



To all Members of the Finance & Management Committee

You are hereby summoned to attend a meeting of the **Finance and Management Standing Committee** to be held at **HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH HD9 3AS** on **MONDAY 17 JANUARY 2022** at **7pm** to transact the following business -

**- AGENDA – (A)**

	<b>Welcome</b>	<b>7.00 pm</b>
	<b>Public Question Time</b>	
	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.	
<b>2122 69</b>	<b>Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014</b>	<b>7.15 pm</b>
	As Local (Parish & Town) Council meetings can now be recorded, the Chairman to check if anybody wishes to record the meeting, to ensure reasonable facilities can be provided. The Officer will be recording the meeting in video format for upload to the Parish Council's YouTube channel.	
<b>2122 70</b>	<b>To accept apologies for absence</b>	<b>7.16 pm</b>
<b>2122 71</b>	<b>To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda</b>	<b>7.17 pm</b>
<b>2122 72</b>	<b>To consider written requests for new DPI dispensations</b>	<b>7.18 pm</b>
<b>2122 73</b>	<b>To consider whether items on the agenda should be discussed in private session</b>	<b>7.19 pm</b>
<b>2122 74</b>	<b>To confirm the Minutes of the previous Committee meeting</b>	<b>7.20 pm</b>
	- To approve the Minutes of the Finance & Management Committee Meeting held on 22 November 2021, numbered 2122 56 to 2122 68 inclusive. <b>(B)</b>	
<b>2122 75</b>	<b>Grants</b>	<b>7.21 pm</b>
	<b>To note</b> the grants paid out in December 2021 after the last Committee meeting. <b>(C)</b> <b>To note</b> the RFO/Deputy Clerk will publicise available grants funding ahead of the 14 <sup>th</sup> March Finance and Management Committee meeting and the 14 <sup>th</sup> February Service Provision meeting.	
	<b>Applications for Grants</b>	
	From 4405 Finance and Management Grants budget line (current balance £11,385)	
	- <b>A. To consider</b> a grant application from Holmfirth Film Festival, – application enclosed, – for £1000 towards venue hire and multi-festival promotions. The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19 <b>(D)</b>	

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- **B. To consider** a grant application from Holme Valley Sharing Memories, – application enclosed, – 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. The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19 **(E)**
- **C. To consider** a grant application from Honley Junior Football Club – Under 7s, – application enclosed, – for £350 towards heavy-duty, pop-up gazebos. The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19 **(F)**

Balance in the budget line 4315 Other Community Assets budget line is now £2,017. There were no applications for money from that budget.

The Parish Council, has received an Expression of Interest form from Holme Village Community Centre Board of Trustees for £5000 towards a new electricity supply to the building. **(G)**

As stated above, there is currently only £2,017 in the Other Community Assets budget **To consider**, how to manage this pending application.

Options for the Committee, for example, may include:

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 £5000 in the new financial year.
3. To recommend to Council that the Other Community Assets earmarked reserve could be used, - currently holds £9,723.
4. To recommend to a Council a virement from 4405 Finance and Management Grants.

## 2122 76 Accounts for Payment

7.40 pm

- (1) **To note**, expenditure of £37.50 has been used on flowers and a card for a Councillor who was ill from the Chairman of Council's Expenses since the last meeting.
- (2) **To note**, the completed Lists of Payments for November 2021 **(H)** and December 2021. **(I)**
- (3) **To consider**, approval of the pending transactions of the Schedule of Payments for January 2021 **(J)**

## 2122 77 Financial Statements

7.45 pm

- **To note** the accounting summaries – copies enclosed

For November 2021 **(K)**:

- (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

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2122 78      Tenancies

7.48 pm

- i. Revised tenancy charges were approved at the last meeting over the next two years:

Tenancy	Current price 2021-22	Price 2022-23	Price 2023-24
Allotment full plot per year	£40	£40	£40
Allotment ½ plot per year	£20	£20	£25
Garage – single per year	£100	£100	£100
Garage – double per year	£200	£200	£200
Gartside Building per month	£400	£400	£400

**To note**, Following the Committee’s approval of the revised costs of tenancies as above, the RFO/Deputy Clerk will be preparing the tenancy packs for 2022-23 for distribution in February 2022.

- ii. **To note**, the tenant of the Gartside building has stuck to the agreed payments of the repayment plan to date:

Tenancy Month	Rent Paid	Arrears Paid	Date Paid
December 2021	£400		09/12/2021
		£100	12/12/2021
January 2021	£400		23/12/2021
		£100	23/12/2021

The amount of arrears now stands at £1400.

**To note**, as agreed at the last meeting, the Deputy Clerk is processing 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**

7.50 pm

- a. - **To note**, Kirklees Council has submitted the new tax base calculation for 2022-23 for the Holme Valley. **(L)**
- b. - **To approve**, 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 **(M)**  
These calculations would also be forwarded to Kirklees at this stage as draft Precept figures as requested by Amy Whibley, Senior Finance Officer.
- c. - **To note**, given the revised Precept calculations, the RFO/Deputy Clerk has adjusted the draft Budget 2022-23 to reflect the new figures. **(N)**

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

1. The internal auditor has recommended that the Parish Council should review its policy on Procurement Thresholds in the Financial Regulations 11.1 section h). Currently, the policy is as follows:

*11.1....*

*h) When [the Parish Council] is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.*

The internal auditor advises that the lower limit of £100 requiring three quotations is very low and does not match with current practice at the Parish Council. Her suggestion is that the Parish Council should amend its threshold to £1,000-£3,000 for three estimates and any values less than £1,000 could be best value in accordance with Financial Regulations 10.3

**To consider** recommending to Council adopting this recommendation and amending the Financial Regulations accordingly.

2. The internal auditor raised a concern about the way that the Parish Council manages its contract regarding the Holme Valley minibus service. The contract seems to be a rolling contract. Contracts should be renewed regularly which does not appear to have happened with this particular contract. The internal auditor advised that the Parish Council should either, 1. consider a long-term contract or 2. consider an exemption for this contract and add it to the exemption list in the Financial Regulations 11.1 as below:

“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

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articles and / or are only sold at a fixed price.”

**To consider** whether to recommend to Council either of these options.

3. The internal auditor 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.  
**To consider**, recommending the approval of this policy to Council. **(O)**
4. The internal auditor recommended that the Parish Council develops and adopts a Risk Management Policy Statement in accordance with Financial Regulations 17.1. The RFO/Deputy Clerk has drawn up such a Statement  
**To consider**, recommending the approval of this Risk Management Policy Statement to Council. **(P)**

**2122 81      Banking      8.15 pm**

Two Councillors were tasked with looking into potential, new, greener, more ethical banking options for the Parish Council. To receive reports, if any.

**To note**, the bank charges for one month with HSBC under the new, charging regime was only £8.

**2122 82      Financial Records for the website      8.25 pm**

- **To note**, 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.

**Close of Meeting      8.30 pm**

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

*Richard McGill*

Mr Richard McGill  
Responsible Finance Officer and Deputy Clerk to the Council

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## DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 22 NOVEMBER 2021.

Those present:

Chairman: Cllr P Colling

Councillors: Cllrs M Blacka, RP Dixon, C Greaves, R Hogley, M Pogson

Officer: Mr Rich McGill (RFO)

Also present: Mrs Jen McIntosh (Clerk)

### Public Question Time

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

The Chair proposed that standing orders be suspended during item 2122 62 to allow applicants to answer questions and speak on behalf of their applications under that agenda item.

**RESOLVED:** This motion was passed.

### 2122 56 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 57 To accept apologies for absence

Cllr Bustard, Cllr Davies and Cllr East had given apologies. The reasons for these apologies were approved by the Committee.

Cllr Gould was mistakenly not sent a summons to the meeting.

Cllr Sweeney was not in attendance.

Cllr Greaves had given notice that he would be late, and he arrived at 2005hrs.

### 2122 58 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

Cllr Dixon declared a personal interest in the grant application for Hepworth Pre-school and Out-of-school Club under item 2122 62. Cllr Blacka declared a personal interest in the grant application for Friends of Cliff Recreation Ground under item 2122 62.

### 2122 59 To consider written requests for new DPI dispensations

None had been received.

### 2122 60 To consider whether items on the agenda should be discussed in private session

**RESOLVED:** Members resolved that item 2122 66 ii should be heard in private.

### 2122 61 To confirm the Minutes of the previous Committee meeting

**NOTED:** Members noted the Minutes of the Finance & Management Committee Meeting held on 6 September 2021, numbered 2122 34 to 2122 55 inclusive previously approved by Council.

# Holme Valley Parish Council

2122 62

## Applications for Grants

The Committee considered 15 grant applications from public community groups. Six were considered as Other Community Assets grants and eight as Finance and Management projects and events grants. The application from Holmfirth Tech was considered separately since that organisation has its own budget line and earmarked reserve.

### **4315 Other Community Assets budget line (balance at the start of the meeting £16,529)**

The Finance and Management Committee considered a grant application from Friends of Cinderhills Park for £6450 towards an accessible path, gazebo and learning workshops for community volunteers.

**RESOLVED:** The Committee awarded Friends of Cinderhills Park £4,450 for the accessible path. The legal power for this would be Public Health Act 1875 Section 164 - England

The Finance and Management Committee considered a grant application from Hepworth Band for £4000 towards roof insulation and repairs.

**RESOLVED:** The Committee awarded Hepworth Band £2,950 for roof insulation. The legal power for this would be Local Government Act 1972 Section 133

The Finance and Management Committee considered a grant application from Holmfirth Cricket Club for £6000 towards new fencing.

**RESOLVED:** The Committee awarded Holmfirth Cricket Club £2,000 towards new fencing. The legal power for this would be Local Government and Rating Act 1997 Section 31

The Finance and Management Committee considered a grant application from Underbank Rangers Rugby League Club for £10560 towards a new drive and entranceway, outdoor lighting to the carpark.

**RESOLVED:** The Committee awarded Underbank Rangers Rugby League Club £3,432 for new lighting. The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19

The Finance and Management Committee considered a grant application from Hepworth Pre-school and Out-of-school Club for £5000 towards new tarmac play area flooring.

**RESOLVED:** As the application did not disclose how other parts of the project would be funded and no details were given of other funding applications, it was resolved to earmark £5,000 to be awarded once other funding is in place

The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19

The Finance and Management Committee considered a grant application from 1<sup>st</sup> Holme Valley (Holmfirth) Scouts Group for £1680 towards supply and fix an awning to Scout HQ.

**RESOLVED:** The Committee resolved that this be treated as an Other Community Assets application and awarded £1680 to 1<sup>st</sup> Holme Valley (Holmfirth) Scouts Group for the awning.

The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19

### **4305 Holmfirth Tech budget line (balance at the start of the meeting 0)**

Members considered a grant application from Holmfirth Tech for £5000 towards a new kitchen.

**RESOLVED:** The Committee resolved to recommend to Council that £5000 be awarded for kitchen equipment, the amount being paid from the Holmfirth Tech earmarked reserve, - 333 EMR Holmfirth Tech. This would go to full Council for final approval as only Council can approve expenditure from an earmarked reserve.

The legal power for this would be Local Government Act 1972 Section 133

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## **4405 Finance and Management Grants budget line (balance at the start of the meeting £16,600)**

The Finance and Management Committee considered a grant application from Holmfirth Festival of Folk for £1000 towards the cost of road closure at the Festival.

**RESOLVED:** The Committee awarded Holmfirth Festival of Folk £1,000 for the road closure.

The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19

The Finance and Management Committee considered a grant application from Hepworth Community Singers for £689.99 towards the cost of a digital piano.

**RESOLVED:** The Committee awarded Hepworth Community Singers £689.99 for the digital piano.

The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19

The Finance and Management Committee considered a grant application from Holmfirth Art and Music Ltd (Holmfirth Arts Festival) for £1000 towards the cost of The Children's Art School (Parade Section).

**RESOLVED:** The Committee awarded Holmfirth Art and Music Ltd (Holmfirth Arts Festival) £1000 towards the cost of The Children's Art School parade.

The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19

The Finance and Management Committee considered a grant application from Holmfirth Art and Music Ltd (Holmfirth Arts Festival) for £1000 towards cross-festival training for festival staff/volunteers (First Aid; Safeguarding; Stewarding; Access and Inclusion).

**RESOLVED:** The Committee awarded Holmfirth Art and Music Ltd (Holmfirth Arts Festival) £1000 towards the cost of cross-festival training.

