

To all Members of the Finance & Management Committee

You are hereby summoned to attend a meeting of the **Finance and Management Standing Committee** to be held at **HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH HD9 3AS** on **MONDAY 2<sup>nd</sup> DECEMBER 2024** at **7pm** to transact the following business -

**- AGENDA – (A)**

**Welcome** **7.00 pm**

**Public Question Time**

Prior to the commencement of the business session of the Council, there will be an open session lasting 15 minutes, for members of the public to speak to the Council.

**2425 73** **Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014** **7.15 pm**

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

**2425 74** **To accept apologies for absence** **7.16 pm**

**To note**, members absent from the meeting.

**To receive**, apologies for absence given in advance of the meeting; these to be recorded in the minutes.

**To consider**, the approval of reasons given for absence by Members.

**2425 75** **To receive Members’ and Officers’ personal and disclosable pecuniary interests in items on the agenda** **7.17 pm**

**2425 76** **To consider written requests for new DPI dispensations** **7.18 pm**

**2425 77** **To consider whether items on the agenda should be discussed in private session** **7.19 pm**

**2425 78** **To confirm the Minutes of the previous Committee meeting** **7.20 pm**

- To approve the Minutes of the Finance & Management Committee Meeting held on 20 September 2024, numbered 2425 56 to 2425 72 inclusive. **(B)**

2425 79

Grants

7.21 pm

**A. Grant Evaluation Reports**

The following Grant Evaluation Reports have been 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](#)

Of last year's awards we are still awaiting grant evaluation reports from:

- Uppershong 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
- Uppershong 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

**To consider**, any further action regarding Grant Evaluation Reports.

- B. To note**, the rolling record of Finance and Management grants awarded 2024/25. RFO to report. **(C)**
- C. To note**, the RFO's report on communication with grant award winners and losers. **(D)**

2425 80

Chair's Expenses

7.30 pm

**To note**, the Chair's Expenses budget for 2024-25 is £1,000. The only expenditure has been a £30 ticket to The Lions Charter Dinner.

2425 81

Schedule of Payments

7.31 pm

- i. To note**, the finalised schedules of payments for i. September 2024 **(Ei)** and ii. October 2024. **(Eii)** These to be initialled by the Chair.
- ii. To note**, the month-to-date schedule of payments for November 2024. This to be initialled by the Chair. RFO to report. **(Eiii)**
- iii. To approve**, the month-to-date schedule of payments for December 2024. This to be initialled by the Chair. RFO to report. **(Eiv)**

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

i. For September 2024 (F):

- (1) Cash Books All Accounts Receipts and Payments (to end 30 September 2024) **(Fi)**
- (2) Trial Balance (to end 30 September 2024) **(Fii)**
- (3) Balance Sheet (to end 30 September 2024) **(Fiii)**
- (4) Cash and Investment Reconciliation (to end 30 September 2024) **(Fiv)**
- (5) VAT Return – year-to-date for the quarter JUL-SEP 2024 – submitted to HMRC 10<sup>th</sup> October 2024 and the repayment received 17<sup>th</sup> October 2024. **(Fv)**

ii. For October 2024 (G):

- (1) Cash Books All Accounts Receipts and Payments (to end 31 October 2024) **(Gi)**
- (2) Trial Balance (to end 31 October 2024) **(Gii)**
- (3) Balance Sheet (to end 31 October 2024) **(Giii)**
- (4) Cash and Investment Reconciliation (to end 31 October 2024) **(Giv)**
- (5) VAT Return – year-to-date for the quarter OCT-DEC 2024 – not for submission. **(Gv)**

RFO to report.

iii. **To consider**, as per the guidance in the JPAG Practitioners' Guide, the Committee must approve the bank reconciliations cross-referenced with bank statements, and this must 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.

N.B.: Members should note that HSBC do not process bank statements by calendar month, so Members need to locate the record for the last date of the month to do the reconciliation.

For September 2024:

- HSBC Current Account Bank Statement **(Hi)** and HSBC Current Account Bank Reconciliation **(Hii)**
- HSBC Business Money Manager Bank Statement **(Ii)** and HSBC Business Money Manager Bank Reconciliation **(Iii)**
- CCLA PSDF Bank Statement **(Ji)** and CCLA PSDF Bank Reconciliation **(Jii)**.
- Unity Trust Current Account T2 Bank Statement **(Ki)** and Unity Trust Current Account T2 Bank reconciliation **(Kii)**.
- Unity Trust Savings Account Bank Statement **(Li)** and Unity Trust Savings Account Bank reconciliation **(Lii)**.

For October 2024:

- HSBC Current Account Bank Statement **(Mi)** and HSBC Current Account Bank Reconciliation **(Mii)**
- HSBC Business Money Manager Bank Statement **(Ni)** and HSBC Business Money Manager Bank Reconciliation **(Nii)**
- CCLA PSDF Bank Statement **(Oi)** and CCLA PSDF Bank Reconciliation **(Oii)**.
- Unity Trust Current Account T2 Bank Statement **(Pi)** and Unity Trust Current Account T2 Bank reconciliation **(Pii)**.
- Unity Trust Savings Account Bank Statement **(Qi)** and Unity Trust Savings Account Bank reconciliation **(Qii)**.

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

- iv. Councillors to review the Income and Expenditure report for October 2024 and report from the RFO. **(R)**

Income:

- 1076 Precept As of 1<sup>st</sup> November 2024, the Parish Council has received all the precept totalling £327,934 for the year 2024-25 from Kirklees Council.
- 1078 Special Expenses Grant As of 1<sup>st</sup> November 2024, the Parish Council has 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 is about right on projections regarding bank interest.
- 1092 Toilets Donations Seven months into the year, the Parish Council is about right on projections regarding toilets donations.
- 1200 Allotment Rents All rents have been received and banked.
- 1250 Gartside Building Rent (and one month deposit) is banked.
- 1300 Garage Rents All rents and payments for electricity have been received and banked since the new tenant took over.

Expenditure:

- 4000 Salaries are about right after seven months though there will be payment of back pay in December and some other payments. An earmarked reserve has been created to fund any subsequent pay uplifts.
- 4060 Staff Training is under-budget seven months into the year.
- 4235 Insurance is, 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 income though.
- 4275 Telephone and Broadband is a little overbudget seven months into the year and may need adjusting in the budget.
- 4310 Holmfirth Civic Hall – Projects is £52,490 over budget; all this expenditure being made from earmarked reserves.
- 4315 Other Community assets and 4405 Projects and Events – grants

were not paid until November so don't show on this.

- All other expenditure is in line with budgets.

**To consider**, any further actions on income and expenditure against budget.

**v. Earmarked Reserves**

The earmarked reserves as presented represents the situation year-to-date. Councillors to review the August report **(S)**.

- i. 322 EMR CCTV was closed as this is now a rolling grant.
- ii. 323 EMR 323 Other Community Assets in the Holme Valley consists of £2,017 for 10<sup>th</sup> Holme Valley (New Mill) Scouts (towards a new scout hut).
- iii. 325 EMR Election Fund holds £7,000 allocated directly from the precept. This will 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 holds £1,738.51. This is solely for maintenance of defibrillators the Parish Council is directly responsible for.
- v. 329 EMR Holmfirth Civic Hall is no longer recorded as all the money from the earmarked reserve was spent.
- vi. 331 EMR Gartside Building holds £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 holds £15,000.
- viii. 336 EMR Royal Events holds £1,000 in respect of Operation Menai Bridge.
- ix. 337 EMR COVID Memorial holds £6,000. This should be spent soon.
- x. 338 EMR Children's Playgrounds was closed.
- xi. 341 EMR Climate Action Projects holds £13,946.68 with some expenditure on a planning application for the solar panels paid from it.
- xii. 343 EMR Road Safety holds £12,052. £7202.28 will be spent from this money after this meeting. The Planning Committee which oversees this reserve voted to recommend to Council to disestablish the reserve and return the funds to general reserves.
- xiii. 344 Staff Pay £5,000 was 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 holds £6,060 and all except the CCTV has been paid out in November 2024. (£1,500 Holmfirth Arts Festival, £1,500 Festival of Folk, £1,500 Holme Valley Patient Transport, £1,560 CCTV Honley).
- xv. 346 EMR Public Transport holds £5,000.
- xvi. 347 EMR Tourism holds £5,000.
- xvii. 348 EMR Dog Waste and Litter holds £3,800.
- xviii. 349 EMR Community Engagement holds £3,609.87.
- xix. 350 EMR The Civic Roof Repairs is no longer recorded as all the money from the earmarked reserve was spent.
- xx. 351 EMR Holmfirth Toilets Refurb holds £4,104.

**To consider**, any further actions on earmarked reserves.

- 2425 84      Tenancies      7.46 pm**
- i. **To note**, the new tenant of the Gartside building shop unit is now paying a rent of £350/month on the Gartside shop unit. Payment has been somewhat uneven.
- 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 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.  
**To consider**, any changes to the charges for garages and allotments 2025-26.
- 2425 85      Risk Assessment      7.55 pm**
- To consider, approving the updated Risk Assessment of Holme Valley Parish Council. **(T)**
- 2425 86      Budgets and reserves of Holme Valley Parish Council 2025-26      8.00 pm**
- 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 16<sup>th</sup> December.
- The Committee Chair has asked for the RFO/Deputy Clerk to prepare three Budget Plans, - a lower cost **(U)**, medium cost **(V)**, and higher cost **(W)** budget. The Chair hopes that this will encourage debate amongst Members.
- To note**, the RFO's report on the Budget Plans. **(X)**
- All of the budgets and their specific budget lines can be amended as the Committee sees fit. Nothing is set in stone.
- The Committee may 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.  
**To consider**, a recommendation of a budget for 2025-26 or alternative budgets for subsequent consideration by full Council.

- 2425 87**      **New model Financial Regulations from the National Association of Local Councils (NALC)**      **8.30 pm**
- To note**, the updated Holme Valley Parish Council Financial Regulations (based on the of the NALC model Financial Regulations) are in place. One of the key aspects of this is that the Clerk or RFO can now approve payments up to £500 (as long as there is a budget for the payment). Payments over £500 still have to be approved by Council or F&M.
- 2425 88**      **Internal Control Checks**      **8.31 pm**
- To note**, Cllr Liles has made arrangements to undertake the internal controls checks ahead of the meeting. Cllr Liles to report.
- 2425 89**      **Banking**      **8.35 pm**
- Unity Trust**
- ia. To note**, most of the named signatories are now able to log on to the Unity Trust banking website. The Clerk, RFO and Assistant Clerk are all registered to be able to set up payments (but not authorise them). Committee Chairs are registered to approve payments (but not set them up). Only Cllrs Dixon has not been able to log on yet. The first payments were set up 25<sup>th</sup> November 2024. RFO to report.
- ib. To note**, the half-year precept and special expenses grant has been deposited into the Unity Trust T2 current account.
- ic. To note**, the RFO/Deputy Clerk has 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 are still to be set up
- BT (telephone and internet – have not sent DD mandate form)
  - Document Logic (photocopying – have not yet forwarded DD mandate form to Unity Trust)
- Mandated Councillors may be asked to sign the pending direct debit agreements.
- id. To note**, Likewise, in October, the RFO/Deputy Clerk will 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)

**HSBC**

**ii** The HSBC Current Account will, at the end of this month, hold under £800. This account does not gain interest.

**To consider**, what to do with this account.

**ii** The HSBC Business Money Manager Account will, at the end of this month, hold £55,679.13. This account does gain 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.

**To consider**, what to do with this account.

**2425 90                      Financial Records for the website                      8.45 pm**

**To note**, the financial records for September and October 2024 have been added to the website. The November records will be added once bank statements have been received.

**2425 91                      Grant Application                      8.46 pm**

**To consider**, a grant application from Full Life Church Food Bank for up to £5,000 towards funding for the Food Bank. **(Y)**

This Committee can only make awards up to £1,500 on this sort of application but could make a recommendation to Council for higher amounts.


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

**2425 92                      Publicising the work of Holme Valley Parish Council                      8.55 pm**

**To consider**, recent events or news that this Committee wishes to publicise via the press, Parish Council website or social media.

**Close of Meeting                      9.00 pm**

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

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

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DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 30 SEPTEMBER 2024

Those present:

Chair: Cllr A Wilson

Vice Chair: Cllr G Kirkby

Councillors: Cllr L Baylin, Cllr M Blacka, Cllr C Greaves, Cllr J Liles, Cllr M Rostron

Officer: Mr R McGill (RFO/Deputy Clerk)

Also present: Mrs Jen McIntosh (Clerk)

## Welcome

The Chair welcomed Members to this fourth 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 56 **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 57 **To accept apologies for absence**

**NOTED:** It was noted that Cllrs Barnett, Brook, Colling, Holmes, Rylah and Whitelaw were absent from the meeting.

The Committee received apologies for absence for Cllrs Barnett, Brook, Colling, Holmes, Rylah and Whitelaw.

**RESOLVED:** The reasons given for absence by Cllrs Barnett, Brook, Colling, Holmes, Rylah and Whitelaw were approved by the Committee.

Signed: \_\_\_\_\_

**2425 58 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda**

Cllr Baylin declared a pecuniary interest in 2425 62 B. v. and 2425 62 B. xvii – the grant applications for Holmfirth Tech.

Cllr Rostron declared a pecuniary interest in 2425 62 B. xxiii. – the grant application for Holme Valley Community Land Trust/EcoHolmes.

Cllr Rostron declared a personal interest in 2425 62 B. xix. – the grant application for Vocal Expressions.

Cllr Wilson declared a personal interest in 2425 62 B. x. – the grant application for Holmfirth Harriers.

Cllr Kirkby declared a personal interest in 2425 62 B. ix. – the grant application for Friends of Honley.

Cllr Blacka declared a personal interest in 2425 62 D. ii. – the rolling grant application for Friends of Cliff Recreation Ground.

The Clerk declared a pecuniary interest in 2425 67 i. – garage tenancies.

The Clerk declared a personal interest in 2425 62 xi. – the grant application for Sharing Memories.

The Clerk declared a personal interest in 2425 62 xii. – the grant application for Honley Village Community Trust Welcome Club.

The Clerk declared a personal interest in 2425 62 xv. – the grant application for Friends of Honley Library.

Cllr Blacka later declared a personal interest in 2425 62 D. xx. – the grant application for Arts for Health.

These declarations were received by the Committee.

**2425 59 To consider written requests for new DPI dispensations**

No new DPI dispensations had been received.

**2425 60 To consider whether items on the agenda should be discussed in private session**

**RESOLVED:** Members resolved at this time that no item should be heard in private session.

**2425 61 To confirm the Minutes of the previous Committee meeting**

**NOTED:** Members noted the Minutes of the Finance & Management Committee Meeting held on 19 August 2024, numbered 2425 39 to 2425 55 inclusive.

Signed: \_\_\_\_\_

## 2425 62 Grants

**A. Grant Evaluation Reports**

**NOTED:** The Committee noted that the RFO/Deputy Clerk had contacted those awarded grants at the February meeting for their grant evaluation reports, and these had started to be returned.

**NOTED:** Members noted the list of grants awarded 2023-24 with record of returned grant evaluation reports. The RFO reported that there were still a few grant evaluation reports outstanding from 2023-24. There had been contact from some organisations, and promises that the reports would be returned, but these were still not forthcoming. Community groups would not be allowed to apply for further grants without grant evaluation reports being received.

**NOTED:** The Committee noted that the following Grant Evaluation Reports had been added to the Parish Council website:

- Honley Silver Band
- Honley Village Community Trust (Southgate Woods)
- Friends of Honley
- Friends of Cliff Rec
- Holmfirth Forward
- Honley Village Community Trust (Easter craft workshops)
- Honley Village Community Trust (Easter Bunny Tea Party)

Members considered any further action regarding Grant Evaluation Reports.

**RESOLVED:** The RFO/Deputy Clerk would continue to ask for the outstanding grant evaluation reports to be completed.

**B. Grant Applications**

**NOTED:** The Committee noted the list of grant applications being considered at the meeting against budget lines 4315 Community Assets and 4405 Projects and Events. Rolling grants awarded previously had been deducted from the budgets. Members noted that the RFO/Deputy Clerk reported that there was an extra £500 available in the 4405 budget line, than that recorded in the supporting paperwork.

**NOTED:** Members noted the full list of grant awards since 2020.

Signed: \_\_\_\_\_

**Budget line 4315 Community Assets Grants**

- i. Members considered a grant application from Brockholes Bowling Club for £5,000 towards replacement of the club toilets (men's, women's, disabled). The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 - power to provide and contribute to a wide range of recreational facilities.  
**RESOLVED:** Brockholes Bowling Club was awarded £4,200 towards the replacement of the club toilets (men's, women's, disabled).
- ii. Members considered a grant application from Brockholes Village Trust for £4,194 towards plastering and repainting kitchen and toilets at the village hall. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 - provision of building for public meetings.  
**RESOLVED:** There was no award to this application.
- iii. Members considered a grant application from Cartworth Moor Cricket Club for £5,000 towards the installation of solar panels. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 - power to provide and contribute to a wide range of recreational facilities.  
**RESOLVED:** Cartworth Moor Cricket Club was awarded £2,500 towards the installation of solar panels.
- iv. Members considered a grant application from Hepworth Band for £5,000 towards refurbishment of the band room. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 - power to provide and contribute to a wide range of recreational facilities.  
**RESOLVED:** There was no award to this application. It was suggested that the organisation might re-apply at a future date but needed to provide more precise detail in their application on i. how the community with benefit, ii. why the Band needs this development, iii. where other funding will come from.
- v. Members considered a grant application from Holmfirth Tech for £4,826.23 towards development of the dance studio. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 - power to provide and contribute to a wide range of recreational facilities.  
**RESOLVED:** There was no award to this application.
- vi. Members considered a grant application from Holme Village Community Centre for £5,000 towards installation of toilets etc. The legal power for this would be provision of building for public meetings.  
**RESOLVED:** Holme Village Community Centre was awarded £5,000 towards the installation of toilets etc.

Signed: \_\_\_\_\_

- vii. Members considered a grant application from Just Hoop CIC for £5,000 towards basketball hoops. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – power to provide and contribute to a wide range of recreational facilities.  
**RESOLVED:** Just Hoop CIC was awarded £5,000 but the Parish Council resolved that the funds would not pay for the basketball hoops, - since the Parish Council does not usually tend to pay towards sporting equipment which it feels should be the core responsibility of the club itself. Instead, the Parish Council resolved to award £5,000 towards the toilets, changing rooms and kitchen.
- viii. Members considered a grant application from Upperthong Village Hall for £5,000 towards replacement of the hall roof. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 - provision of building for public meetings.  
**RESOLVED:** There was no award to this application.
- ix. Members considered a grant application from Friends of Honley for £1,500 towards seasonal planting of outdoor spaces. The legal power for this would be Local Government Act 1972 S137.  
**RESOLVED:** The group, Friends of Honley, was awarded £1,500 towards seasonal planting of outdoor spaces.
- x. Members considered a grant application from Holmfirth Harriers for £5,000 towards solar panels and batteries for the clubhouse. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – provision of building for public meetings.  
**RESOLVED:** Holmfirth Harriers was awarded £5,000 towards solar panels and batteries for the clubhouse.

**Budget Line 4405 Community Benefits Grant – projects, events, other**

- xi. Members considered a grant application from Sharing Memories for £1,490 towards artist fees, taxis, refreshments for an arts project. The legal power for this would be Local Government Act 1972 S145 – support of the arts.  
**RESOLVED:** Sharing Memories was awarded £1,490 towards artist fees, taxis, refreshments for an arts project.
- xii. Members considered a grant application from Honley Village Community Trust for £840 towards Welcome Club activities and Christmas party. The legal power for this would be Local Government Act 1972 S145 – provision of entertainment.  
**RESOLVED:** Honley Village Community Trust was awarded £840 towards Welcome Club activities and Christmas party.

Signed: \_\_\_\_\_

- xiii.** Members considered a grant application from Holmfirth Film Festival for £1,000 towards venue hire for the Festival. The legal power for this would be Local Government Act 1972 S145 – provision of entertainment.  
**RESOLVED:** Holmfirth Film Festival was awarded £1,000 towards venue hire for the Festival. The group would be encouraged to apply for a rolling grant in future years.
- xiv.** Members considered a grant application from New Mill Male Voice Choir for £1,300 towards towards recruitment projects for new members including website. The legal power for this would be Local Government Act 1972 S137.  
**RESOLVED:** There was no award to this application.
- xv.** Members considered a grant application from Friends of Honley Library for £850 towards library activities for children. The legal power for this would be Local Government Act 1972 S145 – provision of entertainment.  
**RESOLVED:** Friends of Honley Library was awarded £850 towards library activities for children.
- xvi.** Members considered a grant application from Wooldale Community Group for £159.80 towards four folding tables. The legal power for this would be Local Government Act 1972 S145 – provision of entertainment.  
**RESOLVED:** Wooldale Community Group was awarded £159.80 towards library activities for children.
- xvii.** Members considered a grant application from Holmfirth Tech for £1,500 towards food and drink for Warm Spaces sessions. The legal power for this would be Local Government Act 1972 S137.  
**RESOLVED:** Holmfirth Tech was awarded £1,500 towards food and drink for Warm Spaces sessions.
- xviii.** Members considered a grant application from The Nest for £1,357.50 towards parent support sessions. The legal power for this would be Local Government Act 1972 S137.  
**RESOLVED:** The Nest was awarded £1,357.50 towards parent support sessions.
- xix.** Members considered a grant application from Vocal Expressions for £1,500 towards band uniforms. The legal power for this would be Local Government Act 1972 S145 – support of the arts.  
**RESOLVED:** There was no award to this application.
- xx.** Members considered a grant application from Arts for Health for £1,500 towards room hire for the group sessions. The legal power for this would be Local Government Act 1972 S145 – support of the arts.  
**RESOLVED:** Arts for Health was awarded £1,500 towards room hire for the group sessions.

Signed: \_\_\_\_\_

- xxi.** Members considered a grant application from Honley Village Community Trust for £577.50 towards a Halloween Children’s Party. The legal power for this would be Local Government Act 1972 S145 – provision of any form of public entertainments.  
**RESOLVED:** Honley Village Community Trust was awarded £200 towards a Halloween Children’s Party.
- xxii.** Members considered a grant application from Honley Village Community Trust for £587.50 towards a Christmas Children’s Party. The legal power for this would be Local Government Act 1972 S145 – provision of any form of public entertainments.  
**RESOLVED:** Honley Village Community Trust was awarded £200 towards a Christmas Children’s Party.
- xxiii.** Members considered a grant application from Holme Valley Community Land Trust/ EcoHolmes for £1,500 towards website design. The legal power for this would be Local Government Act 1972 S137.  
**RESOLVED:** There was no award to this application.
- xxvi.** Members considered a grant application from Holme Valley Businesses Together for £1,500 towards Random Acts of Kindness project. The legal power for this would be Local Government Act 1972 S137.  
**RESOLVED:** There was no award to this application.

#### **C. Councillor visits to community groups that have received awards**

**NOTED:** It was noted that Cllr Wilson and Cllr Holmes had visited Upperthong Cricket Club. The Parish Council had previously funded outdoor seating for spectators and clubhouse carpets. It was further noted that Cllr Baylin had visited Scholes Cricket Club on their Sponsors Day. The Parish Council had previously funded the women’s changing room at the clubhouse. Cllr Wilson and Cllr Baylin both reported on the positive experience of community networking in this way.

#### **D. Rolling Grants**

- i.** Holmfirth Arts Festival was previously approved for a rolling grant pending the supply of supporting paperwork. Members considered:
- a) approving the rolling grant agreement for Holmfirth Arts Festival
  - b) approving the payment of £1,500 to Holmfirth Arts Festival
- RESOLVED:** a) The rolling grant agreement for Holmfirth Arts Festival was approved and b) the payment of £1,500 to Holmfirth Arts Festival was approved.
- ii.** Friends of Cliff Recreation Ground was previously approved for a rolling grant pending the supply of supporting paperwork. Members considered:
- a) approving the rolling grant agreement for Friends of Cliff Recreation Ground
  - b) approving the payment of £500 to Friends of Cliff Recreation Ground
- RESOLVED:** a) The rolling grant agreement for Friends of Cliff Recreation Ground was approved and b) the payment of £500 to Friends of Cliff Recreation Ground was approved.

Signed: \_\_\_\_\_

- iii. At a prior Committee meeting, a decision on the Rolling Grant application from Holme Valley Transport was deferred pending contact from Cllr Liles to the service. Cllr Liles to report. Cllr Liles reported positively on the service, - that it was free and covered all of Holme Valley medical practices, - and should be actively supported.

