

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE Held 6th JUNE 2018

MINUTES

PRESENT : Councillors: Stow (Chair from minute 47), Courtney, Crosland, Needham, Patient, Trickett & Young.

HRTC Council Clerk: J Boom

47. ELECTION OF CHAIR/VICE CHAIR 2018/19

It was **proposed** by Councillor Young

Seconded by Councillor Needham

Unanimously resolved: that the Chair of the Strategy & Review Committee for 2018/19 be Councillor Stow.

It was **proposed** by Councillor Trickett

Seconded by Councillor Patient

Unanimously resolved: that the Vice Chair of the Strategy & Review Committee for 2018/19 be Councillor Crosland.

48. Apologies for Absence and any substitutions

None were due.

49. Members` Interests relating to agenda items for this meeting.

Cllr Needham as the Chair of the HBCA.

50. Matters arising from Minutes of Meeting held 28th March 2018 not itemised on this Agenda

None were noted.

51. NALC STRATEGIC PLAN

The consultation document was discussed with points raised by the committee.

It was **proposed** by Councillor Stow

Seconded by Councillor Patient

Resolved: that the following points be communicated to NALC:

- Given the structure of Town & Parish Councils the time given to reply was not adequate. Consideration regarding the time of year would have been helpful given the requirement under law to hold the Annual Meeting of the Town Council.
- Under section 9, Locality is encouraged as a concept. HRTC would like to see a stronger following of the principles and not just the use of the word. HRTC sees the 3rd Sector as being very important.
- Stronger working relationships with the voluntary sector should be encouraged, especially in disadvantaged communities. More emphasis should be placed on their role and how Town & Parish Councils relate to them.
- HRTC would like to see significantly improved training in the sector. Our County Association appears to focus on those newly qualified or elected

individuals and consequently progression in training is lacking along with the use of modern techniques.

52. STANDING ORDER REVIEW

It was **proposed** by Councillor Stow

Seconded by Councillor Patient

Resolved: to adopt the revised standing orders altering them to be gender neutral and to include an amendment to section 3i of the Standing Orders as follows:

“A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman and Deputy Chair need not stand if already seated in an elevated position. The Chairman of the meeting may at any time permit a person to be seated when speaking.”

Note: Cllr Tricket left the meeting.

53. MAYORS FOR PEACE

The Clerk outlined that this body was supported by the Town Council, which was a member, but the direction on involvement lie with the Town Mayor. Cllr Stow, the Town Mayor, spoke in favour of the body and hoped that HRTC could support issues such as Post Traumatic Stress Disorder (PTSD) as part of its membership.

The committee discussed associated subjects including Mental Health, Trauma, Hiroshima Day and Holocaust Memorial Day with the Mayor agreeing to contact Mayors for Peace and look as how HRTC can have greater involvement.

In the future this could include setting an annual budget.

54. UPDATES

The Town Clerk advised verbally to the committee the position in the following areas:

- Quality Parish Status – the application still remains unassessed by YLCA. It was agreed to write to them forcefully asking for this to be addressed.
- GDPR – the Town Clerk advised that actions as agreed had been completed. The use of councillor emails was discussed and it was decided that all councillors must use their HRTC provided email address as their method of communication as a Town Council and this should be reinforced at the next meeting of the Full Council.
- Lone Working – Cllr Chris Phillips had undertaken research in this area and he should be supported via the Staffing Committee to deliver a policy for adoption by the Town Council.
- Calderdale MBC Service Support – the committee discussed the Hebden Bridge Tourist Information Centre agreeing that Cllrs, Boggis, Patient & Stow continue to develop a proposal for council to adopt and be presented to Calderdale MBC. The Town Clerk should develop a timeline, including the 23rd October as a target date for submission to CMBC, and a draft business plan for consideration. To support the initiative, especially associated with staff and TUPE Cllr Needham would support the work.

- Disability Access Forum – the Town Mayor would be attending their next meeting where it was hoped arrangements of the group's position as a working group of the Town Council would be agreed.

Meeting finished at 8.30pm.

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE Held 8th AUGUST 2018

MINUTES

PRESENT : Councillors: Stow (Chair), Boggis, Courtney, Crosland, Needham & Young.

