumstances, be credited to the cost centre from which the original asset was funded.

Considered at Finance and Management 17/01/2022  
Rich McGill, Responsible Finance Officer





# HOLME VALLEY PARISH COUNCIL

## Asset Disposal Form

Form to be completed by RFO and presented to the relevant committee for recommendation to the Finance and Management Committee in line with the Asset Register Policy Section 5.

Asset to be Disposed					
Asset Reference and Serial Number	Location	Description	Purchase Date	Original Cost	Disposal Value
<b>Reasons for Disposal:</b>  					
<b>Method of Disposal</b>					
Scrapped <input type="checkbox"/>		Sold <input type="checkbox"/>		Gifted/Donated <input type="checkbox"/>	
<b>Additional Information:</b>  					
<b>Date of Disposal</b>				<b>Auth Ref/Minute Ref</b>	
<b>Authorising Officer and Position Held:</b> (sign and print name)					



# HOLME VALLEY PARISH COUNCIL RISK MANAGEMENT POLICY STATEMENT

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## Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements. Audit Commission - Worth the Risk: Improving Risk Management in Local Government (2001: 5)

## Policy Statement

Holme Valley Parish Council recognises that it has a responsibility to manage risks effectively to protect its employees, assets, liabilities, and community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision.

The Council is aware that some risks can never be eliminated fully, and it has in place a strategy that provides a structured, systematic, and focussed approach to managing risk.

Risk management is an integral part of the Parish Council's management processes.

## Objectives

The objectives of the Parish Council's risk management strategy are to:-

1. Integrate risk management into the culture of the council
2. Manage risk in accordance with best practice
3. Anticipate and respond to changing social, environmental and legislative requirements
4. Prevent loss, disruption, damage and injury and reduce the cost of risk, thereby maximising resources
5. To inform policy and operational decisions by identifying risks and their likely impact
6. Raise awareness of the need for risk management and ongoing risk reduction



# HOLME VALLEY PARISH COUNCIL

These objectives will be achieved by:

1. Establishing clear roles, responsibilities, and reporting lines within the Parish Council for risk management
2. Providing opportunities for shared learning on risk management across the Parish Council.
3. Providing risk management training and awareness sessions
4. Incorporating risk management considerations into the Parish Council's management processes
5. Effective communication with, and the active involvement of, employees
6. Monitoring arrangements on an on-going basis

## **Responsibility for Risk Management**

Holme Valley Parish Council recognises that it is the responsibility of all Councillors and the employees to have regard for risk in carrying out their duties. If uncontrolled, risk can result in a drain on resources that could better be directed to front line service provision, and to the meeting of the Council's objectives and community needs.

For consideration at Finance and Management Standing Committee 17<sup>th</sup> January 2022

# Ask Honley

Summary of Results

# Overview

The survey was undertaken during the end of 2019. The responses were gathered online or people talking to individuals/groups about their views of Honley.

The main groups involved were:

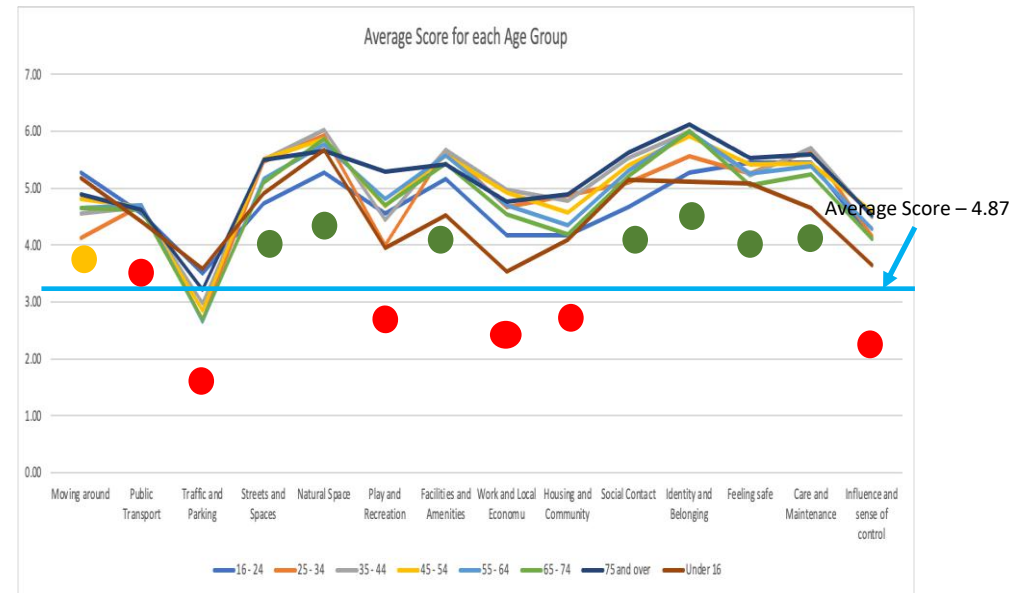
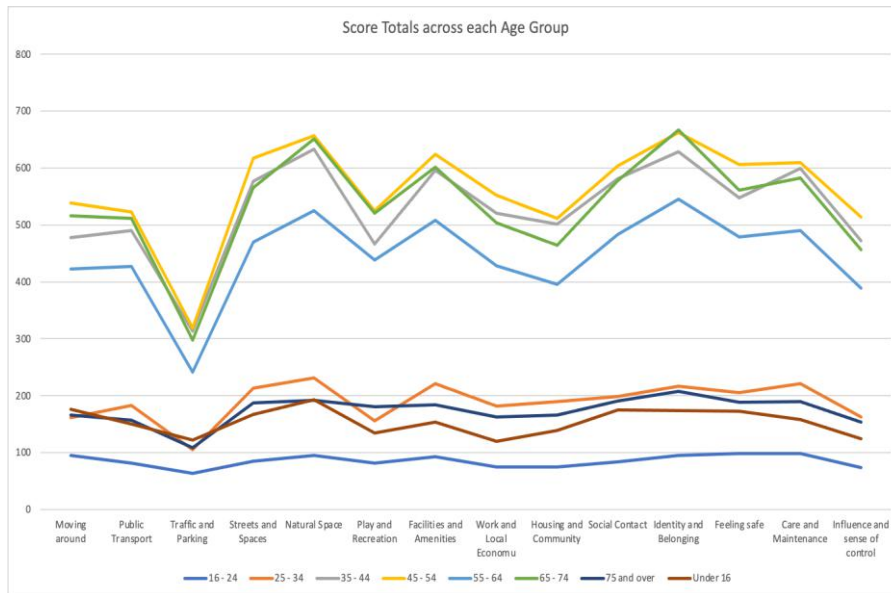
**Friends of Honley** – The groups sits under the umbrella of Honley Village Community Trust, whilst the Trust is responsible for Magdale, FOH are a hands-on community group that concentrates on making the village look and feel better for residents, businesses and visitors.

**Honley Business Association** – Are a a collection of local businesses who work together to improve our village for the people who live and work here, and for those who visit

Each Question has been analysed to indicate which questions were answered positively and which negatively. The following pages breaks this down to show where the focus of further investigations needed to be.

## Overall Scores

The following graphs summarise the total scores and average scores across the different age groups. It can be seen that higher/lower scores are even across the different age groups, this immediately identifies the main areas of concern, which needed further analysis for each individual question to understand the specific themes and areas of concern.



The above graph is a total of all the scores across each age group for each question.

It can clearly be seen that the positive and negative responses are very similar across each age group

The above graph is an average of all the scores across each age group for each question. This highlights slightly better the positive/negative responses as it is irrelevant of volume size.

The main areas that are identified as negative are highlighted when compared to the average response score across all the questions.

## Overall Scores

To further identify the main areas of concern the table below shows the average scores for each age group across questions 1 to 14. The average score across all questions was 4.87, allowing for a 5% variance, I have highlighted the R/A/G status for each of the responses. This has assumed Red 4.62 or less, Green 5.11 or greater, Amber 4.63 to 5.10. As well as the scores across each age the average responses to each question have been scored using the same criteria.

	Moving around	Public Transport	Traffic and Parking	Streets and Spaces	Natural Space	Play and Recreation	Facilities and Amenities	Work and Local Economy	Housing and Community	Social Contact	Identity and Belonging	Feeling safe	Care and Maintenance	Influence and sense of control
Under 16	5.18	4.41	3.59	4.91	5.68	3.94	4.53	3.53	4.09	5.15	5.12	5.09	4.65	3.65
16-24	5.28	4.56	3.50	4.72	5.28	4.56	5.17	4.17	4.17	4.67	5.28	5.44	5.44	4.11
25-34	4.13	4.69	2.69	5.46	5.92	4.00	5.67	4.67	4.87	5.10	5.56	5.26	5.67	4.15
35-44	4.55	4.67	2.98	5.50	6.03	4.45	5.68	4.96	4.77	5.53	5.99	5.22	5.70	4.50
45-54	4.80	4.67	2.85	5.51	5.87	4.69	5.57	4.93	4.57	5.39	5.91	5.41	5.44	4.59
55-64	4.65	4.69	2.65	5.16	5.77	4.81	5.58	4.70	4.34	5.31	5.99	5.26	5.38	4.27
65-74	4.65	4.61	2.68	5.09	5.86	4.69	5.42	4.54	4.18	5.21	6.01	5.05	5.24	4.11
75 and over	4.88	4.62	3.21	5.50	5.65	5.29	5.41	4.76	4.88	5.62	6.12	5.53	5.59	4.53
Average	4.76	4.61	3.02	5.23	5.76	4.55	5.38	4.53	4.48	5.25	5.75	5.28	5.39	4.24
Position	8	9	14	7	1	10	4	11	12	6	2	5	3	13

The above highlights which questions were answered positively and which negatively.

This indicates where the focus of further investigations needed to be. Whilst we accept that questions answered positively highlight what the community think is going well and should be built upon. It is more important that for any initial plans for change we focus on the areas of improvement.

This highlights the 7 areas that needed further investigation to highlight where changes may need to be made.

# Summary of Focus Areas

The following pages breakdown the 7 areas where potential for improvements has been identified.

In each case the answers to each questions have been analysed and grouped into themes to highlight the main areas of concern.



## Summary of Focus Areas

### Process

The scores across each questions highlighted the main areas of concern for each question.

