

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE Held 19th JUNE 2019

MINUTES

PRESENT: Councillors: Stow (Chair after minute 87), Courtney, Freeth, Hodgins, Needham & Young.

Clerk: J Boom

87. ELECTION OF CHAIR & DEPUTY CHAIR

It was **proposed** by Councillor Needham
Seconded by Councillor Young
Unanimously resolved; that Councillor Stow be elected **Chair of the Strategy & Review Committee** for the year 2019/20.

It was **proposed** by Councillor Stow
Seconded by Councillor Hodgins
Unanimously resolved: that Councillor Needham be elected **Deputy Committee Chair** for the year 2019/20.

88. APOLOGIES OF ABSENCE & SUBSTITUTIONS

Cllr Warne with Cllr Hodgins substituting and Cllr Boggis.

89. Members` Interests relating to agenda items for this meeting.
None declared at this time.

90. Matters arising from Minutes of Meeting held 27th March 2019 not itemised on this Agenda

The Clerk confirmed that the Town Council now held Quality Parish Status.

91. POLICY & DOCUMENT REVIEW

Members present reviewed the Reserves & Balances Policy considering the calculation as recommended.

It was **proposed** by Councillor Stow
Seconded by Councillor Hodgins

Resolved: to recommend that the policy be re-adopted for the life of the council and that over the life of the council it should work to increase its reserves from 3 months of the balances as calculated to 4 months.

It was noted that currently the Picture House had not adopted a reserves and balances policy.

It was agreed that other policies under the control of the Strategy & Review Committee be considered at future meetings.

92.

INDEPENDENT MYTHOLMROYD CAMPAIGN

The original proposal was discussed by members at length and a communication received from Cllr Boggis was also considered. The committee accepted that in the terms presented it appeared that Hebden Bridge received a larger proportion of funding than Mytholmroyd from HRTC. However, it was pointed out that neither document attempted a geographic analysis of the *membership* of groups applying for funding nor of *participants* attending funded events or centres. This division was therefore felt to be artificial. Mytholmroyd councillors in attendance advised that their fellow Mytholmroyd councillors felt that they needed to be more active and work with groups in their locality to bring forward bids for funding for Mytholmroyd. They must encourage the people of Mytholmroyd and Cragg Vale to ask for funding, become involved and engage with the Town Council and councillors. It was confirmed by the Town Clerk that it is rare for funding applications to fail in their approaches to the Town Council for financial support regardless of their location within the parish.

Note: Cllr Courtney Arrived.

It was acknowledged that two geographically different communities exist. HRTC must allow each to develop and deliver their own objectives. Mytholmroyd and Cragg Vale councillors in particular need to work with their local communities, develop their social capital and identify and support possible grant applications and events which HRTC could facilitate.

It was **proposed** by Councillor Young

Seconded by Councillor Hodgins

Resolved: to recommend undertaking analysis of grants awarded in the recent past, looking to identify recipients, and users' locations. Cragg Vale should also benefit from this analysis. With the help of ward councillors identify needs across the parish and bring forward initiatives and suggestions for the whole area.

The committee felt that the needs identified should be reviewed annually and that if deemed appropriate additional funding could be raised through the precept to support actions. Funds would be distributed based on identified need.

