

To the electorate of the Holme Valley

Cllr Pat Colling, Chair of Holme Valley Parish Council, invites you to the **Annual Parish Meeting on MONDAY 24 March 2025 at 7pm** in the **Lesser Hall, Holmfirth Civic Hall, Huddersfield Road, HD9 3AS** to transact the following business -

- AGENDA – (A)

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

2425 01 To accept apologies for absence 7.00 PM

2425 02 To confirm the minutes of the previous Parish Meeting 18 March 2024 - The minutes of the Annual Parish Meeting of 18 March 2024 are included as (B). 7.02 PM

TO APPROVE: the minutes of the Annual Parish Meeting held 18 March 2024, items 2324 01 to 2324 06 inclusive.

2425 03 Annual Report of the Parish Council - The Parish Council is pleased to share its Annual Report 2024-25 via video to be shared at the meeting. Written copies of the report are also to be emailed out to parish councillors and print copies distributed for reference at the meeting. Neither report will be published or circulated further until the current period of heightened sensitivity being observed concludes with the election of a parish councillor for Fulstone Ward on 27 March 2025. 7.05 PM

TO NOTE: the Annual Report 2024-25.

2425 04 Report from the Chair - The Chair, Councillor Colling, to give a verbal report on the activities of the Parish Council in the current year, April 2024 to March 2025. 7.10PM

TO NOTE: report from the Chair.

2425 05 Parish Council Accounts - The Parish Council is not quite at the end of the Council Year and therefore the submitted records are up to the end of February with one month to come before the end of the Financial Year. The Accounting Statements for 2024-25 show projected final figures. The finalised accounts will be available in April, submitted to Full Council in June 2025, and available for public viewing in July 2025. 7.20PM

Responsible Finance Officer to report.

TO NOTE:

Accounting Statements 2023-24, 2024-25 (projected) (C)

Detailed Income and Expenditure by budget heading (D)

Cash and Investment Reconciliation (E)

Earmarked Reserves (F)

2425 06 Public Question Time 7.30 PM

Close of meeting **7.45 PM**

Cllr Pat Colling
 Chair of Holme Valley Parish Council
 Holmfirth Civic Hall, Huddersfield Road, HOLMFIRTH HD9 3AS

Minutes of the Annual Parish Meeting 18th March 2024 in the Lesser Hall, The Civic, Holmfirth

Chair: Cllr Blacka

The Chair of Holme Valley Parish Council, Cllr Mary Blacka, welcomed two members of the public and almost a full complement of Councillors to the Annual Parish Meeting of the Holme Valley.

2324 01 To accept apologies for absence

Councillor Green and Cllr Fernandes had given apologies.

2324 02 To confirm the minutes of the previous Parish Meeting

Last year, the minutes of the Annual Parish Meeting were merged with the Full Council meeting which followed it.

NOTED: the minutes of the Annual Parish/Full Council Meeting held 27 March 2023, approved 15 May 2023 items 2223 147 to 2223 178 inclusive were noted.

Annual Report of the Parish Council

2324 03 The Parish Council was pleased to share its Annual Report for Council year 2023-24. Thanks were given to the Assistant Clerk for her excellent work on this publication. The Chair described the Annual Report as “a handsome beast.” The Vice Chair pointed out that the Assistant Clerk had been in post almost exactly one year.

2324 04 The Chair, Councillor Blacka, gave a verbal report on the activities of the Parish Council in the year, April 2023 to March 2024. The Chair first pointed out how delighted she was that she was referred to as “Chair” rather than “Chairman” of Holme Valley Parish Council, as had been the legal and customary tradition. The Chair remarked that it had been an eventful year. A local election had seen the election of 15 new Councillors out of 23. Cllr Blacka commented positively on the grants approaching £93,000 awarded by the Parish Council to local community groups. She noted that the Planning Committee had commented on around 250 planning applications over the year. The funding of a youth worker delivering activity sessions for young people in Holmfirth and Honley was noteworthy, as was the purchase of a speed indicator device (SID) for the Holme Valley. The Chair said that she had tried to ensure that the Parish Council planned proactively over multiple years, across the whole Council term. She gave her heartfelt thanks to her Councillor colleagues and to Officers especially, in her absence, to the Clerk who had given much support and guidance.