However, it was important to understand the specific concerns within the response to each question. Each response that had comments has been analysed to allow us to understand the reasoning behind the scores given. This allows us to understand the exact concerns that the Community has and where the need for improvements should focus.

During this process 4,500 individual responses, with 3,300 comments have been examined and where possible the main theme(s) of the comment are then used to highlight the main areas of concern.

Obviously across a large section of the Community the answers will vary. However, by examining each comment made across all the responses by each age group, this should allow a reasonable view of the main areas of focus and hence where improvements need to be made.

The following slides examine each of the negatively answered questions and highlight the main areas of concern.

The initial information will show a summary of the responses, in order to highlight the area of focus required we have removed the following:

Responses where no comment has been made – Although the individual has scored the section, without any specific comments it is impossible to understand exactly what the issues are.

Positive responses, whilst we recognise that any positive comments are important, we don't believe that they highlight any areas of improvement.

By removing some of the responses, this allow is to highlight the main areas of concern for each question.

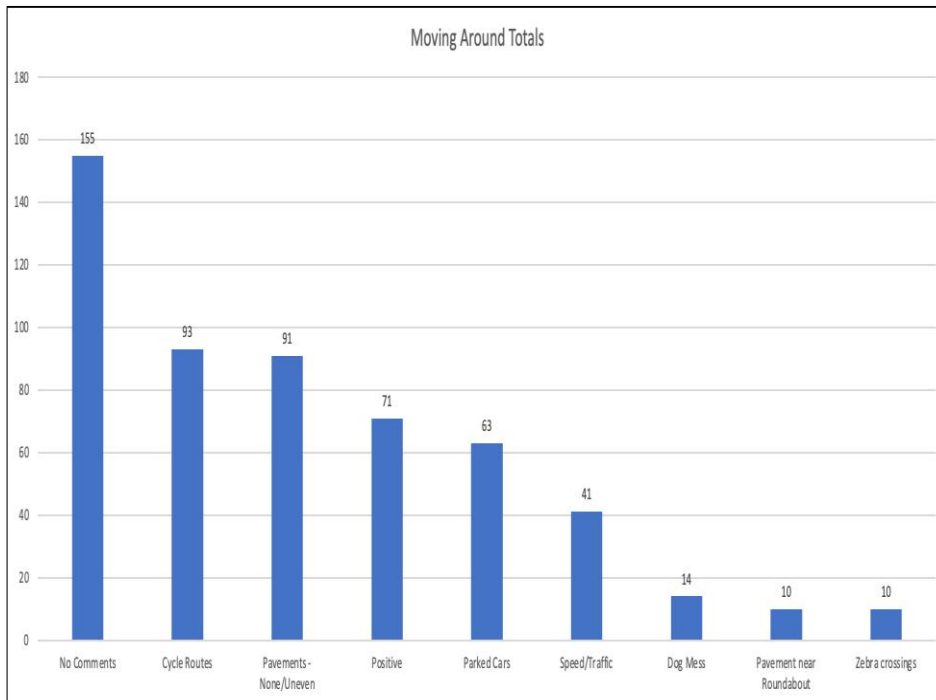
## Question 1: Moving Around – Data

Specific Comments made: 393, Average score over all age groups: 4.76.

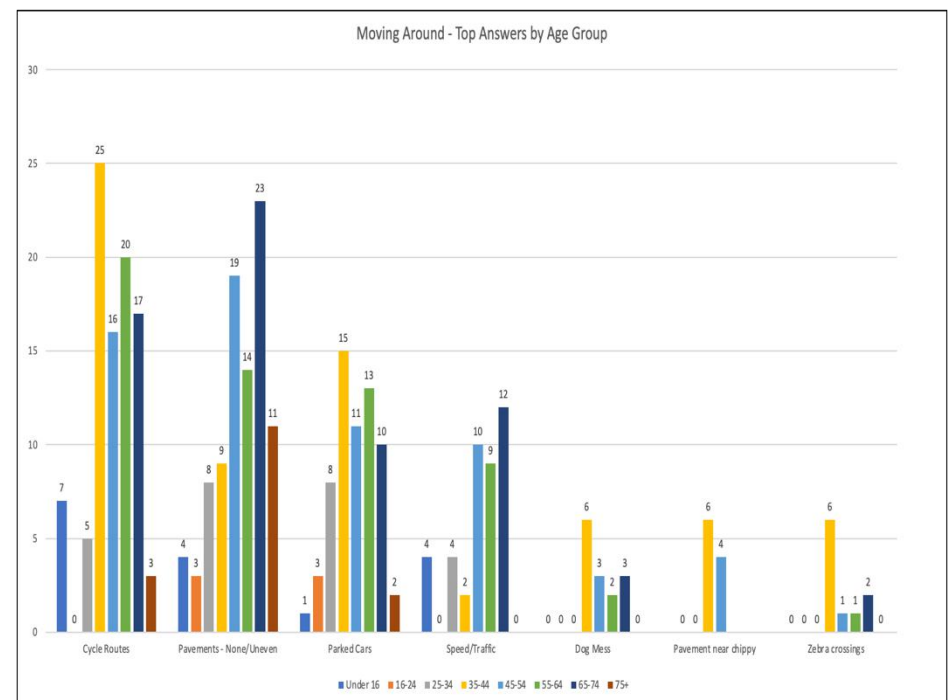
	Moving around
Under 16	5.18
16 - 24	5.28
25 - 34	4.13
35 - 44	4.55
45 - 54	4.80
55 - 64	4.65
65 - 74	4.65
75 and over	4.88

This was the only question answered Amber overall. 8<sup>th</sup> worst score.

It shows that the age groups responded differently with the younger groups being positive and the older groups less so. Although it also highlights that the age groups 25-44 had the biggest concerns.



The above shows the total responses by comment type



The above shows the total responses for each age group. No Comments and Positive comments have been removed.

## Question 1: Moving Around – Summary

The 4 main areas of concern have been highlighted as follows:

### **Cycle Routes:**

The Community had concerns around the lack of cycle routes around the village. They also felt that cycling around the village was dangerous with some of the roads being quite narrow.

### **Pavements – None/Uneven:**

There were 2 main areas of concern highlighted.

Specific areas of the village with no pavements, mainly near roundabout and Thirstin Road, but also in other areas of the village with a narrow pavement on one side only.

There were concerns raised around the state of some of the pavements around Honley, especially by those with prams, wheelchairs etc.

### **Parked Cars:**

Concerns were raised around people parking cars on pavements and double yellow lines making it difficult to get past or cross the road. This was especially a concern with prams and wheelchairs as they were having to go into the road as pavements were blocked. Some comments highlighted issues being worse during school drop off and pick up times.

### **Speed of Traffic:**

Some of the Community highlighted that people drive too fast, either through the village or along roads just outside (Bradhsaw Road, Meltham Road and Magdale). They felt this was especially dangerous when there was no or limited pavements.

### **Other Comments:**

Some comments were raised around the amount of Dog poo left around and whether the Zebra Crossing are as well sign posted as they could be.

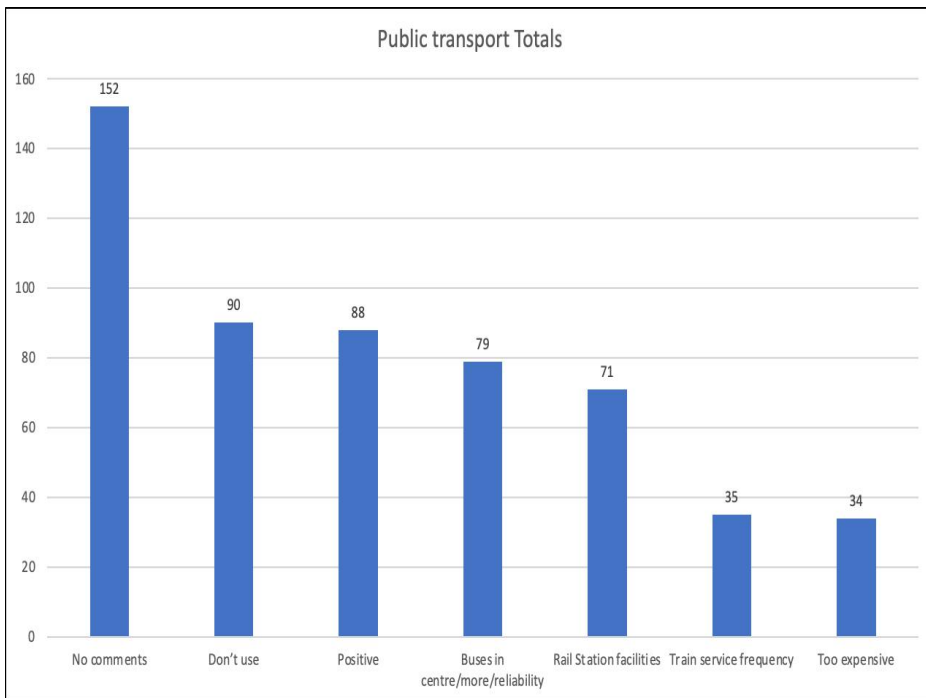
## Question 2: Public Transport – Data

Specific Comments made: 397, Average score over all age groups: **4.61**.