- 93. INTERNAL CONTROL**
It was **proposed** by Councillor Young
Seconded by Councillor Needham
Unanimously resolved: to recommend adopting the checks as proposed on work undertaken by the internal financial checkers.
- 94. THE GENERAL POWER OF COMPETENCE**
The committee discussed the powers used by the Town Council currently and how as they sought to further support the community and take on more responsibilities the use of these powers may be stretched along with the free resource, Section 107 payments.
The Clerk presented the option of looking to adopt the General Power of Competence should the Town Council qualify.
It was **proposed** by Councillor Young
Seconded by Councillor Courtney
Unanimously resolved: to recommend the adoption of the General Power of Competence given the Town Council qualifies and that where training is needed this is undertaken to ensure the power is used appropriately.
- 95. SERVICE TO THE COMMUNITY AWARDS**
It was agreed that the awards were received gratefully by recipients and were seen to boost the morale and efforts of recipients. The awards are a useful tools to acknowledge achievements, either individually or for a group and the option to make an award to a group should remain open when choosing recipients each year.
It was **proposed** by Councillor Stow
Seconded by Councillor Courtney
Resolved: to recommend that a short document be produced outlining the awards, who they may be awarded to and details on how to nominate and who to contact regarding the awards.
- 96. MAYORS ALLOWANCE**
The committee discussed the allowance, how it can be used and how its value was calculated.
It was **proposed** by Councillor Courtney
Seconded by Councillor Young
Resolved: to recommend that the mayor's allowance be increased year on year at the value of the RPI for the life of this council.
- It was noted that should a Deputy Mayor attend an engagement on behalf of the Mayor then 'reasonable expenses can be expected' and this should be claimed from the mayor's allowance.
- 97. STRATEGIC AIMS & OBJECTIVES**
The current strategic aims and objectives were considered by the committee with consensus that these were historic and while providing context for the town council's activity in the past there is a need for the development of a business plan for the town council. This should

clearly outline the goals of the organisation and a timeline to assist in delivery of those goals.

The following was proposed:

Strategic Aims:

1. To consult, identify and assess the scale of challenges that individuals and groups in the parish generally face.
2. To support and empower individuals and groups to have a voice.
3. To explore if using powers under the General Power of Competence if there is an issue that HRTC can respond to.
4. To consult communities on what they consider should be the town council's priorities.

The many wide and varied sections of the community in Hebden Royd will have a say in the development of priorities and their delivery.

It was **proposed** by Councillor Needham

Seconded by Councillor Stow

Resolved: to recommend that a Task & Finish Group be established to develop these aims and should comprise Councillors Needham, Stow and Warne.

Meeting finished at 9.06pm.

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE Held 7th August 2019

MINUTES

PRESENT: Councillors: Stow (Chair), Courtney, Freeth, Stevens, Wood & Young.

Clerk: J Boom

- 151. Apologies for Absence and any substitutions**
Cllr Boggis along with Cllrs Needham & Warne with Cllrs Stevens and Wood substituting.
- 152. Members` Interests relating to agenda items for this meeting.**
None were declared at this time.
- 153. Matters arising from Minutes of Meeting held 19th June 2019 not itemised on this Agenda**
No matters were raised.
- 154. POLICY & DOCUMENT REVIEW**
Councillors discussed the policies under review.
- a) Community Engagement Policy – it was agreed that this policy needs to be measured to judge its effectiveness.
It was **proposed** by Councillor Young
Seconded by Councillor Courtney
Resolved: to recommend that this policy be referenced in the Annual Report of the Town Council as produced by the Town Mayor.
 - b) Donations Policy
It was **proposed** by Councillor Young
Seconded by Councillor Courtney
Resolved: to recommend that this policy be readopted.
 - c) Financial Rules Governing the Mayors Charity Appeal
It was **proposed** by Councillor Young
Seconded by Councillor Courtney
Resolved: to recommend that this policy be readopted.
 - d) Safeguarding Policies
It was **proposed** by Councillor Young
Seconded by Councillor Stevens
Resolved: to recommend that these policies be readopted after consideration is given by the Town Clerk to having one policy containing procedure for vulnerable adults.

155. SERVICE TO THE COMMUNITY AWARDS

After lengthy discussion

It was **proposed** by Councillor Stow

Seconded by Councillor Stevens

Resolved: to recommend that both awards are open to groups and individuals. That the profile of the award be raised with a neutral panel making the final decision, comprising the Town Mayor, Town Clerk and a representative from each of Hebden Bridge and Mytholmroyd.