Annual Parish Meeting of the Holme Valley

2324 05 Parish Council Accounts

The Responsible Finance Officer (RFO) reported on the Parish Council's finances 2023-24. The Parish Council is not quite at the end of the Council Year and therefore the submitted records were projected. The finalised accounts would be available in April, submitted to Full Council in June 2024, and available for public viewing in July 2024.

The RFO reported that the Parish Council is in a very good position financially. The Parish Council has reduced its levels of general reserves in line with national guidance to recommended levels of 25% of projected expenditure. Levels of income received were largely as expected though the rise in interest rates meant that the Parish Council's income from bank interest was x5 what was projected. The RFO noted on expenditure that some budget lines had gone into deficit, notable staff salaries, staff training and insurance. Expenditure on The Civic had been over-budget notably due to unanticipated costs on the fire escape. The RFO reported that the budget for the year ahead 2024-25 accommodated the lessons learnt this year. The RFO reported that the projected reserves at year end would be £223,585 of which £155,592 would be in earmarked reserves, the rest in general reserves. The RFO suggested that we should have general reserves exactly where they should be at be on 25% of net revenue expenditure at the start of the year 2024-25. The Chair thanked the RFO for his work, especially his reporting over the year.

2324 06 Public Question Time

One member of the public spoke in the public meeting regarding the possibility of Holmfirth or parts of Holmfirth becoming a 20mph zone. The respondent was concerned about road safety on Binns Lane. The Chair reported on the 20mph zone in central Holmfirth as part of the Town Centre Access Plan. Councillors advised the member of the public to write to senior officers at Kirklees Highways, with evidence.



Holme Valley Parish Council Accounting Statements 2024-25:

Accounting Statements		2023-24	2024-25* (projected)
1	Balance brought forward	£253,277	£221,342
2	Precept	£284,924	£327,934
3	Other income	£19,861	£21,996
4	Staff costs	£85,328	£91,574
5	Loan payments	0	0
6	All other payments	£251,392	£324,003
7	BALANCE OF RESERVES TO CARRY FORWARD (1+2+3-4-5-6)	£221,342	£155,695

* These 2024-25 figures represent a report for the full year of Holme Valley Parish Council's finances, though the figures for the months of March 2025 are, to an extent, projected. Finalised figures will be available after 23rd June and the publication of the Annual Governance and Accountability Return (AGAR) 2024-25.

Detailed Income & Expenditure by Budget Heading 01/02/2025



Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income								
1076 Precept	0	327,934	327,934	0			100.0%	16,453
1078 Special Expenses Grant	0	3,437	3,437	0			100.0%	
1090 Bank Interest	300	4,294	4,500	206			95.4%	
1092 Toilets Donations	0	2,160	2,500	340			86.4%	
1095 Other income	0	481	4,460	3,979			10.8%	
1200 Allotment Rents	0	324	324	0			100.0%	
1250 Gartside Building	350	2,813	4,800	1,987			58.6%	
1300 Garage plot income	0	840	840	0			100.0%	
Income :- Income	650	342,283	348,795	6,512			98.1%	16,453
Net Income	650	342,283	348,795	6,512				
6001 less Transfer to EMR	0	16,453	0	(16,453)				
Movement to/(from) Gen Reserve	650	325,830	348,795	22,965				
110 Staff Expenditure								
4000 Salaries	7,464	84,110	87,700	3,590		3,590	95.9%	
4060 Staff Training	0	921	2,300	1,379		1,379	40.0%	
Staff Expenditure :- Indirect Expenditure	7,464	85,031	90,000	4,969	0	4,969	94.5%	0
Net Expenditure	(7,464)	(85,031)	(90,000)	(4,969)				
150 Administration								
4061 Councillor Training	0	1,113	900	(213)		(213)	123.7%	
4200 Chairman's Expenses	0	530	1,000	470		470	53.0%	
4205 Council Office Expenditure	0	1,834	2,000	166		166	91.7%	
4210 Audit	0	1,213	1,650	437		437	73.5%	
4215 Bank Charges	19	202	500	298		298	40.5%	
4220 Conference / Seminars	0	0	500	500		500	0.0%	
4225 Elections	0	9,016	0	(9,016)		(9,016)	0.0%	
4230 Repairs & Maintenance	0	66	1,000	934		934	6.6%	
4235 Insurance	0	11,851	8,750	(3,101)		(3,101)	135.4%	
4240 Travel Allowance	0	0	300	300		300	0.0%	
4245 Office Equipment	0	22	300	278		278	7.5%	
4250 Office/Room Hire	0	10,096	10,200	104		104	99.0%	
4260 FOIA/EIR requests	0	0	500	500		500	0.0%	
4265 Subscriptions	0	2,574	3,000	426		426	85.8%	
4275 Telephone and Broadband	47	636	500	(136)		(136)	127.2%	
4285 Remembrance Sunday	0	160	160	0		0	100.0%	
4290 COVID Memorial	500	1,124	0	(1,124)		(1,124)	0.0%	1,124

