

To: All Members of the Council

You are hereby summoned to attend the **MEETING OF THE COUNCIL** to be held on **MONDAY, 3 FEBRUARY 2025** at **7pm** in **THE EXHIBITION ROOM, THIRD FLOOR, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS** for the transaction of the following business –

- AGENDA – (A)

2425 146 Public Question Time 7.00pm

In accordance with *Standing Orders 3 e to g* members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chair of the meeting. A member of the public shall not speak for more than 3 minutes.

A question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.

PROCEDURAL MATTERS

2425 147 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014 7.15pm

Local (Parish and Town) **HOLME VALLEY PARISH COUNCIL** meetings can now be recorded. This meeting is being recorded in video format for the [HOLME VALLEY PARISH COUNCIL YouTube Channel](#).

Chair to ask if any member or member of the public wishes to record the meeting in addition to the arrangements referred to above.

TO NOTE: any other recordings being made of the meeting in addition to the recording made by the Clerk.

2425 148 Items to be heard in private session 7.16pm

Any recording to be halted during such items and members of the public asked to leave the meeting.

TO CONSIDER: agenda items to be heard in private session.

2425 149 Apologies and reasons for absence 7.18pm

Apologies and reasons to be circulated prior to the meeting starting.

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Clerk to report.

TO CONSIDER: apologies and reasons for absence.

2425 150 Receipt of written Declaration of Pecuniary and Other Interests

7.20pm

A revised written Declaration of Pecuniary and Other Interests has been received from Cllr Pat Colling and shared by email under separate cover prior to this meeting with both councillors and Kirklees Monitoring Officer.

Clerk to report further.

TO NOTE: receipt of revised written declaration of pecuniary and other interests.

Once noted, the DPI with signature and address redacted will be placed on the HVPC website.

2425 151 Declaration of interests in agenda items

7.21pm

TO RECEIVE: declarations of interests of councillors in agenda items.

TO RECEIVE: declarations of interests of officers in agenda items.

TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETINGS

2425 152 Minutes of Full Council meetings

7.23pm

TO APPROVE: the Minutes of the FULL COUNCIL Meeting held on 16 December 2024 numbered 2425 108 to 2425 145 **(B)**.

To receive information regarding ongoing matters arising from the minutes which do not appear under other agenda items.

- i. Meeting of the Complaints Panel 22-7-24 (minute 2425 83) – follow-up actions to report.
- ii. Civic Underlease report – still awaiting
- iii. Code of Conduct Review – (minute 2425 87) outstanding actions
- iv. Ward Asset Registers updating (minute 2425 132) – outstanding actions
- v. Councillor training (minute 2425 134) – outstanding actions
- vi. HVPC Action Plan (minute 2425 120)– outstanding actions

Clerk to report further.

TO CONSIDER: any further action(s) arising from the minutes of the meeting of the FULL COUNCIL held on 16 December 2024.

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THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2425 153 Minutes of Standing Committee meetings

7.26pm

TO NOTE: the Minutes of the SERVICE PROVISION COMMITTEE Meeting held on 23 September 2024 numbered 2425 26 to 2425 48 **APPROVED** at the meeting of the SERVICE PROVISION COMMITTEE Meeting held on 11 November 2024 **(C)**.

TO APPROVE: the minutes of the STAFFING COMMITTEE MEETING ON 18 November 2024 numbers 2425 17 to 2425 31 **(D)**.

TO APPROVE: the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 2 December 2024 numbered 2425 73 to 2425 92 **(E)**.

TO NOTE: the Minutes of the PLANNING COMMITTEE Meeting held on 9 December 2024 numbered 2425 158 to 2425 175 **APPROVED** at the meeting of the PLANNING COMMITTEE Meeting held on 13 January 2025 **(F)**.

TO APPROVE: the Minutes of the PLANNING COMMITTEE Meeting held on 13 January 2025 numbered 2425176 to 2425 192 **(G)**.

TO CONSIDER: any further actions arising from the item.

FINANCIAL MATTERS

2425 154 Schedule of Payments

7.30pm

The Schedule of Payments December 2024 **(Hi)** and January 2025 to date **(Hii)** have been included in the document pack.

Deputy Clerk/RFO to report.

TO NOTE: the Schedule of Payments for December 2024.

TO APPROVE: the Schedule of Payments for January 2025.

2425 155 Approving the Precept

7.33pm

The Parish Council approved its Budget, Reserves and Assets at its meeting 16 December 2024. However, approval of the precept then was only provisional.

The Deputy Clerk/RFO has prepared a report **(li)** and four supporting precept calculators. Precept calculators A and B are included to describe the narrative of the process to date **(lii-iii)**.

Members may consider precept calculators C and D for approval or variances thereof **(liv-v)**.

Deputy Clerk/RFO to report further.

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TO CONSIDER: approve the HVPC precept for 2025/26, which must cover its budgetary commitments, its agreed earmarked reserves, and simultaneously maintain general reserves at the recommended level of between 25% and 100% of net revenue expenditure.

Once approved, Kirklees need to be formally notified directly, ahead of its Budget Council Meeting.

MATTERS RESERVED FOR FULL COUNCIL

2425 156 Holme Valley Parish Council – resignation of a councillor 7.43pm

Kath Fernandes, representing Fulstone ward, tendered her resignation on 9 January 2025 due to ongoing health issues. Holme Valley Parish Council has sent Kath thanks for her service as councillor and very best wishes for the future.

Kirklees Electoral Services were informed of the vacancy on the same day and a Notice of Vacancy (Ji) has been published appropriately. The Parish Council has since received a Notice of Election (Jii), stating that, subject to receipt of more than one nomination, an election will be held on Thursday 27 March 2025.

Clerk to report further.

TO NOTE: Councillor vacancy for Fulstone Ward following the resignation of Kath Fernandes.

TO CONSIDER: any further necessary actions in respect of the Fulstone Ward vacancy.

2425 157 Update regarding referral to YLCA regarding Holme Valley Parish Council commissioning works and not paying VAT 7.44pm

Following the whole council training on 23 September 2024 the clerk raised a query with YLCA regarding Holme Valley Parish Council commissioning works and not paying VAT.

This advice has been shared and further advice since received – see (K).

It is now clear that there is not a simple answer as to whether or not the Parish Council can reclaim VAT on works to repair the Civic. The Parish Council has committed to reviewing the lease and this is the most obvious starting point for further consideration of this matter.

Rather than further discussion at Full Council the Clerk advises that the Parish Council appoints a working group with a remit to review the lease and bring forward definitive proposals as to how to progress this matter.

The Clerk has acted on the advice received from YLCA and approached the Parkinson Partnership LLP – experts in local council VAT reclaim – regarding possible costs of ongoing advice. It is hoped that a response from the Parkinson Partnership can be relayed to the meeting.

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Clerk to report further.

TO NOTE: the advice received from YLCA with regards to VAT reclaim.

TO CONSIDER: any further actions pertaining to the item.

2425 158 The Civic – update and grant requests

7.54pm

Holmfirth Civic Hall Community Trust wishes to update and consult with Holme Valley Parish Council further regarding the following grant requests.

- i. A grant for up to £12,000 for overrun on urgent roof repairs **(Li)**
- ii. A grant for up to £10,000 for other urgent repairs **(Lii)**
- iii. A grant for up to £20,000 for a visioning exercise and report **(Liii)**

The clerk advises that the third grant is deferred for consideration in the financial year 2025-26.

Clerk to report further.

TO CONSIDER: each grant request as presented above.

TO CONSIDER: any other action regarding the Civic urgent repairs.

2425 159 Declaration of eligibility for using the General Power of Competence

8pm

The clerk was informed on 24-1-2025 that they have successfully completed the Certificate in Local Council Administration, meaning that they are now a qualified clerk – see Certificate of Achievement **(M)**.

This means that the Holme Valley Parish Council now meets all the criteria for being able to declare eligibility to make use of the General Power of Competence, namely:

- That two thirds (rounded up) of councillors were elected (ie stood for election in the 2023 local council election and/or through by-election.
- That the Parish Council has a qualified Clerk.

The final criteria is that the Parish Council must **CONSIDER** and **RESOLVE** at a full council meeting that it has met the above criteria.

The General Power of Competence is often referred to as the power of first resort and is the freedom to act in the community's interests and is the power to do 'anything that individuals generally can do' within the law.

The Clerk will brief councillors further regarding all implications of having a qualified Clerk and obtaining the General Power of Competence at the FULL COUNCIL meeting on 17 March 2025.

Clerk to report further.

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TO NOTE: the Clerk has obtained the Certificate in Local Council Administration and is now a qualified clerk.

TO CONSIDER: declaring that Holme Valley Parish Council meets the eligibility criteria to make use of the General Power of Competence.

2425 160 Meetings Schedule 2024-25 revision

8.03pm

Please refer to version 7 of the *Holme Valley Parish Council Meetings Schedule for 2024-25* (N) attached. The Clerk liaised with STAFFING COMMITTEE members to move the meeting scheduled for 20 January to 17 March 2025.

A Meetings Schedule for 2025-26 will be circulated for consideration at the FULL COUNCIL meeting on 17 March 2025.

Clerk to report further.

TO NOTE: the change of date of the STAFFING COMMITTEE meeting from Monday 20 January to Monday 17 March 2025.

TO APPROVE: the revised Holme Valley Parish Council Meetings Schedule for 2024-25 version 7 as presented.

2425 161 Review of Committee Structure and Meetings Schedule - update from working group

8.05pm

The working group established by FULL COUNCIL on 24 June 2024 wishes to further report back on its work to date – please see the report (O).

TO CONSIDER: approving the recommendations presented in report (O) with regards to changes to Standing Orders and the Scheme of Delegation for 2025-26 and the inclusion of a standing item 'Climate Emergency' to be added to Full Council agendas.

TO CONSIDER: any other action with regards to the review of committee structure and meetings schedule.

2425 162 Big Community Celebration

8.15pm

Existing Working Group to report on date-setting and planning for the next Big Community Celebration in line with action from FULL COUNCIL 16 December 2024. Dates under consideration are the 8 or 15 November 2025.

TO NOTE: progress in establishing a settled date for the next Big Community Celebration, as reported by the existing Working Group.

TO CONSIDER: reviewing the membership of the Big Celebration 2025 working group.

TO CONSIDER: any other action with respect to the Big Community Celebration.

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2425 163 Covid Memorial working group – update

8.18pm

The Working Group has provided a report (Pi) and an update regarding its budget (Pii).

Working Group to report further.

TO NOTE: progress reported regarding the establishment of appropriate memorials at Sands and Honley Library.

TO CONSIDER: authorisation for the Working Group to continue their work through to conclusion as outlined in the report.

2425 164 Holme Valley Parish Council – annual report

8.22pm

The publication of an annual report is a requirement of the *Annual Governance and Audit Return*. See example from 2023-24 (Q). The Annual Report should be presented at the Annual Parish Meeting on 17 March 2025. Committee Chairs and the Council Chair are kindly requested to provide a report in Word of about 300 words to the Assistant Clerk by 3pm 28 February 2025.

TO NOTE: the deadline for receipt of annual reports from the Council Chair and all Committee Chairs is 3pm Friday 28 February 2025.

REFERRALS FROM STANDING COMMITTEES

PLANNING COMMITTEE

2425 165 Handling Planning Applications - proposals

8.23pm

The PLANNING COMMITTEE, led by the working party, has been considering its ways of working – see (R).

FULL COUNCIL is asked **TO CONSIDER** the following which of the following options to adopt moving forward:

Option A

To continue the routine consideration of planning applications, which meet the identified criteria, as at present.

The Planning Committee could continue to meet approximately every month

OR

The Planning Committee could meet once per quarter for a full agenda and a working group or sub-committee could be delegated to consider applications in the interim two months.

Option B

To stop the routine consideration of any applications and look only at significant applications, eg large scale developments or those which raise important issues, which come to the notice of councillors by other channels.

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Such applications normally take far longer to determine than four weeks, which means that the Planning Committee - or a variant thereof – would not need to meet monthly.

Option C

Cease to consider any planning applications.

TO CONSIDER: any further actions arising from the item.

CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE

2425 166 Additional co-opted member of the Committee to note 8.28pm

At the meeting of the CACE COMMITTEE on 27 January 2025 a member of the public attended to apply to be a co-opted member.

TO NOTE: the appointment of Mr Peter Van Ruiten as a co-opted member of the CACE Committee, effective from 27 January 2025.

MISCELLANEOUS ITEMS/ CORRESPONDENCE

2425 167 Chair's Report 8.29pm

Chair to give a verbal report on activities on behalf of HOLME VALLEY PARISH COUNCIL.

TO CONSIDER: any actions arising from the Chair's Report.

2425 168 Reports from and questions for Kirklees Ward Councillors 8.32pm

An opportunity for Holme Valley North and Holme Valley South Kirklees councillors to share information with Holme Valley Parish Council.

Clerk to report any information received by email etc with regards to this item.

TO CONSIDER: any actions arising from any reports received from Kirklees Ward Councillors.

2425 169 2016 Report 8.35pm

Report (S) is one of several documents kindly passed to the Clerk by ex-councillor Tim Walshaw. Report (S) has been distributed by email to all councillors who receive email.

Printed copies will be posted out with the other papers for this meeting for those councillors who do not use email.

Clerk to report further.

TO NOTE: report from 2016 received and distributed to all councillors.

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2425 170 Items for Publicity

8.37pm

A standing item for councillors to put forward potential items for publicity arising from the meeting.

TO CONSIDER: Council matters to be publicised subsequent to the meeting.

CLOSE 8.40pm

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

Jen McIntosh

Clerk to the Council

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Holme Valley Parish Council



DRAFT MINUTES OF A MEETING OF THE COUNCIL

held **MONDAY, 16 DECEMBER 2024** at 7pm

in **THE EXHIBITION ROOM, THIRD FLOOR, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS**

IN THE CHAIR: Cllr Pat Colling

PRESENT:

Cllr Isaac Barnett
Cllr Lawrence Baylin
Cllr Donna Bellamy
Cllr Mary Blacka
Cllr Damian Brook
Cllr Tom Dixon (Vice Chair)
Cllr Charles Greaves
Cllr Chris Green
Cllr Jenny Holmes
Cllr Glenn Kirkby
Cllr Alison Morgan
Cllr Hugh Osborne
Cllr Steve Ransby
Cllr Martin Rostron
Cllr Jane Rylah
Cllr Sarah Whitelaw
Cllr Andy Wilson

APPROVED APOLOGIES: Cllr Andrew Fenwick, Cllr Kath Fernandes (dispensation in place), Cllr Jo Liles, Cllr Tricia Stewart

OTHER ABSENCES: Cllr Donald Firth

TAKING MINUTES: Jen McIntosh (Clerk)

IN ATTENDANCE: Rich McGill (Deputy Clerk/RFO), Gemma Sharp (Assistant Clerk)

DRAFT MINUTES

2425 108 Public Question Time

Cllr Pat Colling, Chair, welcomed all to the meeting and explained that there was, once again, a long agenda to get through, meaning that both members and the public would be expected to keep to the three-minute limit on speaking. The Council will look at how agendas might be shrunk. The Chair also explained that she would also not call on members to speak more than once for any item unless there was new information to report.

The Chair explained how a member of the public in attendance would contribute to item 2425 118 at the appropriate time, Standing Orders being suspended.

PROCEDURAL MATTERS

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2425 109 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014

The meeting was recorded for public broadcast via the HOLME VALLEY PARISH COUNCIL YouTube channel. There were no other requests to make a recording of the meeting.

2425 110 Items to be heard in private session

There were no agenda items to be heard in private session.

2425 111 Apologies and reasons for absence

APPROVED: apologies and reasons for absence from Cllr Andrew Fenwick, Cllr Kath Fernandes (dispensation in place), Cllr Jo Liles and Cllr Tricia Stewart.

Cllr Donald Firth was also absent.

2425 112 Receipt of written Declaration of Pecuniary and Other Interests

No revised written Declarations of Pecuniary and Other Interests had been received from councillors or officers.

2425 113 Declaration of interests in agenda items

RECEIVED:

Cllr Ransby and Cllr Wilson declared their interests in the Civic item 2425 119 as they held roles as HCHCT trustees appointed by the Full Council. As in past meetings both councillors would be able to participate in discussions but not vote on the outcome.

Cllr Baylin declared an interest in item 2425 135 Foodbank grant application as a volunteer for Full Life Church Foodbank. It was **APPROVED** that Cllr Baylin would take part in discussions but not vote.

TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETINGS

2425 114 Minutes of Full Council meetings

APPROVED: the Minutes of the FULL COUNCIL Meeting held on 14 October 2024 numbered 2425 68 to 2425 107.

Further information received with regards to the minutes included:

- (i) Still awaiting Civic Underlease report – Clerk had not been able to chase this up in time for the meeting.
- (ii) Minutes of the SERVICE PROVISION COMMITTEE meeting 23-9-2024 – these would be included for noting in agenda for 3-2-2025.
- (iii) A number of actions remained for the Clerk in respect of minute 2425 83 Meeting of the Complaints Panel, including reviewing social media policy and bringing any appropriate amendments to the next FULL COUNCIL meeting and giving feedback to councillors named in the complaint.

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THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2425 115 Minutes of Standing Committee meetings

NOTED: the Minutes of the PLANNING COMMITTEE Meeting held on 7 October 2024 numbered 2425 to 2425 **APPROVED** at the meeting of the PLANNING COMMITTEE Meeting held on 11 November 2024.

APPROVED: the Minutes of the SERVICE PROVISION COMMITTEE Meeting held on 4 November 2024 numbered 2425 to 2425.

NOTED: the Minutes of the PLANNING COMMITTEE Meeting held on 11 November 2024 numbered 2425 to 2425 **APPROVED** at the meeting of the PLANNING COMMITTEE Meeting held on 9 December 2024.

APPROVED: the Minutes of the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE Meeting held on 25 November 2024 numbered 2425 to 2425.

FINANCIAL MATTERS

2425 116 Schedule of Payments

APPROVED: the Schedule of Payments for December 2024 as presented.

2425 117 Update regarding referral to YLCA regarding Holme Valley Parish Council commissioning works and not paying VAT

Following the whole council training on 23 September 2024 the clerk raised a query with YLCA regarding Holme Valley Parish Council commissioning works and not paying VAT.

The item was **DEFERRED** whilst further clarification of the advice received to date was sought.

2425 118 Council Budget 2025-26

Cllr Greaves arrived at 7.20pm during discussion of this item.

APPROVED: the budget for 2025-26, as recommended by the FINANCE AND MANAGEMENT COMMITTEE for HOLME VALLEY PARISH COUNCIL.

MATTERS RESERVED FOR FULL COUNCIL

2425 119 The Civic – request from the Trustees regarding monies that may be requested for repairs

On 14th October Council **RESOLVED** to take responsibility for funding Civic roof repairs at pace, including undertaking to pay up to a further £22,000 from General Reserves should the need arise. A

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change of use request from Holmfirth Civic Hall Community Trust had been received in respect of the resolution.

RESOLVED: that of the up to £22,000 to be paid to HCHCT from General Reserves should the need arise £12,000 may be for roof repairs and £10,000 for other urgent works.

A further request for Council to consider which body a 25 year roofing warranty should be made in favour of was **DEFERRED**.

2425 120 Holme Valley Parish Council Action Plan for December 2024-May 2027 – DRAFT – for comment

As part of the Certificate in Local Council Administration (CiLCA) qualification the Clerk had produced a draft action plan for the Parish Council to consider.

RESOLVED: to accept the Holme Valley Parish Council Action Plan December 2024-May 2027 and its identified objectives as presented.

Clerk to make further amendments.

Plan to be reviewed at future FULL COUNCIL meetings.

2425 121 Review of Committee Structure and Meetings Schedule - update from working group

The working group established by FULL COUNCIL on 24 June 2024 reported back on its work to date.

- i. **APPROVED:** moving responsibility for the management and funding of large HVPC 'assets' ie The Civic, and Honley Library from Service Provision to Finance and Management from May 2025.
- ii. **APPROVED:** disbanding the CACE Committee from May 2025 on the understanding that every action taken by this council will be measured on its positive affect on the environment, both in terms of biodiversity and carbon emissions.
- iii. **APPROVED:** establishing a Communications and Engagement sub-committee of Full Council from May 2025.
- iv. **APPROVED:** scheduling an additional Full Council Meeting for August/September from May 2025.
- v. **NOTED:** that a report will be made to Full Council on 3 February 2024 as to the outcome of a trialling of a new approach to considering planning applications by the Planning Committee.
- vi. **APPROVED:** that the work of the Review of Committee Structure and Meetings Schedule working group continue.

A motion to establish a stand-alone Grants Committee meeting twice a year to manage the allocation of all Council Grants was voted down.

In view of resolution 2425 121 (i) it was proposed that in future years the Chair of Finance and Management Committee should not be the trustee of any of the Parish Council's large assets due to potential conflicts of interest and how this might colour the Chair's behind-the-scenes liaison with the clerk team.

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Consideration of this matter was **DEFERRED** to allow advice to be sought from Yorkshire Local Councils Associations.

2425 122 EPIKs – potential for partnership working on Walks by Bus initiative

EPIKs have invited Holme Valley Parish Council to work in partnership with them where the interests of both align.

Over the past year, HVPC has exercised its legal powers to explore opportunities to publicise information on and the use of public passenger transport services in the Holme Valley area, with the public awareness of bus service details being identified as very much lacking. This is in addition to the annual grants already being made in support of community transport services.

A Working Group on Local Public Transport Services was established and continues to operate, coordinated by Cllr Baylin. The group's goals are:

- Review the suitability of the current local bus provision in the Holme Valley.
- Increase the use of local public transport to reduce the use of cars and traffic congestion, and also to safeguard and expand the network of public transport.
- Reduce the levels of environmentally harmful emissions and other damaging consequences from the use of vehicles.
- Improve the health and wellbeing of members of our community.

Cllr Baylin has spoken to a member of the EPIKs team about how EPIKs and the Parish Council, through the Working Group, might work in partnership on initiatives, and how this might add value to both organisation's projects and achieve even greater value for the community.

RESOLVED: to work in partnership with EPIKs in principle for the delivery of shared projects where interests align.

2425 123 Big Community Celebration

The Chair wished it to be minuted that the Big Community Celebration event held on Saturday 9 November had been a huge success and thanked the Working Group that brought the event to fruition.

The Working Group had held a review meeting earlier in December; feedback continued to be received from participating groups. The event had achieved more than was expected. It was intended, due in part to demand, to hold a similar event in 2025 which included groups not represented in 2024 and then move to alternating years.

RESOLVED: that the Working Group should be authorised to continue its work and begin planning for a similar event in Autumn 2025 with a view to then moving to hosting an event every two years.

Although no further actions were resolved upon a wish to expand the Working Group was expressed and to seize the opportunity through the next event to engage with the public and seek views about the work of the Parish Council.

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A firm date for the 2025 event will be proposed at Full Council on 3 February 2025.

2425 124 Standing Order 3g – the 3 Minute Rule

All councillors were asked to read ahead of the meeting a letter from Clerk sent to Council and Committee Chairs concerning the application of Standing Order 3g in meetings. This Standing Order states that “*a member of the public shall not speak for more than 3 minutes.*”

Clerk reported further on concerns raised by a member of the public regarding inconsistent application of this regulation. The Clerk explained that it was possible for a meeting Chair to suspend Standing Orders to allow a member of the public to speak for more than 3 minutes. It was important for transparency that Standing Orders are either adhered to or that resolutions to suspend Standing Orders and the reasons for doing so are made clear and recorded in minutes.

NOTED: letter from the Clerk briefing all councillors chairing meetings regarding Standing Order 3g, the 3-minute rule.

There was no support expressed for the purchase of a timer to be used in meetings by officers to assist in applying Standing Order 3g. Many councillors and officers had mobile phones and so could monitor timings.

2425 125 Covid Memorial working group - update

Cllr Blacka of the Working Group reported that the opening day for both the Covid Memorial Garden at Honley Library and the Covid Memorial Orchard at Sands Rec would be Saturday 5 April 2025 - timings to follow.

Progress had been made in preparing the site of the garden at Honley Library. The plaque for the Memorial to be situated at Honley Library was exhibited at the meeting.

NOTED: progress as reported above regarding the establishment of appropriate COVID memorials at Sands and Honley Library.

RESOLVED: authorisation for the Working Group to continue their work through to conclusion.

It was confirmed that ex-councillor Jason Brook remained a member of the working Party and would be attending the opening day events.

2425 126 Single point of contact with Kirklees Council

The clerk reported that communications with Kirklees Council had featured in previous FULL COUNCIL agendas this council year and an email thread involving the Clerk and the Chief Executive of Kirklees Council with responses from Cllr Brook, Cllr Wilson and Cllr Whitelaw had been included in papers ahead of the meeting.

Key points were that with the Parish Charter having been allowed to lapse, the only current channel of communication offered to the electorate and the Parish Council was communication through Kirklees ward councillors. This was neither satisfactory nor sustainable. Although the Chief Executive

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wrote about planning to start a conversation with local councils, plans to put in place a reviewed Parish Charter were for some undefined future point.

The Council did not resolve on any specific action; a number of points were raised in consideration of this item as summarised below.

- Cllr Brook offered to be a single point of contact with Kirklees as a Holme Valley South Kirklees councillor regarding matters pertaining to Planning in particular if this would aid communication. This might assist in cutting down duplication and make it easier for Kirklees officers to communicate with the Planning Committee.
- Cllr Wilson referred to a point made in a previous meeting that HVPC should set up communication with other local councils to develop a common approach to this issue. Cllr Colling responded that working more closely with other local councils had been an aim of her chairmanship but getting a time agreed to do this with other local councils had not been possible up to this point – other councillors from other local councils had not responded to her requests relayed at in-person events earlier in the year. The Chair will renew her efforts to engage Mirfield and Meltham Town Councils in particular.
- Cllr Rylah queried what happened with regards to the Parish Charter.
- Cllr Greaves stated that the Parish Charter had, in any case, never been adhered to by Kirklees when it was in place. Kirklees approach was to review the Charter as part of a wider review of community governance. Whether it was right to delay addressing communication issues pending this review was a matter of debate.
- Cllr Baylin thanked Cllr Greaves for arranging to share the document from Wakefield Council which showed that an active group was in place there to liaise between Wakefield Council and its local councils.
- Cllr Rylah stated that a liaison group such as the one operating in Wakefield would be a positive development.
- Cllr Wilson stated that what he wanted was to know that when as a committee chair he made contact with a Kirklees officer that there would be a response within a reasonable time-frame.
- Cllr Ransby asked if the Wakefield document could be shared with the Kirklees Chief Executive in case he is not aware of it.
- Cllr Greaves clarified that engagement between Wakefield Council and local councils was through local councils' chairs or clerks. He suggested that a 'Clerks' Enquiries' email channel parallel to the 'Councillor Enquiries' email channel could be set up as a direct and manageable channel of communication between Kirklees and local councils.
- Cllr Greaves has enquired from a contact about the situation between Leeds Council and its local councils and will pass on any information received to the Clerk for distribution.
- Cllr Whitelaw stated that communication and collaboration were essential to meet community needs. A change of attitude was needed in order to lead to a change in behaviour. At the end of the day the request was simply one for a constructive working relationship with the aim of improving services for the electorate.

The Chair summarised by saying all were frustrated at the current situation and would continue to work away at securing improvements in communication.

An action for the Clerk was to share the Wakefield Council document with Kirklees Chief Executive.

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2425 127 Kirklees Environment Strategy – Everyday life Pledge

Earlier this year Kirklees Council approved its Environment Strategy, termed its ‘Everyday life’ strategy.

Part of the strategy is the opportunity for individuals, businesses and organisations to ‘pledge’ support for the strategy. There is an online form to complete a pledge (active for 5 years) and a wide choice of elements to select from.

It was queried if the Parish Council had the resources to enact any requirements from taking a pledge. The pledge is really a policy statement rather than requiring actions. It may be that the Parish Council would be able to utilise elements of the Everyday Life strategy where suitable opportunities to do so arose.

No motions were put forward regarding this item.

2425 128 Local Plan Review

Cllr Blacka reported on the working group progress to date. A partnership group was being set up to respond to the review. Cllr Blacka shared a list of local organisations working with the Parish Council as part of the partnership group and asked for suggestions for any missed.

Whilst the working group reports to the Planning Committee all councillors were welcome to join the working group.

2425 129 Working Groups update

Clerk reported that since its establishment in May 2023 this Parish Council and its committees have approved the formation of a number of working groups in line with Standing Orders and the Scheme of Delegation. The clerk team has been updating information regarding the working groups, requesting that committees review whether or not their working groups remain active or have concluded. A list of working groups reporting to FULL COUNCIL, updated by the Deputy Clerk/RFO, had been compiled for reference.

Up-to-date details are below. An action for the Clerk is to further update the list to reflect changes.

| Name of working group | Members (identifying Chair where known) | Reporting to | Established | Significant dates: – Next meeting – Report required for |
|---|---|--------------|-----------------------------|---|
| Committee Structure and Meetings Schedule <i>Review timetables of meetings, rationalise meetings schedule for Council to be most effective</i> | Cllr Green Cllr Blacka Cllr Morgan Cllr Ransby Cllr Whitelaw | Council | 13-05-2024 ACTIVE | 14-10-2024 – Report: looking at other Councils, consider Committee disestablishments, streamline Planning working |

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| Code of Conduct Working Group <i>Reviewing the HVPC Code of Conduct and considering the NALC model</i> | Cllr Blacka Cllr Liles Clerk | Council | 14-10-2024 FIRST MEETING TO BE CONVENED SPRING 2025 | |
| Communication Protocol <i>To consider a replacement protocol to the lapsed Parish Charter</i> | Cllr Blacka Cllr Ransby Cllr Whitelaw | Council | 13-05-2024 ACTIVE | Update given 16-12-2024 |
| Officer-member protocol <i>To make recommendations to an amended councillor-officer protocol for adoption</i> | Cllr Blacka Cllr Colling Cllr Dixon | Council | 26-06-2023 CONCLUDED – remove from running list. | 18-12-2023 |
| Civic Boundaries <i>Report on actions/bring recommendations to Full Council</i> | Jen McIntosh Cllr Wilson Cllr Ransby Cllr Baylin Dawn Whiteley (Cllr Greaves) | Council | 09-10-2023 CONCLUDED – remove from running list. | 18-12-2023 |
| NaturesHolme <i>Fact-finding</i> | Cllr Green Cllr Morgan Cllr Liles Cllr Kirkby Cllr Whitelaw | Council | 09-10-2023 CONCLUDED – remove from running list. | Report to Full Council 18-12-2023 Request made of full Council no longer relevant due to changed remit of group. |
| Sands Recreation Ground project <i>To work with Kirklees councillors and officers re Sands project</i> | <u>Cllr Baylin</u> Cllr Liles Cllr Dixon Cllr Rylah | Council | 26-06-2023 CONCLUDED – remove from running list. | Recommendations re spending up to £15k on equipment required for SPC 6-11-2023 COMPLETED |
| Priorities <i>To revise strategic objectives of HVPC for 2023-2027</i> | <u>Cllr Blacka</u> Cllr Colling Cllr Baylin Cllr Liles Jen McIntosh | Council | 09-10-2023 CONCLUDED – remove from running list. | (24-10-2023 10-12pm) Meeting on 7-11-2023 10.30am at Civic Report/recommendations required for 18-12-2023 |

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2425 130 Use of personal electronic equipment requiring charging in the Exhibition Room

It is a requirement that any electronic equipment to be used in the Exhibition Room and the Civic spaces more widely be PAT-tested. This also applies to councillors' personal devices that they wish to plug in such as laptops, tablets and phones.

