



**DRAFT MINUTES - SERVICE PROVISION COMMITTEE  
MONDAY 4 NOVEMBER 2024**

**IN THE CHAIR:** Cllr Lawrence Baylin.

**ALSO PRESENT:** Cllr Isaac Barnett, Cllr Mary Blacka, Cllr Tom Dixon, Cllr Donald Firth, Cllr Chris Green, Cllr Glenn Kirkby (Vice Chair), Cllr Alison Morgan, Cllr Hugh Osborne, Cllr Jane Rylah.

**ABSENT WITH APOLOGIES AND REASON APPROVED:** Cllr Pat Colling, Cllr Steve Ransby, Cllr Tricia Stewart.

**OTHER ABSENCES:** None.

**OFFICER TAKING MINUTES:** Jen McIntosh - Clerk.

**ALSO PRESENT:** Rich McGill – Deputy Clerk and RFO.

**DRAFT MINUTES**

	Cllr Baylin, in the Chair, welcomed all to the meeting.
<b>2425 49</b>	<b>Public Question Time</b>
	No members of the public were present.  Clerk reported that the Director of Kirklees Youth Alliance was expected to attend for a later agenda item.
<b>2425 50</b>	<b>Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014</b>
	The Clerk was recording the meeting in video format for upload to the Parish Council’s YouTube Channel. No other requests for recordings were received.
<b>2425 51</b>	<b>Apologies and reasons for absence</b>
	Apologies for absence with reasons received by the Clerk were circulated by email prior to the meeting.
	<b>APPROVED:</b> Apologies and reasons for absence from Cllr Pat Colling, Cllr Steve Ransby, Cllr Tricia Stewart.
<b>2425 52</b>	<b>Receipt of updated Disclosable Personal and Pecuniary Interests forms</b>
	There were no new/revised Disclosable Personal and Pecuniary Interests forms (DPIs) of Committee members to consider.
<b>2425 53</b>	<b>Members’ and Officers’ personal and disclosable pecuniary interests in items on the agenda</b>
	Cllr Kirkby stated that he was a trustee of Honley Youth which had close links with Kirklees Youth Alliance.
<b>2425 54</b>	<b>Items on the agenda to be discussed in private session</b>

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	There were no items to be heard in private session.
<b>2425 55</b>	<b>Minutes of the previous Service Provision Committee meeting</b>
	<b>APPROVED:</b> the minutes of the previous meeting of the SERVICE PROVISION COMMITTEE held on 8 July 2024, numbered 2425 01 - 2425 25 inclusive.
	Clerk apologised for the time taken to produce the draft minutes.
	Whilst maintenance contracts were not an agenda item the clerk is aware that a meeting of the contracts working group needs to be arranged. There are also a number of other matters such as the removal of the sharps bins from outside Holmfirth Toilets which still need to be progressed.
	<b>BUDGETARY MATTERS</b>
	After discussion with the Deputy Clerk/RFO and the Clerk the Chair chose to push item 2425 56 <i>Service Provision Committee Budget 2024-25, Earmarked Reserves and planner for 2025-26</i> back to later in the agenda after item 2425 67 <i>Review of Service Provision Committee Working Groups</i> .
<b>2425 57</b>	<b>Grant applications Budget Line 4705 Christmas Provision</b>
	The Chair reported that the COMMITTEE had already approved payments of 2 grants totalling £2250.00 from budget line 4705 Christmas Provision and noted expenditure of £1188 (£1425.60 including VAT) for an installed lit Christmas tree from Kirklees for the centre of Holmfirth, leaving £2324.40 in the budget.
	The Chair thanked the Clerk for creating a bespoke grant application form regarding small grants of up to £250 for Christmas trees and decorations for public display throughout the valley. These grants had been publicised on the HVPC website and social media feeds with a closing date of 9am Monday 28 October 2024.
	The Clerk reported that 8 applications had been received, one of which had been unavoidably late. The COMMITTEE <b>RESOLVED</b> to consider the late application. All 8 applicants have asked that the COMMITTEE considered approving a rolling grant arrangement for 2025, 2026 and 2027.
	The Chair led the COMMITTEE through each application.
	<b>APPROVED</b> , all grants detailed below: <ol style="list-style-type: none"> <li>1. Grant Application from Scholes Methodist Church, Scholes for <b>£196</b> towards provision of a Christmas tree (to be ordered through HVPC), decorations and catering for a seasonal event around the tree.</li> <li>2. Grant Application from the Rock Inn, Brockholes, for <b>£250</b> towards provision of a Christmas tree and decorations, subject to the receipt of proof of public liability insurance.</li> <li>3. Grant Application from St David’s Church, Holmbridge, for <b>£236</b> towards provision of a Christmas tree (to be ordered through HVPC) and seasonal tableau.</li> <li>4. Grant Application from Honley Business Association, Honley for <b>£250</b> towards provision of 2 Christmas trees, their installation and disposal.</li> <li>5. Grant Application from Hade Edge Residents Association, Hade Edge, for <b>£250</b> towards provision of a Christmas tree (to be ordered through HVPC) and lights.</li> <li>6. Grant Application from Hepworth Community Association, Hepworth, for <b>£250</b> towards provision of a Christmas tree (to be ordered through HVPC) and lights.</li> <li>7. Grant Application from Netherthong Community Partnership, for <b>£250</b> towards provision of a</li> </ol>