Detailed Income & Expenditure by Budget Heading 01/02/2025

Month No: 11

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
4400 Electronic Support	0	1,049	1,650	601		601	63.6%	
5005 Grant to Food Bank	0	3,500	0	(3,500)		(3,500)	0.0%	
Administration :- Indirect Expenditure	567	44,988	32,910	(12,078)	0	(12,078)	136.7%	1,124
Net Expenditure	(567)	(44,988)	(32,910)	12,078				
6000 plus Transfer from EMR	500	1,124	0	(1,124)				
Movement to/(from) Gen Reserve	(67)	(43,864)	(32,910)	10,954				
<u>250 Finance & Management</u>								
4315 Other Community Assets	0	24,200	53,000	28,800		28,800	45.7%	1,000
4405 Grants - Projects and Events	200	15,297	16,500	1,203		1,203	92.7%	3,500
Finance & Management :- Indirect Expenditure	200	39,497	69,500	30,003	0	30,003	56.8%	4,500
Net Expenditure	(200)	(39,497)	(69,500)	(30,003)				
6000 plus Transfer from EMR	3,500	4,500	0	(4,500)				
Movement to/(from) Gen Reserve	3,300	(34,997)	(69,500)	(34,503)				
<u>300 Planning</u>								
4505 Neighbourhood Plan	0	7,676	1,500	(6,176)		(6,176)	511.8%	7,676
Planning :- Indirect Expenditure	0	7,676	1,500	(6,176)	0	(6,176)	511.8%	7,676
Net Expenditure	0	(7,676)	(1,500)	6,176				
6000 plus Transfer from EMR	0	7,676	0	(7,676)				
Movement to/(from) Gen Reserve	0	0	(1,500)	(1,500)				
<u>350 Publications & Communication</u>								
4625 Website & Media	(35)	0	0	0		0	0.0%	
4650 Communications & Engagement	945	7,776	15,000	7,224		7,224	51.8%	
Publications & Communication :- Indirect Expenditure	910	7,776	15,000	7,224	0	7,224	51.8%	0
Net Expenditure	(910)	(7,776)	(15,000)	(7,224)				
<u>400 Service Provision</u>								
4300 Honley Library	0	15,080	15,000	(80)		(80)	100.5%	
4310 Holmfirth Civic Hall- Projects	22,000	88,998	10,000	(78,998)		(78,998)	890.0%	52,490
4320 Public Toilet - Day to Day	1,088	14,946	22,000	7,054		7,054	67.9%	
4325 Public Toilet - Lettable Space	0	1,750	1,000	(750)		(750)	175.0%	1,600
4705 Christmas Provision	0	4,418	6,000	1,582		1,582	73.6%	