NOTED: any personal electronic devices should be PAT-testing before connecting to power in the Civic including the use of devices during meetings in the Exhibition Room.

An action for the Clerk was to request from HCHCT a PAT-tested extension cord that devices could be plugged into.

2425 132 Ward asset register survey of benches, war memorials and other small assets - update

There are a number of amendments to ward asset registers outstanding. The clerk apologised as she had not been able to update these.

An action for the Clerk was to update ward asset registers and distribute prior to the next FULL COUNCIL meeting on 3 February 2025.

2425 134 Councillor training

Councillors are asked to complete a brief evaluation of any training undertaken. There are no evaluations to consider at the meeting.

The Chair reminded councillors that she had offered to run catch up whole council training for any who had missed the YLCA training from 24 September 2024. To date no requests had been received for any sessions to be run. She was still willing to run catch-up sessions in January 2025. Any councillor who missed the training to contact the Chair directly to organise a mutually agreeable date and time.

An action for the Clerk from the FULL COUNCIL meeting on 14 October remains to distribute the revised evaluation sheet to those councillors who have had training since the June FULL COUNCIL meeting for completion and presenting to a later meeting.

REFERRALS FROM STANDING COMMITTEES

FINANCE AND MANAGEMENT COMMITTEE

2425 135 Grant application from Full Life Church Foodbank

A Community Benefit grant of £1500 for Full Life Foodbank was approved by the FINANCE AND MANAGEMENT COMMITTEE at the meeting on 2 December 2024. This was considered outside of the usual grants cycle as the request was linked to the Foodbank's Christmas appeal and therefore time critical.

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The Chair reported on the background to a motion for FULL COUNCIL to approve a further £3500 from General Reserves.

The Vice Chair gave further information regarding the ongoing shortfall of funding experienced by the Foodbank and the impact this was having on its parent organisation, the Full Life Church in terms of supplementing funding. This was not sustainable.

The Chair asked for councillors to consider contacting the Full Life Foodbank with any suggested contacts who could offer expertise in organising and/or publicising the work of the Foodbank in order to help address their capacity issues. Donations could now be made online.

It was suggested that the Full Life Foodbank make contact with the Foodbank operating out of the Phoenix Centre for support. Increasing use of and dependence on foodbanks was a national issue.

RESOLVED: to approve a recommendation from the FINANCE AND MANAGEMENT COMMITTEE at the meeting on 2 December 2024 for a further grant from General Reserves of up to £3,500 for Full Life Church Foodbank.

NOTED a donation of £500 from Chair's Expenses by the Chair was made to the Foodbank.

CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE

2425 136 Communications and Engagement Strategy

Cllr Whitelaw, Chair of CACE, presented the Strategy.

APPROVED: the Communications and Engagement Strategy as presented, adopted with immediate effect.

STAFFING COMMITTEE

2425 137 Appointment of Vice Chair of Staffing Committee

NOTED: Cllr Baylin appointed by the Staffing Committee to be its Vice Chair at the meeting on 18 November 2024 (minute 2425 24).

2425 138 Appointment of Staff Performance and Development Lead

NOTED: Cllr Blacka appointed by the Staffing Committee to be the Staff Performance and Development Lead at the meeting on 18 November 2024 (minute 2425 25).

NOTED: An action for the Clerk from the Staffing Committee meeting on 18 November 2024 is to amend Standing Orders for 2025-6 to clarify that it is the Staffing Committee that line-manages the Clerk.

Holme Valley Parish Council

PLANNING COMMITTEE

2425 139 Disestablishment of EMR 343 Road Safety

Chair of PLANNING COMMITTEE reported.

APPROVED: the disestablishment of EMR 343 Road Safety with remaining balance of £4850 returning to General Reserves as recommended by the PLANNING COMMITTEE ON 11 November 2024.

MISCELLANEOUS ITEMS/ CORRESPONDENCE

2425 140 Chair's Report

The Chair gave a verbal report on her activities on behalf of HOLME VALLEY PARISH COUNCIL which included participating in the Big Community Celebration on 9 November, representing the Parish Council at the Act of Remembrance at the Holme Valley War Memorial and the service at Holmfirth Parish Church on 10 November and attending a reception and Christmas Concert at Huddersfield Town Hall at the invitation of Honley Male Voice Choir.

2425 141 Reports from and questions for Kirklees Ward Councillors

An opportunity for Holme Valley North and Holme Valley South Kirklees councillors to share information with Holme Valley Parish Council.

Cllr Brook updated the Council regarding roadworks and parking, including plans to stop works over the holiday period.

A query had been raised regarding the ownership of the car park at Sands back in a meeting in an external meeting in May 2024. Cllr Rylah had had sight of records showing that the car park was owned by Kirklees.

2425 142 Correspondence with and from Woven

Cllr Baylin had furthered correspondence with *Woven* and received further information regarding their project. It was a good project but there was no tie in with the work of the Parish Council to pursue at this time.

2425 143 Unity Bank

NOTED: information provided by the Deputy Clerk/RFO regarding the Parish Council's banking providers.

2425 144 Conditional Planning Permission granted for Solar Panels on Holmfirth Public Toilets

The Chair suspended Standing Orders at 9pm to allow the business of the meeting to be concluded.

Holme Valley Parish Council

The Council heard that full planning permission had been granted for the solar panels project at Holmfirth Toilets. The Assistant Clerk was thanked for all of her work on this project.

The permission was conditional upon the successful completion of a bat survey. It was proving difficult to find a local contact who could undertake a bat survey. The Assistant Clerk was advised to approach friends of Honley Library as a bat survey had been undertaken there recently.

NOTED: correspondence regarding the installation of solar panels at Holmfirth Public Toilets.

2425 145 Items for Publicity

The Chair suggested that a 'green' standing item should be added to all agendas to encourage the Council and committees to reflect on the business of each meeting viewed from a green perspective for publicising.

The Chair thanked members for their disciplined approach to getting through the business.

The meeting closed at 9.05pm.

**APPROVED MINUTES OF A MEETING OF THE SERVICE PROVISION COMMITTEE
MONDAY 23 SEPTEMBER 2024 7pm
THE EXHIBITION ROOM, THE CIVIC, HD9 3AS**

IN THE CHAIR: Cllr Lawrence Baylin.

ALSO PRESENT: Cllr Isaac Barnett, Cllr Mary Blacka, Cllr Pat Colling, Cllr Tom Dixon, Cllr Chris Green, Cllr Glenn Kirkby (Vice Chair), Cllr Alison Morgan, Cllr Hugh Osborne, Cllr Steve Ransby.

ABSENT WITH APOLOGIES AND REASON APPROVED: Cllr Jane Rylah, Cllr Tricia Stewart.

OTHER ABSENCES: Cllr Donald Firth.

OFFICER TAKING MINUTES: Jen McIntosh - Clerk.

APPROVED MINUTES

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| | Cllr Baylin, in the Chair, welcomed all to the meeting. |
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| 2425 26 | Public Question Time |
| | No members of the public were present. |
| 2425 27 | Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014 |
| | The Clerk was recording the meeting in video format for upload to the Parish Council’s YouTube Channel. No other requests for recordings were received. |
| 2425 28 | Apologies and reasons for absence |
| | Apologies for absence with reasons received by the Clerk were circulated by email prior to the meeting. |
| | APPROVED: Apologies and reasons for absence from Cllr Rylah and Cllr Stewart. |
| 2425 29 | Receipt of updated Disclosable Personal and Pecuniary Interests forms |
| | There were no new/revised Disclosable Personal and Pecuniary Interests forms (DPIs) of Committee members to consider. |
| 2425 30 | Members’ and Officers’ personal and disclosable pecuniary interests in items on the agenda |
| | Cllr Kirkby stated that he was a member of the team which put up the Honley Christmas decorations and was a trustee of Friends of Honley Library. Cllr Ransby stated that he was a trustee of the Civic. Cllr Colling stated that she was a trustee of Friends of Honley Library. |

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| | As previously established, members who were trustees on bodies in order to represent the Parish Council could remain in the room and contribute to discussions. |
| | No other Members' or Officers' personal and disclosable pecuniary interests were declared. |
| 2425 31 | Items on the agenda to be discussed in private session |
| | RESOLVED: to hear item 2425 36 in private session due to the distribution beforehand of a confidential report and also item 2425 39 due to commercial sensitivities. Any resolutions or actions arising from either item were to be recorded in the minutes. Documentation regarding the tendering process would be made public once finalised. |
| 2425 32 | Minutes of the previous Service Provision Committee meeting |
| | APPROVED: the minutes of the previous meeting of the SERVICE PROVISION COMMITTEE held on 8 July 2024, numbered 2425 01 - 2425 25 inclusive. Matters arising were reported as follows: <ul style="list-style-type: none"> – Fresh contact with Kirklees Councillors for Holme Valley South regarding the sharps bin outside Holmfirth Toilets was needed; it was observed that this was a potential health hazard – Clerk to action. – An outstanding action for the Clerk remained contacting Holmfirth Forward to gauge interest in CCTV for Holmfirth centre. |
| | BUDGETARY MATTERS |
| 2425 33 | Service Provision Committee Budget 2024-25 and Earmarked Reserves |
| | Under Standing Orders the SERVICE PROVISION COMMITTEE makes financial decisions for a number of community assets and projects. The Expenditure against Budget 2024-25 – Budget Lines Year-to-Date and Earmarked Reserves report was shared to monitor potential overspends and underspends and so manage the budget. Earmarked Reserves connected to the Committee were also to be monitored to ensure that they remain relevant. The Clerk reported an overspend regarding the Gartside unit and also asked that each Earmarked Reserve have a plan as to how it was to be used. |
| | NOTED: the Expenditure against Budget 2024-25 – Budget Lines Year-to-Date and Earmarked Reserves. |
| 2425 34 | Grant applications |
| | Two grant applications had been received. The COMMITTEE had a budget line 4705 Christmas Provision with £6,000 yet to be committed. APPROVED: a grant application for £1250 from Honley Business Association as a contribution |

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| | <p>towards the costs of installing and maintaining Christmas trees and lights in Honley subject to resubmission on correct form.</p> <p>APPROVED: a grant application for £1000 from Holmfirth Christmas Team to contribute towards cost of Christmas lights to decorate Holmfirth town centre for the festive season.</p> |
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| | MAJOR ASSETS MANAGEMENT |
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| 2425 35 | Honley Library |
| | <p>Friends of Honley Library provided a report for consideration plus an update on events and use of Honley Library and a What's On poster.</p> <p>The Clerk reported that supporting letters had been provided to FOHL in August regarding permissions and insurance cover. The Parish Council appreciated the support FOHL had given regarding the project to create a Covid memorial garden at Honley Library.</p> |
| | |
| | NOTED: report and events update from Friends of Honley Library. |
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| | <p>FOHL's considerable fund-raising success regarding the plans for an extension was shared.</p> <p>An update had been received regarding Kirklees amended proposals for community managed libraries following consultation. It was no longer planned to remove Kirklees Library staffing entirely from Honley Library. This was positive news.</p> |
| | |
| 2425 36 | Holmfirth Civic Hall Community Trust |
| | <p>The COMMITTEE was reminded that FULL COUNCIL at a meeting on 26 June 2024:</p> <ul style="list-style-type: none"> – RESOLVED to introduce 5 yearly reviews of the HCHCT lease and - if all parties are in agreement at that time - at each review extend the lease back to at least 25 years duration. – RESOLVED to seek a legal opinion regarding the amending of the HCHCT lease so that HVPC takes responsibility for repairs to the fabric of the building, whilst responsibility for modifications, developments and improvements remain the responsibility of HCHCT. And – APPROVED payment of £40,000 approved expenditure for 2024/5 to commence additional investigations and urgent works. Funds to come from Earmarked Reserve EMR 329 Holmfirth Civic £30,000 and Budget Line 4310 Holmfirth Civic £10,000. <p>A confidential condition report had been circulated to members prior to the meeting and the COMMITTEE went into private session at 7.25pm to discuss this.</p> <p>Cllr Barnett left the meeting at 7.52pm during discussion of this item.</p> |
| | NOTED: latest report from Holmfirth Civic Hall Community Trust. |
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| | RESOLVED: To recommend to FULL COUNCIL that HOLME VALLEY PARISH COUNCIL takes responsibility for funding Civic roof repairs at pace. |
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| | OTHER ASSETS MAINTAINED BY HOLME VALLEY PARISH COUNCIL |

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| 2425 37 | Gartside Buildings update |
| | <p>The Clerk reported that the new tenant, EPIKS, took on the lease on 12 August 2024, with a handover taking place the next day.</p> <p>Estate agents' costs (£500 plus £100 VAT) with regards to the letting of the Gartside unit have been paid. Legal costs (£800 plus £160 VAT) for the drawing up of a new lease were to be paid once payment has been approved at the next FINANCE AND MANAGEMENT COMMITTEE meeting.</p> <p>The Gartside Building Earmarked Reserve has £5,000.</p> <p>Some remedial works had been carried out to the unit in order to bring it up to the lease standard, including the fitting of a sink (expected cost £145.99) to allow access to water. A different stainless steel butler-type sink and drain unit were due to be installed shortly after the meeting meaning that the expenditure amount of £300 approved last meeting might be exceeded.</p> <p>Unwanted items/racking had been removed and disposed of appropriately. The Clerk wished to thank the Parish Council contractor for his help with that. EPIKS had begun redecorating themselves and had been asked to keep receipts of paint, timber used etc.</p> <p>The new tenant had requested that the COMMITTEE considers the fitting of a window where a side vent in an external wall is currently fitted. A quote obtained in 2022 from the maintenance contractor for the purchase and fitting of such a window was c£2,000. With inflation that cost would have risen. Security issues and Planning Permission might need to be considered. Whilst EPIKS were keen to have the work carried out it was important that the Parish Council ensured such a project was sound.</p> <p>An action for the Clerk was to meet with EPIKS to ascertain their needs with a view to obtaining is to obtain quotes to be brought forward to next meeting with a view to reporting back to the COMMITTEE and perhaps obtaining quotes.</p> <p>The Parish Council is currently out of contract with the electricity provider for the toilets and unit. The Deputy Clerk/RFO was researching a new provider and requested a steer from the COMMITTEE as to whether the most cost-effective or the most 'green' energy supplier should be favoured. It was possible to find suppliers whose energy had a 'green' element. It was proving difficult to obtain quotations for costings. It was likely that the Gartside tenant would be asked to pay a fixed contribution to energy costs once a supplier had been chosen.</p> <p>RESOLVED: that the energy supply for the Gartside Unit be as 'green' as possible.</p> <p>The Clerk further reported that:</p> <ul style="list-style-type: none">– EPIKS were going to have made a wall plaque with the details of their business – the Clerk had asked to see designs before manufacturing.– EPIKS were going to arrange for a vinyl sticker to be attached to the letter box– EPIKS intended to use an exterior A board for advertising and were liaising with Cllr Ransby regarding that.– The Velux windows had been inspected by the Parish Council contractor – one was due to be repaired shortly.– There had been a hiccup with obtaining the September rent payment which was now sorted. The clerk wished to thank the Deputy Clerk for generating invoices to prompt payments. It was expected that rent payments would be made by Standing Order once a |

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| | finance officer for EPIKs was in place. |
| | <p>NOTED: actions taken by the Clerk to ready the Gartside unit for a new tenancy, including expenditure on a sink.</p> <p>NOTED: Purchase of an external noticeboard matching the existing Holmfirth Toilets noticeboard to be installed at a cost of £574-66 plus VAT of £114.89, total £689-35 from EMR 331 Gartside Building.</p> <p>Clerk to arrange.</p> <p>RESOLVED: to approve expenditure of up to £500 for decorating/refurbishing materials, from EMR 331 Gartside Building.</p> <p>Clerk to approve refurbishment items cost.</p> |
| 2425 38 | Holmfirth Public Toilets |
| | <p>A working group was established at the meeting on 8 July 2024 to draw up any proposals for a possible refurbishment of Holmfirth Public Toilets.</p> <p>The working group reported that a productive meeting with the contracting staff who provide the cleaning for the toilets had taken place. Compared to other public toilets the Holmfirth block were kept clean. Issues that hindered the upkeep of the toilets tended to be rooted in the building construction. For example issues with condensation and air circulation impeded work to improve the toilets. It was probably the case that these issues would need to be dealt with before substantive reinvestment took place. It was quite disheartening for the contracting staff to have to try and make the toilets presentable in these circumstances.</p> <p>There were a number of small issues that could form what in effect would be a snagging list – for example, replacing the kickboard on the ladies’ toilet door. These issues could be dealt with in the short-term and the clerk could authorise expenditure on minor repairs. Some aspects of work in the toilets seemed quite botched. Other issues, such as improving the store-room, would need to be incorporated into a longer term refurbishment plan. This could also incorporate a clearer brief for the contractor and quality specifications for some of the fixtures and fittings.</p> <p>The water dispenser was also leaking which was causing parts of it to corrode.</p> <p>An action for the clerk was to check whether the water dispenser was still under guarantee.</p> |
| | <p>RESOLVED: to approve expenditure up to £4,000 a condition survey for Holmfirth Public Toilets with funds from EMR 351 Holmfirth Toilets Refurbishment as a first step in understanding and addressing issues such as condensation.</p> <p>RESOLVED: to request that the contractor sources environmentally-friendly cleaning products once current product stocks have been used up.</p> <p>It remained a task for the clerk to source an appropriate donations box to replace the current one. The clerk would continue to look into the use of QR codes as an alternative to cash payments.</p> <p>The clerk gave encouraging feedback from the contractor with regards to the use of the toilets during the Holmfirth Food and Drink Festival. The situation was much improved from the previous</p> |

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| | <p>year.</p> <p>An action for the clerk was to write a thank you letter to the organisers of the festival.</p> |
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| | OTHER ASSETS MANAGEMENT |
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| 2425 39 | Further progress regarding a possible tendering process for Holmfirth Public Toilets and the Maintenance of smaller assets |
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| | This item was heard in private session. |
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| | <p>NOTED: progress made to date regarding the drawing up of draft tendering documents for the Holmfirth Toilets and Asset Maintenance Contracts.</p> <p>RESOLVED: to delegate all further decisions regarding the contracts and tendering process to the Oversight Group established at the SPC meeting on 8 July 2024, namely, Cllrs Baylin, Colling, Dixon, Kirkby and Morgan working with the clerk.</p> |
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| 2425 40 | Other assets including benches, stone shelters, war memorials, red heritage phone kiosks |
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| | <p>The Clerk reported further to the written report from the Maintenance Contractor and a list of benches repaired Summer 2024.</p> <p>One of HOLME VALLEY PARISH COUNCIL's artwork assets, a series of ceramic plaques set into a raised area at the junction of Victoria Street and Station Road (by Bluebird Bakery), was vandalised in August, with one plaque being broken into pieces. The Clerk submitted a crime report and liaised with the artist and with the maintenance contractor to have repairs carried out. The COMMITTEE wished to thank the contractor for all of his work, in particular for the work to repair the plaque.</p> |
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| | <p>NOTED: the report from the Maintenance contractor, including works to a number of benches across the Holme Valley.</p> <p>Members were asked to continue to report issues with the maintenance of assets whenever necessary.</p> <p>Finding further quotes and submitting an application for the repair of the Hepworth War Memorial remained an outstanding action for the Clerk, as did updating the Ward asset registers for future distribution to councillors.</p> |
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| 2425 41 | New Mill Closed Cemetery |
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| | Seeking a meeting with New Mill Church authorities to review arrangements for the upkeep of the closed cemetery remained an action for the Clerk. |
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| 2425 42 | Allotments |
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| | The Parish Council operates a number of allotments at Holme village for which there is a waiting list. |

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| | <p>Members discussed the rationale behind the management of the HVPC allotments situated in Holme village being part of the remit of the FINANCE AND MANAGEMENT COMMITTEE rather than the SERVICE PROVISION COMMITTEE.</p> <p>A summary of the points raised follows: <u>Allotment provision:</u> Wooldale Community Association are currently exploring whether there is demand for more allotments. The Parish Council might have a role in expanding allotment provision and such a project would fit more appropriately as part of the remit of the SERVICE PROVISION COMMITTEE. <u>Biodiversity Policy:</u> The Parish Council has adopted a Biodiversity Policy. Whether the Parish Council should ban the use of pesticides on its allotments in light of this was discussed. This would require a revision of tenancy agreements. There was discussion as to how this could be enforced. An alternative approach suggested was to consult with and provide information to allotment holders that would bring about the changes desired without enforcement being required. <u>Officer resource:</u> The renewing of the annual tenancy agreements are currently managed by the Deputy Clerk/RFO alongside those of the garages and rates are set by the FINANCE AND MANAGEMENT COMMITTEE. Any change to the remit of the SERVICE PROVISION COMMITTEE should consider the impact on officer workload.</p> <p>Although no vote was taken an action for the Clerk was to raise the issue of which committee should have the remit for managing the allotments at the next FINANCE AND MANAGEMENT COMMITTEE meeting.</p> |
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| | SERVICES |
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| 2425 43 | Public Transport Provision |
| | <p>The Chair spoke to the written update provided.</p> <p>Members were pleased that Stotts had offered free services on the weekend of the Holmfirth Food and Drink Festival. The take up of the services was not known.</p> |
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| 2425 44 | Christmas tree provision - plans for 2024-25 |
| | <p>A report regarding arrangements for Christmas tree/decorations grants proposed for 2024 onwards had been circulated prior to the meeting.</p> <p>A tree for the centre of Holmfirth had been ordered at a cost of £1425.60 including VAT from Kirklees.</p> |
| | |
| | <p>RESOLVED: to approve Christmas tree provision for 2024 onwards with up to 12 grants of between £180-£250 provided towards the purchase and expense of trees and/ or decorations in all villages other than the Holmfirth and Honley centres.</p> <p>Clerk to create bespoke application form and arrange for grants to be publicised.</p> <p>Applications to be considered at the SERVICE PROVISION COMMITTEE meeting on 4 November 2024.</p> |
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| 2425 45 | Dog waste and public waste strategy |
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| | <p>The COMMITTEE RESOLVED to suspend Standing Orders at 9pm to complete the remaining business.</p> <p>The working group appointed 8 July 2024 provided an update regarding a new coherent Public Area Litter and Dog Waste Management Strategy.</p> <p>There was some discussion regarding how to promote responsible behaviour amongst dog owners walking their dogs with regarding to clearing up the waste. There had been issues recently with parents collecting children from New Mill Primary School with their dogs and children accidentally standing in the waste.</p> <p>Cllr Dixon to liaise with the Clerk regarding the possible siting of a dispenser in New Mill.</p> |
| 2425 46 | Tourism |
| | Cllr Baylin to report further at a future meeting. |
| 2425 47 | Youth work in the Holme Valley |
| | <p>A written report from Kirklees Youth Alliance was received. No representative from KYA was present at the meeting to answer queries.</p> <p>The Clerk reported that at the meeting on 8 July 2024 the COMMITTEE RESOLVED to recommend to FULL COUNCIL expenditure of up to £25,000 to KYA from the 2024-5 budget, the next FULL COUNCIL meeting being scheduled for 14 October 2024. In August KYA had asked if monies could be released earlier. The Clerk had liaised with a number of councillors and authorised a payment of £5,000 on 23 July 2024 with a further £5,000 payment to be made at each subsequent meeting up to a total of £25,000.</p> <p>A councillor wished to speak about a local issue regarding the behaviour of young people at New Mill fair. The COMMITTEE RESOLVED to hear this matter in private session. There were no actions or resolutions to report as a result of this.</p> <p>An action for the Clerk was to thank KYA staff for the comprehensive report.</p> <p>An action for Cllr Kirkby was to contact KYA regarding youth provision in Honley.</p> |
| | PUBLICITY |
| 2425 48 | Items for Publicity |
| | An action for the Chair was to liaise with the Clerk and Assistant Clerk outside of the meeting regarding items for publicity arising from the current work of the Service Provision Committee. |
| | Meeting closed at 9.16pm |

SIGNED: _____ Cllr Lawrence Baylin

**DRAFT MINUTES OF THE STAFFING COMMITTEE
MONDAY 18 NOVEMBER 2024**

Held at **THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS**

PRESENT: Cllr Dixon (in the Chair), Cllr Baylin, Cllr Blacka, Cllr Whitelaw, Cllr Wilson

APOLOGIES AND REASONS APPROVED: none

ABSENT: Cllr Colling

OFFICER TAKING MINUTES: Jen McIntosh CLERK

Rich McGill, Deputy Clerk/RFO was also in attendance.

DRAFT MINUTES

Public question time.

No members of the public were present to speak to Members.

Cllr Dixon welcomed members to the meeting.

2425 17 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

The meeting was being video recorded to be subsequently published on the **HOLME VALLEY PARISH COUNCIL's YouTube** channel, with items heard in private session redacted.

There were no requests for any other recordings are to be made.

2425 18 Apologies for absence.

No apologies and reasons had been received.

2425 19 Items on the agenda to be discussed in private session

RESOLVED: to consider items **2425 27, 2425 28, 2425 29** and **2425 31** in private session as they were likely to reference personal information regarding named employees.

2425 20 Members' personal and disclosable pecuniary interests in items on the agenda.

There were no members' personal and disclosable pecuniary interests in items on the agenda declared.

2425 21 Officers' interests in items on the agenda.

NOTED: the Clerk's and Deputy Clerk/RFO's interests in items **2425 27, 2425 28, 2425 29** and **2425 31** on the agenda.

2425 22 Written requests for new DPI dispensations.

There were no new DPI dispensations to consider.

2425 23 Minutes for the Staffing Committee meeting on 29 April 2024, numbered 2425 01 to 2425 16.

HOLME VALLEY PARISH COUNCIL

NOTED: the Minutes of the STAFFING COMMITTEE MEETING held on 29 April 2024, numbered 2425 01 to 2425 16, **APPROVED** at FULL COUNCIL MEETING held on 24 June 2024 as presented.

The information below was received regarding ongoing matters arising from the approved minutes:

- I. External staffing roles review. Minute 2425 07. The Clerk reported that an external review of staffing roles, scheduled provisionally for Summer 2024 had been pushed back due to possible role changes that might emerge from committee structure/meetings schedule review. Up to £420 from General Reserves had been approved for this on 29-4-2024. This may need to be pushed back until 2025/6.
- II. Business Continuity Plan. Minute 2425 07. The formal drafting of a Business Continuity Plan had been pushed back due to lack of time.
- III. Disclosure and Barring Service Checks. Minute 2425 11. These had been delayed due to a miscommunication. Two are now complete with one outstanding.
- IV. Human Resource Policies. Minute 2425 12. Regarding the appraisal procedure, whilst this had not been updated it was the case that all 3 officers were now on April 1 to March 31 appraisal cycles.

2425 24 Appointment of Vice Chair of the Staffing Committee

RESOLVED: the appointment of Cllr Baylin as the Vice Chair of the Staffing Committee to serve throughout the remainder of the council year 2024-25.

2425 25 Appointment of Staff Performance and Development Lead

The Clerk reported that Standing Orders state that

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

RESOLVED: to appoint Cllr Blacka as the Staff Performance and Development Lead to serve for 2 years.

RESOLVED: to amend Standing Orders for council year 2025/26 to remove the reference to the Staff Performance and Development Lead being the Clerk’s line manager and clarify that the Clerk is managed by the Staffing Committee.

2425 26 Holme Valley Parish Council review of committee structures and meeting schedule for 2025-26 – feedback from the clerk team

Holme Valley Parish Council appointed a working group to review the Parish Council’s committee structure and meetings schedule for council year 2024-5 onwards. The clerk provided feedback from the clerk team further to the written report submitted with regards to this process.

The feedback would be shared with the Working Group.

2425 27 Appraisal/supervision 2024-25.

This item was heard in private session.

NOTED: update received from the Clerk on appraisal/supervision 2024-25.

2425 28 Pay awards for the clerk team

HOLME VALLEY PARISH COUNCIL

This item was heard in private session. The Clerk and the Deputy Clerk left the meeting whilst the item was considered.

The resolutions below were recorded for minuting on their return to the room.

NOTED: the Deputy Clerk/RFO's report on pay and budgeting for staffing costs 2025-26.

RESOLVED: that the National Pay Award be applied to the salaries of all 3 officers.

RESOLVED: that the National Pay Award for each officer be back-dated to 1 April 2024 as per contract, with backpay being paid out at the next paypoint, being December 2024.

RESOLVED: that the Staffing budget for 2025-26 should be sufficient to meet any pay awards that might result from staff appraisals due to be concluded by 1 April 2025.

RESOLVED: that the EMR Staff Salaries be disestablished with any remaining funds returned to General Reserves.

RESOLVED: to recommend to FINANCE AND GENERAL PURPOSE COMMITTEE a staffing budget of £96,108.38 for 2025-26 and a staff training budget of £2,300.

2425 29 Other staffing matters

This item was heard in private session. The Clerk and the Deputy Clerk left the meeting whilst the item was considered.

The resolutions below were recorded for minuting on their return to the room.

RESOLVED: to approve a temporary contract variation for the Clerk to enable TOIL accumulated since the last STAFFING COMMITTEE meeting, as set out in the Deputy Clerk/RFO's report, to be paid out at the next paypoint.

Staff Performance and Development Lead and the Clerk to monitor hours worked and discuss ways to reduce the need for any build up of extra hours going forward.

NOTED: that the correct leave entitlement for all officers 2024-25 is 23 days plus 2 extra statutory days ie 25 days pro rata.

RESOLVED: to approve the amending of officer leave and TOIL records for 2024-25 and future years as a total of 25 days pro rata.

RESOLVED: that each officer was to take additional retrospective leave in line with the Deputy Clerk/RFO's report regarding annual leave miscalculations i.e Deputy Clerk/RFO to take an additional 2.7 days, the Clerk an additional 1.76 days and the Assistant Clerk an additional 1.35 days by 1 April 2025.

2425 30 Staffing budget 2025-26 and budget planner 2025-26

The Deputy Clerk/RFO had produced a Staffing budget YTD 2024-25 to be read in conjunction with Projections 2024-25 (including and excluding TOIL payment) and Budget Planner report for 2025-26.

NOTED: Contents of Staff costs 2024-25 report and staffing budget for 2025-26 report.