Members considered:

- a) approving the rolling grant agreement for Holme Valley Transport
- b) approving the payment of £1,000 to Holme Valley Transport

**RESOLVED:** a) The rolling grant agreement for Holme Valley Transport was approved and b) the payment of £1,000 to Holme Valley Transport was approved.

#### 2425 63 Chair's Expenses

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

#### 2425 64 Schedule of Payments

- i. **NOTED:** The finalised schedules of payments for i. July 2024 and ii. August 2024 were noted and initialled by the Chair.
- ii. **RESOLVED:** The month-to-date schedule of payments for September 2024 was approved by the Committee and initialled by the Chair.

#### 2425 65 Financial Statements

**NOTED:** The following accounting summaries were noted by then Committee:

- i. For July 2024:
  - (1) Cash Books All Accounts Receipts and Payments (to end 31 July 2024)
  - (2) Trial Balance (to end 31 July 2024)
  - (3) Balance Sheet (to end 31 July 2024)
  - (4) Cash and Investment Reconciliation (to end 31 July 2024)
  - (5) VAT Return – year-to-date for the quarter JUL-SEP 2024 – not for submission.
- ii. For August 2024:
  - (1) Cash Books All Accounts Receipts and Payments (to end 31 August 2024)
  - (2) Trial Balance (to end 31 August 2024)
  - (3) Balance Sheet (to end 31 August 2024)
  - (4) Cash and Investment Reconciliation (to end 31 August 2024)
  - (5) VAT Return – year-to-date for the quarter JUL-SEP 2024 – not for submission.

Signed: \_\_\_\_\_



- iii. As per the guidance in the JPAG Practitioners' Guide, the Committee considered the bank reconciliations cross-referenced with relevant bank statements.

**RESOLVED:** The following bank reconciliations were approved and signed by two mandated Councillors

For July 2024:

- HSBC Current Account Bank Statement and HSBC Current Account Bank Reconciliation.
- HSBC Business Money Manager Bank Statement and HSBC Business Money Manager Bank Reconciliation.
- CCLA PSDF Bank Statement and CCLA PSDF Bank Reconciliation.
- Unity Trust Current Account T2 Bank Statement and Unity Trust Current Account T2 Bank reconciliation.
- Unity Trust Savings Account Bank Statement and Unity Trust Savings Account Bank reconciliation.

For August 2024:

- HSBC Current Account Bank Statement and HSBC Current Account Bank Reconciliation.
- HSBC Business Money Manager Bank Statement and HSBC Business Money Manager Bank Reconciliation
- CCLA PSDF Bank Statement and CCLA PSDF Bank Reconciliation.
- Unity Trust Current Account T2 Bank Statement and Unity Trust Current Account T2 Bank reconciliation.
- Unity Trust Savings Account Bank Statement and Unity Trust Savings Account Bank reconciliation.

- iv. Councillors reviewed the Income and Expenditure report for August 2024 and the following Notes from the RFO:

Income -

- 1076 Precept On the income side, the Parish Council 1<sup>st</sup> May 2024 received ½ of its annual precept from Kirklees Council. The next payment will be in November.
- 1078 Special Expenses Grant The Parish Council 1<sup>st</sup> May 2024 received ½ of the Special Expenses Grant from Kirklees Council. The next payment will be in November.
- 1090 Bank Interest Five months into the year, the Parish Council is a little up on projections regarding bank interest.
- 1092 Toilets Donations Five months into the year, the Parish Council is a little down on projections regarding toilets donations.
- 1200 Allotment Rents All rents have been received and banked.
- 1250 Gartside Building Rent (and one month deposit) is banked.
- 1300 Garage Rents All rents have been received and banked.

Signed: \_\_\_\_\_

Expenditure side:

- 4000 Salaries are a little over budget after five months. An earmarked reserve has been created to fund any subsequent pay uplifts.
- 4060 Staff Training is under-budget five months into the year.
- 4235 Insurance is, 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.
- 4275 Telephone and Broadband is a little overbudget five months into the year and may need adjusting in the budget.
- 4610 Publications and Publicity – this expenditure of £210 has been coded incorrectly, - should have been 4650, - and will be adjusted.
- 4310 Holmfirth Civic Hall – Projects is £34,925 over budget; all this expenditure being made from earmarked reserves.
- All other budgets are in line with budgets.

**NOTED:** Members noted the Income and Expenditure Report and the RFO's notes. Members considered whether any further actions on income and expenditure against budget were needed.

**RESOLVED:** No further action.

v. Earmarked Reserves

Councillors review the August report on earmarked reserves and the RFO's report.

- i. 322 EMR CCTV was closed as this is now a rolling grant.
- ii. 323 EMR 323 Other Community Assets in the Holme Valley consists of £2,017 for 10<sup>th</sup> Holme Valley (New Mill) Scouts (towards a new scout hut).
- iii. 325 EMR Election Fund holds £7,000 allocated directly from the precept. This will 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 holds £1,738.51. This is solely for maintenance of defibrillators the Parish Council is directly responsible for.
- v. 329 EMR Holmfirth Civic Hall is no longer recorded as all the money from the earmarked reserve was spent.
- vi. 331 EMR Gartside Building holds £5,000.
- vii. 332 EMR Honley Library holds £15,000.
- viii. 336 EMR Royal Events holds £1,000 in respect of Operation Menai Bridge.
- ix. 337 EMR COVID Memorial holds £6,000. This should be spent soon.
- x. 338 EMR Children's Playgrounds was closed.
- xi. 341 EMR Climate Action Projects holds £13,946.68 with some expenditure on a planning application for the solar panels paid from it. Further expenditure on the solar panels project is anticipated soon.
- xii. 343 EMR Road Safety holds £12,052. Considerable expenditure is expected from this reserve in respect of two mobile speed indicator devices which we have still not been invoiced for.
- xiii. 344 Staff Pay £5,000 was added to this earmarked reserve after annual Council to safeguard staff pay in the event of a national pay award.

Signed: \_\_\_\_\_

- xiv. 345 Rolling Grants holds £6,060 for anticipated rolling grant awards that have been agreed by this committee pending submission and approval of documentation. (£1,500 Holmfirth Arts Festival, £1,500 Festival of Folk, £1,500 Holme Valley Patient Transport, £1,560 CCTV Honley). NB: £500 to Friends of Cliff Rec is not included in these figures.
- xv. 346 EMR Public Transport holds £5,000.
- xvi. 347 EMR Tourism holds £5,000.
- xvii. 348 EMR Dog Waste and Litter holds £3,800.
- xviii. 349 EMR Community Engagement holds £3,609.87.
- xix. 350 EMR The Civic Roof Repairs holds £17,565.20.
- xx. 351 EMR Holmfirth Toilets Refurb holds £4,104.

**NOTED:** The report on earmarked reserves and the RFO's notes were noted.

Members considered whether any further actions were needed on earmarked reserves.

**RESOLVED:** No further action.

#### 2425 66      **Audit**

**NOTED:** Members noted that the external auditor's report had been received with no actions needed. The certificate and Notice of Conclusion of Audit had been published. Officers were thanked for their work which secured this positive outcome.

#### 2425 67      **Tenancies**

- i. **NOTED:** The RFO reported on one issue with a garage tenancy. One garage tenant was planning to move house and had included the garage lease on the estate agent's listing. However, the tenancy would not automatically go to the new owner of the house. If the tenancy was given up, the garage lease would go to the 1<sup>st</sup> name on the garage waiting list. The estate agent had been contacted. The current tenant had been advised that they could not sub-let the property.
- ii. The Service Provision Standing Committee had been discussing the operation of the Parish Council's allotments particularly in the context of promoting biodiversity and other climate emergency issues.  
The Committee considered how to make the management of allotments more effective.  
**RESOLVED:** The Committee resolved not to consider this motion until the ongoing review of Committee structures was finalised.
- iii. **NOTED:** The Committee noted that the new tenant is now paying a rent of £350/month on the Gartside shop unit.

Signed: \_\_\_\_\_

**2425 68 New model Financial Regulations from the National Association of Local Councils (NALC)**

The Financial Regulations Working Group, which consists of Cllr Wilson, Cllr Colling and the RFO/Deputy Clerk had met Tuesday 3<sup>rd</sup> September to begin the process of updating the Parish Council's Financial Regulations based on the model Regulations.

The Group presented its draft revision of the NALC model Financial Regulations for consideration. The Working Group had set out to try to 1. protect the Parish Council from fraud, whilst 2. rationalising its financial processes so that it operates more efficiently, responsively and effectively, and 3. the Financial Regulations accurately set out how the Parish Council actually operates in practice.

The Committee considered recommending the draft Financial Regulations to full Council.

**RESOLVED:** The Committee resolved to recommend the draft Financial Regulations to full Council.

**2425 69 Internal Control Checks**

**NOTED:** The Committee noted that the second quarter of the financial year (JUL-SEP) was now over and that the Parish Council will be arranging to meet with Cllr Liles to undertake the internal controls check in due course.

**2425 70 Banking****Unity Trust**

- ia. **NOTED:** The Committee noted that most of the named signatories are now able to log on to the Unity Trust banking website. The Clerk, RFO and Assistant Clerk are all registered to be able to set up payments (but not authorise them). Committee Chairs are registered to approve payments (but not set them up). Only Cllrs Dixon and Whitelaw had not been able to log on yet.
- ib. **NOTED:** The Committee noted that the RFO has contacted Kirklees Council to change the account for the deposit of the precept in November.
- ic. **NOTED:** The Committee noted that the RFO/Deputy Clerk will in October be setting up direct debits from the Unity Trust T2 current account and cancelling those from HSBC:
- BT (telephone and internet)
  - Grenke (photocopier lease)
  - Information Commissioner's Office (annual data protection fee)
  - Scottish Water / Business Stream (water/sewage to the toilets)
  - Document Logic (photocopying)
  - Npower (electricity costs to Holmfirth toilets)

Mandated Councillors would be asked to sign the pending direct debit agreements.

Signed: \_\_\_\_\_

- id. **NOTED:** It was, likewise, noted that the RFO/Deputy Clerk will be transferring standing orders from the HSBC current account to the Unity Trust T2 current account:
  - Staff Salaries (Staff 02, Staff 04, Staff 05)
  - HMRC (PAYE tax and national insurance)
  - West Yorkshire Pensions Fund (Pensions)
  - Time In Time Out Media - TiTo (Parish Council monthly news)
  - Artweek (annual subscription)

**2425 71 Financial Records for the website**

**NOTED:** It was noted that the financial records for July and August 2024 had been added to the website. The September records would be added once bank statements had been received.

**2425 72 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:** News of the grant awards would be published.

The meeting closed at 2138

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Chairman

Signed: \_\_\_\_\_

Date: 14/08/2024

## Holme Valley Parish Council

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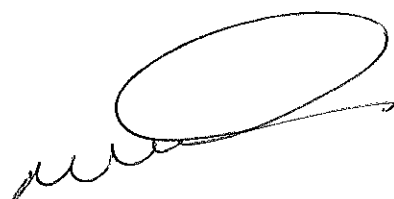
Time: 15:48

## HSBC Current A/C

## List of Payments made between 01/07/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/07/2024	Grenke	2425/04/03	141.59	F&M 2425 12	PHOTOCOPIER LEASE
04/07/2024	HSBC	2425/04/04	14.25	F&M 2425 12	BANK CHARGES
08/07/2024	British Telecom	2425/04/05	56.47	F&M 2425 12	TELEPHONE AND INTERNET
15/07/2024	West Yorkshire Pension Fund	2425/04/06	958.19	F&M 2425 12	PENSIONS
15/07/2024	HMRC	2425/04/07	1,479.92	F&M 2425 12	PAYE TAX AND NI
15/07/2024	Salaries Staff	2425/04/08	1,743.23	F&M 2425 12	SALARY STAFF 02
15/07/2024	Salaries Staff	2425/04/09	1,570.18	F&M 2425 12	SALARY STAFF 04
15/07/2024	Time In Time Out Media	2425/04/10	252.00	F&M 2425 12	COUNCIL NEWS
15/07/2024	Salaries Staff	2425/04/11	1,442.69	F&M 2425 12	SALARY STAFF 05
19/07/2024	Business Stream	2425/04/12	2,017.85	F&M 2425 12	WATER AND SEWERAGE TO TOILETS
23/07/2024	Kirklees Youth Alliance	2425/04/13	5,000.00	F&M 2425 12	GRANT - YOUTH PROVISION
25/07/2024	Document Logic	2425/04/14	86.63	F&M 2425 12	PHOTOCOPYING
25/07/2024	YLCA	2425/04/15	26.30	F&M 2425 12	WEBINAR - PLANNING ENFORCEMENT
25/07/2024	YLCA	2425/04/16	35.10	F&M 2425 12	WEBINAR - BETTER MEETINGS
25/07/2024	Viking	2425/04/17	74.63	F&M 2425 12	STATIONERY, GLASSES
25/07/2024	npower	2425/04/18	105.30	F&M 2425 12	ELECTRICITY HOLMFIRTH TOILETS
25/07/2024	Maintenance Contractor	2425/04/19	1,822.00	F&M 2425 12	MAINTENANCE
25/07/2024	Maintenance Contractor	24/25/04/2	156.51	F&M 2425 12	EXPENSES
25/07/2024	HCHCT	2425/04/21	66.31	F&M 2425 12	PAT TESTING
29/07/2024	Unity Trust Current Account T2	2425/04/01	500.00		Funds to open new bank account
29/07/2024	Unity Trust Instant Access A/C	2425/04/02	500.00		Funds to open new ban account

<b>Total Payments</b>	<u>18,049.15</u>
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30/7/24

Date: 10/09/2024

## Holme Valley Parish Council

Page 1

Time: 15:36

## HSBC Current A/C

## List of Payments made between 01/08/2024 and 31/08/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2024	West Yorks Combined Authority	2425/05/01	1,908.00	F&M 2425 12	HV MINIBUS SERVICE JUN
01/08/2024	Staff 04	2425/05/02	15.54	F&M 2425 12	REIMBURSEMENT DEFIB PAD
01/08/2024	HCHCT	2425/05/03	4,924.80	F&M 2425 36	GRANT - DRAWNGS RE ROOF REPAIR
03/08/2024	HSBC	2425/05/04	18.50	F&M 2425 12	BANK CHARGES
07/08/2024	British Telecom	2425/05/05	56.47	F&M 2425 12	INTERNET AND PHONE
15/08/2024	West Yorkshire Pension Fund	2425/05/06	958.19	F&M 2425 12	PENSIONS
15/08/2024	HMRC	2425/05/07	1,480.12	F&M 2425 12	PAYE TAX AND NI
15/08/2024	Salaries Staff	2425/05/08	1,743.23	F&M 2425 12	SALARY STAFF 02
15/08/2024	Salaries Staff	2425/05/09	1,569.98	F&M 2425 12	SALARY STAFF 04
15/08/2024	Time In Time Out Media	2425/05/10	252.00	F&M 2425 12	COUNCIL NEWS
15/08/2024	Salaries Staff	2425/05/11	1,442.29	F&M 2425 12	SALARY STAFF 05
20/08/2024	REDBAK LTD	2425/05/12	330.00	F&M 2425 12	FLYER FOR COMMUNITY EVENT
20/08/2024	Enterprise Print	2425/05/13	24.00	F&M 2425 47ii	PRINTING BUS FLYERS
20/08/2024	ZONKEY	2425/05/14	927.00	2425 47ii	WEBSITE DEPOSIT
20/08/2024	HCHCT	2425/05/15	100.00	F&M 2425 12	ROOM HIRE 9 NOV
20/08/2024	Document Logic	2425/05/16	42.10	F&M 2425 12	PHOTOCOPYING
20/08/2024	HCHCT	2425/05/17	40,000.00	F&M 2425 51	GRANT - WORKS PROGRAMME
20/08/2024	npower	2425/05/18	107.77	F&M 2425 12	ELECTRICITY HOLMFIRTH TOILETS
20/08/2024	West Yorks Combined Authority	2425/05/19	1,971.00	F&M 2425 12	HV MINIBUS SERVICE JUL
20/08/2024	YLCA	2425/05/20	26.30	F&M 2425 12	WEBINAR - GREEN BELT & CA
20/08/2024	Vision ICT	2425/05/21	24.00	F&M 2425 12	HOSTED EMAIL ACCOUNT
20/08/2024	COLNE VALLEY DESIGN	2425/05/22	504.00		DRAWINGS FOR SOLAR PANELS
20/08/2024	Staff 02	2425/05/23	129.90	F&M 2425 12	REIMBURSEMENT CANVA SUB
20/08/2024	Maintenance Contractor	2425/05/24	1,928.84	F&M 2425 12	MAINTENANCE
20/08/2024	Maintenance Contractor	2425/05/25	221.30	F&M 2425 12	EXPENSES

<b>Total Payments</b>	<u>60,705.33</u>
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*[Handwritten Signature]*  
30/9/24

# Holme Valley Parish Council Cash Book 2024-25

## HSBC Community Current Account

### Schedule of Payments September 2024

No	HVPC ref	Payment Sent Date	Payment method	Check v Submitt	To pay	Inv date	Inv number	Description	Net	Vat	Gross	Authorisation to Pay	Legislation
1	2024/06/01	09/09/2024	BANK CHARGE	<input type="checkbox"/>	HSBC			BANK CHARGES	£16.60	£0.00	£16.60	FAM 2425 12	GA 1972 5111
2	2024/06/02	09/09/2024	DD	<input type="checkbox"/>	BRITISH TELECOM			INTERNET AND PHONE	£81.40	16.28	£97.68	FAM 2425 12	GA 1972 5111
		10/09/2024	BACS	<input type="checkbox"/>	SLCC			CILCA EXTENSION STAFF 04	£50.00	£0.00	£50.00	FAM 2425 12	GA 1972 5112
		10/09/2024	SO	<input type="checkbox"/>	STAFF 02			REIMBURSEMENT - ZOOM JUL	£12.99	£2.60	£15.59	FAM 2425 12	GA 1972 5111
		10/09/2024	SO	<input type="checkbox"/>	STAFF 02			REIMBURSEMENT - ZOOM SEP	£12.99	£2.60	£15.59	FAM 2425 12	GA 1972 5112
		10/09/2024	SO	<input type="checkbox"/>	STAFF 02			REIMBURSEMENT - ZOOM SEP	£12.99	£2.60	£15.59	FAM 2425 12	GA 1972 5111
		10/09/2024	BACS	<input type="checkbox"/>	DOCUMENT LOGIC			SETTING UP NEW COPIER	£125.00	£25.00	£150.00	FAM 2425 12	GA 1972 5111
		10/09/2024	BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR			MAINTENANCE	£1,691.07	£0.00	£1,691.07	FAM 2425 12	GA 1972 5111
		10/09/2024	BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR			EXPENSES	£223.69	£39.35	£263.04	FAM 2425 12	GA 1972 5111
		10/09/2024	BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR			FITTING SINK GARTSIDE SHOP UNIT	£300.00	£0.00	£300.00	FAM 2425 12	GA 1972 5111
		10/09/2024	BACS	<input type="checkbox"/>	DOCUMENT LOGIC			PHOTOCOPIING	£25.00	£0.00	£25.00	FAM 2425 12	GA 1972 5111
		10/09/2024	BACS	<input type="checkbox"/>	WEST YORKSHIRE COMBINED AUTHORITY			HV MINIBUS SERVICE AUG	£1,971.00	£0.00	£1,971.00	FAM 2425 12	GA 1972 5111
		10/09/2024	BACS	<input type="checkbox"/>	NPOWER			ELECTRICITY HOLMFIRTH TOILETS AUG	£117.53	£5.60	£123.13	FAM 2425 12	GA 1972 5111
		16/09/2024	SO	<input type="checkbox"/>	WEST YORKSHIRE PENSIONS FUND			PENSIONS	£958.18	£0.00	£958.18	FAM 2425 12	GA 1972 5111
		16/09/2024	SO	<input type="checkbox"/>	HMRC			PAYE TAX AND NI	£1,480.12	£0.00	£1,480.12	FAM 2425 12	GA 1972 5111
		16/09/2024	SO	<input type="checkbox"/>	SALARIES STAFF			SALARY STAFF 02	£1,743.23	£0.00	£1,743.23	FAM 2425 12	GA 1972 5112
		16/09/2024	SO	<input type="checkbox"/>	SALARIES STAFF			SALARY STAFF 04	£1,570.18	£0.00	£1,570.18	FAM 2425 12	GA 1972 5112
		16/09/2024	SO	<input type="checkbox"/>	TIME IN TIME OUT MEDIA			TITO - MONTHLY COUNCIL NEWS - OCT 2024	£210.00	£42.00	£252.00	FAM 2425 12	GA 1972 5112
		16/09/2024	SO	<input type="checkbox"/>	SALARIES STAFF			SALARY STAFF 05	£1,442.69	£0.00	£1,442.69	FAM 2425 12	GA 1972 5112
		17/09/2024	BACS	<input type="checkbox"/>	PKF LITTLEJOHN			LIMITED ASSURANCE REVIEW OF THE AGAR	£840.00	£0.00	£840.00	FAM 2425 12	GA 1972 5111
		17/09/2024	BACS	<input type="checkbox"/>	NALC			UNLEASHING THE POWER OF LOCAL COUNCILS	£52.04	£0.00	£52.04	FAM 2425 12	GA 1972 5111
		17/09/2024	BACS	<input type="checkbox"/>	SIMON BLYTH			WORK ASSOCIATED WITH LETTING GARTSIDE BUILDING	£600.00	£100.00	£700.00	FAM 2425 12	GA 1972 5111
		17/09/2024	BACS	<input type="checkbox"/>	HOLME VALLEY LIONS			LIONS CHARTER DINNER X 1	£30.00	£0.00	£30.00	FAM 2425 12	GA 1972 5111
		17/09/2024	BACS	<input type="checkbox"/>	ROYAL BRITISH LEGION			REMEMBRANCE POPPY WREATHS	£160.00	£0.00	£160.00	FAM 2425 12	GA 1972 5112
		19/09/2024	BACS	<input type="checkbox"/>	SPENCER FABRICATIONS			BENCH LEGS X 18	£792.00	£158.40	£950.40	FAM 2425 12	GA 1972 5112
		19/09/2024	BACS	<input type="checkbox"/>	GRENKE			PHOTOCOPIER LEASE 13/08/2024 - 30/09/2024	£75.52	12.59	£88.11	FAM 2425 12	GA 1972 5111
		19/09/2024	BACS	<input type="checkbox"/>	GRENKE			DOCUMENTATION FEE	£140.00	£28.00	£168.00	FAM 2425 12	GA 1972 5111
		19/09/2024	BACS	<input type="checkbox"/>	GRENKE			ADMIN CHARGE PLUS INTEREST	£40.08	£0.00	£40.08	FAM 2425 12	GA 1972 5111
		19/09/2024	BACS	<input type="checkbox"/>	GRENKE			SERVICE NAPPY DISPOSAL UNITS	£54.50	10.90	£65.40	FAM 2425 12	GA 1972 5111
		19/09/2024	BACS	<input type="checkbox"/>	PRINCIPLE HYGIENE			WEBSITE BUID, DATA MIGRATION, HOSTING	£1,367.50	£273.50	£1,641.00	FAM 2425 12	GA 1972 5111
				<input type="checkbox"/>	ZONKEY				£16,078.12	£724.42	£16,802.54		

30/9/24



Date: 10/09/2024

Holme Valley Parish Council

Page 1

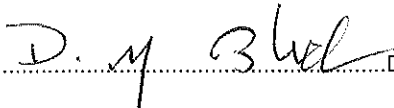
Time: 14:55

Bank Reconciliation Statement as at 31/08/2024  
for Cashbook 1 - HSBC Current A/C

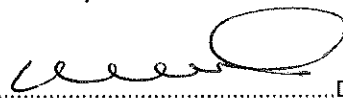
User: RFO

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current A/C	31/08/2024		106,348.90
			<u>106,348.90</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			106,348.90
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			106,348.90
		Balance per Cash Book is :-	106,348.90
		Difference is :-	0.00

## Signatory 1:

Name D. Mary Blacker Signed  Date 30 Sep '24

## Signatory 2:

Name M. A. Wilson Signed  Date 30/9/24



Contact tel 03457 60 60 60  
 see reverse for call times  
 Text phone 03457 125 563  
 used by deaf or speech impaired customers  
 www.hsbc.co.uk

## Your Statement

Holme Valley Parish  
 Council  
 Holmfirth Civic Hall  
 Huddersfield Road  
 Holmfirth  
 West Yorkshire  
 HD9 3AS



### Account Summary

Opening Balance	159,847.39
Payments In	933.13
Payments Out	53,855.09
Closing Balance	106,925.43

6 August to 5 September 2024

#### Account Name

Holme Valley Parish Council

### Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
05 Aug 24	BALANCE BROUGHT FORWARD			159,847.39
07 Aug 24	DD	56.47		159,790.92
09 Aug 24	CR			
15 Aug 24	SO		340.00	160,130.92
	SO	958.19		
	SO	1,480.12		
	SO	1,743.23		
	SO	1,569.98		
	SO	252.00		
	SO	1,442.29		152,685.11
20 Aug 24	BP	330.00		
	BP	24.00		
	BP	927.00		
	BP	100.00		
	BP	42.10		
				151,262.01



Contact tel 03457 60 60 60  
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6 August to 5 September 2024

## Your Statement

Account Name  
Holme Valley Parish Council

Sortcode Account Number Sheet Number

### Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	<b>BALANCE BROUGHT FORWARD</b>			151,262.01
	BP	40,000.00		
	BP	107.77		
	BP	1,971.00		
	BP	26.30		
	BP	24.00		
	BP	504.00		
	BP	129.90		
	BP	1,928.84		
	BP	221.30		106,348.90
03 Sep 24	DR	16.60		
	CR		310.52	106,642.82
04 Sep 24	CR		10.35	106,653.17
05 Sep 24	CR		272.26	106,925.43
05 Sep 24	<b>BALANCE CARRIED FORWARD</b>			<b>106,925.43</b>

### Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [fscs.org.uk](http://fscs.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([hsbc.co.uk/fscs/](http://hsbc.co.uk/fscs/)).

Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not applied			Debit interest		21.34%

Date:10/09/2024

Holme Valley Parish Council

Page 1

Time: 14:57

Bank Reconciliation Statement as at 31/08/2024  
for Cashbook 2 - Money Manager - HSBC

User: RFO

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC - Money Manager	31/08/2024		55,679.13
			<u>55,679.13</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			55,679.13
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			55,679.13
		Balance per Cash Book is :-	55,679.13
		Difference is :-	0.00

Signatory 1:

Name D. Mary Blacker Signed D. M. Blacker Date 30 Sep '24

Signatory 2:

Name M. A. Wilson Signed [Signature] Date 30/9/24



Contact tel 03457 60 60 60  
 see reverse for call times  
 Text phone 03457 125 563  
 used by deaf or speech impaired customers  
[www.hsbc.co.uk](http://www.hsbc.co.uk)

## Your Statement

Holme Valley Parish  
 Council  
 Holmfirth Civic Hall  
 Huddersfield Road  
 Holmfirth  
 West Yorkshire  
 HD9 3AS



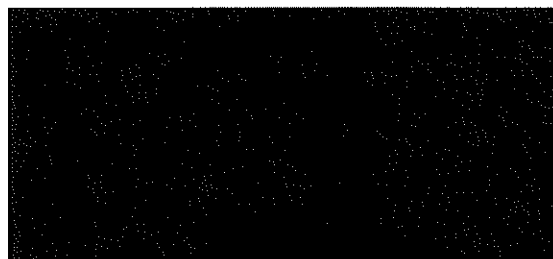
### Account Summary

Opening Balance	55,679.13
Payments In	0.00
Payments Out	0.00
Closing Balance	55,679.13

Interest Rate - Valid as at end date of the statement period  
 1.95% AER

6 August to 5 September 2024

Account Name  
 Holme Valley Parish Council



### Your Business Money Manager details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
05 Aug 24	BALANCE BROUGHT FORWARD			55,679.13
05 Sep 24	BALANCE CARRIED FORWARD			55,679.13

### Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [fscs.org.uk](http://fscs.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([hsbc.co.uk/fscs/](http://hsbc.co.uk/fscs/)).

Date:10/09/2024

Holme Valley Parish Council

Page 1

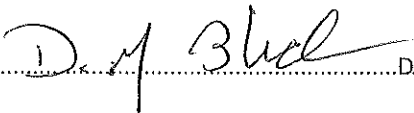
Time: 14:57

Bank Reconciliation Statement as at 31/08/2024  
for Cashbook 5 - CCLA Deposit Fund

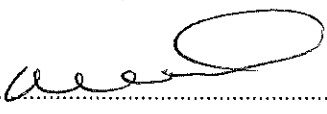
User: RFO

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Deposit Fund	31/08/2024		75,000.00
			<u>75,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			75,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			75,000.00
		Balance per Cash Book is :-	75,000.00
		Difference is :-	0.00

Signatory 1:

Name D. Mary Blacker Signed  Date 30 Sep '24

Signatory 2:

Name M. A. Wilson Signed  Date 30/9/24



## Statement of Account

Mr McGill  
 Holme Valley Parish Council  
 Huddersfield Civic Hall  
 Huddersfield Road  
 HOLMFIRTH  
 HD9 3AZ

5 September 2024

Account name: **HOLME VALLEY PARISH COUNCIL**  
 Account number: XXXXXXXXXX  
 Statement period: XXXXXXXXXX

### Account summary

Total valuation as at 31 August 2024 **£75,000.00**  
 Total valuation as at last statement at 31 July 2024 **£75,000.00**

### Holdings as at 31 August 2024

Fund name	Unit/share holdings	Price per unit/share	Value
<b>The Public Sector Deposit Fund SC4</b> GB00B3LDFH01	75,000.0000	£1.00	£75,000.00
<b>Total value</b>			<b>£75,000.00</b>

The average Fund yield for this period was 5.04% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Jul 2024	02/08/2024	Paid to Nominated Bank Details	£329.92	

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

[clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk)

Freephone 0800 022 3505

[www.ccla.co.uk](http://www.ccla.co.uk)

Fund documentation is available at [www.ccla.co.uk/investments](http://www.ccla.co.uk/investments), or may be requested from our Client Services team. Telephone calls are recorded.  
 CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.  
 Registered address: One Angel Lane, London EC4R 3AB.

Date: 10/09/2024

Holme Valley Parish Council

Page 1

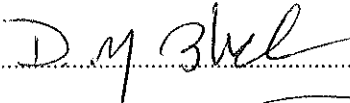
Time: 15:05

Bank Reconciliation Statement as at 31/08/2024  
for Cashbook 7 - Unity Trust Current Account T2

User: RFO

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Current Account T2	31/08/2024		1,200.00
			<u>1,200.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,200.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,200.00
		Balance per Cash Book is :-	1,200.00
		Difference is :-	0.00

Signatory 1:

Name D. Mary Blacka Signed  Date 30 Sep '24

Signatory 2:

Name M. A. Wilson Signed  Date 30/9/24



# Your Account Statement



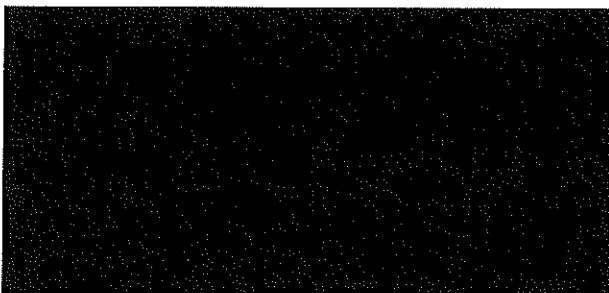
For Businesses. For Communities. For Good.

Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

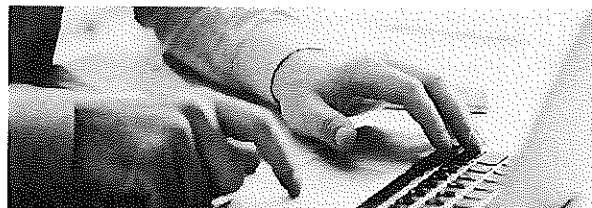
[REDACTED]  
Holme Valley Parish Council  
Holmfirth Civic Hall (Top Floor)  
Huddersfield Road  
Holmfirth  
HD9 3AS

Date: 31/08/2024

Account Name: Holme Valley Parish Council



Our unauthorised overdraft charges are changing from tracked rate of 25% above base rate to a fixed Nominal rate 25% EAR (Equivalent Annual Rate 28.39%). To find out more read our Overdrafts Key Features document and our Standard Service Tariff available at [www.unity.co.uk](http://www.unity.co.uk)



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](http://FSCS.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](http://unity.co.uk/fscs)

## Contact Us

- Call us: 0345 140 1000
- Email us: [us@unity.co.uk](mailto:us@unity.co.uk)
- Visit us: [unity.co.uk](http://unity.co.uk)

## Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/07/2024		Balance brought forward	£0.00	£0.00	£500.00
06/08/2024	Credit	ENVIRONMENT KIRKLEES LTD	£0.00	£700.00	£1,200.00

Page number 1 of 2

Statement number 002

For Businesses.  
For Communities.  
For Good.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.

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Date: 10/09/2024

Holme Valley Parish Council

Page 1

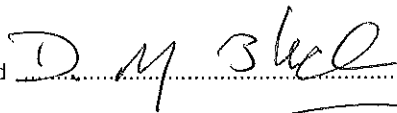
Time: 15:03

Bank Reconciliation Statement as at 31/08/2024  
for Cashbook 8 - Unity Trust Instant Access A/C


User: RFO

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Instant Access	31/08/2024		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name D. Mary Blacka Signed  Date 30 Sep '24

Signatory 2:

Name M. A. Wilson Signed  Date 30/9/24

# Your Account Statement



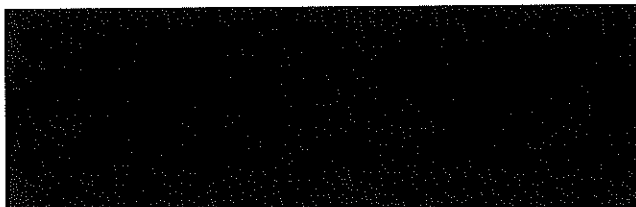
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Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

[REDACTED]  
Holme Valley Parish Council  
Holmfirth Civic Hall (Top Floor)  
Huddersfield Road  
Holmfirth  
HD9 3AS

**Date:** 31/08/2024




**Account Name:** Holme Valley Parish Council

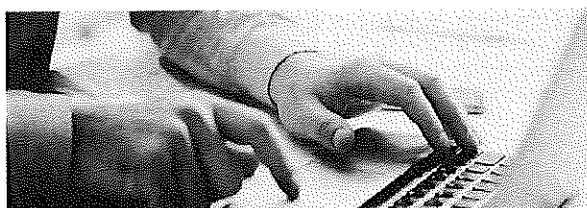


Our unauthorised overdraft charges are changing from tracked rate of 25% above base rate to a fixed Nominal rate 25% EAR (Equivalent Annual Rate 28.39%). To find out more read our Overdrafts Key Features document and our Standard Service Tariff available at [www.unity.co.uk](http://www.unity.co.uk)

The credit interest rate is 0.00% AER as of your statement date.

## Contact Us

-  Call us: 0345 140 1000
-  Email us: [us@unity.co.uk](mailto:us@unity.co.uk)
-  Visit us: [unity.co.uk](http://unity.co.uk)



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](http://FSCS.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](http://unity.co.uk/fscs)

## Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/07/2024		Balance brought forward	£0.00	£0.00	£0.00

Page number 1 of 2

Statement number 002

**For Businesses.  
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Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.

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Date:14/08/2024

Holme Valley Parish Council

Page 1

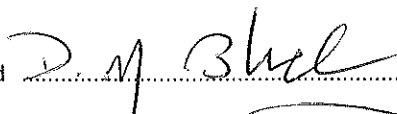
Time: 15:03

Bank Reconciliation Statement as at 31/07/2024  
for Cashbook 1 - HSBC Current A/C

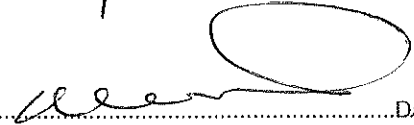
User: RFO

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current A/C	31/07/2024		166,384.31
			<u>166,384.31</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			166,384.31
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			166,384.31
		Balance per Cash Book is :-	166,384.31
		Difference is :-	0.00

Signatory 1:

Name D. Mary Blacker Signed  Date 30 Sep '24

Signatory 2:

Name M. A. Wilson Signed  Date 30/9/24



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 Text phone 03457 125 563  
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 www.hsbc.co.uk

6 July to 5 August 2024

Account Name  
 Holme Valley Parish Council

## Your Statement

Sortcode Account Number Sheet Number

### Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BP			167,905.00
	BP	1,822.00		
	BP	156.51		
	BP	66.31		165,860.18
29 Jul 24	CHQ	500.00		
	CHQ	500.00		
	CR		500.00	165,360.18
31 Jul 24	CR		1,024.13	166,384.31
01 Aug 24	BP			
	BP	1,908.00		
	BP	15.54		
	BP			
02 Aug 24	CR	4,924.80		159,535.97
03 Aug 24	DR		329.92	159,865.89
		18.50		159,847.39
05 Aug 24				159,847.39

### Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [fscs.org.uk](https://www.fscs.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([hsbc.co.uk/fscs/](https://www.hsbc.co.uk/fscs/)).

Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not applied			Debit interest		21.34%

Date: 14/08/2024  
Time: 15:02

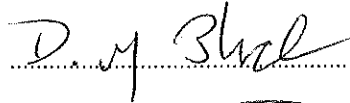
Holme Valley Parish Council

Page 1  
User: RFO

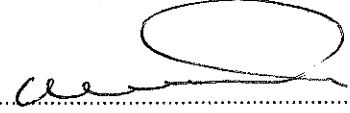
Bank Reconciliation Statement as at 31/07/2024  
for Cashbook 2 - Money Manager - HSBC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC - Money Manager	31/07/2024		55,679.13
			<u>55,679.13</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			55,679.13
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			55,679.13
		Balance per Cash Book is :-	55,679.13
		Difference is :-	0.00

Signatory 1:

Name D. Mary Blacka Signed  Date 30 Sep '24

Signatory 2:

Name M. A. Wilson Signed  Date 30/9/24



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see reverse for call times  
Text phone 03457 125 563  
used by deaf or speech impaired customers  
[www.hsbc.co.uk](http://www.hsbc.co.uk)

## Your Statement

Holme Valley Parish  
Council  
Holmfirth Civic Hall  
Huddersfield Road  
Holmfirth  
West Yorkshire  
HD9 3AS



### Account Summary

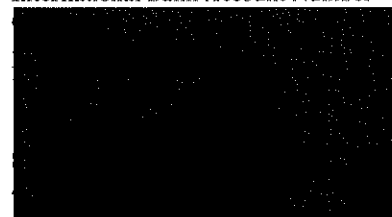
Opening Balance	55,679.13
Payments In	0.00
Payments Out	0.00
Closing Balance	55,679.13

Interest Rate - Valid as at end date of the statement period  
1.95% AER

6 July to 5 August 2024

Account Name  
Holme Valley Parish Council

International Bank Account Number



et Number

### Your Business Money Manager details

Date	Payment type and details	Paid out	Paid in	Balance
05 Jul 24	BALANCE BROUGHT FORWARD			55,679.13
05 Aug 24	BALANCE CARRIED FORWARD			55,679.13

### Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [fscs.org.uk](http://fscs.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([hsbc.co.uk/fscs/](http://hsbc.co.uk/fscs/)).

Date:14/08/2024

Holme Valley Parish Council

Page 1

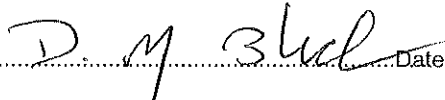
Time: 15:04

Bank Reconciliation Statement as at 31/07/2024  
for Cashbook 5 - CCLA Deposit Fund

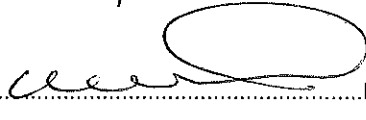
User: RFO

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Deposit Fund	31/07/2024		75,000.00
			<u>75,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			75,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			75,000.00
		<b>Balance per Cash Book is :-</b>	<b>75,000.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name D. Mary Blackley Signed  Date 30 Sep '24

Signatory 2:

Name M. A. Wilson Signed  Date 30/9/24





## Statement of Account

Mr McGill  
 Holme Valley Parish Council  
 Huddersfield Civic Hall  
 Huddersfield Road  
 HOLMFIRTH  
 HD9 3AZ

5 August 2024

Account name: **HOLME VALLEY PARISH COUNCIL**  
 Account number: XXXXXXXXXX  
 Statement period: **30/06/2024 to 31/07/2024**

### Account summary

Total valuation as at 31 July 2024 **£75,000.00**  
 Total valuation as at last statement at 30 June 2024 **£75,000.00**

### Holdings as at 31 July 2024

Fund name	Unit/share holdings	Price per unit/share	Value
<b>The Public Sector Deposit Fund SC4</b> GB00B3LDFH01	75,000.0000	£1.00	£75,000.00
			<b>Total value</b>
			<b>£75,000.00</b>

The average Fund yield for this period was 5.18% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Jun 2024	02/07/2024	Paid to Nominated Bank Details	£320.73	

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

[clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk)

Freephone 0800 022 3505

[www.ccla.co.uk](http://www.ccla.co.uk)

Fund documentation is available at [www.ccla.co.uk/investments](http://www.ccla.co.uk/investments), or may be requested from our Client Services team. Telephone calls are recorded.  
 CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.  
 Registered address: One Angel Lane, London EC4R 3AB.

Date:14/08/2024

Holme Valley Parish Council

Page 1

Time: 15:35

Bank Reconciliation Statement as at 31/07/2024  
for Cashbook 7 - Unity Trust Current Account T2

User: RFO

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Current Account T2	31/07/2024		500.00
			<hr/> 500.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			500.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			500.00
		Balance per Cash Book is :-	500.00
		Difference is :-	0.00

Signatory 1:

Name D. Mary Blacka Signed D. J. Black Date 30 Sep '24

Signatory 2:

Name M. A. Wilson Signed [Signature] Date 30/9/24

# Your Account Statement



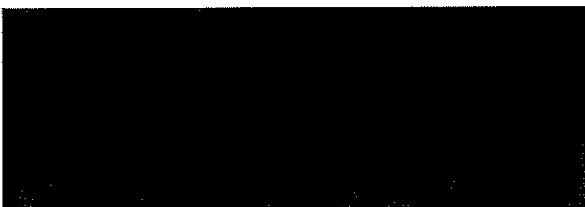
For Businesses. For Communities. For Good.

Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

[REDACTED]  
Holme Valley Parish Council  
Holmfirth Civic Hall (Top Floor)  
Huddersfield Road  
Holmfirth  
HD9 3AS

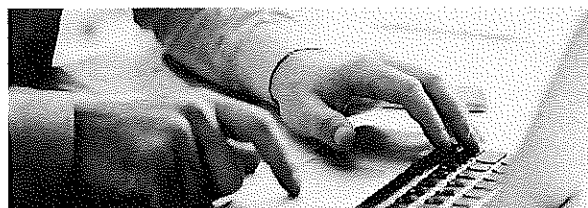
**Date:** 31/07/2024

**Account Name:** Holme Valley Parish Council






Your arranged overdraft limit is £0.00

Our unauthorised overdraft charges are changing from tracked rate of 25% above base rate to a fixed Nominal rate 25% EAR (Equivalent Annual Rate 28.39%). To find out more read our Overdrafts Key Features document and our Standard Service Tariff available at [www.unity.co.uk](http://www.unity.co.uk)



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](http://FSCS.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](http://unity.co.uk/fscs)

## Contact Us

-  Call us: 0345 140 1000
-  Email us: [us@unity.co.uk](mailto:us@unity.co.uk)
-  Visit us: [unity.co.uk](http://unity.co.uk)

## Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
25/07/2024		Balance brought forward	£0.00	£0.00	£0.00
29/07/2024	Credit	Credit 123456	£0.00	£500.00	£500.00

Page number 1 of 6

Statement number 001

**For Businesses.  
For Communities.  
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.

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Date:14/08/2024

Holme Valley Parish Council

Page 1


Time: 15:37

Bank Reconciliation Statement as at 31/07/2024  
for Cashbook 8 - Unity Trust Instant Access A/C

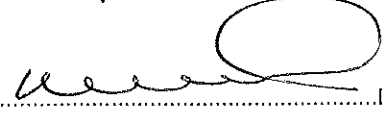
User: RFO

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Instant Access	31/07/2024		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name D. Mary Blacka Signed  Date 30 Sep '24

Signatory 2:

Name M. A. Wilson Signed  Date 30/9/24

# Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

Mr Richard McGill  
Holme Valley Parish Council  
Holmfirth Civic Hall (Top Floor)  
Huddersfield Road  
Holmfirth  
HD9 3AS

**Date:** 31/07/2024

**Account Name:** Holme Valley Parish Council

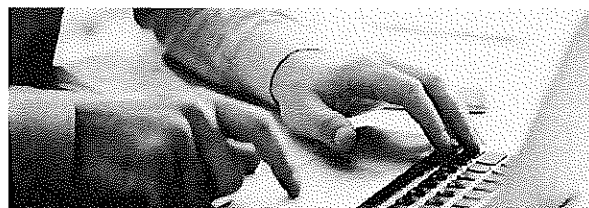


Our unauthorised overdraft charges are changing from tracked rate of 25% above base rate to a fixed Nominal rate 25% EAR (Equivalent Annual Rate 28.39%). To find out more read our Overdrafts Key Features document and our Standard Service Tariff available at [www.unity.co.uk](http://www.unity.co.uk)

The credit interest rate is 0.00% AER as of your statement date.

## Contact Us

- Call us: 0345 140 1000
- Email us: [us@unity.co.uk](mailto:us@unity.co.uk)
- Visit us: [unity.co.uk](http://unity.co.uk)



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](http://FSCS.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](http://unity.co.uk/fscs)

### Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
25/07/2024		Balance brought forward	£0.00	£0.00	£0.00
29/07/2024	Credit	Credit 123456	£0.00	£500.00	£500.00
30/07/2024	Debit	Unpaid Cheque HOLME VALLEY PARISH COUNCIL	£500.00	£0.00	£0.00

Page number 1 of 6

Statement number 001

For Businesses.  
For Communities.  
For Good.