HRTC Council Clerk: J Boom

- 144. Apologies for Absence and any substitutions**
Cllrs Patient & Trickett with Cllr Boggis acting as a substitute for Cllr Trickett.
- 145. Members` Interests relating to agenda items for this meeting.**
None were declared at this time.
- 146. Matters arising from Minutes of Meeting held 6th JUNE 2018 not itemised on this Agenda.**
Mayors for Peace will be included on the next agenda for discussion.
- 147. FINANCIAL REGULATIONS**
The recently received Financial Regulations were considered and discussed. Comment was made that their structure should be reconsidered and updated, this to be passed to YLCA.
It was **proposed** by Councillor Young
Seconded by Councillor Courtney
Resolved: to adopt the Model Financial Regulations as presented by NALC updated by the Town Clerk to reflect values included in current, retiring regulations.
- 148. STANDING ORDERS**
It was **proposed** by Councillor Young
Seconded by Councillor Needham
Resolved: to adopt amendments to NALC model standing orders as received.
- 149. RECORDS MANAGEMENT POLICY**
The Clerk introduced the draft Records Management Policy and explained the need for the policy.
It was **proposed** by Councillor Young
Seconded by Councillor Needham
Resolved: to adopt the Records Management Policy, a requirement of the GDPR 2016 as amended.
- 150. HRTC COMMITTEE STRUCTURE 2019**
The current structure was considered and discussed with consideration given to the envisaged completion of the Neighbourhood Plan and the Commemorations associated with the Great War.
The committee discussed the twinning celebrations due in the next two council years.
It was **proposed** by Councillor Young

Seconded by Councillor Needham

Resolved: to engage with the Twinning Society regarding the afore mentioned celebrations and to ask that each Committee Chair submit, along with their budget for the 2019/20 financial year, a proposed revision of their committees delegated powers.

151.

CALDERDALE SERVICES SUPPORT

The Town Clerk advised the committee of ongoing discussions with CMBC relating to the Tourist Information Centre, the premises associated with the service as well as the associated liabilities.

Meeting finished at 8.35pm

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE Held 5th DECEMBER 2018

MINUTES

PRESENT : Councillors: Stow (Chair), Courtney, Crosland, Hodgins, Needham & Young.

HRTC Council Clerk: J Boom

AGENDA

- 313. Apologies for Absence and any substitutions**
Cllr Patient with Cllr Hodgins substituting.
- 314. Members` Interests relating to agenda items for this meeting.**
None were declared at this time.
- 315. Matters arising from Minutes of Meeting held 8th AUGUST 2018 not itemised on this Agenda**
No matters were raised.
- 316. DELEGATED POWERS**
The Town Clerk presented the proposed delegated powers for the Council Year 2019/20. A lengthy discussion followed.
It was **proposed** by Councillor Young
Seconded by Councillor Stow
Resolved: to recommend adoption of the following to ensure that when establishing a new HRTC Working Party their leadership, remit and size are carefully considered.
- It was **proposed** by Councillor Stow
Seconded by Councillor Needham
Resolved: to recommend to remind all HRTC Committees of their responsibilities to scrutinise projects that they undertake on behalf of the Town Council or with external bodies, before, during and after their completion and that evaluations that are value for money are also undertaken on in-house projects.
- It was **proposed** by Councillor Stow
Seconded by Councillor Hodgins
Resolved: to recommend that as the Picture House operates as a business first its management committee (the Picture House Committee) must have a stronger understanding of the way in which it operates. The Picture House Committee Chair must provide support and governances as well as be involved in the setting of the agendas, informing themselves of the issues by holding regular meetings with the Picture House Manager and the Town Clerk. Committee members should also have a greater awareness of the activities of the Picture House and a programme should be developed by the Picture House Manager and the Town Clerk to understand the activities (Building, Finance,

People etc) to allow them to make informed decisions and understand their responsibilities.

It was **proposed** by Councillor Stow

Seconded by Councillor Young

Resolved: to recommended the attached delegated powers to full council for adoption.

317. AGENDA CIRCULATION AND POSTAGE COSTS

After discussion

It was **proposed** by Councillor Stow

Seconded by Councillor Needham

Resolved: to recommend that Councillors be given the option to receive their agenda's and associated papers electronically. Paper copies would be retained for Councillors who had opted out of receiving them via postage in the office and would be made available for the meeting. It was confirmed that HRTC postage costs from the 1st April 2018 to 28th November 2018 were £467.71.

318. 2019/20 BUDGET SETTING

The Town Clerk presented a draft budget based on current years financial information, previous years known costs and requests made by committees that had met.

The Town Clerk explained that the finalising of the budget was depended on Calderdale MBC providing information on the Tax Base for Hebden Royd, the CMBC Grant and the Council Tax Support grant. This information was expected in early January 2019.

