

24th September 2024

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 30th SEPTEMBER 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 56 **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 57 **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 58 **To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda** **7.17 pm**

2425 59 **To consider written requests for new DPI dispensations** **7.18 pm**

2425 60 **To consider whether items on the agenda should be discussed in private session** **7.19 pm**

2425 61 **To confirm the Minutes of the previous Committee meeting** **7.20 pm**

- To approve the Minutes of the Finance & Management Committee Meeting held on 19 August 2024, numbered 2425 39 to 2425 55 inclusive. **(B)**

A. Grant Evaluation Reports

To note, the RFO/Deputy Clerk has contacted those awarded grants at the February meeting for their grant evaluation reports, and these have started to be returned.

To note, the list of grants awarded 2023-24 with record of returned grant evaluation reports. **(C)** RFO to report.

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:

- [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 \(Easter Bunny Tea Party\)](#)

To consider, any further action regarding Grant Evaluation Reports.

B. Grant Applications

To note, the list of grant applications being considered tonight against budget lines 4315 Community Assets and 4405 Projects and Events. **(D)** Rolling grants awarded previously have been deducted from the budgets.

To note, the full list of grant awards since 2020. **(E)**

As part of the considerations of grants, the Committee might wish to consider where awards are offered as rolling, multi-year awards. A rolling grant agreement proforma can be used if the Committee wishes to offer a rolling award.

Budget line 4315 Community Assets Grants

To note, the Committee may consider recommending referring awards to other Committees for potential funding, - for example CACE, regarding, for example, energy solutions.

- To consider**, Grant Application 6. Brockholes Bowling Club, – application enclosed, – 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. **(F)**

- ii. **To consider**, Grant Application 7. Brockholes Village Trust, – application enclosed, – 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. **(G)**
 - iii. **To consider**, Grant Application 8. Cartworth Moor Cricket Club, – application enclosed, – for £5,000 for 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. **(H)**
 - iv. **To consider**, Grant Application 9. Hepworth Band, – application enclosed, – 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. **(I)**
 - v. **To consider**, Grant Application 10. Holmfirth Tech, – application enclosed, – 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 **(J)**
 - vi. **To consider**, Grant Application 11. Holme Village Community Centre, – application enclosed, – for £5,000 towards installation of toilets etc. The legal power for this would be provision of building for public meetings. **(K)**
 - vii. **To consider**, Grant Application 12. Just Hoop CIC, – application enclosed, – 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. **(L)**
 - viii. **To consider**, Grant Application 13. Upperthong Village Hall, – application enclosed, – 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. **(M)**
 - ix. **To consider**, Grant Application 14. Friends of Honley, – application enclosed, – for £1,500 towards seasonal planting of outdoor spaces. The legal power for this would be Local Government Act 1972 S137. **(N)**
 - x. **To consider**, Grant Application 15. Holmfirth Harriers, – application enclosed, – 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. **(O)**
- Budget Line 4405 Community Benefits Grant – projects, events, other**
- xi. **To consider**, Grant Application 16. Sharing Memories, – application enclosed, – for £1,490 towards artist fees, taxis, refreshments for arts project. The legal power for this would be Local Government Act 1972 S145 – support of the arts. **(P)**

- xii. To consider**, Grant Applications 17. Honley Village Community Trust, – application enclosed, – for £840 towards Welcome Club activities and Christmas party. The legal power for this would be Local Government Act 1972 S145 – provision of entertainment. **(Q)**
- xiii. To consider**, Grant Application 18. Holmfirth Film Festival, – application enclosed, – for £1,000 towards venue hire for the Festival. The legal power for this would be Local Government Act 1972 S145 – provision of entertainment. **(R)**
- xiv. To consider**, Grant Application 19. New Mill Male Voice Choir, – application enclosed, – for £1,500 towards recruitment projects for new members including website. The legal power for this would be Local Government Act 1972 S145 – support of the arts. **(S)**
- xv. To consider**, Grant Application 20. Friends of Honley Library, – application enclosed, – for £850 towards library activities for children. The legal power for this would be Local Government Act 1972 S145 – provision of entertainment. **(T)**
- xvi. To consider**, Grant Application 21. Wooldale Community Group, – application enclosed, – for £159.80 towards four folding tables. The legal power for this would be Local Government Act 1972 S145 – provision of any form of public entertainments. **(U)**
- xvii. To consider**, Grant Application 22. Holmfirth Tech, – application enclosed, – for £1,500 towards food and drink for Warm Spaces sessions. The legal power for this would be Local Government Act 1972 S137. **(V)**
- xviii. To consider**, Grant Application 23. The Nest, – application enclosed, – for £1,357.50 towards parent support sessions. The legal power for this would be Local Government Act 1972 S137. **(W)**
- xix. To consider**, Grant Application 24. Vocal Expressions, – application enclosed, – for £1,500 towards band uniforms. The legal power for this would be Local Government Act 1972 S145 – support of the arts. **(X)**
- xx. To consider**, Grant Application 25. Arts for Health, – application enclosed, – 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. **(Y)**
- xxi. To consider**, Grant Application 26. Honley Village Community Trust, – application enclosed, – 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. **(Z)**

- xxii. **To consider**, Grant Application 27. Honley Village Community Trust, – application enclosed, – 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. **(ZA)**

- xxiii. **To consider**, Grant Application 28. Holme Valley Community Land Trust/ EcoHolmes, – application enclosed, – for £1,500 towards website design. The legal power for this would be Local Government Act 1972 S137. **(ZB)**

- xxvi. **To consider**, Grant Application 29. Holme Valley Businesses Together, – application enclosed, – for £1,500 towards Random Acts of Kindness project. The legal power for this would be Local Government Act 1972 S137. **(ZC)**

C. Councillor visits to community groups that have received awards

To note, i. Cllr Wilson and Cllr Holmes visited Upperthong Cricket Club. The Parish Council funded outdoor seating for spectators and clubhouse carpets.
 ii. Cllr Baylin visited Scholes Cricket Club on their Sponsors Day. The Parish Council funded the women’s changing room at the clubhouse.

D. Rolling Grants

- i. Holmfirth Arts Festival was approved for a rolling grant. **To consider:**
 - a) approving the rolling grant agreement for Holmfirth Arts Festival **(ZD)**
 - b) approving the payment of £1,500 to Holmfirth Arts Festival

- ii. Friends of Cliff Recreation Ground was approved for a rolling grant. **To consider:**
 - a) approving the rolling grant agreement for Friends of Cliff Rec **(ZE)**
 - b) approving the payment of £500 to Friends of Cliff Rec

- iii. At a prior Committee meeting, a decision on the Rolling Grant application from Holme Valley Patient Transport was deferred pending contact from Cllr Liles to the service. Cllr Liles to report.
To consider,
 - a) approving the rolling grant agreement for Holme Valley Transport **(ZF)**
 - b) approving the payment of £1,000 to Holme Valley Transport

2425 63	Chair’s Expenses	8.30 pm
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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 64	Schedule of Payments	8.31 pm
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- i. **To note**, the finalised schedules of payments for i. July 2024 **(ZG)** and ii. August 2024. **(ZH)** These to be initialled by the Chair.

- ii. **To consider**, approval of the month-to-date schedule of payments for September 2024. This to be initialled by the Chair. RFO to report. **(ZI)**

2425 65

Financial Statements

8.32 pm

To note the accounting summaries – copies enclosed

i. For July 2024 (ZJ):

- (1) Cash Books All Accounts Receipts and Payments (to end 31 July 2024) **(ZJi)**
- (2) Trial Balance (to end 31 July 2024) **(ZJii)**
- (3) Balance Sheet (to end 31 July 2024) **(ZJiii)**
- (4) Cash and Investment Reconciliation (to end 31 July 2024) **(ZJiv)**
- (5) VAT Return – year-to-date for the quarter JUL-SEP 2024 – not for submission. **(ZJv)**

ii. For August 2024 (ZK):

- (1) Cash Books All Accounts Receipts and Payments (to end 31 August 2024) **(ZKi)**
- (2) Trial Balance (to end 31 August 2024) **(ZKii)**
- (3) Balance Sheet (to end 31 August 2024) **(ZKiii)**
- (4) Cash and Investment Reconciliation (to end 31 August 2024) **(ZKiv)**
- (5) VAT Return – year-to-date for the quarter JUL-SEP 2024 – not for submission. **(ZKv)**

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 July 2024:

- HSBC Current Account Bank Statement **(ZLi)** and HSBC Current Account Bank Reconciliation **(ZLii)**
- HSBC Business Money Manager Bank Statement **(ZMi)** and HSBC Business Money Manager Bank Reconciliation **(ZMii)**
- CCLA PSDF Bank Statement **(ZNi)** and CCLA PSDF Bank Reconciliation **(ZNii)**.
- Unity Trust Current Account T2 Bank Statement **(ZOi)** and Unity Trust Current Account T2 Bank reconciliation **(ZOii)**.
- Unity Trust Savings Account Bank Statement **(ZPi)** and Unity Trust Savings Account Bank reconciliation **(ZPii)**.

For August 2024:

- HSBC Current Account Bank Statement (**ZQi**) and HSBC Current Account Bank Reconciliation (**ZQii**)
- HSBC Business Money Manager Bank Statement (**ZRi**) and HSBC Business Money Manager Bank Reconciliation (**ZRii**)
- CCLA PSDF Bank Statement (**ZSi**) and CCLA PSDF Bank Reconciliation (**ZSii**).
- Unity Trust Current Account T2 Bank Statement (**ZTi**) and Unity Trust Current Account T2 Bank reconciliation (**ZTii**).
- Unity Trust Savings Account Bank Statement (**ZUi**) and Unity Trust Savings Account Bank reconciliation (**ZUii**).

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 August 2024. (**ZV**)
Notes from the RFO:

Income -

- 1076 Precept On the income side, the Parish Council 1st 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 1st 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.

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.

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 (**ZW**).

- 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 10th 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.
- 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.

To consider, any further actions on earmarked reserves.

2425 66	Audit	8.45 pm
	<p>To note, the external auditor’s report was received with no actions needed. The certificate and Notice of Conclusion of Audit have been published. (ZX)</p>	
2425 67	Tenancies	8.46 pm
	<p>i. To note, there has been one minor issue with a garage tenancy. RFO to report.</p> <p>ii. The Service Provision Standing Committee has been discussing the operation of the Parish Council’s allotments particularly in the context of promoting biodiversity and other climate emergency issues. To consider, the Service Provision Committee has asked Finance and Management to consider a recommendation to full Council regarding which Committee is responsible for what aspects of management of the Parish Council’s allotments service. Service Provision Chair and Clerk to report.</p> <p>iii. To note, the new tenant is now paying a rent of £350/month on the Gartside shop unit.</p>	
2425 68	New model Financial Regulations from the National Association of Local Councils (NALC)	8.50 pm
	<p>The Financial Regulations Working Group, which consists of Cllr Wilson, Cllr Colling and the RFO/Deputy Clerk met Tuesday 3rd September to begin the process of updating the Parish Council’s Financial Regulations based on the model Regulations. The Group presents its draft revision of the NALC model Financial Regulations. (ZY)</p> <p>The Working Group has 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.</p> <p>Passages in the draft document highlighted in yellow are amended but are not considered especially noteworthy. Passages highlighted in pink are more noteworthy and Members should pay especial attention to these parts, and the relevant footnotes. RFO to report. To consider, recommending the draft Financial Regulations to full Council.</p>	
2425 69	Internal Control Checks	8.55 pm
	<p>To note, the second quarter of the financial year (JUL-SEP) is now over. The Parish Council will be arranging to meet with Cllr Liles to undertake the internal controls check in due course.</p>	

2425 70

Banking

8.56 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 and Whitelaw have not been able to log on yet.
- ib. To note**, the RFO has contacted Kirklees Council to change the account for the deposit of the precept in November.
- ic. To note**, 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 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:
- 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

8.58 pm

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

2425 72

Publicising the work of Holme Valley Parish Council

8.59 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 19 AUGUST 2024

Those present:

Chair: Cllr A Wilson

Vice Chair: Cllr G Kirkby

Councillors: Cllr L Baylin, Cllr D Brook, Cllr P Colling, Cllr J Holmes, Cllr J Liles, Cllr M Rostron, Cllr J Rylah, Cllr S Whitelaw

Officer: Mr R McGill (RFO/Deputy Clerk)

Also present: Mrs Jen McIntosh (Clerk)

Welcome

The Chair welcomed Members to this third 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 39 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 40 To accept apologies for absence

NOTED: It was noted that Cllrs Barnett, Blacka and Greaves were absent from the meeting.

The Committee received apologies for absence given in advance of the meeting from Cllrs Blacka and Greaves.

RESOLVED: The reasons given for absence by Cllrs Blacka and Greaves were approved by the Committee.

2425 41 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

None were declared.

Signed: _____

2425 42 To consider written requests for new DPI dispensations

No new DPI dispensations had been received.

2425 43 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 44 To confirm the Minutes of the previous Committee meeting

NOTED: Members noted the Minutes of the Finance & Management Committee Meeting held on 10 June 2024, numbered 2425 19 to 2425 38 inclusive, already approved by Council. As presented, the minutes now include the initialled schedule of payments, and the double-signed bank reconciliations.

2425 45 Grants**i. Grant Evaluation Reports**

NOTED: The following Grant Evaluation Reports 2023-24 had been added to the Parish Council website:

- Arts for Health
- Hepworth Band
- Holmfirth Chess Club
- Holmfirth Arts Festival

The Chair said he was encouraged by the youth-focus of three of these projects and groups.

With 6 months having elapsed, the RFO/Deputy Clerk reported that in August he would be contacting those awarded grants at the February meeting for their Grant Evaluation Reports pertaining to those awards.

The Committee considered whether any further action was needed regarding Grant Evaluation Reports.

RESOLVED: No further action at this time.

ii. Grants – next cycle September 2024

The Chair reported that the next meeting for grants to be considered was 30th September 2024 with a closing date for application of 31 August. The Assistant Clerk and RFO/Deputy Clerk had been advertising the grants both on social media and via leaflets. The Committee considered whether any further action was needed.

RESOLVED: The RFO/Deputy Clerk would further promote the next grants cycle nearer the closing date. The RFO/Deputy Clerk would endeavour to forward grant applications as they arrived to Committee members to give them adequate time to review them.

Signed: _____

iii. Councillor visits to community groups that have received awards

At the time of the meeting, no Councillor had visited community group recipients of recent awards, but Cllrs Holmes and Wilson reported that they were planning to visit Uppershong Cricket Club, and Cllrs Baylin and Liles reported that they were planning to visit Hade Edge Residents Association. Cllr Whitelaw suggested she visit Holmbridge Cricket Club. This might be especially relevant given that the club was awarded money towards solar batteries for their solar panels by the Parish Council.

iv. Rolling Grants

NOTED: Members noted that Holmfirth Arts Festival had been approved for a rolling grant, but the Parish Council had not received the Rolling Grant Agreement ahead of the meeting. All the other required documentation had been received.

At the last meeting, a decision on the Rolling Grant application from Holme Valley Transport had been deferred pending a visit by Cllr Liles to the service. Cllr Liles reported that she had tried to contact the group through Honley Surgery on a number of occasions but without luck. Cllr Liles said she would email the group and hopefully arrange a call or meeting. The Committee considered any further action on this. Cllr Colling reported that a leaflet had recently been produced by Holme Valley Transport stating that it covered all of the Holme Valley and the three surgeries, - Honley, Elmwood, Oakwood.

RESOLVED: No further action beyond the above.

v. Grants Working Group

Cllr Colling, the Chair of the working group, reported on the work of the group. The team had produced:

- 1) a Report intended to rationalise the grants process
- 2) Guidelines for applicants for grants
- 3) an updated Application Form
- 4) an updated Grant Evaluation Report

There was positive support for the work. There was discussion about the priorities to be considered when grants are awarded, and whether all priorities needed to be met. It was pointed out that the priorities would become relevant when an application is being considered against other applications. The Chair asked that the committee consider recommending this work as presented to full Council.

RESOLVED: The documents, as presented, would be recommended to full Council for consideration 14th October 2024 and, if then approved, would be in place for the following grants cycle in February 2025.

Signed: _____

vi. Request for a grant award change of use**Budget Line 4315 Community Assets Grant**

At the Finance and Management Committee meeting of 26th February 2024, Upperthong Cricket Club had been awarded £4,100 towards replacing the clubhouse carpets. The club had managed to get the carpets replaced cheaper than anticipated. At the last meeting of this Committee, the club had asked to use the £800 underspend towards replacing furniture. This had been refused. Since then, the club asked if the £800 underspend could be spent on carpeting other rooms in the clubhouse. The Committee considered this request.

RESOLVED: The cricket club would be asked to return the £800 underspend but be notified that they would have the opportunity to submit an application to the September grants round. The Committee noted that there are some pressures on the amount the Parish Council has for grants funding, and that it should be communicated to the Club that when this grant was originally awarded, other organisations had lost out. In the meantime, as already stated above, Cllrs Holmes and Wilson were to visit the cricket club as part of the community network building of the Parish Council.

2425 46 Chair's Expenses

NOTED: The Committee noted that the Chair's Expenses budget for 2024-25 was £1,000 and that no expenditure from the current budget had yet been incurred.

2425 47 Schedule of Payments

- i. **NOTED:** The finalised schedule of payments for June 2024 was noted and initialled by the Chair as an accurate record.
- ii. Members considered approval of the month-to-date schedule of payments for August 2024.

RESOLVED: The month-to-date schedule of payments was approved and initialled by the Chair.

The Finance Committee noted a report from the RFO/Deputy Clerk regarding the inflated cost of a single by-election for the Upper Holme Valley, - £9,016. Previous by-elections in 2020-21 had cost significantly less. The RFO/Deputy Clerk reported that the electoral services manager, Laura Burrell, had given a full breakdown of the costs, but Members reflected that this was inadequate information without knowledge of those same respective costs in previous years. **ACTION:** The RFO/Deputy Clerk would contact the electoral services manager for further information.

Signed: _____

2425 48 Financial Statements

NOTED: The Committee noted the accounting summaries for June 2024

i. For June 2024:

- (1) Cash Books All Accounts Receipts and Payments (to end 30 June 2024)
- (2) Trial Balance (to end 30 June 2024)
- (3) Balance Sheet (to end 30 June 2024)
- (4) Cash and Investment Reconciliation (to end 30 June 2024)
- (5) VAT Return – year-to-date for the quarter APR-JUN 2024 – submitted 25th July 2024.

ii. **NOTED:** Members noted that the Clerk had been on holiday and the July accounting summaries were not available ahead of the agenda going out for this meeting. The basic summaries had since been added to the website.

iii. Under item 5.19 of the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide the following guidance is given about bank reconciliations, - *"It is a requirement of the current model financial regulations that bank reconciliations be prepared regularly, approved by members and signed as part of the regular minute record."*

Members reviewed the bank statements of the accounts held by the Parish Council against the bank reconciliation from the accounting software package.

RESOLVED: The bank reconciliations against bank statements were approved for the following accounts:

For May 2024:

- HSBC Current Account
- HSBC Business Money Manager account
- CCLA Public Sector Deposit Fund

For June 2024:

- HSBC Current Account
- HSBC Business Money Manager account
- CCLA Public Sector Deposit Fund

The Chair and a second signatory on the bank mandates, the Chair of Council, signed and dated all the bank reconciliations, checked against the bank statements in accord with this resolution.

Cllr Rylah asked for clearer guidance of what Councillors were checking in respect of this task.

Signed: _____

iv. Councillors review the Income and Expenditure report for June 2024.

The RFO/Deputy Clerk reported that:

Income -

- 1076 Precept On the income side, the Parish Council 1st May 2024 had received ½ of its annual precept from Kirklees Council. The next payment would be in November.
- 1078 Special Expenses Grant The Parish Council 1st May 2024 had received ½ of the Special Expenses Grant from Kirklees Council. The next payment would be in November.
- 1090 Bank Interest Three months into the year, the Parish Council was a little up on projections regarding bank interest.
- 1200 Allotment Rents All rents had been received and banked.
- 1250 Gartside Building
- 1300 Garage Rents All rents had been received and banked.

Expenditure side:

- 4000 Salaries were a little over budget after three months. An earmarked reserve had been created to fund any subsequent pay uplifts.
- 4060 Staff Training was a little under-budget three months into the year.
- 4235 Insurance was, again, significantly over-budget by £3,101 or by 35%. However, it should be noted that the Parish Council would be reimbursed much of this increase by Holmfirth Civic Hall Community Trust under the terms of the lease.
- 4275 Telephone and Broadband was a little overbudget three months into the year.

The Committee considered any further action on income and expenditure against budget.

RESOLVED: No further action at this time.

Signed: _____

v. Earmarked Reserves

Members reviewed the June report on earmarked reserves as presented.

- i. 322 EMR CCTV had been closed as this is now a rolling grant.
- ii. 323 EMR 323 Other Community Assets in the Holme Valley consisted of £2,017 for 10th Holme Valley (New Mill) Scouts (towards a new scout hut).
- iii. 325 EMR Election Fund held £7,000 allocated directly from the precept. This 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 held £1,796.05. This is solely for maintenance of defibrillators the Parish Council is directly responsible for.
- v. 329 EMR Holmfirth Civic Hall held £30,000. The RFO reported that this would all be spent by end August in the form of a grant.
- vi. 331 EMR Gartside Building held £5,000.
- vii. 332 EMR Honley Library held £15,000.
- viii. 336 EMR Royal Events held £1,000 in respect of operation Menai Bridge.
- ix. 337 EMR COVID Memorial held £6,000.
- x. 338 EMR Children's Playgrounds was closed.
- xi. 341 EMR Climate Action Projects held £13,946.68 with some expenditure on a planning application for the solar panels paid from it. Further expenditure on the solar panels project of £10,000 was anticipated soon.
- xii. 343 EMR Road Safety held £12,526. The Parish Council was still awaiting invoices from Kirklees Council for two mobile speed indicator devices (SIDs) which had been ordered, - one of which was already in use. Money owed by the Parish Council on the two SIDs is around £7,500.
- xiii. 344 Staff Pay £5,000 had been added to this earmarked reserve after annual Council to safeguard staff pay in the event of a national pay award.
- 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).
- 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 at end June it held £22,490. By the time of this meeting it held.
- xx. 351 EMR Holmfirth Toilets Refurb had been newly created after Annual Council and holds £4,104.

There was some discussion about the makeup of some reserves and whether they were necessary. Members considered any further actions on earmarked reserves.

RESOLVED: The Assistant Clerk would be asked once again to ask Kirklees Council to invoice the Parish Council for the two SIDs and associated works.

Signed: _____

2425 49 Internal Audit Report

NOTED: The Committee noted the full year-end Internal Audit Report with the completed Action Report and thanked the RFO/Deputy Clerk for the positive outcome.

2425 50 Tenancies

- i. **NOTED:** Members noted that all payments regarding garage and allotment tenancies had been received and banked.
- ii. **NOTED:** Members noted that all tenancy agreements had been counter-signed and returned to tenants.
- iii. **NOTED:** Members noted that a new tenant had taken on the lease of the Gartside shop unit adjoining Holmfirth toilets at a rent of £350/month. A month's deposit and the first month's rent had been received. The tenant was undertaking some works to the space before moving in.

2425 51 New model Financial Regulations from the National Association of Local Councils (NALC)

NOTED: Members noted that the Financial Regulations Working Group, which consists of Cllr Wilson, Cllr Colling and the RFO, would meet for the first time on Tuesday 3rd September to begin the process of updating the Parish Council's Financial Regulations based on the model Regulations.

2425 52 Internal Control Checks

NOTED: Cllr Liles reported she had completed the internal controls check for the first quarter of the year (APR-JUN) on 19th August 2024. There were no major issues. Cllr Liles felt that one acknowledged error by the RFO/Deputy clerk when issuing a payment, - an underpayment against the invoice, - should have been recorded more clearly on the record of payment. The RFO/Deputy Clerk accepted this.

Signed: _____

2425 53

Banking**Unity Trust**

ia. **NOTED:** Members noted that the Unity Trust accounts had been set up, - a T2 Current Account and an Instant Access (savings) Account. Mandated Councillors had started to register for the bank, as had officers. Cllr Baylin, Cllr Dixon and Cllr Whitelaw had not yet registered, due in part to not having correct login information from Unity Trust. The RFO reported he will be slowly moving the Council's business over to Unity Trust from HSBC over the next few months.

RESOLVED: Members approved the addition of Unity Trust to the list of regular payments pertaining to bank charges.

ib. **APPROVED:** Members approved the transfer of the following current direct debits from the HSBC current account to the Unity Trust T2 current account:

- BT (telephone and internet)
- Photocopier lease – currently Grenke
- Information Commissioner's Office (annual data protection fee)
- Scottish Water / Business Stream (water/sewage to the toilets)

ic. **APPROVED:** Members approved the setting up of two new direct debits to the Unity Trust T2 Current Account:

- Document Logic (photocopying)
- Npower (electricity costs to Holmfirth toilets)

id. **APPROVED:** Members approved the transfer of the following current 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)

ie. **NOTED:** The Committee noted that the RFO will be applying for the Unity Trust Corporate Multipay card in due course but there will need to be approval of the limits on the card, - daily limits, transaction limits.

CCLA

ia. **NOTED:** Members noted that the Parish Council needed to submit new bank mandate paperwork for the CCLA Public Sector Deposit Fund account. Cllrs Colling, Dixon, Baylin, Blacka, Whitelaw and Wilson will be the mandated Councillors. They will be required to complete the relevant paperwork in due course.

2425 54

Financial Records for the website

NOTED: Members noted that the financial records for June and July 2024 had been added to the website.

Signed: _____

2425 55 Publicising the work of Holme Valley Parish Council

Members considered whether any recent events or news should be publicised via the press, Parish Council website or social media.

RESOLVED: It was resolved that any grant awards should be publicised. It was also thought good practice to use media and reportage from grant evaluation forms to develop good news stories of local projects which simultaneously promotes the grants process. It was also agreed that the Parish Council should celebrate, - that is, promote on social media, - the work of local Holme Valley community groups and events, even if the Parish Council has no formal relationship with them. Councillors were reminded to get photos of any community networking they did; officers may be able to attend to take photos.

The meeting closed at 2006hrs.

Signed: _____

Holme Valley Parish Council - Grants to Community Groups

most recent and pending to the top

No	COMMITTEE	WHEN	NAME	GROUP	TYPE	REGISTRATION		BUDGET LINE	HOW MUCH APPLIED	WHAT FOR	LEGAL POWER	AWARD	Projects and Events		Other Community Assets	
						NUMBER	CODE						4405	4405	4315	4315
													AWARD	REMAINING	AWARD	REMAINING
29	F&M	30/09/2024	Holmfirth Businesses Together Ltd 20240831	Business Group			4405	Projects and Events	£1,500	Towards Random Acts of Kindness project	LGA 1972 S137		£13,440.00		£53,000.00	
28	F&M	30/09/2024	Holme Valley Community Land Trust Limited t/a EcoHolmes 20240831	CBS	8289		4405	Projects and Events	£1,500	Towards website design	LGA 1972 S137		£13,440.00		£53,000.00	
27	F&M	30/09/2024	Honley Village Community Trust 20240830	Charity	1195759		4405	Projects and Events	£587.50	Towards Children's Christmas Party	LGA 1972 S145		£13,440.00		£53,000.00	
26	F&M	30/09/2024	Honley Village Community Trust 20240830	Charity	1195759		4405	Projects and Events	£577.50	Towards Children's Halloween Party	LGA 1972 S145		£13,440.00		£53,000.00	
25	F&M	30/09/2024	Arts for Health 20240830	CIC			4405	Projects and Events	£1,500	Rent and sessional worker fr music/film/animation sessions	LGA 1972 S145		£13,440.00		£53,000.00	
24	F&M	30/09/2024	Vocal Expression 20240829	Charity	1100915		4405	Projects and Events	£1,500	Choir uniforms	LGA 1972 S137		£13,440.00		£53,000.00	
23	F&M	30/09/2024	The Nest 20240829	CIC			4405	Projects and Events	£1,357.50	Parent support sessions	LGA 1972 S137		£13,440.00		£53,000.00	
22	F&M	30/09/2024	Holmfirth Tech 20240828	CBS	FCA 7739		4405	Projects and Events	£1,500	Food and drink for warm spaces sessions	LGA 1972 S137		£13,440.00		£53,000.00	
21	F&M	30/09/2024	Wooldale Community Group 20240828	Unregd Group			4405	Projects and Events	£159.80	Foldable tables x 4	LGA 1972 S145		£13,440.00		£53,000.00	
20	F&M	30/09/2024	Friends of Honley Library 20240828	Charity	1181829		4405	Projects and Events	£850	Library activities for children	LGA 1972 S145		£13,440.00		£53,000.00	
19	F&M	30/09/2024	New Mill Male Voice Choir 20240828	Charity	1107731		4405	Projects and Events	£1,500	Recruitment projects for new members including website	LGA 1972 S145		£13,440.00		£53,000.00	
18	F&M	30/09/2024	Holmfirth Film Festival 20240821	CIC	8875828		4405	Projects and Events	£1,000	Venue hire for the Film Festival	LGA 1972 S145		£13,440.00		£53,000.00	
17	F&M	30/09/2024	Honley Village Community Trust 20240820	Charity	1195759		4405	Projects and Events	£840	Welcome Club activities and Christmas party	LGA 1972 S145		£13,440.00		£53,000.00	
16	F&M	30/09/2024	Sharing Memories 20240727	Unregd Group			4405	Projects and Events	£1,490	Artist fees, taxis, refreshments for art project involving older people and young people	LGA 1972 S145		£13,440.00		£53,000.00	
15	F&M	30/09/2024	Holmfirth Harriers 20240831	Unregd Group			4315	Other community assets	£5,000	Solar panels and batteries	LGMMPJA 1976 S19		£13,440.00		£53,000.00	
14	F&M	30/09/2024	Friends of Honley 20240831	Unregd Group			4315	Other community assets	£1,500	Seasonal Planting of outdoor spaces with volunteers	LGMMPJA 1976 S19		£13,440.00		£53,000.00	
13	F&M	30/09/2024	Upperthong Village Hall 20240831	Charity	1027546		4315	Other community assets	£5,000	Towards replacement of hall roof	LGMMPJA 1976 S19		£13,440.00		£53,000.00	
12	F&M	30/09/2024	Just Hoop CIC 20240830	CIC			4315	Other community assets	£5,000	Towards basketball goals	LGMMPJA 1976 S19		£13,440.00		£53,000.00	
11	F&M	30/09/2024	Holme Village Community Centre 20240830	Charity	1172459		4315	Other community assets	£5,000	Towards installation of toilets etc	LGMMPJA 1976 S19		£13,440.00		£53,000.00	
10	F&M	30/09/2024	Holmfirth Tech 20240829	CBS	FCA 7739		4315	Other community assets	£4,826.23	Towards development of the dance studio	LGMMPJA 1976 S19		£13,440.00		£53,000.00	
9	F&M	30/09/2024	Hepworth Band 20240829	Charity	1161654		4315	Other community assets	£5,000	Towards refurbishment of band room	LGMMPJA 1976 S19		£13,440.00		£53,000.00	
8	F&M	30/09/2024	Cartworth Moor Cricket Club 20240829	CASC			4315	Other community assets	£5,000	Installation of solar panels	LGMMPJA 1976 S19		£13,440.00		£53,000.00	
7	F&M	30/09/2024	Brockholes Village Trust 20240828	Charity	509001		4315	Other community assets	£4,194	Replastering and painting kitchen and toilet block at Brockholes Village Hall	LGMMPJA 1976 S19		£13,440.00		£53,000.00	
6	F&M	30/09/2024	Brockholes Bowling Club 20240822	Unregd Group			4315	Other community assets	£5,000	Improvements to toilets, - ladies, gents, disabled	LGMMPJA 1976 S19		£13,440.00		£53,000.00	
2024-25 Budget at Year Start														£13,440		£53,000

Holme Valley Parish Council - Grants to Community Groups

most recent and pending to the top

Requester				Request Details				Request Status		Council Action		Request Amount		Council Grant		Other Funding		Total Funding		Notes	
Ref	COMMENTS	GROUP	NAME	CLASS	TYPE	LOCAL SOURCE	AMOUNT	START DATE	END DATE	STATUS	AMOUNT	DATE	DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT	DATE	REMARKS	
26	FAM 20/02/2023	Handbell Business	Handbell Business	4400	Programs and Events	£1,000.00	£1,000.00	2020/02/01	2023/02/28	Approved		2023/02/01	£1,000.00			£1,000.00				Towards Random Acts of Kindness project	
27	FAM 20/02/2023	Handbell Business	Handbell Business	4400	Programs and Events	£1,000.00	£1,000.00	2020/02/01	2023/02/28	Approved		2023/02/01	£1,000.00			£1,000.00					Towards Random Acts of Kindness project
28	FAM 20/02/2023	Handbell Business	Handbell Business	4400	Programs and Events	£1,000.00	£1,000.00	2020/02/01	2023/02/28	Approved		2023/02/01	£1,000.00			£1,000.00					Towards Random Acts of Kindness project
29	FAM 20/02/2023	Handbell Business	Handbell Business	4400	Programs and Events	£1,000.00	£1,000.00	2020/02/01	2023/02/28	Approved		2023/02/01	£1,000.00			£1,000.00					Towards Random Acts of Kindness project
30	FAM 20/02/2023	Handbell Business	Handbell Business	4400	Programs and Events	£1,000.00	£1,000.00	2020/02/01	2023/02/28	Approved		2023/02/01	£1,000.00			£1,000.00					Towards Random Acts of Kindness project
31	FAM 20/02/2023	Handbell Business	Handbell Business	4400	Programs and Events	£1,000.00	£1,000.00	2020/02/01	2023/02/28	Approved		2023/02/01	£1,000.00			£1,000.00					Towards Random Acts of Kindness project
32	FAM 20/02/2023	Handbell Business	Handbell Business	4400	Programs and Events	£1,000.00	£1,000.00	2020/02/01	2023/02/28	Approved		2023/02/01	£1,000.00			£1,000.00					Towards Random Acts of Kindness project
33	FAM 20/02/2023	Handbell Business	Handbell Business	4400	Programs and Events	£1,000.00	£1,000.00	2020/02/01	2023/02/28	Approved		2023/02/01	£1,000.00			£1,000.00					Towards Random Acts of Kindness project
34	FAM 20/02/2023	Handbell Business	Handbell Business	4400	Programs and Events	£1,000.00	£1,000.00	2020/02/01	2023/02/28	Approved		2023/02/01	£1,000.00			£1,000.00					Towards Random Acts of Kindness project
35	FAM 20/02/2023	Handbell Business	Handbell Business	4400	Programs and Events	£1,000.00	£1,000.00	2020/02/01	2023/02/28	Approved		2023/02/01	£1,000.00			£1,000.00					Towards Random Acts of Kindness project
36	FAM 20/02/2023	Handbell Business	Handbell Business	4400	Programs and Events	£1,000.00	£1,000.00	2020/02/01	2023/02/28	Approved		2023/02/01	£1,000.00			£1,000.00					Towards Random Acts of Kindness project
37	FAM 20/02/2023	Handbell Business	Handbell Business	4400	Programs and Events	£1,000.00	£1,000.00	2020/02/01	2023/02/28	Approved		2023/02/01	£1,000.00			£1,000.00					Towards Random Acts of Kindness project
38	FAM 20/02/2023	Handbell Business	Handbell Business	4400	Programs and Events	£1,000.00	£1,000.00	2020/02/01	2023/02/28	Approved		2023/02/01	£1,000.00			£1,000.00					Towards Random Acts of Kindness project
39	FAM 20/02/2023	Handbell Business	Handbell Business	4400	Programs and Events	£1,000.00	£1,000.00	2020/02/01	2023/02/28	Approved		2023/02/01	£1,000.00			£1,000.00					Towards Random Acts of Kindness project
40	FAM 20/02/2023	Handbell Business	Handbell Business	4400	Programs and Events	£1,000.00	£1,000.00	2020/02/01	2023/02/28	Approved		2023/02/01	£1,000.00			£1,000.00					Towards Random Acts of Kindness project

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Application Form

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

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

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

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

The grant would help us pay for the updating of our ladies, gentlemen's and disabled toilets at our bowling club

1 Contact Details	
Name of organisation	Brockholes Bowling Club
Address	237, 247 New Mill Road Brockholes Holmfirth
Postcode	HD9 7AL
Contact person	[REDACTED]
Position in group	Committee member
Correspondence address	[REDACTED]
Postcode	[REDACTED]
Daytime phone	[REDACTED]
Evening phone	[REDACTED]
Email	[REDACTED]

2 About your organisation		
What sort of group are you? - put an 'x' in the box	<ul style="list-style-type: none"> • Unregistered community group <input checked="" type="checkbox"/> • Registered charity <input type="checkbox"/> Other (please state) <input type="checkbox"/> >	
Charity Registration No	N/A If applicable	
When did the group start?	191 4	
How many people are involved in running your group?	Trustees	3
	Unpaid Management Committee	7
	Paid F/T Staff	
	Paid P/T Staff	4
	Volunteers (excluding Management Committee)	

3 Your Finances (your last full financial year)	
Financial Year	31 December
Income	£55,714
Expenditure	£57,515
Reserves held	£11,269
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	Any reserves are carefully managed to cover utility bills and any unexpected repairs.