156. CARBON LITERACY TRAINING

After discussion the committee clearly endorsed the request from the Climate Emergency Committee to proceed with this training for all councillors and appropriate HRTC staff.

It was **proposed** by Councillor Young

Seconded by Councillor Stevens

Resolved: to recommend that the training be arranged and that £1250.00 should be allocated from reserves to meet the cost of the event. The event should be open to all councillors and appropriate HRTC Staff and while it is not seen as mandatory attendance by all would give the Town Council a well-informed position on which to proceed. Training is likely to be arranged for a Saturday.

An element of the training, a documentary and film will be communicated to Councillors and appropriate HRTC staff immediately for viewing.

157. TOWN COUNCIL OFFICE ACCOMMODATION

The Town Clerk introduced the current position regarding accommodation at the Town Hall advising the meeting that the tenure of the Town Council was likely to come up for discussion when CMBC and the Hebden Bridge Community Association look to a new lease from April 2020.

Those attending confirmed that the Town Council should remain in the Town Hall but discussed possible options regarding adding/changing accommodation depending on availability and requirements.

It was **proposed** by Councillor Courtney

Seconded by Councillor Young

Resolved: to recommend that the Town Clerk prepare expected costs based on current charges at the Town Hall and a list of requirements for the Town Council not dependent on a particular building.

Meeting finished at 9.00pm.

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE Held 18th SEPTEMBER 2019

MINUTES

PRESENT: Councillors: Stow (Chair), Freeth, Needham, Stevens & Warne.

Clerk: J Boom

221. Apologies for Absence and any substitutions

Cllrs Courtney & Young with Cllr Stevens acting as a substitute for Cllr Young.

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

Cllr Needham declared a non-pecuniary interest as Chair of the HBCA in relation to item 226.

223. Matters arising from Minutes of Meeting held 7th August 2019 not itemised on this Agenda

It was confirmed that Carbon Literacy Training had been arranged on the 12th October with, to date, 13 Councillors confirmed, 3 Councillor apologies and replies waited from 2 Councillors. 2 members of staff had confirmed.

Note: Cllr Warne arrived.

224. AGE FRIENDLY COMMUNITY

Cllr Stevens introduced the initiative with the acknowledgement that a higher percentage of older people lived in Hebden Royd than the average in Calderdale and this was only likely to increase over time. Cllr Stevens was keen to engage with other agencies to encourage the adoption of this initiative.

Cllr Needham endorsed the initiative commending the structure as laid out in the Aging Better Networks literature, this being based around the eight age friendly domains. It was confirmed by the Town Clerk that recommendations had been made in the developing Neighbourhood Plan with regard to accommodation and housing. Cllr Needham saw reducing social isolation as key to encouraging inclusion for older people.

Cllr Warne shared with the meeting a recent keynote speech relating to Dementia he had enjoyed and expressed his eagerness to develop support for this section of our community. Cllr Warne will report on this presentation at full council on the 25th September 2019.

Cllr Freeth reminded the meeting that we must respect the many able and capable older members of our community.
In discussion the meeting endorsed Dementia Friendly training and confirmed that the committee is eager to see increased social inclusion led by the community with a need to meet with older members of the community to develop how this initiative can be developed.

It was **proposed** by Councillor Stevens

Seconded by Councillor Needham

Resolved: to recommend an addition meeting of the Strategy & Review Committee on the 21st October at 7.30pm to discuss this item specifically.

225. MODEL FINANCIAL REGULATIONS

The revisions were discussed and with explanation where appropriate by the Town Clerk.

It was **proposed** by Councillor Warne

Seconded by Councillor Freeth

Resolved: to recommend that the limit for a committee awarding a grant without full council approval be increased to £10,000 to allow the committee to operate within its delegated powers.

226. TOWN COUNCIL OFFICE ACCOMMODATION

The clerk presented calculations on the cost of the present accommodation at the Town Hall based on known information. It was agreed to note the information and retain for use when the position of the Town Councils use of the Town Hall becomes clearer.