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	<p>Christmas tree, lights, signage and contingency.</p> <p>8. Grant Application from Holme Residents Association for <b>£156</b> towards provision of a Christmas tree (to be ordered through HVPC) and lights.</p> <p>The legal power for all these grants was the Local Government Act 1972 S137 discretionary payments.</p> <p>£472.40 was left in budget line 4705. It was anticipated that late applications may be received.</p> <p>The Clerk stated that no applications as yet had been received from Wooldale, New Mill/Fulstone, Uppertong or any other local area. Cllr Dixon to provide email contact for New Mill Club and Clerk to continue communication with Wooldale Community Centre. It would be a matter of first come first served regarding the use of remaining funds.</p> <p><b>RESOLVED:</b> to delegate to the Chair and Vice-Chair of the COMMITTEE approval of expenditure from budget line 4705 of up to £472.40 for the provision of further trees/decorations, subject to the receipt of appropriately completed grant application forms and proof of suitable insurance being in place.</p> <p><b>APPROVED:</b> that each of the above be a rolling grant arrangement for 2025,2026 and 2027.</p> <p>There was some discussion regarding how long trees would be lit in the context of the Climate Emergency and also that lighting celebrations in both Honley and Holmfirth had already been organised for November and that businesses were relying on this.</p> <p><b>RESOLVED:</b> That a stipulation be added to next year’s process that – with the exception of Holmfirth and Honley centres – power to light the displays is only used from 1<sup>st</sup> December and that no lights are powered up beyond 6<sup>th</sup> January.</p> <p>Clerk to amend process/form for next year and contact grant applicants. Encouragement continue to be given for applicants to consider using living trees etc.</p>
	<b>MAJOR ASSETS MANAGEMENT</b>
<b>2425 58</b>	<b>Honley Library</b>
	<p><i>Friends of Honley Library</i> had submitted a report and other documents for information, some of which were distributed as handouts at the meeting. The range of activities was praised.</p> <p>The extension plans had been approved by Kirklees and the FOHL Auction of Promises had gone well.</p> <p>Clerk reported that Kirklees were continuing to consider possible changes to staffing of the library service although it was now the case that some Kirklees library staffing would still be retained at Honley.</p>
	<p><b>NOTED:</b> report and events update from Friends of Honley Library, including FOHL’s intention to take forward the extension works in two stages, meaning that FOHL were unlikely to call upon the £15,000 Earmarked Reserve in this financial year.</p> <p>An action for the clerk was to thank FOHL for the report.</p>