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Organisation	Application	Amount requested	Award	Response to notification of award	Response to notification of payment 14 <sup>th</sup> November 2024
Honley Business Association	Upkeep of Honley defibs x 6	£1,000	£1,000	Fabulous thanks all, as it is for ongoing maintenance as required I am oping it will take quite a wile to spend it but I will certainly do an update with some photos and usage of the defibs with copies of invoices as we spend it 😊 Many thanks for considering this, at HBA we really appreciate the support we receive HVPC 😊	Yes received with thanks
Brockholes Bowling Club	Toilets development	£5,000	£4,200	On behalf of Brockholes Bowling club, we would like to thank you for your generous grant and we will be starting our plans to update the toilets of our club. We will keep a record of our progress and report back to the Holme Valley Parish Council.  Again, thank you so much.	Thank you. We have scheduled the works on the toilets to start on the second week of January and will keep you informed of every stage of the upgrading. I have asked our treasurer to confirm receipt of monies and will confirm to you asap.  I would like to confirm receipt of our grant of £4,200 in Brockholes BC's bank account, thank you.
Brockholes Village Trust	Repainting etc village hall	£4,194	£0	Thanks for letting us know. It's a little disappointing but we appreciate the reasons and the support and help we've had from previous bids.  We need to get some of the work outlined in the application carried out, hopefully before Christmas, because of the crumbling plasterwork in the kitchen but will consider whether any further application needs to be made early in the new year.	
Cartworth Moor Cricket Club	Solar Panels	£5,000	£2,500	Apologies for the slow reply, but thanks to the Council for the grant. We were just wondering if there was a reason for just making half the grant that we applied for, or if there is anything to learn from this if we were to make any further applications?	We are still pursuing other grants to try to get the solar panel project of the ground. This may be a silly question, but if we are still short, would a further application to HVPC in the next grant round be out of the question?
Hepworth Band	Refurbishment of band room	£5,000	£0	No reply.	
Holmfirth Tech	Development of dance studio	£4,826.23	£0	No reply.	
Holme Village Community Centre	Install of toilets	£5,000	£5,000	Thank you so much for your e-mail and the excellent news that it brought! The grant will be invaluable in furthering our ambition to finalise renovation work at the Community Centre. We will keep the Parish Council updated on our progress, but the £5000 grant will enable us to do all the plumbing and installation works for the upstairs toilets and this will be another big step in the right direction.  We will in due course write to the Parish Council but at a suitable time we would appreciate it if you would pass on our thanks to them. The grants they have provided have been vital to our progress but above and beyond the grants, members of the Parish Council have shown a lot of interest and support in the project to develop a community centre for the village. We very much appreciate this and having now opened the ground floor for community activity, we look forward to opening up the whole building in the not-too-distant future. Our sincere thanks go to all on the Parish Council.	Thanks for your e-mail. I've just contacted our Treasurer who has checked with the bank and yes, we can confirm that we have received the £5,000 grant fund. Thanks very much for arranging this. I've shared the info you sent on what was needed regarding feedback, receipts etc with the other trustees, and we will be happy to provide this in due course.  Regards,

Just Hoop CIC	For community focused aspects of the project	£5,000	£5,000	This is amazing news, thank you so much! I will be in touch prior to spending to confirm it is something that is appropriate.	Nice to meet you the other day, we enjoyed the event. Yes, I can confirm receipt of the money into our account.  No problem, happy to send over the evaluation form along with photos once we have it ordered. (I will also probably send you it in advance to confirm it is something that you guys are happy to fund if that's okay). Many thanks!
Upperthong Village Hall	Towards replacement of hall roof	£5,000	£0	No reply.	
Friends of Honley	Seasonal planting	£1,500	£1,500	No reply.	just a massive note of thanks from FoH to you and all the committee for these funds. You really help us make a difference for our community. You help put the smiles on peoples' faces. 🙏
Holmfirth Harriers	Solars panels etc	£5,000	£5,000	Many thanks for this .... , it's much appreciated. We will set the wheels in motion to undertake the installation, and I will complete the evaluation form in say six months when we have sufficient data to write an informed report.	Many thanks for this, I can confirm we've received the funds. I will provide invoices and receipts in due course, and will of course provide some photos and a brief report once we've begun to see the benefits of the system.  Thanks,
Sharing Memories	Artist fees, taxis etc	£1,490	£1,490	What a lovely surprise to receive your email today – I told our members today too as I noticed your email whilst in our session. Thank you so much, it is much appreciated. The project will culminate in an exhibition at The Civic, Dec 12 – 14 <sup>th</sup> , if anyone is interested in viewing the results of the project and on Dec 13 <sup>th</sup> , we will be taking part in the coffee morning that they hold weekly at the Civic as our exhibition is in the room that they use for coffee mornings, so hopefully we will get a good number of people stopping by...	Yes we have received the funds today into our bank account. Thank you so very much. We really do appreciate the parish councils support. We have just had the leaflets printed for the exhibition at the end of the project - it's a shame we didn't have them ready for the celebration at the civic last weekend. If you know of anywhere we can put some out or put a small poster up let me know and I will drop some off... Many thanks again
Honley Village CT	Welcome Club activities	£840	£840	Thanks again to all of you for your support please call in and see us sometime and have a chat with the Welcome Club family- we are so lucky to have your support to allow us to continue what we enjoy doing every Monday 😊	Grant received, many thanks for your support.
Holmfirth Film Festival	Venue hire	£1,000	£1,000	That is very welcome news. This is a tough year financially, so this is much needed. Can you give the Committee our thanks. We really do appreciate it.	H [REDACTED] This in our bank.  Thanks
New Mill Male Voice Choir	Recruitment projects	£1,300	£0	No reply.	
Friends of Honley Library	Library activities for children	£850	£850	What a great email, thank you very much for your confidence in us and the funding which will support our delivery immensely . It's simply marvellous news. Thanks for the evaluation forms which is useful for us to be aware of right at the beginning which we shall return to you once requested . Lesley , our Treasurer, is really good at keeping tabs on the finances complete with storing safely the receipts and invoices we give her . Thank you all once again . Trust you are well too !	Good morning Thank you for your email last Thursday as a good idea to check the money has arrived . I have checked with our finance personnel, , and she can confirm it is safely with us , thank you very much . We will now implement the plans outlined in our bid , which is exciting . Many thanks to you all . As an aside I popped into the Saturday event at the Civic Hall and was delighted to see how busy it was . I was entry number 814 as close to the end . Well done as a magnificent event Take care and all good wishes 😊😊



Wooldale Community Group	X4 folding tables	£159.80	£159.80	Thats great news thank you so much, this will help us greatly when having light tables to set up & tidy away! Thanks again we really appreciate this!	I can confirm that we have received the money. Many thanks to the parish council again.
Holmfirth Tech	Food and drink for Warm Space	£1,500	£1,500	No reply.	No reply.
The Nest	Parent Support Sessions	£1,357.50	£1,357.50	No reply.	I can confirm we have received the grant money. We will send the forms once the project is complete.  Many thanks,
Vocal Expression	Choir uniforms	£1,500	£0	No reply.	
Arts for Health	Rent and sessional worker	£1,500	£1,500	Thanks for the prompt notification	I can confirm that the £1500 has been paid in to the Arts For Health CIC bank account.  Thank you from everyone associated with Arts for Health !
Honley Village CT	Halloween Party	£577.50	£200	No reply.	No reply.
Honley Village CT	Christmas Party	£587.50	£200	No reply.	No reply.
EcoHolmes	Towards website design	£1,500	£0	No reply.	
Holmfirth Businesses Together Ltd	Towards Random Acts of Kindness project	£1,500	£0	No reply.	

## List of Payments made between 01/09/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/09/2024	HSBC	2425/06/01	16.60	F&M 2425 12	BANK CHARGES
09/09/2024	British Telecom	2425/06/02	97.68	F&M 2425 12	INTERNET AND PHONE
10/09/2024	Society Local Council Clerks	2425/06/03	50.00	F&M 2425 53ia	CILCA EXTENSION JM
10/09/2024	Staff 02	2425/06/04	15.59	F&M 2425 53 ia	REIMBURSEMENT ZOOM JUL
10/09/2024	Staff 02	2425/06/05	15.59	F&M 2425 53 ia	REIMBURSEMENT ZOOM AUG
10/09/2024	Staff 02	2425/06/06	15.59	F&M 2425 53ia	REIMBURSEMENT ZOOM SEP
10/09/2024	Document Logic	2425/06/07	150.00	F&M 2425 53 ia	Photocopying
10/09/2024	Maintenance Contractor	2425/06/08	1,691.07	F&M 2425 53 ia	Maintenance
10/09/2024	Maintenance Contractor	2425/06/09	263.04	F&M 2425 53 ia	Expenses
10/09/2024	Maintenance Contractor	2425/06/10	300.00	F&M 2425 53 ia	Fitting sink in Gartside unit
10/09/2024	Document Logic	2425/06/11	30.00	F&M 2425 53 ia	Photocopying
10/09/2024	West Yorks Combined Authority	2425/06/12	1,971.00	F&M 2425 53 ia	HV Minibus Service AUG
10/09/2024	npower	2425/06/13	117.53	F&M 2425 53 ia	Electricity Holmfirth Toilets
16/09/2024	West Yorkshire Pension Fund	2425/06/14	958.19	F&M 2425 53 ia	Pensions
16/09/2024	HMRC	2425/06/15	1,479.72	F&M 2425 53 ia	PAYE Tax and NI
16/09/2024	Salaries Staff	2425/06/16	1,743.23	F&M 2425 53 ia	Salary Staff 02
16/09/2024	Salaries Staff	2425/06/17	1,570.18	F&M 2425 53 ia	Salary Staff 04
16/09/2024	Time In Time Out Media	2425/06/18	252.00	F&M 2425 53 ia	Council News
16/09/2024	Salaries Staff	2425/06/19	1,442.69	F&M 2425 53 ia	Salary Staff 05
17/09/2024	PKF Littlejohn LLP	2425/06/20	1,008.00	F&M 2425 53 ia	External Audit AGAR
17/09/2024	Natnl Assoc of Local Councils	2425/06/21	52.04	F&M 2425 53 ia	Online Conference
17/09/2024	Simon Blyth Estate Agents	2425/06/22	600.00	F&M 2425 64 ii	Work on Gartside unit let
17/09/2024	Holme Valley Lions	2425/06/23	30.00	F&M 2425 64 ii	Ticket for charter dinner
17/09/2024	Royal British Legion	2425/06/24	160.00	F&M 2425 53 ia	Poppy wreaths x 8
17/09/2024	Spencer Fabrications	2425/06/25	950.40	F&M 2425 64 ii	Bench Legs
18/09/2024	Grenke	2425/06/27	168.00	F&M 2425 53 ia	Documentation Fee
18/09/2024	Grenke	2425/06/28	40.08	F&M 2425 53 ia	Administration Charge
19/09/2024	Unity Trust Instant Access A/C	2425/06/29	500.00		Transfer to Unity Trust saving
30/09/2024	Grenke	2425/06/26	75.52	F&M 2425 53 ia	Photocopier Lease
<b>Total Payments</b>			<u>15,763.74</u>		

Date: 22/11/2024

**Holme Valley Parish Council**

Time: 13:39

**HSBC Current A/C**

**List of Payments made between 01/10/2024 and 31/10/2024**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/10/2024	Grenke	2425/07/35	141.59	F&M 2425 12	PHOTOCOPIER LEASE
03/10/2024	Grenke	2425/07/35	-141.59	F&M 2425 12	PHOTOCOPIER LEASE
04/10/2024	HSBC	2425/07/01	15.88	F&M 2425 12	BANK CHARGES
08/10/2024	British Telecom	2425/07/02	56.47	F&M 2425 12	INTERNET AND PHONE
14/10/2024	Business Stream	2425/07/03	1,115.31	F&M 2425 12	WATER SEWERAGE TO TOILETS
14/10/2024	YLCA	2425/07/21	568.10	F&M 2425 12	WHOLE COUNCIL TRAINING
15/10/2024	West Yorkshire Pension Fund	2425/07/04	958.19	F&M 2425 12	PENSIONS
15/10/2024	HMRC	2425/07/05	1,480.12	F&M 2425 12	PAYE TAX AND NI
15/10/2024	Salaries Staff	2425/07/06	1,743.23	F&M 2425 12	SALARY STAFF 02
15/10/2024	Salaries Staff	2425/07/07	1,569.98	F&M 2425 12	SALARY STAFF 04
15/10/2024	Time In Time Out Media	2425/07/08	252.00	F&M 2425 12	COUNCIL NEWS
15/10/2024	Salaries Staff	2425/07/09	1,442.49	F&M 2425 12	SALARY STAFF 05
15/10/2024	Kirklees Council	2425/07/10	9,016.17	F&M 2425 12	BY-ELECTION COSTS
15/10/2024	JRB Enterprises Ltd	2425/07/11	484.20	COUNCIL 2425 77	POO BAGS
15/10/2024	Holmfirth Festival of Folk	2425/07/12	1,500.00	F&M 2425 26 IV	GRANT - TRAFFIC MANAGEMENT &c
15/10/2024	Ramsdens Solicitors LLP	2425/07/13	960.00	F&M 2425 10	FEES RE GARTSIDE LEASE
15/10/2024	Vision ICT	2425/07/14	78.00	F&M 2425 12	.GOV.UK DOMAIN FEE
15/10/2024	YLCA	2425/07/15	35.00	F&M 2425 12	WEBINAR - PROCUREMENT
15/10/2024	Principal Hygiene	2425/07/16	65.40	F&M 2425 12	SERVICE NAPPY UNIT
15/10/2024	ZONKEY	2425/07/17	1,641.00	COUNCIL 2425 77	STAGE 2 WEBSITE BUILD
15/10/2024	Holmfirth Xmas Team	2425/07/18	1,000.00		GRANT - XMAS LIGHTS
15/10/2024	Honley Business Association	2425/07/19	1,250.00		GRANT - XMAS LIGHTS
15/10/2024	HCHCT	2425/07/20	17,565.20	COUNCIL 2425 51	GRANT - ROOF REPAIRS
15/10/2024	HCHCT	2425/07/22	96.00	F&M 2425 12	ROOM HIRE DEPOSIT
15/10/2024	npower	05/10/2024	106.81	F&M 2425 12	ELECTRICITY HOLMFIRTH TOILETS
15/10/2024	Staff 02	2425/07/24	15.59	F&M 2425 12	REIMBURSEMENT ZOOM OCT
15/10/2024	Hightown Lane Resident	2425/07/25	100.00	COUNCIL 2425 77	EX GRATIA PAYMENT
23/10/2024	Viking	2425/07/32	172.31	COUNCIL 2425 94	STATIONERY ETC
29/10/2024	YLCA	2425/07/26	26.30	F&M 2425 12	WEBINAR - COMPLAINTS &C
29/10/2024	Time In Time Out Media	2425/07/27	228.00	F&M 2425 12	COUNCIL NEWS - DOUBLE PAGE
29/10/2024	Staff 05	2425/07/28	38.38	F&M 2425 12	REIMBURSEMENT GO DADDY
29/10/2024	Staff 04	2425/07/29	98.48	F&M 2425 12	REIMBURSEMENT REFRESHMENTS
29/10/2024	Enterprise Print	2425/07/30	49.00	COUNCIL 2425 94	LEAFLETS - BIG COMMUNITY EVENT
29/10/2024	Script Media Group	2425/07/31	300.00	COUNCIL 2425 94	HOLME VALLEY REVIEW AD
31/10/2024	Maintenance Contractor	2425/07/33	1,822.41	F&M 2425 12	MAINTENANCE
31/10/2024	Maintenance Contractor	2425/07/34	414.60	COUNCIL 2425 94	EXPENSES

**Total Payments** 46,264.62

Date: 22/11/2024

**Holme Valley Parish Council**

Page 1

Time: 13:39

**Unity Trust Current Account T2**

**List of Payments made between 01/10/2024 and 31/10/2024**

---

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/10/2024	Grenke	2425/07/35	141.59	F&M 2425 12	PHOTOCOPIER LEASE
31/10/2024	Unity Trust	2425/07/36	5.40	F&M 2425 53 ia	SERVICE CHARGE

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**Total Payments**      146.99

# Holme Valley Parish Council Cash Book 2024-25

## Unity Trust T2 Current Account

### Schedule of Payments November 2024

No	HVPC ref	Payment Sent Date	Payment method	Check v Statement	To pay	Description	Net	Vat	Gross	Authorisation to Pay	Legislation
			BACS	<input type="checkbox"/>	WEST YORKSHIRE COMBINED AUTHORITY	HV MINIBUS SERVICE SEP	£1,908.00	£0.00	£1,908.00	Council 2425 12	LG&RA 1997 527
			SO	<input type="checkbox"/>	TIME IN TIME OUT MEDIA	TITO - MONTHLY COUNCIL NEWS - DEC 2024	£210.00	£42.00	£252.00	Council 2425 94	LGA 1972 5142
			BACS	<input type="checkbox"/>	DK PRINT LTD	A5/A4 FLYERS RE TOURISM STRATEGY	£39.00	£0.00	£39.00	Council 2425 94	LGA 1972 5144
			BACS	<input type="checkbox"/>	YLCA	TRAINING - CHAIRING SKILLS	£105.30	£0.00	£105.30	Council 2425 94	LGA 1972 5111
			BACS	<input type="checkbox"/>	STAFF 02	REIMBURSEMENT - ZOOM NOV	£12.99	£2.60	£15.59	Council 2425 94	LGA 1972 5111
			BACS	<input type="checkbox"/>	ENTERPRISE PRINT	BIG COMMUNITY CELEBRATION	£92.00	£0.00	£92.00	Council 2425 94	LGA 1972 5111
			DD	<input type="checkbox"/>	INFORMATION COMMISSIONERS OFFICE	DATA PROTECTION FEE	£40.00	£0.00	£40.00	Council 2425 94	LGA 1972 5111
			BACS	<input type="checkbox"/>	STAFF05	REIMBURSEMENT - FACEBOOK ADVERTISING	£50.00	£0.00	£50.00	Council 2425 94	LGA 1972 5111
			BACS	<input type="checkbox"/>	ZEST FOR PRINT LTD	BANNERS FOR BIG COMMUNITY EVENT	£226.00	£45.20	£271.20	Council 2425 94	LGA 1972 5111
			DD	<input type="checkbox"/>	NPOWER	ELECTRICITY HOLMFIRTH TOILETS OCT	£119.83	£5.99	£125.82	F&M 2324 12	PHA 1936 587
			BACS	<input type="checkbox"/>	WEST YORKSHIRE COMBINED AUTHORITY	HV MINIBUS SERVICE OCT	£1,971.00	0.00	£1,971.00	F&M 2425 12	LG&RA 1997 527
				<input type="checkbox"/>			<b>£4,774.12</b>	<b>£95.79</b>	<b>£4,869.91</b>		

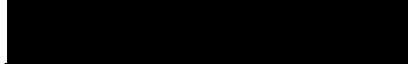
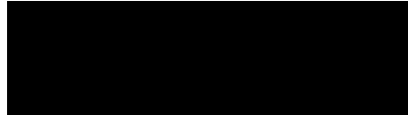


# Holme Valley Parish Council Cash Book 2024-25

## Unity Trust T2 Current Account

### Schedule of Payments December 2024

No	HVPC ref	Payment Sent Date	Payment method	Check v Statement	To pay	Inv number	Description	Net	Vat	Gross
				<input type="checkbox"/>	KIRKLEES COUNCIL		PURCHASE OF MOBILE SPEED INDICATOR DEVICES X2	£7,202.28	£0.00	£7,202.28
				<input type="checkbox"/>	BRITISH TELECOM		INTERNET AND PHONE	£88.20	9.64	£97.84
				<input type="checkbox"/>				£7,290.48	£9.64	£7,300.12



Authorisation to Pay	Legislation
F&M 2425 12	LGA 1972 S111



Date: 10/10/2024

**Holme Valley Parish Council**

Time: 16:15

**Cashbook 1**

User: RFO

**HSBC Current A/C**

For Month No: 6

**Receipts for Month 6**

**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>106,348.90</b>					<b>106,348.90</b>	
2425/06/01	Banked: <b>03/09/2024</b>	<b>310.52</b>						
2425/06/01	CCLA	310.52			1090	100	310.52	PSDF INTEREST
2425/06/02	Banked: <b>04/09/2024</b>	<b>10.35</b>						
2425/06/02	CCLA	10.35			1090	100	10.35	PSDF INTEREST
2425/06/03	Banked: <b>05/09/2024</b>	<b>272.26</b>						
2425/06/03	HSBC	272.26			1090	100	272.26	INTEREST ON BMM ACCOUNT
2425/06/04	Banked: <b>10/09/2024</b>	<b>84.00</b>						
2425/06/04	COLNE VALLEY DESIGN	84.00			1095	100	84.00	REIMBURSEMENT
2425/06/05	Banked: <b>11/09/2024</b>	<b>425.00</b>						
2425/06/05	Holmfirth Toilets	425.00			1092	100	425.00	DONATIONS
2425/06/06	Banked: <b>27/09/2024</b>	<b>197.07</b>						
2425/06/06	FRIENDS OF CLIFF REC	197.07			1095	100	197.07	RETURNED GRANT
<b>Total Receipts for Month</b>		1,299.20	0.00	0.00			1,299.20	
<b>Cashbook Totals</b>		<u>107,648.10</u>	<u>0.00</u>	<u>0.00</u>			<u>107,648.10</u>	

Date: 10/10/2024

## Holme Valley Parish Council

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## Cashbook 1

User: RFO

## HSBC Current A/C

For Month No: 6

## Payments for Month 6

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/09/2024	HSBC	2425/06/01	16.60			4215	150	16.60	BANK CHARGES
09/09/2024	British Telecom	2425/06/02	97.68		16.28	4275	150	81.40	INTERNET AND PHONE
10/09/2024	Society Local Council Clerks	2425/06/03	50.00			4060	110	50.00	CILCA EXTENSION JM
10/09/2024	Staff 02	2425/06/04	15.59		2.60	4400	150	12.99	REIMBURSEMENT ZOOM JUL
10/09/2024	Staff 02	2425/06/05	15.59		2.60	4400	150	12.99	REIMBURSEMENT ZOOM AUG
10/09/2024	Staff 02	2425/06/06	15.59		2.60	4400	150	12.99	REIMBURSEMENT ZOOM SEP
10/09/2024	Document Logic	2425/06/07	150.00		25.00	4205	150	125.00	Photocopying
10/09/2024	Maintenance Contractor	2425/06/08	1,691.07			4740	400	824.32	Maintenance - Seats & Shelters
						4320	400	866.75	Maintenance - Toilets
10/09/2024	Maintenance Contractor	2425/06/09	263.04		39.35	4740	400	70.00	Expenses - Seats & Shelters
						4320	400	131.21	Expenses - Toilets
						4325	400	22.48	Expenses - Gartside
10/09/2024	Maintenance Contractor	2425/06/10	300.00			4325	400	300.00	Fitting sink in Gartside unit
						331	0	-300.00	Fitting sink in Gartside unit
						6000	400	300.00	Fitting sink in Gartside unit
10/09/2024	Document Logic	2425/06/11	30.00		5.00	4205	150	25.00	Photocopying
10/09/2024	West Yorks Combined Authority	2425/06/12	1,971.00			4730	400	1,971.00	HV Minibus Service AUG
10/09/2024	npower	2425/06/13	117.53		5.60	4320	400	111.93	Electricity Holmfirth Toilets
16/09/2024	West Yorkshire Pension Fund	2425/06/14	958.19			4000	110	958.19	Pensions
16/09/2024	HMRC	2425/06/15	1,479.72			4000	110	1,479.72	PAYE Tax and NI
16/09/2024	Salaries Staff	2425/06/16	1,743.23			4000	110	1,743.23	Salary Staff 02
16/09/2024	Salaries Staff	2425/06/17	1,570.18			4000	110	1,570.18	Salary Staff 04
16/09/2024	Time In Time Out Media	2425/06/18	252.00		42.00	4650	350	210.00	Council News
16/09/2024	Salaries Staff	2425/06/19	1,442.69			4000	110	1,442.69	Salary Staff 05
17/09/2024	PKF Littlejohn LLP	2425/06/20	1,008.00		168.00	4210	150	840.00	External Audit AGAR
17/09/2024	Natnl Assoc of Local Councils	2425/06/21	52.04			4061	150	52.04	Online Conference
17/09/2024	Simon Blyth Estate Agents	2425/06/22	600.00		100.00	4325	400	500.00	Work on Gartside unit let
						331	0	-500.00	Work on Gartside unit let
						6000	400	500.00	Work on Gartside unit let
17/09/2024	Holme Valley Lions	2425/06/23	30.00			4200	150	30.00	Ticket for charter dinner
17/09/2024	Royal British Legion	2425/06/24	160.00			4285	150	160.00	Poppy wreaths x 8
17/09/2024	Spencer Fabrications	2425/06/25	950.40		158.40	4740	400	792.00	Bench Legs
18/09/2024	Grenke	2425/06/27	168.00		28.00	4205	150	140.00	Documentation Fee
18/09/2024	Grenke	2425/06/28	40.08			4205	150	40.08	Administration Charge
19/09/2024	Unity Trust Instant Access A/C	2425/06/29	500.00			235		500.00	Transfer to Unity Trust saving
30/09/2024	Grenke	2425/06/26	75.52		12.59	4205	150	62.93	Photocopier Lease
<b>Total Payments for Month</b>			15,763.74	0.00	608.02			15,155.72	
<b>Balance Carried Fwd</b>			91,884.36						
<b>Cashbook Totals</b>			107,648.10	0.00	608.02			107,040.08	

Date: 10/10/2024

**Holme Valley Parish Council**

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**Cashbook 2**

User: RFO

**Money Manager - HSBC**

For Month No: 6

**Receipts for Month 6**

**Nominal Ledger Analysis**

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

Date: 10/10/2024

## Holme Valley Parish Council

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## Cashbook 2

User: RFO

## Money Manager - HSBC

For Month No: 6

## Payments for Month 6

## Nominal Ledger Analysis

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

Date: 10/10/2024

**Holme Valley Parish Council**

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**Cashbook 5**

User: RFO

**CCLA Deposit Fund**

For Month No: 6

**Receipts for Month 6**

**Nominal Ledger Analysis**

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

Date: 10/10/2024

## Holme Valley Parish Council

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## Cashbook 5

User: RFO

## CCLA Deposit Fund

For Month No: 6

## Payments for Month 6

## Nominal Ledger Analysis

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

Date: 10/10/2024

## Holme Valley Parish Council

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## Cashbook 7

User: RFO

## Unity Trust Current Account T2

For Month No: 6

## Receipts for Month 6

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	<b>Balance Brought Fwd :</b>	<b>1,200.00</b>					<b>1,200.00</b>	
	Banked:	<b>0.00</b>						
			0.00				0.00	
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>1,200.00</u>	<u>0.00</u>	<u>0.00</u>			<u>1,200.00</u>	

Date: 10/10/2024

## Holme Valley Parish Council

Page: 2

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## Cashbook 7

User: RFO

## Unity Trust Current Account T2

For Month No: 6

## Payments for Month 6

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
30/09/2024	Unity Trust	2425/06/30	0.30			4215	150	0.30	Manual Credit Charge
30/09/2024	Unity Trust	2425/06/31	8.32			4215	150	8.32	Bank Charges
<b>Total Payments for Month</b>			8.62	0.00	0.00			8.62	
<b>Balance Carried Fwd</b>			1,191.38						
<b>Cashbook Totals</b>			<u>1,200.00</u>	<u>0.00</u>	<u>0.00</u>			<u>1,200.00</u>	