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

Account Name	[REDACTED]
Sort Code	[REDACTED]
Account Number	[REDACTED]

5

Your Project

Outline the project that you are seeking a grant for

We would like to update the toilet area and update the toilet systems. The ladies, gentlemen's but especially the disabled facilities need modern flush systems, basins and decor.

Why do you feel your project is worthwhile?

We have had problems with the flush in the disabled toilets for a number of years and we feel this needs dealing with. To upgrade the toilets and flushing system can only benefit the clubs facilities for the members and local community who use our club.

How will your project benefit the people of the Holme Valley?

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

Our club has members and is receiving new members from all around the Holme Valley. We feel upgrading the toilets will benefit all the groups in the Holme Valley that use our club as well our members.

Who in the Holme Valley will benefit? How many people will benefit?

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

As well as the 120 strong members from the Holme Valley {whose ages range from 18 - 90}. Local groups using the club facilities are The Eden project, WI, Slimming World. Holmfirth Lions. We have disabled members and the room is available for christenings, parties and various other meetings.

How will your project address the ongoing climate emergency?

A newer, more efficient toilet system will use less water each flush, extending the life of our plumbing system, clearing away more waste and debris.

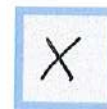
6

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: Community Benefits Grants

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



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

7

Your Project Budget Plan

Item	Cost	Where will the funding come from? <small>reserves, fundraising, donations, other grant awards or Holme Valley PC</small>	Amount requested from the Parish Council
Male toilets	£2,362	Holme Valley Parish Council	£2,362
Female toilets	£2,096	Holme Valley Parish Council	£2,096
Disabled toilets	£2,574	Holme Valley Parish Council	£542
Balance + VAT		Fundraising	£3,438.40
Project Total Cost		Total amount requested from HVPC	£5,000

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

NO

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

NO

Please give details

8

Documentation

Please ensure you enclose the following with your application:

1. This Application form	YES		
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES	NO	N/A
3. Last 3 years accounts (if you have them)	YES	NO	N/A
4. Copy of bank statements for the last 6 months	YES	NO	N/A
5. Copies of written estimates/quotations for capital purchases (if relevant)	YES	NO	N/A
6. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	YES	NO	N/A
7. Anything else: -	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.	
Name	Mrs [REDACTED]
Signature	[REDACTED]
Date	19th August 2024

**Send the completed application form (with all supporting documentation) to:
Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS.
If possible, email a copy of the grant application in Word to the Clerk at
clerk@holmevalleyparishcouncil.gov.**

For internal use only	
Date application received	22nd August 2024
Application meets criteria	Yes / No
Name of Committee reviewing application	Finance and Management
Date of meeting	30th September 2024
Minute number	
Grant awarded	Yes / No
Amount awarded	
Legal power under which award is made	
Date applicant is notified by email/phone of the outcome	
Date when formal letter of award is posted	
Date when payment is made	
Date blank Grant Audit Form is posted	
Date completed Grant Audit Form received	
or Date report received after project is complete	

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Application Form

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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.

Replastering and painting of the kitchen and toilet block at Brockholes Village Hall following roof repairs and related work.

1	Contact Details
Name of organisation	Brockholes Village Trust
Address	Brockholes Lane Brockholes Holmfirth
Postcode	HD9 7 EB
Contact person	
Position in group	
Correspondence address	
Postcode	
Daytime phone	
Evening phone	
Email	

2 About your organisation

What sort of group are you? - put an 'x' in the box	<ul style="list-style-type: none"> • Unregistered community group <input type="checkbox"/> • Registered charity <input checked="" type="checkbox"/> • Other (please state) <input type="checkbox"/> <p>.....</p>	
Charity Registration No	509001 If applicable	
When did the group start?	1979	
How many people are involved in running your group?	Trustees	10
	Unpaid Management Committee	10
	Paid F/T Staff	0
	Paid P/T Staff	1
	Volunteers (excluding Management Committee)	10+

3 Your Finances (your last full financial year)

Financial Year	1 April 2023 – 31 March 2024
Income	£18,526.83
Expenditure	£12,477.55
Reserves held	£72,951.93 (including grant of £20, 583.00)
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	Approx £10,000 allocated for 2024-25 maintenance and improvement work (see Action Plan)

4 Your Bank Account

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

5

Your Project

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

2024 will see considerable improvements taking place at the village hall ensuring the hall remains an attractive location for events and activities, improves energy usage and addresses climate change and ensures the building's fabric is well maintained and attractive to all users (see attached Action Plan).

One element of these aims has been roofing repairs, funded by the Trust, to prevent water ingress to the kitchen, which has damaged plasterwork and requires urgent repair. Once completed, the kitchen will require repainting. Coupled with this work, the toilet block and hallway also require re-painting. Although regular volunteer work parties tackle, amongst other tasks, a certain level of painting and decorating, it is considered that the repair and redecorating of the kitchen and toilet block is beyond the capacity of the Trust and its helpers. These improvements will considerably enhance the image of the hall for existing and potential users.

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

The flaking plasterwork in the kitchen is directly above work surfaces and kitchen appliances and requires urgent attention, (although work has to be undertaken during school holiday periods because of before and after school club use).

Repainting will be necessary following replastering and deterioration of paintwork in toilet block but will also improve perceptions of the hall, which has been maintained to a high standard over the years.

Existing and prospective users of the hall appreciate the attractiveness of the building, its cleanliness and condition. Such positive responses are essential in maintaining and attracting users from a wide cross-section of the local community.

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

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

The majority of hall users are Holme Valley residents. The range of activities, from the before/after school club 'Brocks' to Honley Dog Club, monthly traditional dance nights, weekly coffee mornings, scrabble tournaments, special events, individual hire for parties and celebrations, etc., etc., reflects a wide range of use by age group and social background. The hall car park is used by the weekly mobile post office, the hall is the local polling station and used by local various organisations, such as the recently created Brockholes Green Spaces group.

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

The diversity, as reflected in the above paragraph, indicates usage by a very wide range of people. Management of the facilities, whether for Brocks, elderly people, polling station voters and individual hirers, has to reflect the expectations and needs of these users. Ensuring the building is attractive and well maintained is an essential element in retaining and enhancing this profile.

The current number of users is estimated to total over several thousand but, like Brocks, some uses are repeated daily or weekly. Demand for these facilities from the wider valley community is expected to increase as new residential developments are completed over the coming years.

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

Whilst this project has no specific link to climate emergency actions, the improvements should be considered in relation to other projects being undertaken at the present time (see Action Plan) which will complement the Trust's objectives outlined above in ensuring the hall remains a key hub of community use.

6

Grants from Holme Valley Parish Council

Put an "X"

Grant 1: Assets Grants

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

X

Grant 2: Projects, Events and Other Activities Grants

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

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

7

Your Project Budget Plan

Item	Cost	Where will the funding come from? <small>reserves, fundraising, donations, other grant awards or Holme Valley PC</small>	Amount requested from the Parish Council
Re-plastering damaged kitchen walls	£2424.00	HVPC	£2424.00
Decorating kitchen and toilet block	£1770.00	HVPC	£1770.00
Project Total Cost	£4194.00	Total amount requested from HVPC	£4194.00

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

No

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

YES
 Boules Court 2020 - £2,000.
 LED Lighting and Water Heater 2021 - £2420
 Energy Audit: £1620 - February 2023
 Heat Loss Survey & Draft Excluders £588 – Sept 2023

Please give details

8

Documentation

Please ensure you enclose the following with your application:

1. This Application form

YES

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

9 Declaration	
<ul style="list-style-type: none"> • 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. <p>This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.</p>	
Name	
Signature	
Position in organisation	
Date	

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

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

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Application Form

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

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

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

Installation of two banks of ten solar panels on the pavilion roof.

1 Contact Details	
Name of organisation	Cartworth Moor Cricket Club (CMCC)
Address	Gill Lane, Cartworth Moor, Holmfirth
Postcode	HD9 2TJ
Contact person	
Position in group	
Correspondence address	
Postcode	
Daytime phone	
Evening phone	
Email	

2 About your organisation

What sort of group are you? - put an 'x' in the box	<ul style="list-style-type: none"> • Unregistered community group <input type="checkbox"/> • Registered charity <input type="checkbox"/> • Other (please state) <input checked="" type="checkbox"/> <p>➤ Cricket Club</p>	
Charity Registration No	N/A If applicable	
When did the group start?	1887	
How many people are involved in running your group?	Trustees	5
	Unpaid Management Committee	8
	Paid F/T Staff	0
	Paid P/T Staff	0
	Volunteers (excluding Management Committee)	6

3 Your Finances (your last full financial year)

Financial Year	2023
Income	£10,454
Expenditure	£16,290
Reserves held	£10,474
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	Held for ongoing running expenses and 20% for further investment in the ground facilities.

4 Your Bank Account

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

5

Your Project

Outline the project that you are seeking a grant for

Installation of two banks of ten solar panels on the roof of the pavilion to generate power for the pavilion and scoreboard and to export to the grid. This will enhance the environmental standards of the club, reduce its carbon footprint and subsidise its running costs.

Why do you feel your project is worthwhile?

Installation of the system will improve the club's environmental credentials and reduce its running costs, while contributing to the net zero carbon aspirations of the country.

How will your project benefit the people of the Holme Valley?

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

The generation of solar generated green electricity will benefit both Holme Valley residents and the wider community. The income will also help ensure the continuation of sport related activities of the club, and its contribution to the local economy.

Who in the Holme Valley will benefit? How many people will benefit?

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

CMCC have a playing pool of approximately 30 players, predominantly in the 18 – 50 age group. Match days see around 40 people participating and watching. We have a diverse multi-cultural group of players, supporters, families, and others who use the facilities and who mainly live and/or work locally.

The Holmfirth Town Junior Football teams using the ground are all Under 7 and can number 60 together with more senior coaches and parents. It is used for training during the summer months as well as for games during the football season.

Cartworth Moor and Holmfirth Town Football Clubs would predominantly fall into the 16 – 40 age group, and number around 30 people on match days.

Easypave CC would fall into the 20 – 60 age group, around 30 people per game. Thongsbridge Junior Cricket teams cater for 9 – 15 age group, again around 30 people per game

Holmfirth Harriers also use the club facilities twice a year for prestigious race events, spanning all age groups, with up to 200 runners in the largest event.

The club has also installed a defibrillator for public use.

How will your project address the ongoing climate emergency?

Reduce the club's current dependence on oil/gas generated energy and contribute to decarbonization of the National Grid.

6

Grants from Holme Valley Parish Council

Put an "X"

Grant 1: Assets Grants

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

X

Grant 2: Community Benefits Grants

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

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

7

Your Project Budget Plan

Item	Cost	Where will the funding come from? <small>reserves, fundraising, donations, other grant awards or Holme Valley PC</small>	Amount requested from the Parish Council
Installation of 20 solar panels	£8970	Holme Valley PC and other grant awards	£5,000
Project Total Cost	£8,970	Total amount requested from HVPC	£5,000

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

A grant application will be made to the Bright Green Community Trust for the majority of the balance of the capital investment

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

YES

2023 - £3,038 for ceiling cladding and installation of LED lighting

2021 - £2050 to install two new shuttered double glazed windows and three new fireproof doors

8 Documentation

Please ensure you enclose the following with your application:

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

9 Declaration

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

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

Name

Signature

Date

29th August 2024

Send the completed application form (with all supporting documentation) to:
Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS.
If possible, email a copy of the grant application in Word to the Clerk at
clerk@holmevalleyparishcouncil.gov.

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Application Form

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

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

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

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

The next stage of works to refurbish the bandroom building, creating a new flexible ground floor community studio space.

1 Contact Details	
Name of organisation	Hepworth Band
Address	The Bandroom, Hepworth Road, Jackson Bridge, Holmfirth.
Postcode	HD9 1ET
Contact person	
Position in group	
Correspondence address	

Postcode	
Daytime phone	
Evening phone	
Email	

2 About your organisation		
What sort of group are you?	Registered Charity	
Charity Registration No	1161654 If applicable	
When did the group start?	1882	
How many people are involved in running your group?	Trustees	5
	Unpaid Management Committee	10
	Paid F/T Staff	
	Paid P/T Staff	1
	Volunteers (excluding Management Committee)	20

3 Your Finances (your last full financial year)	
Financial Year	1 February 2022 to 31 January 2023
Income	£68,559
Expenditure	£85,302
Reserves held	£10,444
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	The bands unrestricted reserves are identified to fund its ongoing operational costs including music director costs, insurance, utilities, instrument hire & maintenance.

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

Account Name	
Sort Code	
Account Number	

5	Your Project
Outline the project that you are seeking a grant for	
<p>Having successfully completed the refurbishment of the main rehearsal space, the band now turns its attention to the ground floor of the building with plans to upgrade the toilet and kitchen facilities, create a new library and storage area and develop a new flexible studio space.</p> <p>We've already made a start with help from Holme Valley Parish Council and One Community Foundation, replacing the existing timber framed single glazed windows with new double-glazed units.</p> <p>The next stage of works will include stripping out the ground floor space, undertaking the necessary remedial works, a package of electrical works, fitting insulation, joinery works, replastering and fitting a new suspended ceiling so that we can then move onto the final fit out.</p> <p>We've had a fully costed schedule of works prepared, the total cost for this next stage of work is £40,705. We're able to commit £5K towards the cost of the project from monies raised by carolling around local villages at Christmas and through prize money from a successful summer season of march contests. We plan to bridge the funding shortfall through grant funding and by continuing our own fundraising efforts.</p>	
Why do you feel your project is worthwhile?	
<p>Our purpose, as set out in the band's constitution, is to support and maintain the special musical traditions of our region and community, to involve and encourage players and audiences of all ages in the art of brass band music and broadly to support the charitable activities of other local organisations.</p> <p>The band plays an active role in the local community, leading the traditional Hepworth Feast celebrations, the Service of Remembrance, performing fundraising concerts for charities and keeping up the tradition of carolling around the local villages over the Christmas period. We look to advance the education of children and young people in particular, to appreciate, to learn and to participate in brass band tradition, culture and music making.</p> <p>The project aims to bring an existing community facility back into beneficial use through repair and refurbishment so that it can become a welcoming, creative space where people can come together to rehearse and make music. Once fully refurbished it will</p>	

also provide a flexible space that can be used for individual and group tuition and also by other groups within the local community.

How will your project benefit the people of the Holme Valley?

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

The project will provide the band with a permanent, fully refurbished facility that is fit for purpose, thereby helping to secure the future of the organisation and the role that it plays within the local community.

The band has received enquiries from other local music and community groups about potential use of the ground floor space. Once the ground floor of the building is fully refurbished it will provide a flexible space that can be used for individual and group tuition and also by other groups within the local community.

Who in the Holme Valley will benefit? How many people will benefit?

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

The general population

Young people under 25

Older people over 60

How will your project address the ongoing climate emergency?

Refurbishment of the ground floor space will help to improve the energy efficiency and security of the building and will help to reduce future heating costs, thereby contributing to the future sustainability of the band.

6

Grants from Holme Valley Parish Council

Put an "X"

Grant 1: Assets Grants

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

X

Grant 2: Community Benefits Grants

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



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

7 Your Project Budget Plan

Item	Cost	Where will the funding come from? <small>reserves, fundraising, donations, other grant awards or Holme Valley PC</small>	Amount requested from the Parish Council
Preliminaries, enabling works and strip out of ground floor	10268	Hepworth Band reserves Holme Valley PC Other grants	2500
Remedial works	6210	Holme Valley PC Hepworth Band fundraising Other grants	2500
Floor repairs	862	Hepworth Band fundraising Other grants	
Joinery works	4997	Hepworth Band fundraising Other grants	
Insulation	470	Hepworth Band fundraising Other grants	
Plastering package	7614	Hepworth Band fundraising Other grants	
Electrical package	8142	Hepworth Band fundraising Other grants	
Suspended ceiling	2142	Hepworth Band fundraising Other grants	
Project Total Cost	£40,705	Total amount requested from HVPC	£5,000

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

Huddersfield Common Good Trust

One Community Foundation

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

YES

2023 - £1244 towards cost of Youth Music Partnership project

2023 - £3195 towards cost of replacement windows

2021 - £2950 towards cost of roof insulation.

2020 - £2000 towards cost of bandroom refurbishment.

Please give details

8 Documentation

Please ensure you enclose the following with your application:

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

9 Declaration

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.
- I have filled in every section of the application form.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.
- If the application is successful, I give permission for the Council to publicise the

project in the local media and on its website.

- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

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

Name	
Signature	
Date	29/08/2024

Send the completed application form (with all supporting documentation) to: Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS. If possible, email a copy of the grant application in Word to the Clerk at clerk@holmevalleyparishcouncil.gov.

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Application Form

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

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

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

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

Make the Dance Studio more usable and fit for purpose.

1 Contact Details	
Name of organisation	Holmfirth Tech Ltd
Address	140 Huddersfield Road Holmfirth
Postcode	HD9 3AR
Contact person	[REDACTED]
Position in group	Director
Correspondence address	140 Huddersfield Road, Holmfirth
Postcode	HD9 3AR
Daytime phone	01484 686305
Evening phone	[REDACTED]
Email	manager@holmfirthtech.co.uk

2 About your organisation

What sort of group are you? - put an 'x' in the box	<ul style="list-style-type: none"> • Unregistered community group <input type="checkbox"/> • Registered charity <input type="checkbox"/> • Other (please state) <input checked="" type="checkbox"/> Y <p>➤ <i>Community Benefit Society</i></p>	
Charity Registration No	FCA 7739 If applicable	
When did the group start?	2018	
How many people are involved in running your group?	Trustees	7
	Unpaid Management Committee	
	Paid F/T Staff	1
	Paid P/T Staff	1
	Volunteers (excluding Management Committee)	10

3 Your Finances (your last full financial year)

Financial Year	Year ended 31 March 2024
Income	£143,728
Expenditure	£115,150
Reserves held	£30,000
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	At last year end, approx. £30,000 held in a low risk Unity Trust reserve account. Reserves reduced in this financial year due to purchase of plot of land to simplify ownership of carpark land.

4 Your Bank Account

If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)		NOT APPLICABLE
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Account Name	██
Sort Code	████████
Account Number	████████████████████

5

Your Project

Outline the project that you are seeking a grant for

The funding would be used to install a suspended ceiling and improve soundproofing in the Tech's Dance Studio. Better insulation will help to reduce our energy costs and improved soundproofing will lessen the impact of noise on our tenants and hirers of other rooms in the building.

The Dance Studio is one of our larger rooms and is already used by regular hirers to provide a variety of activities, including Samba drumming classes (for people of all abilities and disabilities), Soul Choir, Slimming World, dance, exercise, health and wellbeing classes, small theatre and drama sessions, film nights, and playdays during school holidays. Its windows were replaced in April 2023 after vandalism. Since then, damp walls have dried out, but the room looks very unappealing because some areas of plasterwork are falling off the walls.

With a lowered ceiling to cover unsightly pipework below the existing ceiling, improved soundproofing and replastering of the walls the room would be more appealing to a wider range of art, dance, health and wellbeing activities, and to a wider age range.

Why do you feel your project is worthwhile?

The Dance Studio is our most unattractive room in the building and is under-utilised because of its current state of disrepair. There is also sound drift into the rooms above the Dance Studio, which is a disincentive to other potential hirers. Tenants and regular room hirers on the Ground Floor (directly above the Dance Studio) include Barclays Bank and the new MP, so improvements to soundproofing and to eliminate reverberation throughout the building are vital.

We are already seeing the benefits that our Dance Studio facilities provide to those who use the room, e.g. Valley Beats Community Samba Band provides drumming for adults of any age and any ability (many with physical and/or mental disabilities). The Samba Band meets every Wednesday (term time), with up to 35 people of all ages and from all walks of life learning to play all the Samba instruments together in a supportive group environment. They absolutely love the 90-minute sessions, and it is a joy to watch their faces as they play, banging the drums.

With better soundproofing and an improved look and feel to the Dance Studio, we would make it more appealing to a wider range of existing and would-be artists, dancers, musicians and larger community groups.

How will your project benefit the people of the Holme Valley?

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

We appreciate the amount requested almost meets the Parish Council's limit of £5,000. Given the importance of the Tech as a major resource for local people and a draw to the town centre, we respectfully ask the Committee to grant the full amount, to enable us to make these essential improvements to the fabric of the building. Upgrading this room will increase its usability and provide a much-needed facility for local people.

Many of our activities in the Dance Studio focus on exercise, health and wellbeing.

More older people are seeing involvement in tai chi, pilates and yoga as beneficial for their health and wellbeing. If we can promote the Dance Studio more and increase its use, we will be helping local people as well as contributing to the Tech's financial viability.

The Tech is working with Kirklees Council Community Plus Team, the PCN and local doctors' practices, Calderdale and Kirklees Recovery and Wellbeing College (led by NHS South West Yorkshire Partnership Trust) and a number of Community Interest Companies (including Arts for Health CIC and The Nest CIC – both based at the Tech) to promote practical skills, such as music, yoga and pilates. Such activities help improve mental health and anxiety, without the need for people to go to their local doctor's surgery. Mental health and anxiety cases are extremely high within Holmfirth and the wider Holme Valley and are on the increase; the use of our Dance Studio for exercise, health and wellbeing activities would help alleviate and highlight these issues from a practical side to reduce the dependency on the GP surgery and improve the wellbeing of local people.

Who in the Holme Valley will benefit? How many people will benefit?

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

Many of our Dance Studio hirers are local people, of all ages. Exercise and dance classes, health and wellbeing activities, are provided to young and old, able-bodied and disabled people (we have excellent disabled access). Because this is one of our larger rooms, most activities are suited to groups, e.g. Slimming World (50-60 people attend each weekly booking, divided into two sessions), Soul Choir (35-40 people every Wednesday and Thursday evening) and Collingwood Learning (local people, rehearsing to provide education and training in our local schools). Most of our regular activity leaders are local people, well-known in the local community, and most of their participants are local people.

How will your project address the ongoing climate emergency?

Lowered, suspended ceilings will help to reduce our energy costs. Better soundproofing will lessen the impact of noise leakage on other users of the building and our neighbours on both sides (A&DP and adjacent terrace of residential properties).

6

Grants from Holme Valley Parish Council

Put an "X"

Grant 1: Assets Grants

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

X

Grant 2: Community Benefits Grants

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



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

7 Your Project Budget Plan

Item	Cost	Where will the funding come from? - <small>reserves, fundraising, donations, other grant awards or Holme Valley PC</small>	Amount requested from the Parish Council
Suspended ceiling - supply and fit Thermotex ceiling tiles, and vinyl tile directly above this, for extra acoustic value. Remove wall and ceiling forming old toilet block. See quote attached.	£4,826.13	Holme Valley Parish Council	£4,826.13
All electrical rewiring, capping off any old plumbing, and replastering.	c.£2,000	Tech reserves or other funders	Nil
New curtains and redecorating.	c.£500	Tech volunteers	Nil
Project Total Cost	£7,326.13	Total amount requested from HVPC	£4,826.13

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

No but as detailed above, much of the associated electrical and plumbing work may be completed by the Tech's existing volunteers (who help with repairs and maintenance of the building) to reduce costs on this project. Otherwise, specialist qualified contractors will be engaged (e.g. replastering). We are also liaising with Dulux Decorator Centre (Community Repaint) to provide free or reduced-cost paint. Our regular volunteers will help redecorate the room at painting parties (free food provided as an incentive) and we are liaising with our craft/sewing volunteers to make new curtains. If other funds cannot be sourced to complete the work not covered by the HVPC grant, the Tech will use its own



reserves (if necessary) as this work is seen as an investment in the building but also a means of further supporting the community to improve mental health and wellbeing through exercise, physical and musical activities.

Has the group received a grant from the Parish Council in the last five years?	<p>YES</p> <p>Please give details</p> <p>£5,000 towards kitchen equipment (14 Dec 2021).</p> <p>£10,000 towards provision of an accessible kitchen (25 Nov 2022).</p> <p>£5,000 towards energy/utility bill costs (7 Feb 2023).</p> <p>£5,000 towards Rock Room damp proofing, insulation and soundproofing (28 Sep 2023).</p>
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8 Documentation	
Please ensure you enclose the following with your application:	
1. This Application form	YES
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES
3. Last 3 years accounts (if you have them)	YES
4. Copy of bank statements for the last 6 months	YES
5. Copies of written estimates/quotations for capital purchases (if relevant)	YES
6. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	YES
7. Anything else: -	NO

9 Declaration	
<ul style="list-style-type: none"> • I am authorised to make the application on behalf of the above organisation. • I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded. • I have filled in every section of the application form. • I certify that the information contained in this application is correct. • If the information in the application changes, I will inform the Council. • I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application. • If the application is successful, I give permission for the Council to publicise the project in the local media and on its website. • I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion. 	

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

Name	
Signature	
Date	28 August 2024

Send the completed application form (with all supporting documentation) to:
 Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS.
 If possible, email a copy of the grant application in Word to the Clerk at
clerk@holmevalleyparishcouncil.gov.

For internal use only	
Date application received	
Application meets criteria	Yes / No
Name of Committee reviewing application	
Date of meeting	
Minute number	
Grant awarded	Yes / No
Amount awarded	
Legal power under which award is made	
Date applicant is notified by email/phone of the outcome	
Date when formal letter of award is posted	
Date when payment is made	
Date blank Grant Audit Form is posted	
Date completed Grant Audit Form received	
or Date report received after project is complete	

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Application Form

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

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

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

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

The installation of plumbing and toilets on the first floor of the soon to open community centre in Holme Village

1 Contact Details	
Name of organisation	Holme Village Community Centre
Address	13/15 Meal Hill Road, Holme Near Holmfirth West Yorkshire
Postcode	HD9 2QG
Contact person	
Position in group	
Correspondence address	
Postcode	
Daytime phone	
Evening phone	
Email	

2 About your organisation

What sort of group are you? - put an 'x' in the box	<ul style="list-style-type: none"> • Unregistered community group <input type="checkbox"/> • Registered charity <input checked="" type="checkbox"/> • Other (please state) <input type="checkbox"/> <p>.....</p>	
Charity Registration No	1172459 If applicable	
When did the group start?	2017	
How many people are involved in running your group?	Trustees	8
	Unpaid Management Committee	None yet
	Paid F/T Staff	0
	Paid P/T Staff	0
	Volunteers (excluding Management Committee)	26

3 Your Finances (your last full financial year)

Financial Year	2023/24
Income	£84,103
Expenditure	£64,943
Reserves held	£23,826
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	The reserve will be needed to fund stage 2 of our project and indeed further funds will need to be raised to complete the refurbishment of the building. Please see section five of our bid below for the detail

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	
Sort Code	
Account Number	

5

Your Project

Outline the project that you are seeking a grant for

The specific project we are seeking support with is the installation of toilets to the first-floor area of the Holme Village Community Centre. There are currently no toilet facilities here but the space and walls are in place so the work will require the necessary porcelain installing and plumbing in. The facility will provide space for baby changing facilities too.

This particular project is part of our wider project to create a community centre for the village. So far we have been successful in raising over £140,000 of funding for the renovation of a derelict building and this money has been used to undertake major roof repairs, install new windows and doors throughout, install a new electricity supply and re-wire the building, install a new kitchen, and install a new heating system and new plumbing. The downstairs area has been re-tanked, re-plastered and decorated and this work means that the downstairs area of the building is complete and ready for use. There will be an Open Day event on September 28th and our first event in the centre will be a drop-in event being organized by the Peak Part Authority on October 1st.

Whilst the downstairs area will be useful for group use from October onwards, we will continue to work on finishing the whole centre by completing work upstairs. The work on the first floor will require an additional £96,720 spend. This includes the work on the first floor toilets described above. We have so far raised about £20,000 to get work started on this level and continue our efforts to raise the rest.

Why do you feel your project is worthwhile?

We fully appreciate that there are lots of financial pressures on all organisations in the current climate. We have already been grateful of the support of the Parish Council which has come in the form of interest and encouragement and also with a previous grant of £5,000 to install a new electricity supply into the building. We understand that the Parish Council will receive lots of worthy bids from other organisations, and we will understand if you feel that having supported an earlier bid, you cannot support this one. However, we hope that you are able to do this as the centre has so much promise.

The Trustees have all given their time as volunteers with no payment or expenses. A huge amount of time has gone in to oversee building work and the raising of monies through grant applications. The community centre will open in September and we have set a target of completing the first floor by September 2025. Once complete, where once there was a derelict building, there will be a Community Centre providing the space for all sorts of activities to bring people together to help engage, educate, interest and support them.

How will your project benefit the people of the Holme Valley?

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

Holme Village Community Centre will be a facility for not just the people of the village but all in the wider Holme Valley area. It will be a bookable space, operating on a not-for-profit basis. **We believe our project will:**

'Bring people together & build strong relationships in and across communities.'

Our village is based in a rural area on the edge of the Peak District National Park. Dotted around the village are a number of small hamlets. Issues of social and rural isolation are major considerations, and our project will create a centre that will bring people together and help address those issues of isolation.

The centre will be a bookable space but will also offer a programme of talks, art events and craft workshops. It will provide access to activities which stimulate interest and learning, but also provide social opportunities for mixing which have been proven health and wellbeing benefits. Bringing people together will help people to get to know others and through this encourage new friendships, as well as helping the community to understand, and respond to, the needs of individuals.

A partnership project with local schools based in areas of social deprivation, will enable the centre to provide a base for such schools to visit to undertake activities based in the countryside. This will help town-based children explore our rural setting on the edge of the National Park, developing their health and well-being and encouraging a love and appreciation of the countryside at an early age, with the resultant health benefits. The project will enable the mixing of children across very different communities. The centre will offer out of school activities opportunities and environmentally focussed projects to help children better understand the environment.

Physical health will be improved by the operation of yoga, keep fit and dance classes. The Health Clinic based in Holmfirth will make use of the village hall thus bringing health services and advice closer to the community through regular health clinic drop-ins.

Improve the places and spaces that matter to communities.'

The building we plan to open as the village hall community centre, has not been used and had fallen into a state of decay. It was already unfit for any use and was in an unsafe condition. The project will return the building to use but it will become a facility for use of all of the community and not a private club in the way it was previously used. Some older members of the community remember the building fondly and there is much goodwill within the community for the work that the trust are undertaking to open the building back up.

The village school has no space that is big enough for performance and this means children and their families miss-out, but the community centre will provide a space big enough for the school to use and for parents and families to enjoy watching.

'Enable more people to fulfil their potential by working to address issues at the earliest possible stage'

First and foremost, for people to reach their potential, they need strong mental health and emotional well-being. Activities within the centre will enable people to come together and this will help them overcome issues of social and rural isolation. The attractive surroundings are the main reason why people choose to live or visit here, and the position of the new Community Centre will provide a great base for activities which promote and support the natural environment. The village school is tiny and provides no large space for workshops or craft activities. The Community Centre is only a few yards from the school and will provide a base for activities above and beyond the normal classroom activity. It is planned that the environment will be central to these planned activities. For adults and children, the Community Centre will provide a great base for walking, learning and craft activities which use the beautiful environment of the centre and the village, as a stimulus and encourage everyone to learn and better understand the natural world around them.

There are many local people who work in arts and crafts but have no base from which to show their work or lead craft workshops. The new community centre will provide that base and this will help support local artists, but also provide opportunities for members of the community to learn and develop new skills and interests.

Obviously the part of the project we are seeking financial help with is the installation of toilets on the first floor. Good hygienic facilities are essential to encourage good use of the centre.

Who in the Holme Valley will benefit? How many people will benefit?

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

All of the groups listed in your bullet point list above will benefit. Any user of the centre will benefit from the installation of new toilets. Activities to be in operation will be of a varied nature (see above) and whilst some activities will benefit people from across the spectrum within the general population others will benefit particular groups including school-age children, children from urban areas of social deprivation, the elderly, those wanting to learn new skills and crafts and there will be activities that support health and fitness. Activities will bring people together and tackle issues of loneliness and rural and social isolation.

As this is a completely new project it is difficult to predict a precise number of users of the community centre. In our initial planning we are aiming for about 200 users per week with use increasing as people become aware of the possibilities the centre offers

How will your project address the ongoing climate emergency?

The installation of energy efficient new lighting and heating systems will help. However, we anticipate our biggest contribution to the climate emergency will be in the form of education. Local children and children from urban areas will be invited to participate in learning activities focusing on the environment and there will be a wider programme of talks, lectures, and performance focusing on environmental issues. The centre's base on the edge of the peak ark will provide a base for walking, learning and being stimulated by our wonderful of environment.