NOTED: under item 2425 29 the COMMITTEE had **RESOLVED** to recommend to the FINANCE AND MANAGEMENT COMMITTEE a Staff Expenditure Budget 2025-26 totalling £96,108.38 plus a training budget of £2,300.

HOLME VALLEY PARISH COUNCIL

2425 31 Training received by Officers

The Clerk gave a verbal report on the training received by officers since 29 April 2024.

All officers had received training regarding the new HVPC website.

The Clerk and Assistant Clerk had attended the Full Council training on 24 September 2024.

The Assistant Clerk had received Advanced Canva training, attended a Communication Strategy Workshop, received Advanced Social Media training and undertaken self-guided tuition in the use of Wordpress for the new HVPC website.

Confidential written feedback from the Clerk's CiLCA training to date had been provided to the Committee under separate cover, including a sample of completed assessments. The Clerk's deadline for completing the CiLCA training was 15 January 2025. The Clerk had also attended online Procurement training and attended YLCA and SLCC branch meetings.

The Deputy Clerk/RFO expected to complete his CiLCA training in August 2025. It was probable that a 3-month extension would be sought from SLCC (administration charge at £50) to facilitate completion.

NOTED: training received by Officers since 29 April 2024.

APPROVED: Training for CANVA in principle for the Deputy Clerk/RFO.

The meeting closed at 8.53pm.

DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 2 DECEMBER 2024

Those present:

Chair: Cllr A Wilson

Vice Chair: Cllr G Kirkby

Councillors: Cllr I Barnett, Cllr L Baylin, Cllr M Blacka, Cllr D Brook, Cllr P Colling, Cllr C Greaves, Cllr J Holmes, Cllr J Liles, Cllr J Rylah, Cllr M Rostron, Cllr S Whitelaw

Officer: Mr R McGill (RFO/Deputy Clerk)

Also present: Mrs Jen McIntosh (Clerk)

Welcome

The Chair welcomed Members to this fifth meeting of the Holme Valley Parish Council Finance and Management Standing Committee of the Council year.

Public Question Time

No members of the public were in attendance, and no Councillor chose to speak as a member of the public.

2425 73 Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

The RFO/Deputy Clerk recorded the meeting for upload to the Parish Council's YouTube channel.

No-one else wished to record the meeting.

2425 74 To accept apologies for absence

All Members were in attendance.

2425 75 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

Cllr Baylin declared a personal interest in 2425 91, the grant application from Full Life Church Food Bank, and 2425 79 A, - grant awards to Hade Edge Residents Association.

2425 76 To consider written requests for new DPI dispensations

No new DPI dispensations had been received.

2425 77 To consider whether items on the agenda should be discussed in private session

The Committee decided that item 2425 91 would be heard in private session.

Signed: _____

Holme Valley Parish Council

2425 78 To confirm the Minutes of the previous Committee meeting

APPROVED: Members approved the Minutes of the Finance & Management Committee Meeting held on 20 September 2024, numbered 2425 56 to 2425 72 inclusive.

2425 79 Grants

A. Grant Evaluation Reports

NOTED: Members noted the following Grant Evaluation Reports added to the Parish Council website, accessible from the Grants tab at the top of the home page:

- Holme Valley Climate Action Partnership
- Eden's Project CIC

NOTED: Members noted that, of last year's awards, the Parish Council was still awaiting grant evaluation reports from:

- Upperthong Village Hall - £4,500 towards works to the roof
- Hade Edge Residents Association - £1,500 towards a marquee and sound system
- Holmfirth WI - £388 for equipment for outdoor events
- Upperthong Cricket Club – £2,050 towards clubhouse carpets
- Hade Edge Residents Association - £2,000 towards a village green flower garden
- Holmbridge Cricket Club - £5,000 towards solar batteries

Members considered any further action regarding Grant Evaluation Reports.

RESOLVED: The Deputy Clerk would, again, request grant evaluation reports to be filled in by the outstanding community groups. Ward Councillors would contact community groups within their localities.

B. NOTED: Members noted the rolling record of Finance and Management grants awarded 2024/25. The RFO/Reported that figures in the respective budget lines 4315 Community Assets and 4405 Projects and Events had been revised to reflect that the rolling grant award to Honley Business Association for the maintenance of the Honley CCTV should be considered as a Community Assets grant rather than a Projects and Events grants.

C. NOTED: The Committee noted the RFO's report on communication to and from grant award winners and losers. He reported that some award winners had not responded to emails confirming awards or confirming payments of awards. Cllr Holmes felt that this report was useful to see what award winners/losers said to the Parish Council.

2425 80 Chair's Expenses

NOTED: Members noted that the Chair's Expenses budget for 2024-25 is £1,000. The only expenditure had been a £30 ticket to The Lions Charter Dinner.

Signed: _____

Holme Valley Parish Council

2425 81 Schedule of Payments

- i. **NOTED:** The Committee noted the finalised schedules of payments for i. September 2024 and ii. October 2024. These were to be initialled by the Chair.
- ii. **NOTED:** The Committee noted the month-to-date schedule of payments for November 2024. This was to be initialled by the Chair.
- iii. Members considered the month-to-date schedule of payments for November 2024. **APPROVED:** the month-to-date schedule of payments for December 2024 was approved. This was to be initialled by the Chair.

2425 82 Financial Statements

Members noted the following accounting summaries:

- i. For September 2024:
 - (1) Cash Books All Accounts Receipts and Payments (to end 30 September 2024)
 - (2) Trial Balance (to end 30 September 2024)
 - (3) Balance Sheet (to end 30 September 2024)
 - (4) Cash and Investment Reconciliation (to end 30 September 2024)
 - (5) VAT Return – year-to-date for the quarter JUL-SEP 2024 – submitted to HMRC 10th October 2024 and the repayment received 17th October 2024.
- ii. For October 2024:
 - (1) Cash Books All Accounts Receipts and Payments (to end 31 October 2024)
 - (2) Trial Balance (to end 31 October 2024)
 - (3) Balance Sheet (to end 31 October 2024)
 - (4) Cash and Investment Reconciliation (to end 31 October 2024)
 - (5) VAT Return – year-to-date for the quarter OCT-DEC 2024 – not for submission.
- iii. Members considered, as per the guidance in the JPAG Practitioners' Guide, approval of the bank reconciliation forms cross-referenced with bank statements. This to be minuted.

All the Members have to do with this is check that the amount recorded on the bank reconciliation at month end and the amount recorded on the related bank statement at month end match.

The following bank reconciliation forms were approved:

For September 2024:

- HSBC Current Account
- HSBC Business Money Manager Account
- CCLA PSDF
- Unity Trust Current Account T2
- Unity Trust Instant Access Account

Signed: _____

Holme Valley Parish Council

For October 2024:

- HSBC Current Account
- HSBC Business Money Manager Account
- CCLA PSDF
- Unity Trust Current Account T2
- Unity Trust Instant Access Account

The Chair and a second signatory on the bank mandates were to sign and date all the bank reconciliations, checking against the bank statements.

- iv. Councillors reviewed the Income and Expenditure report for October 2024 and the following report from the RFO.

Income:

- 1076 Precept As of 1st November 2024, the Parish Council had received all the precept totalling £327,934 for the year 2024-25 from Kirklees Council.
- 1078 Special Expenses Grant As of 1st November 2024, the Parish Council had received all the special expenses grant totalling £3,437 for the year 2024-25 from Kirklees Council.
- 1090 Bank Interest Seven months into the year, the Parish Council was about right on projections regarding bank interest.
- 1092 Toilets Donations Seven months into the year, the Parish Council was about right on projections regarding toilets donations.
- 1200 Allotment Rents All rents had been received and banked.
- 1250 Gartside Building Rent (and one month deposit) had been banked.
- 1300 Garage Rents All rents had been received and banked.

Expenditure:

- 4000 Salaries were about right after seven months though there would be payment of back pay in December and some other payments. An earmarked reserve had been created to fund any subsequent pay uplifts.
- 4060 Staff Training was under-budget seven months into the year.
- 4235 Insurance was, again, significantly over-budget by £3,101 or by 35%. However, it should be noted that the Parish Council will be reimbursed much of this increase by Holmfirth Civic Hall Community Trust under the terms of the lease. This shows as a receipt though.
- 4275 Telephone and Broadband was a little overbudget seven months into the year and may need adjusting in the budget.
- 4310 Holmfirth Civic Hall – Projects was £52,490 over budget; all this expenditure being made from earmarked reserves.
- 4315 Other Community assets and 4405 Projects and Events – grants awarded in September were not paid until November so did not yet show.
- All other expenditure was in line with budgets.

Members considered any further actions on income and expenditure against budget.

RESOLVED: No further action.

Signed: _____

Holme Valley Parish Council

v. Earmarked Reserves

The earmarked reserves as presented in the August report represented the situation year-to-date. Councillors reviewed the August report, and the report from the RFO below.

- i. 322 EMR CCTV had been closed as this was now a rolling grant.
- ii. 323 EMR 323 Other Community Assets in the Holme Valley consisted of £2,017 for 10th Holme Valley (New Mill) Scouts (towards a new scout hut).
- iii. 325 EMR Election Fund held £7,000 allocated directly from the precept. This would be added to every year until the next full-Council cycle of elections when the reserve should hold around £30,000.
- iv. 326 EMR Defibrillator Special Reserve held £1,738.51. This is solely for maintenance of defibrillators the Parish Council is directly responsible for.
- v. 329 EMR Holmfirth Civic Hall was no longer recorded as all the money from the earmarked reserve was spent.
- vi. 331 EMR Gartside Building held £3,400 with expenditure of £1,600 in the interim on estate agents fees, solicitors fees and installation of a sink.
- vii. 332 EMR Honley Library held £15,000.
- viii. 336 EMR Royal Events held £1,000 in respect of Operation Menai Bridge.
- ix. 337 EMR COVID Memorial held £6,000. This should be spent soon.
- x. 338 EMR Children's Playgrounds had been closed.
- xi. 341 EMR Climate Action Projects held £13,946.68 with some expenditure on a planning application for the solar panels paid from it.
- xii. 343 EMR Road Safety held £12,052. £7202.28 was to be spent from this money after this meeting. The Planning Committee which oversees this reserve had voted to recommend to Council to disestablish the reserve and return the funds to general reserves.
- xiii. 344 Staff Pay £5,000 had been added to this earmarked reserve after annual Council to safeguard staff pay in the event of a national pay award. Some of it is likely to be spent to cover staff pay uplifts.
- xiv. 345 Rolling Grants held £6,060 and all except the CCTV had been paid out in November 2024. (£1,500 Holmfirth Arts Festival, £1,500 Festival of Folk, £1,000 Holme Valley Patient Transport, £500 Friends of Cliff Rec, £1,560 CCTV Honley).
- xv. 346 EMR Public Transport held £5,000.
- xvi. 347 EMR Tourism held £5,000.
- xvii. 348 EMR Dog Waste and Litter held £3,800.
- xviii. 349 EMR Community Engagement held £3,609.87.
- xix. 350 EMR The Civic Roof Repairs was no longer recorded as all the money from the earmarked reserve was spent.
- xx. 351 EMR Holmfirth Toilets Refurb held £4,104.

Members considered any further actions on earmarked reserves.

RESOLVED: No further action.

Signed: _____

Holme Valley Parish Council

2425 84 Tenancies

- i. **NOTED:** Members noted that the new tenant of the Gartside building shop unit was now paying a rent of £350/month on the Gartside shop unit. Payment had been somewhat uneven, whilst the tenant waited for a finance officer to be appointed.
- ii. **Tenancy Charges 2025-26**

The Finance and Management Standing Committee oversees the charges to the tenants of Parish Council allotments and garages. The charges to tenants of garages and allotments had increased by 20% this year, - double garages went from £200 to £240; single garages from £100 to £120; allotment full-plots from £40 to £48; and allotment half-plots £25 to £30. Allotment half-plots had gone up 25% the year before as well, - from £20 to £25.

Members considered any uplift to the charges to allotment and garage tenants.

RESOLVED: Members resolved that there would be no rise in charges this year, and that it would be recommended that a revision of charges should take place in the year of every election of a new Council, - hence, every 4 years.

2425 85 Risk Assessment

Members considered the updated Risk Assessment of Holme Valley Parish Council.

RESOLVED: Members approved the updated risk assessment.

2425 86 Budgets and reserves of Holme Valley Parish Council 2025-26

Part of the role of the Finance and Management Committee is to collate the budgets and reserves requests of the other Standing Committees and to make recommendations or proposals to the Parish Council ahead of its meeting to agree the budget 16th December.

The Committee Chair had asked for the RFO/Deputy Clerk to prepare three Budget Plans, - a lower cost, medium cost, and higher cost budget. The Chair hoped that this would encourage debate amongst Members.

NOTED: Members noted the RFO's report on the Budget Plans.

The Chair reported that all and any of the budgets and their specific budget lines could be amended as the Committee sees fit. Nothing was set in stone.

The Committee was advised that they might choose i. to recommend one approved budget to Council, as has historically been the option, or ii. to forward two or three competing options to full Council, for Council to take an active part in the final decision. Members considered a budget for 2025-26 to be recommended to full Council.

RESOLVED: Members resolved to recommend the higher cost budget to Council, but that all three budgets should be forwarded to full Council for its consideration.

Signed: _____

Holme Valley Parish Council

2425 87 New model Financial Regulations from the National Association of Local Councils (NALC)

NOTED: Members noted that the updated Holme Valley Parish Council Financial Regulations (based on the NALC model Financial Regulations) were in place. One of the key aspects of this was that the Clerk or RFO could now approve payments up to £500 (as long as there is a budget for the payment). Payments over £500 still had to be approved by Council or F&M.

2425 88 Internal Control Checks

NOTED: Cllr Liles reported that she had undertaken the internal control checks for the second quarter July-September. No issues had been disclosed.

2425 89 Banking

Unity Trust

- ia. **NOTED:** The Committee noted that most of the named signatories were now able to log on to the Unity Trust banking website. The Clerk, RFO and Assistant Clerk were all registered to be able to set up payments (but not authorise them). Committee Chairs were registered to approve payments (but not set them up). Only Cllr Dixon had not been able to log on yet. The first payments were set up 25th November 2024 and had gone smoothly and successfully.
- ib. **NOTED:** Members noted that the half-year precept and special expenses grant had been deposited into the Unity Trust T2 current account.
- ic. **NOTED:** Members noted that the RFO/Deputy Clerk had set up direct debits from the Unity Trust T2 current account and cancelled those from HSBC:
- Grenke (photocopier lease)
 - Information Commissioner's Office (annual data protection fee)
 - Scottish Water / Business Stream (water/sewage to the toilets)
 - Npower (electricity costs to Holmfirth toilets)

These accounts were still to be set up

- BT (telephone and internet – had not sent DD mandate form)
- Document Logic (photocopying – had not yet forwarded DD mandate form to Unity Trust)

The RFO reported that mandated Councillors may be asked to sign the pending direct debit agreements.

- id. **NOTED:** Likewise, Members noted that, in October, the RFO/Deputy Clerk would be transferring standing orders from the HSBC current account to the Unity Trust T2 current account:
- Time In Time Out Media - TiTo (Parish Council monthly news)
 - Artweek (annual subscription)

Signed: _____

Holme Valley Parish Council

HSBC

- ii a** The HSBC Current Account would, at the end of this month, hold under £800. This was heretofore the Parish Council's main, working bank account, superseded in this quarter by the new Unity Trust T2 account. The Council considered what to do with this account.

RESOLVED: The account to be closed.

- ii b** The HSBC Business Money Manager Account would, at the end of this month, hold £55,679.13. The RFO reported that this account does earn interest which is paid quarterly into a nominated account, - currently the HSBC Current Account. Interest received was £272.76 in the quarter to June and £272.26 in the quarter to September. The Council considered what to do with this account.

RESOLVED: The account to be closed.

2425 90 Financial Records for the website

NOTED: Members noted that the financial records for September and October 2024 had been added to the website. The November records would be added once bank statements had been received.

2425 91 Grant Application

Members considered a grant application from Full Life Church Food Bank for up to £5,000 towards funding for the Food Bank. The RFO reported that this Committee could only make awards up to £1,500 on this sort of application. It could, however, make a recommendation to Council for higher amounts. The legal power for any award/s would be the Local Government Act 1972, Section 137.

RESOLVED: An award of £1,500 was made to Full Life Church Food Bank.

RESOLVED: The Committee resolved to recommend to Council a further payment of £3,500 from general reserves.

2425 92 Publicising the work of Holme Valley Parish Council

Members considered recent events or news that this Committee wished to publicise via the press, Parish Council website or social media.

RESOLVED: The Parish Council should publicise the grant award to the Food Bank.

The meeting closed at 855pm.

Signed: _____

APPROVED Minutes of the PLANNING STANDING COMMITTEE held at the EXHIBITION ROOM at THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH HD9 3AS on MONDAY 9 DECEMBER 2024 at 700pm.

In Attendance:

Chair: Cllr Mary Blacka

Members: Cllr Pat Colling, Cllr Tom Dixon, Cllr Andrew Fenwick, Cllr Donald Firth, Cllr Steve Ransby

Apologies: Cllr Isaac Barnett, Cllr Damian Brook, Cllr Jo Liles, Cllr Andy Wilson

Welcome

The Chair welcomed the members of the Committee.

Open Session at Planning

No members of the public were present for the open session.

2425 158 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014

As Local (Parish and Town) Council meetings can now be recorded, the Chair checked if any members of the public wished to record the meeting, to ensure reasonable facilities can be provided. The meeting was already being recorded by the Officer for public broadcast via the Holme Valley Parish Council YouTube channel.

No other recordings were to be made.

2425 159 To accept apologies for absence

Cllr Barnett, Cllr Damian Brook, Cllr Liles and Cllr Wilson were absent from the meeting and had sent apologies.

Resolved: The reasons for the apologies of Cllr Barnett, Cllr Damian Brook, Cllr Liles and Cllr Wilson were approved by the Committee.

2425 160 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

None were disclosed.

2425 161 To consider written requests for new DPI dispensations

None had been received.

2425 162 To consider whether items on the agenda should be discussed in private session



Holme Valley Parish Council

Resolved: None of the meeting would be held in private session.

2425 163 To Confirm the Minutes of the Previous Meeting

Approved: Minutes of the Planning Committee meeting held on 11 November 2024, numbered 2425 135 – 2425 157 inclusive.

2425 164 Kirklees Planning Applications

- i. **Noted:** List of Kirklees planning applications 30 September 2024 to 5 November 2024 updated with the views of the Committee.
- ii. The Committee considered the new or amended applications received from Kirklees Council 5 November 2024 to 3 December 2024 inclusive – List 2425-09.

Resolved: That the Planning Committee’s comments on the above applications be forwarded to Kirklees Council by the Officer.

- iii. **Noted:** A notification of appeal for application reference APP/Z4718/W/24/3354853 for site at Former Hall Ing Quarry, Brockholes was noted by the Committee.

Action: An action for the Assistant Clerk is to ensure the Committee’s previous comments are carried forward into the appeal.

2425 165 Peak District National Park Authority

- i. No new or amended applications were received from the Peak District National Park Authority from 30 September 2024 to 5 November 2024 inclusive to be updated with the views of the Committee.
- ii. No new or amended applications were received by Peak District National Park Authority 5 November 2024 to 3 December 2024 inclusive.
- iii. **Noted:** The committee noted the HVPC Response to PDNPA local plan review consultation.

The Chair wished to thank Cllr Wilson, Margaret Dale and residents of Holme village for their contributions to the response.

2425 166 Traffic Calming

- i. **Purchase of SIDs for the Holme Valley**

Noted: The Parish Council has now been invoiced by Kirklees Council for the two mobile speed indicator devices (SIDs). The two SIDs cost individually £3,565.14 and £3,637.14, a total of £7,202.28.



Holme Valley Parish Council

ii. Kirklees Council Management of Speeding in the Holme Valley

At a previous meeting of the committee on 11 November 2024 Cllrs **resolved** that the Officer would contact Cllr Crook to seek clarification about the process whereby a community speed van comes to be placed at a site and ask whether the Police are ever likely to refuse a request from Kirklees to place a speed van. Also clarification why there was an advisory that data should not be shared with the general public. The Officer would also seek road speed data sheets from Holme Valley North District Councillors.

Updates have been received from Kirklees Cllrs.

The Assistant Clerk and Cllrs reported on email updates received from HV South Cllr Crook and HV North Cllr Greaves.

Cllr Greaves will continue to pass on the SID reports for HV North when they are available and can pass on any suggestions for future device locations.

Cllr Crook gave an overview of the process for safety cameras, that he will continue to share SID speed data when available and that this should remain unpublished.

Action: An action for the Assistant Clerk is to forward the suggested SID location of Scholes Moor Road/Long Road to the Kirklees HV South councillors.

iii. School Parking Bollards

At previous meetings of this committee, an action for Cllr Liles was to contact Hade Edge school regarding the possible use of the six "Think Before You Park" bollards that are currently in storage.

Item to be carried forward pending an update from Cllr Liles.

2425 167 Ongoing highways campaigns, including unmade roads, green lanes and byways of the Holme Valley

The ongoing campaigns are:

- i. **Ramsden Road**
- ii. **Cartworth Moor Road**
- iii. **Cheesegate Nab**

Cllr Fenwick updated the committee that work had been ongoing at Milners Lane in Scholes for gates to be installed with access for residents, walkers, horses etc but discourage cars, vans and motorbikes.



Holme Valley Parish Council

2425 168 Planning Policy, Guidance and Consultation

i. South Yorkshire Mayoral Combined Authority Consultation on Bus Franchising.

SYMCA are consulting on bus franchising within the South Yorkshire boundary and those routes that overlap with other authorities.

The consultation is open until 15 January 2025 and can be accessed via the link:
<https://www.southyorkshire-ca.gov.uk/bus-reform>

Action: An action for the Assistant Clerk is to circulate the survey to the Full Council for Cllrs to respond as individuals.

ii. Saddleworth Parish Council, Neighbourhood Development Plan Consultation.

Noted: The Clerk at Saddleworth PC has written to thank HVPC for their contribution to their NDP consultation.

2425 169 Design Code

Cllr Ransby gave a verbal update on progress.

The draft is now with the design company and is on track to be presented to the Planning Committee in February 2025.

Action: An action for the Assistant Clerk is to circulate the consultation on the Huddersfield conservation area design code to the Planning Committee.

Action: An action for the Assistant Clerk is to make the conservation team at Kirklees aware that Holme Valley are also progressing a shop front design code.

2425 170 Place Standards, Holmfirth Blueprint, Holmfirth Town Centre Access Plan

Noted: Notes from the Holmfirth Centre Steering Group 11 September 2024 attended by Cllr Wilson.

2425 171 Kirklees Local Plan Review

At a previous meeting on 15 July 2024 the committee **resolved** to form a Working Group consisting of Cllr Blacka (Chair), Cllr Ransby, Cllr Colling, and Cllr Wilson to coordinate the work around the Kirklees Local Plan Review and the response from Holme Valley Parish Council. Cllr Liles, Cllr Rylah and Cllr Whitelaw have since joined membership of this group and they are also working with a representative from Holme Valley Vision.

Working Group Activity



Holme Valley Parish Council

The Working Group met on 14 November 2024 and notes were included with the meeting papers.

Cllr Blacka gave a verbal update on progress.

Resolved: The Working group will continue with their work on the local plan review.

The next Working Group meeting is due to take place on Wednesday 18 December at 7pm.

The group intends to take the lead in forming a wider partnership group to respond collectively to the Local Plan Review. The first meeting of the partnership will be on Tuesday 14 January 2025, at 7pm, at the Civic.

Action: Suggestions for groups to include in the partnership should be sent to the working group to be invited.

Kirklees Local Plan Review Early Engagement Consultation

An early engagement consultation on the Kirklees Local Plan opened on 25 November 2025 and will run until 28 February 2025.

Resolved: The Kirklees Local Plan review early engagement consultation will be responded to by the Working Group on the Local Plan.

2425 172 Neighbourhood Development Plan

Cllr Ransby updated the Committee on his work on the Holme Valley Parish Council Neighbourhood Development Plan Action Plan.

Action: Cllr Ransby will continue to work towards shaping measurable criteria against the objectives and work with the Local Plan working group to define the actions.

2425 173 Planning Standing Committee Expenditure against Budget and reserves 2024-25

- The Planning Committee has one budget line under its remit. This is 4505 Neighbourhood Plan. At the start of the Council year, the budget contained £1,500. No expenditure has come from this budget line.
- It is projected that money may be spent from this fund on the art and design on the Shop Front Design Guide Booklet. A quote for artwork, art direction and layout design has been received for £1,120.00.
- The Booklet will be an 8-page, full colour A5 saddle and stitch booklet on 150gsm silk finish paper.
- Subsequent printing costs will depend on the print run:
 - o x250: £118.30
 - o x500: £153.90
 - o x1000: £213.98



Holme Valley Parish Council

- x1500: £279.22.
- If the Committee, approved a print run of 1,500 copies, this would cost a total of £1,399.22. Around £100 would remain in the Committee budget 2024-25. If this money was not spent this year, the money could be rolled over into an earmarked reserve under regulation of the HVPC Financial Regulations as this is an ongoing project.

Noted: The Planning Committee's expenditure against budget 2024-25 year to date

- In earmarked reserves, the Committee oversees one fund, EMR 343 Road Safety.
- After the payment of £7,202.28 on two mobile speed indicator devices (SIDs) £4,850 will remain in EMR 343 Road Safety. As the expenditure for this project is now considered complete, this EMR will be presented to Full Council on 16 December 2024 to be disestablished and returned to General Reserves.

Noted: The Planning Committee's earmarked reserves for the financial year 2024-25.

2425 174 Planning Standing Committee Budget and recommendations from Finance and Management Committee for 2025-26

Noted: Following the Finance and Management Committee meeting on 2 December 2024, the Finance and Management Committee will make the following recommendations to Full Council on 16 December 2024 on the budget and EMRs of the Planning Committee in 2025-26:

- The budget line 4505 (Neighbourhood Plan) for 2025-26 is recommended to be £2,500 to cover expected expenditure and includes an additional £1,000 to cover expenditure relating to the Kirklees Local Plan Review.

2425 175 Publicising the work of Holme Valley Parish Council

The Assistant Clerk updated the Committee on planned activity.

Close 8.10pm



DRAFT Minutes of the **PLANNING STANDING COMMITTEE** held at the **EXHIBITION ROOM** at **THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH HD9 3AS** on **MONDAY 13 JANUARY 2025** at **700pm** to transact the following business: -

In Attendance:

Chair: Cllr Mary Blacka

Members: Cllr Pat Colling, Cllr Jo Liles, Cllr Steve Ransby, Cllr Andy Wilson.

Apologies: Cllr Isaac Barnett, Cllr Damian Brook, Cllr Tom Dixon, Cllr Andrew Fenwick.

Absent: Cllr Donald Firth.

Welcome

Open Session at Planning

No members of the public were present for the open session.

2425 176 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014

As Local (Parish and Town) Council meetings can now be recorded, the Chair checked if any members of the public wished to record the meeting, to ensure reasonable facilities can be provided. The meeting was already being recorded by the Officer for public broadcast via the Holme Valley Parish Council YouTube channel.

No other recordings were to be made.

2425 177 To accept apologies for absence

Noted: Cllrs Barnett, Brook, Dixon, Fenwick and Firth were absent from the meeting.

Approved: The apologies and reasons for absence for Cllrs Barnett, Brook, Dixon and Fenwick were approved by The Committee.

2425 178 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

None were disclosed.

2425 179 To consider written requests for new DPI dispensations

None were received.

2425 180 To consider whether items on the agenda should be discussed in private session

Resolved: None of the meeting would be held in private session.



Holme Valley Parish Council

2425 181 To Confirm the Minutes of the Previous Meeting

Approved: The Minutes of the Planning Committee meeting held on 9 December 2024, numbered 2425 158 – 2425 175 inclusive were approved by the committee.

2425 182 Kirklees Planning Applications

- i. **Noted:** List of Kirklees planning applications 5 November 2024 to 3 December 2024 updated with the views of the Committee.
- ii. The Committee considered the new or amended applications received from Kirklees Council 3 December 2024 to 7 January 2025 inclusive – List 2425-10.

Resolved: That the Planning Committee’s comments on the above applications be forwarded to Kirklees Council by the Officer.

- iii. At a previous meeting of the Planning Committee on 16 September 2024 members **resolved** to trial a new approach to the reviewing of new applications from Kirklees planning authority in order to reduce the resource required to fully review all applications for each meeting. The Committee agreed to review the trial in January 2025 in order to report to Full Council for recommendations in February 2025.

Cllrs discussed the current method of considering planning applications and committee remit, including the merits of different approaches to applications, the committee and the frequency of meetings.

Resolved: The Committee Chair and Vice Chair will work with the Clerking team to present options for the future remit and frequency of the Planning Committee to Full Council on 3 February 2025.

2425 183 Peak District National Park Authority

- i. No new or amended applications were received from the Peak District National Park Authority from 5 November 2024 to 3 December 2024 inclusive to be updated with the views of the Committee.
- ii. No new or amended applications were received by Peak District National Park Authority 3 December 2024 to 7 January 2025 inclusive.

Cllr Blacka reported that she had attended training in Bakewell with the PDNPA and had learned that their policy was that where Parish Council and planning officers opinions differ, the applications were referred to their committee.

2425 184 Traffic Calming

- i. **Kirklees Council Management of Speeding in the Holme Valley**



Holme Valley Parish Council

An update had been received from a Kirklees councillor regarding placement of a mobile SID on the suggested Scholes Moor Road location and was circulated via the Assistant Clerk prior to the meeting.

Action: An action for the Assistant Clerk is to request locations in the current mobile SID scheme from Kirklees Councillors in Holme Valley South.

ii. School Parking Bollards

At a previous meeting of this committee, an action for Cllr Liles was to contact Hade Edge school regarding the possible use of the six "Think Before You Park" bollards that are currently in storage.

Cllr Liles reported that she would take this **action** forward.

2425 185 Ongoing highways campaigns, including unmade roads, green lanes and byways of the Holme Valley

The ongoing campaigns are:

- i. Ramsden Road
- ii. Cartworth Moor Road
- iii. Cheesegate Nab

Cllr Wilson reported that Ramsden Road and Cheesegate Nab remained closed and would be going to a cabinet meeting to progress a TRO.

2425 186 Planning Policy, Guidance and Consultation

- i. Revised National Planning Policy Framework (NPPF)

Noted: Following consultation in the Summer of 2024 the UK government released a revised version of the National Planning Policy Framework (NPPF) on 12 December 2024.

The full revised NPPF can be found at:

<https://www.gov.uk/guidance/national-planning-policy-framework>

Noted: A press statement summarising the changes was also released on 12 December 2024 and was included in the papers.

A summary of the results of the consultation on NPPF changes held in the Summer of 2024 can be found at:

<https://www.gov.uk/government/consultations/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system/outcome/government-response-to-the-proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system-consultation>



Holme Valley Parish Council

Noted: A summary of key points for local councils from the revised NPPF was produced by the Society of Local Council Clerks dated 17 December 2024 and was included in the papers.