Date: 10/10/2024

## Holme Valley Parish Council

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## Cashbook 8

User: RFO

## Unity Trust Instant Access A/C

For Month No: 6

## Receipts for Month 6

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: <b>19/09/2024</b>	<b>500.00</b>						
2425/06/29	HSBC Current A/C	500.00			200		500.00	Transfer to Unity Trust saving
	Banked: <b>30/09/2024</b>	<b>0.41</b>						
2425/06/07	Unity Trust	0.41			1090	100	0.41	Interest on Instant Access
<b>Total Receipts for Month</b>		500.41	0.00	0.00			500.41	
<b>Cashbook Totals</b>		<u>500.41</u>	<u>0.00</u>	<u>0.00</u>			<u>500.41</u>	

Date: 10/10/2024

## Holme Valley Parish Council

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## Cashbook 8

User: RFO

## Unity Trust Instant Access A/C

For Month No: 6

## Payments for Month 6

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	<b>Total Payments for Month</b>		0.00	0.00	0.00			0.00	
	<b>Balance Carried Fwd</b>		500.41						
	<b>Cashbook Totals</b>		500.41	0.00	0.00			500.41	

Date : 10/10/2024

**Holme Valley Parish Council**

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Trial Balance for Month No: 6

User : RFO

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
105	VAT Control A/c			1,145.10	
200	HSBC Current A/C			91,884.36	
205	Money Manager - HSBC			55,679.13	
220	CCLA Deposit Fund			75,000.00	
230	Unity Trust Current Account T2			1,191.38	
235	Unity Trust Instant Access A/C			500.41	
310	General Reserves				87,098.06
323	EMR Com Asset-Others in Valley				2,017.00
325	EMR Election Fund				7,000.00
326	EMR Defibrillator Special Resr				1,738.51
331	EMR Gartside Building				4,200.00
332	EMR Honley Library				15,000.00
336	EMR Royal Events				1,000.00
337	EMR COVID Memorial				6,000.00
341	EMR Climate Action Projects				13,526.68
343	EMR Road Safety				12,052.00
344	EMR Staff Pay				5,000.00
345	EMR Rolling Grants				6,060.00
346	EMR Public Transport				5,000.00
347	EMR Tourism				5,000.00
348	EMR Dog Waste & Litter				3,800.00
349	EMR Community Engagement				3,609.87
350	EMR The Civic Roof Repairs				17,565.20
351	EMR Holmfirth Toilets Refurb				4,104.00
1076	Precept	100	Income		163,967.00
1078	Special Expenses Grant	100	Income		1,718.50
1090	Bank Interest	100	Income		2,503.39
1092	Toilets Donations	100	Income		1,365.00
1095	Other income	100	Income		281.07
1200	Allotment Rents	100	Income		324.00
1250	Gartside Building	100	Income		700.00
1300	Garage plot income	100	Income		840.00
4000	Salaries	110	Staff Expenditure	43,809.98	
4060	Staff Training	110	Staff Expenditure	557.00	
4061	Councillor Training	150	Administration	273.34	
4200	Chairman's Expenses	150	Administration	30.00	
4205	Council Office Expenditure	150	Administration	1,026.13	
4210	Audit	150	Administration	1,213.31	
4215	Bank Charges	150	Administration	94.20	
4230	Repairs & Maintenance	150	Administration	66.31	
4235	Insurance	150	Administration	11,851.16	
4245	Office Equipment	150	Administration	10.99	

Continued over page

Date : 10/10/2024

**Holme Valley Parish Council**

Page 2

Time: 16:19

Trial Balance for Month No: 6

User : RFO

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4250	Office/Room Hire	150	Administration	10,096.00	
4265	Subscriptions	150	Administration	2,574.00	
4275	Telephone and Broadband	150	Administration	312.59	
4285	Remembrance Sunday	150	Administration	160.00	
4300	Honley Library	400	Service Provision	15,080.00	
4310	Holmfirth Civic Hall- Projects	400	Service Provision	44,924.80	
4315	Other Community Assets	250	Finance & Management	1,000.00	
4320	Public Toilet - Day to Day	400	Service Provision	8,044.21	
4325	Public Toilet - Lettable Space	400	Service Provision	822.48	
4400	Electronic Support	150	Administration	1,022.94	
4505	Neighbourhood Plan	300	Planning	474.00	
4610	Publications and Publicity	350	Publications & Communication	210.00	
4650	Communications & Engagement	350	Publications & Communication	2,536.75	
4710	New Mill - Churchyard	400	Service Provision	239.15	
4715	Defibrillators	400	Service Provision	57.54	
4730	Minibus	400	Service Provision	9,729.00	
4740	Seats & Shelters-Maintenance	400	Service Provision	5,355.78	
4750	War Memorial	400	Service Provision	200.00	
4760	Youth Work in the Holme Valley	400	Service Provision	5,000.00	
4805	Community Mobilisation	450	Climate Emergency	868.91	
6000	Transfer from EMR	250	Finance & Management		1,000.00
6000	Transfer from EMR	300	Planning		474.00
6000	Transfer from EMR	400	Service Provision		35,782.34
6000	Transfer from EMR	450	Climate Emergency		767.33
6001	Transfer to EMR	100	Income	16,453.00	
<b>Trial Balance Totals :</b>				<b>409,493.95</b>	<b>409,493.95</b>
<b>Difference</b>				<b>0.00</b>	

## Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 30/09/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control A/c	1,145	
200	HSBC Current A/C	91,884	
205	Money Manager - HSBC	55,679	
220	CCLA Deposit Fund	75,000	
230	Unity Trust Current Account T2	1,191	
235	Unity Trust Instant Access A/C	500	
	<b>Total Current Assets</b>		<b>225,400</b>
	<u>Represented by :-</u>		
300	Current Year Fund	4,058	
310	General Reserves	108,669	
323	EMR Com Asset-Others in Valley	2,017	
325	EMR Election Fund	7,000	
326	EMR Defibrillator Special Resr	1,739	
331	EMR Gartside Building	4,200	
332	EMR Honley Library	15,000	
336	EMR Royal Events	1,000	
337	EMR COVID Memorial	6,000	
341	EMR Climate Action Projects	13,527	
343	EMR Road Safety	12,052	
344	EMR Staff Pay	5,000	
345	EMR Rolling Grants	6,060	
346	EMR Public Transport	5,000	
347	EMR Tourism	5,000	
348	EMR Dog Waste & Litter	3,800	
349	EMR Community Engagement	3,610	
350	EMR The Civic Roof Repairs	17,565	
351	EMR Holmfirth Toilets Refurb	4,104	
	<b>Total Equity</b>		<b>225,400</b>

## Holme Valley Parish Council

## Bank - Cash and Investment Reconciliation as at 30 September 2024

<b><u>Confirmed Bank &amp; Investment Balances</u></b>			
<b><u>Bank Statement Balances</u></b>			
30/09/2024	HSBC Current A/C	91,884.36	
30/09/2024	HSBC - Money Manager	55,679.13	
30/09/2024	CCLA Deposit Fund	75,000.00	
30/09/2024	Unity Trust Current Account T2	1,191.38	
30/09/2024	Unity Trust Instant Access	500.41	
			<b>224,255.28</b>
 <b><u>Receipts not on Bank Statement</u></b>			
			<b>0.00</b>
<b>Closing Balance</b>			<b>224,255.28</b>
<b><u>All Cash &amp; Bank Accounts</u></b>			
1	HSBC Current A/C	91,884.36	
2	Money Manager - HSBC	55,679.13	
5	CCLA Deposit Fund	75,000.00	
7	Unity Trust Current Account T2	1,191.38	
8	Unity Trust Instant Access A/C	500.41	
	Other Cash & Bank Balances		0.00
	<b>Total Cash &amp; Bank Balances</b>		<b>224,255.28</b>

Date: 10/10/2024

Holme Valley Parish Council

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VAT Return: 01/07/2024 - 30/09/2024

User: RFO

<u>Source</u>	<u>Ledger</u>	<u>Ref No</u>	<u>Month</u>	<u>Code</u>	<u>Gross</u>	<u>Net</u>	<u>VAT</u>	
Cashbook	1		4		1,344.86	1,344.86	0.00	
Cashbook	1		5		669.92	669.92	0.00	
Cashbook	7		5		700.00	700.00	0.00	
Cashbook	1		6		1,299.20	1,299.20	0.00	
Cashbook	8		6		0.41	0.41	0.00	
		<b>OUTPUT</b>		<b>Total Rate: Z</b>	<b>4,014.39</b>	<b>4,014.39</b>	<b>0.00</b>	
Cashbook	1		4		105.30	100.29	5.01	
Cashbook	1		5		107.77	102.64	5.13	
Cashbook	1		6		117.53	111.93	5.60	
		<b>INPUT</b>		<b>Total Rate: F</b>	<b>330.60</b>	<b>314.86</b>	<b>15.74</b>	
Cashbook	1		3		0.00	0.00	0.00	
Cashbook	1		4		722.36	601.97	120.39	
Cashbook	1		5		2,439.27	2,032.72	406.55	
Cashbook	1		6		3,614.47	3,012.05	602.42	
		<b>INPUT</b>		<b>Total Rate: S</b>	<b>6,776.10</b>	<b>5,646.74</b>	<b>1,129.36</b>	
Cashbook	1		4		16,221.49	16,221.49	0.00	
Cashbook	1		5		58,158.29	58,158.29	0.00	
Cashbook	1		6		11,531.74	11,531.74	0.00	
Cashbook	7		6		8.62	8.62	0.00	
		<b>INPUT</b>		<b>Total Rate: Z</b>	<b>85,920.14</b>	<b>85,920.14</b>	<b>0.00</b>	
<b>VAT Return Summary:</b>					<b>Total Outputs</b>	<b>4,014.39</b>	<b>4,014.39</b>	<b>0.00</b>
					<b>Total Inputs</b>	<b>93,026.84</b>	<b>91,881.74</b>	<b>1,145.10</b>
VAT due in the period on sales and other outputs						<b>Box 1</b>	0.00	
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States						<b>2</b>	<u>0.00</u>	
<b>Total VAT due</b>						<b>3</b>	<b>0.00</b>	
VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states)						<b>4</b>	<u>1,145.10</u>	
<b>Net VAT to reclaim from HMRC</b>						<b>5</b>	<b><u>1,145.10</u></b>	
<b>Total value of sales and all other outputs excluding any VAT</b>						<b>6</b>	<b>4,014.00</b>	
<b>Total value of purchases and all other inputs excluding any VAT</b>						<b>7</b>	<b>91,881.00</b>	
Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States						<b>8</b>	0.00	
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States						<b>9</b>	0.00	
VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States							<b>0.00</b>	

**Receipts for Month 7**

**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>91,884.36</b>					<b>91,884.36</b>	
2425/07/01	Banked: <b>02/10/2024</b>	<b>307.92</b>						
2425/07/01	CCLA	307.92			1090	100	307.92	PSDF INTEREST
2425/07/02	Banked: <b>17/10/2024</b>	<b>1,145.10</b>						
2425/07/02	HMRC VAT Return	1,145.10			105		1,145.10	VAT REPAYMENT
2425/07/03	Banked: <b>31/10/2024</b>	<b>285.00</b>						
2425/07/03	Holmfirth Toilets	285.00			1092	100	285.00	DONATIONS
<b>Total Receipts for Month</b>		1,738.02	0.00	0.00			1,738.02	
<b>Cashbook Totals</b>		<u>93,622.38</u>	<u>0.00</u>	<u>0.00</u>			<u>93,622.38</u>	



Date: 22/11/2024

## Holme Valley Parish Council

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## Cashbook 1

User: RFO

## HSBC Current A/C

For Month No: 7

## Payments for Month 7

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/10/2024	Grenke	2425/07/35	141.59		23.60	4205	150	117.99	PHOTOCOPIER LEASE
03/10/2024	Grenke	2425/07/35	-141.59		-23.60	4205	150	-117.99	PHOTOCOPIER LEASE
04/10/2024	HSBC	2425/07/01	15.88			4215	150	15.88	BANK CHARGES
08/10/2024	British Telecom	2425/07/02	56.47		9.41	4275	150	47.06	INTERNET AND PHONE
14/10/2024	Business Stream	2425/07/03	1,115.31			4320	400	1,115.31	WATER SEWERAGE TO TOILETS
14/10/2024	YLCA	2425/07/21	568.10			4061	150	501.26	WHOLE COUNCIL TRAINING - CLLRS
						4060	110	66.84	WHOLE COUNCIL TRAINING - STAFF
15/10/2024	West Yorkshire Pension Fund	2425/07/04	958.19			4000	110	958.19	PENSIONS
15/10/2024	HMRC	2425/07/05	1,480.12			4000	110	1,480.12	PAYE TAX AND NI
15/10/2024	Salaries Staff	2425/07/06	1,743.23			4000	110	1,743.23	SALARY STAFF 02
15/10/2024	Salaries Staff	2425/07/07	1,569.98			4000	110	1,569.98	SALARY STAFF 04
15/10/2024	Time In Time Out Media	2425/07/08	252.00		42.00	4650	350	210.00	COUNCIL NEWS
15/10/2024	Salaries Staff	2425/07/09	1,442.49			4000	110	1,442.49	SALARY STAFF 05
15/10/2024	Kirklees Council	2425/07/10	9,016.17			4225	150	9,016.17	BY-ELECTION COSTS
15/10/2024	JRB Enterprises Ltd	2425/07/11	484.20		80.70	4720	400	403.50	POO BAGS
15/10/2024	Holmfirth Festival of Folk	2425/07/12	1,500.00			4405	250	1,500.00	GRANT - TRAFFIC MANAGEMENT &c
15/10/2024	Ramsdens Solicitors LLP	2425/07/13	960.00		160.00	4325	400	800.00	FEES RE GARTSIDE LEASE
						331	0	-800.00	FEES RE GARTSIDE LEASE
						6000	400	800.00	FEES RE GARTSIDE LEASE
15/10/2024	Vision ICT	2425/07/14	78.00		13.00	4650	350	65.00	.GOV.UK DOMAIN FEE
15/10/2024	YLCA	2425/07/15	35.00			4060	110	35.00	WEBINAR - PROCUREMENT
15/10/2024	Principal Hygiene	2425/07/16	65.40		10.90	4320	400	54.50	SERVICE NAPPY UNIT
15/10/2024	ZONKEY	2425/07/17	1,641.00		273.50	4650	350	1,367.50	STAGE 2 WEBSITE BUILD
15/10/2024	Holmfirth Xmas Team	2425/07/18	1,000.00			4705	400	1,000.00	GRANT - XMAS LIGHTS
15/10/2024	Honley Business Association	2425/07/19	1,250.00			4705	400	1,250.00	GRANT - XMAS LIGHTS
15/10/2024	HCHCT	2425/07/20	17,565.20			4310	400	17,565.20	GRANT - ROOF REPAIRS
						350	0	-17,565.20	GRANT - ROOF REPAIRS
						6000	400	17,565.20	GRANT - ROOF REPAIRS
15/10/2024	HCHCT	2425/07/22	96.00			4061	150	84.71	ROOM HIRE DEPOSIT - CLLRS
						4060	110	11.29	ROOM HIRE DEPOSIT - STAFF
15/10/2024	npower	05/10/2024	106.81		5.09	4320	400	101.72	ELECTRICITY HOLMFIRTH TOILETS
15/10/2024	Staff 02	2425/07/24	15.59		2.60	4400	150	12.99	REIMBURSEMENT ZOOM OCT
15/10/2024	Hightown Lane Resident	2425/07/25	100.00			4205	150	100.00	EX GRATIA PAYMENT
23/10/2024	Viking	2425/07/32	172.31		28.72	4205	150	143.59	STATIONERY ETC
29/10/2024	YLCA	2425/07/26	26.30			4061	150	26.30	WEBINAR - COMPLAINTS &C
29/10/2024	Time In Time Out Media	2425/07/27	228.00		38.00	4650	350	190.00	COUNCIL NEWS - DOUBLE PAGE
29/10/2024	Staff 05	2425/07/28	38.38		6.40	4650	350	31.98	REIMBURSEMENT GO DADDY
29/10/2024	Staff 04	2425/07/29	98.48			4061	150	87.54	REFRESHMENTS - CLLRS
						4060	110	10.94	REFRESHMENTS - STAFF

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## Holme Valley Parish Council

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## Cashbook 1

User: RFO

## HSBC Current A/C

For Month No: 7

## Payments for Month 7

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
29/10/2024	Enterprise Print	2425/07/30	49.00			4650	350	49.00	LEAFLETS - BIG COMMUNITY EVENT
29/10/2024	Script Media Group	2425/07/31	300.00		50.00	4650	350	250.00	HOLME VALLEY REVIEW AD
31/10/2024	Maintenance Contractor	2425/07/33	1,822.41			4740	400	805.29	MAINTENANCE - SEATS & SHELTERS
						4320	400	1,017.12	MAINTENANCE - TOILETS
31/10/2024	Maintenance Contractor	2425/07/34	414.60		69.10	4740	400	44.17	EXPENSES - SEATS & SHELTERS
						4320	400	173.57	EXPENSES - TOILETS
						4325	400	127.76	EXPENSES - GARTSIDE
<b>Total Payments for Month</b>			46,264.62	0.00	789.42			45,475.20	
<b>Balance Carried Fwd</b>			47,357.76						
<b>Cashbook Totals</b>			93,622.38	0.00	789.42			92,832.96	

Date: 22/11/2024

**Holme Valley Parish Council**

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**Cashbook 2**

User: RFO

**Money Manager - HSBC**

For Month No: 7

**Receipts for Month 7**

**Nominal Ledger Analysis**

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

Date: 22/11/2024

**Holme Valley Parish Council**

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**Cashbook 2**

User: RFO

**Money Manager - HSBC**

For Month No: 7

**Payments for Month 7**

**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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0.00

<b>Total Payments for Month</b>			0.00	0.00	0.00			0.00	
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<b>Balance Carried Fwd</b>			55,679.13						
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<b>Cashbook Totals</b>			55,679.13	0.00	0.00			55,679.13	
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Date: 22/11/2024

## Holme Valley Parish Council

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## Cashbook 5

User: RFO

## CCLA Deposit Fund

For Month No: 7

## Receipts for Month 7

## Nominal Ledger Analysis

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

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**Holme Valley Parish Council**

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**Cashbook 5**

User: RFO

**CCLA Deposit Fund**

For Month No: 7

**Payments for Month 7**

**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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0.00

<b>Total Payments for Month</b>			0.00	0.00	0.00			0.00	
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<b>Balance Carried Fwd</b>			75,000.00						
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<b>Cashbook Totals</b>			<u>75,000.00</u>	0.00	0.00			<u>75,000.00</u>	
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Date: 22/11/2024

## Holme Valley Parish Council

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## Cashbook 7

User: RFO

## Unity Trust Current Account T2

For Month No: 7

## Receipts for Month 7

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>1,191.38</b>					<b>1,191.38</b>	
2425/07/04	Banked: <b>07/10/2024</b>	<b>350.00</b>						
2425/07/04	Environment Kirklees Ltd	350.00			1250	100	350.00	RENT
2425/07/05	Banked: <b>29/10/2024</b>	<b>350.00</b>						
2425/07/05	Environment Kirklees Ltd	350.00			1250	100	350.00	RENT
<b>Total Receipts for Month</b>		700.00	0.00	0.00			700.00	
<b>Cashbook Totals</b>		<u>1,891.38</u>	<u>0.00</u>	<u>0.00</u>			<u>1,891.38</u>	

Date: 22/11/2024

**Holme Valley Parish Council**

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**Cashbook 7**

User: RFO

**Unity Trust Current Account T2**

For Month No: 7

**Payments for Month 7**

**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/10/2024	Grenke	2425/07/35	141.59		23.60	4205	150	117.99	PHOTOCOPIER LEASE
31/10/2024	Unity Trust	2425/07/36	5.40			4215	150	5.40	SERVICE CHARGE
<b>Total Payments for Month</b>			146.99	0.00	23.60			123.39	
<b>Balance Carried Fwd</b>			1,744.39						
<b>Cashbook Totals</b>			<u>1,891.38</u>	<u>0.00</u>	<u>23.60</u>			<u>1,867.78</u>	



Date: 22/11/2024

**Holme Valley Parish Council**

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**Cashbook 8**

User: RFO

**Unity Trust Instant Access A/C**

For Month No: 7

**Receipts for Month 7**

**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>500.41</b>					<b>500.41</b>	
	Banked:	<b>0.00</b>						
			0.00					0.00
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>500.41</u>	<u>0.00</u>	<u>0.00</u>			<u>500.41</u>	

Date: 22/11/2024

**Holme Valley Parish Council**

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**Cashbook 8**

User: RFO

**Unity Trust Instant Access A/C**

For Month No: 7

**Payments for Month 7**

**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
<b>Total Payments for Month</b>			0.00	0.00	0.00			0.00	
<b>Balance Carried Fwd</b>			500.41						
<b>Cashbook Totals</b>			<u>500.41</u>	0.00	0.00			<u>500.41</u>	

Date : 22/11/2024

**Holme Valley Parish Council**

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Trial Balance for Month No: 7

User : RFO

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
105	VAT Control A/c			813.02	
200	HSBC Current A/C			47,357.76	
205	Money Manager - HSBC			55,679.13	
220	CCLA Deposit Fund			75,000.00	
230	Unity Trust Current Account T2			1,744.39	
235	Unity Trust Instant Access A/C			500.41	
310	General Reserves				87,098.06
323	EMR Com Asset-Others in Valley				2,017.00
325	EMR Election Fund				7,000.00
326	EMR Defibrillator Special Resr				1,738.51
331	EMR Gartside Building				3,400.00
332	EMR Honley Library				15,000.00
336	EMR Royal Events				1,000.00
337	EMR COVID Memorial				6,000.00
341	EMR Climate Action Projects				13,526.68
343	EMR Road Safety				12,052.00
344	EMR Staff Pay				5,000.00
345	EMR Rolling Grants				6,060.00
346	EMR Public Transport				5,000.00
347	EMR Tourism				5,000.00
348	EMR Dog Waste & Litter				3,800.00
349	EMR Community Engagement				3,609.87
351	EMR Holmfirth Toilets Refurb				4,104.00
1076	Precept	100	Income		163,967.00
1078	Special Expenses Grant	100	Income		1,718.50
1090	Bank Interest	100	Income		2,811.31
1092	Toilets Donations	100	Income		1,650.00
1095	Other income	100	Income		281.07
1200	Allotment Rents	100	Income		324.00
1250	Gartside Building	100	Income		1,400.00
1300	Garage plot income	100	Income		840.00
4000	Salaries	110	Staff Expenditure	51,003.99	
4060	Staff Training	110	Staff Expenditure	681.07	
4061	Councillor Training	150	Administration	973.15	
4200	Chairman's Expenses	150	Administration	30.00	
4205	Council Office Expenditure	150	Administration	1,387.71	
4210	Audit	150	Administration	1,213.31	
4215	Bank Charges	150	Administration	115.48	
4225	Elections	150	Administration	9,016.17	
4230	Repairs & Maintenance	150	Administration	66.31	
4235	Insurance	150	Administration	11,851.16	
4245	Office Equipment	150	Administration	10.99	

Date : 22/11/2024

**Holme Valley Parish Council**

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Trial Balance for Month No: 7

User : RFO

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4250	Office/Room Hire	150	Administration	10,096.00	
4265	Subscriptions	150	Administration	2,574.00	
4275	Telephone and Broadband	150	Administration	359.65	
4285	Remembrance Sunday	150	Administration	160.00	
4300	Honley Library	400	Service Provision	15,080.00	
4310	Holmfirth Civic Hall- Projects	400	Service Provision	62,490.00	
4315	Other Community Assets	250	Finance & Management	1,000.00	
4320	Public Toilet - Day to Day	400	Service Provision	10,506.43	
4325	Public Toilet - Lettable Space	400	Service Provision	1,750.24	
4400	Electronic Support	150	Administration	1,035.93	
4405	Grants - Projects and Events	250	Finance & Management	1,500.00	
4505	Neighbourhood Plan	300	Planning	474.00	
4650	Communications & Engagement	350	Publications & Communication	4,910.23	
4705	Christmas Provision	400	Service Provision	2,250.00	
4710	New Mill - Churchyard	400	Service Provision	239.15	
4715	Defibrillators	400	Service Provision	57.54	
4720	Dog Waste	400	Service Provision	403.50	
4730	Minibus	400	Service Provision	9,729.00	
4740	Seats & Shelters-Maintenance	400	Service Provision	6,205.24	
4750	War Memorial	400	Service Provision	200.00	
4760	Youth Work in the Holme Valley	400	Service Provision	5,000.00	
4805	Community Mobilisation	450	Climate Emergency	868.91	
6000	Transfer from EMR	250	Finance & Management		1,000.00
6000	Transfer from EMR	300	Planning		474.00
6000	Transfer from EMR	400	Service Provision		54,147.54
6000	Transfer from EMR	450	Climate Emergency		767.33
6001	Transfer to EMR	100	Income	16,453.00	
<b>Trial Balance Totals :</b>				<b>410,786.87</b>	<b>410,786.87</b>
<b>Difference</b>				<b>0.00</b>	