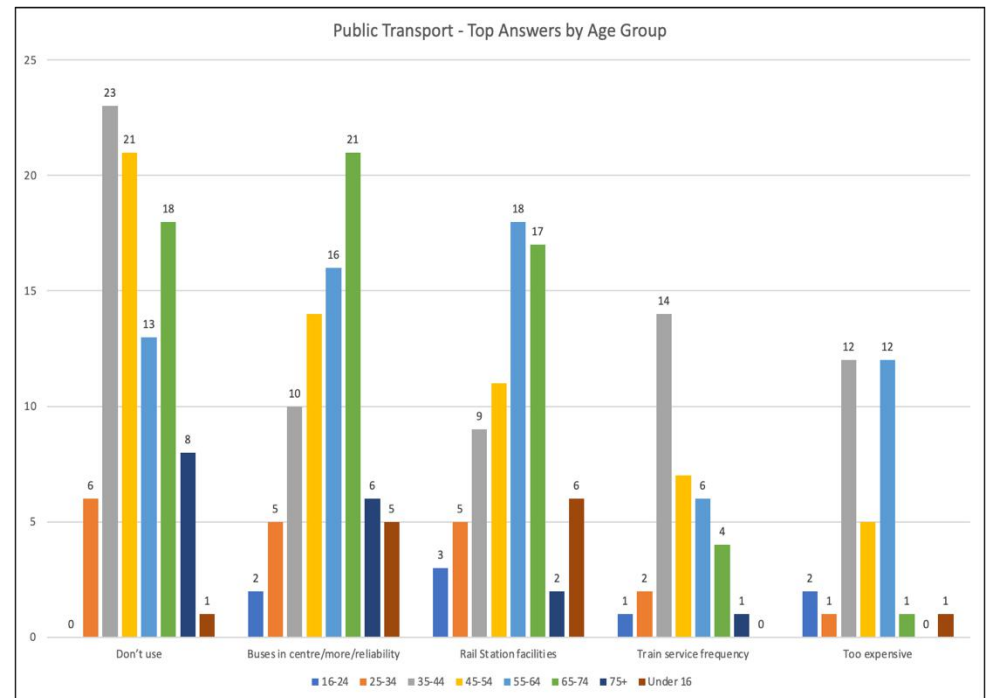
	Public Transport
Under 16	4.41
16 - 24	4.56
25 - 34	4.69
35 - 44	4.67
45 - 54	4.67
55 - 64	4.69
65 - 74	4.61
75 and over	4.62

Of the 14 areas of focus, this was scored at number 9.

The scores were lower for the under 25 and over 65 age groups. Although in the under 16 (37.5%) and over 75 (31.25%) groups there were a higher percentage of positive comments compared to the other age groups.



The above shows the total responses by comment type



The above shows the total responses for each age group. Kept those who said they didn't use to reflect concerns. No Comments and Positive comments have been removed.

## Question 2: Public Transport – Summary

The 4 main areas of concern have been highlighted as follows, have also included 'Don't use' as this highlights some of the other areas of concern:

### **Don't Use:**

Although this doesn't highlight a specific issue, it should be noted that it is usually down to convenience, expense etc. Either the routes are not easy for people to use or they consider it takes too long and is too expensive when compared to driving.

### **Buses in centre/more/reliability:**

There were 3 main areas of concern highlighted.

The routes used tend to serve the centre of the village well, but concerns were raised around the outlying areas

In a lot of cases when services do have reasonable bus stops, they are not frequent enough especially outside the main hours of the day i.e. evening and weekends.

Reliability – Buses will sometimes miss, meaning people can't always rely on them if they need to be somewhere at a specific time.

### **Railway Station facilities:**

Whilst the Community did think having a railway station was good, they highlighted issues, specifically related to the station. Parking and access (disabled, prams etc) were the main ones, but cleanliness, feeling safe and lack of toilets were also mentioned. It was also highlighted that the station was difficult to get to with no regular bus service from the village centre.

### **Train Service frequency:**

People felt the services were just not frequent enough, although a number did suggest that it was the number of people using the line from end to end that might impact on the number of trains being run.

### **Too Expensive:**

Cost was a concern, the Community felt it was cheaper to run a car and pay for parking, rather than use the bus service.

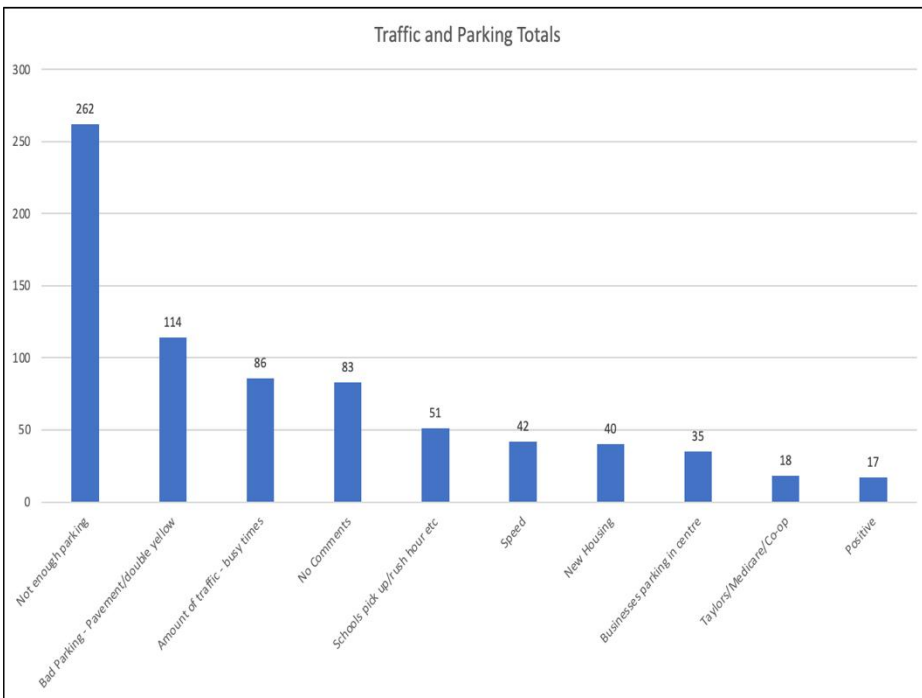
### Question 3: Traffic and Parking – Data

Specific Comments made: 665, Average score over all age groups: 3.02.

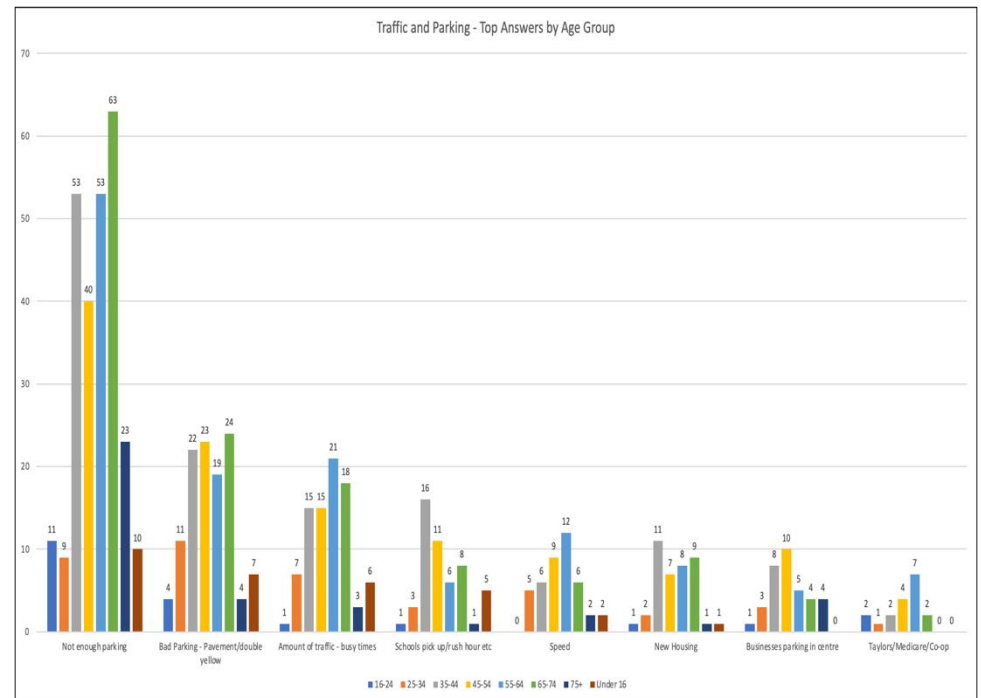
	Traffic and Parking
Under 16	3.59
16 - 24	3.50
25 - 34	2.69
35 - 44	2.98
45 - 54	2.85
55 - 64	2.65
65 - 74	2.68
75 and over	3.21

Of the 14 areas of focus, this was scored last.

It shows that the age groups responded much the same with the age groups between 25 and 74 scoring it under 3, it should be noted that no other question scored less than 3 in any age group. The scores for Traffic and Parking were 8 of the lowest 9 scores and the 7 lowest scores, across all questions.



The above shows the total responses by comment type



The above shows the total responses for each age group. No Comments and Positive comments have been removed.

### Question 3: Traffic and Parking – Summary

The 5 main areas of concern have been highlighted as follows, a summary of the other issues has also been included:

#### **Not enough Parking:**

Seen as the biggest issue in the village and across the survey, the Community felt there simply isn't enough parking in the village, whilst covered in other responses people felt it was worse during certain times of the day and was impacted during school drop off and pick up and by people parking for long hours.

#### **Bad Parking – Pavement/Double Yellow lines:**

There were concerns that some people park without consideration for others. As already highlighted in 'Moving Around' this impacts people using pavements or crossing the road. It was also highlighted that people parked across driveways or in other locations seen as dangerous. A number highlighted issues around Taylors, Co-op and Medicare which caused issues at certain times.

#### **Amount of Traffic:**

There is a concern regarding the amount of traffic that uses the village, this seems to be increasing, this causes issues during the day but especially at rush hour or school drop off-pick up times. The number of large lorries seems to be on the increase.

#### **Schools Pick up/Drop off:**

Whilst this impacts on the above concerns, some people made comments specifically relating to the schools. This was at all schools, but especially in the village centre making it dangerous for pedestrians and other road users.

#### **Speed:**

This again has been highlighted previously but people feel that speed through the village and surrounding areas is too fast and should be better controlled.

#### **Other Comments:**

Issues were Highlighted with the number of new houses impacting the number of vehicles and people parking all day.