2425 187 Design Code

A copy of the Design Code is estimated to be available to be presented at the Planning Committee meeting on 10 February 2025.

Cllr Ransby to report on progress.

- **To consider**, any further action.

2425 188 Place Standards, Holmfirth Blueprint, Holmfirth Town Centre Group

Cllr Wilson reported that there have no meetings of the Holmfirth Town Centre Group since the last committee meeting but one is due on 21 January 2025 that he would not be able to attend.

Cllr Liles stated that she would attend the meeting on 21 January 2025 with Cllr Brook.

2425 189 Kirklees Local Plan Update

At a previous meeting on 15 July 2024 the committee **resolved** to form a Working Group consisting of Cllr Blacka (Chair), Cllr Ransby, Cllr Colling, and Cllr Wilson to coordinate the work around the Kirklees Local Plan Review and the response from Holme Valley Parish Council. Cllr Liles, Cllr Rylah and Cllr Whitelaw have since joined membership of this group and they are also working with a representative from Holme Valley Vision.

An Early Engagement Consultation on the Kirklees Local Plan opened on 25 November 2024 and will run until 28 February 2025.

The Local Plan Working Group met on 18 December 2024 and have submitted notes from the meeting, which were included with the papers.

The Working Group have agreed to establish a "Reference Group" and have invited local people and community groups with an interest in local community, business and the natural and built environments to support their contributions to the Kirklees Local Plan review.

The first meeting of the Reference Group is due to take place on Tuesday 14 January 2025 at 7pm in the Exhibition Room.

The Working Group have also agreed that residents should be encouraged to participate in the Local Plan review early engagement survey and recommend that it be published via



Holme Valley Parish Council

HVPC external communications channels such as the website and social media.

The consultation document is available at:

<https://www.kirklees.gov.uk/beta/planning-policy/pdf/local-plan-early-engagement.pdf>

The survey can be accessed via the following link:

<https://online1.snapsurveys.com/localplan>

Working Group to report.

Noted: The notes from the Working Group meeting 18 December 2024.

Action: An action for the assistant Clerk is to promote public participation the Early Engagement Survey via HVPC external communication channels.

Action: An action for Cllr Blacka is to follow up with groups and Kirklees Cllrs that have not yet responded to the invite to the Reference Group.

2425 190 Neighbourhood Development Plan

Cllr Ransby to reported that work on the work on the Holme Valley Parish Council Neighbourhood Development Plan actions continues and he is working towards creating measurable outcomes.

2425 191 Planning Standing Committee Expenditure against Budget and reserves 2024-25

Noted: The Planning Committee's expenditure against budget 2024-25 year to date:

- The Planning Committee has one budget line under its remit. This is 4505 Neighbourhood Plan. At the start of the Council year, the budget contained £1,500. No expenditure has come from this budget line.
- It is projected that money may be spent from this fund on the art and design on the Shop Front Design Guide Booklet. A quote for artwork, art direction and layout design has been received for £1,120.00.
- The Booklet will be an 8-page, full colour A5 saddle and stitch booklet on 150gsm silk finish paper.
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 - o x1500: £279.22.
- If the Committee, approved a print run of 1,500 copies, this would cost a total of £1,399.22. Around £100 would remain in the Committee budget 2024-25. If this money was not spent this year, the money could be rolled over into an earmarked reserve under regulation of the HVPC Financial Regulations as this is an ongoing project.



Holme Valley Parish Council

Action: Cllrs Liles and Ransby will work to identify the organisations that a hard copy of the Design Code will be sent to, in order to make an estimate of how many copies will be needed.

Noted: The Planning Committee's earmarked reserves for the financial year 2024-25.

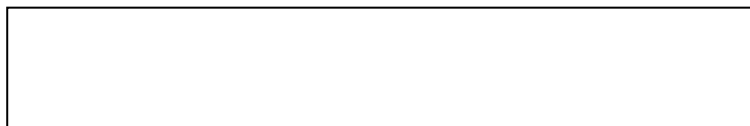
- In earmarked reserves, the Committee oversees one fund, EMR 343 Road Safety.
- After the final expenditure relating to the mobile SIDs, EMR 343 Road Safety was disestablished by Full Council on 16 December 2024 with the remaining £4,850 in funds returned to General Reserves.

2425 192 Publicising the work of Holme Valley Parish Council

Assistant Clerk updated on planned activity.

The Early Engagement survey for the Kirklees Local Plan Update will feature in HVPC external communications during January and February 2025.

Close 8.13pm



List of Payments made between 01/12/2024 and 31/12/2024

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|-------------------------------|------------------|--------------------|-----------------------|-------------------------------|
| 03/12/2024 | Full Life Church Food Bank | 2425/09/01 | 1,500.00 | F&M 2425 91 | Grant - Food Bank costs |
| 03/12/2024 | Kirklees Council | 2425/09/02 | 7,202.28 | F&M 2425 12 | Mobile SIDS x2 |
| 03/12/2024 | npower | 2425/09/03 | 125.82 | F&M 2425 12 | Electricity Holmfirth Toilets |
| 03/12/2024 | Document Logic | 2425/09/04 | 96.28 | F&M 2425 12 | Photocopying |
| 03/12/2024 | Full Life Church Food Bank | 2425/09/05 | 500.00 | F&M 2425 91 | Chair donation to food bank |
| 16/12/2024 | Time In Time Out Media | 2425/09/06 | 252.00 | F&M 2425 12 | Council News |
| 16/12/2024 | Salaries Staff | 2425/09/07 | 1,859.03 | F&M 2425 12 | Salary Staff 05 |
| 16/12/2024 | HMRC | 2425/09/08 | 2,682.55 | F&M 2425 12 | PAYE Tax and NI |
| 16/12/2024 | Salaries Staff | 2425/09/09 | 2,183.57 | F&M 2425 12 | Salary Staff 02 |
| 16/12/2024 | Salaries Staff | 2425/09/10 | 2,842.82 | F&M 2425 12 | Salary Staff 04 |
| 16/12/2024 | West Yorkshire Pension Fund | 2425/09/11 | 1,416.41 | F&M 2425 12 | Pensions |
| 16/12/2024 | Full Life Church Food Bank | 2425/09/12 | 3,500.00 | Council 2425 135 | Grant - towards food bank |
| 17/12/2024 | Staff 04 | 2425/09/13 | 3.50 | F&M 2425 12 | Reimbursement postage |
| 17/12/2024 | SD & TJ Kirk | 2425/09/14 | 156.00 | F&M 2425 12 | Christmas Tree x 1 |
| 17/12/2024 | Maintenance Contractor | 2425/09/15 | 169.39 | F&M 2425 12 | Expenses |
| 17/12/2024 | Maintenance Contractor | 2425/09/16 | 1,292.77 | F&M 2425 12 | Maintenance |
| 17/12/2024 | SD & TJ Kirk | 2425/09/17 | 936.00 | F&M 2425 12 | Christmas Trees x 6 |
| 17/12/2024 | Principal Hygiene | 2425/09/18 | 264.00 | F&M 2425 12 | Service sanitary units |
| 17/12/2024 | Kirklees Youth Alliance | 2425/09/19 | 5,000.00 | Council 2425 116 | Grant - youth social work |
| 17/12/2024 | Kirklees Youth Alliance | 2425/09/20 | 5,000.00 | Council 2425 116 | Grant - youth social work |
| 17/12/2024 | West Yorks Combined Authority | 2425/09/21 | 1,908.00 | F&M 2425 12 | HV Minibus Service NOV |
| 17/12/2024 | Clothiers Arms | 2425/09/22 | 200.00 | Council 2425 94 | Grant - Christmas tree |
| 17/12/2024 | Leander Architectural | 2425/09/23 | 748.20 | Council 2425 116 | COVID Memorial plaque |
| 27/12/2024 | E.ON NEXT | 2425/09/24 | 69.87 | F&M 2425 53 | Electricity Holmfirth Toilets |
| 31/12/2024 | Unity Trust | 2425/09/25 | 8.10 | F&M 2425 53 ia | Service Charge |

| | |
|-----------------------|-----------|
| Total Payments | 39,916.59 |
|-----------------------|-----------|

List of Payments made between 01/12/2024 and 31/12/2024

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|-----------------------------|------------------|--------------------|-----------------------|---------------------------|
| 04/12/2024 | HSBC | 2425/09/26 | 13.78 | F&M 2425 12 | Bank Charges |
| 15/12/2024 | HMRC | 2425/09/28 | 1,479.92 | F&M 2425 12 | PAYE Tax and NI |
| 16/12/2024 | Salaries Staff | 2425/09/30 | 1,743.23 | F&M 2425 12 | Salary Staff 02 ERROR |
| 16/12/2024 | Salaries Staff | 2425/09/32 | 1,570.18 | F&M 2425 12 | Salary Staff 04 ERROR |
| 16/12/2024 | West Yorkshire Pension Fund | 2425/09/27 | 958.19 | F&M 2425 12 | Pensions - PART PAYMENT |
| 16/12/2024 | HMRC | 2425/09/29 | -1,479.92 | F&M 2425 12 | PAYE Tax and NI REVERSAL |
| 16/12/2024 | Salaries Staff | 2425/09/31 | -1,743.23 | F&M 2425 12 | Salary Staff 02 REVERSAL |
| 16/12/2024 | Salaries Staff | 2425/09/33 | -1,570.18 | F&M 2425 12 | Salary Staff 04 REVERSAL |
| 16/12/2024 | Time In Time Out Media | 2425/09/34 | 252.00 | F&M 2425 12 | Council News ERROR |
| 16/12/2024 | Time In Time Out Media | 2425/09/35 | -252.00 | F&M 2425 12 | Council News REVERSAL |
| 16/12/2024 | Salaries Staff | 2425/09/36 | 1,442.49 | F&M 2425 12 | Salary Staff 05 ERROR |
| 16/12/2024 | Salaries Staff | 2425/09/37 | -1,442.49 | F&M 2425 12 | Salary Staff 05 REVERSAL |
| 16/12/2024 | HSBC | 2425/09/38 | 2.50 | F&M 2425 12 | Recall charge |
| 16/12/2024 | HSBC | 2425/09/39 | 2.50 | F&M 2425 12 | Recall charge |
| 16/12/2024 | HSBC | 2425/09/40 | 2.50 | F&M 2425 12 | Recall charge |
| 16/12/2024 | HSBC | 2425/09/41 | 2.50 | F&M 2425 12 | Recall charge |
| 16/12/2024 | HSBC | 2425/09/42 | 2.50 | F&M 2425 12 | Recall charge |
| Total Payments | | | 984.47 | | |

Holme Valley Parish Council Cash Book 2024-25

Unity Trust T2 Current Account

Schedule of Payments January 2025

| No | HVPC ref | Payment Sent Date | Payment method | Check v Statement | To pay | Description | Net | Vat | Gross | Authorisation to Pay | Legislation |
|----|----------|-------------------|----------------|--------------------------|-----------------------------------|---|------------|---------|------------|----------------------|------------------|
| 1 | | 06/01/2025 | DD | <input type="checkbox"/> | GRENKE | PHOTOCOPIER LEASE | £117.99 | £23.60 | £141.59 | Council 2425 12 | LGA 1972 S111 |
| 2 | | 10/01/2025 | BACS | <input type="checkbox"/> | NALC | EVENT - STRENGTHENING LOCAL CONNECTIONS | £35.00 | £7.00 | £42.00 | Council 2425 12 | LGA 1972 S111 |
| 3 | | 10/01/2025 | BACS | <input type="checkbox"/> | BRITISH TELECOM | INTERNET AND PHONE | £47.06 | 9.41 | £56.47 | F&M 2425 12 | LGA 1972 S111 |
| 4 | | 10/01/2025 | BACS | <input type="checkbox"/> | SCRIPT MEDIA GROUP | ADVERTISING IN THE HOLME VALLEY REVIEW | £250.00 | £50.00 | £300.00 | Council 2425 94 | LGA 1972 S142 |
| 5 | | 10/01/2025 | BACS | <input type="checkbox"/> | PRINCIPAL HYGIENE | SERVICE NAPPY UNITS | £60.00 | £12.00 | £72.00 | Council 2425 12 | PHA 1936 S87 |
| 6 | | 10/01/2025 | BACS | <input type="checkbox"/> | HCHCT | GRANT TOWARDS ROOF REPAIRS (FINAL VAT ELEMENT) | £4,508.00 | £0.00 | £4,508.00 | Council 2425 12 | LG(MP)A 1976 S19 |
| 7 | | 14/01/2025 | DD | <input type="checkbox"/> | BUSINESS STREAM | HOLMFIRTH TOILETS WATER SEWERAGE | £39.29 | £0.00 | £39.29 | Council 2425 12 | PHA 1936 S87 |
| 8 | | 15/01/2025 | BACS | <input type="checkbox"/> | SALARY STAFF | SALARY STAFF 05 | £1,491.50 | £0.00 | £1,491.50 | Council 2425 12 | LGA 1972 112 |
| 9 | | 15/01/2025 | BACS | <input type="checkbox"/> | WYPF | PENSIONS STAFF | £34.43 | £0.00 | £34.43 | Council 2425 12 | LGA 1972 112 |
| 10 | | 15/01/2025 | BACS | <input type="checkbox"/> | SALARY STAFF | SALARY STAFF 04 | £1,618.99 | £0.00 | £1,618.99 | Council 2425 12 | LGA 1972 112 |
| 11 | | 15/01/2025 | BACS | <input type="checkbox"/> | SALARY STAFF | SALARY STAFF 02 | £2,183.57 | £0.00 | £2,183.57 | Council 2425 12 | LGA 1972 112 |
| 12 | | 15/01/2025 | BACS | <input type="checkbox"/> | HMRC | PAYE - TAX AND NI | £1,568.63 | £0.00 | £1,568.63 | Council 2425 12 | LGA 1972 112 |
| 13 | | 27/01/2024 | DD | <input type="checkbox"/> | E.ON NEXT | ELECTRICITY HOLMFIRTH TOILETS | £65.97 | £3.30 | £69.27 | Council 2425 12 | PHA 1936 S87 |
| 14 | | 27/01/2024 | BACS | <input type="checkbox"/> | VIKING | STATIONERY, GLASSES, STAMPS | £256.13 | £25.23 | £281.36 | Council 2425 94 | LGA 1972 s111 |
| 15 | | 27/01/2024 | BACS | <input type="checkbox"/> | WEST YORKSHIRE COMBINED AUTHORITY | HV MINIBUS SERVICE DEC | £1,971.00 | £0.00 | £1,971.00 | Council 2425 12 | LG&RA 1997 S27 |
| 16 | | 27/01/2024 | BACS | <input type="checkbox"/> | MAINTENANCE CONTRACTOR | MAINTENANCE | £1,211.07 | £0.00 | £1,211.07 | Council 2425 12 | PCA 1971 S1 |
| 17 | | 27/01/2024 | BACS | <input type="checkbox"/> | MAINTENANCE CONTRACTOR | EXPENSES | £116.17 | £23.24 | £139.41 | Council 2425 12 | PHA 1936 S87 |
| 18 | | 27/01/2024 | BACS | <input type="checkbox"/> | SLCC | MEMBERSHIP - STAFF 04 | £240.00 | £0.00 | £240.00 | Council 2425 12 | LGA 1972 S111 |
| 19 | | | BACS | <input type="checkbox"/> | HEPWORTH FOCUS | MAGAZINE ARTICLE FOR X 4 EDITIONS | £100.00 | £0.00 | £100.00 | Council 2425 94 | LGA 1972 S142 |
| 20 | | | BACS | <input type="checkbox"/> | HUDDERSFIELD HUB CIC | NEWS WEBSITE SUBSCRIPTION JAN-MAR | £600.00 | £0.00 | £600.00 | | LGA 1972 S142 |
| 21 | | | BACS | <input type="checkbox"/> | STEPHENSON TREES AND LANDSCAPES | LAND CLEARANCE WORKS RE COVID MEMORIAL - HONLEY | £500.00 | £100.00 | £600.00 | | LGA 1972 S137 |
| | | | | | | | £17,014.80 | £253.78 | £17,268.58 | | |



RFO's Report to full Council on the Parish Council Precept 2025/26:

On 16th December 2024, the Parish Council approved a budget for 2025/26 of £406,998.

At the time, this was based on projected expenditure of £396,098 and projected earmarked reserves of £93,938. The calculated precept on these projections would be £414,547 and the projected Band D charge £38.59, a rise of £8.06. This is Precept Calculator A.

This draft precept was based on the 2024/25 tax base figure of 10741.38. Kirklees has now forwarded its tax base figure for 2025/26 which is 10784.69. This is a significantly lower increase, - 43, - than the previous year where the change was 259, so means only a small increase of around £1,671 in additional income.

Furthermore, since the budget was agreed, the Parish Council has spent, committed to spend, or will need to commit expenditure not included in the projections, much of it directly from general reserves:

- £22,000 to Holmfirth Civic Hall Community Trust – from general reserves towards emergency works to The Civic roof and elsewhere
- £4,508 to Holmfirth Civic Hall Community Trust - from general reserves the unpaid VAT element of the previous award regarding roof repairs
- Around £10,000 from general reserves towards potential costs for a possible by-election for Fulstone.
- £3,500 grant to Full Life Church Food Bank from general reserves.
- £1,500 towards sponsorship of the Honley Show programme not factored into the previous calculations.
- CACE has asked to roll the projected underspend from 4805 Climate Action £4,371 into an earmarked reserve for the Gartside Building Energy Projects not factored into the previous calculations.

This level of additional expenditure and financial commitment does impact on the reserves held. Spending from general reserves means, obviously, that the Parish Council has lower levels of general reserves. By factoring in the above commitments, general reserves fall to £40,591 and this represents only 17% of net revenue expenditure (i.e. the total budget). This is Precept Calculator B.

The Parish Council is recommended to have between 25% and 100% of net revenue expenditure (i.e. the budget) in general reserves. The reason the Parish Council maintains general reserves is as a contingency against unexpected costs and, more importantly, is to allow the Parish Council to fund its usual work for three months if, for example, Kirklees could not pay the precept in time. If the Parish Council wants to increase its general reserves to 25% through the precept, this has a knock-on effect on the amount of money needed in the precept, and the cost of the household charge. To get the level of general reserves to 25%, the Parish Council would need to commit an additional £31,583 to general reserves from the precept, - on top of the £30,000 already committed. This would mean a precept of £447,816 and a Band D household charge of £41.52, an increase of £10.99. This is Precept Calculator C. This would preserve the budget, and all earmarked reserves as laid out in the original Precept Calculator (excluding any interim expenditure from the EMRs).

It would also approve rolling any unspent funds in the budget line 4805 Climate Action into the earmarked reserve EMR 341 Gartside Building Green Energy Projects.

This would represent a charge of around 80p per Band D household per week. A Band A household would pay 53p per week.

The Parish Council could approve this Precept, or a variation of it, if it so chooses.

Precept Calculator D was an attempt by the RFO to make considered adjustments to projected expenditure and earmarked reserves so that the Band D household charge was maintained at £38.59 and a rise of £8.06 as was presented in the draft precept calculator from 16th December 2024 whilst simultaneously maintaining levels of general reserves at 25% of the annual budget. In this case, the calculator was adjusted as follows:

1. Paying the anticipated by-election costs (around £10k) from next year's budget, not this. The downside of this would be that there would be no money in the Elections budget next year if there was a further by-election.
2. Reducing the Elections earmarked reserve from £14,000 to £0. The logic behind this is that next year, the Parish Council has £20,000 in the budget for a vision document for the Civic. That would be a one-off payment. In 2026/27, the £20,000 would not be needed for a further vision document and could be purposed instead as £20,000 towards the £30,000 Elections earmarked reserve for the elections in 2027. The budget is also set up so that there is projected to be £30,000 more in income than there is in expenditure.
3. CACE has asked to roll any underspend on the 4805 Climate Action budget line (projected to be £4,371) into the earmarked reserve 341 EMR Climate Action Projects renamed Gartside Building Energy Efficiency. Given that the Gartside Building will have a budget of £1,000 in 2025/26, an earmarked reserve of £10,000, anything left from the solar panels install earmarked reserve from £13,527, and there is a separate Climate Action budget line of £5,000, the RFO suggests that this additional money may not be crucial to the project.
4. Dissolving the longstanding EMR Community Assets earmarked reserve that contained £2,017 and has been held for New Mill Scouts for the last four years towards their scout hall project, with no sign that the project is moving forward. The scouts would be encouraged to apply again.

The Parish Council could approve this option, or a variation of it, if it so chooses.

To consider, the Parish Council needs to approve its precept for 2025/26, which must cover its budgetary commitments, its agreed earmarked reserves, and simultaneously maintain general reserves at the recommended level of between 25% and 100%.

Holme Valley Parish Council

A. Precept Calculator 2025-26

As presented to Council 16th December 2024



Last Year:

| | |
|--|---------------------------|
| Opening Cash Book Balance 01 April 2024 (Box 7 AGAR -carry forward 31.03.23) | £221,342 |
| | |
| Made up of | |
| General Reserves | £152,512 (A) |
| | |
| Earmarked Reserves | |
| EMR CCTV | £320 |
| EMR Comm Assets - others | £2,017 |
| EMR Election Fund | £0 |
| EMR Defibrillator | £1,796 |
| EMR Holmfirth Civic Capital | £0 |
| EMR Gartside Building | £5,000 |
| EMR Honley Library | £15,000 |
| EMR Royal Events | £0 |
| EMR COVID Memorial | £6,000 |
| EMR Children's Playgrounds | £15,000 |
| EMR If it's Not Far Leave The Car | £0 |
| EMR Climate Emergency Projects | £13,697 |
| EMR Road Safety | £10,000 |
| Total Earmarked Reserves | £68,830 |
| | |
| | £68,830 (B) |
| Total General + Earmarked | £221,342 (A) + (B) |

Next Year:

| | |
|--|-----------------|
| Precept 2024/25 + projected Opening Balances | |
| Projected Opening Balance 01/04/2025 | £175,263 |
| Less earmarked reserves 01/04/2025 | £93,938 |
| Total General Funds Available | £81,325 |
| Less contribution to budget 2025/26 | £0 |
| General Reserves Balance (A) | £81,325 |
| | |
| Projected Income (excluding precept) | £22,451 |
| Plus contribution from General Reserves 2023/24 | £0 |
| Less Budget expenditure | £406,998 |
| Deficit | £384,547 |
| | |
| Plus contribution to reserves 2024/25 (B) | £30,000 |
| Deficit - to be raised via precept | £414,547 |
| | |
| General Reserves Summary | |
| Projected General Reserves Balance 2024/25 (A)+(B) | £111,325 |
| General Reserves as a Percentage of NRE | 27% |
| General Reserves if at 25% of NRE | £101,749 |
| General Reserves +/- 25% NRE | £9,576 |

This Year Projected:

| | |
|--|-----------------|
| Projected Balances 31 March 2025 | |
| Opening Cash Book balance | £221,342 |
| Plus precept received | £327,934 |
| Projected income not including precept | £22,085 |
| | £571,361 |
| Projected Expenditure | £396,098 |
| Projected General Fund and Earmarked Reserves | £175,263 |
| | |
| Represented by: | |
| EMR CCTV | £0 |
| EMR Comm Assets - others | £2,017 |
| EMR Election Fund | £14,000 |
| EMR Defibrillator | £1,739 |
| EMR Holmfirth Civic Capital | £0 |
| EMR Gartside Building | £10,000 |
| EMR Honley Library | £15,000 |
| EMR Royal Events | £2,000 |
| EMR COVID Memorial | £6,000 |
| EMR Children's Playgrounds | £0 |
| EMR Gartside Climate Emergency Projects | £18,005 |
| EMR Road Safety | £0 |
| EMR Staff Pay | £0 |
| EMR Rolling Grants | £7,768 |
| EMR Public Transport | £2,500 |
| EMR Tourism | £5,000 |
| EMR Dog Waste and Litter | £3,800 |
| EMR Community Engagement - comms board | £3,610 |
| EMR The Civic Roof | £0 |
| EMR Holmfirth Toilets Refurb | £0 |
| EMR War Memorial NEW | £2,500 |
| Total Earmarked Reserves | £93,938 |
| Total General Reserves | £81,325 |
| | |
| | £175,263 |
| Less contribution to 2024/25 budget | £0 |
| General Reserves Projected Balance | £81,325 |
| General Reserves as % of expenditure | 21% |

| Year-on-year comparisons | 2023/24 | 2024/25 | 2024/25 | 2025/26 |
|---|-----------------|-----------------|-----------------|-----------------|
| | ACTUAL | BUDGET | PROJECTED | HIGH BUDGET |
| Balances brought forward | £253,277 | £221,342 | £221,342 | £175,263 |
| Precept | £284,924 | £327,934 | £327,934 | £414,547 |
| Total other receipts | £19,861 | £20,861 | £22,085 | £22,451 |
| Expenditure - staff | £85,328 | £87,700 | £90,251 | £96,108 |
| Expenditure - all other | £251,392 | £244,960 | £305,847 | £310,890 |
| Cash Book balance - carry forward | £221,342 | £237,477 | £175,263 | £205,263 |
| Of which - earmarked reserves | £68,830 | £148,834 | £93,938 | £93,938 |
| Of which - general reserves | £152,512 | £88,643 | £81,325 | £111,325 |
| General reserves as a % of NRE | 45% | 27% | 21% | 27% |
| Contribution to budget from general reserves | £31,935 | | | |
| Contribution to general reserves from precept | | £16,453 | £16,453 | £30,000 |

| Precept/Tax Base Calculator | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | Increase in charge |
|-----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------------|
| Financial Year | 10092.94 | 10400.79 | 10482.86 | 10741.38 | 10741.38 | |
| Council Tax Band A | £18.12 | £18.12 | £18.12 | £20.35 | £25.73 | £5.38 |
| Council Tax Band B | £21.14 | £21.14 | £21.14 | £23.75 | £30.02 | £6.27 |
| Council Tax Band C | £24.16 | £24.16 | £24.16 | £27.14 | £34.31 | £7.17 |
| Council Tax Band D | £27.18 | £27.18 | £27.18 | £30.53 | £38.59 | £8.06 |
| Council Tax Band E | £33.22 | £33.22 | £33.22 | £37.31 | £47.17 | £9.86 |
| Council Tax Band F | £39.26 | £39.26 | £39.26 | £44.10 | £55.75 | £11.65 |
| Council Tax Band G | £45.30 | £45.30 | £45.30 | £50.88 | £64.32 | £13.44 |
| Council Tax Band H | £54.36 | £54.36 | £54.36 | £61.06 | £77.19 | £16.13 |
| | £274,326 | £282,693 | £284,924 | £327,934 | £414,547 | |

Narrative:

This was the draft Precept calculator received by Council 16th December 2024 based on projected expenditure of £396,098. It had a Band D household charge of £38.59, and a precept of £414,547. This calculator had general reserves at 27% of net revenue expenditure (i.e. the total budget), a little more than the recommendation.

Unfortunately, since the 16th December, the Parish Council has spent, agreed to spend or commit, or will need to spend, considerable amounts of additional money that were not part of the original calculations:

- £22,000 for the Civic roof
- £4,508 for the Civic roof - VAT element from last year
- £3,500 Grant to Full Life Church Food Bank
- £1,500 to Honley Show for the programme sponsorship
- £4,371 projected underspend on 4805 Climate Action which CACE has asked to roll into the Gartside Building earmarked reserve
- £10,000 by-election costs if an election is called

Holme Valley Parish Council



B. Precept Setting 2025-26

The precept and household charge as presented to Council 16th December with revised expenditure projections

Last Year:

| | | |
|--|----------------|---------------------------|
| Opening Cash Book Balance 01 April 2024 (Box 7 AGAR -carry forward 31.03.23) | | £221,342 |
| Made up of | | |
| General Reserves | £152,512 (A) | |
| Earmarked Reserves | | |
| EMR CCTV | £320 | |
| EMR Comm Assets - others | £2,017 | |
| EMR Election Fund | £0 | |
| EMR Defibrillator | £1,796 | |
| EMR Holmfirth Civic Capital | £0 | |
| EMR Gartside Building | £5,000 | |
| EMR Honley Library | £15,000 | |
| EMR Royal Events | £0 | |
| EMR COVID Memorial | £6,000 | |
| EMR Children's Playgrounds | £15,000 | |
| EMR If it's Not Far Leave The Car | £0 | |
| EMR Climate Emergency Projects | £13,697 | |
| EMR Road Safety | £10,000 | |
| Total Earmarked Reserves | £68,830 | |
| | | £68,830 (B) |
| Total General + Earmarked | | £221,342 (A) + (B) |

This Year Projected:

| | |
|---|-----------------|
| Projected Balances 31 March 2025 | |
| Opening Cash Book balance | £221,342 |
| Plus precept received | £327,934 |
| Projected income not including precept | £21,783 |
| | £571,059 |
| Projected Expenditure | £451,326 |
| Projected General Fund and Earmarked Reserves | £119,733 |
| Represented by: | |
| EMR CCTV | £0 |
| EMR Comm Assets - others | £2,017 |
| EMR Election Fund | £14,000 |
| EMR Defibrillator | £1,739 |
| EMR Holmfirth Civic Capital | £0 |
| EMR Gartside Building | £10,000 |
| EMR Honley Library | £15,000 |
| EMR Royal Events | £2,000 |
| EMR COVID Memorial | £4,877 |
| EMR Children's Playgrounds | £0 |
| EMR Gartside Climate Emergency Projects | £4,371 |
| EMR Road Safety | £0 |
| EMR Staff Pay | £0 |
| EMR Rolling Grants | £7,768 |
| EMR Public Transport | £2,500 |
| EMR Tourism | £4,961 |
| EMR Dog Waste and Litter | £3,800 |
| EMR Community Engagement - comms board | £3,610 |
| EMR The Civic Roof | £0 |
| EMR Holmfirth Toilets Refurb | £0 |
| EMR War Memorial NEW | £2,500 |
| Total Earmarked Reserves | £79,142 |
| Total General Reserves | £40,591 |
| | £119,733 |
| Less contribution to 2024/25 budget | £0 |
| General Reserves Projected Balance | £40,591 |
| General Reserves as % of expenditure | 9% |

-£1,123.50

-£13,526.68

Next Year:

| | |
|---|-----------------|
| Precept 2024/25 + projected Opening Balances | |
| Projected Opening Balance 01/04/2025 | £119,733 |
| Less earmarked reserves 01/04/2025 | £79,142 |
| Total General Funds Available | £40,591 |
| Less contribution to budget 2025/26 | £0 |
| General Reserves Balance (A) | £40,591 |
| Projected Income (excluding precept) | |
| Projected Income (excluding precept) | £22,465 |
| Plus contribution from General Reserves 2023/24 | £0 |
| Less Budget expenditure | £408,698 |
| Deficit | £386,233 |
| Plus contribution to reserves 2024/25 (B) | £30,000 |
| Deficit - to be raised via precept | £416,233 |
| General Reserves Summary | |
| Projected General Reserves Balance 2024/25 (A)+(B) | £70,591 |
| General Reserves as a Percentage of NRE | 17% |
| General Reserves if at 25% of NRE | £102,174 |
| General Reserves +/- 25% NRE | -£31,583 |

| Year-on-year comparisons | 2023/24 | 2024/25 | 2024/25 | 2025/26 |
|--|-----------------|-----------------|-----------------|-----------------|
| | ACTUAL | BUDGET | PROJECTED | HIGH BUDGET |
| Balances brought forward | £253,277 | £221,342 | £221,342 | £119,733 |
| Precept | £284,924 | £327,934 | £327,934 | £416,233 |
| Total other receipts | £19,861 | £20,861 | £21,783 | £22,465 |
| Expenditure - staff | £85,328 | £87,700 | £92,040 | £96,108 |
| Expenditure - all other | £251,392 | £244,560 | £359,286 | £312,590 |
| Cash Book balance - carry forward | £221,342 | £237,877 | £119,733 | £149,733 |
| Of which - earmarked reserves | £68,830 | £148,834 | £79,142 | £79,142 |
| Of which - general reserves | £152,512 | £89,043 | £40,591 | £70,591 |
| General reserves as a % of NRE | 45% | 27% | 9% | 17% |
| Contribution to budget from general reserves | £31,935 | | | |
| Contribution to general reserves from precept | | £16,453 | £16,453 | £30,000 |

| Precept/Tax Base Calculator | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | Increase in charge |
|-----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------------|
| Financial Year | 10092.94 | 10400.79 | 10482.86 | 10741.38 | 10784.69 | |
| Council Tax Band A | £18.12 | £18.12 | £18.12 | £20.35 | £25.73 | £5.38 |
| Council Tax Band B | £21.14 | £21.14 | £21.14 | £23.75 | £30.02 | £6.27 |
| Council Tax Band C | £24.16 | £24.16 | £24.16 | £27.14 | £34.31 | £7.17 |
| Council Tax Band D | £27.18 | £27.18 | £27.18 | £30.53 | £38.59 | £8.06 |
| Council Tax Band E | £33.22 | £33.22 | £33.22 | £37.31 | £47.17 | £9.86 |
| Council Tax Band F | £39.26 | £39.26 | £39.26 | £44.10 | £55.75 | £11.65 |
| Council Tax Band G | £45.30 | £45.30 | £45.30 | £50.88 | £64.32 | £13.44 |
| Council Tax Band H | £54.36 | £54.36 | £54.36 | £61.06 | £77.19 | £16.13 |
| | £274,326 | £282,693 | £284,924 | £327,934 | £416,233 | |

Narrative:

This is the Band D household charge of £38.59 as received by Council 16th December 2024 with a precept of £416,233 revised with the new projected expenditure and commitments of reserves including as below:

- £22,000 for the Civic roof
- £4,508 for the Civic roof - VAT element from last year
- £3,500 Grant to Full Life Church Food Bank
- £1,500 to Honley Show for the programme sponsorship
- £4,371 projected underspend on 4805 Climate Action which CACE has asked to roll into the Gartside Building earmarked reserve
- £10,000 by-election costs if an election is called

The projected expenditure is now £451,326. This means that reserves are being significantly reduced by expenditure from general reserves and, as you can see towards the bottom left, the level of general reserves against net revenue expenditure (the total budget) is down to only 17%. It should be between 25% and 100% of the annual budget.