Discussion took place regarding the use of reserves and the 'low' level that they currently stood when compared to the recommendation as per Governance & Accountability for Locals Councils 2010 section 2.26.

After discussion it was agreed that the Chairs of each committee be asked to review their budgetary requests and re-submit in time for the next meeting of the Strategy & Review Committee.

It was **proposed** by Councillor Stow

Seconded by Councillor Young

Resolved: to recommend an increase in the initially proposed budgets for Training to £4500 from £1500 and for Website to £1250 from £250.

It was **proposed** by Councillor Stow

Seconded by Councillor Young

Resolved: to recommend the Administration and Awards sections for adoption by full council as attached.

Meeting finished at 8.55pm.

PROPOSED COMMITTEES AND DELEGATED POWERS 2019 - 20

Delegated powers are granted to each committee to deal with those items under their terms of reference, to **report** and **recommend** appropriate action to Full Council, and where, in

addition, the terms of reference give permission to incur expenditure from a designated budget, to action those recommendations.

Items not specifically allocated to a committee are not to be discussed, by a committee, without the express instruction of Full Council

A committee may co-opt non-elected members in an advisory/non-voting capacity without reference to Full Council.

Committees and Delegated Powers for the Council Year 2019 - 20

All committees, membership plus Mayor ex officio; substitutes, any member not assigned to that committee.

Community Funding

To decide and incur expenditure within budget on the award of Grants over £500.00

Environment, Allotments & Events

To decide and incur expenditure within budget on:-

Christmas and other amenity lighting	Play areas and open spaces
Environmental improvements and initiatives	Recycling initiatives
Footpaths	Refuse
Events	Leisure and sport
Renewable energy	Parks and paths

Street and public area cleaning

All matters connected with allotments including identification of need, suitable sites, land lease/purchase and management policy.

Neighbourhood Plan

To prepare a Neighbourhood Plan for submission to each Parish Council within the Designated Neighbourhood Plan Area before submission to CMBC.

To submit the Neighbourhood Plan to CMBC, and subsequently the Independent Examiner.

To submit the Neighbourhood Plan to a Public Referendum.

To decide and incur expenditure within budget on:-

Public Consultation	Appointment of Consultants
Production of Reports	

To prepare a planning and land use policy framework for the Neighbourhood Area Designation to achieve local priorities and goals as identified through the plan making process.

To remain mindful at all times of the views of residents, community organisations, business owners, landowners and appropriate statutory bodies.

Picture House

To consider and make recommendations on matters relating to the HB Picture House on:-

Governance	Staffing
------------	----------

To decide on and incur expenditure within budget on:-

Day to day management policy, repairs, renovations and renewals.

Staffing

To consider and make recommendation on matters relating to Council employees including:

Appraisal procedures	Employment Contracts
Complaints	Job descriptions/Conditions of Service
Disciplinary Actions	

Strategy & Review

To consider and advise Full Council on and incur expenditure within budget on:-

Strategy of Council, inc Neighbourhood Plans	Finance and Budgets
Procedure and Standing Orders	Police Liaison
Representations and Reports	Car park management & development
Matters not specifically allocated to other committees	

Twinning

To decide and incur expenditure within budget on:-

Civic Arrangements for twinning visits both in the UK and abroad

Consideration of new links Display of twinning gifts

To undertake research and make recommendations to full council regarding formal twinning arrangements between Hebden Royd Town Council and other communities elected bodies.

Civic Arrangements to include attending or hosting a civic welcome, providing a civic gift and in the event of a significant anniversary attending or hosting a civic reception.

Grievance Panel

To consider grievances brought to the panel as per the procedures of the Town Council and to report back to council with recommendations/decisions.

Appeals Panel

To consider appeals brought to the Panel as per the procedures of the Town Council and to report back to council with recommendations/decisions.

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE Held 29th JANUARY 2019

MINUTES

PRESENT : Councillors: Stow (Chair), Courtney, Needham, Patient & Young.

HRTC Council Clerk: J Boom.

Cllr Phillips attending for item 353.

374. Apologies for Absence and any substitutions

No apologies were received.

375. Members` Interests relating to agenda items for this meeting.

None were declared at this time.

376. Matters arising from Minutes of Meeting held 5th December 2018 not itemised on this Agenda

The Town Clerk advised that to date seven Councillors had opted to receive minutes electronically. A discussion followed relating to the quality of the scans and the font size of the documents produced.