## Question 6: Play and Recreation – Data

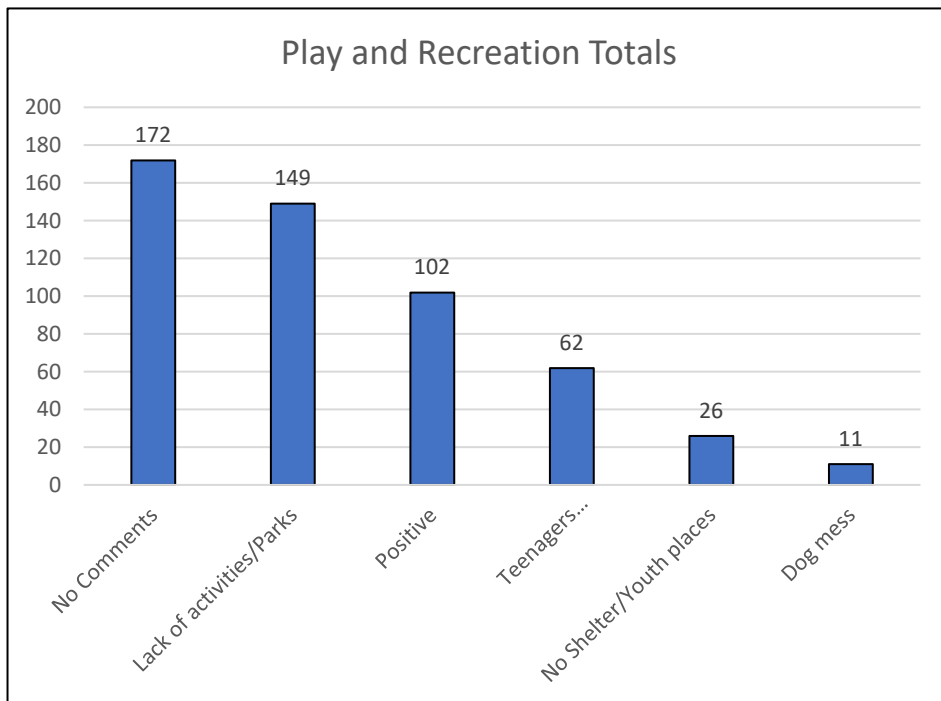
Specific Comments made: 350, Average score over all age groups: **4.55**.

	Play and Recreation
Under 16	3.94
16 - 24	4.56
25 - 34	4.00
35 - 44	4.45
45 - 54	4.69
55 - 64	4.81
65 - 74	4.69
75 and over	5.29

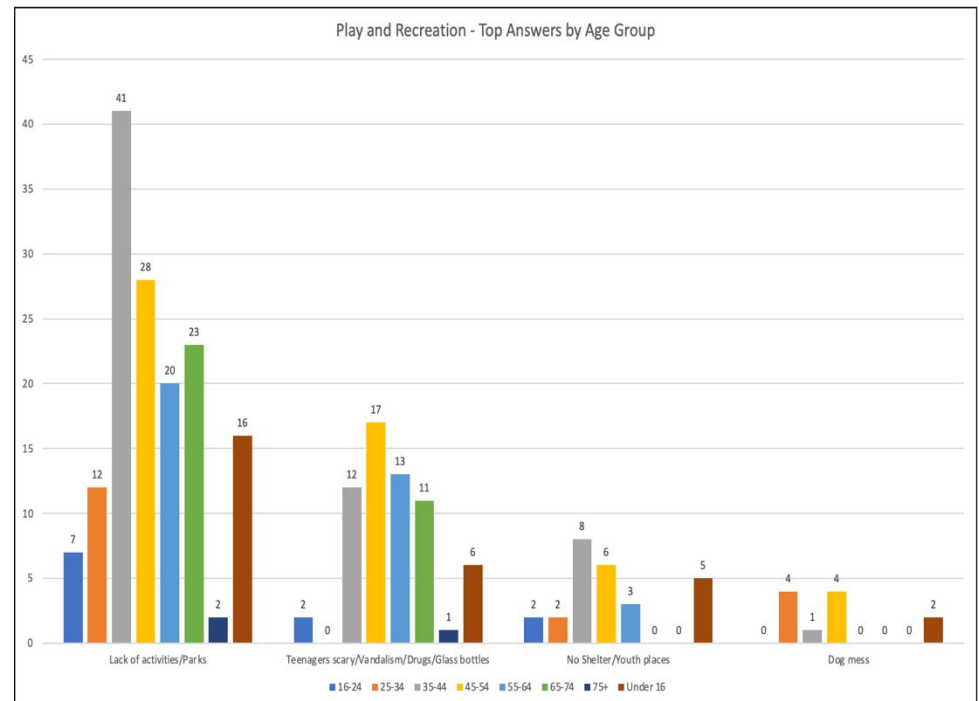
Of the 14 areas of focus, this was scored at number 10.

It shows that the age groups responded differently, with the younger people thinking it was a bigger issue than older people.

Whilst Lack of Activities and Parks and No Shelter/Youth places were scored separately there is obviously some overlap between the 2



The above shows the total responses by comment type



The above shows the total responses for each age group. No Comments and Positive comments have been removed.



## Question 6: Play and Recreation – Summary

The 4 main areas of concern have been highlighted as follows:

### **Lack of Activities/Parks:**

Seen as the biggest issue in this category, this covers aspects such as the lack of equipment or state of the parks, sports facilities and organised activities, this point covered almost 60% of the negative comments made. Equipment across all age groups (including adults) was mentioned, it was felt it was important to have specific areas to suit the different age groups, from younger children to older teenagers and adults. Reference was made by some people about the positive influence of the number of clubs in the village.

### **Teenagers scary/Vandalism/Drugs/Glass Bottles:**

Similar comments made across all age groups apart from 25-34 and 75+. All other groups see it as an issue. Graffiti was mentioned a number of times as well as the vandalism being responsible for the reason the equipment on the parks is not up to standard. A number of comments highlighted that giving teenagers something to do and a different focus could alleviate the issue.

### **No Shelter/Youth Places:**

This specifically covered having somewhere to go that is not for adults. There were some negative comments around drugs etc that might happen. However, most felt that having somewhere for young people to go would help with some of the other issues seen.

### **Dog Mess:**

Highlighted in responses to other questions, the impact on some of the open areas on Jagger Lane and Meltham Road were specifically highlighted.

## Question 8: Work and Local Economy – Data

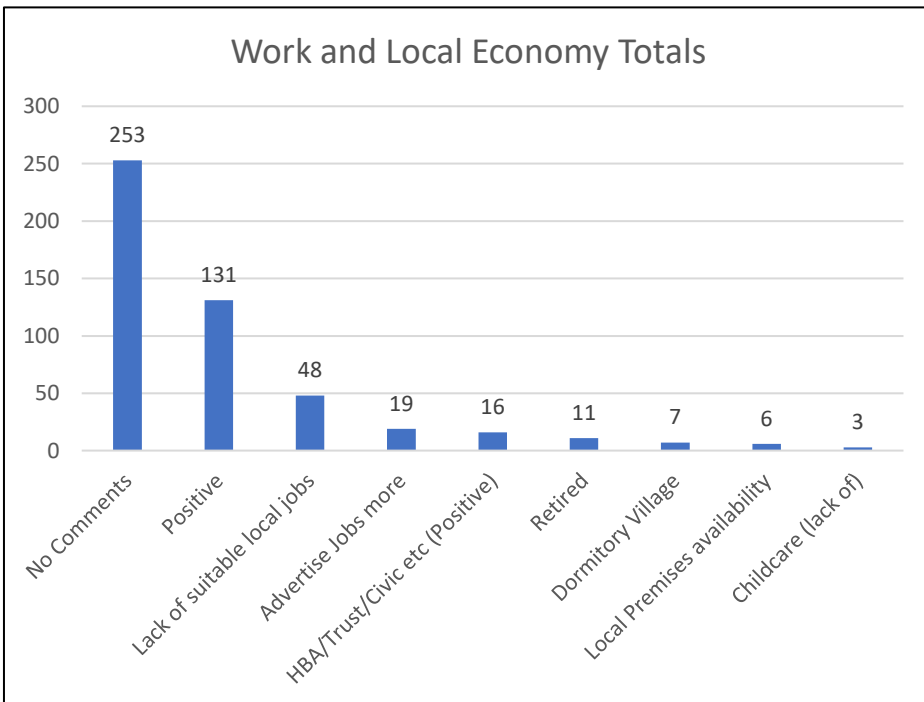
Specific Comments made: 241, Average score over all age groups: 4.53.

	Work and Local Economy
Under 16	3.53
16 - 24	4.17
25 - 34	4.67
35 - 44	4.96
45 - 54	4.93
55 - 64	4.70
65 - 74	4.54
75 and over	4.76

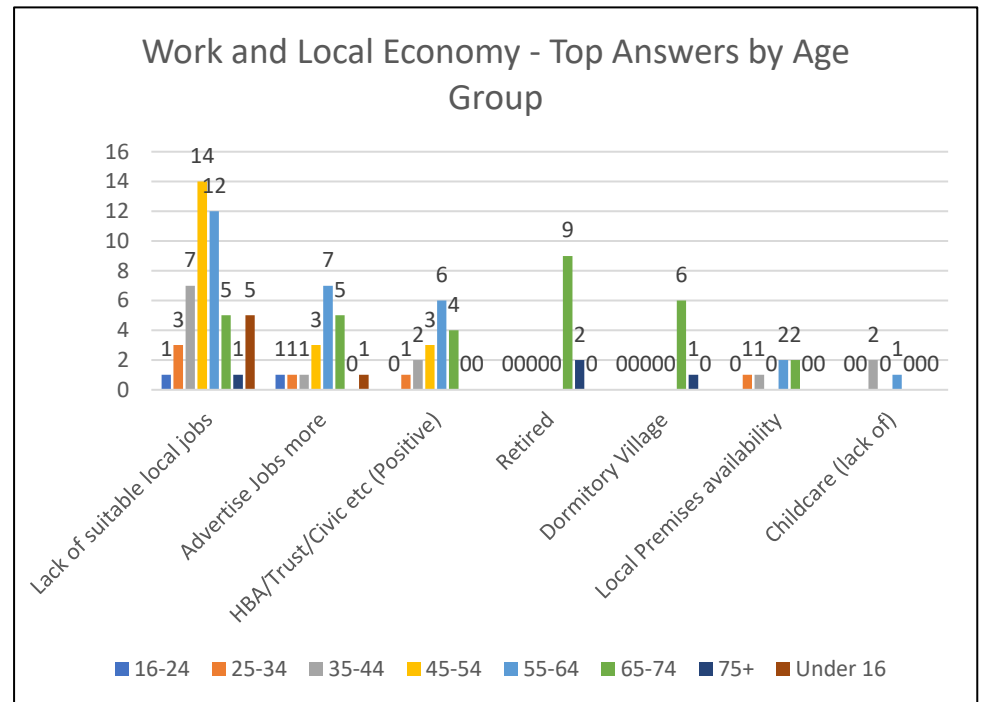
Of the 14 areas of focus, this was scored at number 11.

Whilst the scores are still low, the actual negative comments are minimal.