Holme Valley Parish Council

C. Precept Setting 2025-26

The precept and household charge recalculated to bring the level of reserves up to 25% of net revenue expenditure.

Last Year:

| | | |
|--|-----------------|-----------|
| Opening Cash Book Balance 01 April 2024 (Box 7 AGAR -carry forward 31.03.23) | | £221,342 |
| | | |
| Made up of | | |
| General Reserves | £152,512 | (A) |
| | | |
| Earmarked Reserves | | |
| EMR CCTV | £320 | |
| EMR Comm Assets - others | £2,017 | |
| EMR Election Fund | £0 | |
| EMR Defibrillator | £1,796 | |
| EMR Holmfirth Civic Capital | £0 | |
| EMR Gartside Building | £5,000 | |
| EMR Honley Library | £15,000 | |
| EMR Royal Events | £0 | |
| EMR COVID Memorial | £6,000 | |
| EMR Children's Playgrounds | £15,000 | |
| EMR If it's Not Far Leave The Car | £0 | |
| EMR Climate Emergency Projects | £13,697 | |
| EMR Road Safety | £10,000 | |
| Total Earmarked Reserves | £68,830 | |
| | | |
| | £68,830 | (B) |
| Total General + Earmarked | £221,342 | (A) + (B) |

This Year Projected:

| | |
|---|-----------------|
| Projected Balances 31 March 2025 | |
| Opening Cash Book balance | £221,342 |
| Plus precept received | £327,934 |
| Projected income not including precept | £21,783 |
| | £571,059 |
| Projected Expenditure | £451,326 |
| Projected General Fund and Earmarked Reserves | £119,733 |
| | |
| Represented by: | |
| EMR CCTV | £0 |
| EMR Comm Assets - others | £2,017 |
| EMR Election Fund | £14,000 |
| EMR Defibrillator | £1,739 |
| EMR Holmfirth Civic Capital | £0 |
| EMR Gartside Building | £10,000 |
| EMR Honley Library | £15,000 |
| EMR Royal Events | £2,000 |
| EMR COVID Memorial | £4,877 |
| EMR Children's Playgrounds | £0 |
| EMR Gartside Climate Emergency Projects | £4,371 |
| EMR Road Safety | £0 |
| EMR Staff Pay | £0 |
| EMR Rolling Grants | £7,768 |
| EMR Public Transport | £2,500 |
| EMR Tourism | £4,961 |
| EMR Dog Waste and Litter | £3,800 |
| EMR Community Engagement - comms board | £3,610 |
| EMR The Civic Roof | £0 |
| EMR Holmfirth Toilets Refurb | £0 |
| EMR War Memorial NEW | £2,500 |
| Total Earmarked Reserves | £79,142 |
| Total General Reserves | £40,591 |
| | £119,733 |
| Less contribution to 2024/25 budget | £0 |
| General Reserves Projected Balance | £40,591 |
| General Reserves as % of expenditure | 9% |

-£1,123.50
-£13,526.68

Next Year:

| | |
|---|-----------------|
| Precept 2024/25 + projected Opening Balances | |
| Projected Opening Balance 01/04/2025 | £119,733 |
| Less earmarked reserves 01/04/2025 | £79,142 |
| Total General Funds Available | £40,591 |
| Less contribution to budget 2025/26 | £0 |
| General Reserves Balance (A) | £40,591 |
| | |
| Projected Income (excluding precept) | £22,465 |
| Plus contribution from General Reserves 2023/24 | £0 |
| Less Budget expenditure | £408,698 |
| Deficit | £386,233 |
| | |
| Plus contribution to reserves 2024/25 (B) | £61,583 |
| Deficit - to be raised via precept | £447,816 |
| | |
| General Reserves Summary | |
| Projected General Reserves Balance 2024/25 (A)+(B) | £102,174 |
| General Reserves as a Percentage of NRE | 25% |
| General Reserves if at 25% of NRE | £102,174 |
| General Reserves +/- 25% NRE | £0 |

| Year-on-year comparisons | 2023/24 | 2024/25 | 2024/25 | 2025/26 |
|--|-----------------|-----------------|-----------------|-----------------|
| | ACTUAL | BUDGET | PROJECTED | HIGH BUDGET |
| Balances brought forward | £253,277 | £221,342 | £221,342 | £119,733 |
| Precept | £284,924 | £327,934 | £327,934 | £447,816 |
| Total other receipts | £19,861 | £20,861 | £21,783 | £22,465 |
| Expenditure - staff | £85,328 | £87,700 | £92,040 | £96,108 |
| Expenditure - all other | £251,392 | £244,560 | £359,286 | £312,590 |
| Cash Book balance - carry forward | £221,342 | £237,877 | £119,733 | £181,316 |
| Of which - earmarked reserves | £68,830 | £148,834 | £79,142 | £79,142 |
| Of which - general reserves | £152,512 | £89,043 | £40,591 | £102,174 |
| General reserves as a % of NRE | 45% | 27% | 9% | 25% |
| Contribution to budget from general reserves | £31,935 | | | |
| Contribution to general reserves from precept | | £16,453 | £16,453 | £61,583 |

| Precept/Tax Base Calculator | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | Increase in charge |
|-----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------------|
| Financial Year | 10092.94 | 10400.79 | 10482.86 | 10741.38 | 10784.69 | |
| Council Tax Band A | £18.12 | £18.12 | £18.12 | £20.35 | £27.68 | £7.33 |
| Council Tax Band B | £21.14 | £21.14 | £21.14 | £23.75 | £32.30 | £8.55 |
| Council Tax Band C | £24.16 | £24.16 | £24.16 | £27.14 | £36.91 | £9.77 |
| Council Tax Band D | £27.18 | £27.18 | £27.18 | £30.53 | £41.52 | £10.99 |
| Council Tax Band E | £33.22 | £33.22 | £33.22 | £37.31 | £50.75 | £13.44 |
| Council Tax Band F | £39.26 | £39.26 | £39.26 | £44.10 | £59.98 | £15.88 |
| Council Tax Band G | £45.30 | £45.30 | £45.30 | £50.88 | £69.21 | £18.32 |
| Council Tax Band H | £54.36 | £54.36 | £54.36 | £61.06 | £83.05 | £21.99 |
| | £274,326 | £282,693 | £284,924 | £327,934 | £447,816 | |

Narrative:

As per the bottom left of the Precept Calculator, to get the general reserves level back up to 25% of net revenue expenditure, the Parish Council would have to contribute an additional £31,583 to general reserves (on top of the £30,000 already committed).

This would, of course, impact the household charge and precept. The precept would need to rise to £447,816 (from £416,233) and the Band D household charge to rise to £41.52 (from £38.59) a rise of £10.99 (as against a rise of £8.06).

The Parish Council could approve this option, or a variation of it, if it so chooses.



Holme Valley Parish Council

D.Precept Setting 2025-26

Last Year:

| | | |
|--|----------------|---------------------------|
| Opening Cash Book Balance 01 April 2024 (Box 7 AGAR -carry forward 31.03.23) | | £221,342 |
| Made up of | | |
| General Reserves | £152,512 (A) | |
| Earmarked Reserves | | |
| EMR CCTV | £320 | |
| EMR Comm Assets - others | £2,017 | |
| EMR Election Fund | £0 | |
| EMR Defibrillator | £1,796 | |
| EMR Holmfirth Civic Capital | £0 | |
| EMR Gartside Building | £5,000 | |
| EMR Honley Library | £15,000 | |
| EMR Royal Events | £0 | |
| EMR COVID Memorial | £6,000 | |
| EMR Children's Playgrounds | £15,000 | |
| EMR If it's Not Far Leave The Car | £0 | |
| EMR Climate Emergency Projects | £13,697 | |
| EMR Road Safety | £10,000 | |
| Total Earmarked Reserves | £68,830 | |
| | | £68,830 (B) |
| Total General + Earmarked | | £221,342 (A) + (B) |

Next Year:

| | |
|---|-----------------|
| Precept 2024/25 + projected Opening Balances | |
| Projected Opening Balance 01/04/2025 | £129,733 |
| Less earmarked reserves 01/04/2025 | £58,754 |
| Total General Funds Available | £70,980 |
| Less contribution to budget 2025/26 | £0 |
| General Reserves Balance (A) | £70,980 |
| Projected Income (excluding precept) | |
| Projected Income (excluding precept) | £22,465 |
| Plus contribution from General Reserves 2023/24 | £0 |
| Less Budget expenditure | £408,698 |
| Deficit | £386,233 |
| Plus contribution to reserves 2024/25 (B) | £30,000 |
| Deficit - to be raised via precept | £416,233 |
| General Reserves Summary | |
| Projected General Reserves Balance 2024/25 (A)+(B) | £100,980 |
| General Reserves as a Percentage of NRE | 25% |
| General Reserves if at 25% of NRE | £102,174 |
| General Reserves +/- 25% NRE | -£1,195 |

This Year Projected:

| | |
|---|-----------------|
| Projected Balances 31 March 2025 | |
| Opening Cash Book balance | £221,342 |
| Plus precept received | £327,934 |
| Projected income not including precept | £21,783 |
| | £571,059 |
| Projected Expenditure | £441,326 |
| Projected General Fund and Earmarked Reserves | £129,733 |
| Represented by: | |
| EMR CCTV | £0 |
| EMR Comm Assets - others | £0 |
| EMR Election Fund | £0 |
| EMR Defibrillator | £1,739 |
| EMR Holmfirth Civic Capital | £0 |
| EMR Gartside Building | £10,000 |
| EMR Honley Library | £15,000 |
| EMR Royal Events | £2,000 |
| EMR COVID Memorial | £4,877 |
| EMR Children's Playgrounds | £0 |
| EMR Gartside Climate Emergency Projects | £0 |
| EMR Road Safety | £0 |
| EMR Staff Pay | £0 |
| EMR Rolling Grants | £7,768 |
| EMR Public Transport | £2,500 |
| EMR Tourism | £4,961 |
| EMR Dog Waste and Litter | £3,800 |
| EMR Community Engagement - comms board | £3,610 |
| EMR The Civic Roof | £0 |
| EMR Holmfirth Toilets Refurb | £0 |
| EMR War Memorial NEW | £2,500 |
| Total Earmarked Reserves | £58,754 |
| Total General Reserves | £70,980 |
| | £129,733 |
| Less contribution to 2024/25 budget | £0 |
| General Reserves Projected Balance | £70,980 |
| General Reserves as % of expenditure | 16% |

-£1,123.50

-£13,526.68

| Year-on-year comparisons | 2023/24 | 2024/25 | 2024/25 | 2025/26 |
|--|-----------------|-----------------|-----------------|-----------------|
| | ACTUAL | BUDGET | PROJECTED | HIGH BUDGET |
| Balances brought forward | £253,277 | £221,342 | £221,342 | £129,733 |
| Precept | £284,924 | £327,934 | £327,934 | £416,233 |
| Total other receipts | £19,861 | £20,861 | £21,783 | £22,465 |
| Expenditure - staff | £85,328 | £87,700 | £92,040 | £96,108 |
| Expenditure - all other | £251,392 | £244,560 | £349,286 | £312,590 |
| Cash Book balance - carry forward | £221,342 | £237,877 | £129,733 | £159,733 |
| Of which - earmarked reserves | £68,830 | £148,834 | £58,754 | £58,754 |
| Of which - general reserves | £152,512 | £89,043 | £70,979 | £100,979 |
| General reserves as a % of NRE | 45% | 27% | 16% | 25% |
| Contribution to budget from general reserves | £31,935 | | | |
| Contribution to general reserves from precept | | £16,453 | £16,453 | £30,000 |

| Precept/Tax Base Calculator | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | Increase in charge |
|-----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------------|
| Financial Year | 10092.94 | 10400.79 | 10482.86 | 10741.38 | 10784.69 | |
| Council Tax Band A | £18.12 | £18.12 | £18.12 | £20.35 | £25.73 | £5.38 |
| Council Tax Band B | £21.14 | £21.14 | £21.14 | £23.75 | £30.02 | £6.27 |
| Council Tax Band C | £24.16 | £24.16 | £24.16 | £27.14 | £34.31 | £7.17 |
| Council Tax Band D | £27.18 | £27.18 | £27.18 | £30.53 | £38.59 | £8.06 |
| Council Tax Band E | £33.22 | £33.22 | £33.22 | £37.31 | £47.17 | £9.86 |
| Council Tax Band F | £39.26 | £39.26 | £39.26 | £44.10 | £55.75 | £11.65 |
| Council Tax Band G | £45.30 | £45.30 | £45.30 | £50.88 | £64.32 | £13.44 |
| Council Tax Band H | £54.36 | £54.36 | £54.36 | £61.06 | £77.19 | £16.13 |
| | £274,326 | £282,693 | £284,924 | £327,934 | £416,233 | |

Narrative:

This was an attempt to make adjustments to earmarked reserves and projected expenditure to return the Band D household charge to the level seen by Council 16th December 2024, - £38.59 with a rise of £8.06, - whilst maintaining the level of general reserves at 25% of net revenue expenditure. This was achieved through:

1. Paying by-election costs (around £10k) from next year's budget, not this. The downside of this would be that there would be no money in the Elections budget next year if there was a further by-election.
2. Reducing the Elections earmarked reserve from £14,000 to £0. The logic behind this is that, next year, the Parish Council has £20,000 in the budget for a vision document for the Civic. That would be a one-off payment. In 2026/27, the £20,000 would not be needed for a further vision document and could be purposed instead as £20,000 towards the £30,000 Elections earmarked reserve for the elections in 2027.
3. CACE has asked to roll any underspend on the 4805 Climate Action budget line (projected to be £4,371) into the earmarked reserve 341 EMR Climate Action Projects renamed Gartside Building Energy Efficiency. Given that the Gartside Building will have a budget of £1,000 in 2025/26, an earmarked reserve of £10,000, anything left from the solar panels install earmarked reserve from £13,527, and there is a separate Climate Action budget line of £5,000, this additional money may not be needed.
4. Dissolving the longstanding EMR Community Assets earmarked reserve that contained £2,017 and has been held for New Mill Scouts for the last four years towards their scout hall project, with no sign that the project is moving forward. The scouts would be encouraged to apply again.

The Parish Council could approve this option, or a variation of it, if it so chooses. 63

NOTICE OF VACANCY IN OFFICE OF COUNCILLOR

The logo consists of the letters 'Ji' in a blue, sans-serif font, enclosed within a thin blue rectangular border.

Holme Valley Parish Council - Fulstone Ward

NOTICE IS HEREBY GIVEN in accordance with Section 87(2) of the Local Government Act 1972 that a casual vacancy has arisen in the Office of Councillor for the Parish Council.

An election to fill the vacancy will be held in accordance with the Local Elections (Parishes and Communities) Rules 1986, if notice in writing of a request for the election is received by the Returning Officer not later than 29 January 2025 (14 days excluding dies non, after the date of this notice).

The notice should be signed by **ten** electors from the Holme Valley Parish Council - Fulstone Ward, giving their names and addresses, and should be sent to **The Returning Officer, Electoral Services, 3-5 Albion Street, Huddersfield HD1 2NG** by the above date.

If an election is called, it will take place not later than 2 April 2025.

Dated 9 January 2025

Steve Mawson
Returning Officer
3-5 Albion Street
Huddersfield
West Yorkshire
HD1 2NG

From: Laura Burrell <Laura.Burrell@kirklees.gov.uk>
Sent: 28 January 2025 15:08
To: clerk@holmevalleyparishcouncil.gov.uk
Cc: Gemma Sharp
Subject: Fulstone Ward Vacancy

Good afternoon,

I hope you are well.

I have today received 10 valid signatures from residents in the Fulstone ward requesting an election be held for the vacancy following the resignation of Cllr Fernandes.

As the required number of electors have requested an election, it must be held within 60 working days from the date of the Notice of Casual Vacancy.

The date of the election will be **Thursday 27 March 2025**. The Notice of Election will be published on Thursday 20 February.

The Deputy Returning Officer will be able to receive completed nomination papers no earlier than Friday 21 February but not later than **4:00pm on Friday 28 February 2025**. All nomination papers must be delivered by hand between the hours of 8:45am and 4:00pm to Nomination Room A, 3-5 Albion Street, Huddersfield HD1 2NG. The electoral services team will be available to check the paperwork before formal submission.

Nomination packs will be available for collection from our office from Monday 3 February for anyone wishing to stand as a candidate at this by-election.

Please can you confirm as soon as possible if the Parish Council would like to issue poll cards so that I can make arrangements with our print contractor.

If you have any questions, please do not hesitate to contact me.

Kind regards,

Laura Burrell AEA (Cert).
Electoral Services Manager
Kirklees Council
3-5 Albion Street
Huddersfield
HD1 2NG
01484 221650

The
Electoral
Commission

Find out more at

electoralcommission.org.uk/voterID

No ID? You can apply for free voter ID

REMEMBER
1- Register
2- Check
3- Vote



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This email and any attachments are confidential. If you have received this email in error – please notify the sender immediately, delete it from your system, and do not use, copy or disclose the information in any way. Kirklees Council monitors all emails sent or received.

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Application Form

Please complete and return to the clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of August to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p4.

HVPC have allocated £12,000 towards possible cost overruns on roof repair works, this application seeks to draw down those funds.

| 1 Contact Details | |
|------------------------|--|
| Name of organisation | Holmfirth Civic Hall Community Trust (HCHCT) |
| Address | The Civic, Holmfirth Huddersfield Road HOLMFIRTH |
| Postcode | HD9 3AS |
| Contact person | Dawn Whiteley MBE |
| Position in group | Business Development Manager |
| Correspondence address | As above |
| Postcode | |
| Daytime phone | 01484 682643 |
| Evening phone | N/A |
| Email | manager@thecivicholmfirth.org |

2 About your organisation

| | | | | | | | | | | | |
|--|--|----------|---|-----------------------------|---|----------------|---|----------------|---|---|----|
| What sort of group are you? - put an 'x' in the box | <ul style="list-style-type: none"> • Unregistered community group <input type="checkbox"/> • Registered charity <input checked="" type="checkbox"/> • Other (please state) <input type="checkbox"/> <p>➤</p> | | | | | | | | | | |
| Charity Registration No | 1172232 If applicable | | | | | | | | | | |
| When did the group start? | 2017 | | | | | | | | | | |
| How many people are involved in running your group? | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right; border-bottom: none;">Trustees</td> <td style="border-bottom: none; text-align: center;">8</td> </tr> <tr> <td style="text-align: right; border-bottom: none;">Unpaid Management Committee</td> <td style="border-bottom: none; text-align: center;">0</td> </tr> <tr> <td style="text-align: right; border-bottom: none;">Paid F/T Staff</td> <td style="border-bottom: none; text-align: center;">1</td> </tr> <tr> <td style="text-align: right; border-bottom: none;">Paid P/T Staff</td> <td style="border-bottom: none; text-align: center;">8</td> </tr> <tr> <td style="text-align: right; border-bottom: none;">Volunteers (excluding Management Committee)</td> <td style="border-bottom: none; text-align: center;">12</td> </tr> </table> | Trustees | 8 | Unpaid Management Committee | 0 | Paid F/T Staff | 1 | Paid P/T Staff | 8 | Volunteers (excluding Management Committee) | 12 |
| Trustees | 8 | | | | | | | | | | |
| Unpaid Management Committee | 0 | | | | | | | | | | |
| Paid F/T Staff | 1 | | | | | | | | | | |
| Paid P/T Staff | 8 | | | | | | | | | | |
| Volunteers (excluding Management Committee) | 12 | | | | | | | | | | |



3 Your Finances (your last full financial year)

| | |
|---|---|
| Financial Year | 2023-2024 |
| Income | £219,962 |
| Expenditure | £198,958 |
| Reserves held | £72,605 |
| Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects | Unrestricted reserves have been depleted since the covid pandemic as income has reduced and expenditure significantly increased, as finances improve we are looking to built up again our unrestricted reserves again, but as things stand of the £72,605 above, £68,828 is restricted reserves for specified projects. |

4 Your Bank Account

| | | |
|---|--|-----------------------|
| If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed) | | NOT APPLICABLE |
|---|--|-----------------------|

| | |
|---------------------|--|
| Account Name | |
|---------------------|--|

| | |
|-----------------------|---|
| Sort Code |  |
| Account Number |  |

5 Your Project

Outline the project that you are seeking a grant for (Maximum 500 words)

HVPC have funded works to repair two sections of roof at The Civic, one above the central staircase and another on the kitchenette off the Large Hall. Once the scope of those works was fully ascertained the budget was increased from that originally anticipated and it was possible that additional funds would be required. HVPC have already approved up to £12,000 to cover potential additional costs and this application seeks to draw down those funds.

The works were completed on 24th January 2025 and we know there have been additional costs incurred – unfortunately because of the proximity between the completion of the works and the deadline for submission of this application we don’t have the exact figure as yet. We hope to be able to provide a figure before Full Council meet on 3rd February, but if we are not in a position to do so would like to request that the full allocation is made available and we’ll make the request for the exact amount as soon as we have a definitive figure.

Additional costs have resulted due to some boards needing to be replaced once the roof on the central staircase was lifted, also due to some amendments to the specification on the lead work, guttering and fallpipes, and some delays due to weather.

Feedback from the architect is that the work undertaken by Pinnacle Conservation and their contractors is of an exceptional standard and they are very pleased with the outcome, particularly the lead work, stonework and pointing.

Why do you feel your project is worthwhile? (Maximum 500 words)

HCHCT was established to run and manage The Civic, Holmfirth following a community asset transfer in 2017. The building was transferred from Kirklees Council into the ownership of HVPC, who in turn have given a 25-year lease to the Trust.

The Trust’s vision is to make The Civic an inclusive, cohesive and sustainable community asset, continuing to be of benefit to the local community for the long term. The long term goal is to develop The Civic into the premier community venue in the Holme Valley, offering high quality spaces with events and activities that meet the needs of its diverse community both locally and further afield.

| | | | |
|--|-------------|---------------|-----------------|
| The success of The Civic, Holmfirth is measured through the growing use of the venue, more people visiting and taking part in events and activities, working with more groups to put on events and activities and increasing | Year | Groups | Footfall |
| | 2019/2020 | 89 | 48,454 |
| | 2020/2021 | 26 | 2,466 |

the number of fundraising events organised by the Trust itself; as well as through achieving financial sustainability. To that end the Trust grew overall usage of The Civic over the period prior to the Covid pandemic, with numbers slowly returning, see figures alongside.

| | | |
|-----------|----|--------|
| 2021/2022 | 65 | 18,449 |
| 2022/2023 | 68 | 33,453 |
| 2023/2024 | 59 | 35,342 |

As a community building The Civic is already well used by local people for a wide variety of activities and maintaining the building to continue in that vein is the aim of HCHCT. Current usages included Zumba (approx. 55 people/week), Pilates (approx. 55 people/week), numerous badminton groups (approx. 40 people/week), short mat bowling (approx. 40 people/week), dance groups (approx. 45 people/week); we also host the local civic society (approx. 60 people/month) and history group (approx. 10 people/month), wine appreciation (approx. 20 people/month), monthly film screenings (approx. 40 people/week), annual brass band contest (approx. 300 people), music festival (approx. 400 people), festival of folk (approx. 300 people), art week (approx. 8000 people) and many others. We also have a community café open on Friday’s and at other times as needed.

In many cases people are visiting us to meet up with friends, to help with reducing isolation, to be entertained, to exercise or for other forms of stimulation – all contributing to building strong relationships and a strong community, but also in a space that does matter to our community.

This project is worthwhile as a means of ensuring the long term sustainability of The Civic as a viable community asset, with the support of local people and stakeholders who feel a connection to any future developments of the building.

How will your project benefit the people of the Holme Valley? (Maximum 200 words)

The Parish Council can only give out grants that directly benefit the people of the Holme Valley

The Civic operates as a multi-purpose community building and very many of the events and activities which take place here are predominantly attended by local people, not to mention organised and run by local people or local groups.

The Civic acts as a hub for a large number of local festivals and other annual events so the building plays an incredibly important role in many aspects of the life of the town and its people.

Our board of trustees is made up entirely of local people who have a desire and a passion for the building and the place it holds in the local community. The board consists of local business people and residents who have a vested interest in ensuring the building survives and thrives.

Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)

- ◆ the general population, ◆ children under 16, ◆ young people under 25, ◆ older people over 60,
- ◆ disabled people, ◆ people of minority ethnic origin, ◆ particular groups, ◆ other

Footfall over the previous five years has been provided in a previous question. We record attendance figures for every event and activity taking place at The Civic and for the most part those attending are from the Holme Valley and surrounding areas. However, with some of our larger events audience members do also come from further afield.

Whilst we don't specifically record the proportion of different audience types we do know that as a fully disabled accessible building we have many disabled or less mobile people visiting; we have worked hard to broaden the range of activities so that we are attracting the broadest possible range of people including the very young through to the very old.

We don't deliver any events or activities for specific groups and so the main beneficiaries are the general population.

How will your project address the ongoing climate emergency? (Maximum 200 words)

HCHCT and its trustees are working hard to make The Civic a more energy efficient building and as a byproduct making our contribution to addressing the climate emergency. A large number of energy efficiency projects have already been undertaken within the building and wherever other works are carried out a thought to the environment and efficiency forms an element.

6 Grants from Holme Valley Parish Council Put an "X"

Grant 1: Assets Grants

- This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new developments to these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line.
- Maximum award is £5,000.



Grant 2: Projects, Events and Other Activities Grants

- This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the people and community of the Holme Valley.
- Maximum award is £1,500.



- **If you are unsure about which grant to apply for, please contact the Parish Council on 01484 687460 or email: clerk@holmevalleyparishcouncil.gov.uk**
- **The Parish Council can award more money than the maximum award in very special circumstances.**

| 7 Your Project Budget Plan | | | |
|---|----------------|---|--|
| Item | Cost | Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC | Amount requested from the Parish Council |
| Additional costs associated with ongoing roof repairs | £12,000 | HVPC have already allocated the funds to cover additional costs in order that the works could complete, the application seeks to draw down those funds. | Up to £12,000 |
| Project Total Cost | £12,000 | Total amount requested from HVPC | Up to £12,000 |

Has the group applied elsewhere for other grants to fund this project? If yes, please give details.

No

| | |
|---|--|
| Has the group received a grant from the Parish Council in the last five years? | <p>YES</p> <p>Please give details</p> <p>2020/2021 – Support for Covid related running and cleaning costs (£5000)</p> <p>2021/2022 – Capital support for replacement fire doors (£10,000)</p> <p>2021/2022 – Capital support for office/disabled/toilets project (£30,000)</p> <p>2021/2022 – Capital support for energy efficiency project (£10,000)</p> <p>2022/2023 – Capital support for foyer-stairs-landings development (£30,000)</p> <p>2023/2024 – Capital support for installation of fire escape (£9,517)</p> <p>2023/2024 – Support for Condition Survey/ Management & Maintenance Plan (£7,800)</p> <p>2023/2024 – Capital support for roof repairs (£66,998)</p> |
|---|--|

8 Documentation

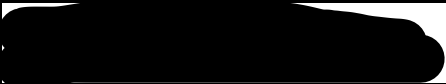
Please ensure you enclose the following with your application:

| | |
|--|-----|
| 1. This Application form | YES |
| 2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet) | YES |
| 3. Last 3 years accounts (if you have them) | YES |
| 4. Copy of bank statements for the last 6 months | YES |
| 5. Copies of written estimates/quotations for capital purchases (if relevant) | N/A |
| 6. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000) | YES |
| 7. Anything else: - | N/A |

9 Declaration

- 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 have filled in every section of the application form.
- 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.