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<b>2425 59</b>	<b>Holmfirth Civic Hall Community Trust</b>
	<p>Holmfirth Civic Hall Community Trust submitted a report for information.</p> <p>The Chair reported that an action from FULL COUNCIL was for him to attend a meeting with the Chair of HCHCT and another trustee for a briefing regarding the Civic. This was scheduled to take place tomorrow.</p> <p>Clerk reported further that HCHCT had been unsuccessful in a VCSE Energy Efficiency grant application. HCHCT is now looking to do a grant application to the Energy Resilience Fund.</p>
	<b>NOTED:</b> latest report from Holmfirth Civic Hall Community Trust.
	An action for the clerk was to thank HCHCT for the report.
	<b>OTHER ASSETS MAINTAINED BY HOLME VALLEY PARISH COUNCIL</b>
<b>2425 60</b>	<b>Gartside Buildings update</b>
	<p>It was reported at the last meeting that the unit and toilets were out of contract with regards to an energy provider. The Clerk and Deputy Clerk selected Eon Next as the energy provider for the Gartside Unit and Holmfirth Public Toilets, being the 'greenest' of the larger providers.</p> <p>The Clerk had met on site with an EPIKs representative to ascertain views on a window to replace the vent to the side wall.</p>
	<p><b>NOTED:</b> actions taken by the Clerk with regards to the Gartside unit including sorting out the capping off of a sewerage feed into the unit and chasing up of October rent payment – thanks to the Deputy Clerk/RFO for invoicing.</p> <p>Waiting for EPIKS to provide plans for a plaque advertising their business.</p> <p>It remained an action for the clerk to organise reimbursement for EPIKs for refitting costs as resolved upon at the previous meeting and to order a matching Noticeboard.</p> <p>There was some discussion regarding the need to replace the vent with a window to improve the space or possibly enlarging the area to fit a window. Issues around this included getting the specification right for any window to be fitted, considering security issues, considering whether the vent was needed for the operation of the building, approaching EPIKs to potentially share costs, whether planning permission would be needed as the works would take place in a conservation area and examining quotes/contractors carefully to ensure that a good quality of work was secured.</p> <p>The Gartside Unit EMR had over £3,000 in it but some of the reimbursement costs would come from this fund also.</p> <p>Whilst EPIKs would be satisfied with simply having the vent glazed as soon as possible the COMMITTEE was reflecting on the longer-term use of the unit as to whether a larger window would be preferable and how that might fit into the 2025-6 budget and priorities.</p> <p>The condition survey and its outcomes, the window project and the toilet refurbishment were all connected issues that together formed a sizeable and potentially costly project that would need to be managed. The condition survey would provide an indication of what the issues and possible budget needed to resolve them would be.</p>

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	<p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>– to extend the membership of the Holmfirth Toilets Working Group to include Cllr Lawrence Baylin and Cllr Glenn Kirkby;</li> <li>– to extend the remit of the Working Group to include all structural issues connected to the entire building;</li> <li>– to delegate management of the entire project to the Working Group, including the possible fitting of a window on the wall where the grill is currently sited.</li> </ul>
	<p>The Working Group was to report progress to the SERVICE PROVISION COMMITTEE meeting on the 24 February 2025.</p>
<b>2425 61</b>	<b>Holmfirth Public Toilets</b>
	<p>A working group was established at the meeting on 8 July 2024 to draw up any proposals for a possible refurbishment of Holmfirth Public Toilets. Following a meeting between Cllr Morgan, an architect and a member of the Maintenance Contractor’s team which included a frank discussion regarding the shortcomings of the building a condition survey of the toilets had been commissioned.</p> <p>It had been flagged in the meeting that there were potential issues regarding the way the building had been separated into toilets and lettable space.</p> <p>The maintenance report from the contractor also referred to Holmfirth Toilets.</p>
	<p><b>NOTED:</b> that a comprehensive condition survey of the building was to go ahead as planned – expenditure of £1920 incl VAT.</p> <p>This was below the threshold where 3 quotations were needed, the architect being commissioned on a best value basis. Payment would be approved at FINANCE AND MANAGEMENT COMMITTEE or FULL COUNCIL in due course.</p> <p>An action from Internal Audit was to ensure a contract extension was in place until the tendering process concluded. The Clerk had shared with the Chair and Vice-Chair a draft letter extending the current contract for the Holmfirth Public Toilets until 1 April 2025 or the conclusion of the tendering process, whichever was soonest.</p> <p><b>RESOLVED:</b> to extend the cleaning/maintenance contract for Holmfirth Public Toilets until 1 April 2025 or the conclusion of the tendering process, whichever is soonest.</p>
	<b>OTHER ASSETS MANAGEMENT</b>
<b>2425 62</b>	<b>Other assets including benches, stone shelters, war memorials, red heritage phone kiosks</b>
	<p>A written report was received from the Maintenance Contractor.</p> <p>The Committee wished to recognise and commend what the Maintenance Contractor’s report had shared regarding a new employee taken on recently.</p> <p>Clerk reported further that:</p> <ul style="list-style-type: none"> <li>-the maintenance contractor had been asked to assess whether the Holme village phone kiosk needed repainting/refurbishing following a report that works were needed.</li> <li>-they were still working on a grant application to the War Memorials Trust for a grant towards repairing Hepworth War Memorial.</li> </ul>