Positive Comments far outweighed the negative ones, in total there were 131 positive comments and 110 negative ones (across all the different themes). It seems to highlight that while people think there might be an issue, they are not quite sure what the specific issue is.



The above shows the total responses by comment type



The above shows the total responses for each age group. No Comments and Positive comments have been removed.

## Question 8: Work and Local Economy – Summary

The 4 main areas of concern have been highlighted as follows:

### **Lack of Suitable local jobs:**

The main concerns were the types of jobs located within the village. People tended to view the opportunities being in shops, hairdressers and bars/restaurants. It was suggested that if people wanted other professional jobs they would be more likely to have to travel further to larger towns/Cities where there were more opportunities and bigger companies.

### **Advertise Jobs More:**

Whilst it was felt that there was not a large variety of local jobs. There was no specific place where people could find out about local opportunities that were available.

### **HBS/Trust/Civic etc (Positive):**

Whilst not specifically related to jobs, it was recognised that a number of the local Community Groups did a good job of promoting the area and people understood the volunteering opportunities that were be available.

### **Retired:**

It highlights the lack of comments in responses that a response of 'Retired so not aware of opportunities' was the 4<sup>th</sup> highest score (with only 11 responses).

### **Other Comments:**

Other comments reflected that Honley was becoming a Dormitory village, there were not many premises available for local businesses and there was a distinct lack of affordable childcare available for those younger people who did want to work.

Some of the above comments reflect that local people are not aware of the large variety of businesses that operate in and around Honley and see the local economy as being that which is predominantly from the bottom of the village and up through the main high street.

## Question 9: Housing and Community – Data

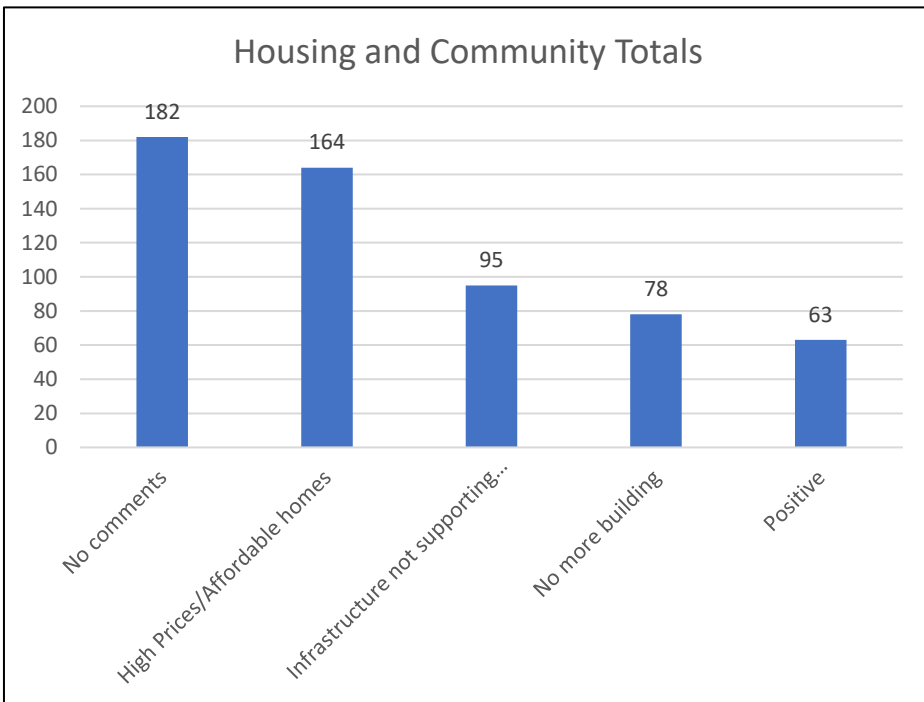
Specific Comments made: 400, Average score over all age groups: **4.48**.

	Housing and Community
Under 16	4.09
16 - 24	4.17
25 - 34	4.87
35 - 44	4.77
45 - 54	4.57
55 - 64	4.34
65 - 74	4.18
75 and over	4.88

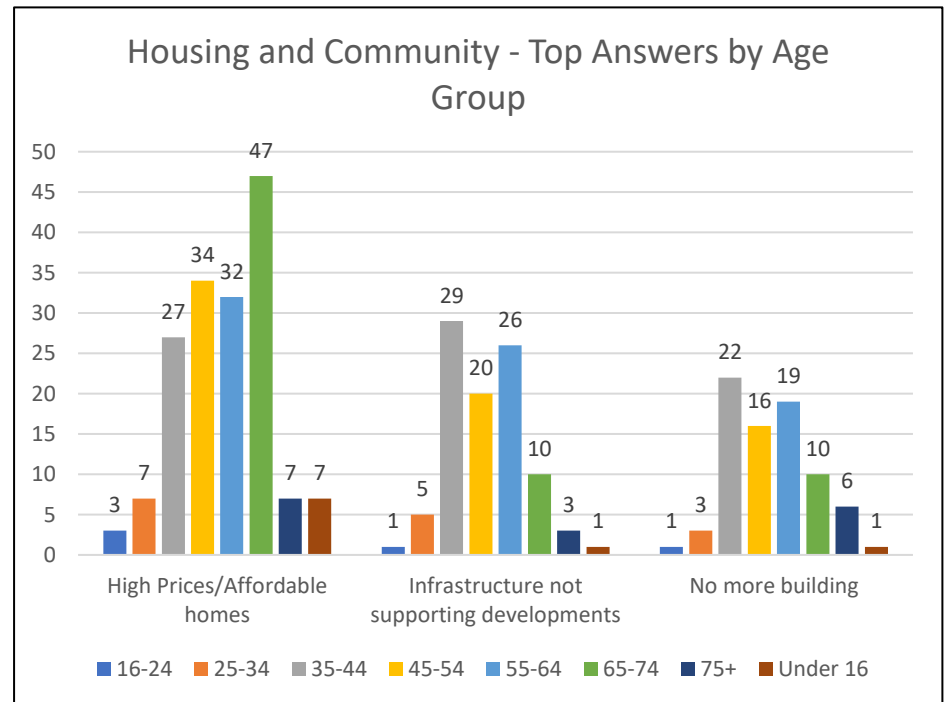
Of the 14 areas of focus, this was scored at number 12.

The themes across all the responses was very similar for this question.

The 2 main concerns were the prices of homes in the Honley area, which is being compounded by the number of new builds which tend to be quite expensive. People see this has having an impact on roads, local services, schools and the environment. Although people don't believe that they can influence any decisions.



The above shows the total responses by comment type



The above shows the total responses for each age group. No Comments and Positive comments have been removed.

## Question 9: Housing and Community – Summary

The 3 main areas of concern have been highlighted as follows:

### **High Prices/Affordable Homes:**

The main concern was simply the price of houses in the area. It was felt that prices were very high whether they were new homes or existing ones. It was highlighted that children cannot afford to live in the area and that there are very few affordable homes for single parents, first time buyers or even the elderly wanting to downsize. The number of new builds was a concern across all the themes as can be seen below.

### **Infrastructure not Supporting Development:**

This was specifically mentioned a number of times alongside the concern around new builds. The areas of concern were the roads and infrastructure (very busy and not supporting), schools (full) , parking (already difficult), doctors/dentists (can't get appointments). People felt that the village was fully saturated and a number of areas of concern raised throughout the survey would get worse as more houses were built. A number of people also mentioned the environment and potential for increased flooding as more fields were turned into housing.

### **No More Building**

There were a number of comments made suggesting that all building should be stopped (some of the responses seemed quite angry). It was also felt that local people could not influence the decision and it was about money rather than any concerns for the local people and Honley village.

## Question 14: Influence and Sense of Control – Data

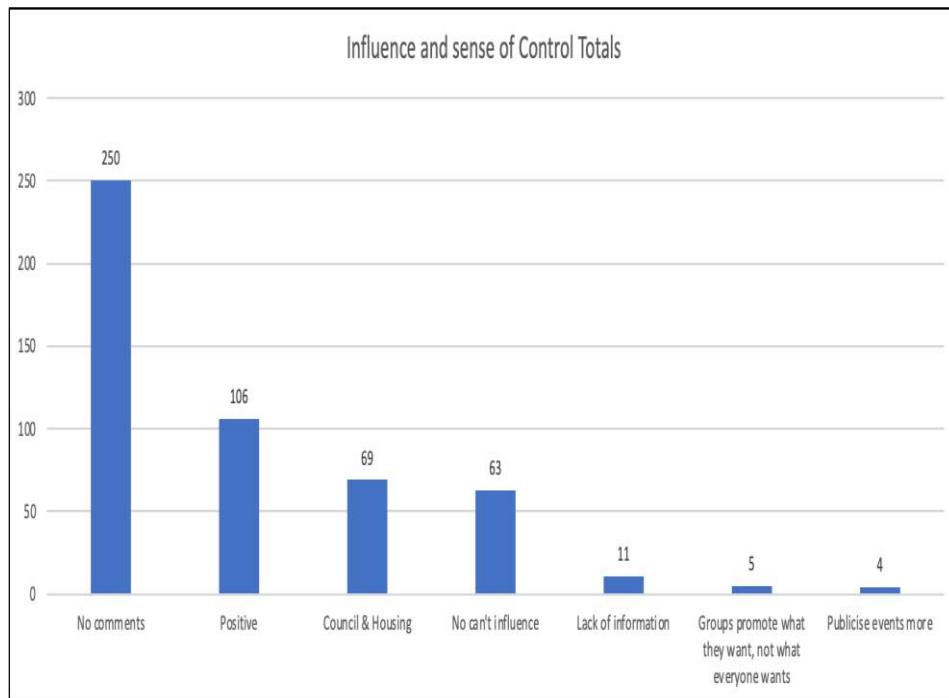
Specific Comments made: 258, Average score over all age groups: **4.24**.