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: Community Benefits Grants

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



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

7 Your Project Budget Plan			
Item	Cost	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
Installation of toilets and necessary plumbing work	£6,000	£1,000 from reserves	£5,000
Please note above project part of a major refurbishment project – Phase 1 complete allowing ground floor use	£139, 600	Mostly from grants but some from gift donations and fund raising – all bills paid	
Phase two work to complete upper floor and open whole building minus the work on toilets that we are seeking Parish Council support	£96,720	£18,880 grant secured and held in bank account	
Installation of stair-lift facility	£6,000	Donation from trustee promised	
Project Total Cost		Total amount requested from HVPC	£5,000

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

The completed phase 1 of the project included successful grant applications from:

Awards for all - £10,000;	Holme Valley Parish Council - £5,000
Garfield Weston - £10,000	Peak Park - £1,000
Longley Farm - £1,000	Harden Moss Sheepdog Trials - £1,000
Platinum Jubilee Fund - £23,550	Arnold Clark - £750
Reaching Communities Grant - £38,880	

For phase two we have been successful with an Awards for All bid of £18,880

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

YES

The Parish Council kindly supported a previous bid for £5,000 to pay for the installation of a new electricity supply to the building. This was 2/3 years ago

Please give details

8 Documentation

Please ensure you enclose the following with your application:

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

9 Declaration

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

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

Name

Signature

Date

25th August 2024

**Send the completed application form (with all supporting documentation) to:
Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS.
If possible, email a copy of the grant application in Word to the Clerk at
clerk@holmevalleyparishcouncil.gov.**

For internal use only	
Date application received	
Application meets criteria	Yes / No
Name of Committee reviewing application	
Date of meeting	
Minute number	
Grant awarded	Yes / No
Amount awarded	
Legal power under which award is made	
Date applicant is notified by email/phone of the outcome	
Date when formal letter of award is posted	
Date when payment is made	
Date blank Grant Audit Form is posted	
Date completed Grant Audit Form received	
or Date report received after project is complete	

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Application Form

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

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

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

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

Purchase and installation of basketball goals for a new community basketball-themed facility in Holmfirth.

1	Contact Details
Name of organisation	Just Hoop CIC
Address	Bottoms Mill Woodhead Rd Holmfirth
Postcode	HD9 2PU
Contact person	
Position in group	
Correspondence address	
Postcode	
Daytime phone	
Evening phone	
Email	

2 About your organisation

What sort of group are you? - put an 'x' in the box	<ul style="list-style-type: none"> • Unregistered community group <input type="checkbox"/> • Registered charity <input type="checkbox"/> • Other (please state) <input checked="" type="checkbox"/> <p>➤ Registered Community Interest Company</p>										
Charity Registration No	<p style="text-align: right;">If applicable</p>										
When did the group start?	<i>April 2023</i>										
How many people are involved in running your group?	<table border="1" style="width: 100%; text-align: right;"> <tr> <td style="width: 80%;">Trustees</td> <td style="width: 20%;">3</td> </tr> <tr> <td>Unpaid Management Committee</td> <td>3</td> </tr> <tr> <td>Paid F/T Staff</td> <td>0</td> </tr> <tr> <td>Paid P/T Staff</td> <td>0</td> </tr> <tr> <td>Volunteers (excluding Management Committee)</td> <td>12</td> </tr> </table>	Trustees	3	Unpaid Management Committee	3	Paid F/T Staff	0	Paid P/T Staff	0	Volunteers (excluding Management Committee)	12
Trustees	3										
Unpaid Management Committee	3										
Paid F/T Staff	0										
Paid P/T Staff	0										
Volunteers (excluding Management Committee)	12										

3 Your Finances (your last full financial year)

Financial Year	2023-24
Income	£56,190.05
Expenditure	£5,608.46
Reserves held	£50,581.59
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	<p>Reserves earmarked for wider initial investment in venue fit-out, flooring, electrics, toilets / changing rooms and gym.</p> <p>Expected contingency of £10,000 to be held.</p>

4

Your Bank Account

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

Account Name	
Sort Code	
Account Number	

5 Your Project

Outline the project that you are seeking a grant for

Just Hoop CIC has secured a venue in Holmfirth to create a basketball themed not-for-profit community health, fitness and wellbeing hub.

Our project is asking for grant funding towards the purchase and installation of indoor, high-quality basketball goals.

We are seeking the grant as part-funding of the equipment required as part of the wider initial fit-out of the venue, for which other funding and match-funding has already been ringfenced.

Why do you feel your project is worthwhile?

Our project aims to improve health & wellbeing within the local community, as well as providing a safe space for activity and coaching that will improve self-confidence, reduce social isolation and an environment that will allow new friendships to form.

There is a lack of quality local indoor provision for casual and organised basketball that is affordable and available to book. Our project will increase provision of opportunity to try and play basketball at a purpose built venue that is not disrupted by poor weather and where everyone has a shared interest.

Basketball is an extremely social sport, where it is normal to turn up to an outdoor park and join in with whoever is playing there. Our project aims to bring this social element indoors as an all year round activity.

As coaches, we have already seen the positive impact that our basketball club and sessions (for both juniors and adults) has had for those involved, be it bringing people back to sport and healthy activity, or bringing people out of social isolation.

Parents of our junior members have reported improvements in behavior, confidence and attitude within their children.

How will your project benefit the people of the Holme Valley?

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

The venue is located in Holmfirth and is specifically aimed at increasing participation in health, fitness and wellbeing through basketball themed activity in the local population of Holme Valley.

Just Hoop CIC is linked to, and was born from the success of Holme Valley Basketball Club, which launched in 2020 and now has over 80 members from the Holme Valley area, with two junior sessions per week and two adult teams competing in the Leeds Basketball League. The club has won two division titles in the first three years of existence and has a base of adult and junior players who would benefit from the provision of a basketball specific space in the local area, in addition to its continued use of Holmfirth High Sports Hall.

Our project will provide a venue in Holme Valley which widens the opportunity to participate in physical activity and health & wellbeing related activity and volunteering, through the introduction of the following:

- A community gym, café and activity space
- Indoor basketball court space, including 3x3 courts (a new Olympic sport)
- Junior basketball coaching & tournaments / leagues
- Adult basketball coaching & tournaments / leagues
- Basketball sessions for women & girls
- Walking basketball sessions for older people or those with reduced mobility
- Monthly payment and pay as you go options and opportunities and ability for smaller groups to book space
- Ability for friends and families to book affordable court spaces
- Holiday / half term sessions
- Opportunities to volunteer in coaching, event organization and the café
- Future paid employment roles for local people
- Safe space with constructive activity to help combat anti-social behavior

Who in the Holme Valley will benefit? How many people will benefit?

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

The general population – target of 100 regular gym members in the first year

Holme Valley Basketball has over 350 followers on Instagram and Just Hoop already has over 200 Facebook followers who are specifically interested in basketball in the Holme Valley.

Children under 16 – we will provide regular coaching and tournaments / leagues for children aged 8-16 and already operate sessions for 40 x 11-16 year olds at alternative venues. We are at capacity and currently and aim to expand this provision to younger

age groups in the new venue, based on demand from parents.

Young people under 25 – we already have existing links with schools, local basketball clubs and colleges and expect engagement and membership to continue to increase within this age group.

Older people over 60 (and those with mobility issues) – we will introduce new ‘walking basketball’ weekly sessions within the Just Hoop venue that are aimed at older people and that will be suitable for those with mobility issues.

People of minority ethnic origin - 15% - 20% of current Holme Valley Basketball members are from a minority ethnic background and we expect to follow this trend within the Just Hoop venue as it grows.

Women and girls – We will run weekly sessions for both women and girls under 16 in the new venue.

How will your project address the ongoing climate emergency?

The project will increase provision of basketball and physical activity within the local area for the people of Holme Valley, reducing the number of car journeys or longer journeys required and lowering carbon footprint.

Refreshment and food sold in the café will be sourced from local suppliers, reducing food miles and carbon footprint.

As part of the fit-out of the venue, the project will fit motion sensors on light fittings and new LED lighting to replace existing inefficient provision.

The project will only heat specific areas of the venue as required.

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: Community Benefits Grants

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



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

7 Your Project Budget Plan			
Item	Cost	Where will the funding come from? <small>reserves, fundraising, donations, other grant awards or Holme Valley PC</small>	Amount requested from the Parish Council
Modular basketball flooring & prep	£34,000	Sport England + Crowd Funding, business loan	
Electrics & plumbing	£15,000	Bright Green Community Trust & business loan	
Basketball Goals	£10,000	Holme Valley PC and local supporting business	£5,000
Cosmetic & access improvements	£14,200	Business loan	
Toilets, changing & kitchen	£8,000	Lottery funding	
Gym equipment	£14,000	Lottery funding	
Industrial cleaning	£2,000	Business loan	
Rent & bills during renovations	£10,000	Business loan	
Project Total Cost	£107,200	Total amount requested from HVPC	£5,000

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

Yes for other elements of the project but not for the basketball posts / goals – the organisation has applied to Awards for All, Bright Green Community Trust and Sport England.

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

NO

Please give details

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

9 Declaration	
<ul style="list-style-type: none"> • 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. <p>This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.</p>	
Name	
Signature	
Date	29/08/2024

**Send the completed application form (with all supporting documentation) to:
Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS.
If possible, email a copy of the grant application in Word to the Clerk at
clerk@holmevalleyparishcouncil.gov.**

For internal use only	
Date application received	
Application meets criteria	Yes / No
Name of Committee reviewing application	
Date of meeting	
Minute number	
Grant awarded	Yes / No
Amount awarded	
Legal power under which award is made	
Date applicant is notified by email/phone of the outcome	
Date when formal letter of award is posted	
Date when payment is made	
Date blank Grant Audit Form is posted	
Date completed Grant Audit Form received	
or Date report received after project is complete	

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Application Form

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

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

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

In under 20 words, tell us what the grant would pay for?
Replace the Village Hall roof which is leaking on an ongoing basis.

1 Contact Details	
Name of organisation	Upperthong Village Hall
Address	The Upperthong Village Hall, Wickens Lane, Upperthong, Holmfirth.
Postcode	HD9 3RB
Contact person	
Position in group	
Correspondence address	
Postcode	
Daytime phone	
Evening phone	
Email	

2 About your organisation

What sort of group are you? - put an 'x' in the box	<ul style="list-style-type: none"> • Unregistered community group <input type="checkbox"/> • Registered charity <input checked="" type="checkbox"/> • Other (please state) <input type="checkbox"/> <p>.....</p>	
Charity Registration No	1027546 If applicable	
When did the group start?	1993	
How many people are involved in running your group?	Trustees	10
	Unpaid Management Committee	10
	Paid F/T Staff	
	Paid P/T Staff	1
	Volunteers (excluding Management Committee)	Circa 5

3 Your Finances (your last full financial year)

Financial Year	2022-2023
Income	25151
Expenditure	24916
Reserves held	55606
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	<p>£15000 held as minimum contingency inline with finance policy.</p> <p>£29000 ringfenced for replacement of Hall roof (includes £4500 grant from Parish Council awarded September 2023)</p>

4 Your Bank Account

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

Account Name

Sort Code	
Account Number	

5**Your Project****Outline the project that you are seeking a grant for**

The 1st gable end of the Hall building was repaired in 2022 to fix a leak.

3 contractors assessed the still leaking roof in 2023 and initially advised that it was likely that the building could need re-roofing within the next 5 years due to the type of felt that was used (it is no longer utilised as it rots where exposed to weather). 3 like for like quotes were obtained to replace the roof which range between £26k and £35k.

1 contractor initially advised us that there was a solution to replace the damaged layer of felt around the edge of the hall that could secure the roof for longer than 5 years and this together with repairing the 2nd gable end could stop the leak that usually hits in the winter months. In 2023 the Parish council awarded us £4500 to fund the roof repair.

The Hall paid £1900 to repair the 2nd gable end of the building earlier this year. During this work (once one end of the roof was exposed) the contractor advised that the solution outlined above to replace the damaged layer of felt would not be possible as the condition of the roof was worse than expected and the full roof replacement would be needed asap. It was therefore considered a waste of Parish Council funds to go ahead with the roof repair at that time given that the whole roof needs to be replaced.

We revisited the quotes obtained in 2023 and Parker Maythorn were our chosen as our contractors for this work in June 2024. Due to Parker Maythorns other workload the work has been scheduled for October 2024 at the costs quoted in 2023.

Parker Maythorn quoted just under £29000 including vat. (£21980 for the work, plus £1800 allowance for 3 tons of replacement slates, plus vat - Total £28536)

The Hall committee understand that it a project evaluation is usually required before additional grant funding can be sort. However we are applying for an additional £5000 grant towards the cost of replacing the roof hoping that the committee can consider this request given that the delay has been due to contractor availability.

Why do you feel your project is worthwhile?

The Hall is exposed to the weather and clearly roof leaks affect the structure of the building and impact on its ability to be used as a community venue for the activities that are listed below.

In addition, a leaking roof impacts on us being able to being offer the Hall for hire for events that are used to raise funds to run and maintain it.

Funding the roof replacement prevents us from investing in other projects that require attention in order to continue to rent out the hall to raise funds i.e. refurbishing the

toilets and the kitchen.

How will your project benefit the people of the Holme Valley?

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

The Hall is a vibrant centre for a number of community groups and events including:

- Community Choir – this is run for people of any age and ability. The emphasis is on fun.
- Community Big Band – a local “big/jazz band” which has toured internationally.
- Yoga and fitness groups – with a mixed attendee age
- 2 Art groups – with a variety of age attendees, but with the majority being retired. This is an opportunity for some socialisation and helps ease the day-to-day stresses of life.
- Quarterly Makers Markets which are popular with attendees and local businesses from across the Holme Valley
- Neighbourhood Watch Co-ordinator meetings.
- Other ad-hoc users have included; local counsellor surgeries, ball room dancing lessons, local groups of musicians who need space to practice and baby Zumba.

Our annual Christmas Carol concert is a free event, held on the last Sunday before Christmas. This includes a small local brass band, lots of Christmas carols sung, a visit from Santa and mulled wine and mince pies for the adults.

From a fund-raising perspective the village hall committee arrange bi-annual comedy nights which are extremely popular not only with local adult villagers, but also villagers from the surrounding area. These two events contribute significantly to the overall annual running costs.

Who in the Holme Valley will benefit? How many people will benefit?

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

The Hall is utilised by Upperthong Community Groups with attendees from across the Holme Valley including; the general population, Children under 16, Young people under 25, Older people over 60.

One Year Action Plan.

The hall has funded work in 2023 to repair the gable end of the building and replace a leaking window.

Work is scheduled for October 2024 to replace the Hall roof.

We are now investigating the costs of refurbishing our toilets and kitchen in order to apply for grants and carry out renovations in 2025.

6

Grants from Holme Valley Parish Council

Put an "X"

Grant 1: Assets Grants

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

X

Grant 2: Community Benefits Grants

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

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

7

Your Project Budget Plan

Item	Cost	Where will the funding come from? <small>reserves, fundraising, donations, other grant awards or Holme Valley PC</small>	Amount requested from the Parish Council
Replace the Hall Roof	29,000	Hall reserves and the £4500 awarded in September 2023 by the Parish Council.	

Project Total Cost	£29,000	Total amount requested from HVPC	£5000

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

N.A.

Has the group received a grant from the Parish Council in the last five years?	<p>YES</p> <p>£5000 in 2020 towards replacement windows</p> <p>£3550 in 2021 for dam proofing and roof insulation</p> <p>£ 2000 in 2022 for 1st gable end repair</p> <p>£ 4500 in 2023 to repair the roof</p> <p>Please give details</p>
---	---

8 Documentation

Please ensure you enclose the following with your application:

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

Name	
Signature	
Date	31.8.2024

**Send the completed application form (with all supporting documentation) to:
Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS.
If possible, email a copy of the grant application in Word to the Clerk at
clerk@holmevalleyparishcouncil.gov.**

For internal use only	
Date application received	
Application meets criteria	Yes / No
Name of Committee reviewing application	
Date of meeting	
Minute number	
Grant awarded	Yes / No
Amount awarded	
Legal power under which award is made	
Date applicant is notified by email/phone of the outcome	

Date when formal letter of award is posted	
Date when payment is made	
Date blank Grant Audit Form is posted	
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or Date report received after project is complete	

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Application Form

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

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

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

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

Go towards

- Park: Replanting with drought tolerant, biodiverse planting
- 37 locations: Seasonal planting/maintenance
- Community garden: Wire fence & mulch

1 Contact Details	
Name of organisation	Friends of Honley
Address	c/o 18 Broadacres Honley
Postcode	HD9 6ND
Contact person	
Position in group	
Correspondence address	
Postcode	
Daytime phone	
Evening phone	

Email

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

If applicable

When did the group start?

Incepted in 2014 under HVCT and as a separate community group in 2023

How many people are involved in running your group?

Trustees	N/A
Unpaid Management Committee	6
Paid F/T Staff	N/A
Paid P/T Staff	N/A
Volunteers (excluding Management Committee)	Approx 100

3

Your Finances (your last full financial year)

Financial Year

£10,095.74 (Bal b/f) Year Ended 31st Dec 2023

Income

£16,830.00

Expenditure

£ 8,028.00

Reserves held

£ 1,500

Describe the position of any reserves i.e. how much is held against contingencies and whether any is earmarked for specific projects

To ensure we have funds for one round of seasonal planting should we be unable to obtain grants, local business and/or other support

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

Sort Code

Account Number

5

Your Project

Outline the project that you are seeking a grant for

Our aim is to help people of all ages acquire and use gardening and maintenance skills in our village, to help maintain our environment and engender a respect for our lived environment. To this end, we have 3 areas where we seek your support

1. Offsetting Co2 emissions and developing biodiverse spaces:
 - (a) We wish to replant the 3rd of 4 flower beds in our park: Our goal is to support biodiversity and protect the environment by transitioning away from seasonal bedding plants supplied historically by Kirklees, to a drought tolerant plant scheme for the 4 park beds. We tackled 2 this year, which now require restocking which we shall fund out of our existing 2024 budget. However, bed 3 will allow us to continue the transition, provide seasonal colour whilst enable nectar and autumn seeds for wildlife, whilst reducing water use and supporting our soil structure by the no-dig approach, helping to lock carbon into the soil. In parallel, our aim is to enable education of the climatic emergency, whilst also providing opportunities for volunteers of all ages to come together in a common purpose – for as much time as they can afford. We find a little goes a long way.
 - (b) Community garden: The garden is developing well, and it now provides food for our share-box and educational opportunities for folk of all ages and skill levels. We now seek funding to install a wire fence to prevent a keen badger from digging up our crops and also provide a rich mulch for weed suppression
2. Seasonal planting: We have planted across our village for the last 9 years with 37 planters now in locum. We seek funding for one season's plants. The planting provides seasonal colour but moreover it provides opportunities for folk of all ages and skill level to get involved in putting in the plants

Why do you feel your project is worthwhile?

The projects offer an opportunity for folk of all ages and abilities to enjoy light physical, outdoor activity.

We plan tasks to attract those that are socially confident but also those who like to work on their own and struggle in groups

The tasks and projects offer the opportunity to acquire new skills. We are fortunate to have an RHS respected garden designer, who partners with those who wish to learn and similarly we have a proficient gardener leading our community garden

We run the planting and gardening projects over a series of days to optimize inclusion and through this and assigning high planters to those that struggle with bending, we ensure we provide tasks to meet all levels of physical ability and offer opportunities for inclusion to busy people.

How will your project benefit the people of the Holme Valley?

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

People of all ages and abilities are welcome – we have very young children, right up to an 89-year-old couple.

The chance of light physical activity in an organized, safe environment outdoors is very well received, and although a small thing, we always include drinks and food to ensure people are well looked after but also it is an opportunity for those in food poverty or struggling to socialise in such an environment, to be subtly helped.

We optimize inclusion by advertising and encouraging people to get involved for as long as short as people prefer - from 30 mins to hours. This approach has proven really beneficial in increasing uptake in people's busy lives.

We advertise on different media to ensure as many people as possible can access our projects – online, what's app/texts/emails.

We cross-fertilize volunteers to other village activities – for example FoH volunteers have the opportunity to help install

HBA flags and Christmas trees and vice versa.

Feedback from our volunteers tells us that they feel a sense of pride by getting involving and seeing the fruits of our collective labor. They say that the spaces are better respected as a result.

Who in the Holme Valley will benefit? How many people will benefit?

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

The seasonal planting and garden projects are seen and enjoyed village wide, so approximately 6,500 folk of all ages and abilities.

The new park flower beds and wild flower bed have been of particular interest to residents in New Street Housing. Some there have gardens, but some have not, and we now see a group of residents walk across daily to enjoy the newly planted spaces.

How will your project address the ongoing climate emergency?

1. Careful choice of plants and plant material: We source locally to offset miles, source plants that are drought tolerant and densely planted, to enable biodiversity and attract pollinators
2. No dig approach: We deploy no dig gardening to contribute to carbon capture in our soil and improve it's health.
3. We use peat free compost, and source bare roots plants where possible to reduce our use of plastics.
4. We separate all green material from grey and locate all the former to Meltham recycling centre, as a means of composting
5. Our RHS garden designer provides excellent tuition to our volunteers on how to plant and garden to protect our environment
6. Our community garden generates food for our share box, which is proving a real hit in the village and discourages food waste by other's donations.

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: Community Benefits Grants

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



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

7 Your Project Budget Plan

Item	Cost	Where will the funding come from? <small>reserves, fundraising, donations, other grant awards or Holme Valley PC</small>	Amount requested from the Parish Council
Plants for flower bed (the attached quote is for one of the flower beds planted this year for an area that is 1/3 of the new flower bed area. Therefore, we estimate x3 of the quoted amount)	£2,325	£1,525 will come from existing funds	£900
Mulch (bulk bag @ £78.50/bag) for replanted flower bed and community garden. We use Muckers Mulch specifically as it aligns to our principles of local sourcing & environmental pedigree	£706.50	£456.5 will come from fundraising	£250
Chicken Wire for badger proof fencing for community garden x 2 roles	£166	£66 from existing funds	£100
Bone Meal for planting of new flower bed	£100		£100
Seasonal plants (quote attached is for 50% of the plants sourced in summer 2024).	£430	£280 from existing funds	£150
Project Total Cost	£3,727.50	Total amount requested from HVPC	£1500

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

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

YES / NO

Yes £1,500 in 2023 towards village tidy and seasonal planting

	Please give details
--	---------------------

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

9 Declaration	
<ul style="list-style-type: none"> • I am authorized 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 publicize 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. <p>This declaration must be signed by an authorized person, eg Committee Member, Office Holder or Trustee.</p>	
Name	
Signature	
Date	29 August 2024

Send the completed application form (with all supporting documentation) to:
 Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS.
 If possible, email a copy of the grant application in Word to the Clerk at
 clerk@holmevalleyparishcouncil.gov.

For internal use only	
Date application received	
Application meets criteria	Yes / No
Name of Committee reviewing application	
Date of meeting	
Minute number	
Grant awarded	Yes / No
Amount awarded	
Legal power under which award is made	
Date applicant is notified by email/phone of the outcome	
Date when formal letter of award is posted	
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Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Application Form

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

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

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

Solar photovoltaic array and battery storage system to Neiley Pavilion, Honley.

1 Contact Details	
Name of organisation	Holmfirth Harriers AC
Address	Neiley Pavilion New Mill Road Honley Holmfirth
Postcode	HD9 6QT
Contact person	
Position in group	
Correspondence address	
Postcode	
Daytime phone	
Evening phone	
Email	

2 About your organisation

What sort of group are you? - put an 'x' in the box	<ul style="list-style-type: none"> • Unregistered community group <input checked="" type="checkbox"/> • Registered charity <input type="checkbox"/> • Other (please state) <input type="checkbox"/> 		
Charity Registration No	<div style="text-align: right;">If applicable</div>		
When did the group start?	1907		
How many people are involved in running your group?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Trustees</td> <td style="text-align: center;">4</td> </tr> </table>	Trustees	4
	Trustees	4	
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Unpaid Management Committee</td> <td style="text-align: center;">39</td> </tr> </table>	Unpaid Management Committee	39
	Unpaid Management Committee	39	
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Paid F/T Staff</td> <td style="text-align: center;"></td> </tr> </table>	Paid F/T Staff	
Paid F/T Staff			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Paid P/T Staff</td> <td style="text-align: center;">1</td> </tr> </table>	Paid P/T Staff	1	
Paid P/T Staff	1		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Volunteers (excluding Management Committee)</td> <td style="text-align: center;"></td> </tr> </table>	Volunteers (excluding Management Committee)		
Volunteers (excluding Management Committee)			

3 Your Finances (your last full financial year)

Financial Year	2023
Income	£41,827.00
Expenditure	£40,022.00
Reserves held	£138,000.00
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	Our long-term ambition is to construct a running track on Neiley Playing Fields.

4 Your Bank Account

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

Account Name	
Sort Code	
Account Number	

5

Your Project

Outline the project that you are seeking a grant for

We are looking to install a 13kW solar PV array on the hall roof at our club's headquarters, Neiley Pavilion. This will be complemented by a 4.8kW battery storage system, allowing us to store excess energy and use it as and when required.

Why do you feel your project is worthwhile?

Our expenditure on utilities accounts for a significant portion of our financial outlay; typically we spend anywhere between £1,700 and £2,500 per annum on electricity. In 2025 our 4-year fixed rate is due to expire, and current indications are that our electricity costs will rise by around 35% - an annual increase of up to £875. We have therefore explored possibilities to try and reduce this, and identified solar PV as a viable option which will not only reduce running costs but also provide a sustainable energy improvement which reduces our impact on the environment.

How will your project benefit the people of the Holme Valley?

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

The project will help to keep our running costs as low as possible, which in turn will mean that our membership fees can stay as low as possible. We currently have 219 senior members, and would have to raise membership by around £4 in order to cover the anticipated increase in energy costs. By keeping membership at its current rate, we will hopefully be able to continue to attract lots of new and returning members from the Holme Valley who can benefit from the huge physical and mental benefits that running offers.

Who in the Holme Valley will benefit? How many people will benefit?

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

Members of Holmfirth Harriers AC will benefit, the vast majority of whom live within the Holme Valley. At the minute we have 415 members in total, ranging in age from 8 to 83.

How will your project address the ongoing climate emergency?

The proposed solar PV system will supply the building with clean, green electricity, and will export excess electricity back into the grid for others to use. It is anticipated that 59% of the building's electricity consumption will be supplied by solar - a reduction of 1,372kg CO₂ – whilst 4,098kWh will be exported - saving another 870kg CO₂. Not only will we therefore lower the carbon intensity of our own electricity, but we will also put low-carbon electricity back into the grid for others to use too.

6

Grants from Holme Valley Parish Council

Put an "X"

Grant 1: Assets Grants

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

X

Grant 2: Community Benefits Grants

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

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

7

Your Project Budget Plan

Item	Cost	Where will the funding come from? <small>reserves, fundraising, donations, other grant awards or Holme Valley PC</small>	Amount requested from the Parish Council
Solar PV system including all panels, inverters, battery, sundries, and labour	£15,405.41	Club reserves	£5,000.00
Project Total Cost	£15,405.41	Total amount requested from HVPC	£5,000.00

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

No

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

No

Please give details

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

9 Declaration	
<ul style="list-style-type: none"> • 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. <p>This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.</p>	
Name	
Signature	
Date	31/08/24

Send the completed application form (with all supporting documentation) to:
 Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS.
 If possible, email a copy of the grant application in Word to the Clerk at
 clerk@holmevalleyparishcouncil.gov.

For internal use only	
Date application received	
Application meets criteria	Yes / No
Name of Committee reviewing application	
Date of meeting	
Minute number	
Grant awarded	Yes / No
Amount awarded	
Legal power under which award is made	
Date applicant is notified by email/phone of the outcome	
Date when formal letter of award is posted	
Date when payment is made	
Date blank Grant Audit Form is posted	
Date completed Grant Audit Form received	
or Date report received after project is complete	

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Application Form

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

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

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

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

Freelance fees for the 2 community artists, taxis and refreshments for members for our next arts project based on shadow puppetry.

1 Contact Details	
Name of organisation	Holme Valley Sharing Memories
Address	
Postcode	
Contact person	
Position in group	
Correspondence address	
Postcode	
Daytime phone	
Evening phone	
Email	

2 About your organisation

What sort of group are you? - put an 'x' in the box	<ul style="list-style-type: none"> • Unregistered community group <input checked="" type="checkbox"/> • Registered charity <input type="checkbox"/> • Other (please state) <input type="checkbox"/> 										
Charity Registration No	If applicable										
When did the group start?	1994										
How many people are involved in running your group?	<table border="1"> <tr> <td style="text-align: right;">Trustees</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: right;">Unpaid Management Committee</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: right;">Paid F/T Staff</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: right;">Paid P/T Staff</td> <td style="text-align: center;">3 (freelance – 1 day / week in term time)</td> </tr> <tr> <td style="text-align: right;">Volunteers (excluding Management Committee)</td> <td style="text-align: center;">4</td> </tr> </table>	Trustees	0	Unpaid Management Committee	3	Paid F/T Staff	0	Paid P/T Staff	3 (freelance – 1 day / week in term time)	Volunteers (excluding Management Committee)	4
Trustees	0										
Unpaid Management Committee	3										
Paid F/T Staff	0										
Paid P/T Staff	3 (freelance – 1 day / week in term time)										
Volunteers (excluding Management Committee)	4										

3 Your Finances (your last full financial year)

Financial Year	Y/E 31 March 2024
Income	£37639.15
Expenditure	£28338.35
Reserves held	£4025 unrestricted funds (as of 26/07/2024)
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	These are not reserved for any specific projects, however we start the next project in September, for which we do not have any funds secured yet other than £450 & several applications awaiting decisions, so we may have to use these unrestricted funds to start the year off. They would cover circa 5-6 weeks expenditure.

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

Account Name	
Sort Code	
Account Number	

5 Your Project
<p>Outline the project that you are seeking a grant for</p> <p>We are seeking funding for a project that will run from September through to mid-December called <i>The Amazing Shadow and Light Theater Extravaganza</i>. It is a playful, accessible, and intergenerational creative project, run to alleviate social isolation and loneliness amongst the elderly in the valley, and to promote community cohesion. It will be a wonderful, inspiring, and imaginative delve into a world of shadow and light. Using our favorite stories or even our own imaginative stories to drive our imagination, we will use simple and easily accessible creative techniques with elements of theater and play to bring our project to life. It will be open to any older person to join, but we will also work with other adult groups, which we are in the process of liaising with currently (Enfield Down, centre for adults suffering from mental illnesses in Honley; The Bridgewood Trust Day Centre for adults with learning difficulties in Armitage Bridge; Ability Options Day Service, Holmfirth). We will also have a couple of sessions with primary school children, to ensure our elderly members are meeting with the younger generation, as they particularly enjoy that interaction with young ones. We will create an interactive exhibition of paper lanterns, shadow puppets and a light stage with puppets available for people to interact with and create their own scenes of shadow and light. This exhibition will be held in the centre of Holmfirth at The Civic from 9-15th December, so all ages in the valley can come and see the work that has been created, make up their own stories and play with the puppets on the light stage.</p>
<p>Why do you feel your project is worthwhile?</p> <p>It will provide our members, who are in their 80's & 90's, with an activity once a week that will help alleviate their social isolation and loneliness and ultimately help protect their mental & physical wellbeing. It provides them with a high-quality group art activity in the valley that they can access, without having to go further afield into Huddersfield. (Transport to and from sessions is provided in taxis if needed).</p>

It gives them the opportunity to get involved in their local community, learn a creative skill which they then teach and mentor others to learn and together they create something meaningful and worthwhile that they can be proud of. It will foster good intergenerational community relations. The exhibition at the end will showcase just what can be achieved by the elderly who are often sidelined and stigmatized due to their age. It will also provide the other adult groups that we will partner with on this project, an opportunity to get involved with other people in the community outside their day / residential centres.

Finally the exhibition will be open to any member of the public to enjoy in the run up to Christmas, in the dark days of winter. We have arranged to join forces with The Civic Centre to run a joint coffee morning on Friday 13th December, adding to the vibrancy of the valley.

How will your project benefit the people of the Holme Valley?

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

It will benefit our core group members by part funding & securing their next project, giving them an activity to go to once a week for the Autumn term. It will get them out of their homes and stop them feeling isolated and lonely. It is a chance to make friends that they will then see every week. Many of our members say it is the only time they get out each week.

Other adult groups that we partner with that have additional needs (learning difficulties and / or suffering from mental illness) will also benefit by getting involved in the project, learning new skills and by direct involvement in their local community.

Families and other members of the public will also benefit: children involved will learn new skills, and will see & be proud to show their work in the final exhibition. Any member of the public will be able to go to the exhibition and enjoy the interactive creative experience in the run up to Christmas.

Our 4 volunteers who also live in the valley will get enjoyment and a sense of purpose from being involved in the project.

Who in the Holme Valley will benefit? How many people will benefit?

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

Older people in their 70's, 80's & 90's (10+)

People in the other adult groups that we work with (Bridgewood Trust 15, Enfield Down 10 – Total 25)

Primary School children (not the main beneficiaries) but we involve them as our members like to work with children too (estimated 60)

Families – parents, grandparents, siblings of the school children (estimated 150)

Other families – i.e. ones who just pop into the exhibition (estimated 10 families / day; 3 people/family * 7 days = 210)

Other adults who pop into the exhibition (20 / day * 7 days = 140)

Total 595

How will your project address the ongoing climate emergency?

We will use recycled and recyclable materials as much as possible in the creation of our puppets & lanterns.

All our freelance workers and volunteers live in the valley so travel to work is kept to a minimum.

Our members get taxis provided for them to & from sessions but where possible we arrange this so we get as many in one taxi as possible to avoid unnecessary journeys.

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: Community Benefits Grants

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



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

7 Your Project Budget Plan			
Item	Cost	Where will the funding come from? <small>reserves, fundraising, donations, other grant awards or Holme Valley PC</small>	Amount requested from the Parish Council
Lead Artist – 20 days at £250 / day (16 sessions + additional to set up & man exhibition in part)	£5000	Fundraising, other grant awards, HVPC	£500 (2 days)
Support Artist – 20 days at £200 / day (16 sessions + additional to set up & man exhibition in part)	£4000	Fundraising, other grant awards, HVPC	£400 (2 days)
Project Manager – 18 days at £250 / day	£4,500	Reserves / unrestricted funds, fundraising, other grant awards	-
Insurance - £20 / month for 4 months	£80	Reserves / unrestricted funds	-
Rent of Phoenix Centre – 5 sessions @ £30 / session	£150	Other grant awards / fundraising	-
Rent exhibition space Civic Hall café area for a week.	£350	Other grant awards	-
Materials - £25 / session * 16 sessions plus extra for exhibition	£500	Other grant awards	-
Taxis for members to & from home – 18 return trips * £30 average cost / session. (16 sessions + 2 to exhibition)	£540	HVPC	£540
Refreshments – estimate for sessions & exhibition	£100	Coop vouchers, HVPC	50
Project Total Cost	£15220	Total amount requested from HVPC	£1490

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

Arnold Clark Community Fund £2500 (not successful); Francis Winham Trust (written letter of application); St Helens Goodness Grant £1000 – will hear August if successful; Allan Lane Foundation £2000; One Community – Community Grant £3000 – will hear August; One 17 Foundation, Armitage Bridge £450 + help with leaflet design. Also applied to 2 foundations for core funding across several years which if successful could go in part towards the project but not heard yet - Spar Community Cashback £9800 – should hear any day if successful; Wharfedale Foundation – successful in expression of interest round, invited to do a full application in September – up to £10000. Competition is very high and success rate is usually less than 50%.