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

| | |
|---------------------------------|--|
| Name |  |
| Signature |  |
| Position in organisation | Chair |
| Date | 24.01.2025 |

Send the completed application form, together with all supporting documentation, preferably in PDF format to: clerk@holmevalleyparishcouncil.gov

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Application Form

Please complete and return to the clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of August to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p4.

HVPC have allocated £10,000 to allow HCHCT to undertake urgent works as identified in the recently produced condition report.

| 1 Contact Details | |
|-------------------------------|--|
| Name of organisation | Holmfirth Civic Hall Community Trust (HCHCT) |
| Address | The Civic, Holmfirth Huddersfield Road HOLMFIRTH |
| Postcode | HD9 3AS |
| Contact person | Dawn Whiteley MBE |
| Position in group | Business Development Manager |
| Correspondence address | As above |
| Postcode | |
| Daytime phone | 01484 682643 |
| Evening phone | N/A |
| Email | manager@thecivicholmfirth.org |

| 2 About your organisation | | |
|--|---|----|
| What sort of group are you? - put an 'x' in the box | <ul style="list-style-type: none"> Unregistered community group <input type="checkbox"/> Registered charity <input checked="" type="checkbox"/> Other (please state) <input type="checkbox"/> | |
| Charity Registration No | 1172232 If applicable | |
| When did the group start? | 2017 | |
| How many people are involved in running your group? | Trustees | 8 |
| | Unpaid Management Committee | 0 |
| | Paid F/T Staff | 1 |
| | Paid P/T Staff | 8 |
| | Volunteers (excluding Management Committee) | 12 |
| 3 Your Finances (your last full financial year) | | |
| Financial Year | 2023-2024 | |
| Income | £219,962 | |
| Expenditure | £198,958 | |
| Reserves held | £72,605 | |
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| 4 Your Bank Account | | |
|--|------------|-----------------------|
| If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed) | | NOT APPLICABLE |
| Account Name | [REDACTED] | |

| | |
|-----------------------|------------|
| Sort Code | [REDACTED] |
| Account Number | [REDACTED] |

5 Your Project

Outline the project that you are seeking a grant for (Maximum 500 words)

Further to the production of a comprehensive condition report for the building, a detailed management and maintenance plan has been produced. Specific items have been prioritised into categories; A (Urgent-to remove safety, fire or structural hazard, or to stem water ingress); B (2-5 years) and C (5-10 years).

Working with Mosedale Gillatt Architects (MGA) we have arrived at the urgent works which should be undertaken in the current year and have reached agreement on the following:-

1. Install temporary propping under the PFC steel beam in the Civic Hall Basement.
2. Install temporary propping supporting the concrete flat roof in the front off-shoot storage area in the Drill Hall basement.
3. Mechanical & Engineering Survey to be undertaken to assess the existing condition of all mechanical and electrical services, including utilities (water, gas, communications etc), the boiler, and compliance with current legislation and fire regulations.
4. Health and safety appraisal to be undertaken in relation to the narrow gap between the boundary wall and the rear elevation, the steep drop and the water below. Likely that safety measures to mitigate risk will then need to be undertaken.

Why do you feel your project is worthwhile? (Maximum 500 words)

HCHCT was established to run and manage The Civic, Holmfirth following a community asset transfer in 2017. The building was transferred from Kirklees Council into the ownership of HVPC, who in turn have given a 25-year lease to the Trust.

The Trust's vision is to make The Civic an inclusive, cohesive and sustainable community asset, continuing to be of benefit to the local community for the long term. The long term goal is to develop The Civic into the premier community venue in the Holme Valley, offering high quality spaces with events and activities that meet the needs of its diverse community both locally and further afield.

The success of The Civic, Holmfirth is measured through the growing use of the venue, more people visiting and taking part in events and activities, working with more groups to put on events and activities and increasing

| Year | Groups | Footfall |
|-------------|---------------|-----------------|
| 2019/2020 | 89 | 48,454 |
| 2020/2021 | 26 | 2,466 |

the number of fundraising events organised by the Trust itself; as well as through achieving financial sustainability. To that end the Trust grew overall usage of The Civic over the period prior to the Covid pandemic, with numbers slowly returning, see figures alongside.

| | | |
|-----------|----|--------|
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| 2022/2023 | 68 | 33,453 |
| 2023/2024 | 59 | 35,342 |

As a community building The Civic is already well used by local people for a wide variety of activities and maintaining the building to continue in that vein is the aim of HCHCT. Current usages included Zumba (approx. 55 people/week), Pilates (approx. 55 people/week), numerous badminton groups (approx. 40 people/week), short mat bowling (approx. 40 people/week), dance groups (approx. 45 people/week); we also host the local civic society (approx. 60 people/month) and history group (approx. 10 people/month), wine appreciation (approx. 20 people/month), monthly film screenings (approx. 40 people/week), annual brass band contest (approx. 300 people), music festival (approx. 400 people), festival of folk (approx. 300 people), art week (approx. 8000 people) and many others. We also have a community café open on Friday’s and at other times as needed.

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The Civic operates as a multi-purpose community building and very many of the events and activities which take place here are predominantly attended by local people, not to mention organised and run by local people or local groups.

The Civic acts as a hub for a large number of local festivals and other annual events so the building plays an incredibly important role in many aspects of the life of the town and its people.

Our board of trustees is made up entirely of local people who have a desire and a passion for the building and the place it holds in the local community. The board consists of local business people and residents who have a vested interest in ensuring the building survives and thrives.

Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)

- ◆ the general population, ◆ children under 16, ◆ young people under 25, ◆ older people over 60,
- ◆ disabled people, ◆ people of minority ethnic origin, ◆ particular groups, ◆ other

Footfall over the previous five years has been provided in a previous question. We record attendance figures for every event and activity taking place at The Civic and for the most part those attending are from the Holme Valley and surrounding areas. However, with some of our larger events audience members do also come from further afield.

Whilst we don't specifically record the proportion of different audience types we do know that as a fully disabled accessible building we have many disabled or less mobile people visiting; we have worked hard to broaden the range of activities so that we are attracting the broadest possible range of people including the very young through to the very old.

We don't deliver any events or activities for specific groups and so the main beneficiaries are the general population.

How will your project address the ongoing climate emergency? (Maximum 200 words)

HCHCT and its trustees are working hard to make The Civic a more energy efficient building and as a byproduct making our contribution to addressing the climate emergency. A large number of energy efficiency projects have already been undertaken within the building and wherever other works are carried out a thought to the environment and efficiency forms an element.

6 Grants from Holme Valley Parish Council Put an "X"

Grant 1: Assets Grants

- This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new developments to these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line.
- Maximum award is £5,000.



Grant 2: Projects, Events and Other Activities Grants

- This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the people and community of the Holme Valley.
- Maximum award is £1,500.



- **If you are unsure about which grant to apply for, please contact the Parish Council on 01484 687460 or email: clerk@holmevalleyparishcouncil.gov.uk**
- **The Parish Council can award more money than the maximum award in very special circumstances.**

| 7 Your Project Budget Plan | | | |
|---|----------------|--|---|
| Item | Cost | Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC | Amount requested from the Parish Council |
| Install temporary propping – Civic Hall Basement. | £1,800 | HVPC have already allocated the funds to cover this project, this application seeks to draw down those funds. | £1,800 |
| Install temporary propping – Drill Hall basement. | £1,800 | “ | £1,800 |
| Mechanical & Engineering Survey | £4,770 | “ | £4,770 |
| Health & Safety appraisal and mitigation | £1,630 | “ | £1,630 |
| Project Total Cost | £10,000 | Total amount requested from HVPC | £10,000 |

Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.*

No

| | |
|---|--|
| Has the group received a grant from the Parish Council in the last five years? | <p>YES</p> <p>Please give details</p> <p>2020/2021 – Support for Covid related running and cleaning costs (£5000)</p> <p>2021/2022 – Capital support for replacement fire doors (£10,000)</p> <p>2021/2022 – Capital support for office/disabled/toilets project (£30,000)</p> <p>2021/2022 – Capital support for energy efficiency project (£10,000)</p> <p>2022/2023 – Capital support for foyer-stairs-landings development (£30,000)</p> <p>2023/2024 – Capital support for installation of fire escape (£9,517)</p> <p>2023/2024 – Support for Condition Survey/ Management & Maintenance Plan (£7,800)</p> <p>2023/2024 – Capital support for roof repairs</p> |
|---|--|

| | |
|--|-----------|
| | (£66,998) |
|--|-----------|



| | |
|----------|----------------------|
| 8 | Documentation |
|----------|----------------------|

Please ensure you enclose the following with your application:

| | |
|---|-----|
| 1. This Application form | YES |
| 2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet) | YES |
| 3. Last 3 years accounts (if you have them) | YES |
| 4. Copy of bank statements for the last 6 months | YES |
| 5. Copies of written estimates/quotations for capital purchases (if relevant) | N/A |
| 6. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000) | YES |
| 7. Anything else: - | N/A |

| | |
|----------|--------------------|
| 9 | Declaration |
|----------|--------------------|

- 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 have filled in every section of the application form.
 - 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.
- This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.**

| | |
|---------------------------------|--|
| Name |  |
| Signature |  |
| Position in organisation | Chair |

| | |
|-------------|------------|
| Date | 24.01.2025 |
|-------------|------------|

Send the completed application form, together with all supporting documentation, preferably in PDF format to: clerk@holmevalleyparishcouncil.gov

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Application Form

Please complete and return to the clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of August to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p4.

HVPC have allocated £20,000 to allow HCHCT to undertake a visioning exercise and produce a vision document for The Civic.

| 1 Contact Details | |
|------------------------|--|
| Name of organisation | Holmfirth Civic Hall Community Trust (HCHCT) |
| Address | The Civic, Holmfirth Huddersfield Road HOLMFIRTH |
| Postcode | HD9 3AS |
| Contact person | Dawn Whiteley MBE |
| Position in group | Business Development Manager |
| Correspondence address | As above |
| Postcode | |
| Daytime phone | 01484 682643 |
| Evening phone | N/A |
| Email | manager@thecivicholmfirth.org |

2 About your organisation

| | | | | | | | | | | | |
|--|--|----------|---|-----------------------------|---|----------------|---|----------------|---|---|----|
| What sort of group are you? - put an 'x' in the box | <ul style="list-style-type: none"> • Unregistered community group <input type="checkbox"/> • Registered charity <input checked="" type="checkbox"/> • Other (please state) <input type="checkbox"/> <p>➤</p> | | | | | | | | | | |
| Charity Registration No | 1172232 If applicable | | | | | | | | | | |
| When did the group start? | 2017 | | | | | | | | | | |
| How many people are involved in running your group? | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right; border-bottom: 1px solid black;">Trustees</td> <td style="text-align: center; border-bottom: 1px solid black;">8</td> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">Unpaid Management Committee</td> <td style="text-align: center; border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">Paid F/T Staff</td> <td style="text-align: center; border-bottom: 1px solid black;">1</td> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">Paid P/T Staff</td> <td style="text-align: center; border-bottom: 1px solid black;">8</td> </tr> <tr> <td style="text-align: right;">Volunteers (excluding Management Committee)</td> <td style="text-align: center;">12</td> </tr> </table> | Trustees | 8 | Unpaid Management Committee | 0 | Paid F/T Staff | 1 | Paid P/T Staff | 8 | Volunteers (excluding Management Committee) | 12 |
| Trustees | 8 | | | | | | | | | | |
| Unpaid Management Committee | 0 | | | | | | | | | | |
| Paid F/T Staff | 1 | | | | | | | | | | |
| Paid P/T Staff | 8 | | | | | | | | | | |
| Volunteers (excluding Management Committee) | 12 | | | | | | | | | | |



3 Your Finances (your last full financial year)

| | |
|---|---|
| Financial Year | 2023-2024 |
| Income | £219,962 |
| Expenditure | £198,958 |
| Reserves held | £72,605 |
| Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects | Unrestricted reserves have been depleted since the covid pandemic as income has reduced and expenditure significantly increased, as finances improve we are looking to built up again our unrestricted reserves again, but as things stand of the £72,605 above, £68,828 is restricted reserves for specified projects. |

4 Your Bank Account

| | | |
|---|--|-----------------------|
| If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed) | | NOT APPLICABLE |
|---|--|-----------------------|

| | |
|---------------------|--|
| Account Name | |
|---------------------|--|

| | |
|-----------------------|---|
| Sort Code |  |
| Account Number |  |

5 Your Project

Outline the project that you are seeking a grant for (Maximum 500 words)

To prepare a 'Vision' for the future of The Civic and help create a way forward to reinstate the building at the heart of the community and ensure its success in the future. The intention would be to look at every aspect of the building, assessing how it is used now and how it might be used in the future. The document would highlight both constraints and opportunities and ultimately provide up to three different options for the entire building.

It is expected that a working group would be established to oversee the project and to play a key role in the development of any designs. At appropriate times throughout the process consultation will take place with interested stakeholders.

We have already engaged Mosedale Gillatt Architects (MGA) to support us with ongoing developments of the building and they would be our key partner in the delivery of this project – they have undertaken similar exercises with other heritage buildings and will then work with us as we start to bring any design ideas into fruition.

Key outputs would include:

1. Initial Workshop: This is to establish the brief, assess the constraints and opportunities and confirm the needs of both current and potential user groups. Potential funders, stakeholders and ultimately the aspirations of the project will be discussed in detail.
2. Outline proposals/options: Prepare outline design proposals (based on the brief) in sketch form for discussion. Three options would be developed (there may also be minor variations to each one) – but ensuring all opportunities have been considered.
3. Follow-up Workshop: To discuss and present emerging designs and options and identify any amendments.
4. Planning Pre-application: Providing a means to get comments from the Planning Authority, but can take about 4-6 weeks, it will provide a formal response and include comments from Highways, Environmental, Ecology etc – and hopefully draw out any potential issues at an early stage. Should the scheme progress to a full Planning approval this would be knowing their concerns have been resolved and reduces risk. Discussions with the Conservation Officer would also take place.
5. Consultation; with stakeholders/wider public, led by The Civic, but supported by MGA. Expectations would need to be managed, so drawings presented 'ask questions' rather than provide solutions.
6. Budget costs: some or all of the option to be costed to help inform the decision

making process.

7. Project issues: MGA would advise on different options, identify opportunities for phasing, project timelines and future costs to help create a realistic programme and budget.
8. Preferred option and final report: Following the above process and a decision on preferred option, this would be costed and included within a final written report that will record the process undertaken. Drawing and images from the report can be used for further marketing/display as required.

Why do you feel your project is worthwhile? (Maximum 500 words)

HCHCT was established to run and manage The Civic, Holmfirth following a community asset transfer in 2017. The building was transferred from Kirklees Council into the ownership of HVPC, who in turn have given a 25-year lease to the Trust.

The Trust’s vision is to make The Civic an inclusive, cohesive and sustainable community asset, continuing to be of benefit to the local community for the long term. The long term goal is to develop The Civic into the premier community venue in the Holme Valley, offering high quality spaces with events and activities that meet the needs of its diverse community both locally and further afield.

The success of The Civic, Holmfirth is measured through the growing use of the venue, more people visiting and taking part in events and activities, working with more groups to put on events and activities and increasing the number of fundraising events organised by the Trust itself; as well as through achieving financial sustainability. To that end the Trust grew overall usage of The Civic over the period prior to the Covid pandemic, with numbers slowly returning, see figures alongside.

| Year | Groups | Footfall |
|-----------|--------|----------|
| 2019/2020 | 89 | 48,454 |
| 2020/2021 | 26 | 2,466 |
| 2021/2022 | 65 | 18,449 |
| 2022/2023 | 68 | 33,453 |
| 2023/2024 | 59 | 35,342 |

As a community building The Civic is already well used by local people for a wide variety of activities and maintaining the building to continue in that vein is the aim of HCHCT. Current usages included Zumba (approx. 55 people/week), Pilates (approx. 55 people/week), numerous badminton groups (approx. 40 people/week), short mat bowling (approx. 40 people/week), dance groups (approx. 45 people/week); we also host the local civic society (approx. 60 people/month) and history group (approx. 10 people/month), wine appreciation (approx. 20 people/month), monthly film screenings (approx. 40 people/week), annual brass band contest (approx. 300 people), music festival (approx. 400 people), festival of folk (approx. 300 people), art week (approx. 8000 people) and many others. We also have a community café open on Friday’s and at other times as needed.

In many cases people are visiting us to meet up with friends, to help with reducing isolation, to be entertained, to exercise or for other forms of stimulation – all

contributing to building strong relationships and a strong community, but also in a space that does matter to our community.

This project is worthwhile as a means of ensuring the long term sustainability of The Civic as a viable community asset, with the support of local people and stakeholders who feel a connection to any future developments of the building.

How will your project benefit the people of the Holme Valley? (Maximum 200 words)

The Parish Council can only give out grants that directly benefit the people of the Holme Valley

The Civic operates as a multi-purpose community building and very many of the events and activities which take place here are predominantly attended by local people, not to mention organised and run by local people or local groups.

The Civic acts as a hub for a large number of local festivals and other annual events so the building plays an incredibly important role in many aspects of the life of the town and its people.

Our board of trustees is made up entirely of local people who have a desire and a passion for the building and the place it holds in the local community. The board consists of local business people and residents who have a vested interest in ensuring the building survives and thrives.

Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)

- ◆ the general population, ◆ children under 16, ◆ young people under 25, ◆ older people over 60,
- ◆ disabled people, ◆ people of minority ethnic origin, ◆ particular groups, ◆ other

Footfall over the previous five years has been provided in a previous question. We record attendance figures for every event and activity taking place at The Civic and for the most part those attending are from the Holme Valley and surrounding areas. However, with some of our larger events audience members do also come from further afield.

Whilst we don't specifically record the proportion of different audience types we do know that as a fully disabled accessible building we have many disabled or less mobile people visiting; we have worked hard to broaden the range of activities so that we are attracting the broadest possible range of people including the very young through to the very old.

We don't deliver any events or activities for specific groups and so the main beneficiaries are the general population.

How will your project address the ongoing climate emergency? (Maximum 200 words)

HCHCT and its trustees are working hard to make The Civic a more energy efficient building and as a byproduct making our contribution to addressing the climate emergency. A large number of energy efficiency projects have already been undertaken within the building and wherever other works are carried out a thought to the environment and efficiency forms an element.

6

Grants from Holme Valley Parish Council

Put an "X"

Grant 1: Assets Grants

- This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new developments to these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line.
- Maximum award is £5,000.

X

Grant 2: Projects, Events and Other Activities Grants

- This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the people and community of the Holme Valley.
- Maximum award is £1,500.

- **If you are unsure about which grant to apply for, please contact the Parish Council on 01484 687460 or email: clerk@holmevalleyparishcouncil.gov.uk**
- **The Parish Council can award more money than the maximum award in very special circumstances.**

7

Your Project Budget Plan

| Item | Cost | Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC | Amount requested from the Parish Council |
|---|----------------|---|--|
| MGA; architectural fees, production of drawings and report etc. | £8,305 | HVPC have already allocated the funds to cover this project, this application seeks to draw down those funds. | £8,305 |
| Consultation events | £2,000 | " | £2,000 |
| Consultant support, quantity surveyor, services engineer, structural engineer as required | £6,900 | " | £6,900 |
| Surveys and measured drawings | £2,795 | " | £2,795 |
| Project Total Cost | £20,000 | Total amount requested from HVPC | £20,000 |

Has the group applied elsewhere for other grants to fund this project? If yes, please give details.

No

Has the group received a grant from the Parish Council in the last five years?

YES

Please give details

2020/2021 – Support for Covid related running and cleaning costs (£5000)

2021/2022 – Capital support for replacement fire doors (£10,000)

2021/2022 – Capital support for office/disabled/toilets project (£30,000)

2021/2022 – Capital support for energy efficiency project (£10,000)

2022/2023 – Capital support for foyer-stairs-landings development (£30,000)

2023/2024 – Capital support for installation of fire escape (£9,517)

2023/2024 – Support for Condition Survey/ Management & Maintenance Plan (£7,800)

2023/2024 – Capital support for roof repairs (£66,998)

8 Documentation

Please ensure you enclose the following with your application:

| | |
|---|-----|
| 1. This Application form | YES |
| 2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet) | YES |
| 3. Last 3 years accounts (if you have them) | YES |
| 4. Copy of bank statements for the last 6 months | YES |
| 5. Copies of written estimates/quotations for capital purchases (if relevant) | N/A |
| 6. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000) | YES |
| 7. Anything else: - | N/A |

9 Declaration

- 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 have filled in every section of the application form.
- 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.

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

| | |
|---------------------------------|---|
| Name |  |
| Signature |  |
| Position in organisation | Chair |
| Date | 24.01.2025 |

Send the completed application form, together with all supporting documentation, preferably in PDF format to: clerk@holmevalleyparishcouncil.gov

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
- As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed

| | |
|---|---|
| Name of Organisation | Holmfirth Civic Hall Community Trust |
| Amount of award | £ 66,998 |
| Purpose for which the grant was awarded (Maximum 20 words) | The grant consists of two amounts (£26,998 and £40,000) towards roof repairs at The Civic, Holmfirth. |

The Story of Your Project

- *Tell us what you did with the money awarded to you (Maximum 500 words)*
- *Attach a few photos*

HVPC have funded works to repair two sections of roof at The Civic, one above the central staircase and another on the kitchenette off the Large Hall. A total of £66,998 has so far been awarded with a new application submitted to cover potential additional costs. This is because once the scope of the works was fully ascertained the budget has increased from that originally anticipated.

Funds were required to repair part of the roof on the adjoining part of the building between the two buildings, this has been leaking for some time; also part of the project was work on the roof on the kitchenette off the Large Hall. In both cases the exiting roofs had no fall and so in addition to new coverings work had to be done to create a fall and ensure a better life span for any repair. On the kitchenette roof, creating the fall has also meant that stonework needed to be undertaken on the parapet to raise the height.

Breakdown of the work undertaken:-

- Stripping

- reboarding with OSB boards
- fibreglass system fitted
- new lead flashings all the way round
- pointing to do to the stone work in various places

The works were completed on 24th January 2025. Feedback from the architect is that the work undertaken by Pinnacle Conservation and their contractors is of an exceptional standard and they are very pleased with the outcome, particularly the lead work, stonework and pointing.

| What you achieved | |
|---|--|
| What were the benefits of your project? (Maximum 500 words) | Ensuring the building is watertight and in a better position to withstand the weather for the future, as well as securing the fabric of the building for the longer term. |
| Who benefited from the project? (Maximum 200 words) | <p>The Civic operates as a multi-purpose community building and very many of the events and activities which take place here are predominantly attended by local people, not to mention organised and run by local people or local groups.</p> <p>The Civic acts as a hub for a large number of local festivals and other annual events so the building plays an incredibly important role in many aspects of the life of the town and its people.</p> <p>Our board of trustees is made up entirely of local people who have a desire and a passion for the building and the place it holds in the local community. The board consists of local business people and residents who have a vested interest in ensuring the building survives and thrives</p> |
| How many people benefited? (Maximum 200 words) | <p>We record attendance figures for every event and activity taking place at The Civic and for the most part those attending are from the Holme Valley and surrounding areas. However, with some of our larger events audience members do also come from further afield.</p> <p>Whilst we don't specifically record the proportion of different audience types we do know that as a fully disabled accessible building we have many disabled or less mobile people visiting; we have worked hard to broaden the range of activities so that we are attracting the broadest possible range of people including the very young through to the very old.</p> |

| | |
|--|---|
| | We don't deliver any events or activities for specific groups and so the main beneficiaries are the general population. |
| Was the project inclusive? How were marginalised groups (elderly, disabled, young people etc) able to participate? | See above. |
| Reflecting on climate change, did the project address any aspects of the climate emergency? How? | HCHCT and its trustees are working hard to make The Civic a more energy efficient building and as a byproduct making our contribution to addressing the climate emergency. A large number of energy efficiency projects have already been undertaken within the building and wherever other works are carried out a thought to the environment and efficiency forms an element. |
| Did you achieve what you were trying to do? (Maximum 200 words) | Yes – both roofs are now watertight and will be in good repair for very many years to come! |

Finance and Expenditure

We ask groups to retain their receipts and invoices, and to keep a record of what they've spent for auditing purposes

| | |
|----------------------|-----------------|
| Grant awarded | £ 66,998 |
|----------------------|-----------------|

| Date | Description of expenditure (use another sheet if necessary) | Amount |
|------|---|--------|
| | See attached spreadsheet | £ |
| | | £ |
| | | £ |
| | | £ |
| | | £ |
| | Total expenditure | £ |
| | Amount of grant remaining (if any) | £ |

Any amount of the award unspent may have to be returned to the Parish Council

| | | | |
|-----------------------------|---|------|------------|
| Person completing this form |  | Date | 28.01.2025 |
| Position in organisation | Business Development Manager | | |

Send the completed application form, together with all supporting documentation, preferably in PDF format to: clerk@holmevalleyparishcouncil.gov.uk

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

Have you considered inviting a Member of the Parish Council to come and see your project and how your grant money has been spent? Why not give the Parish Council a ring and arrange a visit 01484 687460?

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NATIONAL IMPROVEMENT
STRATEGY FOR PARISH
& TOWN COUNCILS

SLCC
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Holme Valley Parish Council

Covid Memorials Project

Update, 3 February '25

1. Opening events

The opening events will be held on Saturday 5 April '25 at 10-00am at Sands and 11-00am at Honley Library. Duggs Carre (Sands) and Asghar Khan, of Medicare Chemist (Honley Library) will cut the ribbons.

The event at Sands will be brief, with only a couple of speeches. We hope that participants will then move on to Honley, where, after the ceremony, refreshments will be served in the Library, by members of the Friends of Honley Library.

Both opening ceremonies are public events. All parish councillors are warmly invited and urged to encourage friends and family to attend also. Please let members of the Working Group know if there is anyone you feel should receive a personal invitation.

2. Sands Memorial Orchard

- The twelve apple trees and the oak have been ordered, through Hilary Dodson, Northern Fruit Trees, though there is no delivery date yet.
- River Holme Connections have offered to do the planting.
- The plaque at Sands will be a simple plinth, in local stone, constructed by John Ford.
- The Sands plaque will be cast aluminium, rectangular, mounted lectern-style on the plinth. Leander Architectural has sent a design for checking.
- The Orchard will be on the slope above the MUGA and below the access road to the leisure centre.
- Maintenance of the Orchard will be the responsibility of the HVPC Maintenance Contractor.

3. Covid Memorial Garden, Honley Library

- The plaque is ready and in the HVPC office
- The five apple trees will be planted at the same time as the trees are planted at Sands.
- The Friends of Honley Library have offered to obtain plants and do all the planting, to a design by a garden designer, Barry Kellington and have asked for financial support from HVPC. This would be for the purchase of hard landscaping materials. The Friends of Honley Library will also be responsible for the on-going maintenance of the Memorial Garden.
- Initially HVPC was going to purchase a bench (or benches) for the Memorial Garden. It also makes sense to devolve responsibility for the purchase and siting of

a bench (or benches) to the Friends of Honley Library, so that it (or they) can be integrated into the design of the garden.

- The members of the Working Group feel that this offer from the Friends of Honley Library provides a sensible way forward. Leaving all responsibility for the Memorial Garden, apart from the purchase and planting of the apple trees, to the Friends will greatly simplify the process and result in a unified design.

4. Budget

See separate sheet.

Request to Full Council

That the Working Group is authorised to continue its work, as outlined on this document.

Working Group members:

Cllr Mary Blacka, Jason Brook, Cllr Jo Liles, Cllr Tricia Stewart

Holme Valley Parish Council

Covid Memorial project

Budget - £6000

Estimated costs (updated 24 January '25)

| Item | Detail | Cost £ |
|--|--|----------------|
| Trees | Tree purchase (15 fruit trees at £20 per tree + oak tree) : £340 Stakes etc: £70 Hilary's expenses (56 miles @ 0.40p per mile x 2): £44.80 | 454.80 |
| Ground work – Honley Library | Removing bushes | 600.00 |
| Sands – plinth for plaque | John Ford | 500.00 |
| Plaques (Leander Architectural) | Sands site: rectangular, 381mm W x 269mm H In cast aluminium | 1013.40 |
| | Honley Library site: circular, 14" diameter, in cast aluminium | 748.28 |
| Garden design + planting + benches Honley Library | Payment for materials only. All the work will be organised by Friends of Honley Library, to Barry Kellington's design | TBA |
| Opening ceremonies | Refreshments + ribbons etc | 100.00 |
| Contingency | | 200.00 |
| | TOTAL | 3616.48 |

NOTES:

- Figures in **bold** are actual costs (quotations), rather than estimates.
- The suggestion is that the cash remaining, once all firm quotations are received, will be allocated to the Friends of Honley Library, for hard landscaping and bench(es), in the Covid Memorial Garden. The current rough estimate is £2383-52.

Holme Valley Parish Council



Annual Report 2023 - 2024



Photo Credit: Susan Wood
susanwoodartist.bigcartel.com

Chair's Message

Cllr Mary Blacka HVPC Chair 2023-2024

This has been a rather eventful civic year. The all-out election in May 2023, resulted in a considerable change of membership, with 15 new councillors, out of 23. Consequently, the first few months were characterised by new councillors finding their way around the, sometimes arcane, procedures of the Council and the rest of us becoming used to the new composition.

When I started my year as Chair, I had two aims. The first was to move towards a Council characterised by civility and respect. The second aim was to set in train a process of forward planning, so that the Council would be proactive, with a clear plan of work for the full four-year term.

The first aim is still a work in progress, to be taken forward by my successor, though the Council did sign the National Association of Local Councils Civility and Respect pledge in June '23. There has been much greater progress on the second aim. Thanks to a lot of ingenuity and hard work, particularly by Committee Chairs, we have moved a long way towards having a plan of work, up to 2027. There is much more detail in the reports from individual Committees. As well as the identification of aims by committees, a small working group identified an overall strategy for the whole Council, which was adopted in December '23. The aims of each committee sit within this overall strategy.

I would like to single out two particularly exciting projects, which are a first for the Council and have been a while in coming to fruition. The Council is now funding a youth worker, who is delivering two sessions in Holmfirth and one session in Honley, every week. Working in partnership with Kirklees Council, we are also funding the purchase of a Speed Indicator Device (SID).



In an effort to get more work done more quickly, the Council has moved to a greater use of short-term Working Groups on, eg a Covid Memorial, the Grants Process, which report to their parent committees. Working Groups are less formal and more agile than committees. The results of their work will start to appear early in the new civic year.

I wish to thank my councillor colleagues for all their work over the year. There has been some whole-hearted commitment and outstanding ingenuity. As a result, we are ending the year with a real sense of dynamism.

Finally, I would like to pay tribute to all members of the clerk team, who so often go beyond what might reasonably be expected. In particular, I want to thank the Clerk, for her guidance and support for me as Chair.