Meeting finished at 8.20pm.

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE Held 21st OCTOBER 2019

MINUTES

PRESENT: Councillors: Stow (Chair), Boggis, Needham & Stevens.

Clerk: J Boom

280. Apologies for Absence and any substitutions

Freeth, Warne & Young.

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

None declared at this time.

282. Matters arising from Minutes of Meeting held 18th September 2019 not itemised on this Agenda

The Hebden Bridge Community Association has confirmed that they have approached Calderdale MBC with regard to discussion the lease arrangements for themselves and the Parish & Town Councils that use Hebden Bridge Town Hall.

283. AGE FRIENDLY COMMUNITY

The committee discussed the initiative with further input from Cllr Stevens with a recommendation that HRTC contact the Centre for Ageing Better to seek help and support in progressing the objectives of the initiative.

It was agreed that the following stages be considered:

1. Research, to identify groups and links that already exist and strengthen them. To promote and share information and to help inform any budget request that may be forthcoming.
2. Development of a Marketing Plan to identify ways in which to share information to aging members of our communities and how to encourage those not engaged or isolated to become involved.
3. Action Plan, as a result of 1 & 2 to identify areas where physical resources can be allocated or attracted from external sources.

The committee was eager to encourage active citizenship and lifelong health thus increasing the active life expectancy.

It is hoped that a list of local bodies and organisations with interest and membership who would benefit from the initiative be available to share with Full Council at its next meeting.

Meeting finished at 8.05pm.

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE Held 4th DECEMBER 2019

MINUTES

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

Clerk: J Boom

352. Apologies for Absence and any substitutions

Cllrs Freeth & Warne with Cllr Wood substituting for Cllr Warne.

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

Non-pecuniary interests in submitted budgetary requests Cllrs Wood and Needham.

Cllr Boggis, a non-pecuniary interest in the Picture House Budget request for a sound system.

354. Matters arising from Minutes of Meeting held 21st October 2019 not itemised on this Agenda

It was noted that the minutes of the last meeting had led to the application for funding in the next financial year.

355. MYTHOLM WORKS CHIMNEY

The report submitted by the Town Clerk was considered with Cllr Courtney advising that CMBC had stated that they would support the protection of the chimney but were unable to contribute any finance to the project.

CMBC Planners have indicated that a formal planning application for demolition is needed and when received it will be considered in due course.

It was **proposed** by Councillor Courtney

Seconded by Councillor Young

Resolved: to ask the group if they have identified any use for the site and to remind them of our community funding scheme should they require some funding at the current time.

356. 2020/21 BUDGET SETTING

The committee discussed the process of setting the budget and the addition of the requests process to identify new projects for the Town Council.

The committee was reminded that they were making recommendations that would be considered and possibly endorsed by full council. A further meeting of the Strategy & Review Committee would finalise their recommendations on the 22nd January 2020 before full consideration and endorsement.

The committee were provided with the Town Clerks budget Salary Forecasts and precept modelling tool along with budget request forms. The committee considered each element line by line looking at Administration, Awards, Salaries, Committee Budgets, Proposed Budgets and other Budgets.

The committee discussed the Mayors Allowance and asked that it be considered in the future as part of a review of the Role of the Mayor.

It was **proposed** by Councillor Stow

Seconded by Councillor Courtney

Resolved: to recommend that the Service to the Community Award be supported by a gift of flowers and £50 in book tokens for each recipient.

It was **proposed** by Councillor Stow

Seconded by Councillor Young

Resolved: to recommend that the following budgets be adopted as laid out on the attached paper:

- Audit
- Election Expenses
- Courses/training
- Mayors Allowance
- Office Expenditure
- Accounts Support
- HR & H&S Support
- Clocks
- Subscriptions
- Websites
- Service to the Community
- Kaberry/Barker Awards
- Salaries
- Station Road Car Park
- Mayors for Peace

It was **proposed** by Councillor Stow

Seconded by Councillor Wood

Resolved: to ask the Clerk to prepare figures to illustrate the benefits received by the Picture House when receiving support from the Town Council in terms of equipment and personnel.