Has the group received a grant from the Parish Council in the last five years?	<p>YES</p> <p>2020 – Museum of Curiosities – successful, but I am unsure of amount as awarded just before my time as Project Manager</p> <p>Dec 2021 applied for funding for INDeep project – successful awarded £987</p> <p>Aug 2022 – applied for £1000 funding for second phase of InDeep project – unsuccessful</p> <p>July 2023 applied for £1500 funding for Sing Your Soul Sunny Project - successful</p> <p>Please give details</p>
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8 Documentation	
Please ensure you enclose the following with your application:	
1. This Application form	YES
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES
3. Last 3 years accounts (if you have them)	YES
4. Copy of bank statements for the last 6 months	YES
5. Copies of written estimates/quotations for capital purchases (if relevant)	N/A
6. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	N/A
7. Anything else: -	NO

9 Declaration
<ul style="list-style-type: none"> • I am authorised to make the application on behalf of the above organisation. • I have read and noted the Council’s criteria relating to this application and agree to abide by the conditions listed if a grant is awarded. • I have filled in every section of the application form. • I certify that the information contained in this application is correct. • If the information in the application changes, I will inform the Council. • I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application. • If the application is successful, I give permission for the Council to publicise the project in the local media and on its website. • I agree to provide a report, including photographs, to the Council, indicating

how the grant awarded has been spent, within two months of completion.

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

Name	
Signature	
Date	26/07/2024

**Send the completed application form (with all supporting documentation) to:
Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS.
If possible, email a copy of the grant application in Word to the Clerk at
clerk@holmevalleyparishcouncil.gov.**

For internal use only	
Date application received	27th July 2024
Application meets criteria	Yes / No
Name of Committee reviewing application	Finance and Management
Date of meeting	30th September 2024
Minute number	
Grant awarded	Yes / No
Amount awarded	
Legal power under which award is made	
Date applicant is notified by email/phone of the outcome	
Date when formal letter of award is posted	
Date when payment is made	
Date blank Grant Audit Form is posted	
Date completed Grant Audit Form received	
or Date report received after project is complete	



Holme Valley Parish Council



The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460

Grant Application Form

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

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

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

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

The grant would be for the Welcome Club run by Honley Village Community Trust CIO, for Armchair Zumba, Ballroom & Pilates, Musicians and talks. Also help with the cost of the Christmas Party.

1	
Contact Details	
Name of organisation	Honley Village Community Trust CIO
Address	Village Hall Roundway Honley
Postcode	HD9 6DE
Contact person	
Position in group	

Correspondence address	
Postcode	
Daytime phone	
Evening phone	
Email	

2 About your organisation

What sort of group are you? - put an 'x' in the box	<ul style="list-style-type: none"> • Unregistered community group • Registered charity • Other (please state) <p>➤ <i>Registered Charity</i></p>	
Charity Registration No	1195759 <small>If applicable</small>	
When did the group start?	1993	
How many people are involved in running your group?	Trustees	1
	Unpaid Management Committee	
	Paid F/T Staff	
	Paid P/T Staff	
	Volunteers (excluding Management Committee)	7

3 Your Finances (your last full financial year)

Financial Year	2023
Income	£25,932
Expenditure	£28,635
Reserves held	£50,000
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	Held at a higher level due to Magdale and associated land

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
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Account Name	[REDACTED]
Sort Code	
Account Number	

5 Your Project

Outline the project that you are seeking a grant for

Our Welcome Club. Our Honley Family. We now get up to 50 people per week. It is a joy to be there to have created such a loving, caring group. They look out for each other as well as themselves. They thank us each week as they leave for everything that we do. Please come and see for yourselves the smiling, happy faces when they are chatting, singing, laughing.

Why do you feel your project is worthwhile?

It has ended loneliness for so many older people in the village and is also improving their physical and mental health, creating lots of lovely friendships.

How will your project benefit the people of the Holme Valley?
The Parish Council can only give out grants that directly benefit the people of the Holme Valley

We continue weekly to offer a safe, warm, comfortable, friendly place to meet up with friends and have a cuppa and cake and biscuits.
Bingo, Quiz, Games, Music, laughter and interesting talks by other organisations

Who in the Holme Valley will benefit? How many people will benefit?
♦ the general population, ♦ children under 16, ♦ young people under 25, ♦ older people over 60,
♦ disabled people, ♦ people of minority ethnic origin, ♦ particular groups, ♦ other

We now have between 45 – 50 people per week. We have stopped advertising the Welcome Club now as 50 is our limit for Health & Safety regulations.

We Welcome anyone, whatever age, ability or disability, ethnic minority, everyone is Welcome at the Welcome Club.

How will your project address the ongoing climate emergency?

Because we have on average 48 to 50 people plus our 6 or 7 volunteers they are only using one place to heat instead of 57 homes thereby saving electricity for heating and cooking. We also provide hot cup a soups and toast in the winter.

We do not use disposable cups or plates therefore not adding to the landfill of plastic.

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: Community Benefits Grants

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

- **If you are unsure about which grant to apply for, please contact the Parish Council on 01484 687460 or email: clerk@holmevalleyparishcouncil.gov.uk**

The Parish Council can award more money than the maximum award in very special circumstances.

7 Your Project Budget Plan

Item	Cost	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the

			Parish Council
Armchair Zumba x 6 sessions	270.00	HVPC	270.00
Armchair Ballroom dancing x 6	270.00	HVPC	270.00
Musicians x 4	200.00	HVPC	200.00
Entertainment for Christmas Party	100.00	HVPC	100.00
Project Total Cost	840.00	Total amount requested from HVPC	840.00

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

Has the group received a grant from the Parish Council in the last five years?	<p>YES</p> <p>Please give details</p>
---	---------------------------------------

8 Documentation

Please ensure you enclose the following with your application:		
1. This Application form	YES	
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES	NO
3. Last 3 years accounts (if you have them)	YES	NO
4. Copy of bank statements for the last 6 months	YES	NO
5. Copies of written estimates/quotations for capital purchases (if relevant)	YES	NO

6. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	YES	NO
7. Anything else: -	YES	NO

9 Declaration	
<ul style="list-style-type: none"> • 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. <p>This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.</p>	
Name	
Signature	
Date	11 th August 2024

Send the completed application form (with all supporting documentation) to: **Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS.** **If possible, email a copy of the grant application in Word to the Clerk at clerk@holmevalleyparishcouncil.gov.**

For internal use only	
Date application received	20 th August 2024
Application meets criteria	Yes / No
Name of Committee reviewing application	Finance and Management

Date of meeting	30th September 2024
Minute number	
Grant awarded	Yes / No
Amount awarded	
Legal power under which award is made	
Date applicant is notified by email/phone of the outcome	
Date when formal letter of award is posted	
Date when payment is made	
Date blank Grant Audit Form is posted	
Date completed Grant Audit Form received	
or Date report received after project is complete	

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Application Form

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

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

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

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

Screening 50 films from around the world with related local events in community venues in the Holme Valley

1 Contact Details	
Name of organisation	Holmfirth Film Festival
Address	
Postcode	
Contact person	
Position in group	Director
Correspondence address	As above
Postcode	
Daytime phone	
Evening phone	same
Email	

2 About your organisation		
What sort of group are you? - put an 'x' in the box	<ul style="list-style-type: none"> • Unregistered community group <input type="checkbox"/> • Registered charity <input type="checkbox"/> • Other (please state) <input checked="" type="checkbox"/> <p>➤ Community Interest Company (CIC)</p>	
Charity Registration No	CIC 8875828 If applicable	
When did the group start?	2008	
How many people are involved in running your group?	Trustees	
	Unpaid Management Committee	12
	Paid F/T Staff	0
	Paid P/T Staff	0
	Volunteers (excluding Management Committee)	30

3 Your Finances (your last full financial year)	
Financial Year	2023 Feb to 2024 Feb – with the accountant at the moment. Accounts for previous year attached.
Income	£12,565 (as of Feb 2024 not including final fund payment from BFI £500)
Expenditure	£14,550 (as of Feb 2024)
Reserves held	£16,641 (as of 26 July 2024)
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	<p>An amount (£2,000) is held for the continuing payment of film licence invoices, which are notoriously late in being issued (sometimes up to a year and even longer). We have to pay for replacing equipment for which there are no or few grants. We recently invested £5,000 in the latest 4K Ultra HD projector and player and have been talking to peter Carr at the Picturedrome about the possibiity of contributing ot the purchase of a new screen for the venue which is costly at</p>

	around £15,000. We hold money for emergencies. Covid is an example when we did a Festival online. For historic film restoration which is expensive. Payment for local artists/musicians composing and performing original film soundtracks for which there are no grants. Occasional free screenings and events.
--	--

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	
Sort Code	
Account Number	

5 Your Project	
Outline the project that you are seeking a grant for	
<p>The Festival's prime objective is to be able to provide the Valley with a wide range of film that would otherwise be largely unavailable to local audiences. That ranges from British independents, historic, world cinema, documentaries and film of a specific local interest. The Festival caters to a wide range of audiences from children to specific adult groups. Over the year we will screen 50 films and organize a number of related events in up to 8 different community venues from Choppards to the Civic. The grant we are seeking will specifically go towards the cost of venue hire which has risen very sharply in the last few years from around 1,500 to £2,700. At the same time we have seen costs also rise for the costs of screening and promotion. We have a grant from the British Film Institute which helps cover this and enables us in a period of continuing high costs of living to keep our prices as low as possible and present events and films that would otherwise not be possible. But if we are going to be able to provide a broad range of films to the Holme Valley we need help in this specific area and, in particular, the Civic which is our prime venue.</p>	

Why do you feel your project is worthwhile?

The Festival adds to the cultural life of the Holme Valley and to a particularly important viewpoint both Valley residents and to the wider world – that the Valley is a centre of creative activity and that it has a history of involvement in film. Through its activities it adds to the idea of community by the extensive involvement of volunteers and through its direct collaboration with various and numerous local community and volunteer groups from venues to environmental and cultural groups. The Festival which attracts 2,500 viewers receives tremendous feedback which we really appreciate and is a prime reason why the Festival Committee feels that it is a vital activity that continues to meet a need and still is able to innovate and draw in new audiences.

How will your project benefit the people of the Holme Valley?

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

The Festival makes available access at a low price of British, independent and World cinema films which otherwise would only be able to be seen by people in the Holme Valley on a big screen by travelling to the major cities. It also tries to use venues throughout the Valley and to co-operate with local groups (such as River Connections, cycling groups, green groups, foodbanks, Ukraine refugees) by using film to promote their activities.

It has become an essential part of the cultural life of the valley and helps promote the area on a regional and even national way.

Who in the Holme Valley will benefit? How many people will benefit?

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

British Film Institute funding is predicated on the Festival making particular efforts to attract young people (through the Cultural Voucher and children's films, under represented ethnic groups, people with disabilities, whilst at the same time screening films that attract a wide audience as possible for independent, British, European and world cinema. That also includes screening films which provide as wide a range of examples of different lifestyles, socially, culturally and economically. Over the year we will screen 50 or more films, and associated events, and attract 2,500 people

How will your project address the ongoing climate emergency?

The Festival has been an important part of Kirklees Declares on climate change and will be screening specific films and events on the subject and related areas such as cycling, rewilding, farming. Committee members are committed to the subject with a high take up of solar panels, heat pumps, electric cars, tree planting and membership of relevant groups in the Valley etc.. We are actively considering a screening of films outdoors using batteries.

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: Community Benefits Grants

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



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

7 Your Project Budget Plan

Item	Cost	Where will the funding come from? <small>reserves, fundraising, donations, other grant awards or Holme Valley PC</small>	Amount requested from the Parish Council
Specifically for Venue hire in the Holme Valley	£2,700	Grants, fundraising, ticket sales	£1,000
Project Total Cost	£2,700	Total amount requested from HVPC	£1,000

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

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

YES / NO

Please give details

8 Documentation

Please ensure you enclose the following with your application:

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

Name

Signature

Date

17 August 2024

Send the completed application form (with all supporting documentation) to:
Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS.
If possible, email a copy of the grant application in Word to the Clerk at
clerk@holmevalleyparishcouncil.gov.

For internal use only

Date application received	21/08/2024
Application meets criteria	Yes / No
Name of Committee reviewing application	Finance and Management
Date of meeting	30 th September 2024
Minute number	
Grant awarded	Yes / No
Amount awarded	
Legal power under which award is made	
Date applicant is notified by email/phone of the outcome	
Date when formal letter of award is posted	
Date when payment is made	
Date blank Grant Audit Form is posted	
Date completed Grant Audit Form received	
or Date report received after project is complete	

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460

Grant Application Form

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

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

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

This grant will contribute to the design and production of recruitment materials to enable successful recruitment projects to happen

1 Contact Details	
Name of organisation	New Mill Male Voice Choir
Address	The choir is based at New Mill Club, Sheffield Rd., Holmfirth,
Postcode	HD9 7JT

Contact person	[REDACTED]
Position in group	Committee Member - Recruitment
Correspondence address	[REDACTED]
Postcode	[REDACTED]
Daytime phone	[REDACTED]
Evening phone	[REDACTED]
Email	[REDACTED]

2 About your organisation

<p>What sort of group are you? - put an 'x' in the box</p>	<ul style="list-style-type: none"> • Unregistered community group • Registered charity X • Other (please state) > 	
Charity Registration No	1107731 <small>If applicable</small>	
When did the group start?	1991	
How many people are involved in running your group?	Trustees	
	Unpaid Management Committee	8
	Paid F/T Staff	
	Paid P/T Staff	2
	Volunteers (excluding Management Committee)	52

3 Your Finances (your last full financial year)

Financial Year	to 30 Sept 2023
Income	£36157
Expenditure	£37495
Reserves held	£21610

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

Below is the statement submitted to the Charity Commission

The choir maintains sufficient reserves to manage uncertainty and meet major costs including...

- (a) replacing equipment (instruments and uniforms etc) which cannot be met immediately from the annual operating budget.*
- (b) Meeting advanced costs of large events which are recovered through ticket sales.*
- (c) Providing resilience against any shortfall in anticipated planned activities*
- (d) Planning to meet major costs in the medium term (2 to 3 years)*

The major uncertainty arises from the age profile of the choir: 50%+ over 70yrs. A membership strategy is in place to address this.

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

Account Name	[REDACTED]
Sort Code	[REDACTED]
Account Number	[REDACTED]

5 Your Project
Outline the project that you are seeking a grant for

The grant will allow the choir to create tools for recruitment projects over the next two to three years. These tools will include the production of a new song about the choir : a photo shoot of choir members in both the rehearsal and concert environment: design and production of recruitment flyers, banners, brochures : changes to the choir website to improve the focus on recruitment and to create links to social media.

Why do you feel your project is worthwhile?

I along with 3 other members of the choir attended a National Male Voice Choir Conference in Peterborough in 2023. National research was carried out into the 'health' of Male Voice Choirs. The findings were worrying but the conference explored ways to recover the situation. Being more proactive in recruitment was one of the solutions.

Male Voice Choirs are a long standing tradition in the Valley and this choir has been in existence for over 30 years and has afforded men in the Valley not only a club for singing but for friendship and well being (it has been well documented that singing improves both physical and mental health).

How will your project benefit the people of the Holme Valley?

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

The continuity of the choir will benefit the people of the Holme Valley in two ways. Firstly it will give men a chance to experience not only the joy of singing in a group but also the physical and mental health benefits that singing and learning songs can give. In addition loneliness is an issue for many people and joining a choir gives men the opportunity to meet new friends.

Secondly the choir performs a number of concerts in the Holme Valley each year and audiences have always been appreciative of our performances and as such we believe a benefit to the community. In addition we use some of our concerts to raise money for local charities eg in 2023 We raised over £1500 for the Holme Valley Mountain Rescue.

Who in the Holme Valley will benefit? How many people will benefit?

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

New Mill Male Voice choir is an organisation open to men of all ages, creeds, and ethnicity. However our current age profile does suggest that we attract new members from the 'over 60 age group'. Our future recruitment projects will attempt to promote the benefits to younger age groups.

How will your project address the ongoing climate emergency?

To be honest it is hard to quantify how this recruitment project will address the climate emergency. However it is safe to say that choral singing is a gentle activity

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: Community Benefits Grants

X

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

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

7

Your Project Budget Plan

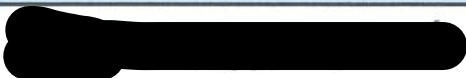

Item	Cost	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
Website changes to focus on recruitment	£650	Reserves+ HVPC	£375
Music/song arrangements to promote recruitment	£250	Reserves+ HVPC	£150
Photo shoot to create new images for recruitment publishing	£250	Reserves+ HVPC	£125
Design of recruitment material	£675	Reserves+ HVPC	£350
Publishing of recruitment material	£475	Reserves+ HVPC	£300
Project Total Cost	£2300	Total amount requested from HVPC	£1300

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

No

<p>Has the group received a grant from the Parish Council in the last five years?</p>	<p>NO</p> <p>Please give details</p>
---	--------------------------------------

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

9 Declaration	
<ul style="list-style-type: none"> 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. <p>This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.</p>	
<p>Name</p>	
<p>Signature</p>	

Date	27 th August 2024
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Send the completed application form (with all supporting documentation) to: Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS. If possible, email a copy of the grant application in Word to the Clerk at clerk@holmevalleyparishcouncil.gov.

For internal use only	
Date application received	
Application meets criteria	Yes / No
Name of Committee reviewing application	
Date of meeting	
Minute number	
Grant awarded	Yes / No
Amount awarded	
Legal power under which award is made	
Date applicant is notified by email/ phone of the outcome	
Date when formal letter of award is posted	
Date when payment is made	
Date blank Grant Audit Form is posted	
Date completed Grant Audit Form received	
or Date report received after project is complete	

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Application Form

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

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

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

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

We would like to develop and continue the 0 to 16 year olds activities at Honley library, please.

1	Contact Details
Name of organisation	Friends of Honley Library
Address	West Avenue Honley Holmfirth
Postcode	HD9 6HF
Contact person	
Position in group	Volunteer
Correspondence address	
Postcode	
Daytime phone	
Evening phone	
Email	

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

1181829

If applicable

When did the group start?

February 2013

How many people are involved in running your group?

Trustees	9
Unpaid Management Committee	7
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

Ending 31.03.24

Income

£45442.57

Expenditure

£39178.41

Reserves held

£36724.13

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

Majority is allocated to our activities and projects, the largest being the proposed library building extension; the minimal amount of unrestricted money is for FOHL activities. All can be viewed on the attached requested financial information.

4

Your Bank Account

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

NOT APPLICABLE

Account Name

Sort Code

Account Number

5

Your Project**Outline the project that you are seeking a grant for**

We would like to extend and develop our successful programme of activities for 0- to 16-year-olds at Honley Library. Babies into Books (BIBs) is well-established, running a weekly session during term time on Friday mornings with up to 20 families attending. Holiday activities are a time that local research has identified as being a popular & welcome time, as many families look forward to and appreciate our fun and appropriate activities within a known safe environment. We would like to employ the grant to contribute to the continuation of the 0-to-11 year age group, developing the attendance of Pupil Premium families (the school term for families from lower incomes with the idea greatly supported by the schools), but also to develop our engagement with, and attract, High School aged young people so they see the possibilities of the library for them, including events that support young people during school transition. We aim to run an activity most holiday weeks every school holiday.

Activities include author and illustrator workshops, craft and food focused activities plus writing workshops based on established and emerging books relevant to the various age groups, music workshops and environment-focused ideas. Good quality resources and equipment would be purchased for the volunteer-led workshops, as can be seen on the budget plan.

Please note that for each paid workshop leader we also deliver one or two additional workshops, led with no charge by our volunteers. Our delivery partners are great including HBA for the family Santa visit at Christmas time, and some resources through the Library Service with their new Reading Adventures scheme.

Why do you feel your project is worthwhile?

We feel we are meeting some needs of the local community as our events are mostly well-attended and gain great feedback. More research will take place with the older young people.

Feedback for this year's programme includes: 'Super, super fun ' boy aged 9; 'Can we come again ?' granddaughter to Grandma who hadn't visited the library for years; 'Awesome' grandson age 5; ' Wonderful morning with lots of activities'thank you' from Mum; ' Absolutely incredible. Lots of development for older and younger children. Lovely friendly staff (we are all volunteers) – Mum; ' We all look forward to Friday mornings at the library, Thank you as we have made some good friends', Dad; ' Thank you for your time and effort; fantastic activity for the holidays' – Mum; ' Amazing afternoon for our family and with such high quality resources' Mum and daughter aged 9; 'Great lesson and I am now looking forward to going to High School' boy aged 11 via

Mum who texted the following day to say a big thank you too.

How will your project benefit the people of the Holme Valley?

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

Through this work we are connecting families together as they meet and make friends, encouraging positive social development and boosting our library memberships/foot fall contributing to a vibrant and happy library that will continue well into the future. We encourage a love of reading and learning influencing individual self-confidence and achievement.

Who in the Holme Valley will benefit? How many people will benefit?

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

We advertise widely through local school contacts and establishments along with social media across the Holme Valley. One focus is for babies/toddlers and their families (15 to 20 per week from a pool of 30 plus families for 39 weeks of the year) and where we are planning to develop links with Pupil Premium families through Homestart. Children aged 4 to 11 years and their families (over 130 people visited the library this last year) are always a focus group. A key development is with the 12 to 16 age group (aiming for 20 young people) during the school holidays. We attract older people, often grandparents looking after their grandchildren, and we have a good representation from the various ethnic minority groups in the area; we try to provide first language materials where possible. Working with people who are disabled is an area for development and this will be linked to the future community development of Honley Library.

How will your project address the ongoing climate emergency?

We have good links with local groups including EPIK plus Fair and Funky who would be invited in to run workshops for us addressing the ongoing climate emergency. We are aware of local authors who may be interested in coming to lead workshops on their environment-focused books.

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: Community Benefits Grants

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



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

7 Your Project Budget Plan

Item	Cost	Where will the funding come from? - <small>reserves, fundraising, donations, other grant awards or Holme Valley PC</small>	Amount requested from the Parish Council
Visiting workshop leaders including EPIK and local authors and illustrators x 3 at average of £150 each	£450	Donations and unrestricted reserves - £40	£410
BiBS resources including floor blankets x2, play materials, small world animals/ figures, puppets, a selection of books to attract the pupil premium families for them to keep, and a large elastic scrunchie so all can join in	£300	Donations and unrestricted reserves – £65	£235
Resources for volunteer-led and visitor workshops and activities e.g. stickers, calligraphy pens and inks, felt tip pens, paints, table coverings to protect the tables, food-related supplies, felt for simple sewing, coloured card and paper blank cards and envelopes.	£250	Donations and unrestricted reserves- £45	£205

	£1000	£150	£850
Project Total Cost	£1000	Total amount requested from HVPC	£850

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

No

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

YES thank you

- Library maintenance grant for 2 years - £15k p/a
- Environment one-off grant - £10K
- Children's activities - £750 (2022)

Please give details

8 Documentation

Please ensure you enclose the following with your application:

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

9 Declaration

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.
- I have filled in every section of the application form.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.

- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

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

Name	
Signature	
Date	28th August 2024

**Send the completed application form (with all supporting documentation) to:
Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS.
If possible, email a copy of the grant application in Word to the Clerk at
clerk@holmevalleyparishcouncil.gov.**

For internal use only	
Date application received	
Application meets criteria	Yes / No
Name of Committee reviewing application	
Date of meeting	
Minute number	
Grant awarded	Yes / No
Amount awarded	
Legal power under which award is made	
Date applicant is notified by email/phone of the outcome	
Date when formal letter of award is posted	
Date when payment is made	
Date blank Grant Audit Form is posted	
Date completed Grant Audit Form received	

<p>or Date report received after project is complete</p>	
--	--

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Application Form

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

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

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

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

Four foldable tables for use by the youth club and toddlers club

1 Contact Details	
Name of organisation	Wooldale Community Group
Address	Wooldale Methodist Free Church Robert lane Wooldale
Postcode	HD91XZ
Contact person	
Position in group	
Correspondence address	
Postcode	
Daytime phone	
Evening phone	
Email	

2 About your organisation

<p>What sort of group are you? - put an 'x' in the box</p>	<ul style="list-style-type: none"> • Unregistered community group <input checked="" type="checkbox"/> • Registered charity <input type="checkbox"/> • Other (please state) <input type="checkbox"/> <p>.....</p>	
<p>Charity Registration No</p>	<p>If applicable</p>	
<p>When did the group start?</p>	<p>Thursday club 2005 Toddlers 2021</p>	
<p>How many people are involved in running your group?</p>	<p>Trustees</p>	<p>3</p>
	<p>Unpaid Management Committee</p>	<p>3</p>
	<p>Paid F/T Staff</p>	<p>none</p>
	<p>Paid P/T Staff</p>	<p>none</p>
	<p>Volunteers (excluding Management Committee)</p>	<p>4</p>

3 Your Finances (your last full financial year)

<p>Financial Year</p>	<p>Included on a separate sheet for both groups.</p>
<p>Income</p>	
<p>Expenditure</p>	
<p>Reserves held</p>	
<p>Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects</p>	<p>The money we currently have in the bank is from the last HVPC grant in january & that is still continually being paid in rent.</p>

4 Your Bank Account

<p>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)</p>	<p>OWN BANK</p>	
--	------------------------	--

Account Name	
Sort Code	
Account Number	

5

Your Project

Outline the project that you are seeking a grant for

We struggle to lift the heavy wooden tables that are available for our use within the church. We require 4 tables which are foldable, lighter & easier to carry & maneuver due to it being a weekly struggle.

Why do you feel your project is worthwhile?

I think it will prevent injuries due to manual handling of an awkwardly heavy object. 1 person is there to set up so it would be much easier for 1 person to handle a plastic foldable table rather than the large solid wood ones that we are currently struggling with.

How will your project benefit the people of the Holme Valley?

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

It will benefit our clubs and the volunteers which run them, which in turn will benefit the young people and families that attend. If we can have a more manageable set up then this ensures we keep volunteers & can run efficiently & safely for the benefit of the club users.

Who in the Holme Valley will benefit? How many people will benefit?

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

Toddlers- Many babies & toddlers, parents, carers & grandparents

Thursday Club- 21 registered children (do not ALL attend every week) in addition 3 Young helpers (13, 15 & 15 yrs) along with 7 volunteers across the clubs.

How will your project address the ongoing climate emergency?

We are available in an area with many children, so they are not having to travel a great distance to access the same clubs.

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: Community Benefits Grants

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



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

7

Your Project Budget Plan

Item	Cost	Where will the funding come from? <small>reserves, fundraising, donations, other grant awards or Holme Valley PC</small>	Amount requested from the Parish Council
4 x foldable tables	£159.80	HVPC grant	£159.80

Project Total Cost		Total amount requested from HVPC	£159.80
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Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.*

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

YES

We apply for £1000 towards rent contributions every January & we will need to apply in January 2025. If this application will affect future funding then please disregard it because we must get help with rent.

Please give details

8 Documentation

Please ensure you enclose the following with your application:

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

9 Declaration

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.
- I have filled in every section of the application form.
- I certify that the information contained in this application is correct.

- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

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

Name	
Signature	
Date	28/08/2024

**Send the completed application form (with all supporting documentation) to:
Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS.
If possible, email a copy of the grant application in Word to the Clerk at
clerk@holmevalleyparishcouncil.gov.**

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Application Form

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

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

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

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

Provisions to provide free warm meals to Holme Valley residents during our 'Warm Spaces' project - Winter 2024-25

1 Contact Details	
Name of organisation	Holmfirth Tech Ltd
Address	140 Huddersfield Road Holmfirth
Postcode	HD9 3AR
Contact person	[REDACTED]
Position in group	Director
Correspondence address	140 Huddersfield Road, Holmfirth
Postcode	HD9 3AR
Daytime phone	01484 686305
Evening phone	[REDACTED]
Email	manager@holmfirhtech.co.uk

2

About your organisation

What sort of group are you? - put an 'x' in the box	<ul style="list-style-type: none"> • Unregistered community group <input type="checkbox"/> • Registered charity <input type="checkbox"/> • Other (please state) <input checked="" type="checkbox"/> Y <p>➤ <i>Community Benefit Society</i></p>										
Charity Registration No	FCA 7739 If applicable										
When did the group start?	2018										
How many people are involved in running your group?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Trustees</td> <td style="text-align: center;">7</td> </tr> <tr> <td style="text-align: right;">Unpaid Management Committee</td> <td></td> </tr> <tr> <td style="text-align: right;">Paid F/T Staff</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: right;">Paid P/T Staff</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: right;">Volunteers (excluding Management Committee)</td> <td style="text-align: center;">10</td> </tr> </table>	Trustees	7	Unpaid Management Committee		Paid F/T Staff	1	Paid P/T Staff	1	Volunteers (excluding Management Committee)	10
Trustees	7										
Unpaid Management Committee											
Paid F/T Staff	1										
Paid P/T Staff	1										
Volunteers (excluding Management Committee)	10										

3




Your Finances (your last full financial year)

Financial Year	Year ended 31 March 2024
Income	£143,728
Expenditure	£115,150
Reserves held	£30,000
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	At last year end, approx. £30,000 held in a low risk Unity Trust reserve account. Reserves reduced in this financial year due to purchase of plot of land to simplify ownership of carpark land.

4

Your Bank Account

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

Account Name	
Sort Code	
Account Number	

5

Your Project

Outline the project that you are seeking a grant for

The funding would be used to provide free warm meals and activities throughout our Warm Spaces project over Winter 2024-25 (1 December 2024 to 31 March 2025).

We ran a similar project last Winter, funded by the West Yorkshire Mayor's Fund, but they don't appear to be repeating the funding this year. The Parish Council has been very supportive of the Tech in the past, so hope you agree that the Warm Spaces project is a worthy cause to support, because it meets your criteria of being of benefit to some or all of its residents.

The Warm Spaces project, to be run three mornings per week, provides a warm space, and free warm meals and activities, to those local people who cannot afford to heat their own homes. The local people must live within the Holme Valley, but several homeless people who visit the Tech, originally living in the Valley but having recently lost their home, family and/or employment, would also benefit from the project.

Why do you feel your project is worthwhile?

During the energy crisis, most people we talked to were filled with a sense of dread about their home utility bills rising. We were aware that some people couldn't afford to put their heating on at home or couldn't afford to put a warm meal on the table for their family. We wanted to help.

Last year's Warm Spaces project brought lots of new people, of all ages, into the building but it wasn't just about the cost-of-living crisis. The greatest impact on participants, particularly older people, was in providing a sense of community, tackling loneliness and social isolation. Our warm spaces within the Tech provided a safe and welcoming environment, so we want to repeat the project again this coming winter.

How will your project benefit the people of the Holme Valley?

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

Case Study 1

Honley residents, Mr and Mrs W attended the Warm Spaces sessions regularly. Mr W, diagnosed with Alzheimer's in mid-2023, had a heart attack a few weeks before the Warm Spaces 2023-24 project started. Mrs W is his primary carer and finds it difficult coping on her own. They are both talkers and have absolutely loved coming to the Tech, to a warm and non-judgmental space, where they can enjoy a warm meal, good company and someone new to talk to. Just one example of who this project has benefited.

Case Study 2

"I suffer from osteoarthritis and now sciatica. Because of that, I was staying indoors more often, therefore having the heating on. However, the central heating

service contract is due next month so I'm still worried about costs. Coming to the Warm Spaces @ the Tech means I'm getting out of the house and socialising more, but I also don't have to have the heating on at home, which is a bonus." Avril, Holmfirth.

Case Study 3

Thongsbridge resident, Mrs B, attended several of the Warm Spaces Digital Inclusion sessions. After the loss of her partner, she was lacking in confidence in using digital technology. "My husband always did that sort of stuff". Our colleagues at Barclays and Outlookers provided advice and support on the purchase of a device to suit her needs, provided training on how to use it and helped her to gain confidence in its longer-term use. Mrs B also made new friends and had someone new to talk to over a free cuppa and cake, during the sessions.

These are just a few case studies of those benefiting from the Warm Spaces project, a tiny proportion of the people who attended over winter 2023-24. They, and many like them, will benefit from the project again, if we can re-run it over winter 2024-25.

Over winter 2023-24, thanks to the support of our partners at Outlookers Sight Charity, Barclays Bank, Fairandfunky CIC, Arts4Health CIC, Kirklees Council Community Plus Team and Sharing Memories Community Group, Warm Spaces participants had the opportunity to participate in a range of free activities including Digital Inclusion sessions and Scryptastic recycling and reuse crafts. They could also receive free practical support and signposting advice on how to avoid social isolation, stay as well as possible, and reduce their stresses and anxieties about the cost of living.

For winter 2024-25, the Tech will continue to work with the above partners, but also the PCN and local doctors' practices, and Calderdale and Kirklees Recovery and Wellbeing College (led by NHS South West Yorkshire Partnership Trust) to provide a variety of free health and wellbeing activities. The Tech will provide the rooms free of charge and our partners facilitate/lead the activities free of any facilitator's fees, so everything is completely free to the Warm Spaces participants, all local people of all ages. Many of the activities are to improve mental health and anxiety, brought on by fuel and/or food poverty, without the need for people to go to their local doctor's surgery.

The recent Government announcement that the Winter Fuel Payment will not be universal, to be mainly triggered by claiming Pension Credit in the future, will result in many local pensioners who are not eligible for Pension Credit losing out. Statistics specific to the Holme Valley are not available but 11.5% of households in Kirklees are living in fuel poverty and living in a cold home has a significant impact on both physical and mental health. 1 in 5 of all older people are classed as in poverty in Kirklees (that's approx. 16,700 older people, many of whom may live in the Holme Valley).

There are several groups who are particularly vulnerable to the cold, including people with respiratory and cardiovascular conditions, older people and children. We regularly liaise with our local doctors' surgeries and they help to identify anyone who would benefit from our various projects to support social prescribing, including this Warm Spaces project. Living in fuel and/or food poverty causes significant stress, which doesn't help those who are already vulnerable.

Although the Holme Valley isn't an area of deprivation as such, we have evidence of smaller pockets of deprivation in the Valley, i.e. areas of Honley, Scholes and New Mill. People living in those areas regularly visit the Tech to attend our regular Connect Café coffee mornings (led by Arts4Health CIC) to get advice and support on housing, social care, benefits and debt problems. Money worries are most common in deprived areas and amongst people with long term conditions, adults with dependent children and adults who are economically inactive.

Holme Valley is in Kirklees Rural, where high levels of fuel poverty are likely because more households are off the gas grid and pay higher fuel costs.

There are major health implications of living in cold or damp homes. This includes a greater risk of cardiovascular or respiratory conditions, a greater risk of falls for the elderly, as well as impacts on emotional wellbeing such as stress, anxiety and depression.

As the cost of living crisis continues, households often have to choose to sacrifice one expense over another (i.e. "heat or eat"). The income of an older person is often fixed. The combination of having poor health or mobility, living in a rural area or in an old house with poor heating/insulation, with limited transport options, can make it harder to manage on a fixed income.