The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19

*Cllr Greaves joined the meeting at this point.*

The Finance and Management Committee considered a grant application from Friends of Cliff Recreation Ground for £525 towards a Platinum Jubilee Beacon-lighting event (bagpiper; stewarding; First Aid; fencing; insurance).

**RESOLVED:** The Committee awarded Friends of Cliff Recreation Ground £525 towards the Platinum Jubilee event.

The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19

The Finance and Management Committee considered a grant application from Holmfirth Tech for either £1725 or £3450 towards 1 or 2 Yoga 4 Health 10 weeks course/s for 10 local people.

**RESOLVED:** The Committee awarded nothing to the Yoga 4 Health project.

The Finance and Management Committee considered a grant application from Hade Edge Band, for £1500 towards new uniforms and plastic cornets.

**RESOLVED:** The Committee awarded £1000 to Hade Edge Band towards plastic cornets and band uniforms.

The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19

The Finance and Management Committee considered a grant application from Holme First for £250 towards printing a calendar to raise money for two charities, - Holme Valley Mountain Rescue and Forget-Me-Not Trust.

**RESOLVED:** The Committee awarded nothing to Holme First.



# Holme Valley Parish Council

## **4310 Holmfirth Civic Hall - Projects (current balance 0)**

### **Proposed virement from: 4810 Climate Emergency Energy Strategy (current balance £12,400)**

The Finance and Management Committee considered a recommendation from the Climate Emergency Standing Committee reported by the Committee Chair to further recommend to Council a virement of £10,000 from 4810 Climate Emergency Energy Strategy to 4310 Holmfirth Civic Hall – Projects to pay for energy-saving improvements at the Hall. Only Council can approve virements and only Council can approve expenditure over £5,000.

**RESOLVED:** The Committee resolved to recommend this virement and grant of £10,000 to enable the Civic Hall Community Trust to commission the energy-savings improvements detailed in its energy audit.

The legal power for this would be Local Government Act 1972 Section 133.

## **4815 Climate Emergency Standing Committee – Transport Strategy (current balance £12650 with further commitments of £3000)**

The Finance and Management Committee considered a recommendation from the Climate Emergency Standing Committee reported by the Committee Chair to further recommend to Council a payment of £6,900 from 4815 Climate Emergency Transport Strategy towards purchase of a cargo bike. Only full Council can approve expenditure over £5000.

**RESOLVED:** The Committee resolved to recommend this expenditure to Council for purchase of a cargo bike.

The legal power for this would be Local Government Act 1972 Section 137.

## **2122 63**

### **Accounts for Payment**

(1) **NOTED:** Members noted that the Chairman of Council has used nothing additional from his Chairman's Expenses since the last meeting.

(2) **NOTED:** Members noted the completed Lists of Payments for August, September and October 2021.

(3) Members considered the pending transactions of the Schedule of Payments for November 2021.

**RESOLVED:** The Schedule of Payments for November to date were approved.

# Holme Valley Parish Council

2122 64

## Financial Statements

Members noted the following accounting summaries as detailed below:

i. For August 2021:

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

ii. For September 2021:

- (1) Bank Reconciliations All Accounts (to end 30 September 2021)
- (2) Cash Books All Accounts Receipts and Payments (to end 30 September 2021)
- (3) Trial Balance (to end 30 September 2021)
- (4) Detailed Income and Expenditure by Budget Heading (YTD Budget Report to end 30 September 2021)
- (5) Cash and Investment Reconciliation (to end 30 September 2021)
- (6) Earmarked Reserves (to end 30 September 2021)
- (7) VAT Return – full quarter

The VAT return for the second quarter was submitted with £1446.40 to be repaid to the Parish Council. This was received from HMRC 26<sup>th</sup> October 2021.

iii. For October 2021:

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

# Holme Valley Parish Council

2122 65

## Expenditure on Holmfirth Civic Hall Capital Projects July 2021

The RFO/Deputy Clerk reported that at the last meeting of this Committee and subsequently at full Council, Members considered how the Parish Council would reconcile two items of Community Assets Support Committee authorised expenditure paid in July, - for £30,000 and £10,000, - which were effectively carried over from last year without specific provision in the 2021-22 budget. Council resolved then that the RFO would vire £40,000 from general reserves to the 4310 Civic Hall budget line to reconcile this. However, following discussion with Rialtas who advise us on correct accounting, we should not do this. You can only vire money from one budget line to another, not from general reserves to a budget line. And the advice from Rialtas is that neither should you transfer money from general reserves to a budget line just to make it balance. Rialtas' advice is that the £40,000 should just remain as it was entered into the accounts as a £40,000 deficit on that budget line, - so as -£40,000, - and we need not transfer money from general reserves into the budget line. The money is coming from general reserves anyway and keeping the record as -£40,000 gives a more accurate record that the Parish Council had expenditure which was outside of its approved budget plan from January 2021. The Committee was asked to consider supporting this arrangement.

**RESOLVED:** The Committee approved this arrangement.

2122 66

## Tenancies

- i. The RFO/Deputy Clerk reported that he and the Committee Vice Chairman had visited the Parish Council's garages and allotments. All was in order. Most of the allotments were being used very effectively. The Vice Chairman suggested that, given that it is some time since rents were raised, that rents are not raised this year but that tenants be notified that there may be changes to their payments in the following Council year 2023-24. The Vice Chairman advised as such:

Tenancy	Current price 2021-22	Price 2022-23	Price 2023-24
Allotment full plot (per annum)	£40	£40	£40
Allotment ½ plot (per annum)	£20	£20	£25
Garage – single (per annum)	£100	£100	£100
Garage – double (per annum)	£200	£200	£200
Gartside Building (per month)	£400	£400	£400

Only allotment ½ plots would increase in price and these only from the year 2023-24 effectively giving one year's notice to those tenants. Members considered this proposal.

**RESOLVED:** The Committee approved the pricing for the year ahead and 2023-24.

- ii. The tenant of the Gartside building had asked for a rent payment holiday because of the impact of the pandemic on takings. Members considered this request. **This motion was considered in private session as approved above.**
- iii. Kirklees Council has been in touch with the tenant of the Gartside Buildings. She applied for a new address but was instructed that a charge needed to be paid to do with the premises being fitted out as a shop. The RFO having contacted Kirklees Council, the Parish Council has been instructed to complete a form about the shop development and Building Control will thence calculate what is owed. Members considered whether the Parish Council should agree in principle to pay the charge and whether the RFO/Deputy Clerk should complete the application.

**RESOLVED:** The Committee resolved that the Parish Council would agree in principle to pay the building control charge and should complete and submit the relevant application.

# Holme Valley Parish Council

## 2122 67 Holme Valley Parish Council Budget for 2022-23

The Committee considered its budget and that of the Parish Council for the next Council year.

**RESOLVED:** That the Budget as approved would be recommended to full Council. It was anticipated that Council would still need to undertake some “tweaks” to the final budget.

## 2122 68 Financial Records for the website

**NOTED:** Members noted that financial records for August, September and October 2021 had been uploaded to the Council website accessible from Quick Links.

**The meeting finished 11.08PM**

.....  
Chairman



# Grants:

## BUDGET 4315 Other Community Assets - up to £5000

£21,529

TIME	NAME	PERSON ATTENDING	WHICH BUDGET LINE	HOW MUCH	TOTAL PROJECT 3	QUOTATION	WHAT FOR	BANK	AWARD	REMAINING	RECEIVED
1905	Hepworth Band	Martin Wilkinson	4315 Other community assets	£4,000	£31k	£4,616	Roof repairs and insulation	£22,000	£2,950	£18,579	YES
1910	Friends of Cinderhills Park	Dawn Jepson	4315 Other community assets	£6,450	£6,450	£6450 Price from Kirklees Parks	Accessible path	£1,600	£4,450	£14,129	YES
1915	Holmfirth Cricket Club	Chris Ridler	4315 Other community assets	£6,000	£6,000	£10,290	Fence - safety	£17,000	£2,000	£12,129	YES
1920	Underbank Rangers	Rob Watson	4315 Other community assets	£10,560	£10,560	£10,560	Lighting	£2,500	£3,432	£8,697	YES
2005	1st Holme Valley (Holmfirth) Scouts	NO - Alan Whitwam	4315 Other community assets	£1,680	£3,365	£3,365	Awning for Scout HQ	£27,008	£1,680	£7,017	YES
1925	Hepworth Pre-school	REPORT - Natalie Power	4315 Other community assets	£5,000	£15,000	£7,000	Playground surface	£22,000	£5,000	£2,017	Earmarked

## BUDGET 4305 Holmfirth Tech - up to £5000 EMR 333 Holmfirth Tech

£5,000 EMR

TIME	NAME	PERSON ATTENDING	WHICH BUDGET LINE	HOW MUCH	TOTAL PROJECT 3	QUOTATION	WHAT FOR	BANK	AWARD	REMAINING	REMAINING
1930	Holmfirth Tech	Simon Turner	4305 Holmfirth Tech / EMR 333	£5,000	£56,500	Project quotation	Kitchen Equipment	£14,367	£ 5,000	£0	YES

## BUDGET 4405 F&M Grants - projects and events - up to £1000

£16,600

TIME	NAME	PERSON ATTENDING	WHICH BUDGET LINE	HOW MUCH	TOTAL PROJECT 3	QUOTATION	WHAT FOR	BANK	AWARD	REMAINING	REMAINING
1935	Festival of Folk	Ross Tague	4405 F&M Grants	£1,000	£18,000		Road Closure	£6,516	£1,000	£15,600	YES
1940	Hepworth Community Singers	Clive Berry	4405 F&M Grants	£690	£690	£690	Digital Piano	£630	£690	£14,910	YES
1945	Holmfirth Art and Music	Roger Lancaster	4405 F&M Grants	£1,000	£14,000		Children's Parade	£5,020	£1,000	£13,910	YES
1950	Holmfirth Art and Music	Roger Lancaster	4405 F&M Grants	£1,000	£1,800		Cross-festival Training	£5,020	£1,000	£12,910	YES
1955	Friends of Cliff Rec	Deb Wyles	4405 F&M Grants	£525	£1,050		Piper, toilet hire, 1st aid etc	£1,332	£525	£12,385	YES
2000	Yoga 4 Health	Michelle Bland	4405 F&M Grants	£3450 or £1725	£3,875		Teaching, equipment, venue etc	£14,367	£0	£12,385	N/A
2010	Hade Edge Band	Robert Turnbull	4405 F&M Grants	£1,500	£1,500		Band uniforms and cornets	£2,136	£1,000	£11,385	YES
2015	Holme First	REPORT - Angela Payne	4405 F&M Grants	£250	£1,023		Charity Calendar - printing	£290	£0	£11,385	N/A

# HOLME VALLEY PARISH COUNCIL

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



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

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

CONTACT DETAILS	
<b>Name of organisation</b>	Holmfirth Film Festival
<b>Contact person for this application:</b>	[REDACTED]
<b>Position e.g. Chair, Secretary, Treasurer:</b>	Chair & Director
<b>Correspondence address:</b>	[REDACTED]
<b>Email address:</b>	[REDACTED]
<b>Telephone numbers:</b>	[REDACTED]

## TYPE OF COMMUNITY GRANT APPLIED FOR

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

Community Assets

Community Services

Community Events or Projects X

## What will your grant pay for?

The Grant will specifically fall into two parts as agreed with a meeting of the Parish Council.

1. 50% will go to the community venues – Civic Hall and The Tech. We currently pay £1,100 for the year to the Civic which will rise to £1,200 in 2022, and around £300 to The Tech, which will rise to £500 and maybe more in 2022. Both venues are currently considering their hiring rates.

We have been able to negotiate a deal with the Civic which has given both sides some flexibility and provided an upfront payment to them. We hope to do the same with The Tech.

2. 50% would go, as again previously agreed with the Parish Council, into a general fund for promotion of the Valley Festivals in 2022, perhaps along the lines of 'The Year of Festivals' to reinvigorate the festivals in the Holme Valley post-Covid. The main Festivals are hoping to meet before the end of the year to discuss this.