This being:

- Photocopying Facilities
- Accounts Support
- HR & H&S Support
- Administration Staff & Support
- IT Support
- Christmas Lighting

Meeting finished at 9.35pm

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE Held 22nd JANUARY 2020

MINUTES

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

Clerk: J Boom

397. Apologies for Absence and any substitutions

None, it was however noted that Austin Warne had submitted his resignation this morning.

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

None at this time.

399. Matters arising from Minutes of Meeting held 4th December 2019 not itemised on this Agenda

It was confirmed that the chimney at Mytholm was still standing and that no further communication had been received regarding its future from Calderdale MBC, the property owners or residents involved with its preservation.

400. ANNUAL TOWN MEETING

Following discussion and explanation of the position the Annual Town Meeting sits in the meetings calendar within both HRTC's and the wider community.

It was **proposed** by Councillor Young

Seconded by Councillor Courtney

Resolved: to recommend that the Town Council arrange with the Hebden Bridge Community Association and the Hebden Bridge Partnership to host the Annual Town Meeting jointly. It was recommended that front facing Town Council Committee Chairs present a report on their individual committees as part of this meeting and that the format of the meeting must follow the format as laid down in law.

401. 2020/21 BUDGET SETTING

The committee discussed the requests made by the Town Council's Committees as presented. The committee was mindful of the items agreed by full council following recommendations at the last meeting and confirmation of the grants and tax base communicated by Calderdale MBC.

The meeting discussed in detail the Town Councils commitment to increase its reserves over the life of the council, as per minute 91 (19th June 2019) and the support the Town Council provides to the Hebden Bridge Picture House.

The meeting considered reports from the Town Clerk regarding the support that the Picture House receives from the Town Council.

It was **proposed** by Councillor Stow

Seconded by Councillor Needham

Resolved: to recommend that from the start of the 2020/21 financial year that the Picture House take responsibility for costs associated with photocopying and shared IT but that Festive Lighting at the Picture House remain a cost to the Town Council. Additionally the Picture House should be made aware of costs associated with Human Resources, Accounts Support and Administration which should be considered in discussions as the Picture House reviews its business plan which runs until 2022.

The committee considered all proposals in turn.

The principle of preparing for potential changing arrangements in the accommodation of the Town Council were endorsed. Requests to provide additional festive lighting in Hebden Royd were supported along with a new PA System at the Hebden Bridge Picture House, a budget for the newly created Climate Emergency Committee, the provision of advice services (envisaged to be provided externally with a service level agreement) and support for the initial exploration of developing Hebden Royd in to an age friendly community.

The committee remain eager to explore the Youth Service provision in Hebden Royd and developing ways in which it can work with Local Schools as part of the Climate Emergency, offering resources as identified as being appropriate.

It was **proposed** by Councillor Young

Seconded by Councillor Needham

Resolved unanimously: to recommend to Full Council the attached 2020/21 budget..

402. COMMITTEE STRUCTURE 2020/21

Following consideration of the submitted report.

It was **proposed** by Councillor Young

Seconded by Councillor Stow

Resolved: to recommend that the Environment, Allotment and Events Committee be split into a separate Environment and Allotments Committee and an Events Committee. It was agreed that consideration should be given to times of the meeting to coincide with possible member overlap. New delegated powers should be generated for consideration and agreement by Full Council.

Meeting finished at 9.20pm.