The Tech's Warm Spaces free warm meals and activities could therefore be a lifeline for many of our local people. Throughout the project the Tech will work with its partners to increase the economic resilience of Holme Valley residents, by connecting them and signposting them to third party organisations who may be able to help them longer term, e.g. the DWP, Kirklees Council Wellness and Social Services departments, Carers Count, and Holme Valley Climate Action Partnership on free energy advice.

Who in the Holme Valley will benefit? How many people will benefit?

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

Many of those who have attended the Warm Spaces project in the past have been local people, of all ages. The free health and wellbeing activities will be available to young and old, able-bodied and disabled people (we have excellent disabled access).

Many of our regular activity leaders and facilitators are local people, well-known in the local community, and most of the participants they encourage to attend the Warm Spaces project are local people, who then spread the word to other local people within their own local communities within the Holme Valley.

The Warm Spaces project is a means of supporting the local community to improve mental health and wellbeing, reduce stress, anxiety and depression which may be brought on by food poverty or worrying how the next bill is going to be paid, and reducing the need for either 'heat or eat'.

How will your project address the ongoing climate emergency?

As well as providing a warm space, and access to free food and drink, Warm Spaces project participants will be connected/signposted to third party organisations to get advice and support on improving the thermal insulation of their homes, more energy efficient heating appliances, how to cut other utility costs, cooking on a budget, and access to emergency funding (e.g. HVS Hardship

Fund etc).

We appreciate the amount requested meets the Parish Council's limit of £1,500. Given the importance of the Tech as a major resource for local people and a draw to the town centre, we respectfully ask the Committee to grant the full amount, to enable us to provide this service over Winter 2024-25 and then for it to become an annual winter service, year on year. Perhaps the Committee would commit to funding it over the rest of the Council term, to ensure continuity of the service provided as a much-needed facility for local people.

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: Community Benefits Grants

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



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

7 Your Project Budget Plan

Item	Cost	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
Food and drink for Warm Spaces sessions, three days per week (10.30am to 12.30pm) – 1 December 2024 to 31 March 2025 (i.e. 15 weeks excluding Christmas/New Year) - £1.50/head for food x 20 meals/day and 50p/head for drinks x 20 hot drinks/day	£1,800	HVPC £1,500 Rest from Holmfirth Tech reserves or other funding sources/donations	£1,500

Marketing and promotion	£500	Holmfirth Tech staff (i.e. reserves)	Nil
Materials for free activities	£500	Holmfirth Tech or other funding sources/donations	
Room hire	£5,000	Holmfirth Tech or other funding sources/donations	Nil
Activity leader/facilitator fees	£1,500	Holmfirth Tech or other funding sources/donations	Nil
Project Total Cost	£9,300	Total amount requested from HVPC	£1,500

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

Not yet but as referred to above, if other funding sources cannot be found to cover costs not covered by the Parish Council grant, the Tech would cover all such costs from its reserves.

We are extremely grateful to our network of Tech volunteers who would be willing to support this project, particularly in the kitchen to prepare, cook and serve the free food. Many have agreed to give their time free of charge to run the free activities, reducing the need to pay activity leader/facilitator fees wherever possible.

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

YES

Please give details

£5,000 towards kitchen equipment (14 Dec 2021).

£10,000 towards provision of an accessible kitchen (25 Nov 2022).

£5,000 towards energy/utility bill costs (7 Feb 2023).



£5,000 towards Rock Room damp proofing, insulation and soundproofing (28 Sep 2023).

8 Documentation

Please ensure you enclose the following with your application:

1. This Application form	YES
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES
3. Last 3 years accounts (if you have them)	YES
4. Copy of bank statements for the last 6 months	YES

5. Copies of written estimates/quotations for capital purchases (if relevant)	YES
6. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	YES
7. Anything else: -	NO

9 Declaration	
<ul style="list-style-type: none"> • 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. <p>This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.</p>	
Name	
Signature	
Date	29 August 2024

**Send the completed application form (with all supporting documentation) to:
Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS.
If possible, email a copy of the grant application in Word to the Clerk at
clerk@holmevalleyparishcouncil.gov.**

For internal use only	
Date application received	
Application meets criteria	Yes / No
Name of Committee reviewing application	
Date of meeting	

Minute number	
Grant awarded	Yes / No
Amount awarded	
Legal power under which award is made	
Date applicant is notified by email/phone of the outcome	
Date when formal letter of award is posted	
Date when payment is made	
Date blank Grant Audit Form is posted	
Date completed Grant Audit Form received	
or Date report received after project is complete	

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Application Form

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

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

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

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

Weekly support sessions for parents to improve parental mental health and assure the physical wellbeing of babies.

1	Contact Details
Name of organisation	The Nest Holmfirth CIC
Address	Holmfirth Tech, 140 Huddersfield Road, Holmfirth
Postcode	HD9 3AR
Contact person	
Position in group	
Correspondence address	
Postcode	
Daytime phone	
Evening phone	
Email	

2 About your organisation		
What sort of group are you? - put an 'x' in the box	<ul style="list-style-type: none"> • Unregistered community group <input type="checkbox"/> • Registered charity <input type="checkbox"/> • Other (please state) <input checked="" type="checkbox"/> <p>➤ <i>Community Interest Company</i></p>	
Charity Registration No	If applicable	
When did the group start?	<i>April 2022</i>	
How many people are involved in running your group?	Trustees	
	Unpaid Management Committee	6
	Paid F/T Staff	
	Paid P/T Staff	3
	Volunteers (excluding Management Committee)	4

3 Your Finances (your last full financial year)	
Financial Year	22 April 2022 to 30 April 2023
Income	30881
Expenditure	24979
Reserves held	5902 (as at 30 April 2023)
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	<p>A financial contingency for lease and staff costs should we be unsuccessful with funding bids. We also have an amount designated for new online activities.</p> <p>Please note on our bank statement, our balance looks healthy due to recent grant payments from a fund which is restricted funding, therefore we cannot use it for this project.</p>

4 Your Bank Account	
If your group does not have its own bank account, are you planning to use the bank account of another	NOT APPLICABLE

organisation with its permission? (Delete as needed)		
--	--	--

Account Name	
Sort Code	
Account Number	

5	Your Project
Outline the project that you are seeking a grant for	
<p>We are planning a weekly drop-in support session for parents, focusing on the first year of parenting (though welcoming parents with children of all ages under 5). This project will be staffed by two trained professionals who can support with infant feeding, introducing solids, counselling skills, birth trauma, and can signpost parents to relevant local services (and refer onto the health visiting service or GP where appropriate).</p> <p>The drop-in session will have some toys out for babies, as well as some mindfulness activities for parents. We will also have baby weighing scales available for parents to weigh their babies, with the support of staff. We aim to have invited 'experts' twice per month to support parents with a specific topic. We currently have a midwife, a starting solids facilitator, a cloth nappy expert, and a postnatal physiotherapist committed to supporting sessions. We would also invite health visitors from Locala to take part.</p>	
Why do you feel your project is worthwhile?	
<p>We have listened to parents in our community, and the struggles many of them face in the first year. We asked them what kind of support they would find helpful, in addition to that received from the health visiting service. Our parents would highly value a drop-in where they did not need to book, where they would feel welcome to stay and chat to other parents, and where they could find accessible, evidence-based and supportive information.</p> <p>Our parents suggested that having invited 'experts' in would be excellent and provide a service that does not exist elsewhere.</p> <p>Our parents also commented that there are very few spaces they can go to spend time with other parents and access support for free (and none in the Holme Valley).</p> <p>This weekly drop-in is designed to support the mental wellbeing of parents, while also supporting the physical wellbeing of babies through weighing and supporting with feeding (complex cases would always be referred to health visitors or GPs). Providing</p>	

non-judgmental, professional support to parents, as well as offering a space for them to meet other parents and offer peer support, is highly worthwhile to the families of the Holme Valley.

How will your project benefit the people of the Holme Valley?

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

As we are based in Holmfirth Tech, we primarily support parents from the Holme Valley, although we do get parents coming from elsewhere in Huddersfield.

We know that parents struggle to access ready, quick and friendly support, but that it is especially important in the first year of their baby's life.

- 81% of women (in a study of 2,300) had experienced a maternal mental health problem (Royal College of Obstetricians and Gynaecologists).
- A 2013-2014 study found that 38% of first-time fathers are concerned about their mental health.
- If parents experience mental health problems in pregnancy or the first year of a baby's life, this can affect the way they are able to bond with and care for their child. This can have an impact on the child's intellectual, emotional, social and psychological development (Gajos and Beaver, 2017; Hogg, 2013).
- Perinatal mental health problems carry a total economic and social long-term cost to society of about £8.1 billion for each one-year cohort of births in the UK (statistics all from the Mental Health Foundation).

These weekly sessions are accessible to all parents and carers of young children, and will provide a safe space for them to receive information and support in a format not provided anywhere else.

Who in the Holme Valley will benefit? How many people will benefit?

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

Parents, carers and guardians with children under 5 as well as children under 5. New sessions can sometimes take a few weeks to build momentum, but based on previous and current sessions we run (not this activity), for 15 weekly sessions we imagine we could support a minimum of 80 unique parent users (and therefore at least 80 unique child visitors).

How will your project address the ongoing climate emergency?

Although our project focuses on the mental health of the Holme Valley community, we do plan sessions on cloth nappies. Many of our parents are interested in this topic and don't know where to start. Cloth nappies are much kinder to the environment than disposables.

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: Community Benefits Grants

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



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

7 Your Project Budget Plan

Item	Cost	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
Staffing – two trained staff members (one at £20 p/h and one at £15 p/h) (2.5 hours per session for 15 weeks which takes us to Christmas.	£1312.50	Holme Valley PC	£1312.50
Flyers to advertise this session around Holmfirth and Meltham	£45	Holme Valley PC	£45

Expenses for experts (currently those signed up are providing their time free of charge)	£50	reserves	
Use of room (utilities etc)	£450	The Nest	
Equipment provided by The Nest (scales, infant feeding support accessories, toys etc)	£300	The Nest	
Project Total Cost	£2157.50	Total amount requested from HVPC	£1357.50

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

Yes, although unfortunately have so far been unsuccessful due to not working with 'disadvantaged' families.

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

YES - £555 in February 2023 for family arts and craft holiday sessions.

Please give details

8 Documentation

Please ensure you enclose the following with your application:

1. This Application form	YES
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES
3. Last 3 years accounts (if you have them)	YES
4. Copy of bank statements for the last 6 months	YES
5. Copies of written estimates/quotations for capital purchases (if relevant)	N/A
6. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	N/A
7. Anything else: -	YES Survey feedback from Feb 2023-Feb 2024 from our service users to show the

	impact we can have when offering specific support sessions.
--	---

9 Declaration

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

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

Name	
Signature	
Date	29 August 2024

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For internal use only	
Date application received	
Application meets criteria	Yes / No
Name of Committee reviewing application	
Date of meeting	
Minute number	

Grant awarded	Yes / No
Amount awarded	
Legal power under which award is made	
Date applicant is notified by email/phone of the outcome	
Date when formal letter of award is posted	
Date when payment is made	
Date blank Grant Audit Form is posted	
Date completed Grant Audit Form received	
or Date report received after project is complete	

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Application Form

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

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

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

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

New uniform for choir members to enable us to perform in all weathers, venues and locations in the Holme Valley.

1 Contact Details	
Name of organisation	Vocal Expressions Ladies Choir
Address	
Postcode	
Contact person	
Position in group	
Correspondence address	
Postcode	
Daytime phone	
Evening phone	

Email

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

1100915

If applicable

When did the group start?

1998

How many people are involved in running your group?

Trustees	
Unpaid Management Committee	6
Paid F/T Staff	
Paid P/T Staff	
Volunteers (excluding Management Committee)	54

3

Your Finances (your last full financial year)

Financial Year

December 2023

Income

£14,238

Expenditure

17,151

Reserves held

13,840

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

These exclude restricted funds. They need to cover emergency funds needed for a replacement piano and reduced membership.

4

Your Bank Account

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

**NOT
APPLICABLE**

Account Name

Sort Code	
Account Number	

5	Your Project
Outline the project that you are seeking a grant for	
<p><i>To create a Vocal Expression brand by having a recognisable uniform for all members. We currently are requested to attend various charitable/non charitable events both indoors and outdoors, we therefore need a uniform that is suitable for all occasions and weather.</i></p>	
Why do you feel your project is worthwhile?	
<p><i>The choir as a charity supports many local events, council, business and community organised. We are willing to become further involved in supporting local events but feel in order to do so we need to be recognised as Vocal Expressions choir to promote ourselves.</i></p> <p><i>Also, we are asking members to perform in various inside and outside locations. This highlights why a jacket for all weathers and seasons is important.</i></p>	
How will your project benefit the people of the Holme Valley?	
<p>The Parish Council can only give out grants that directly benefit the people of the Holme Valley</p> <p><i>We bring music to the people of the Holme Valley. We are based at Holmbridge village hall with the majority of our concerts are in the Holme Valley. We run a bi-annual Sing Your Heart Out session for anybody to attend, encouraging the benefits of singing.</i></p> <p><i>This year we attended the Holmfirth Arts festival and performed in the rain and wind.</i></p> <p><i>A key reason why we are now looking at suitable uniforms, we intend to perform annually as part of the Arts Festival.</i></p>	
Who in the Holme Valley will benefit? How many people will benefit?	
<ul style="list-style-type: none"> ◆ the general population, ◆ children under 16, ◆ young people under 25, ◆ older people over 60, ◆ disabled people, ◆ people of minority ethnic origin, ◆ particular groups, ◆ other <p><i>Our Key aim is to encourage people to sing and enjoy singing. As we attend local events anybody in the Holme Valley will benefit from our performances regardless of age or background.</i></p>	
How will your project address the ongoing climate emergency?	

We feel that by purchasing a jacket for all weathers, it will enable the choir to stay local and perform locally for more events thus reducing the valley carbon footprint.

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: Community Benefits Grants

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



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

7

Your Project Budget Plan

Item	Cost	Where will the funding come from? <small>reserves, fundraising, donations, other grant awards or Holme Valley PC</small>	Amount requested from the Parish Council
<i>Choir members Jackets £20 per Jacket 60 Jackets required</i>	£1200	Holme Valley PC	£1200
Alterations for larger sizes x6 @£50	£300	As above	£300
Choir polo shirts £10 x60	£600	Fundraising/ reserves	

Project Total Cost	£2100	Total amount requested from HVPC	£1500

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

No

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

NO

Please give details

8 Documentation

Please ensure you enclose the following with your application:

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

9 Declaration

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded.

- I have filled in every section of the application form.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

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

Name	
Signature	
Date	29/08/2024

**Send the completed application form (with all supporting documentation) to:
Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS.
If possible, email a copy of the grant application in Word to the Clerk at
clerk@holmevalleyparishcouncil.gov.**

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Application Form

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

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

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

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

Room Rent for community based drop-in café, music/film/animation production and digital technology sessions. Help with sessional worker pay

1 Contact Details	
Name of organisation	Arts For Health C.I.C.
Address	The Tech, 140 Huddersfield Road Holmfirth
Postcode	HD9 1UY
Contact person	[Redacted]
Position in group	
Correspondence address	
Postcode	
Daytime phone	
Evening phone	
Email	

2 About your organisation		
What sort of group are you? - put an 'x' in the box	<ul style="list-style-type: none"> • Unregistered community group <input type="checkbox"/> • Registered charity <input type="checkbox"/> • Other (please state) <input checked="" type="checkbox"/> <p>➤ Community Interest Company</p>	
Charity Registration No	If applicable	
When did the group start?	09/09/2022	
How many people are involved in running your group?	Trustees	
	Unpaid Management Committee	3
	Paid F/T Staff	
	Paid self employed sessional workers	3
	Volunteers (excluding Management Committee)	2

3 Your Finances (your last full financial year)	
Financial Year	2022/2023
Income	£8541
Expenditure	£7856
Reserves held	£685
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	The reserves are unrestricted but may be used as capital pledge for "Growing Great Places-Kirklees" Crowdfunding platform.

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

Account Name	
Sort Code	

Account Number

5

Your Project

Outline the project that you are seeking a grant for

Arts For Health CIC is looking to continue the Connect Café Coffee Mornings which run weekly and are an open access and safe space for local residents to meet. Our drop in 'café' is a lifeline to local people and connects people living in outlying villages. Many attendees only leave the house to attend our sessions, due to mobility, mental health or primary caring responsibility challenges. We are in a rural area where most social activities are attended by more affluent/confident people, our participants report that their 'face doesn't fit' most activities in the area. This funding will support continuation, provide enhanced support, increasing reach, supporting wellbeing, health and reducing financial inequalities. The funding will support room hire of the café and confidential space, running costs and some sessional worker payments.

Why do you feel your project is worthwhile?

We believe our project closely aligns with the Parish Council's 5 strategic priorities.

We have always been ambitious in developing partnerships with local services to maximize the benefit our participants receive.

We want to extend the reach of our project to Honley and Brockholes. We want to offer some of our activities in Scholes, at the Methodist Church. We wish to support our local libraries social activities.

Discussions with attendees stressed how isolated people felt because of their health limitations; isolation; limited incomes and mobility limitations. We help people positively connect and build new networks and friendships. Our advice/advocacy worker provides significant support services at the earliest stage of crisis with debt issues; health concerns; housing; combating isolation. We connect people; bringing people together living in outlying villages who would not otherwise have met. Our work is driven by community feedback and needs analysis by chatting with community members and attendees at the cafe.

How will your project benefit the people of the Holme Valley?

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

We have built partnerships with Kirklees Benefits Advice, Pennine Domestic Violence, Housing, Neighbourhood Policing, Safer Communities, Social Prescribers, Holme Valley Climate Action, Green Doctor and Holme Valley Community Hub. We have made these services more accessible to people otherwise unlikely to contact them, wrapped around the drop in an informal and a non-threatening way. We provide free Diabetes Awareness resources (provided by Diabetes UK). We are about to enter a

partnership with Holmfirth Foodbank to provide reciprocal information about our services.

Attendees with creative/ new interests needing encouragement to develop their talents are offered access to complimentary activities provided alongside the drop in café. We have seen the joy of current participants develop friendships and achieving lifelong artistic desires in the face of long standing adversity. We believe that everyone has talent and potential; our gentle introduction to wider opportunities and use of accessible technology develops skills informally and inclusively. It allows a progression pathway from simple enjoyment through to wider community connections and onto appropriately paced skill progression. The project is underpinned by research “Community Insights Loneliness in Kirklees”

Who in the Holme Valley will benefit? How many people will benefit?


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

The majority of our participants are women aged over 50 who are recovering from serious and enduring mental and physical illnesses. They are dependent on state benefits. They live in geographically isolated areas of rural deprivation. They are surrounded by beautiful landscapes of steep valleys and fabulous wealth but cannot easily access either. They cannot afford public transport costs to get to Huddersfield town center. Hospital and psychiatric services are hard to reach as well. We also support a group of younger men (aged 23-56) with severe and enduring mental and physical illnesses. Some have endured years of agoraphobia and have been "house bound". Our volunteers provide telephone support to people after normal working hours. We anticipate that over 100 people will benefit directly from our projects in the course of 12 months.

How will your project address the ongoing climate emergency?

We will continue to use rechargeable batteries for as many of our cameras and synthesizers as we can. We have a solar panel to assist with this and will seek to gather as much sunlight as the weather will allow! Our animation film sets and characters are made from recycled and up-cycled materials. We will help more people engage with the work of the Holme Valley Climate Action Partnership.

6	Grants from Holme Valley Parish Council	Put an “X”
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<p>Grant 1: Assets Grants</p> <ul style="list-style-type: none"> • 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. 	
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- Maximum award is £5,000.

Grant 2: Community Benefits Grants

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



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

7 Your Project Budget Plan

Item	Cost	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
Rent	£1000	Holme Valley PC	£1000
Sessional Worker digital inclusion	£500	Holme Valley PC	£500
Sessional Worker Animation and Film	£500	From donations to the project	
Replacement of percussion instruments	£100	Anticipated from fundraising From "Where's the Bear" Treasure Hunt	
Upgraded Digital Photographic/Film equipment	£1500	Match funding from Arts For Health Director	
Upgraded Synthesizers	£1000	Match Funding from Arts For Health Director	
Project Total Cost	£4600	Total amount requested from HVPC	£1500

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

We have applied to the One Community Foundation for funding to cover a further 6 months activities

<p>Has the group received a grant from the Parish Council in the last five years?</p>	<p>YES</p> <p>In October 2023 we received £1500 for equipment and Digital Inclusion Sessional worker costs</p> <p>Please give details</p>
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<h2 style="text-align: center;">8 Documentation</h2>	
<p>Please ensure you enclose the following with your application:</p>	
<p>1. This Application form</p>	<p>YES</p>
<p>2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)</p>	<p>YES</p>
<p>3. Last 3 years accounts (if you have them) We have 1 full year accounts attached</p>	<p>We have 1 full year accounts attached</p>
<p>4. Copy of bank statements for the last 6 months</p>	<p>YES</p>
<p>5. Copies of written estimates/quotations for capital purchases (if relevant)</p>	<p>N/A</p>
<p>6. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)</p>	<p>N/A</p>
<p>7. Anything else: -</p>	<p>NO</p>

<h2 style="text-align: center;">9 Declaration</h2>
<ul style="list-style-type: none"> • I am authorised to make the application on behalf of the above organisation. • I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded. • I have filled in every section of the application form. • I certify that the information contained in this application is correct. • If the information in the application changes, I will inform the Council. • I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application. • If the application is successful, I give permission for the Council to publicise the project in the local media and on its website. • I agree to provide a report, including photographs, to the Council, indicating

how the grant awarded has been spent, within two months of completion.

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

Name	
Signature	
Date	30/09/2024

**Send the completed application form (with all supporting documentation) to:
Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS.
If possible, email a copy of the grant application in Word to the Clerk at
clerk@holmevalleyparishcouncil.gov.**

For internal use only	
Date application received	
Application meets criteria	Yes / No
Name of Committee reviewing application	
Date of meeting	
Minute number	
Grant awarded	Yes / No
Amount awarded	
Legal power under which award is made	
Date applicant is notified by email/phone of the outcome	
Date when formal letter of award is posted	
Date when payment is made	
Date blank Grant Audit Form is posted	
Date completed Grant Audit Form received	

<p>or Date report received after project is complete</p>	
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Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460

Grant Application Form

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

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

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

Halloween Fancy Dress Party for Children's & Adults including entertainment, food and refreshments.

1 Contact Details	
Name of organisation	Honley Village Community Trust CIO
Address	The Village Hall, Roundway, Honley, Holmfirth
Postcode	HD9 6DE

Contact person	[REDACTED]
Position in group	Trustee including Honley Flyer Editor & Social Media
Correspondence address	[REDACTED]
Postcode	
Daytime phone	[REDACTED]
Evening phone	[REDACTED]
Email	[REDACTED]

2 About your organisation		
What sort of group are you? - put an 'x' in the box	<ul style="list-style-type: none"> • Unregistered community group <input checked="" type="checkbox"/> Registered charity • Other (please state) <p>.....</p>	
Charity Registration No	1195759 If applicable	
When did the group start?	1993	
How many people are involved in running your group?	Trustees	10
	Unpaid Management Committee	10
	Paid F/T Staff	
	Paid P/T Staff	
	Volunteers (excluding Management Committee)	approx 75

3 Your Finances (your last full financial year)	
Financial Year	2023
Income	
Expenditure	
Reserves held	50000
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	Contingency and in particular held for any serious problems relating to Magdale Dam - a mill pond with earth dam

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

Account Name	[REDACTED]
Sort Code	[REDACTED]
Account Number	[REDACTED]

5 Your Project	
Outline the project that you are seeking a grant for	
<p>Following on from the success of our Children's Christmas and Easter Parties creating fun and lots of wonderful memories we would love to create another opportunity for families to come together. Halloween is a growing seasonal event with children dressing up to do trick or treat and some parents joining in too.</p>	
<p>HVCT would love to throw our first Halloween fancy dress party for children and parents. We think this would be wonderful opportunity to create a fun evening at the Village Hall bringing mums and dads, brothers and sisters together for a fun night.</p>	
<p>We will decorate the village hall in spooky halloween decorations, a DJ will entertain and get everyone on the dance floor, we will have games, food, refreshments and lots and lots of fun.</p>	
<p>The grant will pay a vital role in making the celebrations truly magical and the funds will go towards paying for</p>	
<ul style="list-style-type: none"> • DJ & Entertainment • Halloween Decorations • Food and drink for everyone 	

Why do you feel your project is worthwhile?

HVCT is committed to fostering a strong sense of community and togetherness in Honley and the Holme Valley. Through our previous successful events, like the village-wide Easter Egg hunt, Easter bonnet making workshop and Afternoon Tea with the Easter Bunny, Christmas Party and Christmas Crafting we've seen firsthand the positive impact of bringing families and neighbours closer. This Christmas, our vision is no different. We believe in creating magical moments that resonate with both children and parents alike. By applying for this grant, our aim is to hold a Halloween Fancy Dress Party bringing parents and children together on Sunday 27th October at the Village Hall, where they can enjoy an early evening (6-8pm) of fun, dancing, games and food. Halloween is a special event for families and want to create memorable moments that everyone can enjoy. This party, along with our other initiatives we aim to hold during the Halloween and Christmas season will reach out to the community making Honley and the Holme Valley an even warmer and more inviting place for all.

How will your project benefit the people of the Holme Valley?

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

The Halloween Fancy Dress Party is an opportunity for families of Honley and the Holme Valley to come together, an event for all ages to get dressed up and have fun together. All events will be widely advertised on social media and via posters in shops, the library, school etc with the aim to reach out to families that might not have participated in village activities before especially those new to the village.

This activity will offer family fun for all ages and encourage intergeneration engagement with activities that are accessible to all.

Who in the Holme Valley will benefit? How many people will benefit?

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

The Halloween Fancy Dress party will benefit c90 people of all ages young and old who live in Honley and The Holme Valley.

How will your project address the ongoing climate emergency?

N/a

6
"X"**Grants from Holme Valley Parish Council**

Put an

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: Community Benefits 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.

X

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

7

Your Project Budget Plan

Item	Cost	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
Children's DJ entertainment	£180	HVPC	£180
Food & drinks for c90 children & Adults	£250	HVPC	£250
Halloween Decorations	£60	HVPC	£60
Village Hall Hire & Cleaning	£67.50	HVPC	£67.50
Printing - Posters & Tickets	£20	HVPC	£20



Project Total Cost	577.50	Total amount requested from HVPC	577.50

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

No

Has the group received a grant from the Parish Council in the last five years?	<p>YES</p> <p>2024: £578 Afternoon Tea with the Easter Bunny; £372 Childrens Easter Crafting, Magdale Land £1369 & £2640</p> <p>2023: £780 Easter Family Events, £750 Coronation Afternoon Tea, £750 towards Tree Safety Survey (Magdale) £850 - Kids Xmas party: £390 - Kids arts and craks (Xmas & Halloween); £405 Magdale Map; £2250 Magdale Dam Improvements. £500 - Wreath Making</p> <p>2022: £1k for wreath making workshops, £1000 towards Honley Community Orchard</p> <p>2021: Village Hall Roof. £5k towards repair</p> <p>2020: Honley Youth Project. £4k support</p> <p>2019: Honley Remembers WW1 Project, £1k towards Info Board, & seat for Park</p> <p>Please give details</p>
---	--

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

9 Declaration	
<ul style="list-style-type: none"> • 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. <p>This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.</p>	
Name	
Signature	
Date	30 August 2024

**Send the completed application form (with all supporting documentation) to:
Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS.
If possible, email a copy of the grant application in Word to the Clerk at clerk@holmevalleyparishcouncil.gov.**

For internal use only	
Date application received	
Application meets criteria	Yes / No
Name of Committee reviewing application	
Date of meeting	
Minute number	
Grant awarded	Yes / No

Amount awarded	
Legal power under which award is made	
Date applicant is notified by email/phone of the outcome	
Date when formal letter of award is posted	
Date when payment is made	
Date blank Grant Audit Form is posted	
Date completed Grant Audit Form received	
or Date report received after project is complete	

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460

Grant Application Form

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

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

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

Children's Christmas Party, including entertainment, food and small Christmas present for each child attending.

1 Contact Details	
Name of organisation	Honley Village Community Trust CIO
Address	The Village Hall, Roundway, Honley, Holmfirth
Postcode	HD9 6DE

Contact person	[REDACTED]
Position in group	Trustee including Honley Flyer Editor & Social Media
Correspondence address	[REDACTED]
Postcode	
Daytime phone	[REDACTED]
Evening phone	[REDACTED]
Email	[REDACTED]

2 About your organisation		
What sort of group are you? - put an 'x' in the box	<ul style="list-style-type: none"> • Unregistered community group <input checked="" type="checkbox"/> Registered charity • Other (please state) <p>.....</p>	
Charity Registration No	1195759 If applicable	
When did the group start?	1993	
How many people are involved in running your group?	Trustees	10
	Unpaid Management Committee	10
	Paid F/T Staff	
	Paid P/T Staff	
	Volunteers (excluding Management Committee)	approx 75

3 Your Finances (your last full financial year)	
Financial Year	2023
Income	
Expenditure	
Reserves held	50000
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	Contingency and in particular held for any serious problems relating to Magdale Dam - a mill pond with earth dam

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

Account Name	[REDACTED]
Sort Code	[REDACTED]
Account Number	[REDACTED]

5 Your Project	
Outline the project that you are seeking a grant for	
<p>Following on from the success of last years Children's Christmas Party we would love to hold this again, making more amazing memories. The event will attract children aged 4-11 years, for Honley and the Holme Valley and we would be able to accommodate c50 children. The event is scheduled for Saturday, 14th December 2024 at The Village Hall, Honley. The grant will pay a vital role in making the celebrations truly magical and the funds will go towards paying for</p> <ul style="list-style-type: none"> • DJ & Entertainment • Food and drink for each child • A small Christmas Gift for each child 	

Why do you feel your project is worthwhile?

HVCT is committed to fostering a strong sense of community and togetherness in Honley and the Holme Valley. Through our previous successful events we have held we've seen firsthand the positive impact of bringing families and neighbours closer. This Christmas, our vision is no different. We believe in creating magical moments that resonate with both children and parents alike. By applying for this grant, our aim is to hold a Children's Christmas Party on Saturday, December 14th for up to 50 children aged 4-11 years, at the Village Hall, where they can enjoy an afternoon of fun, dancing, games and food. Christmas can pose financial challenges for some families, especially in the continued climate. We believe Christmas is a special time for families and want to create memorable moments for children. This party, along with our other initiatives we aim to hold during the Christmas season will reach out to the community making Honley and the Holme Valley an even warmer and more inviting place for all.

How will your project benefit the people of the Holme Valley?

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

The Children's Christmas Party is an opportunity for families of Honley and the Holme Valley to come together, especially the children. All events will be widely advertised on social media and posters around the village (inside shops, library, notice boards etc) with the aim to reach out to families that might not have participated in village activities before especially those new to the village.

Christmas, can be an expensive time of year with some families continuing to struggle due to the ongoing increases in the cost of living. This activity will offer family fun for all ages and encourage intergeneration engagement with activities that are accessible to all.

Who in the Holme Valley will benefit? How many people will benefit?

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

The Children's Christmas party will benefit 50 families and children aged 4-11 years who live in Honley and The Holme Valley.

How will your project address the ongoing climate emergency?

N/a

6
"X"**Grants from Holme Valley Parish Council**

Put an

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: Community Benefits 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.

X

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

7

Your Project Budget Plan

Item	Cost	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
Children's DJ entertainment	£150	HVPC	£150
Food & drinks for 50 children	£100	HVPC	£100
Christmas gift for Child attending	£250	HVPC	£250
Village Hall Hire & Cleaning	67.50	HVPC	67.50
Printing - Posters & Tickets	20	HVPC	20.00


Project Total Cost	587.50	Total amount requested from HVPC	587.50

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

No

Has the group received a grant from the Parish Council in the last five years?	<p>YES</p> <p>2024: £578 Afternoon Tea with the Easter Bunny; £372 Childrens Easter Crafting, Magdale Land £1369 & £2640</p> <p>2023: £780 Easter Family Events, £750 Coronation Afternoon Tea, £750 towards Tree Safety Survey (Magdale) £850 - Kids Xmas party: £390 - Kids arts and craks (Xmas & Halloween); £405 Magdale Map; £2250 Magdale Dam Improvements. £500 - Wreath Making</p> <p>2022: £1k for wreath making workshops, £1000 towards Honley Community Orchard</p> <p>2021: Village Hall Roof. £5k towards repair</p> <p>2020: Honley Youth Project. £4k support</p> <p>2019: Honley Remembers WW1 Project, £1k towards Info Board, & seat for Park</p> <p>Please give details</p>
---	--

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

9 Declaration	
<ul style="list-style-type: none"> • 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. <p>This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.</p>	
Name	
Signature	
Date	30 August 2024

**Send the completed application form (with all supporting documentation) to:
 Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS.
 If possible, email a copy of the grant application in Word to the Clerk at clerk@holmevalleyparishcouncil.gov.**

For internal use only	
Date application received	
Application meets criteria	Yes / No
Name of Committee reviewing application	
Date of meeting	
Minute number	
Grant awarded	Yes / No
Amount awarded	

Legal power under which award is made	
Date applicant is notified by email/phone of the outcome	
Date when formal letter of award is posted	
Date when payment is made	
Date blank Grant Audit Form is posted	
Date completed Grant Audit Form received	
or Date report received after project is complete	

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Application Form

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

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

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

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

Web designer time to refresh our website to improve accessibility and reach.

1 Contact Details	
Name of organisation	Holme Valley Community Land Trust Limited t/a 'EcoHolmes'
Address	[REDACTED]
Postcode	HD9 3BW
Contact person	[REDACTED]
Position in group	Trustee
Correspondence address	[REDACTED]
Postcode	[REDACTED]
Daytime phone	[REDACTED]
Evening phone	As above
Email	[REDACTED]

2

About your organisation

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

• Unregistered community group

• Registered charity

• Other (please state)

- A Community Land Trust incorporated as an exempt charitable Community Benefit Society (CBS) under the Cooperative and Community Benefit Society Act 2014

Charity Registration No

Financial Conduct Authority (FCA) - registration number 8289 If applicable

HMRC - registered as a charity for tax purposes reference ZD08556

When did the group start?

December 2019

How many people are involved in running your group?

Trustees	7
Unpaid Management Committee	1
Paid F/T Staff	0
Paid P/T Staff	1
Volunteers (excluding Management Committee)	2

3

Your Finances (your last full financial year)

Financial Year – end December 2023

FY2023

Income – to end December 2023

£43,919

Expenditure – to end December 2023

£29,111

Reserves held – start FY2024

£3,469

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

FY2023 Net operating profit was £14,808. After interest and liabilities this left us with £3,469 at the start of FY2024. These funds are required for running costs (e.g. insurances, admin costs, publicity etc.) and project costs associated with finding potential sites for more affordable, low energy houses (e.g. initial surveys, financial viability checks, design costs etc.) Some reserve is also required to cover unexpected costs.