Cllr Mary Blacka - March '24

Report on Holme Valley Parish Council Finances 2023-2024

This represents a report for the full year of Holme Valley Parish Council's finances, though the figures for the months of February and March 2024 are, to an extent, projected. Finalised figures will be available after 24th June and the publication of the Annual Governance and Accountability Return (AGAR) 2023-24.

| Accounting Statements | | 2022-2023 | 2023-2024 (Projected) |
|-----------------------|---|-----------------|-----------------------|
| 1 | Balance Brought Forward | £321,485 | £253,277 |
| 2 | Precept | £282,693 | £284,924 |
| 3 | Other Income | £15,562 | £19,646 |
| 4 | Staff Costs | £78,363 | £85,328 |
| 5 | Loan Payments | £0 | £0 |
| 6 | All Other Payments | £288,100 | £249,164 |
| 7 | BALANCE OF RESERVES TO CARRY FORWARD (1+2+3-4-5-6) | £253,277 | £223,355 |

It can be noted from the table that the Parish Council began the Council year 2022-23 with £321,485 in reserves. As we now move into the Council year 2024-25, it should be seen that reserves are expected to be down to £223,355. This has been a deliberate strategy. Our auditor recommended that we cut the reserves we held in line with the national guidance. Hence, the Parish Council has run a series of deficit budgets to reduce its reserves, - that is, where expenditure exceeded income with the shortfall being made up from reserves. The deficit budget was intended to get the level of general reserves down to the right sort of figure by the year-end, and this was accomplished.

The Parish Council for the year 2022-23 did not increase the charge to households in the Holme Valley. The precept, - the amount that the Parish Council receives through the Council Tax collection process, - did increase by a few thousand pounds, but this was because of an increase in the number of Band D properties in the locality, not because of a change in the charges to households.

The projected income of the Parish Council for the year (Box 2 + Box 3) is £304,570, and the projected expenditure (Box 4 + Box 6) is £334,492. The deficit in the year was, thus, around £30,000, met from general reserves. In addition, the Parish Council has a few ongoing projects that it seems unlikely to conclude in this financial year 2023-24, and it is probable that Council will consider earmarking some reserves for these projects to run on into 2024-25. This includes £22,800 currently ringfenced for repairs to The Civic Hall, and £7,000 for solar panels for Holmfirth Public Toilets.

The Parish Council expects to carry forward reserves of around £223,355 of which £149,144 is expected to be earmarked reserves, and £74,211 general reserves.

Many of the Parish Council's financial records are available to view on the Parish Council's website www.holmevalleyparishcouncil.gov.uk or electors can inspect them in person by appointment.



Finance and Management Committee Report

Cllr Pat Colling
Chair of the Finance and Management Committee

This year has seen two chairs of the Finance & Management Committee and we would like to thank Cllr Charles Greaves for his hard work for much of the year.

For the first time since 2019, we have been forced to increase the charge we make to households (precept). This has gone up from 52p per week for each Band D household to 65p per week. We did not make this decision lightly, but since 2019 inflation has been 22%.

A substantial amount of our budget is spent on our own buildings. Unlike most of the district, we still have public toilets in Holmfirth which are owned and operated by HVPC and we look after numerous benches and stone bus stops, as well as allotments and garages. The trustees who manage Holmfirth Civic Hall for us continue to work on a long list of repairs and improvements to ensure it continues to be a community asset, as do the Friends of Honley Library - improving the fabric and services in the building and particularly its appearance inside and out.

We have awarded almost £96,000 over the year to a wide range of local community groups and activities. Sports clubs supported by the Parish Council this year included Wooldale Wanderers AFC - £2,500 towards energy-efficient heaters and Cartworth Moor Cricket Club - £3,038 towards ceiling cladding and LED lights.

We continue to support the valley's festivals, and the lights and trees for Christmas, as well as bands, singing groups and craft activities. This year these included Holmfirth Christmas Team - £1,000 towards Christmas lighting display and Honley Business Association - £1,250 towards Christmas events. Holmfirth Film Festival - £500 towards the launch of the Culture Voucher scheme for Holme Valley 18-year-olds; Holmfirth Arts Festival - £1,500 towards the "Flow" project on the River Holme; Holmfirth Festival of Folk - £1,500 towards Festival traffic management and insurance.

Numerous community activities have received money from us including Arts for Health - £1,500 towards equipment for music and animation classes; Holmfirth Chess Club - £784.94 towards chess equipment; Holmfirth Women's Institute - £388 towards equipment for outdoor events; Hade Edge Residents Association - £1,500 towards marquee and sound system for the village gala.

The young people of the valley continue to be a council priority with numerous grants supporting different activities. These include Kirklees Youth Alliance - £14,000 towards support for youth clubs in the Holme Valley and Honley Village Community Trust - £390 towards children's arts and crafts workshops.

In addition to all this, the council is committed to supporting activities and groups which fulfil our 'green' aspirations. Some of these were fairandfunkycic - £750 towards climate change workshops for schools; Honley Village Community Trust - £2,250 towards improving access and biodiversity at Magdale Dam; Brockholes Village Trust - £588 towards village hall heat-loss survey.

We are pleased that the grant applications continue to come in, and we are particularly glad when these come from groups who have not approached us before. We look forward to getting even more in the future!

Last year we simplified the grant application process and have continued this review to clarify which groups/activities do and do not qualify for HVPC Support. Grants will next be reviewed in September 2024 and February 2025 so get your applications in.

Detailed financial statements are available on the Council's website.



*Hade Edge Brass Band at Holmfirth Arts Festival 2023
HVPC Grants are awarded to support local community arts and events*

Service Provision Committee Report

Cllr Lawrence Baylin
Chair of the Service Provision Committee



This year has been energetic and exciting for the Service Provision Committee with a large number of new committee members and an abundance of enthusiasm. As Chair, I promoted goals of building on previous achievements bringing both rigour and accountability to our work, engaging in longer term financial planning, and pursuing an ambitious and proactive programme which would take a leading role in community action. I am grateful to my fellow councillors and our brilliant clerk team for their contributions to the progress we have made in each of these areas.

We have continued to maintain the many assets for which we hold responsibility on behalf of the community. These include the Holmfirth public toilets, benches, war memorials, decommissioned telephone boxes, dog waste bag dispensers and stone bus shelters. I would like to thank our maintenance contractor and also the many volunteers who ensure that these facilities remain available for the benefit of the community and of visitors to our beautiful valley.



Honley Library is owned by Holme Valley Parish Council and managed by the Friends of Honley Library

We continue to hold responsibility, on behalf of the community, for two major assets, transferred from Kirklees Council – Holmfirth Civic Hall and Honley Library. These are both important facilities providing a wonderful range of services and attractions, and with the potential for further development of that provision. In the case of the Civic Hall, the staff and the members of the Trust constantly demonstrate commitment and vision and we have been delighted to work in partnership with them to ensure an excellent venue for community activities and events. Honley Library is a model community success which has gone from strength to strength in not only securing the library's survival, but also expanding the range of its provision. Thanks to the tireless efforts of the managers, trustees and the Friends group, as well as Kirklees Libraries, the future of this building and service looks exciting and we eagerly await the outcome of their current plans.

The Parish Council has continued to work in partnership with the West Yorkshire Combined Authority and Stotts Buses to ensure a local network of community transport, which contributes to an eco-friendly environment and accessibility for all. Our committee has identified a need to review this service to find improvements and, in the coming year, we will be working with local residents and with our partners to achieve this.

Our grants support a range of benefits for the people of our valley, whether it be for the provision of Christmas trees and lights or the maintenance of CCTV cameras.

Last, but certainly not least, we have been thrilled to work with Kirklees Youth Alliance to achieve the employment of a youth worker, providing services at locations in both Holmfirth and Honley.

As Committee Chair, I am proud of our work over the past year but equally excited about our plans for the coming year and beyond.



Climate Action, Communications and Engagement Committee Report

Cllr Sarah Whitelaw

Chair of the Climate Action, Communications and Engagement Committee

Following the May elections, and actioning decisions from the previous Council, a combined Committee to cover Climate Action and Communications & Engagement was established. 10 councillors were elected and six community representatives were co-opted to serve on the CACE committee in its first year. Since its inauguration, the CACE Committee, which met four times this year, has established two working groups to deal with the communications & engagement and the climate action initiatives.

Several projects were carried over from the previous administration e.g. the Topograph installation at Holme Moss and the Covid Memorial project. The former is now complete and the latter is nearing completion, having been agreed to be a "Living Memorial" in the form of tree planting.

As a major task this year, for the Council has been to identify key priorities for its term of office, CACE, along with other committees, was tasked with identifying the Climate Action, Communications and Engagement priorities for 2023/4 and the four years term of the council.

CACE's top priority tasks for 2023/4 fell into two categories:

Communications and Engagement

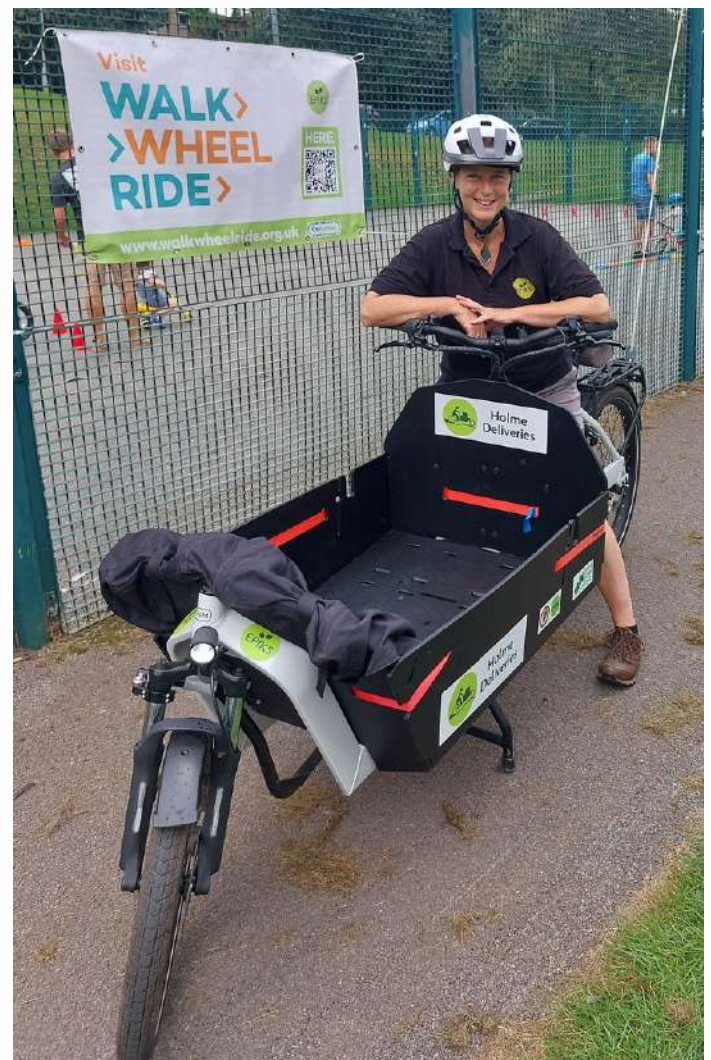
1. Website redesign and PC re-branding (in progress).
2. Logo and QR code stickers/plaques on all PC assets (to follow from re-branding).
3. Review of collaboration and community engagement. (Ongoing. Including Business Association engagement, and distribution of an information flier about HVPC throughout the Council area).

Climate Action

1. Explore possible funding applications for the Government's decarbonising scheme. (Ongoing. The new bidding round is due to open in Summer 2024).
2. Feasibility study and costing - Park and ride, alongside Stotts review, including costings and possibilities for subsidised or free travel. (Ongoing. A cross-CACE/Service Committee Transport Working Group was established to progress this. Discussions with third parties are ongoing and the potential for a Park and Ride is also being explored).
3. Solar Panels on public toilets in Holmfirth. (Ongoing. A preferred supplier has been identified and the clerking team are progressing permissions for the conservation area).

The CACE committee has ambitious and practical objectives. We believe these will make substantial differences to the Council's engagement with the community it serves. They will also mitigate climate change impact, whilst using the resources the Holme Valley Parish Council receives in a measured and conscientious manner.

All Holme Valley Parish Community members are welcome to work with us. Contact can be made through individual Councillors, the Clerk's office and via social media.



CACE member Kim Warren showcased the Cargo Bike at Holme Valley Cycling Festival, hosted by HVPC in September 2023

Planning Committee Report

Cllr Andy Wilson
Chair of the Planning Committee



As in previous years this has proved to be a busy time for the Planning committee. We meet more frequently than other committees to make sure that we co-ordinate with both Kirklees and Peak District National Park Authority (PDNPA) planning applications. To date, we have considered and responded to over 250 planning applications giving a local perspective and also reflecting views from members of the public.

Whilst planning applications take up much of the committee's time we have been active in other areas; responding to consultation requests such as the West Yorkshire Combined Authority Rail Strategy and the Kirklees Flood Management Plan.

We continue to liaise with the team on the Holmfirth Blueprint and report back to the Planning Committee.

Progress has been made against the previously identified committee objectives:-

- **Making a formal application to Kirklees Planning department** for information that has been given to developers under Pre-Application advice. We are awaiting a response
- **Work to reduce speeding and speed limits on local roads;** the first Speed Indicating Device (SID) is on order through Kirklees with delivery due soon. The first five locations have been identified and we have recently taken the decision to order a second device for HVS.
- **Streamline our system of reviewing Planning Applications;** currently ongoing – proving difficult to make the process more effective whilst maintaining the integrity of the responses, however, we now have criteria in place to allow for more focussed discussion and hopefully a speedier process.

As Chair, I am grateful to the committee members for their work in examining the large number of Planning Applications and other activities; my particular thanks go to the Assistant Clerk, Gemma Sharp who has taken on the unenviable task of clerking the committee and for the support and advice to keep me “on track” during the year.



Staffing Committee Report

Cllr Tom Dixon
Chair of the Staffing Committee

The Staffing Committee oversees our employees and deals with any employment matters including training, performance and any appointments once posts are approved by Full Council. It meets at least three times a year with additional meetings when required. Currently, the Parish Council has three members of staff Jen McIntosh – Clerk, Rich McGill – Deputy Clerk & Responsible Financial Office and Gemma Sharp – Assistant Clerk. In the November meeting of the committee, we were really pleased to confirm that Gemma had successfully completed her six-month probationary period. I feel that we have a very talented team with a broad range of skills that complement each other well.

During this council year, the committee continues to work on resolving any issues that the team have encountered as well as looking at ways we can improve processes within the council including the yearly staff appraisal process.



For more information about Holme Valley Parish Council please visit our website:

www.holmevalleyparishcouncil.gov.uk

Holme Valley Parish Council - Planning Standing Committee

Dealing with Planning Applications: Options paper for Full Council meeting 3 February '25

1. Background

Concern has been expressed for a while about whether the time spent by councillors and clerks on routinely considering all planning applications was an efficient use of resources, given that the decision makers are Kirklees Council or the Peak District National Park Authority. The routine consideration of planning applications requires the Planning Standing Committee to meet approximately every month, which impacts on the timetabling of meetings of other standing committees and Full Council.

In response to these concerns, the Planning Committee agreed, at its meeting on 12 August '24, set up a Working Group on Handling Planning Applications, to make “*recommendations on ways of dealing with applications, which will ensure the more efficient use of resources.*” Members of the Working Group were Cllrs Blacka, Liles, Ransby and Wilson.

2. Working Group on Handling Planning Applications

The Working Group met once on 2 September '24 and presented three options to the Planning Committee meeting on 16 September '24. At that meeting the Planning Committee:

Resolved: *To adopt the recommendation from the Working Group to proceed with interim Option B: To stop routinely considering all applications and to focus only on applications in the meetings that meet the criteria set out by the Working Group, (with the addition of “change of use” to the criteria) effective immediately. To be reviewed in January 2025.*

The criteria recommended by the Working Group were: Applications in the greenbelt; Applications in Conservation Areas; Large scale developments (5+) dwellings; New builds; Any applications about which residents have raised concerns; Any applications about which parish councillors have raised concerns.

Members were fully aware that this decision, whilst it would reduce the amount of time spent by councillors and the committee clerk on handling planning applications, would do nothing to reduce the frequency of Planning Committee meetings.

3. Decisions made at the Planning Committee meeting, 13 January '25

The new system of considering only selected planning applications was reviewed by the Planning Committee on 13 January '25. In its own terms, it was judged to have been a success, reducing the amount of time spent by the clerk on preparing and responding to applications by approximately 25% and councillors on scrutinising planning applications by approximately 50%.

Concerns about the frequency of Planning Committee meetings persisted. A number of options on how to progress were, briefly, considered in the meeting. There was a clear divergence of views amongst Committee members and amongst the four members of the Working Group.

To move forward, it was decided that:

- an options paper should be drafted and presented to Full Council on 3 February 25, with the request that the decision be made by Full Council
- the Planning Committee would make no recommendation on which option to select
- the options paper would be drafted by Cllrs Blacka and Wilson, with the support of the Assistant Clerk

4. OPTIONS

NOTE: This options paper is concerned with whether or not, or which planning applications councillors should look at. Determining what changes to the committee structures might be required – or might be possible - as a result of a decision on the options below is outside the scope of this document. There is already a Working Group charged with this responsibility.

The text in *italics*, below each option, is merely to give councillors some idea of how their decision might be implemented.

Option A

To continue the routine consideration of planning applications, which meet the identified criteria, as at present.

The Planning Committee could continue to meet approximately every month

OR

The Planning Committee could meet once per quarter for a full agenda and a working group or sub-committee could be delegated to consider applications in the interim two months.

Option B

To stop the routine consideration of any applications and look only at significant applications, eg large scale developments or those which raise important issues, which come to the notice of councillors by other channels.

Such applications normally take far longer to determine than four weeks, which means that the Planning Committee - or a variant thereof - would not need to meet monthly.

Option C

Cease to consider any planning applications.

This option would also eliminate the need for the Planning Committee – or a variant thereof - to meet monthly.

5. Non-planning applications business

Whichever option is chosen there will still be work for the Planning Committee – or its successor – to carry out. This work includes road safety, design, responding to consultations, Holmfirth Town centre developments, etc. Two large scale pieces of work which have just started or are imminent are the response to the Kirklees Council Local Plan Update and the update of the Neighbourhood Development Plan.

Table 1: Examples of methods to consult on planning applications from local councils.

| Town or Parish Council | Budget | No. Cllrs | Staff | Planning Committee | Applications considered | Notes |
|---------------------------|--------------------------------|-----------|-------|--|--|--|
| HVPC | £331,371 | 23 | 3 P/T | Monthly | All presented & then filtered by chair (roughly half of applications are commented on) | All applications compiled but then filtered to comment on a few based on pre-defined criteria. |
| Denby Dale PC | £253,094 | 10 | 1 | Monthly | All presented & considered | Around 30% are commented on. |
| Kirkburton PC | £152,000 | 25 | 2 P/T | No | All presented & considered | Included as an item in FC which is Monthly. Only objections are commented on. |
| Meltham TC | £192,000 | 12 | 1 | Monthly | All presented & considered | Mix of noting and commenting – approx. 5-6 applications per meeting. |
| Mirfield TC | £107,000 | 16 | 1 P/T | No | Ad-hoc | Controversial applications discussed at FC (generally only one application every few months). |
| Ilkley TC | £340,00 | 14 | 4 | Monthly | All presented & considered | All commented on, the committee has no other business. |
| Shipley TC | £237,000 | 11 | 3 P/T | Monthly | All presented & considered | Selected applications commented on. Other agenda items similar to HVPC current model. |
| Penistone TC | £243,919 | 15 | 3 | Dissolved in 2023 | Standing item on FC agenda (held every 2 months) | Full list presented but applications are then noted, and generally not commented on. |
| Chipping Norton TC | £450,854 (precept is £350,000) | 16 | 7 | Divided into a strategic planning committee, traffic advisory committee and planning sub-committee. Applications are considered roughly every other month. | 2-3 applications per meeting. | 2-3 applications per meeting. |
| Sidmouth TC | £850,000 (approx.) | 19 | 3? | Planning committee every ¼ & interim planning working group meetings to consider applications (every 3 weeks) | All presented & considered | Working group meets virtually at a time set by the group. WG does not appear to be clerked (unsure though as some inconsistencies in the minutes). |
| Westfield PC | £268,964 | 14 | 3 | Environment and Development committee 1/4ly includes planning matters. | 2-3 applications per meeting. | 2-3 applications per meeting. |

**HOLMFIRTH CIVIC HALL COMMUNITY ASSET TRANSFER
BUSINESS PLAN**



Transforming the Civic Hall into an asset
owned by the Community, run by the Community,
for the benefit of the Community



**Prepared by
HOLME VALLEY PARISH COUNCIL**

**Council Chamber, Council Offices, 49-51 Huddersfield Road, Holmfirth HD9 3JP
Tel: 01484 822491. Email: clerk@holmevalleyparishcouncil.gov.uk**



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| 5. Aims and Objectives – The Vision | ? |
| 6. Financial Summary | ? |
| 7. Marketing | ? |
| 8. A Plan for the Future | ? |
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Appendices (this section still being worked on – following very likely to change)

- A. Holme Valley Parish Council
- B. Review of Community and Leisure Facilities in the Valley
- C. Community Related Policies of Kirklees Council
- D. Income Calculation
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Holme Valley Parish Council
Business Plan – Community Asset Transfer of Holmfirth Civic Hall

KEY

For brevity and consistency, the following acronyms and initialisms have been used:

| | |
|------|---|
| CASC | Community Assets Safeguarding Committee |
| CAT | Community Asset Transfer |
| CHWG | Civic Hall Working Group |
| CIO | Charitable Incorporated Organisation |
| HVPC | Holme Valley Parish Council |
| KC | Kirklees Council |

1. INTRODUCTION

1.1 Background

In December 2014, Kirklees Council (KC) made a decision to dispose of a number of assets in the district, including various in the Holme Valley.

Holme Valley Parish Council (HVPC) subsequently considered submitting an expression of interest on all community assets in the Holme Valley and agreed to do so at a meeting on 13 July 2015.

It then agreed to submit a Community Asset Transfer (CAT) application at its meeting on 5 October 2015 to secure Holmfirth Civic Hall for the community in the long term.

HVPC has always felt that ownership of the Civic Hall should have been retained by HVPC, despite ownership passing to KC as part of the Local Government Reorganisation in 1972-74. HVPC therefore wishes ownership of the Civic Hall to revert back to HVPC (so that it remains a community building in perpetuity) and that the community should manage and operate the Civic Hall for the benefit of the community. Since late 2015 HVPC has been in discussion with KC to achieve this goal.

1.2 History of Holmfirth Civic Hall

Holmfirth Civic Hall is an amalgamation of two buildings. Holmfirth Town Hall was built in 1842 at a cost of £2,200. There appears to have been a scheme to raise money by people buying shares as a “pecuniary speculation”, “the scheme is likely to prove remunerating” so this was not a public subscription, as first thought. (Source: Civic Society and Leeds Mercury newspaper). Various uses have included a Magistrates Court and welfare clinics.

The Drill Hall was built in 1891-92 at a cost of £1,700. £500 was raised by a bazaar and some significant private subscriptions, together with a request for monetary support for the work of the Regiment (i.e. money from the public). (Source: Civic Society and Huddersfield Daily Chronicle).

Both buildings were transferred to the Borough Council in 1946 and were reopened as the amalgamated Holmfirth Civic Hall on 7th November 1947. Holmfirth Civic Hall subsequently transferred to the Holmfirth Urban District Council until government reorganisation in 1972.

Following the 1974 Local Government Reorganisation ownership was transferred to Kirklees Council (KC).

This impressive building is a major community asset located in the centre of Holmfirth.

1.3 Current Situation

Holmfirth Civic Hall is now used for a wide variety of activities from concerts to badminton, exhibitions to meetings and from dances to shows. It is the primary cultural and community venue for the residents of the Holme Valley.

The building can accommodate anything from a small meeting for six, up to a 320 seat capacity concert. The facilities include portable licensed bar, disabled access, lift to all floors and toilet facilities, induction loop available on request in advance, stages in both large and lesser halls, stage lighting and sound system and ample car parking is available nearby.

1.4 Cultural & Historical Heritage

The Holme Valley benefits from a wide-range of social, cultural, economic and educational activities and supports an historic inheritance with many Listed Buildings and Conservation Areas in the Valley.

Holmfirth is the centre of the tourism industry within the Holme Valley. Building on its association with the popular TV series ‘Last of the Summer Wine’ and its proximity to the Peak District National Park the area attracts thousands of visitors annually to its shops and its many bars and restaurants.

Residents of the Holme Valley have a strong sense of community identity and pride, and these factors would stimulate sustainable support for the Civic Hall. The size of the local population and its demographic profile clearly call for a community facility of the size and quality provided by the Civic Hall.

2. EXECUTIVE SUMMARY

Summary still to complete

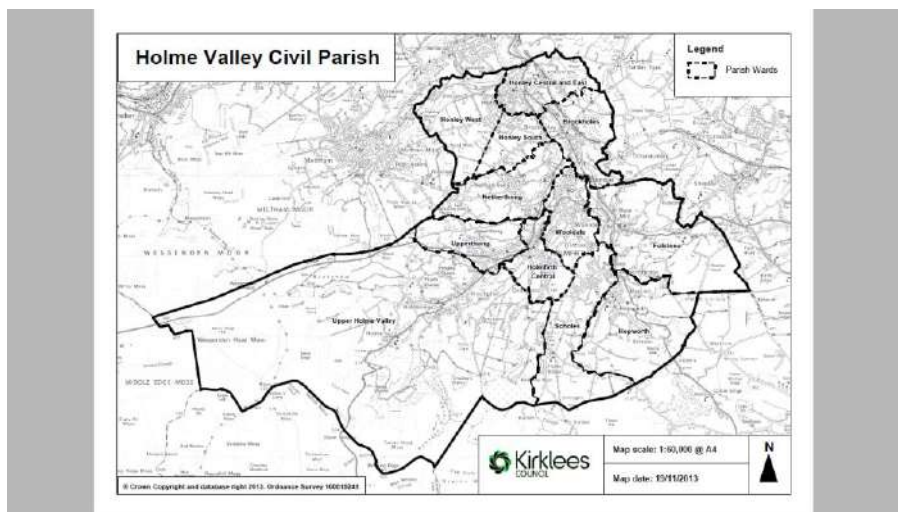
3. CONTEXT OF HOLME VALLEY PARISH COUNCIL’S INVOLVEMENT

3.1 Who we are and what we do

Holme Valley Parish Council (HVPC) is the first tier of local government, closest to the people; HVPC plays an important role in promoting the Holme Valley, representing its interests and supporting the work of different groups in the community.

Kirklees Council (KC) is the second tier and is responsible for services including highways, education, health and social services, housing, street cleaning, libraries, car parking and public rights of way.

Part of the civil parish of the Holme Valley is within the Peak District National Park Authority.



The Holme Valley is within the Kirklees District and HVPC has an electorate of approximately 26,000. It serves the towns and villages of the Holme Valley which is split into 12 Wards (Holmfirth Central, Honley Central & East, Honley South and Honley West, Brockholes, Fulstone, Hepworth, Netherthong, Scholes, Upper Holme Valley, Upperrthong and Wooldale).

HVPC has 23 elected Councillors who are elected every four years. The Chairman and Vice Chairman are elected annually at the Annual Council Meeting in May. Councillors are unpaid, so commit their time on a voluntary basis to improving the Holme Valley and maintaining it as an attractive and vibrant place in which to live, work and visit.

HVPC supports and encourages local events and community organisations by providing financial grants and assistance. In the last 12 months, HVPC has supported the Holmfirth Film Festival, Folk Festival and Art Festival, Brockholes Village Trust and Brass Factor, and has provided funding to support the Christmas trees/lights in

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Holmfirth and Honley. It runs an annual Tidy Trader Scheme and Community Champion awards to volunteers who have made a special contribution to their communities.

HVPC also supports a rural minibus service in the Holme Valley, and has done for many years, by working in partnership with local and national organisations. It is responsible for a large number of public assets in the Holme Valley. These include a Closed Churchyard, allotment and garage plots (tenanted), eight War Memorials (two of which are Listed Buildings), four adopted phone box libraries/information points, six public clocks, stone bus shelters and public seats.

HVPC is currently working with the community to produce a Neighbourhood Plan. Within the last 12 months, it has taken over the day-to-day running and management of the Holmfirth Public Toilets (with a Community Asset Transfer to be completed on that building within the next few months).

3.2 What we plan to do

HVPC wishes to ensure that the Holmfirth Civic Hall is retained as a primary cultural and community venue within the Holme Valley. To achieve this, it hopes to complete a Community Asset Transfer of Holmfirth Civic Hall and for a community based organisation to manage and run the hall for the benefit of the community. This course of action was unanimously agreed at a meeting of the Council on 5 October 2015 (Minute No. 15 126 refers).

HVPC has already submitted a Community Asset Transfer (CAT) application form to KC regarding the Civic Hall; this Business Plan (and other documents) have been submitted to support that application.

HVPC plans to successfully complete the CAT and take over ownership of the Civic Hall before KC ceases accepting bookings at the end of September 2016.

4. ESTABLISHMENT OF A RESPONSIBLE MANAGING ORGANISATION

The Charities Act 2006 established a new type of corporate entity, the **charitable incorporated organisation** (CIO).

HVPC intends owning the building and, following legal advice on the structure of the organisation to be set up to run and manage the Civic Hall, intends to set up a Charitable Incorporated Organisation (CIO).

CIOs have members and trustees and there are two types of CIO: Foundation CIOs and Association CIOs. The only voting members are also the trustees in a Foundation CIO, whereas for an Association CIO the voting membership is wider than its trustees.

The Foundation CIO provides a suitable structure for a charity that is to be run entirely by its trustees. The Association CIO provides a suitable structure for a charity that wishes to have a separate voting membership participating in the governance of the charity and providing a layer of internal scrutiny and accountability over the trustees. A Foundation CIO should be easier to administer than an Association CIO. confirmation that KC intends to transfer Holmfirth Civic Hall to HVPC the CIO will be established, to run and manage the Civic Hall for the benefit of the community. It is envisaged that the CIO will comprise of members of the local community, key partners and stakeholders, and HVPC will be represented on the CIO.

Commented [CH1]: This whole section may be reworded, depending on further advice to be sought from Jonathan Dawson (appointed Solicitor).

From the legal advice received, HVPC feels that the establishment of a CIO will give all the advantages of a corporate body (in particular, limited liability), but the CIO will not be governed by company law or regulated by Companies House. Instead, it will be registered with (and regulated by) the Charity Commission and subject to charity law only. It will have one set of accounting regulations and only one annual return (to the Charity Commission).

The CIO will be managed by its charity trustees; a CIO is not a company and the term 'director' must not be used as it is not applicable.

The CIO will be a separate legal entity and it will be able to enter into contracts in its own name, hold property and employ staff in its own name. Consequently, any liabilities fall on the CIO itself, rather than the trustees. Trustees benefit from limited liability, which is limited to the amount they have invested in the CIO or have guaranteed upon the winding up of the CIO. Its members will generally have no liability for the charity's debts.