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	<p><b>NOTED:</b> the report from the Maintenance contractor.</p> <p>An action from Internal Audit was to ensure a contract extension is in place for the maintenance of small assets until the tendering process had concluded. The Clerk had shared with the Chair and Vice-Chair a draft letter extending the current contract for the maintenance of small assets until 1 April 2025 or the conclusion of the tendering process, whichever was soonest.</p> <p><b>APPROVED:</b> extension of the maintenance contract for Holme Valley Parish Council small public assets until 1 April 2025 or the conclusion of the tendering process, whichever is soonest.</p>
<b>2425 63</b>	<b>New Mill Closed Cemetery</b>
	<p>The maintenance of New Mill Closed Cemetery is part of the remit of the SERVICE PROVISION COMMITTEE. A report on this had been received from the Maintenance Contractor and was <b>NOTED</b>.</p> <p>Clerk still to arrange a meeting with the Church authorities regarding a review of the works specification for New Mill Closed Cemetery ahead of the tendering process. It was understood that the Church minister was in the process of moving and might not be replaced.</p>
	<b>SERVICES</b>
<b>2425 64</b>	<b>Public Area Litter and Dog Waste Management Strategy</b>
	<p>Following a public engagement comprised of observing and speaking to users of Sands Recreation Ground on a number of occasions as well as volunteers who keep the waste bag disposal units stocked, the working group established on 8 July 2024 had a number of recommendations to place before the COMMITTEE regarding litter bins and dog waste disposal arrangements.</p> <p>The recommendations were:</p> <ul style="list-style-type: none"> <li>– that several of the existing bins were in an unacceptable condition and should be replaced.</li> <li>– that the two unofficial dog waste bins were too difficult to be maintained by volunteers but at least one of these bins serves a useful purpose.</li> <li>– that the locations of the existing Council bins were not entirely suitable and that improved guidance signs on bins and advice would be of benefit to everyone. Liaison with Kirklees Council was necessary for action to be taken.</li> </ul> <p>It was suggested that the supply of dog waste bags at this site was not serving the intended purpose for when dog owners unexpectedly require a single bag and that it could be appropriate to end the supply and remove the dispenser.</p> <p><b>RESOLVED:</b> approval of the following:</p> <ol style="list-style-type: none"> <li>1 That the Clerk be approved to place an order with Kirklees Council for 4 replacement (or additional) bins marked as suitable for both general litter and bagged dog waste. The cost including installation was understood to be approximately £400 per bin, to be paid from the EMR. This order to be on the understanding that more suitable locations for the bins around the park are negotiated by members of our Working Group with Kirklees Council officers and reflect the views of users.</li> <li>2 Once replacement bins are in place, the 2 unofficial bins to be removed and returned to the volunteer provider if required.</li> </ol>

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	<p>3 A campaign via suitable publicity channels is devised to ensure that the correct use of bins for different types of waste is understood by members of the public. Any costs to be met from the EMR.</p> <p>4 There is further consultation on whether the dog waste bags dispenser at the stone bridge should be removed.</p>
	The Chair moved item 2425 66 to be the next item considered. A member of the public, the Director of Kirklees Youth Alliance, had arrived and was invited into the meeting.
<b>2425 66</b>	<b>Youth work in the Holme Valley</b>
	<p>A report from Kirklees Youth Alliance had been received and Standing Orders were suspended so that the Director of KYA, attending the meeting, could speak to their report and answer queries.</p> <p>Main points were:</p> <ul style="list-style-type: none"> <li>– The core youth offer agreed between KYA and HVPC is in place and the capacity of local organisations to deliver the service is being strengthened. The monies supplied by HVPC provided 18.5 hours of a qualified youth worker and sustainability funding for Enabling Youth.</li> <li>– Registrations/attendance at the various provisions are recorded.</li> <li>– Whilst attendance figures are not included in the report numbers attending the Phoenix Centre had doubled to around 30 with 10-15 attending Café 100, the latter being a provision that tends to attract young people that need more interventions. Three of those attending were currently not placed in mainstream schools.</li> <li>– Cllrs Blacka, Baylin and Rylah had visited a Monday session at Café 100 and were impressed with what was seen.</li> <li>– In Honley the provision had moved on from drop-in sessions offered at Honley Village Hall to detached youth work including walk arounds. There would be a youth club in Honley from 8 November following the same format as the Phoenix Centre sessions.</li> </ul>
	<p><b>APPROVED:</b> expenditure of £5000 from budget line 4760 Youth Work in the Holme Valley to Kirklees Youth Alliance for the provision of agreed youth services.</p> <p><b>NOTED:</b> report from the Director of Kirklees Youth Alliance.</p> <p>The KYA Director stated that the provision in the Holme Valley was the best example in Kirklees of youth work provision</p>
	<i>Following this item the meeting reverted to the original order of the agenda, with item 2425 Tourism considered next.</i>
<b>2425 65</b>	<b>Tourism</b>
	<p>Cllr Baylin updated the Committee, describing the partnership working under development with Holmfirth Forward, Holmfirth Conservation Group and Holmfirth Library.</p> <p>This work strand was operating under the umbrella of Holmfirth Forward as they have charitable status, a bank account etc etc. There was a current push to recruit volunteers and an intention to make more of Heritage Week. The archive day at Choppards had been successful and pointed the way to other events that could take place- for example, at the Civic. Saddleworth Museum was recommended as a good example of how to share information with the public. The Make it Your Holmfirth campaign was good for the area and helped Holmfirth be viewed as a desirable destination to spend time in.</p>