## ABOUT YOUR GROUP

<b>What type of group are you?</b>	<ul style="list-style-type: none"><li>• Unregistered community group</li><li>• Registered charity</li><li>• Other (please state): Community Interest Company</li></ul>
<b>Charity registration no. (if applicable)</b>	
<b>When did the group start?</b>	12 years ago
<b>Do you have a constitution or a set of governing rules?</b>	<b>Yes / No</b> <i>If yes, please provide copy with this application</i> <i>If no, please explain your management structure on a separate sheet.</i>
<b>What area does your group cover?</b> <i>The Council can only fund grants to groups which directly benefit residents of the Holme Valley</i>	The Holme Valley
<b>Describe the people you <u>mainly</u> work with:</b>	<ul style="list-style-type: none"><li>• Children under 16</li><li>• Young people under 25</li><li>• Older people over 60</li><li>• People with disabilities</li><li>• People of minority ethnic origin</li><li>• Other groups (please state): Film audiences cover all these groups.</li></ul>

How many people are involved in running your group?	Paid staff: None
	Volunteers, including Committee members: 20 <i>plus extra ones during Festival weekends.</i>

FINANCES	
Financial year	2020-21
Income	£ 18,479.00
Expenditure	£ 18,087.00
Reserves	£ 18,500.00
Please describe your current financial reserves and account for expected expenditure from these.	The accounts run from February to February so give a somewhat distorted view of our finances which appear better than they are in actuality. The current ones do not take into account the Film Festival weekends in June (online), in October and Christmas films, which will be paid out of our own resources. Nor do they take note of yet the equipment expenditure which we will be doing in the new year for players and projectors to replace old equipment. We are able to pay for this because we have managed to ensure that we do have reserves.
Has the group previously received a grant from the Parish Council?	Yes / No  <i>If 'Yes' please give the date and brief details of any grants received in the last five years.</i>  Just over two years ago £500 and two years before that £500.

YOUR PROJECT			
How much money are you requesting from the Parish Council?		£1,000	
Project start date:	February 2022	Project end date:	February 2023
<p>Please describe what you want to do with the money. Use no more than 500 words. Please answer the following questions in your answer:</p> <ul style="list-style-type: none"> <li>• Who will benefit from this project?</li> <li>• How do you know there is a need for this project?</li> <li>• Are you working in partnership with other groups?</li> <li>• How many people are involved in your activities each year?</li> </ul>			



- How will you know that the project is a success?

The first to benefit will be the two community run venues which are still coping with the fallout from Covid and are now hit with increased running costs such as heating.

The Festival has successfully run for twelve years which is an indication of the need within the Holme Valley for seeing on a big screen films from around the world which could only, otherwise, be seen by visiting one of the major cities. This year's festival in November was run on the basis of a 70% turn-out in the light of Covid and continuing and understandable reluctance, -particularly of the older generation, to come out to events. We, in fact, slightly exceed that marker. The feedback was extremely good and welcoming, and plainly made the point for the existence of the Festival.

We always work in partnership with other groups and will continue to do so. Our long weekend in March 2022 has as its theme Climate Change and will work closely with many groups locally, such as Fair Trade, Eco Homes, Hott, Church groups, those engaged in re-wilding, cycling, conservation, local companies dealing with green energy, insulation, housing, electric cars etc.. We have already starting to talk to various campaigning groups.

The Festival reaches out to all parts of the Holme Valley with screenings in three different venues in Holmfirth, with further screenings in Honley, Choppards, Hepworth Meltham, New Mill, Langsett.

In general, we average around 4,000 people in the Holme Valley watching films. Part of the success of the festival is the increasing diversity of the audiences which meet the criteria set by the British Film Institute. We have met each year the targets of the BFI in terms of the numbers of films we screen (which is way above the those of similar festivals) diversity, age, disabled, neurodiversity both in terms of audiences and the type of films screened which has been praised by the Northern Film Hub. Ultimately, it is about the audiences and we rely on their response and feedback to justify whether the Festival is a success or not.

PROJECT BUDGET		
Item	Total cost	Requested from the Parish Council
	£ 18,000-19,000	£1,000.00
<b>TOTALS</b>	£ 18,000 - 19,000	£ 1,000.00

## OTHER FUNDING

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

Yes / No

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

September 2021 £5,000 Film Hub North (British Film Institute/National Lottery). This runs until the end of March 2022 and covers festival weekends, monthly screenings, Langsett Short Film Festival, Christmas Films and a number of film orientated events..It doesn't cover the second weekend in October 2022 or other screenings and events after March. It has been allocated the summer but it has not been transferred to us yet.

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

We normally do some fundraising events such as discos etc. which have been successful and raise funds but those have been not possible because of Covid. Also, we have normally had sponsorship from local companies but that has been over the past year very uncertain. We did receive some backing from the owner of Bates Mill in Huddersfield (£350) which was extremely useful during Covid lockdown and was used to fund a Short Film competition. These are areas we will pursue in the coming year.

We have been successful in holding reserves (£18,000) which have proved to be exactly what is required. We put on an online film festival in last year during Covid which sponsored local short film-makers and awarded prizes, and funded other events to the tune of £2,000. We are currently having an audit of our technical equipment and it seems that we will have to purchase new equipment, including three new high-quality players and possibly a new projector which are all expensive but necessary investments which come out of reserves.

## BANK ACCOUNT DETAILS

Account name	[REDACTED]
Sort code	[REDACTED]
Account number	[REDACTED]

### Declaration

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

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

Name: [REDACTED]

Signature: [REDACTED]

Date: 12 December 2021

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



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CONTACT DETAILS	
<b>Name of organisation</b>	[REDACTED]
<b>Contact person for this application:</b>	[REDACTED]
<b>Position e.g. Chair, Secretary, Treasurer:</b>	Project Manager
<b>Correspondence address:</b>	[REDACTED]
<b>Email address:</b>	[REDACTED]
<b>Telephone numbers</b>	[REDACTED]

## TYPE OF COMMUNITY GRANT APPLIED FOR

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

Community Assets

Community Services

Community Events or Projects

**What will your grant pay for?** The grant will pay for one of the Sharing Memories arts sub-projects within a large project, called INDeep that will run from Jan 21 – Oct 21. The

items it will cover are the support artist fees, room hire, taxis for members, insurance, volunteer expenses and materials.

### ABOUT YOUR GROUP

<b>What type of group are you?</b>	<ul style="list-style-type: none"> <li>• Unregistered community group</li> </ul>
<b>Charity registration no. (if applicable)</b>	N/A
<b>When did the group start?</b>	February 1994
<b>Do you have a constitution or a set of governing rules?</b>	Yes
<b>What area does your group cover?</b> <i>The Council can only fund grants to groups which directly benefit residents of the Holme Valley</i>	The Holme Valley: Holmfirth, Honley, Hepworth, Wooldale, Scholes
<b>Describe the people you <u>mainly</u> work with:</b>	<ul style="list-style-type: none"> <li>• Older people over 60, mainly those in their 70's,80's &amp; 90's – often lonely, living alone</li> <li>• People with disabilities – some of our members also have dementia, some are registered blind, others have mobility issues</li> <li>• Our group then works with other local groups – primary schools (The Nabb in Holmfirth), residential homes, centres for adults recovering from mental illnesses e.g Enfield Down in Honley</li> </ul>
<b>How many people are involved in running your group?</b>	<b>Paid staff:</b> 4 but all freelance self-employed so only paid per session (3 visual artists, 1 Project Manager)
	<b>Volunteers, including Committee members:</b> 3 volunteers, & we have 3 committee members who are also Sharing Memories Group members

<b>FINANCES</b>	
<b>Financial year</b>	To March 2021
<b>Income</b>	£10,291.34 (This was unusual due to Covid, the year prior income was £24,346.53)
<b>Expenditure</b>	£1,902.65 (Year prior £32,831.05)
<b>Reserves</b>	£2639.28
<b>Please describe your current financial reserves and account for expected expenditure from these.</b>	We currently have £4212.92 cash at bank. Our current financial reserves that are unrestricted are £2639.28 - much depleted as we were unable to raise funds during the lockdowns. We need our current funds for the start of our next project.
<b>Has the group previously received a grant from the Parish Council?</b>	Yes - Holme Valley Sharing Memories received a grant award of £1000 from Holme Valley Parish Council towards a 5-month project from Oct 2019 – Feb 2020, entitled "Museum of Curiosities".

<b>YOUR PROJECT</b>			
<b>How much money are you requesting from the Parish Council?</b>		<b>£987</b>	
<b>Project start date:</b>	<b>28/4/2022</b>	<b>Project end date:</b>	<b>12/05/2022</b>
<p>Please describe what you want to do with the money. Use no more than 500 words. Please answer the following questions in your answer:</p> <ul style="list-style-type: none"> <li>• Who will benefit from this project?</li> <li>• How do you know there is a need for this project?</li> <li>• Are you working in partnership with other groups?</li> <li>• How many people are involved in your activities each year?</li> <li>• How will you know that the project is a success?</li> </ul> <p>We have planned a project from Jan – Oct 2022, called InDeep, all about the problems facing our oceans due to man's pollution and how we can help by recycling. The project is an arts and wellbeing project for Sharing Memories and consists of 8 sub projects and it is the 4<sup>th</sup> sub project that we are seeking</p>			



funds for, making giant jellyfish from recycled plastic bags. In each project our members will learn a new creative skill to create one element of a seascape, all from recycled materials. They will make a coral reef from recycled paper, bubble wrap fish, giant plastic bag jellyfish, interactive plastic bottle sea kelp, sound of the sea instruments from recycled cardboard etc. The project will culminate in a large public educational exhibition in the valley, which will teach people about how they can reuse and where they can recycle materials locally.

The people who will benefit are Sharing Memories Members (currently 11 but growing to 20 members); the groups that they work with – Nabb School in Holmfirth, local residential homes (currently being approached), day centres for adults with learning difficulties and those recovering from mental illness (Enfield Down, Honley). We plan to work face to face with these groups but if Covid makes this difficult we will stream our sessions so they can do the same on their premises until we are safe to meet in person again. The public will also benefit from seeing and learning from the exhibition. All who work on the project benefit from working intergenerationally with people they would not normally meet. Sharing Memories members benefit as it helps alleviate their loneliness due to rural and age-related isolation. It gives them a purpose and something to look forward to each week.

We know there is a need for our work because all our members came back bar one after lockdown and we have recently gained new members. We are continuing to grow, getting referrals from the Primary Care Network via social prescribing, from Admiral dementia nurses in the NHS Trust and from Creative Minds, part of the South West Yorkshire NHS Foundation Trust (They develop creative activities in partnership with community organisations that help improve the health and wellbeing of people).

The project involving recycling ties in strongly with the Parish and wider world Climate Change Emergency initiatives and the need to drive awareness and action.

Each year we involve more than 500 people, with the groups that we work with as described above and the public that take part in our project exhibitions, open days & events. We will deem the project a success if we grow to 20 members, we work flexibly with other groups throughout (despite covid related issues) and we put on a successful well attended (50 people / day) exhibition. We will do a full evaluation of the project surveying our members and partners to fully understand what they liked, what they feel we could improve on and what we might repeat.

#### **PROJECT BUDGET (FOR SUB Project no. 4 only)**

Item	Total cost	Requested from the Parish Council
Lead Artist 3 weeks at £190 / day	£570	£0
Project Manager 3 weeks at £190 / day	£570	£0
2 Support artists 3 weeks at £106 / session	£636	£636
Room Hire – 2 weeks at £50 week	£100	£100
Taxis to get members to the session – 3 weeks at £40 / week	£120	£120
Insurance for 3 weeks	£23	£23
Volunteer expenses – 2 volunteers at £10 each / week for 3 weeks	£60	£60
Materials e.g. glue, framework, tape	£48	£48

<b>TOTALS</b>	<b>£2127</b>	<b>£987</b>
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**OTHER FUNDING**

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

Yes to fund the wider whole project made up of 8 sub projects and the exhibition at the end, but not for this sub project. (The total cost of the whole project including the 8 sub projects is over £25,000) I am going to be applying to Sea Changers for the Lead Artist and Project manager costs for this sub project.

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

Other people applied to for the other sub projects are:  
 Francis Winham Trust £2500 – applied 23/11/2021 – not heard back yet  
 Persimmon Homes - £1000 – applied for 24/11/2021 – not heard back yet  
 Barchester Healthcare Foundation £4888 – applied 30/11/2021 – not heard back yet  
 One Community – Thornton Fund £4747.85 – applied 20/12/2021 – not heard back yet  
 Awards For All - £9458 – applied 22/12/2021 – not heard back yet

Other sources of funding for this project, e.g. donations, reserves, fund raising e.g. plant sale planned in Spring  
 Please list, with amounts.

We receive small donations monthly through Just Giving, we have small reserves as outlined above that we will start the project with and we raise funds throughout from members subs (£3 each / week / person) and fundraising events. We are also in the planning stages to hold local exhibitions in the Council Rooms / Library in Skelmanthorpe and at the Tech in Holmfirth of previous Sharing Memories artwork, which we will sell to raise funds to continue our work.