CIOs are not companies and do not, therefore, have to register with Companies House, only with the Charity Commission. The constitution of the CIO will be in a form specified by regulations made by the Charity Commission.

It is expected that the Board of Trustees of the CIO will meet regularly to discuss the operation and management of Holmfirth Civic Hall. The Board of Trustees is likely to appoint a Management Committee (or similar) to manage the day-to-day running and administration of the Civic Hall.

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In accordance with KC's Asset Advancement Policy, the Civic Hall will be open and welcoming to the whole of the community. The asset will not be managed by a single interest group or a group with a religious affiliation, hence the necessity for the CIO to be made up of representatives from the whole community.

5. AIMS & OBJECTIVES – THE VISION

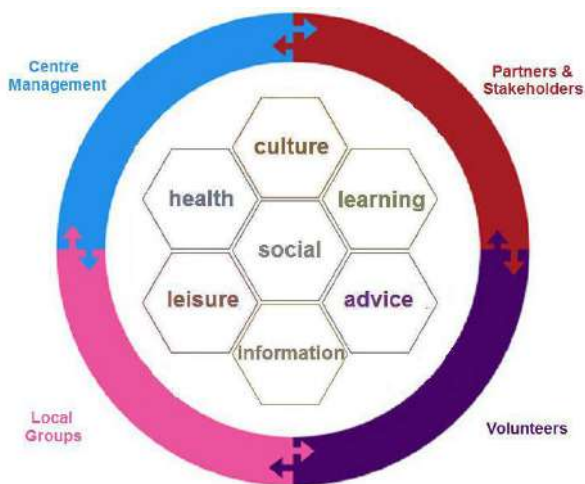
5.1 The Vision – A successful, sustainable community building

HVPC's primary motivation for applying for the Community Asset Transfer of Holmfirth Civic Hall is to enable it to become a successful, sustainable community building, run by the community, for the benefit of the community.

The operations carried out in the Civic Hall will be designed to support and enhance KC's Core Strategy in relation to providing local services that enhance the health and wellbeing of the local community.

Holmfirth is the principal town in the Holme Valley and as stated in the Kirklees draft Local Plan

“Town centres sit at the heart of local communities in Kirklees, and provide a range of services to serve a wide variety of people, businesses and organisations. They provide places to do business, work, enjoy leisure time, and live. Successful town centres aid in supporting growth and investment within the district, and ensure that the retail, employment, service and leisure needs of the district can be met’.



- **A Health and Social Centre:**

Holmfirth Civic Hall will offer a welcoming, friendly and safe environment for social activities and social contact for all sections and all age groups within the local community. It will serve as a meeting place for local residents and for community forums, a place where people will become inspired to try new things and discover how they can become more directly involved in the life of their community. In the longer term, a café will provide a focal point for

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additional social activities as well as offering a welcoming venue to the casual visitor.

The rooms available will support a wide range of fitness activities - dance exercise, Pilates, Yoga, etc. The Civic Hall has the potential to provide a range of health-related activities: forums run by local GPs and PCTs, blood donor and blood pressure testing sessions, complementary, preventative and family health programmes, charity groups etc.

In accordance with the Kirklees draft Local Plan (page 17 – Vision and Strategic Objectives refers) the Civic Hall will provide the local community with ‘access to a range of local facilities and opportunities for physical activity and a healthy lifestyle’.

- **A Leisure & Recreational Centre:**

Holmfirth is fortunate to host a variety of clubs and societies, many of which are struggling to find appropriate and affordable premises in which to meet and hold events. The Civic Hall will provide the means by which such socially important activities can thrive and develop, and to help new groups to start up.

- **A Learning & Information Centre:**

The Civic Hall will act as a local research and information point providing details of local groups, activities and services. Its noticeboards will provide publicity for forthcoming events and meetings. To complement services already provided by the Library and Tourist Information Centre, internet/wi-fi access will be available enabling individuals to carry out their own research as well as allowing access to the online services of KC (planning enquiries, bill payment, problem notification, etc.), the NHS and similar service providers.

- **Support for the Local Economy:**

HVPC strives to create a thriving and sustainable local economy which extends opportunity for local residents and promotes prosperity throughout the Valley. The Civic Hall will be able to provide facilities for conferences, meetings, training and advice services to encourage local enterprise.

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The availability of good community facilities is an important factor in attracting increased business to the area, and in retaining wealth creators who bring with them finance, jobs and the ability to benefit not only the Holme Valley, but Kirklees District as well.

There are a number of successful festivals currently taking place in Holmfirth which attract visitors who contribute to the local economy and there have already been verbal indications that these festivals are looking for additional venues. The Civic Hall will be an ideal location.

- **Support for an Ageing Population:**

The Civic Hall will be able to provide space targeted at improving the health and wellbeing of our aging population. This would be through a range of activities from fitness classes for the elderly, social events, to groups providing support and activities for dementia sufferers and their carers. These services may be offered in partnership with organisations such as Age UK.

- **Advice Centre:**

The Civic Hall will provide the opportunity for organisations which offer advice and counselling services to hold regular drop-in sessions or one-off events for the benefit of local residents. This will obviate the need to undertake long and expensive journeys to other venues around the Kirklees District. Organisations providing advice on benefit claims, career development, health matters, crime prevention and domestic security, parental support, personal finance and debt management are examples of this. Regular local councillor and MP surgeries could also be held in the building.

- **New Home for HVPC:**

HVPC will become the anchor tenant of Holmfirth Civic Hall. By moving to the Civic Hall, HVPC and its services will become both more visible and accessible to the local community.

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Members' surgeries could be held once a week, with 23 members on rota basis, accepting queries, complaints and suggestions. These that could not be dealt with at the time could be forwarded on to Clerk/full Council to be dealt with.

In accordance with the Kirklees draft Local Plan (page ??? refers) the Civic Hall would help

“To build strong, confident and proud communities who are empowered to take an active part in local decision making and have positive relationships with each other”.

5.2 Anchor Tenants – HVPC and the Holme Valley Land Charity (HVLC)

HVPC will relocate from its current offices (Holmfirth Council Chamber) to the Civic Hall to use part of the space (as yet undefined) as office accommodation. The aim is to ensure that the space within the Civic Hall remains totally flexible, so that all regular users can be confident in continued access to the building (e.g. for Holmfirth Art Week).

There will be the need for some upgrading and reconfiguration, to ensure maximum flexibility of available space. Once HVPC is confirmed as preferred bidder, an architect will be engaged to draw up plans for any reconfiguration of the space.

Office space will also be provided to the Holme Valley Land Charity, who would be expected to contribute towards the cost.

There is also the potential to nurture new ventures by offering office space to embryonic businesses in the Holme Valley.

5.3 Key Stakeholders

In operating the Civic Hall, the CIO would be encouraged to seek to develop partnerships and opportunities for joint working. Identified stakeholders include:

- Current and potential users
- Community groups and organisations
- Local residents
- Local businesses and sub-contract service providers
- HVPC
- Kirklees Council
- Citizens Advice Bureau
- Police
- Local places of worship
- Holme Valley Civic Society and Honley Civic Society
- Macmillan Cancer
- Kirklees Voluntary Action
- NHS PCT/Locala
- Other organisations undergoing asset transfer
- Volunteers
- 'Friends of' group

5.4 Friends of Holmfirth Civic Hall/Volunteers

Action with Communities in Rural England (ACRE) published a Policy Position Paper in 2014 relating to Village Halls. They recommend the involvement and effective management of volunteers as a valuable contribution to running village halls and community centres. In recognition of this, a Friends of Holmfirth Civic Hall group will be set up for members of the community who wish to actively support the running of Holmfirth Civic Hall.

This will help promote community engagement and social inclusion; Holmfirth Civic Hall would also encourage members of those groups which make use of its facilities to become members of the 'Friends of' group.

A volunteering strategy will be developed to welcome, encourage and protect its volunteers. This strategy will provide a framework for the employed staff and volunteers to work together with a common purpose to ensure the future sustainability of Holmfirth Civic Hall. It will also assist in the effective induction, training and co-ordination/management of the volunteers.

5.5 Self-financing

Holmfirth Civic Hall must become progressively self-financing and sustainable over the short to medium term. Through careful management and pro-active marketing, the space available has the capacity to generate an income stream sufficient to cover the running costs. **HVPC believes that HCH can become self-financing within X years – see Appendix ??? – Finance section).**

SB/Clerk: Need dtls of how deficit would be covered until HCH is self-financing.

Council to use Precept and Reserves until the Civic Hall becomes sustainable??? Need discussion as part of Budget/Precept 2016-17 on 8/2/16.

5.6 Accessibility of Holmfirth Civic Hall

The aim is for the Civic Hall to be available seven days a week, open from 9am to 11pm. The CIO will be supported by HVPC to maximise the utilisation of the Civic Hall through all marketing channels.

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6. FINANCIAL SUMMARY

6.1 Profit and Loss Forecast – first full year’s operation (2016-17)

| Expenditure | 2016-17 | | 2017-18 | |
|---|---------|-----------------|---------|-----------------|
| Business rates | | £8,040 | | £8,040 |
| Utilities | | | | |
| Energy | | | | |
| Gas | £13,735 | | £13,735 | |
| Electricity | £5,704 | | £5,704 | |
| Water | £899 | £20,339 | £899 | £20,339 |
| Window Cleaning | | £440 | | £440 |
| Washroom Services | | £0 | | £0 |
| Rubbish Removal | | £1,021 | | £1,021 |
| Insurance | | £9,000 | | £9,000 |
| Marketing | | £10,000 | | £10,000 |
| Security | | £1,010 | | £1,010 |
| Depreciation | | £1,000 | | £1,000 |
| Supplies & Services | | £462 | | £462 |
| Other Costs | | £0 | | £0 |
| Building Maintenance & Repair | | | | |
| Grounds | £2,000 | | £2,000 | |
| Repairs & Maintenance | £87,000 | £89,000 | £13,500 | £15,500 |
| Miscellaneous | | £2,000 | | £2,000 |
| Contingencies | | £9,500 | | £9,500 |
| Payroll | | £50,960 | | £50,960 |
| Total gross expenditure | | £202,772 | | £129,272 |
| Income | | | | |
| Existing Room Hire | | £37,684 | | £41,452.40 |
| HVPC Tenancy | | £10,000 | | £10,250 |
| HVLC Tenancy | | £1,000 | | £1,025 |
| Total Income | | £48,684 | | £52,727 |
| Profit/Loss | | £154,088 | | £76,544 |
| HCH Payroll Costs | | | | |
| Cleaning 48hrs @ £10 per hour | | | | |
| Centre Management 40 hrs @ £12.50 per hour | | | | |
| Maintenance | | | | |
| Boiler 4 x Hamworthy Heating Wessex 100s @£600 per annum | | | | |
| Lifts £1050 pa Ansa Elevators | | | | |
| Business Rates | | | | |
| As a charity the RMO would be eligible to 80%-100% relief | | | | |

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Notes:

1. Expenditure figures are based on actuals provided by KC (2014-15) and estimates for unknown costs.
2. Current revenue is based on KC actuals (2014-15).

6.2 Set-up Costs

6.2.1 HVPC's occupancy of the premises

There will be one-off costs associated with HVPC's occupancy of the premises and fitting out the space available to suit HVPC's requirements. KC Officers (Corporate Landlord) have offered to cover HVPC's relocation costs and the provision of new office furniture, when HVPC relocates to the Civic Hall.

| | |
|-------------------------|-----------------|
| Relocation costs – HVPC | Nil (TBC)£5,000 |
| Office conversion | £30,000 |
| | |
| Total Relocation Costs | £35,000 |

Any additional relocation costs will be the responsibility of HVPC.

6.2.2 Establishment of Responsible Managing Organisation

Set-up costs would be incurred to establish the RMO and start running Holmfirth Civic Hall. This could include the recruitment of staff (e.g. a cleaner and caretaker) and the provision of IT (computer hardware/software) and telephone equipment.

| | |
|--------------------------------------|---------|
| Legal fees and professional services | £2,500 |
| Staff recruitment/transfer | £5,000 |
| Computer hardware/software | £5,000 |
| Sub-total | £12,500 |
| Furniture, fixtures and fittings | £2,000 |
| Miscellaneous equipment | £1,000 |
| TOTAL | £15,500 |

6.3 Financial Projection 2016-2019

The tables below show the anticipated financial outturn over the first three years of operation. The projection is taken from the Cash Flow Forecast which has the following assumptions:

- The income generated would be based on 2014-15 revenue figures for the first year and would be projected to increase by 10% per annum in year 2 and a further 20% in year 3. It is anticipated that with the introduction of a marketing strategy outlined in Section 7 this is achievable.
- As HVPC would be relocating into the Civic Hall building, it is accepted that expenditure relating to occupancy would be necessary (e.g. rent, rates, light, heat and power, insurance etc). This rental income would increase by 2.5% per annum.
- To support Holmfirth Civic Hall until it becomes financially sustainable, HVPC would contribute from its Earmarked Reserves and Precept. Feedback from

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consultation from the local community has shown a willingness for Holmfirth Civic Hall to be supported by an increase in the Precept.

- The aim is to break even within five years.

| | | 2016/17 | 2017/18 | 2018/19 |
|------------------|--------------|----------|----------|----------|
| Expenditure | | £202,772 | £129,272 | £132,504 |
| Income | | | | |
| | Room Hire | £37,684 | £42,395 | £51,933 |
| | HVPC Tenancy | £10,000 | £10,250 | £10,506 |
| | HVLC Tenancy | £1,000 | £1,025 | £1,051 |
| | Total Income | £48,684 | £53,670 | £63,490 |
| Shortfall | | £154,088 | £75,603 | £69,014 |
| RMO Set Up Costs | | £15,500 | | |

6.4 Addressing the Shortfall

6.4.1 External Sources

Securing funding for Holmfirth Civic Hall from external sources will be a crucial objective and all avenues for this will be pursued:

- A funding strategy will be developed to prioritise most appropriate funding sources (and how they suit Holmfirth Civic Hall's requirements).
- Membership fees will be considered (e.g. from 'Friends of' group).
- Crowd funding/community loans will be investigated.
- Opportunities for fundraising will be pursued through a 'support your local community hall', or similar, campaign. In addition to securing funds, such a campaign will also generate publicity for Holmfirth Civic Hall, to promote community involvement and engender a strong sense of community ownership.
- Holmfirth Civic Hall will encourage contributions and sponsorship from businesses across the Borough.
- Opportunities also exist for funding from those local, regional and national organisations that seek to support community enterprises, e.g. Awards for All, the Arts Council and O2 It's Your Community, Lottery funding.
- The CIO could set up a 'sponsor a brick' scheme.

6.4.2 Addressing the Shortfall in 2016-17

HVPC's aim is to break-even within five years, but projections will be more conservative in the first three years.

HVPC accepts that until the Civic Hall becomes more sustainable, any shortfall will have to be funded through the annual precept and by financial support from the Holme Valley Land Charity.

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Included in the consultation which HVPC undertook during January 2016 (a public meeting to determine residents' views) was a question on whether they would support a small, hypothecated surcharge (up to £5 per household) on their Council Tax bill. The emphatic endorsement of this proposal from those who responded to the survey suggests that this option would have general support. A wider consultation exercise is currently being carried out, asking the same question and feedback so far further endorses the general view at the public meeting.

As KC will not make a decision on the CAT bid until early in the next financial year (2016-17) it is difficult for HVPC to make any significant provision in its associated Budget 2016-17 to cover the expected shortfall in revenues at the Civic Hall.

Nevertheless, the predicted shortfall in funds of £154,088 will be underwritten by HVPC for the year 2016-17, through the use of its reserves and short term loans (e.g. Holme Valley Land Charity).

7. MARKETING

7.1 Introduction

In marketing Holmfirth Civic Hall, the CIO will need to identify the separate markets, commercial and social, that it is trying to attract. The Civic Hall is primarily a social enterprise, being owned and run by the community for the benefit of the community. To be financially viable, however, it will need to attract commercial hirings to subsidise the social facets of the venture.

To meet this aim, there will be a pricing strategy that reflects the different enterprises being catered for at Holmfirth Civic Hall. The pricing for room hire for not-for-profit organisations will be set at a rate that covers current costs, whereas for commercial hirings the rate will be set to cover capital and current costs with a suitable profit margin.

It must be reiterated that the Civic Hall will need to attract commercial hirers, otherwise the social offerings will require ongoing subsidy from the tax payer or the venture will fail.

Under KC's tenure there has been very little marketing of the Civic Hall and this has resulted in a long term drop in revenue. It would be wrong to under-estimate the challenges that the CIO will face in reversing this decline.

To clarify, commercial hire will relate to private businesses, however small, who aim to make a profit e.g. business person running classes as their main business, businesses renting the Civic Hall for conferences and private individual events (e.g. parties, weddings, funeral teas).

7.2 Marketing Strategy

Once KC has agreed in principle to transfer Holmfirth Civic Hall to HVPC, work will start on formulating a detailed marketing strategy.

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Market consultants will be engaged to survey potential users of Holmfirth Civic Hall to fully understand the demand for different types of services and the facilities that need to be offered, to make those services attractive to new users. Alongside this, research will be undertaken to understand the offerings of potential competitors in the area and those organisations with which the CIO can form partnerships to complement each other's offerings.

Feedback from HVPC's initial consultations with the local community have identified a number of new ventures that could be offered within the Civic Hall and these are listed in **Appendix ???**.

7.3 Communications Strategy

Once KC has agreed in principle to transfer Holmfirth Civic Hall to HVPC, work will start in formulating a communications strategy. This strategy will make use of a number of communication channels from social media, to public meetings, to formal and informal consultations.

If Holmfirth Civic Hall is to be a success it is vital that the CIO communicates effectively with its key stakeholders, in particular the local community and existing users of the Civic Hall.

Full use will be made of a range of communication channels to advertise and promote the range of services on offer to potential users. Promotion will be carried out through the local media and use will be made of a dedicated website and online social networking services. Use will also be made of HVPC's public noticeboards which are located around the Holme Valley, and its own website and newsletter 'The Valley Voice' to advertise Holmfirth Civic Hall's activities.

A register of local social and commercial organisations will be maintained and publicity material will be regularly distributed by mailshots.

As well as setting up a website to advertise the Civic Hall's offerings, the CIO will provide regular updates on what is happening both in terms of events as well as how the transformation from Kirklees ownership to the community is progressing. As the Civic Hall will be run by a CIO there will be complete transparency, openness and accountability. The minutes of all formal meetings, along with copies of the financial accounts, will be published on the Civic Hall website.

The following are pointers from original BP template to focus attention on – need to check that all addressed:

If we are to use enterprise to help sustain the Civic Hall, we need to understand the differences between Commercial Market (those that we are trying to make money from) and the Social Market (those that we are trying to help).

Confirm the need and demand for the project and the services and benefits it would provide. Set out how the project would meet this demand and how the activities involved would be managed.

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For any additional services we intend to offer (both commercial and social) we need to consider who else is providing these services in the target market and how our project would differentiate itself and add value.

This section needs to be supported with evidence and professional advice. Consider the demographic make-up both your local community and any wider community or market that you might want/need to sell services to – be they individuals or contracting organisations. Who can afford to pay for what? Who needs to pay for what?

If we are taking on an existing service, access to user statistics and usage patterns would be helpful in assessing demand from current users. Also consider how you can engage with potential users around what their needs are.

Include how costs have been estimated and prices set. Understand your cost of sales and overheads, but pricing is almost always dictated by the market.

Try to “benchmark” your proposed project against other existing projects, make use of the community knowledge hub and network to compare. Reference other successful projects that you have learnt from that you are aiming to emulate or improve on.

To establish what Holme Valley residents want to see happening to the Civic Hall and how much they would be prepared to pay for the facilities/services to be offered, HVPC is carrying out a detailed assessment with those local people and businesses. Consultation/community engagement will continue throughout the CAT bid process but, to date, this has included:

- A public meeting at the Civic Hall.
- An online survey
- Survey forms (hard copies) distributed at key places around the Valley, including Libraries (Holmfirth and Honley), the Tourist Information Centre, Post Offices and local traders' outlets.
- Use of social media to promote HVPC CAT bid and the availability of the online survey.
- Discussions with and support from the Kirklees (HVN and HVS) Ward Councillors.
- Discussions with representatives of key local user groups/organisations.

This is from BP template – check that we have addressed:

Set out plans for promoting and marketing the services to the target markets. The methods that would be used and why they are suited to the target market.

It may be helpful to refer to the “marketing mix” framework, or the four p’s. They are:

- Product: Providing the right product or services (i.e. ones that people want)
- Price: Ensuring that the right price is charged for the product
- Place: Where you would sell and distribute your services and products to make them accessible
- Promotion: How you would communicate to your marketplace. Consider.
 - Advertising
 - Public Relations

- o Personal Selling
- o Sales Promotion

7.4 Key features of Holmfirth Civic Hall

- *Accessibility:* Holmfirth Civic Hall is close to bus stops on a number of routes across the District, is within walking distance of Holmfirth town centre and the bus station, and is near to a large public car park and several other smaller public carparks. Holmfirth Civic Hall meets disability requirements, adapted toilets and internal lifts.
- *Variety of spaces:* Holmfirth Civic Hall offers the largest amount of space for hire in the town and comprises rooms and areas of differing size which would meet the requirements of a wide range of activities.
- *Community pricing strategy:* The CIO will operate on a not-for-profit basis, with any surplus retained to improve facilities and support community ventures.
- *Community focus:* In accordance with its aims and objectives, the CIO will positively seek to encourage the use of its premises for community activities. In particular, space at the Civic Hall will be as flexible and accommodating as possible, to support start-up groups and those that promote social inclusion.

7.5 Demand for Community & Leisure Facilities

The Kirklees Leisure Study (2014) is based on a subset of a residents' survey carried out in 2013. The key findings as they relate to the Holme Valley are:

- Holme Valley residents have a higher participation, than the norm, in leisure activity. 53.3% of respondents participated in theatre and concert hall activities with 25.1% and 17.9% of respondents taking part in Health and Fitness and Leisure Centre activities respectively.
- Indoor Sports (e.g. bowls rink) + Health & Fitness – 35.4% of Holme Valley respondents use Holmfirth pool and 21.8 % use other facilities within the Holme Valley. 29.2% use facilities within the centre of Huddersfield.
- Only 8.4% of Holme valley respondents use local venues for arts and cultural events.
- When asked, 13.2% of Holme Valley respondents wanted more swimming pool facilities, 6.4 % more gym facilities and 2.6% wanted more theatre facilities.

The report concluded that the Kirklees area could support seven more health & fitness centres, 10.8 more cinema screens, 42.1 more ten pin bowling lanes and 1.5 more bingo halls. This gives the CIO the opportunity to expand provision and address some of these short-falls within the Civic Hall.

8. A PLAN FOR THE FUTURE

8.1 Transition Period into HVPC Ownership

The initial stage is the transition of Holmfirth Civic Hall from District Authority management to Local Council ownership and community management through the Community Asset Transfer.

It is accepted that the transition period may be lengthy (i.e. between KC accepting its preferred bidder to competing the CAT could be 9-12 months). However, upon the receipt of notification from KC that its CAT bid has been successful, HVPC will establish the CIO, whose primary objective will be the immediate increase in usage of Holmfirth Civic Hall and its relevance to local residents of the Holme Valley.

Throughout the whole process, legal and professional advice is being sought, as necessary.

8.2 Stage 1 – Resolution of Key Issues

There are certain key issues which must be resolved before HVPC can enter into an agreement with KC to assume management of Holmfirth Civic Hall:

- Key elements of the project must be agreed between KC and HVPC. These will include the transfer of the freehold of the Civic Hall and all furniture, fixtures and fittings.
- The respective responsibilities for maintenance and upkeep of the building, in light of recommendations contained in HVPC's commissioned building survey. Public consultation will be ongoing, to determine the wishes and aspirations of the local community and their willingness to contribute towards the cost of providing the amenity (see [Appendix 6 - Public Consultation](#)).
- An effective communications strategy will ensure that the local community is kept informed of developments and will encourage public participation. It will also seek to identify those groups and individuals willing to work with the CIO in delivering a successful outcome.
- The financial account will be kept under review to ensure that any funding shortfall can be met.
- The office space required by HVPC (and the Land Charity) for its functions will be assessed and measures taken to prepare for the satisfactory relocation of staff from their current offices at Holmfirth Council Chamber.

8.3. Stage 2 – Civic Hall Set-up

In parallel with resolving any immediate issues, the CIO will be established and practical steps taken to ensure that the Civic Hall will continue to function appropriately:

- Requirement of additional fixtures and fittings. Alterations to the premises, including signage, will be undertaken as required.
- Staff will be needed to manage Holmfirth Civic Hall and ensure its successful operation. Job descriptions and employment contracts will be drawn up and suitable staff appointed; additional equipment - computers, software, furniture

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etc. – will be purchased and installed. HVPC will take advice, as appropriate, on employment law and any TUPE obligations (e.g. caretaker and cleaning services).

- To keep initial set-up and future running costs to a minimum, the sharing of resources will be investigated through KC (as district authority) and other Local Councils in Kirklees.
- HVPC will relocate to the Civic Hall as soon as feasible to do so, after completion of the asset transfer; HVPC will publicise its relocation through its normal communication channels.
- Housekeeping activities will be undertaken. Accounting structures and methodologies will be implemented. Room-booking software will be installed and appropriate training given. Premises/Entertainment licences will be transferred to the CIO.
- Risk assessments will be undertaken and appropriate insurance arranged.
- Health and safety assessments will be undertaken and any recommendations implemented.
- Service needs will be assessed and contracts tendered (e.g. ICT, waste removal, security, building maintenance etc).
- A priority for HVPC during this time will be to identify avenues for external funding, for subsequent approaches to be made. This will be an ongoing process, probably over the next three to five years – see projections in Appendix ???
- Marketing the facilities available and enrolling new users will begin; the services of a marketing professional may be required to facilitate this.
- Publicity to wider community.
- Applications for grant funding will be developed and submitted.
- Lettings policy formulated.
- Continuity of service ensured for existing users of the building (keeping them informed throughout the process); new users will be accommodated as required.
- Other priorities including:
 - Premises pack from Kirklees Council
 - Maintenance plan
 - Review existing contracts including utilities
 - Picture of future commitments
 - Staffing strategy/volunteer strategy
 - Successful business case
 - Spatial allocation
 - Wider communication
 - Establish anchor tenant – HVPC
 - Friends of group – fund raising strategy
 - Refurbishment strategy
 - Establish responsible managing organisation (RMO)
 - IT and office facilities
 - Sub groups/allocate tasks to PC's
 - Policies and procedures
 - PAT testing
- Marketing

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8.4 Stage 4 – Launch

Once staff and infrastructure are in place, the Centre would begin operations:

- Inventory of fixtures and fittings.
- A launch event would take place.
- Pricing structure/strategy reviewed and agreed.
- There could be an interim period whereby HVPC (as a public body) runs Holmfirth Civic Hall itself, until such time as the RMO is established. This would ensure that no downtime or break in service/facility provision has a detrimental effect on user groups.

- Initially the target is to achieve 25% (???) utilisation of the available space in the first 5 years. Take-up would increase in line with the marketing strategy.

8.5 Stage 4 – Full Operation

Three-year Profit & Loss and Cashflow Forecasts are included within this business case.

Details of the management and governance are included in the next section; the CIO will put such controls in place as necessary to ensure successful and effective governance, financial sustainability and accountability. HVPC will support the CIO to ensure the right decisions are made for the benefit of the community that it represents and the CIO will ensure that value for money is achieved from its asset, Holmfirth Civic Hall.

As time progresses and after the Civic Hall has been in operation for several months, the CIO will have a clearer understanding of revenue streams and running costs. A budget for 2017/2018 could be compiled accordingly.

8.6 Stage 5 – Longer Term Aspirations

In addition to existing usage, HVPC would like to see the following within the next five years:

- A cultural centre, to promote the cultural and industrial history (e.g. Bamforths and Last of the Summer Wine, cloth making)
- Conference facilities
- Health and well-being provision
- Home for HVPC (as anchor tenant)
- Weddings and private functions
- In-house bar provision
- Café and informal social networking venue
- Office services, photocopier, IT and hot desking and registered office hosting
- Local leisure and culture facilities, including films
- An alternative smaller music venue (to the Picturedrome)
- Hosting vintage, antiques and craft fairs
- Providing overspill for existing festivals (and indoor space in inclement weather)
- A venue for Kirklees Council advice/outreach services and meetings

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- Social dancing and Ceilidhs
- Library and Tourist Information Centre

The above is not an exhaustive list and will develop as communication continues with the community.

9. MANAGEMENT & GOVERNANCE

9.1 Management

- The administration of Holmfirth Civic Hall will be under the direct management of the CIO.
- To administer the community facilities, the CIO may decide to employ a dedicated Hall Manager (although this would be a longer-term aspiration). The Hall Manager may have the following responsibilities:
 - Managing Holmfirth Civic Hall and its staff.
 - Marketing Holmfirth Civic Hall to raise its profile and income and developing local services and activities for example open days and *ad hoc* social events.
 - Implementing the aims and objectives of the RMO.
 - Assisting with the financial management of Holmfirth Civic Hall.
 - Ensuring effective maintenance of the building.
 - Ensuring the building is safe and secure at all times.
 - Managing storage space and equipment use within the building.
 - Supporting volunteers and volunteer involvement with Holmfirth Civic Hall.
 - Working with local partners to ensure activities at Holmfirth Civic Hall fit with others provided in the area and developing close working relationships with key local partners.
- Whenever possible, HVPC and the CIO will share resources and make use of volunteers, to reduce costs.

9.2 Governance

- As a Local Council, HVPC adheres to the principles of good governance: local public accountability, compliance with national standards, guidelines and good practice, transparency in operation, effectiveness in the management of risk, capability in its officers and members, and openness to scrutiny. The CIO will be obliged to meet the same high standards of good governance.
- In addition, HVPC is already accredited with the Local Council Award Scheme Foundation Level, but aims to achieve Quality status within the next 12 months. It also aims to achieve the General Power of Competence in the next six months.
- As a separately constituted organisation, reporting to the Charity Commission, the CIO will have its own, separate accounts and will operate to its own budget
- The CIO comprising members of the local community, HVPC, partners and stakeholders will be constituted to take over the longer term operation and management of Holmfirth Civic Hall. The CIO will meet regularly to discuss the operation of the Civic Hall, responses to changed requirements, and other initiatives and opportunities as they arise.
- A 'Friends' group, with members drawn from the local community, will also assist in the running of the Civic Hall, will act as a pool of expertise and will play a lead role in targeted fundraising initiatives.

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- HVPC's Annual Parish Meeting will be broadened to offer a forum on matters relating to Holmfirth Civic Hall.
- HVPC will be represented on the Board of Trustees of the CIO to contribute to the effective operation of the Civic Hall. This will ensure that the delivery of the Civic Hall's facilities and services achieves maximum advantage, both administratively and financially, for the people of the Holme Valley. The level of representation will be determined at the outset of establishment of the CIO, depending on the legal advice received.