

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE held 22nd JUNE 2022

MINUTES

PRESENT: Councillors: Needham (Chair after minute 49), Fenton, Harvey, Hoyle, Stevens, Stow, Wood & Young.

Clerk: J Boom

49. ELECTION OF CHAIR & DEPUTY CHAIR

It was **proposed** by Councillor Young
Seconded by Councillor Harvey
Unanimously resolved; that Councillor Needham be elected **Chair of the Strategy & Review Committee** for the year 2022/23.

It was **proposed** by Councillor Young
Seconded by Councillor Fenton
Unanimously resolved: that Councillor Stow be elected **Deputy Committee Chair** for the year 2022/23.

50. APOLOGIES OF ABSENCE & SUBSTITUTIONS

Cllrs Boggis.

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

None declared at this time.

52. Matters arising from Minutes of Advisory Meeting held 23rd March 2022 not itemised on this Agenda.

The Town Clerk reported on the CMBC proposal to remove the discretionary and council tax support grants to Town and Parish Councils from 2023. The Clerk continues to seek clarification on the decision via CMBC Chair of the Resources Committee Cllr Silvia Dacre and Andrew Pitts, CMBC Head of Communities. Indications suggest the decision was taken in March 2022 but are yet to be confirmed along with suggestions as to how CMBC will mitigate the loss to the area's parish and town councils.

Note: Cllrs Stevens & Woods arrived.

It was agreed to include this item regularly until it is resolved. The Town Council will continue to monitor and lobby to retain the award.

HRTC has on many occasions supported CMBC generously, in both financial terms and with officer time, and hope to continue to do this in the future. However the removal of these awards would necessitate a review of the on-going financial support of CMBC Partner projects

that HRTC can offer to ensure that residents of Hebden Royd are not disadvantaged by supporting projects that are wholly financed in non Parished areas of Calderdale by CMBC.

53. COUNCIL MEMBERS CODE OF CONDUCT

After discussion.

It was proposed by Cllr Stow

Seconded by Cllr Young

RESOLVED: to recommend the adoption of the Local Government Association New Model Code of Conduct 2020.

Following confirmation of the adoption by full council members must receive training on the subject and co-opted members must be advised.

Cllr Stevens as a member of the CMBC Standards Committee outlined the processes used at the principal authority and the monitoring officers responsibilities that support the CMBC Standards Committee.

The Clerk was asked to identify possible sanctions that can be employed should there be a breach of the code of conduct.

54. ONGOING PROJECT REPORTS & NEW PROPOSALS

The meeting considered the following projects and discussed opportunities for HRTC in other fields of interest.

a) Citizens Advise Service

The meeting thanked the CAB for their report asking that the local phone number is publicised more widely with HRTC pushing the number through all HRTC social media.

The council continues to seek data to give evidence of HRTC adding value, comparison with years previous to the start of the service would be helpful. The provided case study provided evidence of the additional income being secured and HRTC would like to see a measure of that financial benefit for the area.

To clarify the actual start date of the service was February 2021.

It was agreed to invite the lead CAB Officer, Caroline Jones, to the next meeting of the Strategy & Review Committee.

b) Youth Employment Services

The meeting reviewed the report submitted and asked that HRTC ensure C & K Services are in contact with Reach4Ward. The meeting was happy with the support being provided for young people in Hebden Royd, especially those in Year 11 at risk, those at risk of NEET and home educated young people.

Note: Cllrs Stevens & Wood declared an interest in the next item as members of the group developing the project.

c) Mytholmroyd Hub and library

Cllr Stevens presented information and explanation regarding the business case submitted to CMBC and the inaccuracies between committed HRTC financial support and information provided to CMBC. It was acknowledged that it should not have happened. The Clerk was thanked for providing accurate figures to CMBC and for raising the issue at HRTC.

Cllr Stevens moved on to explaining the next stage of the process with CMBC with a series of questions just received from CMBC. Plans exist for the group to become a Charity Incorporated Organisation (CIO) and they are seeking to collaborate with a similar group at Shelf. The group continues to visit similar set ups and look for grant support.

The Town Clerk confirmed the Town Council continues to be happy to help and awaits requests for financial support as previously agreed.

The Town Clerk confirmed his opinion that the agenda allowed a discussion regarding potential new areas of interest for HRTC and that he was content to proceed to an open discussion.

Cllr Fenton shared with the meeting details of an evolving project, entitled Calder Food Support, to drop off pre-bagged emergency food supplies at various venues for collection by those in need. The group has adopted a constitution, was securing a bank account and were looking to secure financial support for a pilot scheme. Churches, schools and individuals are enthusiastic. It was suggested that electric vehicles should be used where possible, Cllr Fenton confirmed the group were conscious of their carbon footprint.

A Green Energy Initiative was mentioned which may fall to the Climate Emergency Committee in the future aiming to reduce carbon usage in the area. The incorporation of the retrofit of housing for green affordable housing was also mentioned.

The impact of holiday homes and second homes on local housing costs and availability was considered with reference to recent initiatives in Whitby and St Ives aimed at reducing the impact. Cllr Stow is developing a motion to present to the Hebden Bridge & Mytholmroyd Town Board on the subject and will bring it to the next meeting of this committee.

Calder Valley Land Trust had been approached by Cllrs Needham and Stevens with an exploratory view to identify if HRTC can support their work. Calderdale Valley Land Trust continue to look for sites and opportunities to provide affordable green housing in the area and HRTC may be able to help in the future, either by acting as advocates or by supporting with resources..