**BANK ACCOUNT DETAILS**

<b>Account name</b>	[REDACTED]
<b>Sort code</b>	[REDACTED]
<b>Account number</b>	[REDACTED]

### Declaration

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

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

**Name** [REDACTED]

**Signature:** [REDACTED]

**Date: 28 December 2021**

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

Date applicant notified of outcome:	



# HOLME VALLEY PARISH COUNCIL

HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS  
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Please complete this form as clearly as possible and return it to the clerk by email or by post to the above address.

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

CONTACT DETAILS	
<b>Name of organisation</b>	[REDACTED]
<b>Contact person for this application:</b>	[REDACTED]
<b>Position e.g. Chair, Secretary, Treasurer:</b>	Fundraiser / Parent
<b>Correspondence address:</b>	[REDACTED]
<b>Email address:</b>	[REDACTED]
<b>Telephone numbers:</b>	[REDACTED]

## TYPE OF COMMUNITY GRANT APPLIED FOR

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

**Community Assets**

**Community Services**

**Community Events or Projects**

<b>What will your grant pay for?</b>	Gazebos
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<b>ABOUT YOUR GROUP</b>	
<b>What type of group are you?</b>	<ul style="list-style-type: none"> <li>• Unregistered community group</li> <li>• Registered charity</li> <li>• Other (please state): Junior Football Club</li> </ul>
<b>Charity registration no. (if applicable)</b>	
<b>When did the group start?</b>	1986
<b>Do you have a constitution or a set of governing rules?</b>	Yes <i>If yes, please provide copy with this application – Code of Conducts attached.</i>
<b>What area does your group cover?</b> <i>The Council can only fund grants to groups which directly benefit residents of the Holme Valley</i>	Honley and surrounding areas
<b>Describe the people you <u>mainly</u> work with:</b>	<ul style="list-style-type: none"> <li>• Children under 16</li> </ul>
<b>How many people are involved in running your group?</b>	<b>Paid staff: None</b>
	<b>Volunteers, including Committee members: 10</b>

<b>FINANCES</b>	
<b>Financial year</b>	
<b>Income</b>	£ 200
<b>Expenditure</b>	£ 75
<b>Reserves</b>	£125
<b>Please describe your current financial reserves and account for expected expenditure from these.</b>	This is a brand new team, that come under Honley Junior Football Club, so our first year of bringing in income, as Under 7's is the first year the team start playing in a league. We plan to building funding up each year.
<b>Has the group previously received a grant from the Parish Council?</b>	Yes Honley Junior Football Club has received funds, but not this group (Under 7's 2021/2022)

<b>YOUR PROJECT</b>			
<b>How much money are you requesting from the Parish Council?</b>		<b>£350</b>	
<b>Project start date:</b>	<b>01.01.2022</b>	<b>Project end date:</b>	<b>30.05.2022</b>
<p>Please describe what you want to do with the money. Use no more than 500 words. Please answer the following questions in your answer:</p> <ul style="list-style-type: none"> <li>• Who will benefit from this project?</li> <li>• How do you know there is a need for this project?</li> <li>• Are you working in partnership with other groups?</li> <li>• How many people are involved in your activities each year?</li> <li>• How will you know that the project is a success?</li> </ul> <p>We are requesting £350 from HVPC to supply at least 3 fold up and carry gazebos for the White and Blue teams of the Current Honley Junior Under 7's. These will be used to keep players clothes dry during the winter, and used in the spring/summer to shade if needed. They will be used at home and away games, and at tournaments, hence why they needed to be durable folded, and carriable, not pole gazebos.</p> <p>The children, currently do not have anything to keep these clothes dry in between playing, and as you will appreciate with good old Holme Valley weather, and the young</p>			



age of these children, it is not ideal.

We expect to carry on using these gazebos, and to stay with this group while they move up to under 8's, under 9's, etc.

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PROJECT BUDGET		
Item	Total cost	Requested from the Parish Council
<b>Heavy Duty Pop-up Gazebo Waterproof Adjustable Folding Canopy Instant Tent 3x3m</b>	£116.55 x 3 +delivery	£350
<b>TOTALS</b>	<b>£</b>	<b>£</b>

OTHER FUNDING
<p><b>Has the group applied elsewhere for other grants to fund this project?</b></p> <p>No</p>
<p>Other sources of funding for this project, e.g. donations, reserves, fund raising. Please list, with amounts.</p> <p>We sell weekly teas and coffees at each home game, as well as a raffle t each home game. We where hoping to hold a Christmas tombolo at the local Christmas market, but was cancelled due to the weather, but we are to make this a annual event, and are looking at arranging an annual black tie dinner to raise funds for future trips for the club, and other equipment.</p>

<b>BANK ACCOUNT DETAILS</b>	
<b>Account name</b>	██████████
<b>Sort code</b>	██████
<b>Account number</b>	██████████

<b>Declaration</b>
<p>This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.</p> <ul style="list-style-type: none"> <li>• I am authorised to make the application on behalf of the above organisation.</li> <li>• I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.</li> <li>• I certify that the information contained in this application is correct.</li> <li>• If the information in the application changes, I will inform the Council.</li> <li>• I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.</li> <li>• If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.</li> <li>• I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.</li> </ul>
<b>Name:</b> ██████████
<b>Signature:</b>
<b>Date: 30.12.2021</b>

<b>Name of Organisation</b>	
<b>CHECKLIST</b>	
Please enclose the following with your application	
	<b>Please Tick</b>
Signed application form, with every question answered	
Have you addressed sustainability issues? See the criteria on the council website ( section 1.8).	
Last three years audited annual accounts (if available)	
Constitution or set of rules (if not applicable please state so)	
Copy of bank statements for past six months	
Copies of written estimates/quotations for capital purchases?	
For projects or items over £5000 have you completed a Business Plan or for grants over £2.000 have you provided a forward plan of activities for the next year ?	
If possible, please email a copy of the grant application to the Clerk ( <a href="mailto:clerk@holmevalleyparishcouncil.gov.uk">clerk@holmevalleyparishcouncil.gov.uk</a> ). With the Application in WORD not PDF.	
<b>and send completed application form (with all supporting documentation) to: Holme Valley Parish Council, Holmfirth Civic Hall, Huddersfield Road Holmfirth, HD9 3AS</b>	
If you have any queries, please contact the Clerk - Tel: 01484 687460 Email: <a href="mailto:clerk@holmevalleyparishcouncil.gov.uk">clerk@holmevalleyparishcouncil.gov.uk</a>	
<i>You are advised to keep a copy of this application for your own records.</i>	
<b>For internal admin use only:</b>	

Date application received:	
Application meets criteria:	Yes/No*
Meeting Date/Minute No.	
Grant approved . Yes/No	
Legislation under which grant is made.	
Date applicant notified of outcome:	

## COMMUNITY ASSET FACILITIES EXPRESSION OF INTEREST IN FUTURE FUNDING OPPORTUNITIES

The Parish Council is keen to understand the future financial needs of community assets throughout the Holme Valley. This form allows the groups managing these assets to indicate capital investment plans for their facilities so the Parish Council is aware of potential future grant applications. This will allow us to better understand how to help the local community support our key community assets and inform the development of our budget in future years.

### Background

In recent years, the Parish Council has taken on ownership from Kirklees Council of Holmfirth Public Toilets and Holmfirth Civic Hall and shortly expects to do likewise with Honley Library. Alongside these Council owned assets, there are a large number of village halls, community centres and sports clubs which all play an important role in our local community.

In line with our draft Neighbourhood Development Plan, we are committed to protecting and enhancing, where possible, these community facilities which are of considerable value to the local community. We recognise the importance of a whole range of assets across the valley which are in community ownership and are run for public benefit (as defined by the Charity Commission<sup>1</sup>) for the residents of the Holme Valley.

### Funding & deadline

The Parish Council sets its budget for the following year (commencing April 2021) during autumn 2020. This helps determine our precept, which is the annual tax all residents pay towards the operation of the Parish Council. We have a dedicated Community Assets Support Committee and to assist in understanding potential funding requests next year, we need expressions of interest in potential funding from applicants by 30 September 2020. Full Council then has to agree the overall budget in January 2021 to determine the level of precept for the following year.

### Process

**Completing the form is not a funding application but an indication of what funding you may be seeking in the future.** We normally limit each applicant to £5000 per year and a longer funding application form would need to be completed ready for April 2021. At that point, further information would be required regarding your annual accounts, constitution etc (see the [Grants](#) page of our website for further details of our current criteria and guidelines).

Please note that we cannot guarantee that any funding application in the future year will be successful as each application will be considered on its merits by the Community Assets Support Committee. The Committee will similarly only be able to spend the budget approved by Full Council. We would therefore encourage you to apply to other organisations for funding where possible.

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<sup>1</sup>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/588234/PB1\\_The\\_public\\_benefit\\_requirement.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/588234/PB1_The_public_benefit_requirement.pdf)

Please complete this brief form as clearly as possible and return it to the clerk by 30 September 2020. Copies of the completed forms will be circulated to all Members of the Community Assets Support Committee for review at their meeting on 19 October 2020.

## **EXPRESSION OF INTEREST IN FUTURE FUNDING OPPORTUNITIES (2021-22)**

### **Name & Address of Community Asset**

Holme Village Community Centre  
13/15 Meal Hill Road  
Holme  
HD9 2QG

### **Name of Management Group of Community Asset**

Holme Village Community Centre Board of Trustees

### **Expected Future Plans for Capital Expenditure from 2021 Onwards Requiring External Funding (please give anticipated costs if known)**

The management group have over recent years raised considerable funds for the project. As a result the building, which had been empty and unused for many years and at risk of becoming derelict, has been taken on by the Trust and funds raised have been used to undertake major re-roofing and instal new windows and doors. The building is now weatherproof and safe from further deterioration.

From the funds already raised, the Trust have residual funds which will allow for electrical re-wiring, and a new heating system. This work will be undertaken this year.

The reason we are wanting to apply for funding from the Parish Council is that the building needs a new electricity supply to be brought into the building and the costs associated with this are at the moment prohibitive to the Trust. We have obtained a quote for the work from the Electricity Board and it will cost £5000 for the work to be completed – it is help with this that we would like to request from the Parish Council.

### **What are the implications of not making this investment on the community asset? (can it be delayed, reserves used etc)**

Without the funding to incorporate the new electricity supply into the building, then there will be a significant delay to the completion of works in the building and the opening of the facility to the community. Current reserves will be entirely used up in the re-wiring of the building, a new heating system and some plumbing work in the toilets. The Trustees and volunteers will undertake a significant amount of the re-plastering and interior re-decoration that is necessary, but even then it is likely that further funds will need to be raised to support this. Covid has caused the loss of fund raising activities planned for 2020 and 2021 amounting to a loss of an estimated £8000 in funding and without additional grant funds we are unlikely to be able to open the building this year as we had hoped to do.

All of the Trustees and friends are giving time on a voluntary basis to bring back to life a valuable community asset that will ultimately be self-funding and will be run by the volunteer trust on a 'not for profit' basis. It will provide:

- A base for community projects and training activities that support local people and help prevent rural isolation and strengthen physical and emotional wellbeing
- A centre for arts activity
- A centre for local clubs and societies
- An additional base for project work for the small local village school which has no large indoor space for art, craft and sports activity along with the provision of a before and after-school club to support families and working parents whilst providing high class, educational activities for children
- A rural base for link projects with a Huddersfield based school in an urban environment, providing easy access to activity sessions in the beautiful countryside on the edge of the Peak District
- A bookable events space

**What other funding opportunities are you pursuing?**

The Trust has raised considerable funds through a mixture of grant applications and fund-raising activities. The fund-raising events have been badly affected by Covid and the associated restrictions but we are hopeful that 2022 fund-raising activities may be possible. We are currently working on an 'Awards for All' Grant application but this may be somewhat of a long shot as this agency supported us with a grant for the first stage of our building works. You are allowed to bid again after two years but clearly they may prefer to support causes they have not supported previously.

**Name & Address of Applicant's Primary Contact**

Andy Williams  
15 Modd Lane  
Holmfirth  
HD9 2JZ

**Telephone no.** 07415115488 **Email contact:** andywilliams9@sky.com


**Have you previously applied for a grant from this Parish Council? NO**  
**If YES, please give details of the project or scheme, and the date of any grant received**

N/A

<b>DECLARATION</b>
<b>This declaration must be signed by an authorised person within the organisation or group, e.g. Committee Member, Office Holder or Trustee. (Electronic signatures are acceptable).</b>
<ol style="list-style-type: none"> <li><b>1. I am authorised to make the expression of interest on behalf of the above organisation.</b></li> <li><b>2. I certify that the information contained in this form is correct.</b></li> </ol>



3. I give permission for the Council to record the details of my organisation electronically and to contact my organisation by phone, mail or email regarding this expression of interest.
4. I understand that this form is not an application for funding but an expression of interest to assist the Parish Council in understanding potential future funding needs for my organisation's capital investment in a community asset in the next year.
5. I understand that submission of this form does not guarantee successful award of a future grant application.