## Detailed Balance Sheet - Excluding Stock Movement

Month 7 Date 31/10/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	<u>Current Assets</u>	
105	VAT Control A/c	813
200	HSBC Current A/C	47,358
205	Money Manager - HSBC	55,679
220	CCLA Deposit Fund	75,000
230	Unity Trust Current Account T2	1,744
235	Unity Trust Instant Access A/C	500
	<b>Total Current Assets</b>	<b>181,095</b>
	<u>Represented by :-</u>	
300	Current Year Fund	(40,247)
310	General Reserves	127,034
323	EMR Com Asset-Others in Valley	2,017
325	EMR Election Fund	7,000
326	EMR Defibrillator Special Resr	1,739
331	EMR Gartside Building	3,400
332	EMR Honley Library	15,000
336	EMR Royal Events	1,000
337	EMR COVID Memorial	6,000
341	EMR Climate Action Projects	13,527
343	EMR Road Safety	12,052
344	EMR Staff Pay	5,000
345	EMR Rolling Grants	6,060
346	EMR Public Transport	5,000
347	EMR Tourism	5,000
348	EMR Dog Waste & Litter	3,800
349	EMR Community Engagement	3,610
351	EMR Holmfirth Toilets Refurb	4,104
	<b>Total Equity</b>	<b>181,095</b>

## Holme Valley Parish Council

## Bank - Cash and Investment Reconciliation as at 31 October 2024

<b><u>Confirmed Bank &amp; Investment Balances</u></b>		
<b><u>Bank Statement Balances</u></b>		
31/10/2024	HSBC Current A/C	47,357.76
31/10/2024	HSBC - Money Manager	55,679.13
31/10/2024	CCLA Deposit Fund	75,000.00
31/10/2024	Unity Trust Current Account T2	1,744.39
31/10/2024	Unity Trust Instant Access	500.41
		<b>180,281.69</b>
<b><u>Receipts not on Bank Statement</u></b>		
		<b>0.00</b>
<b>Closing Balance</b>		<b>180,281.69</b>
<b><u>All Cash &amp; Bank Accounts</u></b>		
1	HSBC Current A/C	47,357.76
2	Money Manager - HSBC	55,679.13
5	CCLA Deposit Fund	75,000.00
7	Unity Trust Current Account T2	1,744.39
8	Unity Trust Instant Access A/C	500.41
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>180,281.69</b>

Date: 22/11/2024

Holme Valley Parish Council

Page 1

Time: 13:40

VAT Return: 01/10/2024 - 31/12/2024

User: RFO

<u>Source</u>	<u>Ledger</u>	<u>Ref No</u>	<u>Month</u>	<u>Code</u>	<u>Gross</u>	<u>Net</u>	<u>VAT</u>
Cashbook	1		7		1,738.02	1,738.02	0.00
Cashbook	7		7		700.00	700.00	0.00
		<b>OUTPUT</b>		<b>Total Rate: Z</b>	<b>2,438.02</b>	<b>2,438.02</b>	<b>0.00</b>
Cashbook	1		7		106.81	101.72	5.09
		<b>INPUT</b>		<b>Total Rate: F</b>	<b>106.81</b>	<b>101.72</b>	<b>5.09</b>
Cashbook	1		7		4,705.95	3,921.62	784.33
Cashbook	7		7		141.59	117.99	23.60
		<b>INPUT</b>		<b>Total Rate: S</b>	<b>4,847.54</b>	<b>4,039.61</b>	<b>807.93</b>
Cashbook	1		7		41,451.86	41,451.86	0.00
Cashbook	7		7		5.40	5.40	0.00
		<b>INPUT</b>		<b>Total Rate: Z</b>	<b>41,457.26</b>	<b>41,457.26</b>	<b>0.00</b>

<b>VAT Return Summary:</b>	<b>Total Outputs</b>	<b>2,438.02</b>	<b>2,438.02</b>	<b>0.00</b>
	<b>Total Inputs</b>	<b>46,411.61</b>	<b>45,598.59</b>	<b>813.02</b>
VAT due in the period on sales and other outputs			<b>Box 1</b>	0.00
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States			<b>2</b>	<u>0.00</u>
<b>Total VAT due</b>			<b>3</b>	<b>0.00</b>
VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states)	<b>4</b>			<u>813.02</u>
<b>Net VAT to reclaim from HMRC</b>	<b>5</b>			<b><u>813.02</u></b>
<b>Total value of sales and all other outputs excluding any VAT</b>	<b>6</b>			<b>2,438.00</b>
<b>Total value of purchases and all other inputs excluding any VAT</b>	<b>7</b>			<b>45,598.00</b>
Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States	<b>8</b>			0.00
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States	<b>9</b>			0.00
VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States				<b>0.00</b>

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## Your Statement

Holme Valley Parish  
Council  
Holmfirth Civic Hall  
Huddersfield Road  
Holmfirth  
West Yorkshire  
HD9 3AS



### Account Summary



Opening Balance	106,925.43
Payments In	1,013.99
Payments Out	15,763.02
Closing Balance	92,176.40

### 6 September to 5 October 2024

#### Account Name

Holme Valley Parish Council

### Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
05 Sep 24	<b>BALANCE BROUGHT FORWARD</b>			<b>106,925.43</b>
09 Sep 24	DD BT GROUP PLC	97.68		106,827.75
10 Sep 24	CR Colne Valley Desig CVD reimburse		84.00	
	BP SLCC UNITY TRUST QL201968-5	50.00		
	BP  REIMBURSEMENT ZOOM	15.59		
	BP  REIMBURSEMENT ZOOM	15.59		
	BP  REIMBURSEMENT ZOOM	15.59		
	BP DOCUMENT LOGIC LTD 342242	150.00		
	BP  INVOICE 123	1,691.07		
	BP  EXPENSES	263.04		
	BP  GARTSIDE SINK	300.00		
	BP DOCUMENT LOGIC LTD 342323	30.00		
	BP WYCA W0010101	1,971.00		
	BP NPOWER GT512222	117.53		102,292.34
	<b>BALANCE CARRIED FORWARD</b>			<b>102,292.34</b>



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**6 September to 5 October 2024**

## Your Statement

**Account Name**  
Holme Valley Parish Council

### Your BUSINESS CURRENT ACCOUNT details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
11 Sep 24	CR <b>BALANCE BROUGHT FORWARD</b> CASH IN P.O. SEP11 STATION ROAD@16:58 465941XXXXXX5960			<b>102,292.34</b>
16 Sep 24	SO 		425.00	102,717.34
	SO	958.19		
	SO	1,479.72		
	SO	1,743.23		
	SO	1,570.18		
	SO	252.00		
	SO	1,442.69		95,271.33
17 Sep 24	BP PKF LITTLEJOHN LLP SB20241743	1,008.00		
	BP NALC HOLMEVAL	52.04		
	BP Simon Blyth SB194741	600.00		
	BP Holme Valley Lions HVPC Tickets x 1	30.00		
	BP Royal British Leg NHC10	160.00		
	BP SPENCER FABRICATNS 000442	950.40		92,470.89
18 Sep 24	BP Grenke 170008448	75.52		
	BP Grenke 170008448	168.00		
	BP Grenke 170008448	40.08		92,187.29
19 Sep 24	CHQ 105425	500.00		91,687.29
27 Sep 24	CR FRIENDS OF CLIFF R Returned grant		197.07	<b>91,884.36</b>
02 Oct 24	CR CCLA Investment Ma PS3078504, holme v		307.92	92,192.28
04 Oct 24	DR TOTAL CHARGES TO 12SEP2024	15.88		92,176.40
<b>05 Oct 24</b>	<b>BALANCE CARRIED FORWARD</b>			<b>92,176.40</b>



Date:10/10/2024

Holme Valley Parish Council

Page 1

Time: 15:43

**Bank Reconciliation Statement as at 30/09/2024  
for Cashbook 1 - HSBC Current A/C**

User: RFO

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current A/C	30/09/2024		91,884.36
			<u>91,884.36</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			91,884.36
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			91,884.36
		<b>Balance per Cash Book is :-</b>	<b>91,884.36</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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**Signatory 2:**

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**Your Statement**

Holme Valley Parish  
 Council  
 Holmfirth Civic Hall  
 Huddersfield Road  
 Holmfirth  
 West Yorkshire  
 HD9 3AS



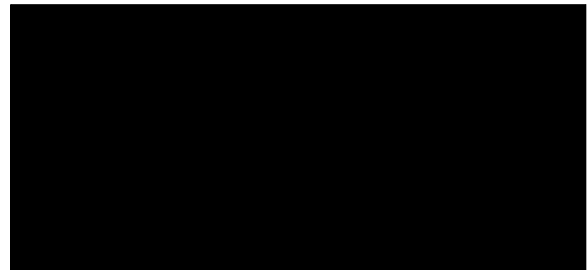
**Account Summary**

Opening Balance	55,679 .13
Payments In	0.00
Payments Out	0.00
Closing Balance	55,679.13

**Interest Rate - Valid as at end date of the statement period**  
 1.95% AER

**6 September to 5 October 2024**

**Account Name**  
 Holme Valley Parish Council



**Your Business Money Manager details**

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
05 Sep 24	BALANCE BROUGHT FORWARD			55,679.13
05 Oct 24	BALANCE CARRIED FORWARD			<b>55,679.13</b>

**Information about the Financial Services Compensation Scheme**

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [fscs.org.uk](http://fscs.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([hsbc.co.uk/fscs/](http://hsbc.co.uk/fscs/)).



**Bank Reconciliation Statement as at 30/09/2024  
for Cashbook 2 - Money Manager - HSBC**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC - Money Manager	30/09/2024		55,679.13
			<hr/> 55,679.13
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			55,679.13
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			55,679.13
		<b>Balance per Cash Book is :-</b>	<b>55,679.13</b>
		<b>Difference is :-</b>	<b>0.00</b>

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**Signatory 2:**

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# Statement of Account

  
 Holme Valley Parish Council  
 Huddersfield Civic Hall  
 Huddersfield Road  
 HOLMFIRTH  
 HD9 3AZ

5 October 2024

Account name: **HOLME VALLEY PARISH COUNCIL**  
 Account number:   
 Statement period:

## Account summary

Total valuation as at 30 September 2024 **£75,000.00**  
 Total valuation as at last statement at 31 August 2024 **£75,000.00**

## Holdings as at 30 September 2024

Fund name	Unit/share holdings	Price per unit/share	Value
<b>The Public Sector Deposit Fund SC4</b> GB00B3LDFH01	75,000.0000	£1.00	£75,000.00
			<b>Total value</b>
			<b>£75,000.00</b>

The average Fund yield for this period was 4.99% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Aug 2024	03/09/2024	Paid to Nominated Bank Details	£310.52	
Aug 2024	04/09/2024	Paid to Nominated Bank Details	£10.35	

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

[clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk)    Freephone 0800 022 3505    [www.ccla.co.uk](http://www.ccla.co.uk)

Fund documentation is available at [www.ccla.co.uk/investments](http://www.ccla.co.uk/investments), or may be requested from our Client Services team. Telephone calls are recorded.  
 CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.  
 Registered address: One Angel Lane, London EC4R 3AB.

**Bank Reconciliation Statement as at 30/09/2024  
for Cashbook 5 - CCLA Deposit Fund**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Deposit Fund	30/09/2024		75,000.00
			<hr/> 75,000.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			75,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			75,000.00
		<b>Balance per Cash Book is :-</b>	<b>75,000.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

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# Your Account Statement



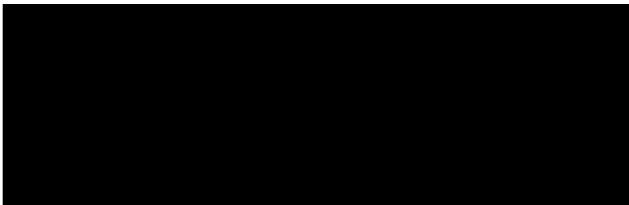
For Businesses. For Communities. For Good.

Unity Trust Bank plc  
 PO Box 7193  
 Planetary Road  
 Willenhall  
 WV1 9DG

Mr Richard McGill  
 Holme Valley Parish Council  
 Holmfirth Civic Hall (Top Floor)  
 Huddersfield Road  
 Holmfirth  
 HD9 3AS

**Date:** 30/09/2024

**Account Name:** Holme Valley Parish Council



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Your arranged overdraft limit is £0.00



## Contact Us

- Call us: **0345 140 1000**
- Email us: **us@unity.co.uk**
- Visit us: **unity.co.uk**

For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
03/09/2024		Balance brought forward	£0.00	£0.00	£1,200.00
30/09/2024	Fee	Manual Credit Handling Charge	£0.30	£0.00	£1,199.70
30/09/2024	Fee	Service Charge	£8.32	£0.00	<b>£1,191.38</b>

**Bank Reconciliation Statement as at 30/09/2024  
for Cashbook 7 - Unity Trust Current Account T2**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Current Account T2	30/09/2024		1,191.38
			<hr/> 1,191.38
<b><u>Unpresented Payments (Minus)</u></b>		<b><u>Amount</u></b>	
		0.00	
			<hr/> 0.00
			1,191.38
<b><u>Unpresented Receipts (Plus)</u></b>			
		0.00	
			<hr/> 0.00
			1,191.38
		<b>Balance per Cash Book is :-</b>	<b>1,191.38</b>
		<b>Difference is :-</b>	<b>0.00</b>

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# Your Account Statement



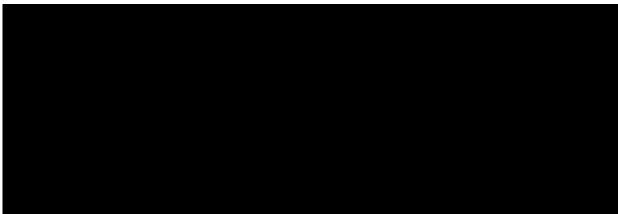
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Unity Trust Bank plc  
 PO Box 7193  
 Planetary Road  
 Willenhall  
 WV1 9DG

[Redacted]  
 Holme Valley Parish Council  
 Holmfirth Civic Hall (Top Floor)  
 Huddersfield Road  
 Holmfirth  
 HD9 3AS

**Date:** 30/09/2024

**Account Name:** Holme Valley Parish Council



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The credit interest rate is 2.75% AER as of your statement date.

### Contact Us

- Call us: **0345 140 1000**
- Email us: **us@unity.co.uk**
- Visit us: **unity.co.uk**



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Your Instant Access account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
31/08/2024		Balance brought forward	£0.00	£0.00	£0.00
19/09/2024	Credit	Credit 123456	£0.00	£500.00	£500.00
30/09/2024	Credit Interest	Credit Interest	£0.00	£0.41	<b>£500.41</b>



Date:10/10/2024

Holme Valley Parish Council

Page 1

Time: 16:03

**Bank Reconciliation Statement as at 30/09/2024  
for Cashbook 8 - Unity Trust Instant Access A/C**

User: RFO

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Instant Access	30/09/2024		500.41
			<hr/> 500.41
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			500.41
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			500.41
		<b>Balance per Cash Book is :-</b>	<b>500.41</b>
		<b>Difference is :-</b>	<b>0.00</b>

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Your Statement

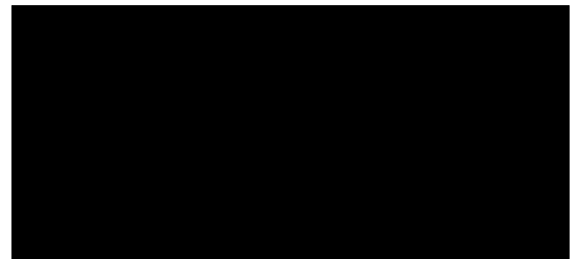
Holme Valley Parish  
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 Holmfirth Civic Hall  
 Huddersfield Road  
 Holmfirth  
 West Yorkshire  
 HD9 3AS



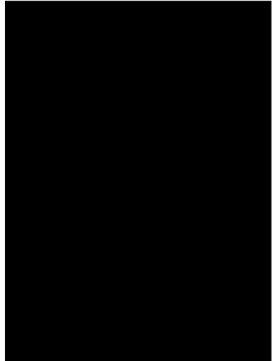
Account Summary	
Opening Balance	92,176.40
Payments In	1,744.80
Payments Out	46,257.74
Closing Balance	47,663.46

6 October to 5 November 2024

Account Name  
 Holme Valley Parish Council



Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
05 Oct 24	<b>BALANCE BROUGHT FORWARD</b>			<b>92,176.40</b>
08 Oct 24	DD BT GROUP PLC	56.47		92,119.93
14 Oct 24	DD SCOTTISH WATER BUS	1,115.31		91,004.62
15 Oct 24	SO 	958.19		
	SO	1,480.12		
	SO	1,743.23		
	SO	1,569.98		
	SO	252.00		
	SO	1,442.49		
	BP KIRKLEES COUNCIL 8608925589	9,016.17		
	BP JRB ENTERPRISE LTD INV 27393	484.20		
	BP Festival of Folk Grant HVPC	1,500.00		
	BP Ramsdens TSZ/ALT/84193-5	960.00		
	BP VISION ICT 19024	78.00		
	BP YLCA INV-2655	35.00		
	<b>BALANCE CARRIED FORWARD</b>			<b>71,485.24</b>

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**6 October to 5 November 2024**

**Your Statement**

**Account Name**  
 Holme Valley Parish Council

**Your BUSINESS CURRENT ACCOUNT details**

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	<b>BALANCE BROUGHT FORWARD</b>			<b>71,485.24</b>
	BP PRINCIPAL HYGIENE 44303	65.40		
	BP Zonkey 16531	1,641.00		
	BP Holmfirth Xmas Tm GRANT HVPC	1,000.00		
	BP Honley Bus Assoc Grant CCTV	1,250.00		
	BP HCHCT GRANT - ROOF	17,565.20		
	BP YLCA INV-2684	568.10		
	BP HCHCT 4806	96.00		
	BP NPOWER GT512222	106.81		
	BP [REDACTED] REIMBURSEMENT ZOOM	15.59		
	BP [REDACTED] Holme Valley PC	100.00		49,077.14
17 Oct 24	CR HMRC VAT		1,145.10	50,222.24
29 Oct 24	BP YLCA INV-2560	26.30		
	BP TiTo INV-27690	228.00		
	BP [REDACTED] Reimbursement	38.38		
	BP [REDACTED] Reimbursement	98.48		
	BP Riasca INV 245432	49.00		
	BP Script Media 0000007956	300.00		
	BP Viking 7683311	172.31		49,309.77
31 Oct 24	BP [REDACTED] INVOICE 124	1,822.41		
	BP [REDACTED] EXPENSES	414.60		
	CR CASH IN P.O. OCT31 CARLILE INST@13:49 465941XXXXXX5960		285.00	47,357.76
03 Nov 24	DR TOTAL CHARGES TO 12OCT2024	9.00		47,348.76
	<b>BALANCE CARRIED FORWARD</b>			<b>47,348.76</b>

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**6 October to 5 November 2024**

**Your Statement**

**Account Name**  
 Holme Valley Parish Council

**Your BUSINESS CURRENT ACCOUNT details**

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
04 Nov 24	CR <b>BALANCE BROUGHT FORWARD</b> CCLA Investment Ma PS3078504, holme v			<b>47,348.76</b>
			314.70	47,663.46
05 Nov 24	<b>BALANCE CARRIED FORWARD</b>			<b>47,663.46</b>

**Information about the Financial Services Compensation Scheme**

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [fscs.org.uk](http://fscs.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([hsbc.co.uk/fscs/](http://hsbc.co.uk/fscs/)).

<b>Credit Interest Rates</b>	<i>balance</i>	<i>AER</i> <i>variable</i>	<b>Debit Interest Rates</b>	<i>balance</i>	<i>EAR</i> <i>variable</i>
Credit interest is not applied			Debit interest		21.34%

**Bank Reconciliation Statement as at 31/10/2024  
for Cashbook 1 - HSBC Current A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current A/C	31/10/2024		47,357.76
			47,357.76
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			47,357.76
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			47,357.76
		<b>Balance per Cash Book is :-</b>	<b>47,357.76</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

Contact tel 03457 60 60 60  
 see reverse for call times  
 Text phone 03457 125 563  
 used by deaf or speech impaired customers  
[www.hsbc.co.uk](http://www.hsbc.co.uk)

**Your Statement**

Holme Valley Parish  
 Council  
 Holmfirth Civic Hall  
 Huddersfield Road  
 Holmfirth  
 West Yorkshire  
 HD9 3AS



**Account Summary**

Opening Balance	55,679.13
Payments In	0.00
Payments Out	0.00
Closing Balance	55,679.13

**Interest Rate - Valid as at end date of the statement period**  
 1.89% AER

**6 October to 5 November 2024**

**Account Name**  
 Holme Valley Parish Council



**Your Business Money Manager details**

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
05 Oct 24	BALANCE BROUGHT FORWARD			55,679.13
05 Nov 24	BALANCE CARRIED FORWARD			<b>55,679.13</b>

**Information about the Financial Services Compensation Scheme**

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [fscs.org.uk](http://fscs.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([hsbc.co.uk/fscs/](http://hsbc.co.uk/fscs/)).

**Bank Reconciliation Statement as at 31/10/2024  
for Cashbook 2 - Money Manager - HSBC**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC - Money Manager	31/10/2024		55,679.13
			55,679.13
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			55,679.13
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			55,679.13
		<b>Balance per Cash Book is :-</b>	<b>55,679.13</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....



# Statement of Account

██████████  
Holme Valley Parish Council  
Huddersfield Civic Hall  
Huddersfield Road  
HOLMFIRTH  
HD9 3AZ

5 November 2024

Account name: **HOLME VALLEY PARISH COUNCIL**  
Account number: ██████████  
Statement period: ██████████

## Account summary

Total valuation as at 31 October 2024 **£75,000.00**  
Total valuation as at last statement at 30 September 2024 **£75,000.00**

## Holdings as at 31 October 2024

Fund name	Unit/share holdings	Price per unit/share	Value
<b>The Public Sector Deposit Fund SC4</b> GB00B3LDFH01	75,000.0000	£1.00	£75,000.00
			<b>Total value</b>
			<b>£75,000.00</b>

The average Fund yield for this period was 4.94% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Sep 2024	02/10/2024	Paid to Nominated Bank Details	£307.92	

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

[clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk) Freephone 0800 022 3505 [www.ccla.co.uk](http://www.ccla.co.uk)

Fund documentation is available at [www.ccla.co.uk/investments](http://www.ccla.co.uk/investments), or may be requested from our Client Services team. Telephone calls are recorded.  
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.  
Registered address: One Angel Lane, London EC4R 3AB.

**Bank Reconciliation Statement as at 31/10/2024  
 for Cashbook 5 - CCLA Deposit Fund**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Deposit Fund	31/10/2024		75,000.00
			75,000.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			75,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			75,000.00
		<b>Balance per Cash Book is :-</b>	<b>75,000.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

# Your Account Statement



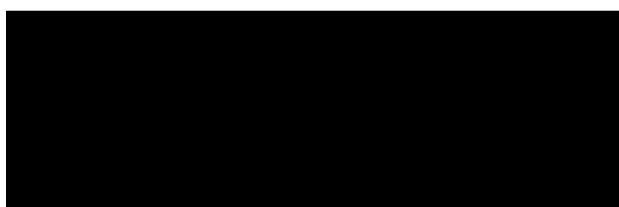
For Businesses. For Communities. For Good.

Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

[REDACTED]  
Holme Valley Parish Council  
Holmfirth Civic Hall (Top Floor)  
Huddersfield Road  
Holmfirth  
HD9 3AS

**Date:** 31/10/2024

**Account Name:** Holme Valley Parish Council






Your arranged overdraft limit is £0.00

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

## Contact Us

-  Call us: **0345 140 1000**
-  Email us: **[us@unity.co.uk](mailto:us@unity.co.uk)**
-  Visit us: **[unity.co.uk](https://www.unity.co.uk)**

## Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/09/2024		Balance brought forward	£0.00	£0.00	£1,191.38
03/10/2024	Direct Debit	Direct Debit (GRENKELEASING LIM1)	£141.59	£0.00	£1,049.79
07/10/2024	Credit	ENVIRONMENT KIRKLEES LTD	£0.00	£350.00	£1,399.79
29/10/2024	Credit	ENVIRONMENT KIRKLEES LTD	£0.00	£350.00	£1,749.79

Page number 1 of 3

Statement number 005

**For Businesses.  
For Communities.  
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570.  
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.  
Registered in England and Wales no. 1713124.  
Calls may be monitored and recorded for training, quality and security purposes.  
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**INVESTORS IN PEOPLE**  
We invest in people Gold



Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
31/10/2024	Fee	Service Charge	£5.40	£0.00	£1,744.39

**Bank Reconciliation Statement as at 31/10/2024  
for Cashbook 7 - Unity Trust Current Account T2**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Current Account T2	31/10/2024		1,744.39
			<hr/> 1,744.39
<b><u>Unpresented Payments (Minus)</u></b>		<b><u>Amount</u></b>	
		0.00	
			<hr/> 0.00
			1,744.39
<b><u>Unpresented Receipts (Plus)</u></b>			
		0.00	
			<hr/> 0.00
			1,744.39
		<b>Balance per Cash Book is :-</b>	<b>1,744.39</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

# Your Account Statement



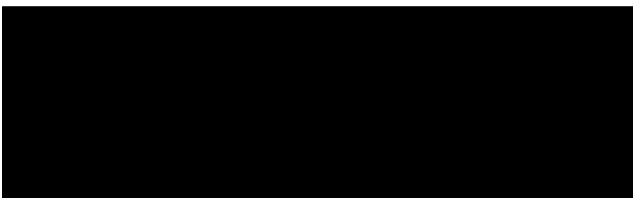
For Businesses. For Communities. For Good.

Unity Trust Bank plc  
 PO Box 7193  
 Planetary Road  
 Willenhall  
 WV1 9DG

Mr [REDACTED]  
 Holme Valley Parish Council  
 Holmfirth Civic Hall (Top Floor)  
 Huddersfield Road  
 Holmfirth  
 HD9 3AS

**Date:** 31/10/2024

**Account Name:** Holme Valley Parish Council



Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000

The credit interest rate is 2.75% AER as of your statement date.



### Contact Us

- Call us: **0345 140 1000**
- Email us: **us@unity.co.uk**
- Visit us: **unity.co.uk**

For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Your Instant Access account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
30/09/2024		Balance brought forward	£0.00	£0.00	<b>£500.41</b>

**Bank Reconciliation Statement as at 31/10/2024  
for Cashbook 8 - Unity Trust Instant Access A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Instant Access	31/10/2024		500.41
			<hr/> 500.41
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			500.41
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			500.41
		<b>Balance per Cash Book is :-</b>	<b>500.41</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

22/11/2024

## Holme Valley Parish Council

Page 1

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## Detailed Income &amp; Expenditure by Budget Heading 31/10/2024

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>								
1076 Precept	0	163,967	327,934	163,967			50.0%	16,453
1078 Special Expenses Grant	0	1,719	3,437	1,719			50.0%	
1090 Bank Interest	308	2,811	4,500	1,689			62.5%	
1092 Toilets Donations	285	1,650	2,500	850			66.0%	
1095 Other income	0	281	4,460	4,179			6.3%	
1200 Allotment Rents	0	324	324	0			100.0%	
1250 Gartside Building	700	1,400	4,800	3,400			29.2%	
1300 Garage plot income	0	840	840	0			100.0%	
Income :- Income	<b>1,293</b>	<b>172,992</b>	<b>348,795</b>	<b>175,803</b>			<b>49.6%</b>	<b>16,453</b>
<b>Net Income</b>	<b>1,293</b>	<b>172,992</b>	<b>348,795</b>	<b>175,803</b>				
6001 less Transfer to EMR	0	16,453						
<b>Movement to/(from) Gen Reserve</b>	<b>1,293</b>	<b>156,539</b>						
<b>110 Staff Expenditure</b>								
4000 Salaries	7,194	51,004	87,700	36,696		36,696	58.2%	
4060 Staff Training	124	681	2,300	1,619		1,619	29.6%	
Staff Expenditure :- Indirect Expenditure	<b>7,318</b>	<b>51,685</b>	<b>90,000</b>	<b>38,315</b>	<b>0</b>	<b>38,315</b>	<b>57.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(7,318)</b>	<b>(51,685)</b>	<b>(90,000)</b>	<b>(38,315)</b>				
<b>150 Administration</b>								
4061 Councillor Training	700	973	900	(73)		(73)	108.1%	
4200 Chairman's Expenses	0	30	1,000	970		970	3.0%	
4205 Council Office Expenditure	362	1,388	2,000	612		612	69.4%	
4210 Audit	0	1,213	1,650	437		437	73.5%	
4215 Bank Charges	21	115	500	385		385	23.1%	
4220 Conference / Seminars	0	0	500	500		500	0.0%	
4225 Elections	9,016	9,016	0	(9,016)		(9,016)	0.0%	
4230 Repairs & Maintenance	0	66	1,000	934		934	6.6%	
4235 Insurance	0	11,851	8,750	(3,101)		(3,101)	135.4%	
4240 Travel Allowance	0	0	300	300		300	0.0%	
4245 Office Equipment	0	11	300	289		289	3.7%	
4250 Office/Room Hire	0	10,096	10,200	104		104	99.0%	
4260 FOIA/EIR requests	0	0	500	500		500	0.0%	
4265 Subscriptions	0	2,574	3,000	426		426	85.8%	
4275 Telephone and Broadband	47	360	500	140		140	71.9%	
4285 Remembrance Sunday	0	160	160	0		0	100.0%	
4400 Electronic Support	13	1,036	1,650	614		614	62.8%	
Administration :- Indirect Expenditure	<b>10,159</b>	<b>38,890</b>	<b>32,910</b>	<b>(5,980)</b>	<b>0</b>	<b>(5,980)</b>	<b>118.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(10,159)</b>	<b>(38,890)</b>	<b>(32,910)</b>	<b>5,980</b>				

Continued over page



22/11/2024

## Holme Valley Parish Council

Page 2

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## Detailed Income &amp; Expenditure by Budget Heading 31/10/2024

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>250 Finance &amp; Management</u>								
4315 Other Community Assets	0	1,000	53,000	52,000		52,000	1.9%	1,000
4405 Grants - Projects and Events	1,500	1,500	16,500	15,000		15,000	9.1%	
Finance & Management :- Indirect Expenditure	<b>1,500</b>	<b>2,500</b>	<b>69,500</b>	<b>67,000</b>	<b>0</b>	<b>67,000</b>	<b>3.6%</b>	<b>1,000</b>
<b>Net Expenditure</b>	<b>(1,500)</b>	<b>(2,500)</b>	<b>(69,500)</b>	<b>(67,000)</b>				
6000 plus Transfer from EMR	0	1,000						
<b>Movement to/(from) Gen Reserve</b>	<b>(1,500)</b>	<b>(1,500)</b>						
<u>300 Planning</u>								
4505 Neighbourhood Plan	0	474	1,500	1,026		1,026	31.6%	474
Planning :- Indirect Expenditure	<b>0</b>	<b>474</b>	<b>1,500</b>	<b>1,026</b>	<b>0</b>	<b>1,026</b>	<b>31.6%</b>	<b>474</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(474)</b>	<b>(1,500)</b>	<b>(1,026)</b>				
6000 plus Transfer from EMR	0	474						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						
<u>350 Publications &amp; Communication</u>								
4650 Communications & Engagement	2,163	4,910	15,000	10,090		10,090	32.7%	
Publications & Communication :- Indirect Expenditure	<b>2,163</b>	<b>4,910</b>	<b>15,000</b>	<b>10,090</b>	<b>0</b>	<b>10,090</b>	<b>32.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,163)</b>	<b>(4,910)</b>	<b>(15,000)</b>	<b>(10,090)</b>				
<u>400 Service Provision</u>								
4300 Honley Library	0	15,080	15,000	(80)		(80)	100.5%	
4310 Holmfirth Civic Hall- Projects	17,565	62,490	10,000	(52,490)		(52,490)	624.9%	52,490
4320 Public Toilet - Day to Day	2,462	10,506	22,000	11,494		11,494	47.8%	
4325 Public Toilet - Lettable Space	928	1,750	1,000	(750)		(750)	175.0%	1,600
4705 Christmas Provision	2,250	2,250	6,000	3,750		3,750	37.5%	
4710 New Mill - Churchyard	0	239	750	511		511	31.9%	
4715 Defibrillators	0	58	0	(58)		(58)	0.0%	58
4720 Dog Waste	404	404	1,200	797		797	33.6%	
4730 Minibus	0	9,729	23,500	13,771		13,771	41.4%	
4735 Phone Boxes	0	0	400	400		400	0.0%	
4740 Seats & Shelters-Maintenance	849	6,205	13,000	6,795		6,795	47.7%	
4750 War Memorial	0	200	500	300		300	40.0%	
4760 Youth Work in the Holme Valley	0	5,000	25,000	20,000		20,000	20.0%	
Service Provision :- Indirect Expenditure	<b>24,458</b>	<b>113,911</b>	<b>118,350</b>	<b>4,439</b>	<b>0</b>	<b>4,439</b>	<b>96.2%</b>	<b>54,148</b>
<b>Net Expenditure</b>	<b>(24,458)</b>	<b>(113,911)</b>	<b>(118,350)</b>	<b>(4,439)</b>				
6000 plus Transfer from EMR	18,365	54,148						
<b>Movement to/(from) Gen Reserve</b>	<b>(6,093)</b>	<b>(59,764)</b>						

Continued over page

22/11/2024

## Holme Valley Parish Council

Page 3

13:36

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2024

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>450 Climate Emergency</u>								
4805 Community Mobilisation	0	869	5,000	4,131		4,131	17.4%	767
Climate Emergency :- Indirect Expenditure	<u>0</u>	<u>869</u>	<u>5,000</u>	<u>4,131</u>	<u>0</u>	<u>4,131</u>	<u>17.4%</u>	<u>767</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(869)</u>	<u>(5,000)</u>	<u>(4,131)</u>				
6000 plus Transfer from EMR	0	767						
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>(102)</u>						
<b>Grand Totals:- Income</b>	<b>1,293</b>	<b>172,992</b>	<b>348,795</b>	<b>175,803</b>			<b>49.6%</b>	
<b>Expenditure</b>	<b>45,599</b>	<b>213,239</b>	<b>332,260</b>	<b>119,021</b>	<b>0</b>	<b>119,021</b>	<b>64.2%</b>	
<b>Net Income over Expenditure</b>	<u><b>(44,306)</b></u>	<u><b>(40,247)</b></u>	<u><b>16,535</b></u>	<u><b>56,782</b></u>				
plus Transfer from EMR	18,365	56,389						
less Transfer to EMR	0	16,453						
<b>Movement to/(from) Gen Reserve</b>	<u><b>(25,940)</b></u>	<u><b>(311)</b></u>						

**Holme Valley Parish Council**  
**Earmarked Reserves**

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
322 EMR CCTV	320.00	-320.00	0.00
323 EMR Com Asset-Others in Valley	2,017.00	0.00	2,017.00
325 EMR Election Fund	0.00	7,000.00	7,000.00
326 EMR Defibrillator Special Resr	1,796.05	-57.54	1,738.51
331 EMR Gartside Building	5,000.00	-1,600.00	3,400.00
332 EMR Honley Library	15,000.00		15,000.00
336 EMR Royal Events	0.00	1,000.00	1,000.00
337 EMR COVID Memorial	6,000.00		6,000.00
338 EMR Children's Playgrounds	15,000.00	-15,000.00	0.00
341 EMR Climate Action Projects	13,697.00	-170.32	13,526.68
343 EMR Road Safety	10,000.00	2,052.00	12,052.00
344 EMR Staff Pay	0.00	5,000.00	5,000.00
345 EMR Rolling Grants	0.00	6,060.00	6,060.00
346 EMR Public Transport	0.00	5,000.00	5,000.00
347 EMR Tourism	0.00	5,000.00	5,000.00
348 EMR Dog Waste & Litter	0.00	3,800.00	3,800.00
349 EMR Community Engagement	0.00	3,609.87	3,609.87
351 EMR Holmfirth Toilets Refurb	0.00	4,104.00	4,104.00
	<b><u>68,830.05</u></b>	<b><u>25,478.01</u></b>	<b><u>94,308.06</u></b>

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT AND SCHEDULE OF RISKS

December 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p><b>Business continuity:</b></p> <p><b>Risk of Council not being able to continue its business due to unexpected circumstances.</b></p> <p><b>FINANCIAL, OPERATING</b></p>	1 – unlikely	3 – severe	<b>1x3=3 MEDIUM</b>	<p>All Council files are in the cloud, - Dropbox.</p> <p>Council should have +25% of net revenue expenditure as general reserves as contingency fund.</p>	<p>A Business Continuity Plan is being drawn up</p> <p>RFO monitors general reserves level monthly and rationalises expenditure to keep within the 25%-100% level and reports to F&amp;M</p>	<p>Spring 2025</p> <p>Monthly</p>	<p>Clerk with Officers</p> <p>RFO</p>
<p><b>Precept/Income:</b></p> <p><b>Risk of Parish Council not having sufficient funds to deliver budget/services.</b></p> <p><b>FINANCIAL, OPERATING, STRATEGIC</b></p>	1 – unlikely	3 – severe	<b>1x3=3 MEDIUM</b>	<p>Approval of budget by full Council and regular budget monitoring statements.</p> <p>Methodical budget-setting process with all Committees and Council. Oversight by Finance and Management Committee.</p> <p>Regular budget monitoring report to Finance &amp; Management Committee or full Council.</p> <p>Movements of reserves and virements if needed. Ensure the Parish Council has adequate general reserves.</p>	<p>A Business Continuity Plan is being drawn up</p>	<p>Spring 2025</p>	<p>Clerk with Officers</p>
<p><b>Loss of Income or the need to provide essential services:</b></p> <p><b>FINANCIAL, OPERATING, STRATEGIC</b></p>	1 – unlikely	3 – severe	<b>1x3=3 MEDIUM</b>	<p>Contingency fund (general reserves). Level agreed as part of annual budget process.</p> <p>General reserves should be between 25% and 100% of net revenue expenditure or c25% of precept.</p>	<p>Regular monitoring of the levels of general reserves.</p>	<p>Monthly, ongoing</p>	<p>RFO</p>

HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT AND SCHEDULE OF RISKS

December 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p><b>Financial Records:</b></p> <p><b>Risk of not keeping proper financial records in accordance with statutory requirements.</b></p> <p><b>COMPLIANCE</b></p>	<p>1 – unlikely</p>	<p>2 – negligible</p>	<p><b>1x2=2</b> <b>LOW</b></p>	<p>Regular scrutiny of financial records and approval of pending expenditure by Council/F&amp;M.</p> <p>Records kept in accordance with Accounts and Audit Regulations.</p> <p>Annual Internal and External Audit.</p> <p>Adoption of financial regulations reviewed every two years at least.</p> <p>Quarterly check of accounts, payments, systems by internal controls checker.</p>	<p>Bank reconciliations must be signed by the Chair and one other mandated signatory at F&amp;M/Council.</p>	<p>From MAY 2024</p>	<p>RFO, Chairs</p>

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT AND SCHEDULE OF RISKS

December 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<b>Money, Banks, Banking:</b>  <b>Risk of loss of cash through theft or dishonesty, - error fraud</b>  <b>FINANCIAL</b>	2 – quite likely	3 – severe	2x3=6 SUBSTANTIAL RISK	Fidelity Guarantee insurance.  Petty cash system no longer in use.  Insurance cover; annual check on level of cover in place.  Financial Regulations set out requirements re banking to safeguard public money held by HVPC.  Review bank mandates as required.  Monthly bank reconciliations. All payments in line with Financial Regulations.  Regular monitoring reports to Finance & Management Committee or full Council.  Quarterly Internal Controls and half-year Internal Audit.  External Audit.	Security marking on equipment to be kept up to date.  Thorough vetting process of job applicants and annual staff reviews.  CRB checks for staff  Move main business of Holme Valley Parish Council over to Unity Trust bank for greater security against fraud.	AUG 2025  Ongoing  3 yearly  DEC 2024	RFO  Staffing SC  Clerk  RFO

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT AND SCHEDULE OF RISKS

December 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p><b>Employer Liability:</b></p> <p><b>Salaries paid incorrectly.</b></p> <p><b>Wrong calculations/deductions re pensions, NI, income tax.</b></p> <p><b>Unfair dismissal claims.</b></p> <p><b>FINANCIAL, COMPLIANCE, OPERATING</b></p>	1 – unlikely	2 – moderate	<b>1x2=2 LOW</b>	<p>Regular returns to Inland Revenue; contracts of employment for all staff, systems of updating records for any changes in relevant legislation.</p> <p>Staff salaries are approved by Council based on NJC salary scale.</p> <p>Salaries are reviewed annually.</p> <p>Grievance and Appeals procedure.</p> <p>Annual Staffing Review; Staff Development Review Scheme</p> <p>Employment position of contractors under PAYE regulations – checks undertaken.</p> <p>Policies – review</p> <p>Annual Internal and External Audit.</p> <p>Training –for Officers.</p>	<p>Clerk and Assistant Clerk to be trained in terms of online banking, payroll, VAT, HMRC etc</p> <p>New rates of pensions need factoring into payroll.</p>	<p>By DEC 2024</p> <p>April 2025</p>	<p>Assistant Clerk, Clerk, RFO as trainer</p> <p>RFO</p>
<p><b>VAT:</b></p> <p><b>Incorrect submissions under VAT/Customs and Excise regulations.</b></p> <p><b>FINANCIAL, COMPLIANCE, OPERATING</b></p>	1 – unlikely	1 – negligible	<b>1x1=1 LOW</b>	<p>Regular VAT returns to HM Customs and Excise.</p> <p>Signed up to Making Tax Digital submission of VAT return.</p>	<p>Training, knowledge, awareness of the RFO. Reading literature to keep up to date.</p> <p>Clerk and Assistant Clerk to be trained in terms of online banking, payroll, VAT, HMRC etc</p> <p>As above, new rates of pensions need factoring into payroll.</p>	<p>Ongoing</p> <p>DEC 2024</p> <p>APR 2025</p>	<p>RFO</p> <p>Assistant Clerk, Clerk, RFO as trainer</p> <p>RFO</p>

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT AND SCHEDULE OF RISKS

December 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p><b>Proper Officers:</b></p> <p><b>Loss of proper officers for respective remits</b></p> <p><b>FINANCIAL, COMPLIANCE, OPERATING</b></p>	2 – quite likely	2 – moderate	<b>2x2=4 MEDIUM</b>	<p>Re Clerk – Officers coached to stand in for Clerk in emergency.</p> <p>Re RFO – Officers being trained to manage banking system, payroll, HMRC/VAT, Rialtas accounts package etc.</p>	Cross-training being undertaken to safeguard the Parish Council should proper officers be absent.	By DEC 2025	Assistant Clerk, Clerk, RFO
<p><b>Grants:</b></p> <p><b>Funds are awarded to community groups without proper authority/ specific powers or under Section 137.</b></p> <p><b>FINANCIAL, COMPLIANCE</b></p>	2 – quite likely	2 – moderate	<b>2x2=4 MEDIUM</b>	<p>Powers allowing awards of money are identified for all grant applications.</p> <p>Use of budget headings to allocate expenditure.</p> <p>RFO checks legal power/duty for all expenditure.</p> <p>Regular monitoring reports to Finance &amp; Management Committee or full Council.</p> <p>Annual Internal Audit.</p> <p>Annual External Audit.</p> <p>Running total kept of S137.</p>	<p>Check level of S137 expenditure every month.</p> <p>Make Members aware that amount of S137 is £10.81/elector.</p>	Ongoing	RFO
<p><b>Elections:</b></p> <p><b>Having inadequate money to fund elections</b></p> <p><b>FINANCIAL, COMPLIANCE, OPERATING, STRATEGIC</b></p>	1 – unlikely	2 – moderate	<b>1x2=2 LOW</b>	<p>Aim to have £30,000 in an Elections earmarked reserve by election year.</p> <p>Add £7,000 to the reserve every year.</p> <p>If need be, the EMR can fund ad hoc interim elections.</p>	With the newly established high cost of a by-election, - around £10,000, - provision <u>in the budget</u> for one or more by-elections needs to be factored in.	RFO, Clerk, Council, F&M	DEC 2025



## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT AND SCHEDULE OF RISKS

December 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<b>Insolvency of insurance company:</b>  <b>FINANCIAL, OPERATING</b>	1 – unlikely	1 - negligible	<b>1x1 = 1 Low</b>	Use of one of the largest companies providing specialist cover for Councils.	Free legal service and advice from National Association of Local Councils and Yorkshire Local Councils Associations. <i>Council to review insurance providers at least every three years – next review due May 2027</i>	MAY 2027	RFO
<b>Not complying with restrictions on borrowing.</b>  <b>FINANCIAL, COMPLIANCE</b>	1 – unlikely	1 – negligible	<b>1x1=1 LOW</b>	<p>No current borrowing.</p> <p>Borrowing approval to be authorised by Council in line with current restrictions.</p> <p>Reference to Local Council Administration Book (Charles Arnold Baker) and National Association of Local Councils (NALC) and Yorkshire Local Councils Associations (YLCA).</p>			

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT AND SCHEDULE OF RISKS

December 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p><b>Community Assets:</b></p> <p><b>Damage to third party property or individuals.</b></p> <p><b>Risk to third party as a consequence of providing a service.</b></p> <p><b>FINANCIAL, OPERATING, STRATEGIC</b></p>	1 – unlikely	3 – severe	<b>1x3 = 3 MEDIUM</b>	Public Liability Insurance.	Get ongoing issue with roof sorted so can look for new insurance options 2027.	SPRING 2027	HCHCT, Clerk, Service Provision SC, RFO
				Annual check on level of Public Liability Cover in place.			
				Maintain asset register (add new items/remove disposed items) to calculate insurance needs.			
				Insurance for unique items	Existing procedure adequate		
				<i>Adequate insurance provided for Jubilee, TdF and WW1 Seat etc</i>			
				Maintain logged system of complaints.	Existing procedure adequate		
All complaints logged with received and action taken.							
Check smartwater topping stones at New Mill churchyard	Smartwater marking to be applied to topping stones of walls surrounding closed churchyard and appropriate signage <b>but Council should not pay for work to Church buildings, walls etc, only undertake gardening/mowing/tree-work etc</b>	end August 2025	Contractor				
Topple tests at Closed Churchyard needed.	Topple test to be carried out by Maintenance Contractor.	end August 2025	Contractor				
Back of replacement stone slates affixed to Holme Barn painted with red paint for future traceability in case of theft Oct 2015.	Holme Barn – check marker red paint on Holme barn.	end August 2025	Contractor				

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT AND SCHEDULE OF RISKS

December 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<b>Property Damage:</b>  <b>FINANCIAL</b>	2 – quite likely	2 - moderate	<b>2x2 = 4 Medium</b>	Insurance.  All Risks Insurance.  Annual check on insurance values  Use of one of the largest companies providing specialist cover for Councils. Public Liability Insurance. Fidelity Guarantee insurance.	As above, get ongoing issue with roof at The Civic sorted so can look for new insurance options 2027.	SPRING 2027	HCHCT, Clerk, Service Provision SC, RFO
<b>Unsafe equipment:</b>  <b>FINANCIAL, OPERATING</b>	2 - quite likely	2 - moderate	<b>2x2 = 4 Medium</b>	Visual inspections.  Annual PAT Testing of electrical small electrical appliance, alarms and fire extinguishers all carried out by Holmfirth Civic Hall Community Trust (HCHCT).	Existing procedure adequate		
<b>Civic Regalia - lost, damaged:</b>  <b>FINANCIAL</b>	1 – unlikely	1 - negligible	<b>1x1 = 1 Low</b>	Annual inspection of regalia.	Ensure Chairman/Vice Chair is aware of need for Civic Regalia to be kept under secure conditions.	MAY 2025 when new Chair is appointed	CLERK
<b>Legal liability as a consequence of asset ownership:</b>  <b>FINANCIAL, OPERATING, STRATEGIC</b>	1 – unlikely	3 – severe	<b>1 x 3 = 3 Medium</b>	Public Liability Insurance.	Annual check on level of cover.	MAR 2025	RFO