377. COUNCILLOR CO-OPTION PROCESS

Cllr Philips shared with the meeting his experiences of the Co-option Process. It was **proposed** by Councillor Young

Seconded by Councillor Needham

Resolved: to develop a simple procedure following the principles of an Equal Opportunities job interview and ensuring that all interested in a vacancy are invited to attend and observe a least one council meeting prior to the formal co-option at a meeting of the Full Council.

The Mayor and the Town Clerk to draft the procedure.

378. 2019/20 BUDGET SETTING

The committee discussed the requests made by the Town Council's Committees as presented.

Discussion focusing on reserves and the need for them to be adequate, the Town Clerk confirmed if the proposed draft budget was adopted the reserves would meet the guidance outlined for Town councils in Governance and Accountability for Local Councils 2010, section 2.26.

Cllr Needham expressed a need for reserves to cover pension strain, redundancies and all possible eventualities.

Cllr Needham requested that future budget considerations would be improved with the inclusion of actual figures rather than previous year budget.

It was **proposed** by Councillor Needham

Seconded by Councillor Courtney

Resolved: to recommend to Full Council the attached 2019/20 Budget.

It was **proposed** by Councillor Needham

Seconded by Councillor Courtney

Resolved: to recommend that the budget for Hebden Royd Town Council be increased annually by a minimum of the Consumer Price Index (CPI), or equivalent measure, as published in September each year for the life of the new council until May 2023.

Meeting finished at 8.05pm.

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE Held 27th MARCH 2019

MINUTES

PRESENT : Councillors: Stow (Chair), Courtney, Crosland, Needham, Patient & Young.

HRTC Council Clerk: J Boom.

460. Apologies for Absence and any substitutions

None were received.

461. Members` Interests relating to agenda items for this meeting.

None were declared at this time.

462. Matters arising from Minutes of Meeting held 29th January 2019 not itemised on this Agenda

None were declared at this time.

463. QUALITY PARISH STATUS

The Town Clerk updated the meeting on progress with one item outstanding, that being the content of the HRTC Media Policy.

The Town Clerk shared with the meeting a proposed media policy to replace the currently adopted policy.

After discussion regarding the contents;

It was **proposed** by Councillor Young

Seconded by Councillor Courtney

Resolved: to recommend to full council the adoption of the proposed Media Policy with a request that YLCA remove gender bias from their sample policy.

464. POLICY FOLLOWING DBS CHECKS

A lengthy discussion ensued regarding the levels of checks required and which roles within the Town Council would need to be checked.

It was agreed that HRTC staff based at Hebden Bridge Town Hall would be checked and advice sought from the Picture House manager on that service's requirements. These findings would be communicated to the staffing committee to decide who would be checked.

It was **proposed** by Councillor Young

Seconded by Councillor Courtney

Resolved: to recommend the adoption of the policy.

The Town Clerk was asked to consider the disclosure element of staff contracts and report to the Staffing Committee with findings.

465. HRTC COUNCILLOR CO-OPTION PROCESS

It was **proposed** by Councillor Young

Seconded by Councillor Crosland

Resolved: to recommend the adoption of the policy and process.

466.

THE ROLE OF A COMMITTEE CHAIR

The item was discussed with a mentoring section added with emphasis on gaining knowledge while in post rather than having knowledge at the start of the role.

It was **proposed** by Councillor Stow

Seconded by Councillor Needham

Resolved: to recommend the adoption of the policy.

467.

HRTC REGISTER OF KEY DOCUMENTS & POLICIES

The committee considered the register and the committees allocated to each policy. After discussion;

It was **proposed** by Councillor Young

Seconded by Councillor Courtney

Resolved: to allocate the policies to each appropriate committee from the start of the new council following elections in May 2019.

468.

ANNUAL TOWN MEETING

The committee considered the points raised at The Annual Town Meeting.

It was **proposed** by Councillor Stow

Seconded by Councillor Courtney

Resolved: to recommend that the resolved creation of a Climate Emergency Committee in the new council year saw appropriate allocation of the following subjects to that committee:

Requests to improve the quality of air in the parish. Suggestions included:

- Reduce the number of vehicle that remain switched on when passengers are popping into shop/stores or local services.
- Campaign to encourage parents to walk to school with their children.
- Earn a reputation as an area where we strive to improve air quality.

Additionally, that committee should consider The Corridor Improvement Programme and as part of that look to provide physical, noticeable changes to the environment around roads to identify the change to a settlement and encourage slower speeds.

The request for the Town Council to look to provide covered recreational facilities for use in the winter time for young people was discussed and it was decided to look at a review of facilities and research to identify needs locally. The Town Clerk and the Marketing Officer to identify these needs.

Meeting finished at 8.30pm