<b>Signed</b> 	<b>Date</b> 6 <sup>th</sup> January 2022
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Please post the signed, completed form to:  
**HOLME VALLEY PARISH COUNCIL, HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD,  
HOLMFIRTH, HD9 3AS**

or it can be emailed to the Clerk on [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)



**List of Payments made between 01/11/2021 and 30/11/2021**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/11/2021	Business Stream	2122/08/01	1,935.60	Council 2122 04	Water and Sewerage Charges
08/11/2021	British Telecom	2122/08/02	47.94	Council 2122 204	Internet and Phone
10/11/2021	O2	2122/08/03	79.34	Council 2021 198 199	iPad and iPhone Contracts
12/11/2021	Information Commissioner's Off	2122/08/04	35.00	Council 2122 204	Annual ICO Certificate
15/11/2021	Salaries Staff	2122/08/05	1,486.90	Council 2122 204	Salary Staff 02 - NOV 2021
15/11/2021	Salaries Staff	2122/08/06	917.64	Council 2122 204	Salary Staff 03 - NOV 2021
15/11/2021	Salaries Staff	2122/08/07	1,245.55	Council 2122 204	Salary Staff 04 - NOV 2021
16/11/2021	West Yorkshire Pension Fund	2122/08/08	608.38	Council 2122 204	Pensions
16/11/2021	HMRC	2122/08/09	1,098.95	Council 2122 204	PAYE Tax and NI
26/11/2021	Hollywood Agency Ltd	2122/08/10	177.00	F&M 2122 63 (3)	Selfie Frame, Banner
26/11/2021	Hade Edge Band	2122/08/11	52.50	F&M 2122 63 (3)	Hire of Band Room 20211011
26/11/2021	Holmfirth Colour Print	2122/08/12	44.88	F&M 2122 63 (3)	Laminating and Binding NDP
26/11/2021	Hollywood Agency Ltd	2122/08/13	949.20	F&M 2122 63 (3)	15,000 Flyers NDP
26/11/2021	Campaign to Protect Rural Engl	2122/08/14	36.00	Council 2122 57	Annual Subscription
26/11/2021	Viking	2122/08/15	297.59	F&M 2122 63 (3)	Stamps, Stationery etc
26/11/2021	Viking	2122/08/16	30.06	F&M 2122 63 (3)	Stationery
26/11/2021	Staff 02	2122/08/17	14.39	Council 2122 204	Reimbursement Zoom
26/11/2021	Document Logic	2122/08/18	117.50	Council 2021 198	Photocopying
26/11/2021	Holmfirth Christmas Team	2021/08/19	1,000.00	F&M 2122 63 (3)	Grant: Christmas Lights
26/11/2021	Kirklees Council	2122/08/20	4,589.99	F&M 2122 63 (3)	By-elections Costs
26/11/2021	npower	2122/08/21	138.50	Council 2122 04	Electricity Holmfirth Toilets
26/11/2021	YLCA	2122/08/22	22.50	Council 2021 198	Training Committees Clerk
26/11/2021	YLCA	2122/08/23	22.50	Council 2021 198	Training - Policies - Clerk
26/11/2021	Barnsley Chronicle	2122/08/24	300.00	Council 2122 204	Holme Valley Review - NOV
26/11/2021	Spencer Fabrications	2122/08/25	907.20	F&M 2122 63 (3)	Supply Bench Legs
<b>Total Payments</b>			<u>16,155.11</u>		

# Holme Valley Parish Council Cash Book 2021-22

## HSBC Community Current Account

### Payments December 2021

No	HVPC ref	Payment Sent Date	Payment method	Check v statement	To pay	Inv date	Inv number	Description	Net	Vat	Gross	Authorisation to Pay	Legislation
1	2122/09/01	01/12/2021	BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR			EXPENSES - 1. BENCHES AND SHELTERS; 2. TOILETS	£89.44	£12.81	£102.25	Council 2122 57	PCA 1971 S1, S4
2	2122/09/02	01/12/2021	BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR			MAINTENANCE OCT - I. BENCHES AND SHELTERS; 2. TOILETS	£1,762.20	£0.00	£1,762.20	Council 2122 57	PCA 1971 S1, S4
3	2122/09/03	07/12/2021	DD	<input type="checkbox"/>	BT			INTERNET AND PHONE	£39.95	£7.99	£47.94	Council 2122 57	LGA 1972 S111
4	2122/09/04	13/12/2021	DD	<input type="checkbox"/>	O2			IPAD AND IPHONE CONTRACTS	£64.42	£12.88	£77.30	Council 2122 57	LGA 1972 S137
5	2122/09/05	14/12/2021	BACS	<input type="checkbox"/>	HEPWORTH BAND			GRANT: TOWARDS BAND ROOM ROOF INSULATION	£2,950.00	£0.00	£2,950.00	Council 2122 57	LGA 1972 S133
6	2122/09/06	14/12/2021	BACS	<input type="checkbox"/>	FRIENDS OF CINDERHILLS PARK			GRANT: TOWARDS ACCESSIBLE PATH	£4,450.00	£0.00	£4,450.00	Council 2122 82	PHA 1875 S164
7	2122/09/07	14/12/2021	BACS	<input type="checkbox"/>	HOLMFIRTH CRICKET CLUB			GRANT: TOWARDS NEW FENCING	£2,000.00	£0.00	£2,000.00	Council 2122 82	LG&RA 1997 S31
8	2122/09/08	14/12/2021	BACS	<input type="checkbox"/>	UNDERBANK RANGERS			GRANT: TOWARDS LIGHTING AND CARPARK SURFACING	£3,432.00	£0.00	£3,432.00	Council 2122 82	GMMPA 1976 S19
9	2122/09/09	14/12/2021	BACS	<input type="checkbox"/>	1ST HOLME VALLEY (HOLMFIRTH) SCOUTS			GRANT: NEW AWNING SCOUTS HQ	£1,680.00	£0.00	£1,680.00	Council 2122 82	GMMPA 1976 S19
10	2122/09/10	14/12/2021	BACS	<input type="checkbox"/>	FESTIVAL OF FOLK			GRANT: ROAD CLOSURE	£1,000.00	£0.00	£1,000.00	Council 2122 82	GMMPA 1976 S19
11	2122/09/11	14/12/2021	BACS	<input type="checkbox"/>	HEPWORTH COMMUNITY SINGERS			GRANT: DIGITAL PIANO	£689.99	£0.00	£689.99	Council 2122 82	GMMPA 1976 S19
12	2122/09/12	14/12/2021	BACS	<input type="checkbox"/>	HOLMFIRTH ART AND MUSIC			GRANT: CHILDREN'S PARADE	£1,000.00	£0.00	£1,000.00	Council 2122 82	GMMPA 1976 S19
13	2122/09/13	14/12/2021	BACS	<input type="checkbox"/>	HOLMFIRTH ART AND MUSIC			GRANT: CROSS-FESTIVAL TRAINING	£1,000.00	£0.00	£1,000.00	Council 2122 82	GMMPA 1976 S19
14	2122/09/14	14/12/2021	BACS	<input type="checkbox"/>	HADE EDGE BAND			GRANT: TOWARDS CORNETS AND BAND UNIFORMS	£1,000.00	£0.00	£1,000.00	Council 2122 82	GMMPA 1976 S19
15	2122/09/15	14/12/2021	BACS	<input type="checkbox"/>	HOLMFIRTH TECH			GRANT: TOWARDS KITCHEN EQUIPMENT	£5,000.00	£0.00	£5,000.00	Council 2122 82	LGA 1972 S133
16	2122/09/16	14/12/2021	BACS	<input type="checkbox"/>	VIKING			KETTLE, PLANNER, STAMPS	£52.96	£4.47	£57.43	Council 2122 82	LGA 1972 S111
17	2122/09/17	14/12/2021	BACS	<input type="checkbox"/>	DOCUMENT LOGIC			PHOTOCOPYING	£57.69	£11.54	£69.23	Council 2122 57	LGA 1972 S111
18	2122/09/18	14/12/2021	BACS	<input type="checkbox"/>	RAMSDENS SOLICITORS LLP			SEARCHES RE HONLEY LIBRARY	£681.60	£0.00	£681.60	Council 2122 82	LA 2011 S87-108
19	2122/09/19	14/12/2021	BACS	<input type="checkbox"/>	STAFF 04			CHRISTMAS CARDS	£12.23	£0.00	£12.23	Council 2122 57	LGA 1972 S112
20	2122/09/20	14/12/2021	BACS	<input type="checkbox"/>	STAFF 03			REIMBURSEMENT - GODADDY WEB SUB X 5 SEP-JAN	£49.95	£0.00	£49.95	Council 2122 57	LGA 1972 S112
21	2122/09/21	14/12/2021	BACS	<input type="checkbox"/>	STAFF 02			REIMBURSEMENT FOR ZOOM - DEC	£11.99	£2.40	£14.39	Council 2122 57	LGA 1972 S112
22	2122/09/22	14/12/2021	BACS	<input type="checkbox"/>	NPOWER			ELECTRICITY HOLMFIRTH TOILETS - OCT	£221.75	£11.09	£232.84	Council 2122 57	PHA 1936 S87
23	2122/09/23	14/12/2021	BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR			MAINTENANCE NOV - I. BENCHES AND SHELTERS; 2. TOILETS	£1,359.10	£0.00	£1,359.10	Council 2122 57	PCA 1971 S1, S4
24	2122/09/24	14/12/2021	BACS	<input type="checkbox"/>	BARNSELY CHRONICLE			HOLME VALLEY REVIEW DEC 2021	£250.00	£50.00	£300.00	Council 2122 57	LGA 1972 S142
25	2122/09/25	14/12/2021	BACS	<input type="checkbox"/>	SD KIRK AND TJ KIRK			CHRISTMAS TREES X 4	£250.00	£50.00	£300.00	Council 2122 82	GMMPA 1976 S19
26	2122/09/26	14/12/2021	BACS	<input type="checkbox"/>	SD KIRK AND TJ KIRK			CHRISTMAS TREES X 2 - HONLEY	£83.33	£16.67	£100.00	Council 2122 82	GMMPA 1976 S19
27	2122/09/27	15/12/2021	SO	<input type="checkbox"/>	STAFF 02			SALARY	£1,455.35	£0.00	£1,455.35	Council 2122 57	LGA 1972 S112
28	2122/09/28	15/12/2021	SO	<input type="checkbox"/>	STAFF 03			SALARY	£917.64	£0.00	£917.64	Council 2122 57	LGA 1972 S137
29	2122/09/29	15/12/2021	SO	<input type="checkbox"/>	STAFF 04			SALARY	£1,245.55	£0.00	£1,245.55	Council 2122 57	LGA 1972 S112
30	2122/09/30	16/12/2021	SO	<input type="checkbox"/>	WYPF			PENSIONS	£601.90	£0.00	£601.90	Council 2122 57	LGA 1972 S112
31	2122/09/31	16/12/2021	SO	<input type="checkbox"/>	HMRC			PAYE TAX AND NI	£1,076.69	£0.00	£1,076.69	Council 2122 57	LGA 1972 S112
32	2122/09/32	16/12/2021	BACS	<input type="checkbox"/>	FRIENDS OF CLIFF REC			GRANT: TOWARDS PLATINUM JUBILEE EVENT	£525.00	£0.00	£525.00	Council 2122 82	GMMPA 1976 S19
									<b>£35,010.73</b>	<b>£179.85</b>	<b>£35,190.58</b>		