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT AND SCHEDULE OF RISKS

December 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p><b>Damage to and safety of seats and stone bus shelters:</b></p> <p><b>FINANCIAL</b></p>	2 - quite likely	1 - negligible	2x1=2 LOW	<p>Cantilever shelters transferred to Metro 2009. Pursue any reports for evidence, witness statements whenever possible. Claims for costs pursued whenever possible.</p> <p>Regular maintenance (and photographs taken).</p> <p>Remind Ward members to keep a check on seats and shelters in Ward and to report any problems to Council offices.</p> <p>Reports from members of the public and bus operators.</p> <p>Inspections to be carried out by members during normal Ward duties.</p>	Existing procedure adequate		
<p><b>Damage to closed churchyard.</b></p> <p><b>FINANCIAL</b></p>	2 – quite likely	1 - negligible	2x1=2 LOW	<p>Pursue any reports for evidence, witness statements whenever possible. Claims for costs pursued whenever possible.</p>	Regular reports (and photographs) from Maintenance Contractor.	Ongoing	Contractor
<p><b>Holmfirth Public Toilets.</b></p> <p><b>FINANCIAL</b></p>	2 – quite likely	1 - negligible	2x1=2 LOW	<p>Regular reports from Cleaning Contractor.</p> <p>Claims for costs pursued whenever possible.</p> <p>See separate risk management policy and assessments – approved and adopted by Council.</p>	Annual Risk Assessment of Public Toilets to be carried out.	JUL 2025	CLERK

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT AND SCHEDULE OF RISKS

December 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p><b>Personal Accident to Members and Officers.</b> <b>Assault to Officers.</b></p> <p><b>FINANCIAL, OPERATING</b></p>	1 – unlikely	2- moderate	<b>1x2=2 LOW</b>	<p>Personal Accident cover. Including Assault cover. Employer's Liability cover.</p> <p>Libel and Slander cover</p> <p>Annual check on level of cover in place</p> <p>Council Office – alarm, personal alarm facility or mobile phone (ring 999 and/or Chairman, another Member, or family member).</p> <p>Officers to be accompanied out of building after evening meetings.</p> <p>Advice to Members.</p>	Existing procedure adequate		
<p><b>Unwanted visitors entering HVPC meeting room during meetings.</b></p> <p><b>OPERATING</b></p>	1 – unlikely	2 - moderate	<b>1x2=2 LOW</b>	<p>Signage at strategic places around the building.</p> <p>Both Holmfirth Civic Hall and Honley Library are public buildings, open to the community, so it may be inevitable that members of the public lose their way around the buildings. HCHCT and FoHL to be encouraged to signpost rooms for hirings/events.</p>	Existing procedure adequate		

HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT AND SCHEDULE OF RISKS

December 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p><b>Security of officers working alone in building. Security of officers exiting and locking up building after meetings.</b></p> <p><b>OPERATING</b></p>	<p>1 – unlikely</p>	<p>2 - moderate</p>	<p><b>1x2=2 LOW</b></p>	<p>When no other occupants in Civic Hall, Manager, Clerk or other nominated person locks the building. Whenever possible, Officers to be accompanied out of building after evening meetings.</p>	<p>Existing procedure adequate</p>		

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT AND SCHEDULE OF RISKS

December 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p><b>Misconduct of Members, Members interests</b></p> <p><b>OPERATING, COMPLIANCE</b></p>	2 - quite likely	2 – moderate	<b>2x2 = 4 MEDIUM</b>	<p>Procedures in place for recording and monitoring Members' and Officers' interests, gifts and hospitality received.</p> <p>Completion of Code of Conduct.</p> <p>Code of Conduct signed and a Register of Interest completed by each Member of the Council each year.</p> <p>Councillors have a duty to disclose interests.</p> <p>Disclosure of Interest Register kept listing any interests, gifts and hospitality received.</p> <p>Disclosure of Interests appears as item on the agenda as a prompt to Members/Officers</p> <p>Holme Valley Parish Council adopted the Kirklees Council Code of Conduct.</p> <p>Internal audit check.</p> <p>Register of Interest kept by Kirklees Monitoring Officer, with copy kept by Clerk, and published on KC and HVPC websites.</p> <p>Any new Disclosable Pecuniary Interests to be declared at meeting and Member's responsibility to notify Kirklees Monitoring Officer within 28 days.</p>	<p>Ensure all new Members aware of Code of Conduct, sign it, and of need to complete Registers annually.</p> <p>Working group is considering reviewing/changing the Code of Conduct, - considering the NALC Code of Conduct and the Kirklees Code of Conduct</p> <p><b>NB – It is the responsibility of individual Members (not the Clerk or another Member) to notify changes in interests and to declare interests at meetings</b></p>	<p>MAY 2025</p> <p>MAY 2025</p>	<p>CLERK</p> <p>Working Group, then Council</p>

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT AND SCHEDULE OF RISKS

December 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p><b>Parish Council does not meet consultation invitations in a timely fashion including commenting on planning applications.</b></p> <p><b>OPERATING, STRATEGIC, COMPLIANCE</b></p>	1 – unlikely	1 – negligible	<b>1x1=1 LOW</b>	<p>Consultation documents presented to next appropriate Committee/ Council meeting to formulate response.</p> <p>Minuting of action so agreed.</p> <p>Contact agencies to ask for an extension of deadline if possible.</p> <p>Hold extraordinary meetings to ensure important business is done.</p>	Existing procedure adequate		
<p><b>Breach of data handling and confidentiality.</b></p> <p><b>COMPLIANCE</b></p>	2 – quite likely	2 – moderate	<b>2x2=4 MEDIUM</b>	<p>Registration under the Data Protection Act (<i>General Data Protection Regulations from 25 May 2017</i>).</p> <p>Clerk/DPO maintains up to date registration entry.</p> <p>Procedures for dealing with personal and confidential data. Clerk (if DPO) delegated to respond to breaches and to report to ICO (if risk to an individual's rights and freedoms) within 72 hours.</p> <p>All Councillors, Officers have holmevalleyparishcouncil.gov.uk emails.</p> <p>Item on each agenda for considering items to be taken in private session.</p> <p>Passwords changed regularly. Policies, procedures and forms reviewed annually.</p>	Existing procedure adequate		



## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT AND SCHEDULE OF RISKS

December 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p><b>Improper reporting of Council business in minutes</b></p> <p><b>COMPLIANCE</b></p>	1 – unlikely	1 – negligible	<b>1x1=1 LOW</b>	<p>Minutes properly numbered with a master copy kept in safekeeping.</p> <p>Minutes circulated.</p> <p>Minutes approved and signed at next meeting of Council or Committee.</p> <p>Internal Audit check.</p> <p>Computer cloud to hard drive backup maintained on a monthly basis backups maintained and taken off site.</p>	Computer cloud to hard drive backup maintained on a monthly basis.	Monthly	RFO
<p><b>Failure to respond to electors wishing to exercise their rights of inspection.</b></p> <p><b>OPERATING, COMPLIANCE</b></p>	1 – unlikely	1 – negligible	<b>1x1=1 LOW</b>	<p><i>Minutes and Audit Notices published on website.</i></p> <p>Advertising of end of year accounts and available for inspection to the public as required under the Accounts and Audit Regulations.</p> <p>Minutes published on website. Financial information published on website.</p> <p>Notice of Appointment confirmation signed and returned to Auditors.</p>	Existing procedure adequate		
<p><b>Inadequate provision of supporting papers.</b></p> <p><b>COMPLIANCE</b></p>	1 – unlikely	1 – negligible	<b>1x1=1 LOW</b>	<p>Freedom of Information Publication Scheme.</p> <p>Publication scheme adopted 2015 and re-adopted annually. Agenda consideration at each meeting.</p>	Existing procedure adequate		

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT AND SCHEDULE OF RISKS

December 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p><b>Challenge to Members and Officers when visiting sites on Council business, e.g. re planning applications.</b></p> <p><b>OPERATING</b></p>	1 – unlikely	2 – moderate	<b>1x2=2 LOW</b>	<p>Members and Officers should identify themselves if challenged by a member of public.</p> <p>ID cards provided for Members and Officers.</p>	New Councillors do not always use their Cllr ID badges; encourage to use on Council business	NOV 2024	Clerk
<p><b>Poor document control – correspondence, postage, storage and filing, etc</b></p> <p><b>OPERATING, COMPLIANCE</b></p>	1 – unlikely	1 – negligible	<b>1x1=1 LOW</b>	<p>Correspondence date received.</p> <p>Filing systems maintained in fireproof cabinets.</p> <p>Regular review of need to retain documents and other records.</p> <p>Review of Records Management Policy regarding retention, management and disposal of documents (including filing system and files stored/archived by third parties, e.g. solicitors). Any deeds or other legal documents to be stored in safe storage.</p> <p>Dropbox is used for safe storage of documentation. Back-ups of Dropbox system maintained on external hard drives monthly.</p>	<p>Back-ups of Dropbox system maintained on external hard drives monthly.</p> <p>Need to dispose of some documentation that does not need to be held</p>	<p>Monthly</p> <p>SUMMER 2025</p>	<p>Deputy Clerk</p> <p>Clerk, RFO</p>

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT AND SCHEDULE OF RISKS

December 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p>Risks around allotments and garage plots</p> <p><b>FINANCIAL, OPERATING</b></p>	1 – unlikely	2 – moderate	<b>1x2=2 LOW</b>	<p>Appropriate legal agreements (tenancies) signed.</p> <p>Annual review of Leases and Agreements.</p> <p>Annual renewal where necessary.</p>	Quarterly inspection of the allotments.	Ongoing (no issues)	RFO
<p><b>Security of vulnerable building.</b></p> <p>1) Council's Meeting Room &amp; Office (Anchor Tenancy @ Holmfirth Civic Hall)</p> <p><b>FINANCIAL, OPERATING</b></p>	2 – quite likely	2 – moderate	<b>2x2=4 MEDIUM</b>	<p>Intruder and fire alarms installed. Provision of Fire extinguishers, fire drills.</p> <p>Secure locks and annual review of security.</p> <p>Record of key holders held by HCHCT.</p> <p>The Civic - Annual servicing of alarm and security systems are responsibility of HCHCT (Landlord), not HVPC.</p> <p>Fire protection equipment – responsibility of HCHCT (not HVPC).</p>	Existing procedure adequate		
<p><b>Security of vulnerable building.</b></p> <p>2) Honley Library</p> <p><b>FINANCIAL, OPERATING</b></p>	2 – quite likely	2 – moderate	<b>2x2=4 MEDIUM</b>	<p>Honley Library - Annual servicing of alarm and security systems are responsibility of FoHL, not HVPC.</p> <p>Fire protection equipment – responsibility of FoHL (not HVPC).</p>	Existing procedure adequate		

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT AND SCHEDULE OF RISKS

December 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p><b>Changes to legislation and procedures.</b></p> <p><b>COMPLIANCE/ OPERATING</b></p>	1 – unlikely	1 – negligible	1x1=1 <b>LOW</b>	<p>Provide effective training for Members and Officers.</p> <p><i>Latest version of Standing Orders (NALC Model)</i></p> <p>New revised Financial Regulations 2024, based on the new model Financial Regulations.</p> <p>Provide adequate budget for Member and Officer training.</p>	Existing procedure adequate		
<p><b>Risks to supplies and Services provided to the Council.</b></p> <p><b>FINANCIAL, OPERATING</b></p>	Low			<p>Contract for services advertised and awarded in line with Standing Orders and Financial Regulations.</p> <p>Ensure Contractors have adequate insurance including public liability cover.</p> <p>Ensure Contractors have appropriate Health and Safety policy.</p> <p>Contracts approved by Council. Ensure maintenance contracts are fully reviewed and minimum 3 new quotations sought December 2023</p> <p>Sight of insurance certificate before award of contract.</p> <p>Remind contractors re Health and Safety implications</p>	Maintenance contracts to be reviewed 2025-26	Ongoing (no issues)	Service Provision Standing Committee, Clerk

## HOLME VALLEY PARISH COUNCIL – RISK ASSESSMENT AND SCHEDULE OF RISKS

December 2024

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<b>Collection and banking of cash donations from toilets</b>  <b>FINANCIAL</b>	2 – quite likely	2 – moderate	<b>2x2=4 MEDIUM</b>	As above, - effective recruitment of contractor - awarded in line with Standing Orders and Financial Regulations.  Contractor to count, bag and bank money regularly - on a monthly basis.  Retain receipts from the bank and forward to RFO.  Report deposits to the RFO.	Existing procedure adequate		

**Internal Audit assurance testing will include:**

- (1) Review of internal controls in place and their documentation.
- (2) Testing of specific internal controls and reporting findings to Council.
- (3) Review of management arrangements regarding insurance.
- (4) Review of minutes to ensure legal powers in place recorded and correctly applied.
- (5) Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc.
- (6) Review and testing of arrangements to prevent and detect fraud and corruption.
- (7) Review and testing of specific controls, reporting findings to Council.

**Levels of impact (examples):**

Severe Impact	Moderate Impact	Negligible Impact
<b>Examples:</b> <ul style="list-style-type: none"> <li>• Death</li> <li>• Extensive, permanent injuries, long term sickness</li> <li>• Medium term loss of service capability</li> <li>• Adverse national publicity</li> <li>• More than 10 people involved</li> <li>• Litigation almost certain and difficult to defend</li> <li>• Financial loss in excess of £50,000</li> <li>• Breaches of law punishable by imprisonment</li> <li>• Up to 10 people involved</li> <li>• Litigation to be expected</li> </ul>	<b>Examples:</b> <ul style="list-style-type: none"> <li>• Medical treatment required – long term injury</li> <li>• Short term disruption to service capability</li> <li>• Adverse local publicity</li> <li>• Needs careful public relations</li> <li>• No more than 5 people involved</li> <li>• High potential for complaint, litigation possible</li> <li>• Financial loss between £5,000 and £50,000</li> <li>• Breaches of the law punishable by fines only</li> </ul>	<b>Examples:</b> <ul style="list-style-type: none"> <li>• No injuries beyond first aid level</li> <li>• No significant disruption to service capability</li> <li>• Unlikely to cause any adverse publicity</li> <li>• No more than 2 people involved</li> <li>• Unlikely to cause complaint/litigation</li> <li>• Financial loss below £5,000</li> <li>• Breaches of local procedures/standards</li> </ul>

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
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Priority of Risk Management		IMPACT		
		NEGLIGIBLE (SCORE 1)	MODERATE (SCORE 2)	SEVERE (SCORE 3)
LIKELIHOOD OF OCCURRENCE	UNLIKELY (SCORE 1)	LOW RISK (1x1)	LOW RISK (1x2)	MEDIUM RISK (1x3)
	QUITE LIKELY (SCORE 2)	LOW RISK (2x1)	MEDIUM RISK (2x2)	SUBSTANTIAL RISK (2x3)
	HIGHLY LIKELY (SCORE 3)	MEDIUM RISK (3x1)	SUBSTANTIAL RISK (3x2)	MAJOR RISK (3x3)















# RFO's Report on the Parish Council Budget 2025/26:

On the instruction of the Committee Chair, the RFO has produced three separate Budget Plans for consideration by Members.

For Members' information, in the budget plans provided:

- There have been no reductions to the budgets and earmarked reserves for 2025/26 requested by the individual Standing Committees. As presented, all the Committees have the budgets and reserves as approved by their own budget-setting.
- There is no variance in the Other Income projections for 2025/26, - £22,085. This is all income other than the precept. The only income line with an increase is the money reimbursed by Holmfirth Civic Hall Community Trust for their share of the insurance premium.
- In each Budget Planner, as agreed by Council, the budget for The Civic Holmfirth has been increased from £10,000 to £40,000 per year.
- The elections budget has increased from 0 to £10,000.
- The insurance budget has increased from £8,750 to £12,000 to cover the increased costs after the revaluation of The Civic.
- There has been an inflationary uplift in the Staffing salaries budget line and many of the Service Provision Committee budget lines. The other Committees did not wish to include an inflationary uplift.
- As presented here, there is no variance to the amount of money held in earmarked reserves. All Committees have the earmarked reserves as they requested them. The elections EMR has been topped up to £14,000. The Royal Events EMR has been topped up to £2,000. The Public Transport EMR has been reduced to £2,500. There is a new EMR War Memorials holding £2,500. The EMR's for the Gartside Building and the Toilets Refurbishment have been merged and would hold £10,000. The Gartside Climate Emergency Project would hold £18,005 and include the underspend on the Climate Action budget line 2024/25.
- There are some variances across the three Budget Plans pertaining to Finance and Management budget lines and Council budget lines.
- There are variances in the amount of additional money added to general reserves.
- The Medium Outlay Budget was the starting point.

Lower Outlay Budget	Medium Outlay Budget	Higher Outlay Budget
<ul style="list-style-type: none"> <li>The projected expenditure is £377,076</li> <li>This budget involved cutting the F&amp;M Assets grants budget – from £53,000 to £40,000. The Projects and Events budget would remain at £20,000.</li> <li>There are smaller cuts to some Council budget lines against the Medium Outlay Budget totalling £1,450.</li> </ul>	<ul style="list-style-type: none"> <li>The projected expenditure is £393,516</li> <li>This budget was the starting point for the other two budget.</li> <li>With regard to the F&amp;M grants budget, the suggestion was to increase the 4405 Projects and Events budget to £25,000 (from £20k) and to reduce the 4315 Community Assets budget to £50,000 (from £53,000)</li> </ul>	<ul style="list-style-type: none"> <li>The projected expenditure is £414,766</li> <li>This budget involved additional expenditure of £20,000 for a Visioning document for The Civic.</li> <li>This would mirror the Medium Outlay Budget with an increase to the 4405 Projects and Events budget to £25,000 (from £20k) and a reduction to the 4315 Community Assets budget to £50,000 (from £53,000)</li> <li>There was a small addition of £1,000 to the Planning budget line to cover the consultation on the Kirklees Local Plan.</li> </ul>
<ul style="list-style-type: none"> <li>Under this Budget Plan £12,000 would be added to general reserves.</li> </ul>	<ul style="list-style-type: none"> <li>Under this Budget Plan £15,000 would be added to general reserves.</li> </ul>	<ul style="list-style-type: none"> <li>Under this Budget Plan £30,000 would be added to general reserves. This would give the Parish Council greater security against unexpected expenditure.</li> </ul>
<ul style="list-style-type: none"> <li>% of general reserves against net revenue expenditure: <b>25%</b></li> </ul>	<ul style="list-style-type: none"> <li>% of general reserves against net revenue expenditure: <b>25%</b></li> </ul>	<ul style="list-style-type: none"> <li>% of general reserves against net revenue expenditure: <b>27%</b></li> </ul>
<ul style="list-style-type: none"> <li>This would mean an increase to the Band D household charge of <b>£3.60</b> to £34.13/a.</li> </ul>	<ul style="list-style-type: none"> <li>This would mean an increase to the Band D household charge of <b>£5.41</b> to £35.94/a.</li> </ul>	<ul style="list-style-type: none"> <li>This would mean an increase to the Band D household charge of <b>£8.79</b> to £39.32/a.</li> </ul>

The three options in shorthand:

DESCRIPTION	2024/25 BUDGET	2024/25 PROJECTED OUTTURN	2025/26 <u>LOW</u> BUDGET OPTION	2025/26 <u>MIDDLE</u> BUDGET OPTION	2025/26 <u>HIGH</u> BUDGET OPTION
			<b>1</b>	<b>2</b>	<b>3</b>
Precept	<b>£327,934</b>	<b>£327,934</b>	<b>£366,615</b>	<b>£386,065</b>	<b>£422,315</b>
All other income	<b>£20,861</b>	<b>£22,085</b>	<b>£22,451</b>	<b>£22,451</b>	<b>£22,451</b>
<b>TOTAL INCOME</b>	<b>£348,795</b>	<b>£350,019</b>	<b>£389,066</b>	<b>£408,516</b>	<b>£444,766</b>
Council - Administration	<b>£122,910</b>	<b>£133,420</b>	<b>£143,018</b>	<b>£144,468</b>	<b>£144,718</b>
Finance and Management Committee	<b>£73,000</b>	<b>£73,000</b>	<b>£60,000</b>	<b>£75,000</b>	<b>£75,000</b>
Planning Committee	<b>£1,500</b>	<b>£7,676</b>	<b>£1,500</b>	<b>£1,500</b>	<b>£2,500</b>
Climate Action, Communications & Engagement	<b>£20,000</b>	<b>£13,733</b>	<b>£13,000</b>	<b>£13,000</b>	<b>£13,000</b>
Service Provision Committee	<b>£118,350</b>	<b>£169,297</b>	<b>£152,548</b>	<b>£152,548</b>	<b>£172,548</b>
<b>TOTAL EXPENDITURE</b>	<b>£335,760</b>	<b>£397,126</b>	<b>£370,066</b>	<b>£386,516</b>	<b>£407,766</b>
<b>Contribution to reserves</b>	<b>£16,453</b>	<b>£16,453</b>	<b>£12,000</b>	<b>£15,000</b>	<b>£30,000</b>
<b>Increase to Band D charge</b>	<b>£3.35</b>	<b>£3.35</b>	<b>£3.60</b>	<b>£5.41</b>	<b>£8.79</b>
<b>Band D charge</b>	<b>£30.53</b>	<b>£30.53</b>	<b>£34.13</b>	<b>£35.94</b>	<b>£39.32</b>

# Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: [clerk@holmevalleyparishcouncil.gov.uk](mailto: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.

### In under 20 words, tell us what the grant would pay for?

Our Food Bank is in need of supplies, essential food hampers and some Christmas treats relating to our Christmas appeal

1	Contact Details
Name of organisation	FULL LIFE CHURCH/FOOD BANK
Address	MIRY LANE, THONGSBRIDGE, HOLMFIRTH
Postcode	HD9 7RW
Contact person	██████████
Position in group	MINISTER/CHAIR OF TRUSTEES
Correspondence address	MIRY LANE, THONGSBRIDGE, HOLMFRITH
Postcode	HD9 7RW
Daytime phone	██████████
Evening phone	██████████
Email	<a href="mailto:foodbank@fullifechurch.co.uk">foodbank@fullifechurch.co.uk</a>



## 2

## About your organisation

**What sort of group are you?** - put an 'x' in the box

- Unregistered community group
- Registered charity
- Other (please state)

**Charity Registration No**

1051957

If applicable

**When did the group start?**

1970's

**How many people are involved in running your group?**

Trustees	3
Unpaid Management Committee	2
Paid F/T Staff	0
Paid P/T Staff	0
Volunteers (excluding Management Committee)	40

## 3

## Your Finances (your last full financial year)

**Financial Year**

2022/23

**Income**

83,360

**Expenditure**

68,089

**Reserves held**

15,271

**Describe the position of any reserves** ie how much is held against contingencies and whether any is earmarked for specific projects

We have no contingencies running into 2024

## 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)**

YES

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)**

**Food Bank – supporting the local food poverty need.**

**We are supplying food parcels to between 90 and 120 families per week the costs applied for are to help with the food provision and running costs and general expenditure. (Running fridges & Freezers, cooking of food)**

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

**So many families, individuals and pensioners in our area are struggling to put food on the table, heat their homes and enjoy a semblance of quality living. What we do helps with this and in the wider picture contributes to wellness and mental issues.**

**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

**It will put good foods on their table.**

**Help them afford heating for their homes and alleviate not only financial issues but their health well being and mental state. The project provides regular weekly contact and companionship for the lonely too!**

**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

**A full range of people –**

**Older generation aprox 40. Vulnerable families around 60. Disabled 8. The break down of family's children under 16 = 74. Under 25 = 86 Single parents = 55 Couple =25**

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

**We pick up from the local supermarkets perfectly good and edible foods that would normally end up on land fill sites.**

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](mailto: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? <small>reserves, fundraising, donations, other grant awards or Holme Valley PC</small>	Amount requested from the Parish Council
Food	3600	Public donations & Church Funds	3000
Utility running costs (Fridges Freezers)	800	Church funds	500
Fresh produce – Veg, fruits, bread etc	2500	Donations & Church generated funds	1500
Cooked food ingredients prepared on site	600		
	7,500		5000.00

<b>Project Total Cost</b>	<b>7,500</b>	<b>Total amount requested from HVPC</b>	<b>5000</b>
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**Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.***

*No*

<b>Has the group received a grant from the Parish Council in the last five years?</b>	<p>YES / NO</p> <p>YES</p> <p>Please give details - £6,300 in 2020</p>
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## 8 Documentation

Please ensure you enclose the following with your application:

<b>1. This Application form</b>	YES
<b>2. Your constitution or group rules</b> (if you have them, if not please describe your management structure on a separate sheet)	YES    NO    N/A
<b>3. Last 3 years accounts</b> (if you have them)	YES    NO    N/A
<b>4. Copy of bank statements for the last 6 months 3 months</b>	YES    NO    N/A
<b>5. Copies of written estimates/quotations for capital purchases</b> (if relevant)	YES    NO    N/A
<b>6. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)</b>	YES    NO    N/A
<b>7. Anything else: -</b>	YES    NO    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.**

<b>Name</b>	██████████
<b>Signature</b>	
<b>Position in organisation</b>	MINISTER/CHAIR TRUSTEES
<b>Date</b>	26/11/2024

**Send the completed application form, together with all supporting documentation, preferably in PDF format to: [clerk@holmevalleyparishcouncil.gov](mailto:clerk@holmevalleyparishcouncil.gov)**

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