	Housing and Community
Under 16	4.09
16 - 24	4.17
25 - 34	4.87
35 - 44	4.77
45 - 54	4.57
55 - 64	4.34
65 - 74	4.18
75 and over	4.88

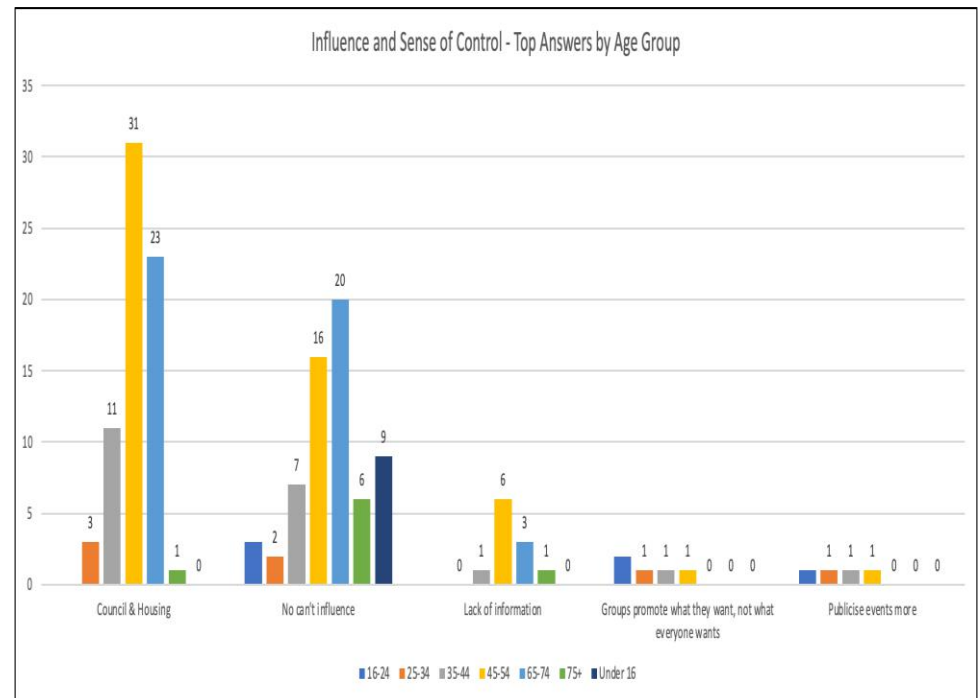
Of the 14 areas of focus, this was scored at number 13.

It should be noted that most people either didn't respond or responded positively to this question. This was backed by comments about local support groups.

Of the areas that were negative themes, these were mainly around Council and housing decisions or the point that they didn't feel they could influence decisions made locally. Some people highlighted both in the same response.



The above shows the total responses by comment type



The above shows the total responses for each age group. No Comments and Positive comments have been removed.

## Question 14: Influence and Sense of Control – Summary

The 4 main areas were highlighted as follows:

### **Positive Responses:**

It is worth mentioning that far more people felt that they could influence local decisions being made (with the exception of housing decisions). They felt that they got to know about things that impacted the village and the local support groups were active in promoting positive things. A number of people indicated they were active or aware of the groups although it wasn't always clear in the comments that people understood which groups supported which initiatives.

### **Council and Housing:**

The biggest negative response, people felt that decisions regarding local housing could not be influenced and that decisions were made without full considerations for the local area impacts. This has also been highlighted on other questions within this slide pack.

### **No Can't influence:**

There were a high number of comments where people just felt they could influence decisions, whilst some of those comments were made alongside the housing comments above, in some cases it wasn't clear exactly what decisions were being referred to.

### **Lack of Information:**

A few people mentioned that they didn't feel they were always kept up to date with information regarding Honley and potential impacts. This was highlighted around having paper-based information or web based and obviously the exact responses varied across the different age groups.

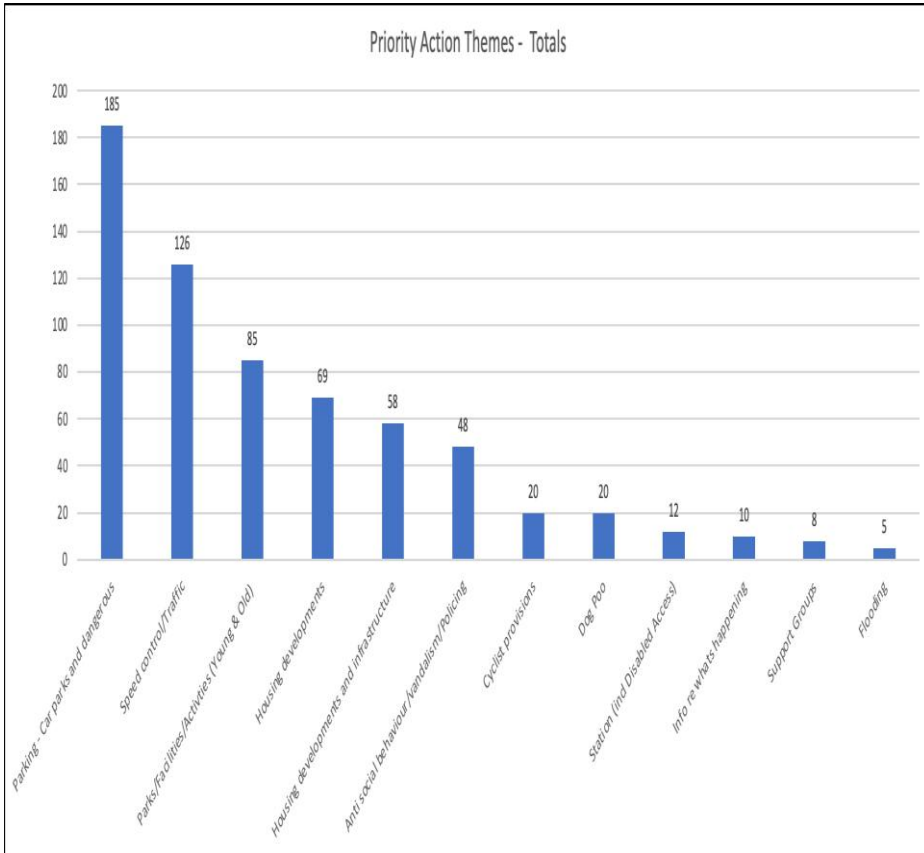
### **Other Comments:**

Some comments highlighted that some of the local groups did things that they believed to be of benefit without full consideration for all the age demographics. In addition, some felt that local events should be publicised more.

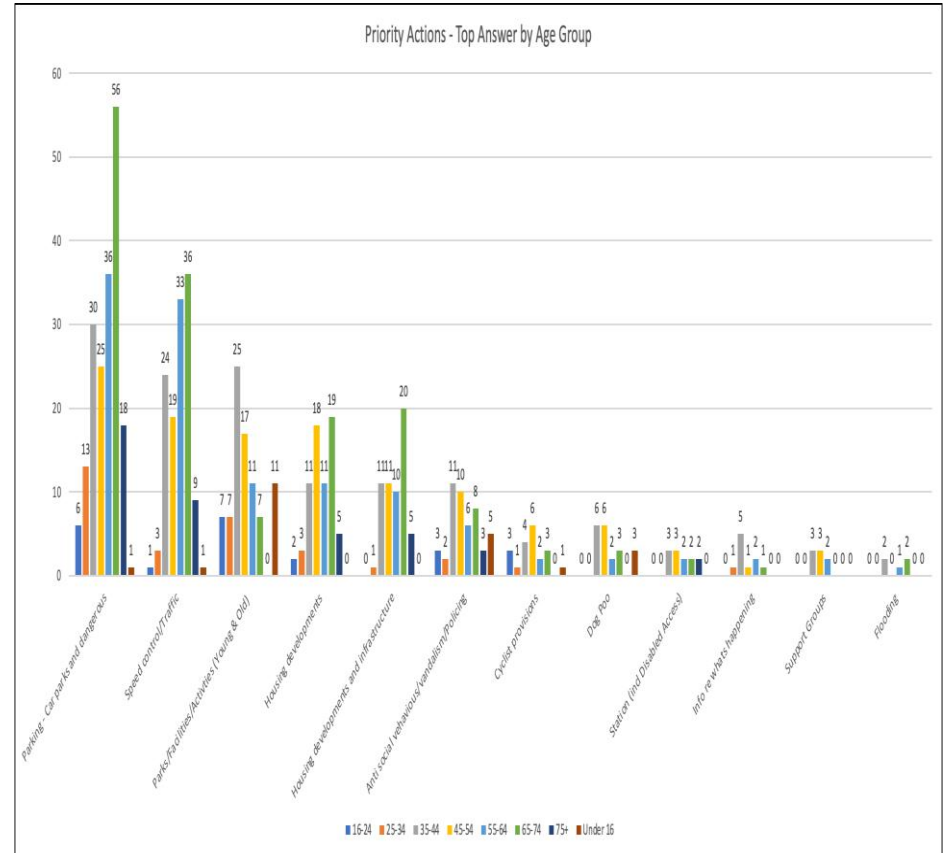
## Question 15: Priority Actions Data

Specific Comments made: 645.

This section was not scored but was an opportunity for people to let us know where our focus should be. In essence this should reflect the previous score and comments.



The above shows the total responses by comment type



The above shows the total responses for each age group. No Comments and Positive comments have been removed.



## Question 15: Priority Actions Summary

The responses to this question are simply an overview of responses to previous questions, more details on each theme can be found in the previous slides.

The 6 main areas were highlighted as follows:

### **Parking:**

This includes concerns about lack of parking spaces, people parking all day and people parking on pavements and other dangerous places.

### **Speed Control/Traffic:**

The issues highlighted related to both the speed of traffic through the village and outside routes as well as the amount of traffic, especially during busy periods. Again, specific areas were mentioned including Meltham Road, Bradshaw Road and Magdale.

### **Parks/Facilities/Activities:**

Concerns were raised around the state of Honley's parks and facilities available as well as available activities. Whilst both young and old were mentioned the main focus was concerns around the younger demographic (below 18).

### **Housing Developments:**

People were worried about the number of new and affordable houses being built in the area.

### **Housing Developments and infrastructure:**

Some raised concerns regarding the number of developments but specifically related to the infrastructure of the village, this included traffic issues, schools, GP surgery etc.

### **Anti Social Behaviour/Vandalism/Policing:**

People felt that there were issues with young people which needed action, although people felt this related back to action 3 above.

## Junior School Responses

Separate discussions took place with the children at the Junior/Infant school to highlight any specific concerns they had with the school.

A summary of the results is included below:

### **Toilets:**

The toilet facilities within each classroom are not seen as fit for purpose. They are small meaning larger children find them difficult to use, additionally children will avoid using them as they are not always clean and children using them can be heard by the rest of the class.