Detailed Income & Expenditure by Budget Heading 01/02/2025

Month No: 11

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
4710 New Mill - Churchyard	0	239	750	511		511	31.9%	
4715 Defibrillators	0	58	0	(58)		(58)	0.0%	58
4720 Dog Waste	0	404	1,200	797		797	33.6%	
4730 Minibus	0	17,487	23,500	6,013		6,013	74.4%	
4735 Phone Boxes	0	0	400	400		400	0.0%	
4740 Seats & Shelters-Maintenance	675	9,392	13,000	3,608		3,608	72.2%	
4750 War Memorial	0	200	500	300		300	40.0%	
4760 Youth Work in the Holme Valley	0	15,000	25,000	10,000		10,000	60.0%	
4765 Tourism	0	39	0	(39)		(39)	0.0%	39
Service Provision :- Indirect Expenditure	23,763	168,011	118,350	(49,661)	0	(49,661)	142.0%	54,187
Net Expenditure	(23,763)	(168,011)	(118,350)	49,661				
6000 plus Transfer from EMR	0	54,187	0	(54,187)				
Movement to/(from) Gen Reserve	(23,763)	(113,824)	(118,350)	(4,526)				
<u>450 Climate Emergency</u>								
4805 Community Mobilisation	0	869	5,000	4,131		4,131	17.4%	767
Climate Emergency :- Indirect Expenditure	0	869	5,000	4,131	0	4,131	17.4%	767
Net Expenditure	0	(869)	(5,000)	(4,131)				
6000 plus Transfer from EMR	0	767	0	(767)				
Movement to/(from) Gen Reserve	0	(102)	(5,000)	(4,898)				
<u>500 Allotments/Garage plots</u>								
4900 Allotment Expense	350	350	0	(350)		(350)	0.0%	
Allotments/Garage plots :- Indirect Expenditure	350	350	0	(350)	0	(350)		0
Net Expenditure	(350)	(350)	0	350				
Grand Totals:- Income	650	342,283	348,795	6,512			98.1%	
Expenditure	33,253	354,198	332,260	(21,938)	0	(21,938)	106.6%	
Net Income over Expenditure	(32,603)	(11,916)	16,535	28,451				
plus Transfer from EMR	4,000	68,254	0	(68,254)				
less Transfer to EMR	0	16,453	0	(16,453)				
Movement to/(from) Gen Reserve	(28,603)	39,885	16,535	(23,350)				

Bank - Cash and Investment Reconciliation as at 1 February 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

28/02/2025	HSBC Current A/C	2,013.17
28/02/2025	HSBC - Money Manager	55,454.13
28/02/2025	CCLA Deposit Fund	75,000.00
28/02/2025	Unity Trust Current Account T2	76,109.36
01/02/2025	Unity Trust Instant Access	503.76

209,080.42

Receipts not on Bank Statement

0.00

Closing Balance

209,080.42

All Cash & Bank Accounts

1	HSBC Current A/C	2,013.17
2	Money Manager - HSBC	55,454.13
5	CCLA Deposit Fund	75,000.00
7	Unity Trust Current Account T2	76,109.36
8	Unity Trust Instant Access A/C	503.76
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	209,080.42



<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
322 EMR CCTV	320.00	-320.00	0.00
323 EMR Com Asset-Others in Valley	2,017.00	0.00	2,017.00
325 EMR Election Fund	0.00	7,000.00	7,000.00
326 EMR Defibrillator Special Resr	1,796.05	-57.54	1,738.51
331 EMR Gartside Building	5,000.00	-1,600.00	3,400.00
332 EMR Honley Library	15,000.00		15,000.00
336 EMR Royal Events	0.00	1,000.00	1,000.00
337 EMR COVID Memorial	6,000.00	-1,123.50	4,876.50
338 EMR Children's Playgrounds	15,000.00	-15,000.00	0.00
341 EMR Climate Action Projects	13,697.00	-170.32	13,526.68
343 EMR Road Safety	10,000.00	-10,000.00	0.00
344 EMR Staff Pay	0.00	5,000.00	5,000.00
345 EMR Rolling Grants	0.00	2,560.00	2,560.00
346 EMR Public Transport	0.00	5,000.00	5,000.00
347 EMR Tourism	0.00	4,961.00	4,961.00
348 EMR Dog Waste & Litter	0.00	3,800.00	3,800.00
349 EMR Community Engagement	0.00	3,609.87	3,609.87
351 EMR Holmfirth Toilets Refurb	0.00	4,104.00	4,104.00
	68,830.05	8,763.51	77,593.56