# Holme Valley Parish Council Cash Book 2021-22

## HSBC Community Current Account

### Payments January 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
			CHG	<input type="checkbox"/>	HSBC			BANK CHARGE	£8.00	£0.00	£8.00	Council 2122 57	LGA 1972 S111
			DD	<input type="checkbox"/>	BT			INTERNET AND PHONE	£38.53	£7.71	£46.24	Council 2122 57	LGA 1972 S111
			DD	<input type="checkbox"/>	GRENKE			PHOTOCOPIER LEASE	£117.99	£23.60	£141.59	Council 2122 57	LGA 1972 S111
			DD	<input type="checkbox"/>	O2			IPAD AND IPHONE CONTRACTS	£64.12	£12.82	£76.94	Council 2122 57	LGA 1972 S137
			SO	<input type="checkbox"/>	STAFF 02			SALARY	£1,455.35	£0.00	£1,455.35	Council 2122 57	LGA 1972 S112
			SO	<input type="checkbox"/>	STAFF 03			SALARY	£917.64	£0.00	£917.64	Council 2122 57	LGA 1972 S137
			SO	<input type="checkbox"/>	STAFF 04			SALARY	£1,245.55	£0.00	£1,245.55	Council 2122 57	LGA 1972 S112
			SO	<input type="checkbox"/>	WYPF			PENSIONS	£601.90	£0.00	£601.90	Council 2122 57	LGA 1972 S112
			SO	<input type="checkbox"/>	HMRC			PAYE TAX AND NI	£1,076.69	£0.00	£1,076.69	Council 2122 57	LGA 1972 S112
			BACS	<input type="checkbox"/>	STAFF 04			REIMBURSEMENT - GET WELL FLOWERS CLLR 02	£35.00	£0.00	£35.00	Council 2122 57	LGA 1972 S111
			BACS	<input type="checkbox"/>	STAFF 04			REIMBURSEMENT - CARD CLLR 02	£2.70	£0.00	£2.70	Council 2122 57	LGA 1972 S111
			BACS	<input type="checkbox"/>	STAFF 04			REIMBURSEMENT - INK CARTRIDGES	£23.33	£4.66	£27.99	Council 2122 57	LGA 1972 S111
			BACS	<input type="checkbox"/>	STAFF 02			REIMBURSEMENT FOR ZOOM - JAN	£11.99	£2.40	£14.39	Council 2122 57	LGA 1972 S111
			BACS	<input type="checkbox"/>	STAFF 02			REIMBURSEMENT FOR McAfee Anti-virus - 2 years sub	£94.99	£0.00	£94.99	Council 2122 57	LGA 1972 S111
			BACS	<input type="checkbox"/>	SAVE OUR SHROPSHIRE CIO			CARBON LITERACY TRUST TRAINING AND CERTIFICATE	£10.00	£0.00	£10.00		LGA 1972 S137
			BACS	<input type="checkbox"/>	DOCUMENT LOGIC			PHOTOCOPIING	£106.96	£21.39	£128.35	Council 2122 57	LGA 1972 S111
			BACS	<input type="checkbox"/>	BUSINESS STREAM			WATER AND SEWERAGE CHARGES	£996.09	£0.00	£996.09	Council 2122 57	PHA 1936 S87
			BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR			EXPENSES - 1. BENCHES AND SHELTERS; 2. TOILETS	£160.24	£32.04	£192.28	Council 2122 57	PCA 1971 S1, S4
			BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR			MAINTENANCE OCT - 1. BENCHES AND SHELTERS; 2. TOILETS	£1,579.05	£0.00	£1,579.05	Council 2122 57	PCA 1971 S1, S4
									<b>£8,546.12</b>	<b>£104.62</b>	<b>£8,650.74</b>		

**Bank Reconciliation Statement as at 30/11/2021  
for Cashbook 1 - HSBC Current A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current A/C	30/11/2021		219,106.42
			<u>219,106.42</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			219,106.42
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			219,106.42
		<b>Balance per Cash Book is :-</b>	<b>219,106.42</b>
		<b>Difference is :-</b>	<b>0.00</b>



**Bank Reconciliation Statement as at 30/11/2021  
for Cashbook 2 - Money Manager - HSBC**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC - Money Manager	30/11/2021		55,679.13
			<hr/> 55,679.13
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			55,679.13
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			55,679.13
		<b>Balance per Cash Book is :-</b>	<b>55,679.13</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 30/11/2021  
for Cashbook 3 - Notice Deposit-Handelsbanken**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Notice Deposit - Handelsbanken	30/11/2021		0.00
			<hr/> 0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		<b>Balance per Cash Book is :-</b>	<b>0.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 30/11/2021  
for Cashbook 4 - Current Account-Handelsbanken**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken Current A/C	30/11/2021		84,758.96
			<hr/> 84,758.96
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			84,758.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			84,758.96
		<b>Balance per Cash Book is :-</b>	<b>84,758.96</b>
		<b>Difference is :-</b>	<b>0.00</b>



**Bank Reconciliation Statement as at 30/11/2021  
for Cashbook 5 - CCLA Deposit Fund**

---

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Deposit Fund	30/11/2021		75,000.00
			<hr/> 75,000.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			75,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			75,000.00
		<b>Balance per Cash Book is :-</b>	<b>75,000.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 30/11/2021  
for Cashbook 6 - Petty Cash**

---

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/11/2021		0.00
			<hr/> 0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		<b>Balance per Cash Book is :-</b>	<b>0.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

Time: 14:57


## Bank Reconciliation up to 30/11/2021 for Cashbook No 1 - HSBC Current A/C

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/11/2021	2122/08/01		138,778.00	138,778.00		R <input type="checkbox"/>	Receipt(s) Banked
02/11/2021	2122/08/02		1.64	1.64		R <input type="checkbox"/>	Receipt(s) Banked
05/11/2021	2122/08/01	1,935.60		1,935.60		R <input type="checkbox"/>	Business Stream
08/11/2021	2122/08/02	47.94		47.94		R <input type="checkbox"/>	British Telecom
10/11/2021	2122/08/03	79.34		79.34		R <input type="checkbox"/>	O2
12/11/2021	2122/08/04	35.00		35.00		R <input type="checkbox"/>	Information Commissioner's Off
15/11/2021	2122/08/05	1,486.90		1,486.90		R <input type="checkbox"/>	Salaries Staff
15/11/2021	2122/08/06	917.64		917.64		R <input type="checkbox"/>	Salaries Staff
15/11/2021	2122/08/07	1,245.55		1,245.55		R <input type="checkbox"/>	Salaries Staff
16/11/2021	2122/08/08	608.38		608.38		R <input type="checkbox"/>	West Yorkshire Pension Fund
16/11/2021	2122/08/09	1,098.95		1,098.95		R <input type="checkbox"/>	HMRC
26/11/2021	2122/08/10	177.00		177.00		R <input type="checkbox"/>	Hollywood Agency Ltd
26/11/2021	2122/08/11	52.50		52.50		R <input type="checkbox"/>	Hade Edge Band
26/11/2021	2122/08/12	44.88		44.88		R <input type="checkbox"/>	Holmfirth Colour Print
26/11/2021	2122/08/13	949.20		949.20		R <input type="checkbox"/>	Hollywood Agency Ltd
26/11/2021	2122/08/14	36.00		36.00		R <input type="checkbox"/>	Campaign to Protect Rural Engl
26/11/2021	2122/08/15	297.59		297.59		R <input type="checkbox"/>	Viking
26/11/2021	2122/08/16	30.06		30.06		R <input type="checkbox"/>	Viking
26/11/2021	2122/08/17	14.39		14.39		R <input type="checkbox"/>	Staff 02
26/11/2021	2122/08/18	117.50		117.50		R <input type="checkbox"/>	Document Logic
26/11/2021	2021/08/19	1,000.00		1,000.00		R <input type="checkbox"/>	Holmfirth Christmas Team
26/11/2021	2122/08/20	4,589.99		4,589.99		R <input type="checkbox"/>	Kirklees Council
26/11/2021	2122/08/21	138.50		138.50		R <input type="checkbox"/>	npower
26/11/2021	2122/08/22	22.50		22.50		R <input type="checkbox"/>	YLCA
26/11/2021	2122/08/23	22.50		22.50		R <input type="checkbox"/>	YLCA
26/11/2021	2122/08/24	300.00		300.00		R <input type="checkbox"/>	Barnsley Chronicle
26/11/2021	2122/08/25	907.20		907.20		R <input type="checkbox"/>	Spencer Fabrications
		<u>16,155.11</u>	<u>138,779.64</u>				

Time: 14:05

**Bank Reconciliation up to 30/11/2021 for Cashbook No 4 - Current Account-Handelsbanken**

---

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
12/11/2021	2122/08/26	25.00		25.00		R 	Handelsbanken
		<u>25.00</u>	<u>0.00</u>				

**Receipts for Month 8****Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>96,481.89</b>					<b>96,481.89</b>	
2122/08/01	Banked: <b>01/11/2021</b>	<b>138,778.00</b>						
2122/08/01	Kirklees Council	138,778.00			1076	100	137,163.00	Precept Part 2
					1078	100	1,615.00	Special Expenses Grant Part 2
2122/08/02	Banked: <b>02/11/2021</b>	<b>1.64</b>						
2122/08/02	CCLA	1.64			1090	100	1.64	PSDA Interest
<b>Total Receipts for Month</b>		138,779.64	0.00	0.00			138,779.64	
<b>Cashbook Totals</b>		<u>235,261.53</u>	<u>0.00</u>	<u>0.00</u>			<u>235,261.53</u>	

## Payments for Month 8

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
05/11/2021	Business Stream	2122/08/01	1,935.60			4320	200	1,935.60	Water and Sewerage Charges
08/11/2021	British Telecom	2122/08/02	47.94		7.99	4275	150	39.95	Internet and Phone
10/11/2021	O2	2122/08/03	79.34		13.22	4805	450	66.12	iPad and iPhone Contracts
12/11/2021	Information Commissioner's Off	2122/08/04	35.00			4260	150	35.00	Annual Certificate
15/11/2021	Salaries Staff	2122/08/05	1,486.90			4000	110	1,486.90	Salary Staff 02 - NOV 2021
15/11/2021	Salaries Staff	2122/08/06	917.64			4000	450	917.64	Salary Staff 03 - NOV 2021
15/11/2021	Salaries Staff	2122/08/07	1,245.55			4000	110	1,245.55	Salary Staff 04 - NOV 2021
16/11/2021	West Yorkshire Pension Fund	2122/08/08	608.38			4000	110	478.38	Pensions - Staff 02 and 04
						4000	450	130.00	Pensions - Staff 03
16/11/2021	HMRC	2122/08/09	1,098.95			4000	110	1,038.30	PAYE Tax and NI - Staff 02 04
						4000	450	60.65	PAYE Tax and NI - Staff 03
26/11/2021	Hollywood Agency Ltd	2122/08/10	177.00		29.50	4805	450	147.50	Selfie Frame, Banner
26/11/2021	Hade Edge Band	2122/08/11	52.50			4250	150	52.50	Hire of Band Room 20211011
26/11/2021	Holmfirth Colour Print	2122/08/12	44.88			4505	300	44.88	Laminating and Binding NDP
26/11/2021	Hollywood Agency Ltd	2122/08/13	949.20		158.20	4505	300	791.00	15,000 Flyers NDP
26/11/2021	Campaign to Protect Rural Engl	2122/08/14	36.00			4265	150	36.00	Annual Subscription
26/11/2021	Viking	2122/08/15	297.59		29.53	4205	150	268.06	Stamps, Stationery etc
26/11/2021	Viking	2122/08/16	30.06		5.01	4205	150	25.05	Stationery
26/11/2021	Staff 02	2122/08/17	14.39		2.40	4400	250	11.99	Reimbursement Zoom
26/11/2021	Document Logic	2122/08/18	117.50		19.58	4205	150	97.92	Photocopying
26/11/2021	Holmfirth Christmas Team	2021/08/19	1,000.00			4705	400	1,000.00	Grant: Christmas Lights
26/11/2021	Kirklees Council	2122/08/20	4,589.99			4225	150	4,589.99	By-elections Costs
26/11/2021	npower	2122/08/21	138.50		6.60	4320	200	131.90	Electricity Holmfirth Toilets
26/11/2021	YLCA	2122/08/22	22.50			4060	110	22.50	Training Committees Clerk
26/11/2021	YLCA	2122/08/23	22.50			4060	110	22.50	Training - Policies - Clerk
26/11/2021	Barnsley Chronicle	2122/08/24	300.00		50.00	4610	350	250.00	Holme Valley Review - NOV
26/11/2021	Spencer Fabrications	2122/08/25	907.20		151.20	4740	400	756.00	Supply Bench Legs

**Total Payments for Month**

16,155.11

0.00

473.23

15,681.88

**Balance Carried Fwd**

219,106.42

**Cashbook Totals**

235,261.53

0.00

473.23

234,788.30

**Receipts for Month 8****Nominal Ledger Analysis**

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

**Payments for Month 8****Nominal Ledger Analysis**

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



**Receipts for Month 8****Nominal Ledger Analysis**

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

**Payments for Month 8**

**Nominal Ledger Analysis**

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

**Receipts for Month 8****Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>84,783.96</b>					<b>84,783.96</b>	
	Banked:	<b>0.00</b>						
			0.00				0.00	
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>84,783.96</u>	<u>0.00</u>	<u>0.00</u>			<u>84,783.96</u>	