### **Sinks/hygiene:**

Sinks are difficult to get to and use and often result in a wet floor.

### **Cloakroom:**

The cloakrooms are small (12'x3') and are not big enough for the number of children that need to use them. Additionally, the floor gets wet due to the issues highlighted above with toilets and sink.

### **Outdoor Space:**

Issues were highlighted with the outside space due to the ground being uneven and dangerous and not being able to use the grass when it is wet.

### **Feeling safe:**

Older kids are entering the school grounds being intimidating to the younger children. Additionally, they highlighted that Peoples park is for little children and Jagger Lane is scary due to Teenagers meaning there is nothing for those between 6 and 11 to do.

### **Heating and Radiators:**

Children highlighted there were issues with the heating, with the school either being too hot or too cold. They were concerned that the boilers made loud noises meaning studying was often difficult.

## Youth Questionnaire Results Summary

The 2019 Ask Honley Research (see appendix 1) strongly suggested a need for youth work in the area but we needed to ascertain the type of youth work required based on the needs and desires of young people in the area so we carried out a second questionnaire asking young people aged 9-21.

### *Method used:*

The questionnaire was shared and completed via social media (mainly the Honley Facebook page), email, and face to face contact through detached youth work 2-3 afternoons per week for 4 weeks.

### *Results:*

Below is a summary of the Results. The full breakdown can be found in subsequent slides.

The top results for 'What's important to you?' were...

- Somewhere to Socialise with Friends – 68.9%
- Not being bored – 62.1%
- Being outside – 54.4%
- A safe Space – 45.6%
- Being active – 42.7%
- Following closely were... Learning new things, A space just for young people, Being asked my opinion, Meeting new people, Working out my future followed closely.

The top results for 'What's of interest to you?' were...

- Listening to music – 46.6%
- Health & Fitness – 37.9%
- Gaming – 35.9%
- Arts & Crafts – 34%
- Football – 32%
- Having adventures (e.g trips) – 31.1%
- Hair & Beauty – 31.1%
- Cooking – 29.1%
- Running – 28.2%
- Following closely were... Dance, The environment, Acting/Theatre, Finding a job, Mental Health Support, Outdoor pursuits

## Youth Questionnaire Results Summary

Being outside and being active could be a very natural response to the year of lockdowns that the young people have had but it is still a present desire that we should respond to.

Again the high desire for 'socialising with friends' and 'not being bored' could also be responses to the lockdowns but something to take note of.

A surprise was the high importance of a safe space. This suggests that the young people often don't feel safe or at the least that they have an awareness of what it means to feel unsafe. Responding to this will need to come through professionalism of any youth work run and clear communication of how the provision is safe for them.

There was expressed a need for a range of outdoor and indoor activities and variety was key for most young people with most ticking a range of boxes rather than just one:

- Outdoor –
  - Health & fitness
  - Football
  - Having adventures
  - Running
  - Arts & Crafts (possible outdoor projects)
- Indoor –
  - Gaming
  - Arts & Crafts
  - Hair & Beauty
  - Cooking

The top additional comments made by the young people were:

- Update of the parks (to be youth friendly)
- A 4G/3G/Multi-use sports pitch
- Youth Club
- Improved Skatepark

## Youth Questionnaire Full Results

### How old are you?

Age	No	%
9	12	11.4
10	7	6.7
11	3	2.9
12	11	10.5
13	16	15.2
14	19	18.1
15	22	21
16	10	9.5
17	3	2.9
18	1	1
19	0	0
20	1	1
21	0	0
Total:	105	

## Youth Questionnaire Full Results

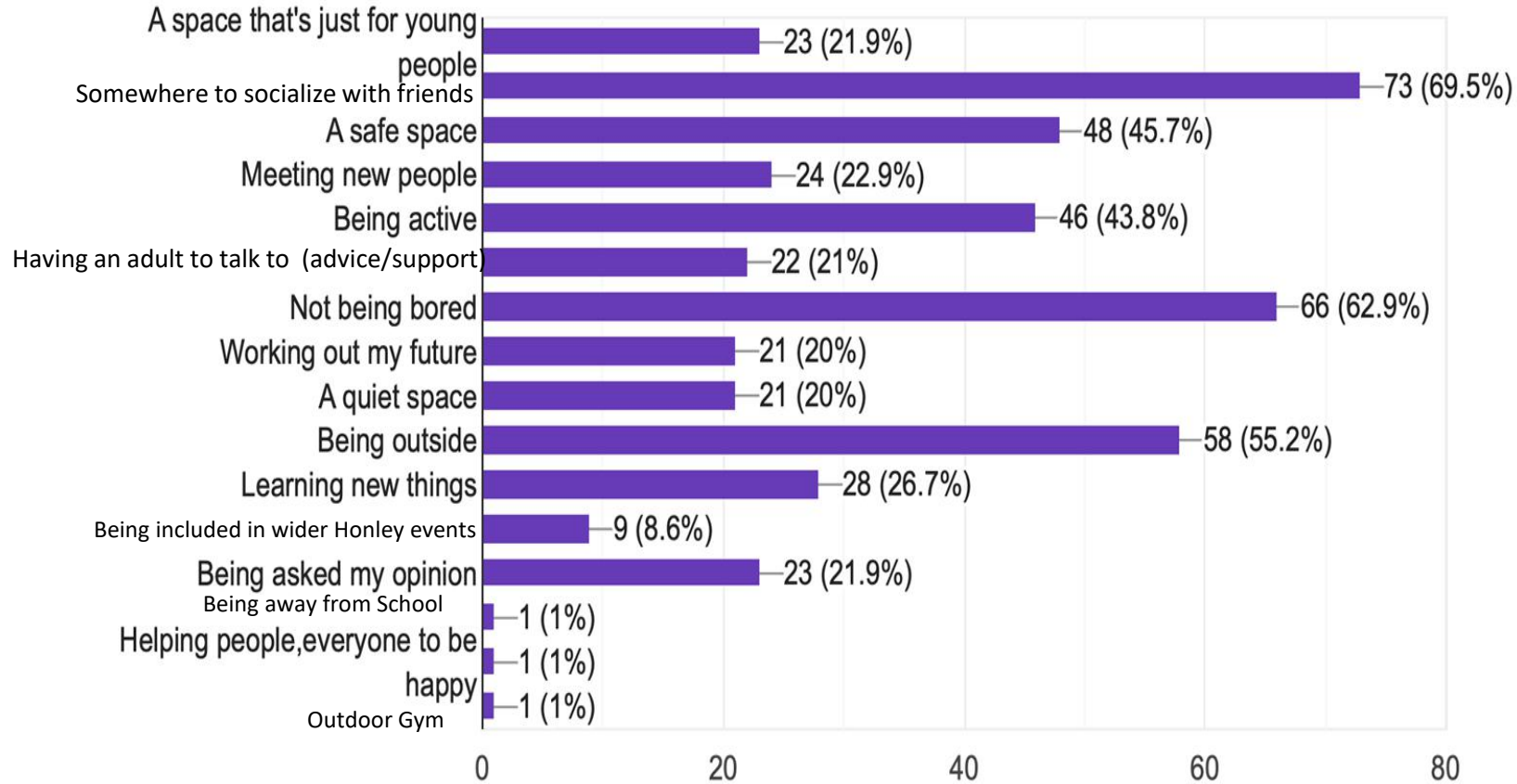
### What activities do you already take part in?

<p>Football Football Dance Walking Cubs, gymnastics, horse riding and swimming Riding scooters and doing amazing tricks XD Skateboarding St. John's ambulance Walks and bike rides Karate Rugby, boxing Netball Drama and guitar and cubs Football, swimming, yoga Football cricket Honley Cubs scooter, bike, Cubs Swimming Swimming Netball, hockey HJFC (honley Honley Jr football club) Acting, dancing, musical theatre, gymnastics, cubs, swimming Musical theatre, playgrounds, Cricket</p>	<p>Theatre dance, library craft sessions, acting class Honley scout group Singing and piano Running club Cycling club Cricket club Swimming yoga horse riding Scouts, swimming, cricket, running, drumming Art Cricket, cubs, gymnastics, bike rides, running, walking. Horse riding cubs gymnastic music, dance Gymnastics Holmfirth Harriers Skate board scouts,summer things with the council Running,walking,althletics,swimming,dancing,sing,acting,gaming,cooking,guitar,watching films/chilling ,art,reading Scootering and biking. Walking in the woods. Netball &amp; fitness Scouting Horse riding Swimming, trampolining</p>	<p>Swimming tennis Youth club Scouts, diving, dirt jumping on a bike, gaming Cycling Honley juniors Scouts Football, Netball Running, cycling Dance</p>
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## Youth Questionnaire Full Results

What is important to you? (Check all that apply)