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<b>2425 67</b>	<b>Review of Service Provision Committee Working Groups</b>
	<p>The Committee was asked to consider in turn each Working Group it had established previously and clarify whether or not each group remained active or had completed its remit. This information would be fed back to FULL COUNCIL in December.</p> <p><u>Transport</u> Still active, but an action for the group was to review its remit. It had perhaps been over-ambitious at the outset and the initial energy had somewhat dissipated. The Assistant Clerk had worked hard for the group. Initial work/discussions had been held with Stotts, South Pennine Transport and one action to take forward was to advertise services more successfully. There had been some investigation of Park and Ride. The Chair would call another meeting seek to identify some specific objectives to focus on. There was an intention to use the heritage phone kiosk opposite Holmfirth Toilets to display bus maps and also to work with EPIKs. It was suggested at the meeting that displaying information in stone shelters that were also bus shelters might be worth consideration.</p> <p><u>Youth provision</u> Had fulfilled its remit and no longer required.</p> <p><u>Holmfirth toilets</u> Still active as per discussion regarding earlier agenda item(s).</p> <p><u>Tendering process</u> Established – an action for the Clerk to convene a first meeting.</p> <p><u>Public area litter and dog waste management strategy.</u> Still active as per discussion regarding earlier agenda item.</p>
	<p>The COMMITTEE returned to a consideration of item 2425 56 <i>Service Provision Committee Budget 2024-25, Earmarked Reserves and planner for 2025-26</i> at this point in the meeting at approximately 8.46pm.</p>
<b>2425 56</b>	<b>Service Provision Committee Budget 2024-25, Earmarked Reserves and planner for 2025-26</b>
	<p>The Deputy Clerk/RFO presented his report on the Projected Income and Expenditure against Budget 2024-25 and Planner for 2025-26, highlighting where projected expenditure for the current year differed from the budget set.</p> <p>In line with the recently approved revised Financial Regulations budget plans for 2026-27 and 2027-28 had also been produced for consideration. Regarding the budget for 2025-6, a 5% inflationary increase had been incorporated into some budget lines.</p> <p>The amount in the Earmarked Reserve for Public Transport had been reduced.</p> <p>An unknown was the likely conclusion of the tendering process for the maintenance and toilets contracts. There was an argument to have more in General Reserves against the conclusion of that process.</p> <p>Standing Orders were suspended at 9.02pm to allow the business on the agenda to be concluded.</p> <p>More than a third of the precept went on Service Provision Committee budget lines.</p>



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	<p><b>NOTED:</b> the Expenditure against Budget 2024-25 – Budget Lines Year-to-Date and Earmarked Reserves.</p> <p><b>APPROVED:</b> that at the conclusion of the current financial year Service Provision Budget 2024-25 underspends in 4325 Lettable space (Gartside Unit) and 4320 Holmfirth Toilets day-to-day be rolled into EMR 321 for repair and refurbishment works.</p> <p><b>APPROVED:</b> that Earmarked Reserves 331 and 351 are to be rolled together and for this to be noted in reporting details.</p> <p><b>APPROVED:</b> The Service Provision Budget and Earmarked Reserves for 2025-6 as presented with amendments resolved upon in the meeting included as part of a three year plan to include 2026-7 and 2027-8.</p>
	<b>PUBLICITY</b>
<b>2425 68</b>	<b>Items for Publicity</b>
	Members are invited to suggest items for publicity arising from the current work of the Service Provision Committee.
	<b>NOTED:</b> suggestions for aspects of the work of the Service Provision Committee to publicise further included the funding of Christmas trees, the relaunch of the Holme Valley Review and tourism volunteers.
	<b><i>The meeting closed at 9.15pm</i></b>