4 Your Bank Account

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

NOT
APPLICABLE

Account Name

Sort Code

Account Number

5 Your Project

Outline the project that you are seeking a grant for

Our website was designed when EcoHolmes first started and before we had any active projects. Now, 5 years on, we will soon be seeking tenants for our first affordable, low-energy houses at the Chippings development in Scholes and we need to refresh our website so it is fit for this new purpose and to act as an effective platform for attracting donations to help fund future projects.

We are seeking funding to cover the costs of a web-designer as we don't have this expertise amongst the trustees. The aim is to produce a website that has good readability scores, makes more use of a range of media and has a wide reach. As we seek tenants for our first houses the website will be where potential tenants can find out about the eligibility criteria and the application process. Increasing the reach and accessibility of the website will also help us seek new members and attract donations.

A suitable web platform will be used so updating can be managed by the trustees.

Why do you feel your project is worthwhile?

EcoHolmes is a Community Land Trust set up to help address the need for smaller, low energy, affordable houses to be available to local people. People who are being forced to move away from the Holme Valley because of the high rents and house prices in the areas they live. We will be looking for tenants for our first properties in 2025 and the EcoHolmes website will be an important source of information for potential tenants.

Our website is badly in need of a refresh so that it is fit for purpose as we seek tenants for our first homes and to raise money through donations. We do not have the necessary expertise to do this work in-house, so we need to use a designer. We need to secure additional funding to cover this cost as what funds we have are needed to cover our running costs and the initial project work associated with finding suitable new sites. As a Community Land Trust we have no recurrent income from membership fees or subscriptions and we are dependent upon donations and grants to meet our costs.

A refreshed website will help us secure future funding to continue our core work of providing affordable, low energy housing for the people of the Holme Valley.

How will your project benefit the people of the Holme Valley?

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

As a Community Land Trust, the houses we build will only be available to people who are in housing need and can demonstrate they have a local connection and are wanting to stay in the Holme Valley. This might be that they grew up and still have family in the area or that they have secure employment in the Holme Valley and want to live close to where they work. Our houses will be affordable and for local people, in perpetuity. They will continue to help local people who cannot afford the open market rents and house prices in the Holme Valley, into the future. The houses will be built to the PassivHaus principles of ‘fabric first’ so they will be very energy efficient and will help lift people out of fuel poverty. The website will play an important part in helping us reach potential tenants, some of whom may now be living away from the Holme Valley, but who wish to return.

Who in the Holme Valley will benefit? How many people will benefit?

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

Local people in housing need will benefit.

The EcoHolmes affordable housing project at Scholes will provide homes for 10 families or circa 40 people.

How will your project address the ongoing climate emergency?

The houses will be built to the PassivHaus principles of ‘fabric first’ so they will be very energy efficient.

Providing housing for local people who need to live in the Holme Valley because of family or work reasons will help to reduce commuter and other car journeys. It will also help our community and the local economy become stronger and more resilient for mitigating the impact of climate change.

A well-designed website will help us to continue, so we can provide more affordable, low energy housing for local people.

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: Community Benefits Grants

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



- **If you are unsure about which grant to apply for, please contact the Parish Council on 01484 687460 or email: clerk@holmevalleyparishcouncil.gov.uk**

- The Parish Council can award more money than the maximum award in very special circumstances.

7 Your Project Budget Plan

Item	Cost	Where will the funding come from? <small>reserves, fundraising, donations, other grant awards or Holme Valley PC</small>	Amount requested from the Parish Council
Web design as per attached quote	£1,500.00		£1,500.00
			£1500.00

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

No

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

NO

Please give details

8 Documentation

Please ensure you enclose the following with your application:


1. This Application form	YES
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES
3. Last 3 years accounts (if you have them)	YES

4. Copy of bank statements for the last 6 months	YES
5. Copies of written estimates/quotations for capital purchases (if relevant)	YES
6. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	N/A
7. Anything else: EcoHolmes mission statement, Chippings housing scheme leaflet.	YES

9 Declaration

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

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

Name	
Signature	
Date	31 st August 2024

Send the completed application form (with all supporting documentation) to: Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS. If possible, email a copy of the grant application in Word to the Clerk at clerk@holmevalleyparishcouncil.gov.

For internal use only	
Date application received	
Application meets criteria	Yes / No
Name of Committee reviewing application	

Date of meeting	
Minute number	
Grant awarded	Yes / No
Amount awarded	
Legal power under which award is made	
Date applicant is notified by email/phone of the outcome	
Date when formal letter of award is posted	
Date when payment is made	
Date blank Grant Audit Form is posted	
Date completed Grant Audit Form received	
or Date report received after project is complete	

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Application Form

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

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

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

The Random Acts of Kindness (RAoK) project is a community-based initiative to support lonely and socially isolated members of the Holme Valley. We would like support from HV Parish Council to fund a 'giving' project over the Christmas period.

Based on 'random acts of kindness' to people in our community who need it most to create a sense of belonging, increase community capacity and reduce loneliness and isolation.

1 Contact Details	
Name of organisation	Holmfirth Business Together Ltd
Address	
Postcode	
Contact person	
Position in group	

Correspondence address	
Postcode	
Daytime phone	
Evening phone	
Email	

2 About your organisation

<p>What sort of group are you? - put an 'x' in the box</p>	<ul style="list-style-type: none"> • Unregistered community group <input type="checkbox"/> • Registered charity <input type="checkbox"/> • Other (please state) <input checked="" type="checkbox"/> <p>➤ <i>Business Group</i> </p>	
<p>Charity Registration No</p>	<p>If applicable</p>	
<p>When did the group start?</p>	<p>2023</p>	
<p>How many people are involved in running your group?</p>	Trustees	
	Unpaid Management Committee	3
	Paid F/T Staff	
	Paid P/T Staff	
	Volunteers (excluding Management Committee)	

3 Your Finances (your last full financial year)

Financial Year	0
Income	0
Expenditure	0
Reserves held	300
<p>Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects</p>	Nothing earmarked

4 Your Bank Account

If your group does not have its own bank account, are you	YES	APPLICABLE
--	------------	-------------------

planning to use the bank account of another organisation with its permission? (Delete as needed)

Account Name

Sort Code

Account Number

5

Your Project

Outline the project that you are seeking a grant for

The Random Acts of Kindness (RAoK) project is a community-based initiative to support lonely and socially isolated members of the Holme Valley. We would like support from HV Parish Council to fund a 'giving' project over the Christmas period. Based on 'random acts of kindness' to people in our community who need it most in order to create a sense of belonging, increase community capacity and reduce loneliness and isolation.

We will ask residents to donate 'gifts', purchased from local shops and businesses: bought gifts; or services.

This would give the local businesses a boost during the disruption of the roadworks and maintain a sense of community and togetherness.

Why do you feel your project is worthwhile?

Loneliness and poor mental health in the Holme Valley have been linked in various studies, revealing significant impacts on well-being. "Random acts of kindness", such as small gifts or treats, can help combat isolation and promote emotional resilience.

Studies in Kirklees link loneliness to poor mental health, highlighting the need for community support and social connection.

This is evidenced from the latest data (2017) from the [Joint Strategic Needs Assessment for Kirklees Rural](#):

- KR has an older population profile than other parts of Kirklees. The number of people aged 65 and over has increased by 42% in the last 10 years.
- Half of the people in this group report feeling lonely at least some of the time

We will demonstrate success of the project using the following measures:

- Number of residents receiving 'gifts'
- Number of volunteers supporting us

Case studies from all involved

How will your project benefit the people of the Holme Valley?

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

- Recipients of a gift – will know that they’ve been thought of.
- Local businesses – will benefit financially as it is something folks can’t buy on Amazon
- Gift providers – will know that a member of the local community will benefit from their contribution. The act of giving supports the wellbeing of both partners. This initiative provides the opportunity to make a difference in a small way.
- Volunteers – will know that their actions and involvement have made a collective difference to the Holme Valley community. There is a real opportunity to strengthen community capacity and resilience:
 - Creating personal connections to strengthen community spirit
 - Development of a larger volunteer base, willing to support future community initiatives

This project worked so well during covid and fostered a strong feeling of community and togetherness.

Who in the Holme Valley will benefit? How many people will benefit?

- ◆ the general population, ◆ children under 16, ◆ young people under 25, ◆ older people over 60,
- ◆ disabled people, ◆ people of minority ethnic origin, ◆ particular groups, ◆ other
- Local primary schools – We have a good relationship with the Tech and they have good connections with schools. We also as a business group created the “blooming marvellous” campaign where we developed a strong relationship with local schools. We want to be able to introduce an inter-generational perspective to this initiative.

How will your project address the ongoing climate emergency?

Shopping locally is a practical way to reduce individual and community carbon footprints, support sustainable practices, and build resilient local economies. These actions collectively contribute to efforts to mitigate the impacts of the climate crisis by fostering a culture of sustainability and reducing greenhouse gas emissions.

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: Community Benefits Grants

- This applies to all other grants. Applicants from community groups could apply for

funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the people and community of the Holme Valley.

- Maximum award is £1,500.



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

7

Your Project Budget Plan

Item	Cost	Where will the funding come from? <small>reserves, fundraising, donations, other grant awards or Holme Valley PC</small>	Amount requested from the Parish Council
<ul style="list-style-type: none"> • Marketing and promotional materials • School art materials (to make Christmas cards) • Packaging • Volunteer expenses (e.g. to cover delivery costs) • Room hire (Storage and use of The Tech as the hub for gathering, packing and distributing gifts) 	<p>£750</p> <p>£150</p> <p>£100</p> <p>£300</p> <p>£200</p>		<p>£750</p> <p>£150</p> <p>£100</p> <p>£300</p> <p>£200</p>

Project Total Cost		Total amount requested from HVPC	1,500

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

I am planning to apply for financial help from Rachel Mallon - Coop Member Engagement for Doncaster, Barnsley and Kirklees and Tanya Noon from Central England Coop.

Has the group received a grant from the Parish Council in the last five years?	/ NO
	Please give details

8 Documentation

Please ensure you enclose the following with your application:

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

Name	
Signature	
Date	3/9/2024

**Send the completed application form (with all supporting documentation) to:
Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS.
If possible, email a copy of the grant application in Word to the Clerk at
clerk@holmevalleyparishcouncil.gov.**

For internal use only	
Date application received	
Application meets criteria	Yes / No
Name of Committee reviewing application	
Date of meeting	
Minute number	
Grant awarded	Yes / No
Amount awarded	
Legal power under which award is made	
Date applicant is notified by email/phone of the outcome	
Date when formal letter of award is posted	
Date when payment is made	
Date blank Grant Audit Form is posted	

Date completed Grant Audit Form received	
or Date report received after project is complete	

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Rolling Grant Agreement- Holmfirth Arts Festival

The **Finance and Management** Committee of Holme Valley Parish Council has resolved to offer a rolling community benefit grant of **£1,500** per annum to the **HOLMFIRTH ARTS FESTIVAL**

Date after 31st March of the financial year that you wish to be paid:

1 October

This will be payable on or before this date for each subsequent year for

- **2024 (financial year 2024-25)**
- and
- **2025 (financial year 2025-26)**

Documentation required each year

In order to draw down the grant each year HOLMFIRTH ARTS FESTIVAL will provide upon request to the Finance & Management Committee :	2023-24	2024-25	2025-26	2026-27
1. The constitution or group rules - if they have changed from those initially submitted	N/A			
2. Last 3 years accounts (if you have them)	x			
3. Copy of bank statements for the last 6 months	x			
4. An evaluation of the use made of the previous year's grant – see appendix 1	x			

Declaration on behalf of **Holmfirth Arts Festival**

- I am authorised to sign the rolling grant agreement on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this agreement and agree to abide by the conditions listed.
- I certify that the information contained in this agreement is correct.
- If the information in the agreement 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 agreement.
- I give permission for the Council to publicise the project in the local media and on its website.

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

Name

[REDACTED]

Signature

[REDACTED]

Position:

Festival Director

Date

13/08/2024

Declaration on behalf of **Holme Valley Parish Council**

- I am authorised to sign the rolling grant agreement on behalf of Holme Valley Parish Council.
- Holme Valley Parish Council will pay out a rolling community benefit grant of **£1,500** per annum to the **Holmfirth Arts Festival**
- This will be payable on or before/...../..... and by the same date for each subsequent year for **2024 (financial year 2024-25) and 2025 (financial year 2025-26)**.
- Holme Valley Parish Council reserves the right to terminate this agreement prior to May 2027 if the stipulations within the agreement are not met or should it be obliged to do so due to any unforeseen circumstances beyond its reasonable control.

Name

JENNIFER MCINTOSH

Signature

[REDACTED]

Position:

PARISH CLERK

Date

[REDACTED]

APPLICATION – to be completed in Year 1 only

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Application Form

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

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

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

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

£2,000/year for 3 years to engage local people in Flow 2024/6 – an innovative programme inspired by the River Holme.

1 Contact Details	
Name of organisation	Holmfirth Arts Festival (Holmfirth Art & Music Ltd)
Address	c/o Fairtrader 34 Huddersfield Road Holmfirth
Postcode	HD9 2JS
Contact person	
Position in group	

Correspondence address	
Postcode	
Daytime phone	
Evening phone	
Email	

2 About your organisation		
What sort of group are you? - put an 'x' in the box	<ul style="list-style-type: none"> • Unregistered community group <input type="checkbox"/> • Registered charity <input checked="" type="checkbox"/> • Other (please state) <input type="checkbox"/> <p>➤</p>	
Charity Registration No	1141623 <small>If applicable</small>	
When did the group start?	2010	
How many people are involved in running your group?	Trustees	7
	Unpaid Management Committee	
	Paid F/T Staff	
	Paid P/T Staff	5
	Volunteers (excluding Management Committee)	33

3 Your Finances (your last full financial year)	
Financial Year	Ending 30 Sept 2022
Income	£83,396
Expenditure	£71,537
Reserves held	£21,408 anticipated at end Aug 23
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	<p>£15,072 held in deposit account in case of need to wind up organisation</p> <p>£6,336 in current account as working capital to kick start 2024 Festival fundraising/programming and longer term strategic planning</p>

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	
Sort Code	
Account Number	

Your Project
<p>Outline the project that you are seeking a grant for</p> <p>We are seeking a £2K/year grant for 3 years to engage local people in, and help with the production costs of, our three year developmental programme on the theme of FLOW for the Holmfirth Arts Festival 2024-2026.</p> <p>Building upon our previously successful and well supported arts festival programmes, which consistently bring new and exciting events for the enjoyment of the community of the Holme Valley, FLOW takes inspiration from the importance of the River Holme in Holmfirth and the Holme Valley. The river has been a lifeline for Holmfirth/Holme Valley, playing a fundamental role in the area's historical development, economic growth, and cultural identity. The river's contribution as a water source for early agrarian communities and settlers, power for early cottage industries and the industrial revolution, tourist attraction, and environmental resource make it an integral part of the valley's ecology, culture, heritage and prosperity. Today, the river is key to the area's tourism and recreation offer and is vitally important for maintaining biodiversity and the natural environment of the Holme Valley.</p> <p>FLOW will use high quality events and activities that are specifically related to the Holme Valley, to inspire, involve and improve the daily lives of local people of all ages, cultures, abilities and socio-economic circumstances.</p> <p>Over three years FLOW will celebrate:</p> <ul style="list-style-type: none"> - The uniqueness of the Holme Valley landscape and its ecosystem, by exploring the intricate balance required to sustain ecological stability and the Holme Valley landscape as a Site of Specific Scientific Interest (SSSI). - Local cultural and intellectual achievements, ideas, customs and social life such as the valley's creative outputs through many festivals, music, sculpture and visual art, as well as its reputation for hospitality and passions for singing, walking and environmental sustainability. - The flow of people and goods, services and itinerant workers through the Valley

of the centuries as a result of the important Packhorse routes over the Pennines. Due to these transportation routes (and our reputation for hospitality), the population of the Valley has diversified over the years, including the arrival of African Caribbean and South Asian communities to work in the Kirklees industries, and, more recently, the generosity of many Holme Valley residents in providing homes for Ukrainian refugees. At the same time, it will remain mindful of the displacement of peoples (both globally and locally) due to the earth's rapidly changing climate, global warming, rising sea levels and frequent flooding.

Sustainability, Landscape, Access and Inclusion are key drivers for annual programmes over the three years which include high quality arts events, participation and commissions of new work that will take place across the Holme Valley from mid May/June to the end of September 2024, 2025, 2026.

Specifically, we are seeking support from Holme Valley Parish Council towards the costs of producing the outdoor arts programmes connected to this three year theme, offered free of charge to the people of the Holme Valley and their visitors in mid June each year.

Planned annual outdoor events include:

- High quality professional street theatre co-commissions and new touring work
- Profiling the work of local community talent through the provision of commissions, training/mentoring and performance opportunities
- Co-commissioning a parade each year, featuring local artists, families, refugees, schools, community and disability groups. For example: Year 1 exploring flow of people, inspired by local and Ukrainian Culture. Year 2 – exploring the landscape and ecology of the River and year 3 exploring the flow of the valley's heritage and trade routes.

£2,000 a year for three years will pay for the infrastructure costs that make it possible to engage local people and produce these projects safely and professionally to high quality.

Why do you feel your project is worthwhile?

We look to our 2023 statistics and feedback from audience/participants to prove the ongoing value of the annual Holmfirth Arts Festival.

82% of the festival weekend audience thought the quality was excellent or very good. 99% want to come again.

95% say Holmfirth Arts Festival is good for Holmfirth's image.

92% of people spent money on food and drink whilst at the Festival and a further 43% spent money in the shops. Based on amounts declared by respondents to our 2023 surveys, the estimated audience of 5,000 spent £38,200 in Holmfirth over the weekend

13% of audiences are from the global majority.

17% identify as D/deaf or disabled.

21% aged 0-19

24% aged 75+

“Never disappoints. So proud to come from Holmfirth.”

“A crazy combination of art and performance that is a showpiece for the community of Holmfirth”.

“The thing that really stands out is the parade. Impressed that there were so many participants, real community effort, real community involvement.”

“The best thing about Saturday was whole street atmosphere...lots of smiling faces”

“It’s great to see so many young people involved but actually, all sections of the community were represented and came together - very nice to see.”

“Holmfirth Arts Festival creates a sense of community, of something special about Holmfirth.”

“By encouraging children to be part of creative events we are helping to develop future creatives and people who see the value in cultural participation and cultural communities.”

“I like that there was a recognition of local talent whilst also bringing more diverse and unusual artists to our Valley.”

“The festival brings people together and the festive spirit of the day encourages conversations between people who have never met before.”

“It’s given me back my confidence to enjoy being creative. I used to like making things but I’ve not done anything for ages.”

How will your project benefit the people of the Holme Valley?

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

People of all ages, abilities and socio-economic circumstances from the Holme Valley will be afforded opportunities to see and participate in high quality arts events in the Holme Valley that:

- make them feel connected to each other and the place where they live
- feel proud of their area
- learn about different cultures, their heritage, the landscape and ecology of the Holme Valley.
- learn and try out new creative new skills.

Local people will be afforded a platform to showcase their talent and will develop their aspirations due to inspiring arts projects on offer. Families and people of all ages on low incomes will experience two full days of entertainment free of charge in their home town. The Festival contributes to the development of local artists and to the economy of the Holme Valley.

Who in the Holme Valley will benefit? How many people will benefit?

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

Based on figures collected for 2023, approximately 5,000 live audience will engage with the free outdoor arts programme and around 900 people will participate in the creation of the events. This breaks down as 150 children under 16, 50 young people under 25, 70 diverse/disabled people, 100 people over 60, 50 refugees/people from ethnic minorities, the remaining 570 people being families of all ages.

How will your project address the ongoing climate emergency?

Holmfirth Arts Festival aims to address the climate emergency by educating people about environmental issues. 78% of audience members at our 2023 Festival agreed that the festival was raising awareness of the environment and we strive to develop and present more projects which address the climate emergency year on year, with an aim to seeing an increase in this percentage each year.

Our mission and values have the climate emergency at their heart. Holmfirth Arts Festival celebrates creativity in the landscape by:

Caring for the environment

Commissioning new work and supporting diverse artists

Inspiring diverse communities to engage with the arts and their heritage

Connecting locally, regionally and internationally

Closely linked to our mission, our Values underpin how we work across all aspects of our organisation and how we work with each other, including programming:

CARING for each other and our environment

Nurturing CREATIVITY in all forms

CELEBRATING people and place

CONNECTING people to each other and to the places they live.


The theme of FLOW for the next three year also takes the environment as a key message.


Holmfirth Arts Festival, with its mission of promoting creativity in the landscape and values of caring for the community and the environment, is continuously trying to reduce carbon emissions by:

- avoiding single use plastics in our bar facilities. Beer mugs and glasses are

- washed and reused
- minimising print to brochures using recycled paper and making greater use of social media, digital minutes and ticketing
- we do not have our own premises
- our Festival Director drives a hybrid car

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

<p>Grant 1: Assets Grants</p> <ul style="list-style-type: none"> • 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. 	
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<p>Grant 2: Community Benefits Grants</p> <ul style="list-style-type: none"> • 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. 	
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• **If you are unsure about which grant to apply for, please contact the Parish Council on 01484 687460 or email: clerk@holmevalleyparishcouncil.gov.uk**

• **The Parish Council can award more money than the maximum award in very special circumstances.**

7 Your Project Budget Plan

Item	Cost	Where will the funding come from? <small>reserves, fundraising, donations, other grant awards or Holme Valley PC</small>	Amount requested from the Parish Council
Festival Manager outdoor programme - £200/day for 15 days	£3,000	Fundraising/other grant awards	£1,000
Production costs (road closure for parade £2500, marquee hire for Saturday Garden Party £900, PA hire and technician on both days £700)	£4,100	Fundraising/other grant awards	£1,000

Project Total Cost	£7,100	Total amount requested from HVPC	£2,000 per year for 3 years

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

We are in the process of making applications to Arts Council England and National Lottery Awards for All. The parade, in 2024, is a co-commission with Kirklees based 6 Million+ with Holmfirth Arts Festival looking to provide £3,000 towards the total cost and 6 Million + looking to raise the remainder.

Has the group received a grant from the Parish Council in the last five years?	<p>YES / NO</p> <p>2023 £2,000 £1,000 towards the production costs of the outdoor activities on Saturday 17 June and £1,000 towards the costs of working with young people as music makers, music/event technicians and supporting artists</p> <p>2022 £1000 towards Cross Festival Training</p> <p>2021 £1000 against a request for £2,000 towards the costs of creating and installing Art in the Woods</p> <p>2020 £1000 towards the infrastructure costs of the festival parade in partnership with Woven in Kirklees.</p> <p>2019 £500 as 50% of venue hire costs for the parade workshops (total £1000)</p> <p>Please give details</p>
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8 Documentation			
Please ensure you enclose the following with your application:			
5. This Application form	YES		
6. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES	NO	N/A

7. Last 3 years accounts (if you have them)	YES	NO	N/A
8. Copy of bank statements for the last 6 months	YES	NO	N/A
9. Copies of written estimates/quotations for capital purchases (if relevant)	YES	NO	N/A
10. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	YES	NO	N/A
11. Anything else: -	YES	NO	N/A

9 Declaration	
<ul style="list-style-type: none"> • 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. <p>This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.</p>	
Name	
Signature	
Date	29 August 2023

**Send the completed application form (with all supporting documentation) to:
Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS.
If possible, email a copy of the grant application in Word to the Clerk at
clerk@holmevalleyparishcouncil.gov.**

For internal use only	
Date application received	29 th August 2023
Application meets criteria	Yes / No

Name of Committee reviewing application	Finance and Management
Date of meeting	25th September 2023
Minute number	
Grant awarded	Yes / No
Amount awarded	£1,500 – rolling for total 3 years
Legal power under which award is made	Local Government Act 1972 S145
Date applicant is notified by email/phone of the outcome	29/09/2023
Date when payment is made	17/10/2023
Date blank Grant Audit Form is emailed	23/02/2024
Date completed Grant Audit Form received	
or Date report received after project is complete	

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Rolling Grant Agreement- Friends of Cliff Recreation Ground

The **Finance and Management** Committee of Holme Valley Parish Council has resolved to offer a rolling community benefit grant of **£500** per annum to the **FRIENDS OF CLIFF RECREATION GROUND**

Date after 31st March of the financial year that you wish to be paid:

October 2024

This will be payable on or before this date for each subsequent year for

- 2024 (financial year 2024-25)
- 2025 (financial year 2025-26)
- and
- 2026 (financial year 2026-27).

Documentation required each year

In order to draw down the grant each year FRIENDS OF CLIFF REC will provide upon request to the Finance & Management Committee :	2024-25	2025-26	2026-27
1. The constitution or group rules - if they have changed from those initially submitted	x		
2. Last 3 years accounts (if you have them)	✓		
3. Copy of bank statements for the last 6 months	✓		
4. An evaluation of the use made of the previous year's grant – see appendix 1	Not required		

Declaration on behalf of Friends of Cliff Recreation Ground

- I am authorised to sign the rolling grant agreement on behalf of the above organisation.
- I have read and noted the Council’s criteria relating to this agreement and agree to abide by the conditions listed.
- I certify that the information contained in this agreement is correct.
- If the information in the agreement 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 agreement.
- I give permission for the Council to publicise the project in the local media and on its website.

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

Name	[Redacted]
Signature	[Redacted]
Position:	Secretary
Date	2 nd September 2024

Declaration on behalf of Holme Valley Parish Council

- I am authorised to sign the rolling grant agreement on behalf of Holme Valley Parish Council.
- Holme Valley Parish Council will pay out a rolling community benefit grant of £500 per annum to the Friends of Cliff Recreation Ground
- This will be payable on or before/...../..... and by the same date for each subsequent year for 2024 (financial year 2024-25), 2025 (financial year 2025-26) and 2026 (financial year 2026-27).
- Holme Valley Parish Council reserves the right to terminate this agreement prior to May 2027 if the stipulations within the agreement are not met or should it be obliged to do so due to any unforeseen circumstances beyond its reasonable control.

Name	JEN MCINTOSH
Signature	
Position:	CLERK
Date	

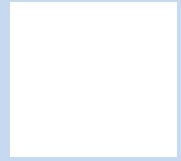
APPLICATION – to be completed in Year 1 only

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Application Form

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

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

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

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

Running the Carols on the Cliff event on 17 December 2023

1	Contact Details
Name of organisation	The Friends of Cliff Recreation Ground
Address	<div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> Holmfirth
Postcode	<div style="background-color: black; width: 100%; height: 15px;"></div>
Contact person	<div style="background-color: black; width: 100%; height: 15px;"></div>
Position in group	Secretary

Correspondence address	As above
Postcode	
Daytime phone	[REDACTED]
Evening phone	same
Email	[REDACTED]

2 About your organisation

What sort of group are you? - put an 'x' in the box	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Unregistered community group <input type="checkbox"/> Registered charity <input type="checkbox"/> Other (please state) 	
Charity Registration No	If applicable	
When did the group start?	2010	
How many people are involved in running your group?	Trustees	0
	Unpaid Management Committee	9
	Paid F/T Staff	0
	Paid P/T Staff	0
	Volunteers (excluding Management Committee)	

3 Your Finances (your last full financial year)

Financial Year	1 January to 31 December 2022
Income	£2441.04
Expenditure	£3669.27
Reserves held	£349.76 (Current Unrestricted Reserves)
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	Unrestricted reserves are needed to pay for consumables, eg paper, printing ink.

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
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Account Name	[REDACTED]
Sort Code	[REDACTED]
Account Number	[REDACTED]

<p>5 Your Project</p>
<p>Outline the project that you are seeking a grant for</p> <p>Every year for the past 10 years or so we have organised and run an afternoon carol singing event on Cliff Rec. Music is provided by Hade Edge Band and Father Christmas, with presents for all children attending, is in his shelter.</p> <p>We now have a dedicated number of followers and want to repeat the event this December.</p>
<p>Why do you feel your project is worthwhile?</p> <p>People now come from around the Holme Valley and even beyond in order to listen to Hade Edge Band play and, more especially, to sing well loved Christmas carols and songs. It's a great prelude to Christmas</p> <p>The Holme Valley scouts now help us by providing refreshments. In doing so they have attracted volunteers to their organisation.</p>
<p>How will your project benefit the people of the Holme Valley?</p> <p>The Parish Council can only give out grants that directly benefit the people of the Holme Valley</p> <p>Our carol singing event is entering the history books as an annual pre-Christmas event. One where walking to the Rec is advised and where people come together for a good old sing and listen to a brass band. One of the main attractions of the event is its simplicity.</p> <p>For children it's the magic of seeing Father Christmas in person.</p>
<p>Who in the Holme Valley will benefit? How many people will benefit?</p> <ul style="list-style-type: none"> ♦ the general population, ♦ children under 16, ♦ young people under 25, ♦ older people over 60, ♦ disabled people, ♦ people of minority ethnic origin, ♦ particular groups, ♦ other

Everyone although we admit disability access is difficult.

Children especially benefit, including those who attend the lantern making session.

Dog walkers too.

Well over 100 people have attended recent Carols on the Cliff in recent years. The numbers have increased every year.

How will your project address the ongoing climate emergency?

We discourage driving as parking facilities are very bad.

We actively encourage walking to the Rec.

We work alongside Holme Valley Scouts who are committed to climate change action

We now concentrate our advertising on social media and a few strategically placed flyers. We have stopped printing door to door flyers.

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

<p>Grant 1: Assets Grants</p> <ul style="list-style-type: none"> 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. 	
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<p>Grant 2: Community Benefits Grants</p> <ul style="list-style-type: none"> 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. 	X
---	---

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

7 Your Project Budget Plan

Item	Cost	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
Hade Edge Band	£200	HVPC	£200
Printing	£96	HVPC	£96
Christmas presents	£95	HVPC	£95
Room hire – lantern workshop	£36	HVPC	£36
N.B. We underspent by £184.28 at the May 2023 Coronation event. Keeping this reduces our funding request accordingly			
Project Total Cost	£427.00	Total amount requested from HVPC	£427

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

No

NOTE

The Friends of Cliff Recreation Ground is holding an underspend of £184.28 from a previous grant for the Coronation Celebration, 8 May '23.

Please give details

8 Documentation

Please ensure you enclose the following with your application:

1. This Application form	YES		
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES	NO	N/A
3. Last 3 years accounts (if you have them)	YES	NO	N/A
4. Copy of bank statements for the last 6 months	YES	NO	N/A

5. Copies of written estimates/quotations for capital purchases (if relevant)	YES	NO	N/A
6. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	YES	NO	N/A
7. Anything else: -	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.

Name

[REDACTED]

Signature

[REDACTED]

Date

1st August 2023

Send the completed application form (with all supporting documentation) to: Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS. If possible, email a copy of the grant application in Word to the Clerk at clerk@holmevalleyparishcouncil.gov.

For internal use only

Date application received

Application meets criteria

Yes / No

Name of Committee reviewing application

Finance and Management

Date of meeting

25/09/2023

Minute number	2324 59 viii 19
Grant awarded	Yes / No
Amount awarded	£427 (then £500 as a rolling grant for the Council term)
Legal power under which award is made	LGA 1972 S145
Date applicant is notified by email/phone of the outcome	29/09/2023
Date when formal letter of award is posted	N/A
Date when payment is made	17/10/2023
Date blank Grant Audit Form is posted	Not done – event didn't happen
Date completed Grant Audit Form received	Not received – event didn't happen
or Date report received after project is complete	

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Rolling Grant Agreement- HOLME VALLEY TRANSPORT SCHEME

The Service Provision Committee of Holme Valley Parish Council has resolved to offer a rolling community benefit grant of £1,000 per annum to the HOLME VALLEY TRANSPORT SCHEME

This will be payable on or before 31 October 2023 and by the same date for each subsequent year for

- 2024 (financial year 2024-25)
- 2025 (financial year 2025-26)
- and
- 2026 (financial year 2026-27).

The purpose of the rolling grant is to offset in part the running costs of the Holme Valley Transport Scheme whereby a vehicle and driver are able to provide transport services to vulnerable or immobile patients within the Holme Valley to attend medical appointments.

Documentation required each year				
In order to draw down the grant each year the HOLME VALLEY PATIENT TRANSPORT SCHEME will provide upon request to the Service Provision Committee:	2023-24	2024-25	2025-26	2026-27
1. The constitution or group rules - if they have changed from those initially submitted		na		
2. Last 3 years accounts (if you have them)		✓		
3. Copy of bank statements for the last 6 months		✓		
4. An evaluation of the use made of the previous year's grant – see appendix 1		✓		

Declaration on behalf of Holme Valley Transport Scheme

- I am authorised to sign the rolling grant agreement on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this agreement and agree to abide by the conditions listed.
- I certify that the information contained in this agreement is correct.
- If the information in the agreement 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 agreement.
- I give permission for the Council to publicise the project in the local media and on its website.

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

Name

Signature

Position:

Date

Declaration on behalf of Holme Valley Parish Council

- I am authorised to sign the rolling grant agreement on behalf of Holme Valley Parish Council.
- Holme Valley Parish Council will pay out a rolling community benefit grant of £1,000 per annum to the HOLME VALLEY TRANSPORT SCHEME
- This will be payable on or before 31 October 2023 and by the same date for each subsequent year for 2024 (financial year 2024-25), 2025 (financial year 2025-26) and 2026 (financial year 2026-27).
- Holme Valley Parish Council reserves the right to terminate this agreement prior to May 2027 if the stipulations within the agreement are not met or should it be obliged to do so due to any unforeseen circumstances beyond its reasonable control.

Name

JENNIFER MCINTOSH

Signature

Position:

PARISH CLERK

Date

APPLICATION – to be completed in Year 1 only

1 Contact Details	
Name of organisation	Holme Valley Transport Scheme
Address	Honley Surgery Marsh Gardens Honley
Postcode	HD9 6AG
Contact person	
Position in group	Manager
Correspondence address	As above
Postcode	
Daytime phone	01484 303366
Evening phone	N/A
Email	

2 About your organisation		
What sort of group are you? - put an 'x' in the box	<ul style="list-style-type: none"> • Unregistered community group <input type="checkbox"/> • Registered charity <input checked="" type="checkbox"/> • Other (please state) <input type="checkbox"/> <p>.....</p>	
Charity Registration No	1119261	
When did the group start?	March 2007	
How many people are involved in running your group?	Trustees	4
	Unpaid Management Committee	3
	Paid F/T Staff	0
	Paid P/T Staff	2

	Volunteers (excluding Management Committee)	0
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3 Your Finances (your last full financial year)	
Financial Year	April 2022 – March 2023
Income	8670.92
Expenditure	18201.67
Reserves held	0
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	

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

Account Name	
Sort Code	
Account Number	

5 Your Project
Outline the project that you are seeking a grant for
<p>The principle activity and prime objective is to provide transport facilities in the Holme Valley to a population of approximately 32K in a rural setting with poor public transport. The service primarily is for patients who are elderly, financially burdened, disabled, have young children and vulnerable people who have no access to transport.</p> <p>Our transport scheme enables patients to attend primary care facilities: GP's, Nurses, Phlebotomist, Podiatrist, Midwife, Pharmacists, community support services.</p> <p>2 recent local government surveys carried out identified major concerns, particularly in the elderly due to a lack of public transport. Our service enables vulnerable people to access primary care services in the most appropriate setting whilst helping maintain independence.</p>

Why do you feel your project is worthwhile?

