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.

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.

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.

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 eternal 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.

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.

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

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		lax base	64.1.49		0		0200.0						H

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), (1.7% CPI Sept 2019)

That the precept and Mayors Allowence 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)

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	Actual	2018/19	Actual	2019/20	Actual	2020/21	Est Balance	Office Expenditure (19.20)	
Administration	***	C	000	C	000	C	2	0	C L		1
	Audit	2,500	1,900	2,500	1,800	2,500	2150	2,500	320	Stationery	7000
	Courses/Training	2,300	530	3,300	45	9,300	2500	* 005.4	2000	Sage	1100
	Hospitality	1,000	760	1,000	700	1,000	009			Photocopying	1500
	Insurance	3,600	2,900	3,600	3,500	4,000	3200	4,000		Photocopier Hire	2400
	Mayor's Allowance	4,000	4,000	4,000	4,000	4,000	4000	4,068	0	Post	1500
	Office Rental (Inc rates)							1,000		Tranking Hire	1800
	Telecoms							009		Data	360
	Office Expenditure	15,000	17,000	17,000	12,700	13,000		13,000 *	0	Misc (additional Hospitality	1500
	Accounts Support	3,000	2,500	3,000	2,900	3,000	0000	3,000	250	Various Licences/ Fees	300
	Clocks	2,000	165	2,000	320	2,000	999	* 000,5	150		0000
	Subscriptions	1,350	1,050	1,350	1,350	1,400	066	1,400 *	410	Office Expenditure (20.21)	
	Web Site	1,100	1,050	1,200	1,000	1,250	1200	1,250 *	0	Stationery	700
	Office Befurb							3,000		Sage	900
Awards								5		Photocopying	1200
	Service to the Community	300	300	300	300	300	300	100	150	Photocopier Hire	3600
	Kaberry/Barker	1,350	1,350	1,350	1,350	1,350	1350	1,350 *	0	Post	1400
		40.700	43.305	43.800	34.323	49.300	27.590	58.268	5.710	T Support	1800
Salaries		8	9	2000	20,15	200	2001	20,500	5	Data	360
	Salaries	117,802	114,300	123,400	122,600	127,399	122,588	130,000	4,810	Misc (additional Hospitality	1000
Committee Budgets		000	000	000	000	000		*		Various Licences/Fees	300
E, A & EVENTS	Allotmenta Projects	20,000	30,000	000,65	33,000	20,000		3,000			12300
	Events					15,000		17,000			
	Christmas Lighting & Events	13,000	11,000	10,000	10,000	14,500		22,000			
	Twinning	1,000	32	1,000	760	4,000		1,600			
Community Funding Picture House	Picture House - Capital Works	20,000	20,000	11,000	11,000	12,000		10,000	0		
	Great War Commemoration	3,000	1,000	8,000	7,600	0					
Neighbourhood Plan	Neighbourhood Plan	1,747	0	1,747	0	1,747	0	1,747 **			
Climate Emergency	Climate Emergency					2		16,000		* Agreed following Full Council 18/12/19	ncil 18/12/19
										** Recommended following S &	S & R 22/1/20
Proposed Budgets	Youth Worker							C			
	Advice Worker							15,000			
	Mental Health							0			
	Community Ranger							0 0			
	Age Friendly Community							2.000			
	Mitgation Celebration							0			
		1	000	1000	3	1			0		
Other Budgets		145,747	139,032	143,747	141,300	153,447		193,647	2028		
	Station Rd, Hebden Bridge Car Park	-5,778	-6,000	-5,778	-9,500	-9,500	-9646	* 005'2-	146		
	Mayors For Peace	-5.778	-6.000	-5.778	-9.500	250 -9.250	0	250 *	250 396		
Reserves											
TOTAL		344 114	37,513	32,768	32,768	393 054	73,181	98,918	73,181	to d	
					00111		2	200		5	
	Balance CMBC Grant	56,438		42,356		88,278		86,125			
	Precept	254,671		262,854		272,540		354,800			
	CMBC Council Tax Support Grant	25,862		25,584		25,093		25,515			
		i F				100,000		000			
	Aimed for Reserve Level	68,937		71,612		72,224		81,566 31	3 mnth		
	Cost Band D	80.30		82.55		84.37	est	108.86			
	C	5		0		0000	%	29.03		0 Surplus/defecit	t to be met all requests
	lax base	94.1719		01.04.10		3230.3		3238.1			
	Budgets when calculating reserves										
Notes: that 3 months budge	Motes: the 13 months bridged in anomorphist accesses as not Commission for I media of the council Justi May 2003, the cases is not accessed to 4 months bridged.	aron ac arrag	riconce & Accour	for Local C	Ouncile 2010 cor	the SC C doite	tin the life of thi	Military liberion a	(av 2003) the re	t adrace to A months	toppin
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