**Payments for Month 8****Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
12/11/2021	Handelsbanken	2122/08/26	25.00			4215	150	25.00	Bank Charges
<b>Total Payments for Month</b>			25.00	0.00	0.00			25.00	
<b>Balance Carried Fwd</b>			84,758.96						
<b>Cashbook Totals</b>			84,783.96	0.00	0.00			84,783.96	

**Receipts for Month 8****Nominal Ledger Analysis**

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

**Payments for Month 8****Nominal Ledger Analysis**

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

**Receipts for Month 8****Nominal Ledger Analysis**

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

Payments for Month 8

Nominal Ledger Analysis

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



## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
100	Debtors			4,613.23	
105	VAT Control A/c			909.91	
110	Prepayments				4,613.23
200	HSBC Current A/C			219,106.42	
205	Money Manager - HSBC			55,679.13	
215	Current Account-Handelsbanken			84,758.96	
220	CCLA Deposit Fund			75,000.00	
310	General Reserves				187,274.05
320	EMR Sub-Contractor Services				5,000.00
321	EMR Legal Advice Contingency				5,000.00
322	EMR CCTV				5,000.00
323	EMR Com Asset-Others in Valley				9,723.00
325	EMR Election Fund				19,789.00
326	EMR Defibrillator Special Resr				2,000.00
327	EMR Covid Response - HCHCT				10,000.00
328	EMR Covid Response - HVCMA				13,315.00
329	EMR Holmfirth Civic Hall (capi				30,000.00
330	EMR Office/Meeting Room				15,000.00
331	EMR Holmfirth Toilets				5,000.00
332	EMR Honley Library				30,000.00
333	EMR Holmfirth Tech				5,000.00
1076	Precept	100	Income		274,326.00
1078	Special Expenses Grant	100	Income		3,230.00
1090	Bank Interest	100	Income	7.61	
1092	Toilets Donations	100	Income		1,140.00
1100	Neighbourhood Plan-Grants	300	Planning		2,100.00
1200	Allotment Rents	100	Income		240.00
1250	Garside Building	100	Income		1,248.44
1300	Garage plot income	100	Income		700.00
4000	Salaries	110	Staff Expenditure	31,768.96	
4000	Salaries	450	Climate Emergency	8,722.63	
4005	Employer's N.I	110	Staff Expenditure	304.03	
4005	Employer's N.I	450	Climate Emergency	36.98	
4010	Employer's Pension	110	Staff Expenditure	264.03	
4010	Employer's Pension	450	Climate Emergency	72.00	
4060	Staff Training	110	Staff Expenditure	280.50	
4061	Councillor Training	150	Administration	315.00	
4200	Chairman's Expenses	150	Administration	163.98	
4205	Council Office Supplies	150	Administration	1,178.22	
4210	Audit	150	Administration	1,346.62	
4215	Bank Charges	150	Administration	175.00	
4225	Elections	150	Administration	4,589.99	

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4230	Repairs & Maintenance	150	Administration	45.00	
4235	Insurance	150	Administration	6,378.86	
4245	Office Equipment	150	Administration	93.50	
4250	Office/Room Hire	150	Administration	10,247.50	
4255	Legal Advice Contingency	150	Administration	450.00	
4260	FOIA/EIR requests	150	Administration	35.00	
4265	Subscriptions	150	Administration	2,404.00	
4275	Telephone and Broadband	150	Administration	200.51	
4305	Holmfirth Tech	200	CASC	5,000.00	
4310	Holmfirth Civic Hall-Projects	200	CASC	40,000.00	
4315	Other Community Assets	200	CASC	31,470.60	
4320	Public Toilet - Day to Day	200	CASC	10,684.63	
4400	Electronic Support	250	Finance & Management	2,050.47	
4405	Grants	250	Finance & Management	2,602.50	
4505	Neighbourhood Plan	300	Planning	4,571.23	
4610	Publications	350	Publications & Communication	3,220.23	
4630	Special Projects	350	Publications & Communication	636.00	
4705	Christmas Provision	400	Service Provision	1,000.00	
4710	New Mill - Churchyard	400	Service Provision	663.74	
4720	Dog Waste	400	Service Provision	613.50	
4730	Minibus	400	Service Provision	11,637.00	
4735	Phone Boxes	400	Service Provision	64.40	
4740	Seats & Shelters-Maintenance	400	Service Provision	7,866.45	
4805	Community Mobilisation	450	Climate Emergency	2,870.40	
4815	Transport Strategy	450	Climate Emergency	600.00	
6000	Transfer from EMR	200	CASC		5,000.00
<b>Trial Balance Totals :</b>				<b>634,698.72</b>	<b>634,698.72</b>
<b>Difference</b>				<b>0.00</b>	

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2021

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>								
1076 Precept	137,163	274,326	274,326	0			100.0%	
1078 Special Expenses Grant	1,615	3,230	3,230	0			100.0%	
1090 Bank Interest	2	(8)	600	608			(1.3%)	
1092 Toilets Donations	0	1,140	2,000	860			57.0%	
1200 Allotment Rents	0	240	240	0			100.0%	
1250 Garside Building	0	1,248	4,800	3,552			26.0%	
1260 Memorial Bench Donations	0	0	50	50			0.0%	
1300 Garage plot income	0	700	700	0			100.0%	
<b>Income :- Income</b>	<b>138,780</b>	<b>280,877</b>	<b>285,946</b>	<b>5,069</b>			<b>98.2%</b>	<b>0</b>
<b>Net Income</b>	<b>138,780</b>	<b>280,877</b>	<b>285,946</b>	<b>5,069</b>				
<b>110 Staff Expenditure</b>								
4000 Salaries	4,249	31,769	53,000	21,231		21,231	59.9%	
4005 Employer's N.I	0	304	0	(304)		(304)	0.0%	
4010 Employer's Pension	0	264	0	(264)		(264)	0.0%	
4060 Staff Training	45	281	900	620		620	31.2%	
<b>Staff Expenditure :- Indirect Expenditure</b>	<b>4,294</b>	<b>32,618</b>	<b>53,900</b>	<b>21,282</b>	<b>0</b>	<b>21,282</b>	<b>60.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,294)</b>	<b>(32,618)</b>	<b>(53,900)</b>	<b>(21,282)</b>				
<b>150 Administration</b>								
4061 Councillor Training	0	315	900	585		585	35.0%	
4200 Chairman's Expenses	0	164	1,000	836		836	16.4%	
4205 Council Office Supplies	391	1,178	1,500	322		322	78.5%	
4210 Audit	0	1,347	1,200	(147)		(147)	112.2%	
4215 Bank Charges	25	175	300	125		125	58.3%	
4220 Conference / Seminars	0	0	500	500		500	0.0%	
4225 Elections	4,590	4,590	5,000	410		410	91.8%	
4230 Repairs & Maintenance	0	45	1,000	955		955	4.5%	
4235 Insurance	0	6,379	2,250	(4,129)		(4,129)	283.5%	
4240 Travel Allowance	0	0	300	300		300	0.0%	
4245 Office Equipment	0	94	300	207		207	31.2%	
4250 Office/Room Hire	53	10,248	10,000	(248)		(248)	102.5%	
4255 Legal Advice Contingency	0	450	0	(450)		(450)	0.0%	
4260 FOIA/EIR requests	35	35	500	465		465	7.0%	
4265 Subscriptions	36	2,404	3,000	596		596	80.1%	
4270 Local Council Award Scheme	0	0	100	100		100	0.0%	
4275 Telephone and Broadband	40	201	500	299		299	40.1%	
4280 Civic Regalia	0	0	750	750		750	0.0%	
<b>Administration :- Indirect Expenditure</b>	<b>5,169</b>	<b>27,623</b>	<b>29,100</b>	<b>1,477</b>	<b>0</b>	<b>1,477</b>	<b>94.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(5,169)</b>	<b>(27,623)</b>	<b>(29,100)</b>	<b>(1,477)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2021

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200 CASC</u>								
4300 Honley Library	0	0	15,000	15,000		15,000	0.0%	
4305 Holmfirth Tech	0	5,000	0	(5,000)		(5,000)	0.0%	5,000
4310 Holmfirth Civic Hall-Projects	0	40,000	0	(40,000)		(40,000)	0.0%	
4315 Other Community Assets	0	31,471	53,000	21,529		21,529	59.4%	
4320 Public Toilet - Day to Day	2,068	10,685	17,000	6,315		6,315	62.9%	
4325 Public Toilet - Lettable Space	0	0	1,000	1,000		1,000	0.0%	
CASC :- Indirect Expenditure	<b>2,068</b>	<b>87,155</b>	<b>86,000</b>	<b>(1,155)</b>	<b>0</b>	<b>(1,155)</b>	<b>101.3%</b>	<b>5,000</b>
<b>Net Expenditure</b>	<b>(2,068)</b>	<b>(87,155)</b>	<b>(86,000)</b>	<b>1,155</b>				
6000 plus Transfer from EMR	0	5,000						
<b>Movement to/(from) Gen Reserve</b>	<b>(2,068)</b>	<b>(82,155)</b>						
<u>250 Finance &amp; Management</u>								
4400 Electronic Support	12	2,050	1,650	(400)		(400)	124.3%	
4405 Grants	0	2,603	20,000	17,398		17,398	13.0%	
Finance & Management :- Indirect Expenditure	<b>12</b>	<b>4,653</b>	<b>21,650</b>	<b>16,997</b>	<b>0</b>	<b>16,997</b>	<b>21.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(12)</b>	<b>(4,653)</b>	<b>(21,650)</b>	<b>(16,997)</b>				
<u>300 Planning</u>								
1100 Neighbourhood Plan-Grants	0	2,100	0	(2,100)			0.0%	
Planning :- Income	<b>0</b>	<b>2,100</b>	<b>0</b>	<b>(2,100)</b>				<b>0</b>
4505 Neighbourhood Plan	836	4,571	5,000	429		429	91.4%	
Planning :- Indirect Expenditure	<b>836</b>	<b>4,571</b>	<b>5,000</b>	<b>429</b>	<b>0</b>	<b>429</b>	<b>91.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(836)</b>	<b>(2,471)</b>	<b>(5,000)</b>	<b>(2,529)</b>				
<u>350 Publications &amp; Communication</u>								
4600 Community Champion	0	0	250	250		250	0.0%	
4605 Community Engagement	0	0	100	100		100	0.0%	
4610 Publications	250	3,220	6,000	2,780		2,780	53.7%	
4615 Royal Events	0	0	1,000	1,000		1,000	0.0%	
4620 Tidy Trader Awards	0	0	100	100		100	0.0%	
4625 Website & Media	0	0	1,000	1,000		1,000	0.0%	
4630 Special Projects	0	636	1,000	364		364	63.6%	
Publications & Communication :- Indirect Expenditure	<b>250</b>	<b>3,856</b>	<b>9,450</b>	<b>5,594</b>	<b>0</b>	<b>5,594</b>	<b>40.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(250)</b>	<b>(3,856)</b>	<b>(9,450)</b>	<b>(5,594)</b>				