To enable patients especially the elderly to remain independent and will help reduce loneliness

How will your project benefit the people of the Holme Valley?

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

As above

Who in the Holme Valley will benefit? How many people will benefit?

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

Anybody who is resisted with one of the practice in the Holme Valley who would find it difficult to attend the practice without the assistance

How will your project address the ongoing climate emergency?

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: Community Benefits 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.



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
Car	2800.00	Fund raising/Donations	1000.00
Staff Salaries	18000.00	Fund raising/Donations	1000.00

Project Total Cost		Total amount requested from HVPC	£2,000

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

Has the group received a grant from the Parish Council in the last five years?	YES – for Holme Valley Transport Scheme Please give details
---	--

For internal use only	
Date application received	
Application meets criteria	Yes / No
Name of Committee reviewing application	Service Provision Committee
Date of meeting	
Minute number	
Grant awarded	Yes / No
Amount awarded	
Legal power under which award is made	
Date applicant is notified by email/phone of the outcome	

Date when formal letter of award is posted	
Date when payment is made	
Date blank Grant Audit Form is posted	
Date completed Grant Audit Form received	
or Date report received after project is complete	

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
Total Payments			18,049.15		

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

Total Payments 60,705.33

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 Statement	To pay	Inv date	Inv number	Description	Net	Vat	Gross	Authorisation to Pay	Legislation
1	2024/06/01	03/09/2024	BANK CHARGE	<input type="checkbox"/>	HSBC			BANK CHARGES	£16.60	£0.00	£16.60	F&M 2425 12	LGA 1972 S111
2	2024/06/02	09/09/2024	DD	<input type="checkbox"/>	BRITISH TELECOM			INTERNET AND PHONE	£81.40	16.28	£97.68	F&M 2425 12	LGA 1972 S111
		10/09/2024	BACS	<input type="checkbox"/>	SLCC			CILCA EXTENSION STAFF 04	£50.00	£0.00	£50.00	F&M 2425 12	LGA 1972 S112
		10/09/2024	SO	<input type="checkbox"/>	STAFF 02			REIMBURSEMENT - ZOOM JUL	£12.99	£2.60	£15.59	F&M 2425 12	LGA 1972 S111
		10/09/2024	SO	<input type="checkbox"/>	STAFF 02			REIMBURSEMENT - ZOOM AUG	£12.99	£2.60	£15.59	F&M 2425 12	LGA 1972 S111
		10/09/2024	SO	<input type="checkbox"/>	STAFF 02			REIMBURSEMENT - ZOOM SEP	£12.99	£2.60	£15.59	F&M 2425 12	LGA 1972 S111
		10/09/2024	BACS	<input type="checkbox"/>	DOCUMENT LOGIC			SETTING UP NEW COPIER	£125.00	£25.00	£150.00	F&M 2425 12	LGA 1972 S111
		10/09/2024	BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR			MAINTENANCE	£1,691.07	£0.00	£1,691.07	F&M 2425 12	LGA 1972 S111
		10/09/2024	BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR			EXPENSES	£223.69	£39.35	£263.04	F&M 2425 12	LGA 1972 S111
		10/09/2024	BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR			FITTING SINK GARTSIDE SHOP UNIT	£300.00	£0.00	£300.00	F&M 2425 12	LGA 1972 S133
		10/09/2024	BACS	<input type="checkbox"/>	DOCUMENT LOGIC			PHOTOCOPYING	£25.00	5.00	£30.00	F&M 2425 12	LGA 1972 S111
		10/09/2024	BACS	<input type="checkbox"/>	WEST YORKSHIRE COMBINED AUTHORITY			HV MINIBUS SERVICE AUG	£1,971.00	0.00	£1,971.00	F&M 2425 12	LG&RA 1997 S27
		10/09/2024	BACS	<input type="checkbox"/>	NPOWER			ELECTRICITY HOLMFIRTH TOILETS AUG	£111.93	£5.60	£117.53	F&M 2324 25	PHA 1936 S87
		16/09/2024	SO	<input type="checkbox"/>	WEST YORKSHIRE PENSIONS FUND			PENSIONS	£958.19	0.00	£958.19	F&M 2425 12	LGA 1972 S112
		16/09/2024	SO	<input type="checkbox"/>	HMRC			PAYE TAX AND NI	£1,480.12	0.00	£1,480.12	F&M 2425 12	LGA 1972 S112
		16/09/2024	SO	<input type="checkbox"/>	SALARIES STAFF			SALARY STAFF 02	£1,743.23	0.00	£1,743.23	F&M 2425 12	LGA 1972 S112
		16/09/2024	SO	<input type="checkbox"/>	SALARIES STAFF			SALARY STAFF 04	£1,570.18	0.00	£1,570.18	F&M 2425 12	LGA 1972 S112
		16/09/2024	SO	<input type="checkbox"/>	TIME IN TIME OUT MEDIA			TITO - MONTHLY COUNCIL NEWS - OCT 2024	£210.00	£42.00	£252.00	F&M 2425 12	LGA 1972 S142
		16/09/2024	SO	<input type="checkbox"/>	SALARIES STAFF			SALARY STAFF 05	£1,442.69	0.00	£1,442.69	F&M 2425 12	LGA 1972 S112
		17/09/2024	BACS	<input type="checkbox"/>	PKF LITTLEJOHN			LIMITED ASSURANCE REVIEW OF THE AGAR	£840.00	£0.00	£840.00	F&M 2425 12	LGA 1972 S111
		17/09/2024	BACS	<input type="checkbox"/>	NALC			UNLEASHING THE POWER OF LOCAL COUNCILS	£52.04	£0.00	£52.04	F&M 2425 12	LGA 1972 S111
		17/09/2024	BACS	<input type="checkbox"/>	SIMON BLYTH			WORK ASSOCIATED WITH LETTING GARTSIDE BUILDING	£500.00	£100.00	£600.00		PHA 1936 S87
		17/09/2024	BACS	<input type="checkbox"/>	HOLME VALLEY LIONS			LIONS CHARTER DINNER X 1	£30.00	£0.00	£30.00		LGA 1972 S111
		17/09/2024	BACS	<input type="checkbox"/>	ROYAL BRITISH LEGION			REMEMBRANCE POPPY WREATHS	£160.00	£0.00	£160.00	F&M 2425 12	LGA 1972 S137
		18/09/2024	BACS	<input type="checkbox"/>	SPENCER FABRICATIONS			BENCH LEGS X 18	£792.00	£158.40	£950.40		PCA 1957 S1
		19/09/2024	BACS	<input type="checkbox"/>	GRENKE			PHOTOCOPIER LEASE 13/08/2024 - 30/09/2024	£62.93	12.59	£75.52	F&M 2223 90	LGA 1972 S111
		19/09/2024	BACS	<input type="checkbox"/>	GRENKE			DOCUMENTATION FEE	£140.00	28.00	£168.00	F&M 2223 90	LGA 1972 S111
		19/09/2024	BACS	<input type="checkbox"/>	GRENKE			ADMIN CHARGE PLUS INTEREST	£40.08	0.00	£40.08	F&M 2223 90	LGA 1972 S111
			BACS	<input type="checkbox"/>	PRINCIPLE HYGIENE			SERVICE NAPPY DISPOSAL UNITS	£54.50	10.90	£65.40	F&M 2324 25	PHA 1936 S87
			BACS	<input type="checkbox"/>	ZONKEY			WEBSITE BUID, DATA MIGRATION, HOSTING	£1,367.50	£273.50	£1,641.00		LGA 1972 S111
									£16,078.12	£724.42	£16,802.54		

Receipts for Month 4

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>
Balance Brought Fwd :		182,588.60					182,588.60	
2425/04/01	Banked: 02/07/2024	320.73						
2425/04/01	CCLA	320.73			1090	100	320.73	PSDF INTEREST
Banked: 29/07/2024		500.00						
2425/04/03	Unity Trust Instant Access A/C	500.00			235		500.00	Cheque bounced
2425/04/02	Banked: 31/07/2024	1,024.13						
2425/04/02	HMRC VAT Return	1,024.13			105		1,024.13	VAT REPAYMENT
Total Receipts for Month		1,844.86	0.00	0.00			1,844.86	
Cashbook Totals		184,433.46	0.00	0.00			184,433.46	

Date: 14/08/2024

Holme Valley Parish Council

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Cashbook 1

User: RFO

HSBC Current A/C

For Month No: 4

Payments for Month 4

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>
03/07/2024	Grenke	2425/04/03	141.59		23.60	4205	150	117.99	PHOTOCOPIER LEASE
04/07/2024	HSBC	2425/04/04	14.25			4215	150	14.25	BANK CHARGES
08/07/2024	British Telecom	2425/04/05	56.47		9.41	4275	150	47.06	TELEPHONE AND INTERNET
15/07/2024	West Yorkshire Pension Fund	2425/04/06	958.19			4000	110	958.19	PENSIONS
15/07/2024	HMRC	2425/04/07	1,479.92			4000	110	1,479.92	PAYE TAX AND NI
15/07/2024	Salaries Staff	2425/04/08	1,743.23			4000	110	1,743.23	SALARY STAFF 02
15/07/2024	Salaries Staff	2425/04/09	1,570.18			4000	110	1,570.18	SALARY STAFF 04
15/07/2024	Time In Time Out Media	2425/04/10	252.00		42.00	4650	350	210.00	COUNCIL NEWS
15/07/2024	Salaries Staff	2425/04/11	1,442.69			4000	110	1,442.69	SALARY STAFF 05
19/07/2024	Business Stream	2425/04/12	2,017.85			4320	400	2,017.85	WATER AND SEWERAGE TO TOILETS
23/07/2024	Kirklees Youth Alliance	2425/04/13	5,000.00			4760	400	5,000.00	GRANT - YOUTH PROVISION
25/07/2024	Document Logic	2425/04/14	86.63		14.44	4205	150	72.19	PHOTOCOPYING
25/07/2024	YLCA	2425/04/15	26.30			4061	150	26.30	WEBINAR - PLANNING ENFORCEMENT
25/07/2024	YLCA	2425/04/16	35.10			4061	150	35.10	WEBINAR - BETTER MEETINGS
25/07/2024	Viking	2425/04/17	74.63		12.44	4205	150	51.20	STATIONERY
						4245	150	10.99	GLASSES
25/07/2024	npower	2425/04/18	105.30		5.01	4320	400	100.29	ELECTRICITY HOLMFIRTH TOILETS
25/07/2024	Maintenance Contractor	2425/04/19	1,822.00			4740	400	821.00	MAINTENANCE - SEATS & SHELTERS
						4320	400	1,001.00	MAINTENANCE - TOILETS
25/07/2024	Maintenance Contractor	24/25/04/2	156.51		18.50	4320	400	138.01	EXPENSES - TOILETS
25/07/2024	HCHCT	2425/04/21	66.31			4230	150	66.31	PAT TESTING
29/07/2024	Unity Trust Current Account T2	2425/04/01	500.00			230		500.00	Funds to open new bank account
29/07/2024	Unity Trust Instant Access A/C	2425/04/02	500.00			235		500.00	Funds to open new bank account
Total Payments for Month			18,049.15	0.00	125.40			17,923.75	
Balance Carried Fwd			166,384.31						
Cashbook Totals			<u>184,433.46</u>	<u>0.00</u>	<u>125.40</u>			<u>184,308.06</u>	

Date: 14/08/2024

Holme Valley Parish Council

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Cashbook 2

User: RFO

Money Manager - HSBC

For Month No: 4

Receipts for Month 4

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>
Balance Brought Fwd :		55,679.13					55,679.13	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>55,679.13</u>	<u>0.00</u>	<u>0.00</u>			<u>55,679.13</u>	

Date: 14/08/2024

Holme Valley Parish Council

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Cashbook 2

User: RFO

Money Manager - HSBC

For Month No: 4

Payments for Month 4

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						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		55,679.13						
	Cashbook Totals		<u>55,679.13</u>	0.00	<u>0.00</u>			<u>55,679.13</u>	

Date: 14/08/2024

Holme Valley Parish Council

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User: RFO

CCLA Deposit Fund

For Month No: 4

Receipts for Month 4

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>
Balance Brought Fwd :		75,000.00					75,000.00	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>75,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>75,000.00</u>	

Date: 14/08/2024

Holme Valley Parish Council

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Cashbook 5

User: RFO

CCLA Deposit Fund

For Month No: 4

Payments for Month 4

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						
Total Payments for Month			0.00	0.00	0.00			0.00	
Balance Carried Fwd			75,000.00						
Cashbook Totals			<u>75,000.00</u>	0.00	<u>0.00</u>			<u>75,000.00</u>	

Date: 14/08/2024

Holme Valley Parish Council

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Cashbook 7

User: RFO

Unity Trust Current Account T2

For Month No: 4

Receipts for Month 4

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: 29/07/2024	500.00						
2425/04/01	HSBC Current A/C	500.00			200		500.00	Funds to open new bank account
Total Receipts for Month		500.00	0.00	0.00			500.00	
Cashbook Totals		<u>500.00</u>	<u>0.00</u>	<u>0.00</u>			<u>500.00</u>	

Date: 14/08/2024

Holme Valley Parish Council

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Cashbook 7

User: RFO

Unity Trust Current Account T2

For Month No: 4

Payments for Month 4

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						
Total Payments for Month			0.00	0.00	0.00			0.00	
Balance Carried Fwd			500.00						
Cashbook Totals			<u>500.00</u>	<u>0.00</u>	<u>0.00</u>			<u>500.00</u>	

Date: 14/08/2024

Holme Valley Parish Council

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Cashbook 8

User: RFO

Unity Trust Instant Access A/C

For Month No: 4

Receipts for Month 4

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: 29/07/2024	500.00						
2425/04/02	HSBC Current A/C	500.00			200		500.00	Funds to open new ban account
Total Receipts for Month		500.00	0.00	0.00			500.00	
Cashbook Totals		<u>500.00</u>	<u>0.00</u>	<u>0.00</u>			<u>500.00</u>	

Date: 14/08/2024

Holme Valley Parish Council

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Cashbook 8

User: RFO

Unity Trust Instant Access A/C

For Month No: 4

Payments for Month 4

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>
29/07/2024	HSBC Current A/C	2425/04/03	500.00			200		500.00	Cheque bounced
Total Payments for Month			500.00	0.00	0.00			500.00	
Balance Carried Fwd			0.00						
Cashbook Totals			<u>500.00</u>	<u>0.00</u>	<u>0.00</u>			<u>500.00</u>	

Date : 14/08/2024

Holme Valley Parish Council

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Trial Balance for Month No: 4

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			125.40	
200	HSBC Current A/C			166,384.31	
205	Money Manager - HSBC			55,679.13	
220	CCLA Deposit Fund			75,000.00	
230	Unity Trust Current Account T2			500.00	
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				1,754.05
329	EMR Holmfirth Civic Hall (capi				30,000.00
331	EMR Gartside Building				5,000.00
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				13,946.68
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				22,490.00
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		1,579.93
1092	Toilets Donations	100	Income		600.00
1200	Allotment Rents	100	Income		324.00
1300	Garage plot income	100	Income		840.00
4000	Salaries	110	Staff Expenditure	29,422.16	
4060	Staff Training	110	Staff Expenditure	507.00	
4061	Councillor Training	150	Administration	195.00	
4205	Council Office Expenditure	150	Administration	598.04	
4210	Audit	150	Administration	373.31	
4215	Bank Charges	150	Administration	50.48	
4230	Repairs & Maintenance	150	Administration	66.31	
4235	Insurance	150	Administration	11,851.16	
4245	Office Equipment	150	Administration	10.99	
4250	Office/Room Hire	150	Administration	10,096.00	
4265	Subscriptions	150	Administration	2,574.00	
4275	Telephone and Broadband	150	Administration	184.13	

Continued over page

Date : 14/08/2024

Holme Valley Parish Council

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Time: 15:44

Trial Balance for Month No: 4

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>
4300	Honley Library	400	Service Provision	15,080.00	
4315	Other Community Assets	250	Finance & Management	1,000.00	
4320	Public Toilet - Day to Day	400	Service Provision	5,902.23	
4400	Electronic Support	150	Administration	963.97	
4505	Neighbourhood Plan	300	Planning	474.00	
4650	Communications & Engagement	350	Publications & Communication	1,047.00	
4710	New Mill - Churchyard	400	Service Provision	239.15	
4715	Defibrillators	400	Service Provision	42.00	
4730	Minibus	400	Service Provision	3,879.00	
4740	Seats & Shelters-Maintenance	400	Service Provision	2,477.74	
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	448.91	
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		42.00
6000	Transfer from EMR	450	Climate Emergency		347.33
6001	Transfer to EMR	100	Income	16,453.00	
Trial Balance Totals :				406,824.42	406,824.42
Difference				0.00	

Holme Valley Parish Council

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Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
105	VAT Control A/c	125
200	HSBC Current A/C	166,384
205	Money Manager - HSBC	55,679
220	CCLA Deposit Fund	75,000
230	Unity Trust Current Account T2	500
Total Current Assets		297,689
<u>Represented by :-</u>		
300	Current Year Fund	76,347
310	General Reserves	72,508
323	EMR Com Asset-Others in Valley	2,017
325	EMR Election Fund	7,000
326	EMR Defibrillator Special Resr	1,754
329	EMR Holmfirth Civic Hall (capi	30,000
331	EMR Gartside Building	5,000
332	EMR Honley Library	15,000
336	EMR Royal Events	1,000
337	EMR COVID Memorial	6,000
341	EMR Climate Action Projects	13,947
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	22,490
351	EMR Holmfirth Toilets Refurb	4,104
Total Equity		297,689

Holme Valley Parish Council

Bank - Cash and Investment Reconciliation as at 31 July 2024

Confirmed Bank & Investment BalancesBank Statement Balances

31/07/2024	HSBC Current A/C	166,384.31
31/07/2024	HSBC - Money Manager	55,679.13
31/07/2024	CCLA Deposit Fund	75,000.00
31/07/2024	Unity Trust Current Account T2	500.00
31/07/2024	Unity Trust Instant Access	0.00

297,563.44Receipts not on Bank Statement**0.00****Closing Balance****297,563.44**All Cash & Bank Accounts

1	HSBC Current A/C	166,384.31
2	Money Manager - HSBC	55,679.13
5	CCLA Deposit Fund	75,000.00
7	Unity Trust Current Account T2	500.00
8	Unity Trust Instant Access A/C	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	297,563.44

Date: 14/08/2024

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
		OUTPUT		Total Rate: Z	1,344.86	1,344.86	0.00
Cashbook	1		4		105.30	100.29	5.01
		INPUT		Total Rate: F	105.30	100.29	5.01
Cashbook	1		3		0.00	0.00	0.00
Cashbook	1		4		722.36	601.97	120.39
		INPUT		Total Rate: S	722.36	601.97	120.39
Cashbook	1		4		16,221.49	16,221.49	0.00
		INPUT		Total Rate: Z	16,221.49	16,221.49	0.00

VAT Return Summary:	Total Outputs	1,344.86	1,344.86	0.00
	Total Inputs	17,049.15	16,923.75	125.40
VAT due in the period on sales and other outputs			Box 1	0.00
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States			2	<u>0.00</u>
Total VAT due			3	0.00
VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states)	4			<u>125.40</u>
Net VAT to reclaim from HMRC	5			<u>125.40</u>
Total value of sales and all other outputs excluding any VAT	6			1,344.00
Total value of purchases and all other inputs excluding any VAT	7			16,923.00
Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States	8			0.00
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States	9			0.00
VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States				0.00

Receipts for Month 5

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>
Balance Brought Fwd :		166,384.31					166,384.31	
2425/05/01	Banked: 02/08/2024	329.92						
2425/05/01	CCLA	329.92			1090	100	329.92	PSDF INTEREST
2425/05/02	Banked: 09/08/2024	340.00						
2425/05/02	Holmfirth Toilets	340.00			1092	100	340.00	DONATIONS
Total Receipts for Month		669.92	0.00	0.00			669.92	
Cashbook Totals		<u>167,054.23</u>	<u>0.00</u>	<u>0.00</u>			<u>167,054.23</u>	

Date: 10/09/2024

Holme Valley Parish Council

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Cashbook 1

User: RFO

HSBC Current A/C

For Month No: 5

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/08/2024	West Yorks Combined Authority	2425/05/01	1,908.00			4730	400	1,908.00	HV MINIBUS SERVICE JUN
01/08/2024	Staff 04	2425/05/02	15.54			4715	400	15.54	REIMBURSEMENT DEFIB PAD
						326	0	-15.54	REIMBURSEMENT DEFIB PAD
						6000	400	15.54	REIMBURSEMENT DEFIB PAD
01/08/2024	HCHCT	2425/05/03	4,924.80			4310	400	4,924.80	GRANT - DRAWNGS RE ROOF REPAIR
						350	0	-4,924.80	GRANT - DRAWNGS RE ROOF REPAIR
						6000	400	4,924.80	GRANT - DRAWNGS RE ROOF REPAIR
03/08/2024	HSBC	2425/05/04	18.50			4215	150	18.50	BANK CHARGES
07/08/2024	British Telecom	2425/05/05	56.47		9.41	4275	150	47.06	INTERNET AND PHONE
15/08/2024	West Yorkshire Pension Fund	2425/05/06	958.19			4000	110	958.19	PENSIONS
15/08/2024	HMRC	2425/05/07	1,480.12			4000	110	1,480.12	PAYE TAX AND NI
15/08/2024	Salaries Staff	2425/05/08	1,743.23			4000	110	1,743.23	SALARY STAFF 02
15/08/2024	Salaries Staff	2425/05/09	1,569.98			4000	110	1,569.98	SALARY STAFF 04
15/08/2024	Time In Time Out Media	2425/05/10	252.00		42.00	4610	350	210.00	COUNCIL NEWS
15/08/2024	Salaries Staff	2425/05/11	1,442.29			4000	110	1,442.29	SALARY STAFF 05
20/08/2024	REDBAK LTD	2425/05/12	330.00		55.00	4650	350	275.00	FLYER FOR COMMUNITY EVENT
20/08/2024	Enterprise Print	2425/05/13	24.00			4650	350	24.00	PRINTING BUS FLYERS
20/08/2024	ZONKEY	2425/05/14	927.00		154.50	4650	350	772.50	WEBSITE DEPOSIT
20/08/2024	HCHCT	2425/05/15	100.00			4650	350	100.00	ROOM HIRE 9 NOV
20/08/2024	Document Logic	2425/05/16	42.10		7.02	4205	150	35.08	PHOTOCOPYING
20/08/2024	HCHCT	2425/05/17	40,000.00			4310	400	30,000.00	GRANT - WORKS PROGRAMME
						329	0	-30,000.00	GRANT - WORKS PROGRAMME
						6000	400	30,000.00	GRANT - WORKS PROGRAMME
						4310	400	10,000.00	GRANT - WORKS PROGRAMME
20/08/2024	npower	2425/05/18	107.77		5.13	4320	400	102.64	ELECTRICITY HOLMFIRTH TOILETS
20/08/2024	West Yorks Combined Authority	2425/05/19	1,971.00			4730	400	1,971.00	HV MINIBUS SERVICE JUL
20/08/2024	YLCA	2425/05/20	26.30			4061	150	26.30	WEBINAR - GREEN BELT & CA
20/08/2024	Vision ICT	2425/05/21	24.00		4.00	4400	150	20.00	HOSTED EMAIL ACCOUNT
20/08/2024	COLNE VALLEY DESIGN	2425/05/22	504.00		84.00	4805	450	420.00	DRAWINGS FOR SOLAR PANELS
						341	0	-420.00	DRAWINGS FOR SOLAR PANELS
						6000	450	420.00	DRAWINGS FOR SOLAR PANELS
20/08/2024	Staff 02	2425/05/23	129.90		21.65	4650	350	108.25	REIMBURSEMENT CANVA SUB
20/08/2024	Maintenance Contractor	2425/05/24	1,928.84			4740	400	1,052.99	MAINTENANCE - SEATS & SHELTERS

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Holme Valley Parish Council

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Cashbook 1

User: RFO

HSBC Current A/C

For Month No: 5

Payments for Month 5

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>
20/08/2024	Maintenance Contractor	2425/05/25	221.30		28.97	4740	400	138.73	EXPENSES - SEATS & SHELTERS
						4320	400	875.85	MAINTENANCE - TOILETS
						4320	400	53.60	EXPENSES - TOILETS
Total Payments for Month			60,705.33	0.00	411.68			60,293.65	
Balance Carried Fwd			106,348.90						
Cashbook Totals			167,054.23	0.00	411.68			166,642.55	

Date: 10/09/2024

Holme Valley Parish Council

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Cashbook 2

User: RFO

Money Manager - HSBC

For Month No: 5

Receipts for Month 5

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>
Balance Brought Fwd :		55,679.13					55,679.13	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>55,679.13</u>	<u>0.00</u>	<u>0.00</u>			<u>55,679.13</u>	

Date: 10/09/2024

Holme Valley Parish Council

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Cashbook 2

User: RFO

Money Manager - HSBC

For Month No: 5

Payments for Month 5

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						
Total Payments for Month			0.00	0.00	0.00			0.00	
Balance Carried Fwd			55,679.13						
Cashbook Totals			<u>55,679.13</u>	0.00	<u>0.00</u>			<u>55,679.13</u>	

Date: 10/09/2024

Holme Valley Parish Council

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Cashbook 5

User: RFO

CCLA Deposit Fund

For Month No: 5

Receipts for Month 5

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>
Balance Brought Fwd :		75,000.00					75,000.00	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>75,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>75,000.00</u>	

Date: 10/09/2024

Holme Valley Parish Council

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Cashbook 5

User: RFO

CCLA Deposit Fund

For Month No: 5

Payments for Month 5

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						
Total Payments for Month			0.00	0.00	0.00			0.00	
Balance Carried Fwd			75,000.00						
Cashbook Totals			<u>75,000.00</u>	0.00	<u>0.00</u>			<u>75,000.00</u>	

Date: 10/09/2024

Holme Valley Parish Council

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Cashbook 7

User: RFO

Unity Trust Current Account T2

For Month No: 5

Receipts for Month 5

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>
Balance Brought Fwd :		500.00					500.00	
2425/05/03	Banked: 06/08/2024	700.00						
2425/05/03	ENVIRONMENT KIRKLEES	700.00			1250	100	700.00	GARTSIDE RENT & DEPOSIT
Total Receipts for Month		700.00	0.00	0.00			700.00	
Cashbook Totals		<u>1,200.00</u>	<u>0.00</u>	<u>0.00</u>			<u>1,200.00</u>	

Date: 10/09/2024

Holme Valley Parish Council

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Cashbook 7

User: RFO

Unity Trust Current Account T2

For Month No: 5

Payments for Month 5

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						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		1,200.00						
	Cashbook Totals		<u>1,200.00</u>	<u>0.00</u>	<u>0.00</u>			<u>1,200.00</u>	

Date: 10/09/2024

Holme Valley Parish Council

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Cashbook 8

User: RFO

Unity Trust Instant Access A/C

For Month No: 5

Receipts for Month 5

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:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

Date: 10/09/2024

Holme Valley Parish Council

Page: 2

Time: 15:09

Cashbook 8

User: RFO

Unity Trust Instant Access A/C

For Month No: 5

Payments for Month 5

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						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		0.00						
	Cashbook Totals		0.00	0.00	0.00			0.00	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
105	VAT Control A/c			537.08	
200	HSBC Current A/C			106,348.90	
205	Money Manager - HSBC			55,679.13	
220	CCLA Deposit Fund			75,000.00	
230	Unity Trust Current Account T2			1,200.00	
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				5,000.00
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		1,909.85
1092	Toilets Donations	100	Income		940.00
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	36,615.97	
4060	Staff Training	110	Staff Expenditure	507.00	
4061	Councillor Training	150	Administration	221.30	
4205	Council Office Expenditure	150	Administration	633.12	
4210	Audit	150	Administration	373.31	
4215	Bank Charges	150	Administration	68.98	
4230	Repairs & Maintenance	150	Administration	66.31	
4235	Insurance	150	Administration	11,851.16	
4245	Office Equipment	150	Administration	10.99	
4250	Office/Room Hire	150	Administration	10,096.00	
4265	Subscriptions	150	Administration	2,574.00	
4275	Telephone and Broadband	150	Administration	231.19	

Date : 10/09/2024

Holme Valley Parish Council

Page 2

Time: 15:10

Trial Balance for Month No: 5

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>
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	6,934.32	
4400	Electronic Support	150	Administration	983.97	
4505	Neighbourhood Plan	300	Planning	474.00	
4610	Publications and Publicity	350	Publications & Communication	210.00	
4650	Communications & Engagement	350	Publications & Communication	2,326.75	
4710	New Mill - Churchyard	400	Service Provision	239.15	
4715	Defibrillators	400	Service Provision	57.54	
4730	Minibus	400	Service Provision	7,758.00	
4740	Seats & Shelters-Maintenance	400	Service Provision	3,669.46	
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		34,982.34
6000	Transfer from EMR	450	Climate Emergency		767.33
6001	Transfer to EMR	100	Income	16,453.00	
Trial Balance Totals :				408,194.34	408,194.34
Difference				0.00	

Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 31/08/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
105	VAT Control A/c	537
200	HSBC Current A/C	106,349
205	Money Manager - HSBC	55,679
220	CCLA Deposit Fund	75,000
230	Unity Trust Current Account T2	1,200
Total Current Assets		238,765
<u>Represented by :-</u>		
300	Current Year Fund	17,423
310	General Reserves	107,869
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	5,000
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
Total Equity		238,765

Holme Valley Parish Council

Bank - Cash and Investment Reconciliation as at 31 August 2024

Confirmed Bank & Investment BalancesBank Statement Balances

31/08/2024	HSBC Current A/C	106,348.90
31/08/2024	HSBC - Money Manager	55,679.13
31/08/2024	CCLA Deposit Fund	75,000.00
31/08/2024	Unity Trust Current Account T2	1,200.00
31/08/2024	Unity Trust Instant Access	0.00

238,228.03Receipts not on Bank Statement**0.00****Closing Balance****238,228.03**All Cash & Bank Accounts

1	HSBC Current A/C	106,348.90
2	Money Manager - HSBC	55,679.13
5	CCLA Deposit Fund	75,000.00
7	Unity Trust Current Account T2	1,200.00
8	Unity Trust Instant Access A/C	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	238,228.03

Date: 10/09/2024

Holme Valley Parish Council

Page 1

Time: 15:37

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

User: RFO

Source	Ledger	Ref No	Month	Code	Gross	Net	VAT
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
			OUTPUT	Total Rate: Z	2,714.78	2,714.78	0.00
Cashbook	1		4		105.30	100.29	5.01
Cashbook	1		5		107.77	102.64	5.13
			INPUT	Total Rate: F	213.07	202.93	10.14
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
			INPUT	Total Rate: S	3,161.63	2,634.69	526.94
Cashbook	1		4		16,221.49	16,221.49	0.00
Cashbook	1		5		58,158.29	58,158.29	0.00
			INPUT	Total Rate: Z	74,379.78	74,379.78	0.00

VAT Return Summary:	Total Outputs	2,714.78	2,714.78	0.00
	Total Inputs	77,754.48	77,217.40	537.08
VAT due in the period on sales and other outputs			Box 1	0.00
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States			2	<u>0.00</u>
Total VAT due			3	0.00
VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states)	4	<u>537.08</u>		
Net VAT to reclaim from HMRC	5	<u>537.08</u>		
Total value of sales and all other outputs excluding any VAT	6			2,714.00
Total value of purchases and all other inputs excluding any VAT	7			77,217.00
Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States	8			0.00
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States	9			0.00
VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States				0.00

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



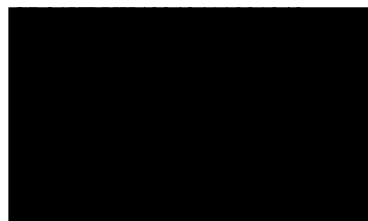
Account Summary

Opening Balance	182,753.49
Payments In	1,854.05
Payments Out	24,760.15
Closing Balance	159,847.39

6 July to 5 August 2024

Account Name
 Holme Valley Parish Council

International Bank Account Number



Sheet Number
 882

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
05 Jul 24	BALANCE BROUGHT FORWARD			182,753.49
08 Jul 24	DD	56.47		182,697.02
15 Jul 24	SO	958.19		
	SO	1,479.92		
	SO	1,743.23		
	SO	1,570.18		
	SO	252.00		
	SO	1,442.69		175,250.81
19 Jul 24	DD	2,017.85		173,232.96
23 Jul 24	BP	5,000.00		168,232.96
25 Jul 24	BP	86.63		
	BP	26.30		
	BP	35.10		
	BP	74.63		
	BP	105.30		
	BALANCE CARRIED FORWARD			167,905.00



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6 July to 5 August 2024

Your Statement

Account Name
 Holme Valley Parish Council

Sortcode Account Number Sheet Number
[REDACTED]

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

**Bank Reconciliation Statement as at 31/07/2024
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	31/07/2024		166,384.31
			166,384.31
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			166,384.31
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			166,384.31
		Balance per Cash Book is :-	166,384.31
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

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



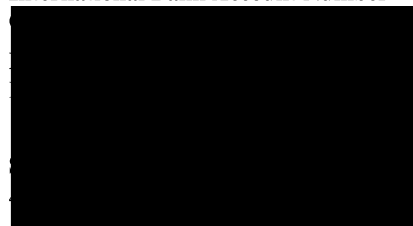
Account Summary	
Opening Balance	55,679.13
Payments In	0.00
Payments Out	0.00
Closing Balance	55,679.13

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, 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/).

**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:

NameSignedDate

Signatory 2:

NameSignedDate

Statement of Account

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

5 August 2024

Account name: **HOLME VALLEY PARISH COUNCIL**
Account number: [REDACTED]
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
The Public Sector Deposit Fund SC4 GB00B3LDFH01	75,000.0000	£1.00	£75,000.00
			Total value
			£75,000.00

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 Freephone 0800 022 3505 www.ccla.co.uk

Fund documentation is available at 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.

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, www.ccla.co.uk. Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at clientservices@ccla.co.uk.

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on www.ccla.co.uk/glossary. If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at [**clientservices@ccla.co.uk**](mailto:clientservices@ccla.co.uk).

**Bank Reconciliation Statement as at 31/07/2024
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	31/07/2024		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
		Balance per Cash Book is :-	75,000.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Your Account Statement



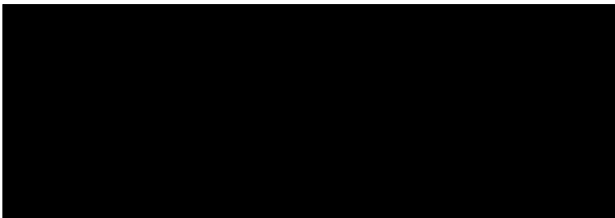
For Businesses. For Communities. For Good.