BUDGET SECTOR	2017/18	2018/19	2019/20	Actual	2020/21	Est. Balance	Office Expenditure (19.20)
Administration							
Audit	2,500	2,500	2,500	2,500	2,500	350	Stationery 700
Election Exp	2,500	3,500	9,500	8,000	1,500	1,500	Room Hire 800
Courses/Training	1,500	1,000	4,500	2,500	4,500	2,000	Sage 1,100
Hospitality	1,000	1,000	700	600	1,000	400	Photocopying 1,500
Insurance	3,600	3,600	4,000	3,500	4,000	500	Photocopier Hire 2,400
Mayor's Allowance	4,000	4,000	4,000	4,000	4,068	0	Post 1,500
Office Rental (inc rates)					11,000		Franchising Hire 400
Meeting Room Rental					2,500		IT Support 1,800
Telecoms					600		Data 360
Office Expenditure	15,000	17,000	13,000	12,700	13,000	0	Misc (additional Hospitality) 1,500
Accounts Support	3,000	3,000	3,000	3,000	3,000	250	Various Licences/Fees 300
HR and H & S Support	3,000	3,000	3,000	3,000	3,000	0	
Clocks	500	500	500	320	500	150	
Subscriptions	1,350	1,350	1,400	990	1,400	410	Office Expenditure (20.21)
Web Site	1,100	1,200	1,250	1,200	1,250	0	Stationery 700
Office Return					3,000		Room Hire 800
Service to the Community	300	300	300	300	100		Sage 1,400
Raberry/Barker	1,350	1,350	1,350	1,350	1,350	0	Photocopying 1,200
						150	Photocopier Hire 3600
						0	Post 1,400
						5,710	Franchising Hire 400
Salaries	40,700	43,800	49,300	27,590	58,268	4,810	IT Support 1,800
							Data 360
Committee Budgets							Misc (additional Hospitality) 1,000
E, A & Events							Various Licences/Fees 300
Environmental Projects	30,000	35,000	20,000	35,000	20,000	0	
Aliments			5,000		3,000	0	
Events			15,000		17,000	0	
Christmas Lighting & Events	13,000	10,000	4,000	10,000	22,000	2,000	
Twinning	1,000	1,000	4,000	760	1,600	0	
Community Funding	20,000	77,000	80,500	77,000	81,600	0	
Picture House - Capital Works	20,000	11,000	12,000	11,000	10,000	0	
Picture House	3,000	8,000	7,600	7,600	0	0	
Great War Commemoration	1,747	1,747	700	0	1,747	28	
Neighbourhood Plan							
Disability Access Forum							
Climate Emergency							
Proposed Budgets							
Youth Worker							
Advice Worker							
Mental Health							
Community Ranger							
PCSO							
Age Friendly Community							
Mitigation Celebration							
	145,747	143,747	153,447	141,360	193,647	2,028	
Other Budgets							
Station Rd. Hebdon Bridge Car Park	-5,778	-5,778	-9,500	-9,500	-7,500	146	
Mayors For Peace			250	0	250	396	
	-5,778	-5,778	-9,250	-9,500	-7,250		
Reserves							
	45,643	32,768	72,158	32,768	98,918	73,181	
	344,114	337,937	393,054	321,551	473,583	86,125	est
TOTAL							
Balance	56,438	42,356	88,278	86,125	86,125		
CMBC Grant	7143	7143	7143	7143	7143		
Precept	254,671	262,854	272,540	262,854	354,800		
CMBC Council Tax Support Grant	344,114	337,937	393,054	321,551	473,583		
	68,937	71,612	72,224	71,612	81,566		
Aimed for Reserve Level					107,667		
Cost Band D	80.30	82.55	84.37	84.37	est		
Tax Base	3171.49	3184.18	3230.3	3230.3	3259.1	0	Surplus/deficit to be met all requests
Budgets when calculating reserves							

Notes: that 3 months budget, in appropriate areas, be held as reserve as per Governance & Accountability for Local Councils 2010, section 2.26 and that in the life of this council (until May 2023); the reserve increases to 4 months budget. That the precept and Mayors Allowance be increased annually by a minimum of the Consumer Price Index (CPI) as published in September each year for the life of this council (until May 2023); (1.7% CPI Sept 2019)