14:08

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2021

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>400 Service Provision</b>								
4705 Christmas Provision	1,000	1,000	5,500	4,500		4,500	18.2%	
4710 New Mill - Churchyard	0	664	800	136		136	83.0%	
4720 Dog Waste	0	614	1,000	387		387	61.4%	
4725 Patient Transport Scheme	0	0	1,000	1,000		1,000	0.0%	
4730 Minibus	0	11,637	25,000	13,363		13,363	46.5%	
4735 Phone Boxes	0	64	400	336		336	16.1%	
4740 Seats & Shelters-Maintenance	756	7,866	13,000	5,134		5,134	60.5%	
4755 Youth Facilities	0	0	8,000	8,000		8,000	0.0%	
Service Provision :- Indirect Expenditure	<b>1,756</b>	<b>21,845</b>	<b>54,700</b>	<b>32,855</b>	<b>0</b>	<b>32,855</b>	<b>39.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,756)</b>	<b>(21,845)</b>	<b>(54,700)</b>	<b>(32,855)</b>				
<b>450 Climate Emergency</b>								
4000 Salaries	1,108	8,723	0	(8,723)		(8,723)	0.0%	
4005 Employer's N.I	0	37	0	(37)		(37)	0.0%	
4010 Employer's Pension	0	72	0	(72)		(72)	0.0%	
4805 Community Mobilisation	214	2,870	17,500	14,630		14,630	16.4%	
4810 Energy Strategy	0	0	14,000	14,000		14,000	0.0%	
4815 Transport Strategy	0	600	13,000	12,400		12,400	4.6%	
4820 Waste Strategy	0	0	500	500		500	0.0%	
4825 Environment Strategy	0	0	1,000	1,000		1,000	0.0%	
Climate Emergency :- Indirect Expenditure	<b>1,322</b>	<b>12,302</b>	<b>46,000</b>	<b>33,698</b>	<b>0</b>	<b>33,698</b>	<b>26.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,322)</b>	<b>(12,302)</b>	<b>(46,000)</b>	<b>(33,698)</b>				
Grand Totals:- Income	<b>138,780</b>	<b>282,977</b>	<b>285,946</b>	<b>2,969</b>			<b>99.0%</b>	
Expenditure	<b>15,707</b>	<b>194,623</b>	<b>305,800</b>	<b>111,177</b>	<b>0</b>	<b>111,177</b>	<b>63.6%</b>	
<b>Net Income over Expenditure</b>	<b>123,073</b>	<b>88,353</b>	<b>(19,854)</b>	<b>(108,207)</b>				
plus Transfer from EMR	<b>0</b>	<b>5,000</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>123,073</b>	<b>93,353</b>						

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## Holme Valley Parish Council

### Bank - Cash and Investment Reconciliation as at 30 November 2021

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

30/11/2021	HSBC Current A/C	219,106.42
30/11/2021	HSBC - Money Manager	55,679.13
30/11/2021	Notice Deposit - Handelsbanken	0.00
30/11/2021	Handelsbanken Current A/C	84,758.96
30/11/2021	CCLA Deposit Fund	75,000.00
30/11/2021	Petty Cash	0.00

**434,544.51**

##### All Cash & Bank Accounts

1	HSBC Current A/C	219,106.42
2	Money Manager - HSBC	55,679.13
3	Notice Deposit-Handelsbanken	0.00
4	Current Account-Handelsbanken	84,758.96
5	CCLA Deposit Fund	75,000.00
6	Petty Cash	0.00
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>434,544.51</b>

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## Detailed Balance Sheet - Excluding Stock Movement

Month 8 Date 30/11/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	<u>Current Assets</u>	
100	Debtors	4,613
105	VAT Control A/c	910
110	Prepayments	(4,613)
200	HSBC Current A/C	219,106
205	Money Manager - HSBC	55,679
215	Current Account-Handelsbanken	84,759
220	CCLA Deposit Fund	75,000
	<b>Total Current Assets</b>	<b>435,454</b>
	<u>Represented by :-</u>	
300	Current Year Fund	88,353
310	General Reserves	192,274
320	EMR Sub-Contractor Services	5,000
321	EMR Legal Advice Contingency	5,000
322	EMR CCTV	5,000
323	EMR Com Asset-Others in Valley	9,723
325	EMR Election Fund	19,789
326	EMR Defibrillator Special Resr	2,000
327	EMR Covid Response - HCHCT	10,000
328	EMR Covid Response - HVCMA	13,315
329	EMR Holmfirth Civic Hall (capi	30,000
330	EMR Office/Meeting Room	15,000
331	EMR Holmfirth Toilets	5,000
332	EMR Honley Library	30,000
333	EMR Holmfirth Tech	5,000
	<b>Total Equity</b>	<b>435,454</b>

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Sub-Contractor Services	5,000.00		5,000.00
321 EMR Legal Advice Contingency	5,000.00		5,000.00
322 EMR CCTV	5,000.00		5,000.00
323 EMR Com Asset-Others in Valley	9,723.00		9,723.00
324 EMR Neighbourhood Planning	0.00		0.00
325 EMR Election Fund	19,789.00		19,789.00
326 EMR Defibrillator Special Resr	2,000.00		2,000.00
327 EMR Covid Response - HCHCT	10,000.00		10,000.00
328 EMR Covid Response - HVCMA	13,315.00		13,315.00
329 EMR Holmfirth Civic Hall (capi	30,000.00	0.00	30,000.00
330 EMR Office/Meeting Room	15,000.00		15,000.00
331 EMR Holmfirth Toilets	5,000.00		5,000.00
332 EMR Honley Library	30,000.00		30,000.00
333 EMR Holmfirth Tech	10,000.00	-5,000.00	5,000.00
	<u>159,827.00</u>	<u>-5,000.00</u>	<u>154,827.00</u>



**Date** 13/07/2021      **Month No: 4**      **Prior Periods**      **Journal Ref: 35**

<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
4315	Other Community Assets	200	CASC	Wrong nominal code used		5,000.00
4305	Holmfirth Tech	200	CASC	Wrong nominal code used	5,000.00	
<u>Transfer from EMR: A/c 4305, Holmfirth Tech</u>						
6000	Transfer from EMR	200	CASC	Wrong nominal code used		5,000.00
333	EMR Holmfirth Tech				5,000.00	

**Narrative:** Incorrect budget code used and money should have come from EMR 333 as agreed by Council. This journal entry is to correct this.

**Journal Totals**      **10,000.00**      **10,000.00**

## List of Payments made between 01/11/2021 and 30/11/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/11/2021	Business Stream	2122/08/01	1,935.60	Council 2122 04	Water and Sewerage Charges
08/11/2021	British Telecom	2122/08/02	47.94	Council 2122 204	Internet and Phone
10/11/2021	O2	2122/08/03	79.34	Council 2021 198 199	iPad and iPhone Contracts
12/11/2021	Information Commissioner's Off	2122/08/04	35.00	Council 2122 204	Annual ICO Certificate
15/11/2021	Salaries Staff	2122/08/05	1,486.90	Council 2122 204	Salary Staff 02 - NOV 2021
15/11/2021	Salaries Staff	2122/08/06	917.64	Council 2122 204	Salary Staff 03 - NOV 2021
15/11/2021	Salaries Staff	2122/08/07	1,245.55	Council 2122 204	Salary Staff 04 - NOV 2021
16/11/2021	West Yorkshire Pension Fund	2122/08/08	608.38	Council 2122 204	Pensions
16/11/2021	HMRC	2122/08/09	1,098.95	Council 2122 204	PAYE Tax and NI
26/11/2021	Hollywood Agency Ltd	2122/08/10	177.00	F&M 2122 63 (3)	Selfie Frame, Banner
26/11/2021	Hade Edge Band	2122/08/11	52.50	F&M 2122 63 (3)	Hire of Band Room 20211011
26/11/2021	Holmfirth Colour Print	2122/08/12	44.88	F&M 2122 63 (3)	Laminating and Binding NDP
26/11/2021	Hollywood Agency Ltd	2122/08/13	949.20	F&M 2122 63 (3)	15,000 Flyers NDP
26/11/2021	Campaign to Protect Rural Engl	2122/08/14	36.00	Council 2122 57	Annual Subscription
26/11/2021	Viking	2122/08/15	297.59	F&M 2122 63 (3)	Stamps, Stationery etc
26/11/2021	Viking	2122/08/16	30.06	F&M 2122 63 (3)	Stationery
26/11/2021	Staff 02	2122/08/17	14.39	Council 2122 204	Reimbursement Zoom
26/11/2021	Document Logic	2122/08/18	117.50	Council 2021 198	Photocopying
26/11/2021	Holmfirth Christmas Team	2021/08/19	1,000.00	F&M 2122 63 (3)	Grant: Christmas Lights
26/11/2021	Kirklees Council	2122/08/20	4,589.99	F&M 2122 63 (3)	By-elections Costs
26/11/2021	npower	2122/08/21	138.50	Council 2122 04	Electricity Holmfirth Toilets
26/11/2021	YLCA	2122/08/22	22.50	Council 2021 198	Training Committees Clerk
26/11/2021	YLCA	2122/08/23	22.50	Council 2021 198	Training - Policies - Clerk
26/11/2021	Barnsley Chronicle	2122/08/24	300.00	Council 2122 204	Holme Valley Review - NOV
26/11/2021	Spencer Fabrications	2122/08/25	907.20	F&M 2122 63 (3)	Supply Bench Legs
<b>Total Payments</b>			<b>16,155.11</b>		

Date: 07/01/2022

Holme Valley Parish Council

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Time: 14:17

VAT Return: 01/10/2021 - 31/12/2021

User: RFO

<u>Source</u>	<u>Ledger</u>	<u>Ref No</u>	<u>Month</u>	<u>Code</u>	<u>Gross</u>	<u>Net</u>	<u>VAT</u>
Cashbook	1		7		3,666.96	3,666.96	0.00
Cashbook	1		8		138,779.64	138,779.64	0.00
		<b>OUTPUT</b>		<b>Total Rate: Z</b>	<b>142,446.60</b>	<b>142,446.60</b>	<b>0.00</b>
Cashbook	1		7		43.99	43.99	0.00
		<b>INPUT</b>		<b>Total Rate: E</b>	<b>43.99</b>	<b>43.99</b>	<b>0.00</b>
Cashbook	1		7		237.36	226.06	11.30
Cashbook	1		8		138.50	131.90	6.60
		<b>INPUT</b>		<b>Total Rate: F</b>	<b>375.86</b>	<b>357.96</b>	<b>17.90</b>
Cashbook	1		7		2,552.26	2,126.88	425.38
Cashbook	1		8		2,799.80	2,333.17	466.63
		<b>INPUT</b>		<b>Total Rate: S</b>	<b>5,352.06</b>	<b>4,460.05</b>	<b>892.01</b>
Cashbook	1		7		11,308.92	11,308.92	0.00
Cashbook	4		7		25.00	25.00	0.00
Cashbook	1		8		13,216.81	13,216.81	0.00
Cashbook	4		8		25.00	25.00	0.00
		<b>INPUT</b>		<b>Total Rate: Z</b>	<b>24,575.73</b>	<b>24,575.73</b>	<b>0.00</b>

<b>VAT Return Summary:</b>	<b>Total Outputs</b>	<b>142,446.60</b>	<b>142,446.60</b>	<b>0.00</b>
	<b>Total Inputs</b>	<b>30,347.64</b>	<b>29,437.73</b>	<b>909.91</b>

VAT due in the period on sales and other outputs **Box 1** 0.00

VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States **2** 0.00

**Total VAT due** **3** **0.00**

VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states) **4** 909.91

**Net VAT to reclaim from HMRC** **5** **909.91**

**Total value of sales and all other outputs excluding any VAT** **6** **142,446.00**

**Total value of purchases and all other inputs excluding any VAT** **7** **29,437.00**

Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States **8** 0.00

Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States **9** 0.00

VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States **0.00**



**From:** Amy Whibley <Amy.Whibley@kirklees.gov.uk>  
**Sent:** 15 December 2021 14:32  
**To:** clerk@holmevalleyparishcouncil.gov.uk  
**Subject:** Revised tax base for 2022-23 - Holme Valley Parish Council

Dear Liz

The 2022-23 tax base figure for **Holme Valley Parish Council** has been calculated as 10,400.79.

As per the methodology outlined in the correspondence to yourself last year, the support grant allocations to parishes have also been reviewed based on the updated provisional tax base figure above.

As the tax base for **Holme Valley Parish Council** is now higher than the 2012-13 tax base of 10,008 (i.e. the tax base prior to localisation), **Holme Valley Parish Council** is no longer due any grant from Kirklees Council.

Please note that the figures above are provisional at this stage, subject to approval at Cabinet on 18 January 2022. I will contact you to confirm the figures after the meeting.

Our Budget Council meeting is scheduled for 16 February 2022, and in order to feed your precept figures into our budget documentation, we would ideally receive your final precept figures by 28 January 2022.

In the meantime, if you have any draft precept figures please can you let me have them as soon as possible.

If you have any queries, please let me know.

Thank You  
 Amy

Amy Whibley Senior Finance Officer T: 01484 221000 ext 73607 Email: <a href="mailto:amy.whibley@kirklees.gov.uk">amy.whibley@kirklees.gov.uk</a>		
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Finance   Kirklees Council.		
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## 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

**CASC Budget and Earmarked Reserves Plan 2021-22  
Holme Valley Parish Council - Budget 2022-23**

	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	£900	£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	£3,230
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>£293,963</b>
Money from reserves needed to balance the budget					£23,037
					£317,000
<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	£23,037
Increase in earmarked reserves 01/04/2022	-£47,897
<b>General Reserves at 01/04/2022 - estimated</b>	<b>£98,540.77</b>
	<b>34.86%</b>



# **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