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



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

Contact Us

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

Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

Accessibility

Unity offers a number of supporting services such as statements in braille or large print. Please contact us for more information.

Additional information

A copy of our interest rates can be found on our website – [unity.co.uk/interest-rates](https://www.unity.co.uk/interest-rates)

A copy of our fees and charges can be found on our website – <https://www.unity.co.uk/terms-and-conditions/>

This information is also available by calling **0345 140 1000**.

To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

Financial Services Compensation Scheme

Information Sheet and Exclusions List

Basic information about the protection of your eligible deposits	
Eligible deposits in Unity Trust Bank are protected by:	The Financial Services Compensation Scheme ("FSCS") ¹
Limit of protection:	£85,000 per depositor per bank / building society / credit union ²
If you have more eligible deposits at the same bank / building society / credit union:	All your eligible deposits at the same bank / building society / credit union are "aggregated" and the total is subject to the limit of £85,000 ²
If you have a joint account with other person(s):	The limit of £85,000 applies to each depositor separately. ³
Reimbursement period in case of bank, building society or credit union's failure:	7 working days ⁴
Currency of reimbursement:	Pound sterling (GBP, £)
To contact Unity Trust Bank for enquiries relating to your account:	Unity Trust Bank, 4 Brindleyplace, Birmingham B1 2JB Tel: 0345 140 1000 www.unity.co.uk Email: us@unity.co.uk
To contact the FSCS for further information on compensation:	Financial Services Compensation Scheme 10th Floor, Beaufort House 15 St Botolph Street London EC3A 7QU Tel: 0800 678 1100 or 020 7741 4100 Email: ICT@fscs.org.uk
More information:	www.fscs.org.uk

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: Unity Trust Bank, 4 Brindleyplace, Birmingham B1 2JB. Registered in England and Wales no. 1713124. Calls are recorded and may be monitored for security, quality and monitoring purposes.

Additional information

¹ Scheme responsible for the protection of your eligible deposit

Your eligible deposit is covered by a statutory Deposit Guarantee Scheme. If insolvency of your bank, building society or credit union should occur, your eligible deposits would be repaid up to £85,000 by the Deposit Guarantee Scheme.

² General limit of protection

If a covered deposit is unavailable because a bank, building society or credit union is unable to meet its financial obligations, depositors are repaid by a Deposit Guarantee Scheme. This repayment covers a maximum of £85,000 per bank, building society or credit union. This means that all eligible deposits at the same bank, building society or credit union are added up in order to determine the coverage level. If, for instance a depositor holds a savings account with £80,000 and a current account with £20,000, he or she will only be repaid £85,000.

In some cases eligible deposits which are categorised as “temporary high balances” are protected above £85,000 for six months after the amount has been credited or from the moment when such eligible deposits become legally transferable.

These are eligible deposits connected with certain events including:

- (a) certain transactions relating to the depositor’s current or prospective only or main residence or dwelling;
- (b) a death, or the depositor’s marriage or civil partnership, divorce, retirement, dismissal, redundancy or invalidity;
- (c) the payment to the depositor of insurance benefits or compensation for criminal injuries or wrongful conviction.

More information can be obtained under www.fscs.org.uk

³ Limit of protection for joint accounts

In case of joint accounts, the limit of £85,000 applies to each depositor.

However, eligible deposits in an account to which two or more persons are entitled as members of a business partnership, association or grouping of a similar nature, without legal personality, are aggregated and treated as if made by a single depositor for the purpose of calculating the limit of £85,000.



For Businesses. For Communities. For Good.

4 Reimbursement

The responsible Deposit Guarantee Scheme is the Financial Services Compensation Scheme, 10th Floor Beaufort House, 15 St Botolph Street, London, EC3A 7QU, Tel: 0800 678 1100 or 020 7741 4100, Email: ICT@fscs.org.uk. It will repay your eligible deposits (up to £85,000) within 20 working days until 31 December 2018; within 15 working days from 1 January 2019 until 31 December 2020; within 10 working days from 1 January 2021 to 31 December 2023; and within 7 working days from 1 January 2024 onwards, save where specific exceptions apply.

Where the FSCS cannot make the repayable amount available within 7 working days, it will, until 31 December 2023, ensure that you have access to an appropriate amount of your covered deposits to cover the cost of living (in the case of a depositor which is an individual) or to cover necessary business expenses (in the case of a depositor which is not an individual or a large company) within 5 working days of a request. Again, there are specific exceptions to this obligation.

If you have not been repaid within these deadlines, you should contact the Deposit Guarantee Scheme since the time to claim reimbursement may be barred after a certain time limit. Further information can be obtained under www.fscs.org.uk.

Other important information

In general, all retail depositors and businesses are covered by Deposit Guarantee Schemes. Exceptions for certain deposits are stated on the website of the responsible Deposit Guarantee Scheme. Your bank, building society or credit union will also inform you of any exclusions from protection which may apply. If deposits are eligible, the bank, building society or credit union shall also confirm this on the statement of account.

Exclusions List

A deposit is excluded from protection if:

1. The holder and any beneficial owner of the deposit have never been identified in accordance with money laundering requirements. For further information, contact your bank, building society or credit union.
2. The deposit arises out of transactions in connection with which there has been a criminal conviction for money laundering.
3. It is a deposit made by a depositor which is one of the following:
 - credit institution
 - financial institution
 - investment firm
 - insurance undertaking
 - reinsurance undertaking
 - collective investment undertaking
 - pension or retirement fund¹
 - public authority, other than a small local authority.

The following are deposits, categories of deposits or other instruments which will no longer be protected from 3 July 2015:

- deposits of a credit union to which the credit union itself is entitled
- deposits which can only be proven by a financial instrument² unless it is a savings product which is evidenced by a certificate of deposit made out to a named person and which exists in a Member State on 2 July 2014
- deposits of a collective investment scheme which qualifies as a small company³
- deposits of an overseas financial services institution which qualifies as a small company⁴
- deposits of certain regulated firms (investment firms, insurance undertakings and reinsurance undertakings) which qualify as a small business or a small company⁵ – refer to the FSCS for further information on this category

For further information about exclusions, refer to the FSCS website at www.fscs.org.uk

¹ Deposits by personal pension schemes, stakeholder pension schemes and occupational pension schemes of micro, small and medium sized enterprises are not excluded; ² Listed in Section C of Annex 1 of Directive 2014/65/EU; ³ Under the Companies Act 1985 or Companies Act 2006; ⁴ See footnote 3; ⁵ See footnote 3

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: Unity Trust Bank, 4 Brindleyplace, Birmingham B1 2JB. Registered in England and Wales no. 1713124. Calls are recorded and may be monitored for security, quality and monitoring purposes.

**Bank Reconciliation Statement as at 31/07/2024
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	31/07/2024		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:

NameSignedDate

Signatory 2:

NameSignedDate

Your Account Statement



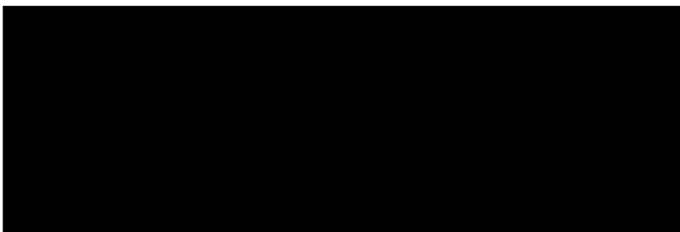
For Businesses. For Communities. For Good.

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

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**
- 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
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

Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

Accessibility

Unity offers a number of supporting services such as statements in braille or large print. Please contact us for more information.

Additional information

A copy of our interest rates can be found on our website – [unity.co.uk/interest-rates](https://www.unity.co.uk/interest-rates)

A copy of our fees and charges can be found on our website – <https://www.unity.co.uk/terms-and-conditions/>

This information is also available by calling **0345 140 1000**.

To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

Financial Services Compensation Scheme

Information Sheet and Exclusions List

Basic information about the protection of your eligible deposits	
Eligible deposits in Unity Trust Bank are protected by:	The Financial Services Compensation Scheme ("FSCS") ¹
Limit of protection:	£85,000 per depositor per bank / building society / credit union ²
If you have more eligible deposits at the same bank / building society / credit union:	All your eligible deposits at the same bank / building society / credit union are "aggregated" and the total is subject to the limit of £85,000 ²
If you have a joint account with other person(s):	The limit of £85,000 applies to each depositor separately. ³
Reimbursement period in case of bank, building society or credit union's failure:	7 working days ⁴
Currency of reimbursement:	Pound sterling (GBP, £)
To contact Unity Trust Bank for enquiries relating to your account:	Unity Trust Bank, 4 Brindleyplace, Birmingham B1 2JB Tel: 0345 140 1000 www.unity.co.uk Email: us@unity.co.uk
To contact the FSCS for further information on compensation:	Financial Services Compensation Scheme 10th Floor, Beaufort House 15 St Botolph Street London EC3A 7QU Tel: 0800 678 1100 or 020 7741 4100 Email: ICT@fscs.org.uk
More information:	www.fscs.org.uk

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: Unity Trust Bank, 4 Brindleyplace, Birmingham B1 2JB. Registered in England and Wales no. 1713124. Calls are recorded and may be monitored for security, quality and monitoring purposes.

Additional information

¹ Scheme responsible for the protection of your eligible deposit

Your eligible deposit is covered by a statutory Deposit Guarantee Scheme. If insolvency of your bank, building society or credit union should occur, your eligible deposits would be repaid up to £85,000 by the Deposit Guarantee Scheme.

² General limit of protection

If a covered deposit is unavailable because a bank, building society or credit union is unable to meet its financial obligations, depositors are repaid by a Deposit Guarantee Scheme. This repayment covers a maximum of £85,000 per bank, building society or credit union. This means that all eligible deposits at the same bank, building society or credit union are added up in order to determine the coverage level. If, for instance a depositor holds a savings account with £80,000 and a current account with £20,000, he or she will only be repaid £85,000.

In some cases eligible deposits which are categorised as “temporary high balances” are protected above £85,000 for six months after the amount has been credited or from the moment when such eligible deposits become legally transferable.

These are eligible deposits connected with certain events including:

- (a) certain transactions relating to the depositor’s current or prospective only or main residence or dwelling;
- (b) a death, or the depositor’s marriage or civil partnership, divorce, retirement, dismissal, redundancy or invalidity;
- (c) the payment to the depositor of insurance benefits or compensation for criminal injuries or wrongful conviction.

More information can be obtained under www.fscs.org.uk

³ Limit of protection for joint accounts

In case of joint accounts, the limit of £85,000 applies to each depositor.

However, eligible deposits in an account to which two or more persons are entitled as members of a business partnership, association or grouping of a similar nature, without legal personality, are aggregated and treated as if made by a single depositor for the purpose of calculating the limit of £85,000.

4 Reimbursement

The responsible Deposit Guarantee Scheme is the Financial Services Compensation Scheme, 10th Floor Beaufort House, 15 St Botolph Street, London, EC3A 7QU, Tel: 0800 678 1100 or 020 7741 4100, Email: ICT@fscs.org.uk. It will repay your eligible deposits (up to £85,000) within 20 working days until 31 December 2018; within 15 working days from 1 January 2019 until 31 December 2020; within 10 working days from 1 January 2021 to 31 December 2023; and within 7 working days from 1 January 2024 onwards, save where specific exceptions apply.

Where the FSCS cannot make the repayable amount available within 7 working days, it will, until 31 December 2023, ensure that you have access to an appropriate amount of your covered deposits to cover the cost of living (in the case of a depositor which is an individual) or to cover necessary business expenses (in the case of a depositor which is not an individual or a large company) within 5 working days of a request. Again, there are specific exceptions to this obligation.

If you have not been repaid within these deadlines, you should contact the Deposit Guarantee Scheme since the time to claim reimbursement may be barred after a certain time limit. Further information can be obtained under www.fscs.org.uk.

Other important information

In general, all retail depositors and businesses are covered by Deposit Guarantee Schemes. Exceptions for certain deposits are stated on the website of the responsible Deposit Guarantee Scheme. Your bank, building society or credit union will also inform you of any exclusions from protection which may apply. If deposits are eligible, the bank, building society or credit union shall also confirm this on the statement of account.

Exclusions List

A deposit is excluded from protection if:

1. The holder and any beneficial owner of the deposit have never been identified in accordance with money laundering requirements. For further information, contact your bank, building society or credit union.
2. The deposit arises out of transactions in connection with which there has been a criminal conviction for money laundering.
3. It is a deposit made by a depositor which is one of the following:
 - credit institution
 - financial institution
 - investment firm
 - insurance undertaking
 - reinsurance undertaking
 - collective investment undertaking
 - pension or retirement fund¹
 - public authority, other than a small local authority.

The following are deposits, categories of deposits or other instruments which will no longer be protected from 3 July 2015:

- deposits of a credit union to which the credit union itself is entitled
- deposits which can only be proven by a financial instrument² unless it is a savings product which is evidenced by a certificate of deposit made out to a named person and which exists in a Member State on 2 July 2014
- deposits of a collective investment scheme which qualifies as a small company³
- deposits of an overseas financial services institution which qualifies as a small company⁴
- deposits of certain regulated firms (investment firms, insurance undertakings and reinsurance undertakings) which qualify as a small business or a small company⁵ – refer to the FSCS for further information on this category

For further information about exclusions, refer to the FSCS website at www.fscs.org.uk

¹ Deposits by personal pension schemes, stakeholder pension schemes and occupational pension schemes of micro, small and medium sized enterprises are not excluded; ² Listed in Section C of Annex 1 of Directive 2014/65/EU; ³ Under the Companies Act 1985 or Companies Act 2006; ⁴ See footnote 3; ⁵ See footnote 3

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**Bank Reconciliation Statement as at 31/07/2024
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	31/07/2024		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

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

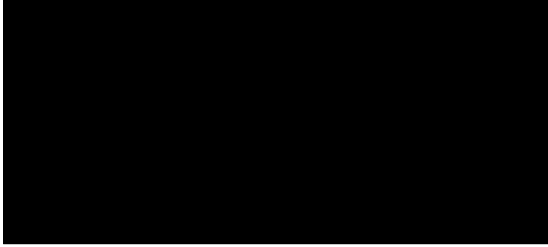


Account Summary

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			
			340.00	160,130.92
15 Aug 24	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



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6 August to 5 September 2024

Your Statement

Account Name
 Holme Valley Parish Council

Sortcode Account Number Sheet Number
XXXXXXXXXX

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>
	BALANCE BROUGHT FORWARD			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	BALANCE CARRIED FORWARD			106,925.43

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, 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/).

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

Bank Reconciliation Statement as at 31/08/2024
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	31/08/2024		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:

NameSignedDate

Signatory 2:

NameSignedDate

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 see reverse for call times
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Your Statement

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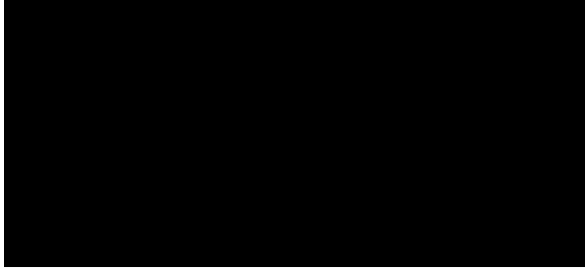
Account Summary

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

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**Bank Reconciliation Statement as at 31/08/2024
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	31/08/2024		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:

NameSignedDate

Signatory 2:

NameSignedDate

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
The Public Sector Deposit Fund SC4 GB00B3LDFH01	75,000.0000	£1.00	£75,000.00
			Total value
			£75,000.00

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

Freephone 0800 022 3505

www.ccla.co.uk

Fund documentation is available at 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 31/08/2024
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	31/08/2024		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
		Balance per Cash Book is :-	75,000.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Your Account Statement



For Businesses. For Communities. For Good.

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 PO Box 7193
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 WV1 9DG

[Redacted]
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 Holmfirth Civic Hall (Top Floor)
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Date: 31/08/2024

Account Name: Holme Valley Parish Council



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Contact Us

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

**Bank Reconciliation Statement as at 31/08/2024
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	31/08/2024		1,200.00
			<hr/> 1,200.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			1,200.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			1,200.00
		Balance per Cash Book is :-	1,200.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Your Account Statement



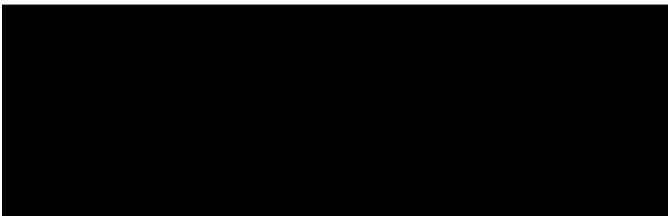
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[Redacted]
Holme Valley Parish Council
Holmfirth Civic Hall (Top Floor)
Huddersfield Road
Holmfirth
HD9 3AS

Date: 31/08/2024

Account Name: Holme Valley Parish Council



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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

**Bank Reconciliation Statement as at 31/08/2024
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	31/08/2024		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

15:10

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income								
1076 Precept	0	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	330	1,910	4,500	2,590			42.4%	
1092 Toilets Donations	340	940	2,500	1,560			37.6%	
1095 Other income	0	0	4,460	4,460			0.0%	
1200 Allotment Rents	0	324	324	0			100.0%	
1250 Gartside Building	700	700	4,800	4,100			14.6%	
1300 Garage plot income	0	840	840	0			100.0%	
Income :- Income	1,370	170,399	348,795	178,396			48.9%	16,453
Net Income	1,370	170,399	348,795	178,396				
6001 less Transfer to EMR	0	16,453						
Movement to/(from) Gen Reserve	1,370	153,946						
110 Staff Expenditure								
4000 Salaries	7,194	36,616	87,700	51,084		51,084	41.8%	
4060 Staff Training	0	507	2,300	1,793		1,793	22.0%	
Staff Expenditure :- Indirect Expenditure	7,194	37,123	90,000	52,877	0	52,877	41.2%	0
Net Expenditure	(7,194)	(37,123)	(90,000)	(52,877)				
150 Administration								
4061 Councillor Training	26	221	900	679		679	24.6%	
4200 Chairman's Expenses	0	0	1,000	1,000		1,000	0.0%	
4205 Council Office Expenditure	35	633	2,000	1,367		1,367	31.7%	
4210 Audit	0	373	1,650	1,277		1,277	22.6%	
4215 Bank Charges	19	69	500	431		431	13.8%	
4220 Conference / Seminars	0	0	500	500		500	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	231	500	269		269	46.2%	
4285 Remembrance Sunday	0	0	160	160		160	0.0%	
4400 Electronic Support	20	984	1,650	666		666	59.6%	
Administration :- Indirect Expenditure	147	27,110	32,910	5,800	0	5,800	82.4%	0
Net Expenditure	(147)	(27,110)	(32,910)	(5,800)				

10/09/2024

Holme Valley Parish Council

Page 2

15:10

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

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 & Management</u>								
4315 Other Community Assets	0	1,000	53,000	52,000		52,000	1.9%	1,000
4405 Grants - Projects and Events	0	0	16,500	16,500		16,500	0.0%	
Finance & Management :- Indirect Expenditure	0	1,000	69,500	68,500	0	68,500	1.4%	1,000
Net Expenditure	0	(1,000)	(69,500)	(68,500)				
6000 plus Transfer from EMR	0	1,000						
Movement to/(from) Gen Reserve	0	0						
<u>300 Planning</u>								
4505 Neighbourhood Plan	0	474	1,500	1,026		1,026	31.6%	474
Planning :- Indirect Expenditure	0	474	1,500	1,026	0	1,026	31.6%	474
Net Expenditure	0	(474)	(1,500)	(1,026)				
6000 plus Transfer from EMR	0	474						
Movement to/(from) Gen Reserve	0	0						
<u>350 Publications & Communication</u>								
4610 Publications and Publicity	210	210	0	(210)		(210)	0.0%	
4650 Communications & Engagement	1,280	2,327	15,000	12,673		12,673	15.5%	
Publications & Communication :- Indirect Expenditure	1,490	2,537	15,000	12,463	0	12,463	16.9%	0
Net Expenditure	(1,490)	(2,537)	(15,000)	(12,463)				
<u>400 Service Provision</u>								
4300 Honley Library	0	15,080	15,000	(80)		(80)	100.5%	
4310 Holmfirth Civic Hall- Projects	44,925	44,925	10,000	(34,925)		(34,925)	449.2%	34,925
4320 Public Toilet - Day to Day	1,032	6,934	22,000	15,066		15,066	31.5%	
4325 Public Toilet - Lettable Space	0	0	1,000	1,000		1,000	0.0%	
4705 Christmas Provision	0	0	6,000	6,000		6,000	0.0%	
4710 New Mill - Churchyard	0	239	750	511		511	31.9%	
4715 Defibrillators	16	58	0	(58)		(58)	0.0%	58
4720 Dog Waste	0	0	1,200	1,200		1,200	0.0%	
4730 Minibus	3,879	7,758	23,500	15,742		15,742	33.0%	
4735 Phone Boxes	0	0	400	400		400	0.0%	
4740 Seats & Shelters-Maintenance	1,192	3,669	13,000	9,331		9,331	28.2%	
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	51,043	83,863	118,350	34,487	0	34,487	70.9%	34,982
Net Expenditure	(51,043)	(83,863)	(118,350)	(34,487)				
6000 plus Transfer from EMR	34,940	34,982						

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Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

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
Movement to/(from) Gen Reserve	(16,103)	(48,881)						
<u>450 Climate Emergency</u>								
4805 Community Mobilisation	420	869	5,000	4,131		4,131	17.4%	767
Climate Emergency :- Indirect Expenditure	<u>420</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>
Net Expenditure	(420)	(869)	(5,000)	(4,131)				
6000 plus Transfer from EMR	420	767						
Movement to/(from) Gen Reserve	0	(102)						
Grand Totals:- Income	1,370	170,399	348,795	178,396			48.9%	
Expenditure	60,294	152,976	332,260	179,284	0	179,284	46.0%	
Net Income over Expenditure	(58,924)	17,423	16,535	(888)				
plus Transfer from EMR	35,360	37,224						
less Transfer to EMR	0	16,453						
Movement to/(from) Gen Reserve	(23,563)	38,194						

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
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		5,000.00
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
350 EMR The Civic Roof Repairs	0.00	17,565.20	17,565.20
351 EMR Holmfirth Toilets Refurb	0.00	4,104.00	4,104.00
	68,830.05	44,643.21	113,473.26

Holme Valley Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Holme Valley Parish Council for the year ended 31 March 2024 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Holme Valley Parish Council on application to:</p> <p>(a) <u>Richard McGill (Responsible Finance Officer)</u> <u>Holme Valley Parish Council</u> <u>The Civic, Huddersfield Road</u> <u>Holmfirth HD9 3AS</u></p> <p>(b) <u>TUE, WED, THU - 0930-1530</u> <u>Other times by arrangement</u></p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any local government elector of the area on payment of <u>£1.00</u> (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>Richard McGill (Responsible Finance Officer)</u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>12th September 2024</u></p>	<p>(e) Insert the date of placing of the notice</p>

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **HOLME VALLEY PARISH COUNCIL-WY0042**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

05/09/2024

HOLME VALLEY PARISH **DRAFT** FINANCIAL REGULATIONS¹**Contents**

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¹ This was the first new model Financial Regulations produced by NALC in over 5 years, and has some significant and modernising changes from the previous version.

In preparing this draft Financial Regulations the working group endeavoured to:

- protect the Parish Council from fraud and risk
- make the approval of expenditure and payments easier than currently (whilst managing financial risk)
- give Council and its Committees improved facility to manage its ongoing projects and funds
- safeguard officers from having to use their own funds; and
- reflect the actual financial processes and practices of the Parish Council.

Text highlighted in **yellow** is where the working group has had to make a decision on the text to adopt but, essentially, has just adopted the text suggested in the model Financial Regulations. Sections highlighted in yellow should not be especially controversial. Text highlighted in **pink** represent a more significant change that the working group wished to flag up to Council as the change is likely to be more notable with some attendant potential benefits and risks to the Parish Council.

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. ~~The Clerk has been appointed as RFO and these regulations apply accordingly. DELETE~~ The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors²**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of **£10,000³**; and

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk **with the RFO** shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk **with the RFO** shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**

² As in Regulation 1.4, any text in **bold** is a legal requirement and cannot be amended. Any other body text could be amended as the Council sees fit for its purposes.

³ This **pink** highlighted text reflects the proposed amendment further on in the document, that Committees can approve single commitment expenditure up to £10,000, - an increase from the current £5,000. This would give committees more freedom to make quicker decisions on expenditure on projects. The working group members debated on increasing this to £7,500 or £10,000, and this is open to deliberation. The negative aspect of this may be giving committees and its members or small groups of members thereof too much influence on financial decision-making of significant amounts of money.

- identify the duties of officers dealing with transactions and
- ensure division of responsibilities.

2.6. At least once in each quarter, and at each financial year end, a member of the Finance and Management Committee other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance and Management Committee.⁴

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.⁵

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**

- day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;
- a record of the assets and liabilities of the council;

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual **Governance and Accountability** Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual **Governance and Accountability** Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**

⁴ This is what Cllr Liles currently undertakes as the Internal Control Checker through the Finance Committee and is different and more detailed from the process of approving bank reconciliations in the Finance Committee.

⁵ All Parish Council files are kept on a cloud (Dropbox). Dropbox has their own backup servers. We do not currently backup all our files to a secondary, physical, external drive. One could be purchased. The current size of HVPC's filing system on Dropbox is 113GB. An external drive of a suitable size would cost less than £100.

- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by **the council** and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the **Staffing Committee** at least annually in **October** for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the **Chair of the Staffing Committee**.
- 4.3. No later than **December** each year, the RFO shall prepare a draft budget with detailed estimates of all **income and expenditure** for the following financial year **along with a forecast for the following three financial years**⁶, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. **Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.**⁷
- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the **Finance and Management Committee** not later than the end of **November** each year.
- 4.6. The draft budget **with any committee proposals and three-year forecast**, including any recommendations for the use or accumulation of reserves, shall be considered by the **Finance and Management Committee** and a recommendation made to the council.
- 4.7. Having considered the proposed budget and [three-year] forecast, the council shall determine its **council tax** requirement by setting a budget. The council shall set a precept for this amount no later than **the end of February** for the ensuing financial year.
- 4.8. Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**⁸

⁶ Given that this Parish Council had a target of longer-term planning, we have retained this regulation for a 3-year plan. This may be based on the multi-year plans of Committees, as well as potentially a built-in inflationary element. This is the responsibility of the RFO but with input from Committees.

⁷ The new model Financial Regulations is more prescriptive on rolling unspent money from a budget into an earmarked reserve than those previously. In recent years, Council has allowed Committees to roll all unspent money from its budget lines into an earmarked reserve. But the new, model Financial Regulations do not allow this and the only unspent money that could be rolled into an earmarked reserve is when a specified project has only partially been completed. So, for example, if a Committee had a budget line for an update of the website but the update didn't happen in time, that money could be moved to an earmarked reserve Website since the project was ongoing but incomplete. But any money unspent on a more non-specific, non-project-focused budget line like, say, "Office Equipment" could not be rolled over. If, though, within that budget line a specific purchase of office equipment was identified in Committee minutes as a project-target, that could be rolled over.

⁸ This is something we haven't done, so it will be part of the agenda and process of any meeting where voting takes place on a budget for Committees or full Council.

4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.⁹

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11. **Any creation of an earmarked reserve, or addition to an earmarked reserve from general reserves shall only be agreed by the council.**¹⁰ **Any expenditure from an earmarked reserve shall be agreed by the council or relevant committee up to £10,000 net of VAT.**¹¹

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6. **For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.**

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹² regarding the advertising of**

⁹ Previously, the Clerk has done this but the new, model Regulations say it should be the RFO.

¹⁰ Only Council can set up an earmarked reserve or move money from general reserves to an earmarked reserve.

¹¹ This is a significant change. Currently, only Council can agree to spend money from earmarked reserves. This amendment to the regulation would give Committees the power to spend from their earmarked reserves, to disestablish their earmarked reserves, or move money between earmarked reserves under their remit. The £10,000 limit matches Regulation 1.7.

¹² *The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised. [NB This is a NALC footnote.]*

contract opportunities and the publication of notices about the award of contracts.

- 5.8. For contracts greater than £3,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, officers shall seek to achieve value for money.
- 5.11. Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £500 excluding VAT.¹³
 - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.¹⁴
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £10,000 excluding VAT.¹⁵
 - in respect of grants, the Finance and Management Committee, the Service Provision Committee, or council itself within any limits set by council and in accordance with any policy statement agreed by the council.¹⁶

¹³ This means that the Clerk can issue a Purchase Order to commission work or make a purchase of supplies.

¹⁴ This means that the Clerk in consultation with a Chair can issue a Purchase Order to commission work or make a purchase of supplies.

¹⁵ This is in line with Regulations 1.7 and 4.11.

¹⁶ Currently, £5,000 for Community Assets and £1,500 for Projects, Events etc.

- the council for all items over £10,000.¹⁷

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared, or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust bank for its main, working bank account. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or

¹⁷ This is in line with Regulations 1.7 and 4.11.

services were received, checked and represent expenditure previously authorised by the council before being certified **by the RFO**.

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking or cheque, in accordance with a resolution of the council, or duly delegated committee, or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or the Finance and Management Committee may authorise in advance for the year.
- 6.7. ~~A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made to reduce the risk of duplicate payments.~~¹⁸ *Delete this.*
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance and Management Committee for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
- i. any payments of up to £500 excluding VAT, within an agreed budget.¹⁹
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 **or to comply with contractual terms**, where the due date for payment is before the next scheduled meeting of the council or Finance and Management Committee, where **the Clerk and RFO** certify that there is no dispute or other reason to delay payment, provided that

¹⁸ This seems very unwieldy and it is not clear how the Regulation would in fact reduce the risk of duplicate payments.

¹⁹ This is a significant change, and should give the Council and its Committees and its Officers working on behalf of Council and Committees greater latitude to approve payments. Until now, Officers have not been able to authorise payments meaning that sometimes out-of-the-ordinary payments may on occasion not be able to be paid for several months if there is no meeting of Council or Finance to approve them. Under this amendment, the Clerk and RFO could authorise payments up to £500. That is, that the Clerk or RFO is authorised, for example, to pay a bill like, say, an online subscription such as Dropbox or Microsoft 365, using a Unity Trust Multipay Card. The Multipay Card would have a transaction and weekly limit to minimise opportunities for fraud. The Clerk or RFO could also authorise online payments and set up a payment to be paid through Unity Trust. Until now an out of the ordinary payment could only be authorised by Council or the Finance Committee. Such an online payment will still need two mandated Councillors to log on and approve the payment to trigger the actual exchange of cash money. As Unity Trust is set up, only Officers (the Clerk, the RFO, the Assistant Clerk) can set up online payments, and only mandated Councillors (Council Chair and Committee Chairs) can approve online payments, so there is an additional layer of protection in this.

a list of such payments shall be submitted to the next appropriate meeting of council or **Finance and Management Committee**.

- iv. Fund transfers within the councils banking arrangements up to the sum of **£10,000**, provided that a list of such payments shall be submitted to the next appropriate meeting of council or **Finance and Management Committee**.

6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council or Finance and Management Committee. The council or committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments²⁰

- 7.1. Where internet banking arrangements are made with any bank, **the RFO** shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. **The Clerk may not be an authorised signatory, and no signatory should be involved in approving any payment to themselves.**²¹
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to **all** authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator, **another officer** shall set up any payments due before the return of the Service Administrator.²²
- 7.6. Two **councillors who** are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

²⁰ Regulation 7. **Electronic Payments**, outlines the processes whereby payments from the Unity Trust account may be made.

²¹ The working group decided to maintain the separate roles of mandated Councillors and mandated Officers, - that is, that Officers could set up payments but not authorise them, and Councillors could authorise payments but not set them up. This division of roles should be a layer of protection against fraud.

²² The RFO is the Service Administrator. The Clerk and the Assistant Clerk will both be able to set up payments if the RFO is absent.

- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next Finance and Management Committee meeting and appended to the minutes.
- 7.9. With the approval of the Finance and Management Committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the Finance and Management Committee at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council or the Finance and Management Committee provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council or the Finance and Management Committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums with a variance of up to 10% of the whole amount²³ may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the Finance and Management Committee at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk and the RFO and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.

²³ The working group decided to add in a variance on the Standing Orders because some of the Parish Council's standing orders vary by small amounts month on month. This specifically applies to standing orders to HMRC for income tax where the amounts vary by £0.20p back and forth every month.

- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council **or committee meeting**. Any signatures obtained away from council meetings shall be reported to the council or **Finance and Management Committee** at the next convenient meeting.

9. Payment cards

- 9.1. **Any Corporate Multipay credit card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £2,000 unless authorised by council or finance committee in writing before any order is placed. The Corporate Multipay card will, further, have a weekly limit of £2,500.**²⁴
- 9.2. Card transactions and purchases made will be reported to the Finance and Management Committee.
- 9.3. Any **Corporate Multipay** credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.²⁵
- 9.4. **Personal cash, credit or debit cards of members or staff shall only be used for expenses of up to £250 including VAT, incurred in accordance with council policy.**²⁶

10. Petty Cash

- 10.1. **The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by officers from their own money (for**

²⁴ The idea of subscribing to the Unity Trust Multipay Card would enable the Parish Council to get away from the current practice of Officers sometimes paying hundreds of pounds from their own funds for things for the Council. This particularly applies to online subscriptions for services (Dropbox, Microsoft 365, Canva, anti-virus) where the option for electronic banking payments are not available and so the Officer spends their own money which is later reimbursed. The idea behind the transaction limit of £2,000 is that the card could be used in emergency to pay under Regulation 5.18 "In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter." The idea behind the weekly limit of £2,500 would be to protect against fraud in that an Officer would not be able to spend £2,000 day after day after day because of the weekly limit.

²⁵ The Multipay Card is automatically paid off each month, so there is never interest pending. The working group thought it was useful that two Officers (Clerk and RFO) have a Multipay card, in the event of one being on holiday.

²⁶ We kept this option in as it is likely that Officers will still on occasion use their own funds for Council business and then subsequently be reimbursed.

example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

11. Payment of salaries and allowances

- 11.1. As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.
- 11.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.
- 11.3. Salary rates shall be agreed by the council, or the Staffing Committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or the Staffing Committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record. Payroll reports will be reviewed by the Finance and Management Committee and Staffing Committee to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council and the Finance and Management Committee at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Charities

- 18.1. Where the council is sole managing trustee of a charitable body, the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall advise the charitable body regarding any

audit or independent examination as may be required by Charity Law or any Governing Document.²⁷

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

²⁷ The wording of this was changed from the model Financial Regulations which said that the Clerk and RFO would actively arrange for the independent examination of the Land Charity to take place when, as actually happens, it is the secretary of the Land Charity who arranges the independent examination.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [\[insert reference of the council's relevant standing order\]](#) and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.