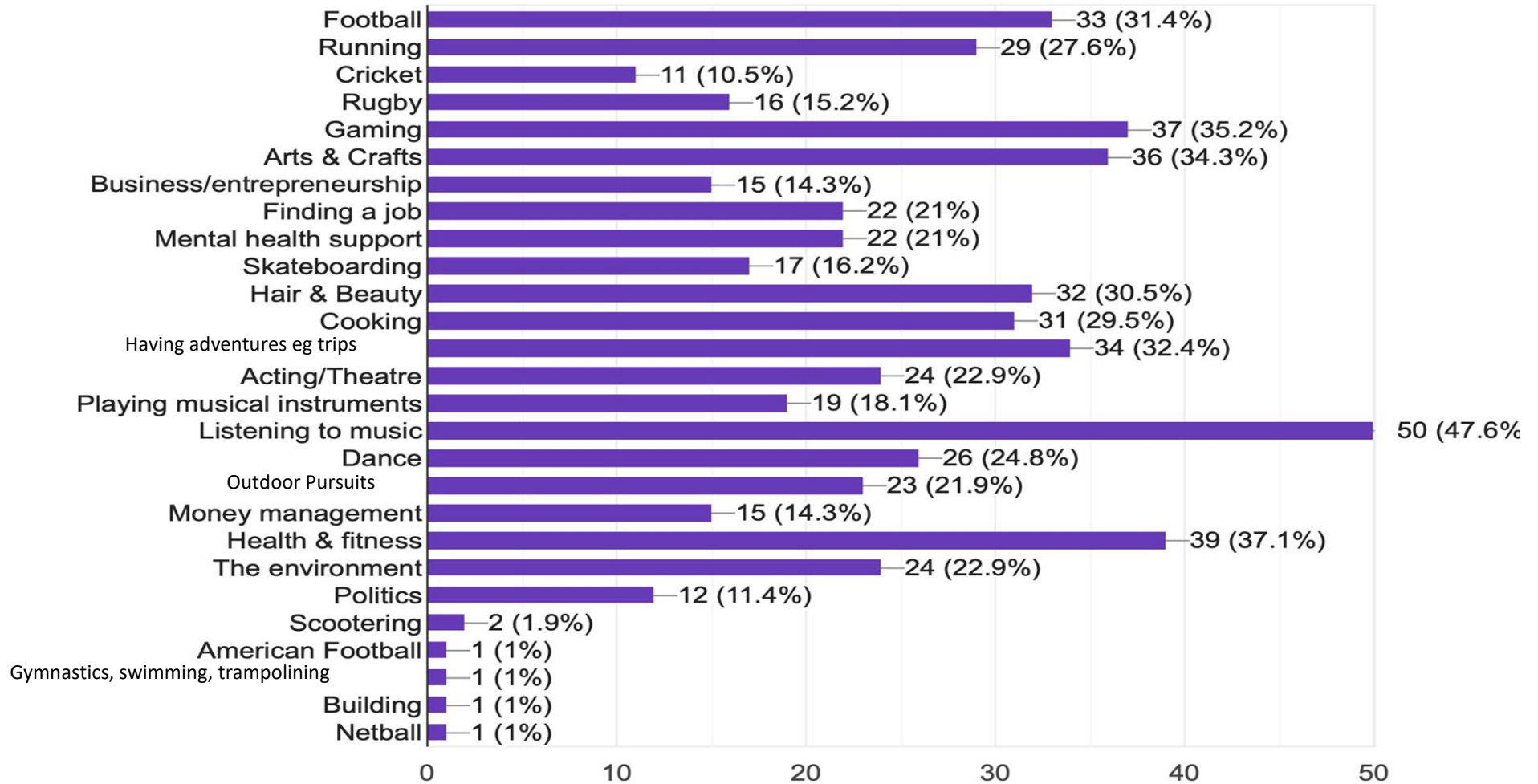
105 responses



## Youth Questionnaire Full Results

What is of interest to you? (Check all that apply)

105 responses





## Youth Questionnaire Full Results

**We want to hear all your thoughts on what you want/need from your local community/spaces so please use this box to tell us any additional thoughts or ideas:**

4g pitch

N/a

I would like a better skatepark cos other one is shit

4g football pitch

Sports shop, more sport facilities

A youth club for my age group to see each other

Horse riding

A safe place to go like a park with a pond to have nice walks in.

Update of Jaggar lane playarea

Youth club, indoor

Better things in the park, zip lines,

4g pitch,

Outdoor gym

Better skate park, safe spaces

An Astro turf football pitch

Cleaner, less litter, wildlife/pond area, better parks, better skate park, cafe for arts and crafts

Skate park playground needs to be better. A music club

Youth park,

4 g pitch

Music based

BMX Bike park Somewhere to hang out with friends

Place to just be kids and relax no responsibilities

More exciting park

Hair beauty

## Youth Questionnaire Full Results

**We want to hear all your thoughts on what you want/need from your local community/spaces so please use this box to tell us any additional thoughts or ideas:**

i'd like to go somewhere where there are small rooms that you can sit in and maybe game or talk to friends. because you cant always go to other peoples houses and your friends might live in a different village and there is nowhere to meet them or to talk esp when the weather is bad.its very lonely if you go to honley schools but dont live there and you can never see your freinds and obviusly you cant drive to their houses!Like we all go to honley high but my friends live in meltham,brockholes,marsden,netherton and yet we can never get together outside of school.You could maybe book a small room to meet with your friends (even just with 1 friend) afterschool. and maybe there would be an option to go outside of the room and talk to other kids and do stuff that the adults put on for you. but important not that you feel forced to do this as many kids are shy and if there are mean kids sort of taking over the place you wouldnt want to hang out with them. something like a pool table or table tennis is a good way of getting to know the other kids,as well as gaming. cooking new things without teachers bossing and yelling you like they do in cooking at school would be really good fun. I think the best times would be after school or at the weekends.not really after 8 o clock though as when it gets dark i could never walk home or be picked up easily. id try new things but for me the main thing is that if there are really mean kids just wandering in off the street, or kids you know from school who are horrible to you at school, you have a place where you can totally avoid them. as itd be awful having to be trapped in school with them and then to be trapped in a youth group with them. Best of all would be trips out to other places.We did this when I went to the out of school and holiday school at cowlersely., they did some brilliant trips and i really miss those now that i'm too old to go there.

More routes to walk but there is lots already, more events to get kids moving

An Astro turf football pitch

Descent playarea not just a baby swing and roundabout.

A youth club with regular events taking place

An outdoor gym with running machines and stuff

## Youth Questionnaire Full Results

**We want to hear all your thoughts on what you want/need from your local community/spaces so please use this box to tell us any additional thoughts or ideas:**

I would want more activities in honley, so less of a commute to swimming and trampolining classes. More opportunities for gymnastics classes. I am still on a waiting list for one gymnastics class and could be waiting nearly a year to get onto a class Somewhere to have an adventure with friends. Soft play, play area outside for older kids. Somewhere where older kids do not make you feel scared to go to with friends, I get scared going to the park near my house because older girls and boys and smoking and saying bad words

just a place were we can chill and hang out and not be bothered by the adults and let us have some time to be kids

Better parks that are safer, A better skate park for my scooter so me and my friends can meet and play, the one we have isn't very good.

A space for us to go to not make trouble

Something not like school where you are told what to do all the time. I can think of ideas for how to do things.

New skate park, outdoor

Better skate park, youth space/shelter

Girls sports teams

3G pitch

astroturf field

Skate park

Looking after kids

Girls football team, 3G pitches

Maybe the school could do a better job of telling us what college courses there is and what jobs match to certain jobs.

# Summary

This section summarises the previous slides and highlights the main areas for focus.

This is based on the actual results and comments from Ask Honley done online and face to face, the additional discussions with the schools and the feedback gained from speaking to youths under 21 as part of the Honley Youth Project.

## Summary

Based on the individual scores for each questions and the comments made relevant to each question, the following are seen as the main areas of improvement. This summary excludes the areas of positive feedback and focuses only on areas for improvement.

### **Play and Recreation:**

- The current state of Honley's Parks (specifically People's Park and Jagger Lane) was considered as requiring urgent attention.
- Feedback indicated a preference for utilisation of People's Park as a place for younger children and adults given it's proximity to Honley Juniors, with Jagger Lane being preferred for older children and adults.
- Play kit was considered out of date with a preference for wooden-style activity play similar to that at New Mill and Brockholes. At Jagger Lane feedback showed a preference for "fit trail" activity equipment.

Action taken: Design compiled for both parks which was submitted to Parks department in March 2021.

### **Housing and Infrastructure:**

- People were concerned about the impact of house building in Honley, Netherton and surrounding areas and it's impacts on infrastructure, mainly traffic, parking, schools and GP's.
- Infrastructure feedback from Honley Junior school indicated dissatisfaction relating to toilets, hygiene, cloakrooms, outdoor space and heating.
- Concerns were expressed at the lack of reasonably priced homes.

### **Traffic and Parking:**

- High volumes of through-traffic, especially at peak periods, coupled with insufficient parking in the village, were significant causes of concern
- People were observed as parking badly (on pavements, double yellow lines etc.)
- Honley was perceived as not having been designed for the number of housing developments and resulting traffic, and unable to cope with the levels of traffic being experienced.

## Summary

### **Public Transport**

- Honley's train station was perceived as an unsafe place to go with poor lighting and lack of access for disabled persons, young children in prams and older people. However, feedback showed people were aware that any changes required input from Northern Rail.

### **Work and Local Economy:**

- Some concerns were raised regarding types and number of available jobs, although comments could not identify improvement actions.
- Positive changes could be made if we highlighted the number of different local businesses in the village, alongside hosting a central repository for jobs to be advertised.

### **Moving Around:**

- Apart from the lack of cycle routes, the main concerns that were highlighted are included in the traffic issues that have previously been mentioned.

### **Influence and Control:**

- People referenced the lack of influence that they had, referencing housing developments which continued unabated and without any significant adjustment, despite extensive feedback given.

## Summary - Youth

**Youth:** Although Youth wasn't a specific area for questions/comments, concerns raised through Ask Honley strongly suggested a need for youth work in the area. Therefore, we undertook another questionnaire focusing on young people aged 9-21, to ascertain the type of youth work required based on the needs and desires of young people in the area.

- There was a consistency to young people's responses across all questions, - they felt lonely, with no one to listen to them and expressed concerns about the likelihood of a positive future.
- Insufficient activities were mentioned as a significant issue to encouraging vandalism.
- Young people felt intimidated by other young people, mentioning Jagger Lane as a place where improvements were much needed.
- There was a desire for somewhere safe to be and go; to do homework, hang out with friends etc.

*Action taken:* This feedback was re-assessed through a Youth Survey in early 2021. This resulted in a Youth Strategy and action plan to mitigate the impact of Covid on our young people (refer Youth Strategy documentation).

Cartworth Moor Cricket Club Improvements  
Report August 2021

Following the grant made by Holme Valley Parish Council from the Community Assets Support Committee Fund, the club is pleased to report the conclusion of this stage of the pavilion improvements.

1. Three internal doors (two toilet and one kitchen) which were in poor condition have been replaced with more solid and secure doors. The kitchen door has been fitted with a lock to improve security. Two internal doors between the tearoom and changing rooms, which were old and unnecessary, have been taken out and the portals closed off.



2. Two old wooden windows have been replaced by double glazed units fronted by metal roller shutters. The windows allow more natural light into the tearoom and reduce heat loss, and the metal shutters give additional security to the facility. The combination also improves the external aesthetics, complimenting the new veranda woodwork.





3. A stone step has been installed at one end of the pavilion patio to reduce slip/fall hazards when stepping between the patio and field.



Our thanks to the Parish Council for their financial support of our thriving club.