The meeting considered the impact changes to section 21 eviction notices was having on rental property availability.

Cllr Needham suggested that a review of community funding and the commissioning of services could take place to clarify the relationship between the two and principles associated with them. He also suggested that the Town Council should look to consider standing orders, the structure of committees, their responsibilities and the structure of the council to ensure it is fit for purpose.

It was proposed by Cllr Stow

Seconded by Cllr Needham

RESOLVED: to include a separate agenda item for the consideration of new ideas and suggestions for Town Council consideration.

Meeting finished at 8.35pm.

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE held 5th October 2022

MINUTES

PRESENT: Councillors: Needham (Chair), Fenton, Harvey, Hoyle, Stevens & Wood.

Clerk: J Boom

171. Apologies for Absence and any substitutions

Apologies were received from Councillors Boggis, Young and Fraser who has joined as the newly appointed chair of the Events Committee.

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

Cllr Fenton – item 176 as a trustee of Calder Food Support.

173. Matters arising from Minutes of Meeting held 22nd June 2022 not itemised on this Agenda

While the Citizens Advice Service had not been able to attend the meeting HRTC remain eager to understand the services users and want to demonstrate the added value that the service had brought to Hebden Royd, cases where it was highly unlikely they would have connected to the service. HRTC wants to gather evidence for the budget setting process as well as identify the services capacity for the future. Discussion took place to identify if a focus solely on Debt Management could be presented, the question was asked if there are other service providers. A debt management service based at the Noah's Arc Project in Halifax was suggested which offers a benefit check and then encouragement to manage finances including conversations challenging individuals behaviour.

The clerk reported that the Youth Employment Services had provided a report and that it will be brought to the next meeting.

174. CODE OF CONDUCT

The Clerk advised the meeting that training on standards in public life was available through a YLCA training course. While the course is not currently running when available it will be communicated and also made available to any new members who may join the council. It was also confirmed that sanctions remain at the CMBC Standards Committee discretion.

175. CHANGING SPACES

The meeting considered the submitted report and recommended the following:

- HRTC continue to provide Mobiloo at it solely organised major events, that being Happy Hounds, the Pumpkin Festival and Happy Hounds.
- Community organised events can request financial support for providing a Mobiloo at an event but this must be made through the Community Funding Committee and judged on its own merits.
- Officers to explore opportunities for a formal arrangement at the Trades Club which has a part completed facility and at Hebden Bridge Town Hall.

Note: Cllr Fenton left the room.

176. FUEL POVERTY AND THE COST-OF-LIVING CRISIS

The meeting discussed at length the best way HRTC might support any planned response of partners to the crisis. Considering how best to mitigate the impact on the health and wellbeing of people in Hebden Royd.

A report tabled by the Town Clerk started discussions with the following recommendations being drawn together by the committee:

- HRTC must support all active groups equally while ensuring that provision by HRTC and partners does not overlap. Coordination is a prerequisite and HRTC can only support groups that Coordinate with fellow groups and ensure that duplication does not occur. The Town Clerk and fellow HRTC Officers must be able to request information from partners to ensure co-ordination takes place and that overlaps in service provision are minimised.
It was suggested that the Town Council financially support clearly evidenced requests for residents of Hebden Royd to the tune of £2 per individual and £2.80 family on each occasion to help is needed (this can be a voucher for food or an actual foodstuffs).
- Community groups may choose to provide ‘Warm Spaces’ and the Town Council should support those initiative with a payment. Each clearly additional session supported to the tune of a suggested £20 per session with a hope that activities are attached to each session. Additionally those organisers can call on the Town Council should they be encountering difficulties with meeting costs. Each case should be judged on its own merits.
- The Town Council should look to support its own staff with a one off payment to each member of staff.
- The Town Council share and communicate all information relating to reducing the impact of the Cost of Living Crisis as widely as is possible.

- The Town Council set- a-side a sum of £30,000 to meet the expected expenses initially with a review in early January 2023.
- That the Town Council establish a ‘Task & Finish’ Group to liaise with partners and react to the changing request that may come the way of the Town Council. This group would be given delegated powers to set the contribution levels and to consider request specifically relating to the cost of living crisis. Existing applications may be considered by this group if it is established. This group would be in place until the end of the life of the council in May 2023.

The meeting also considered a recent request from CMBC to establish a Local Action Group, based on the CMBC Ward Structure to provide a network of support for groups active in the field. This would involve arranging meetings, hosting and facilitating but not delivering actions which must lie with the group proposing and leading on the action.

The Local Action Group has no funding to facilitate action to support the cost of living crisis.

Concern was raised regarding the time pressures it would place on HRTC Officers, the lack of financial support for the Town Council to deliver this initiative and the challenges on working with CMBC Ward Councillors who we understand would be the most likely Chair of the group. It was felt that if HRTC is leading there would be a need for a HRTC Councillor to be the group’s chair, just as it is appropriate for Ward Forums that CMBC support are chaired by CMBC Councillors. The geographical nature of the areas would also see significant work outside of the Town Councils area and this was also a concern.

Clarification is needed on the remit of the Local Action Group and how it sits within the framework of the Household Support Fund, managed by CMBC who also delegate responsibilities to the Community Foundation For Calderdale (CFFC) and also receive financial support for their delivery of the project.

It was agreed to recommend that HRTC could not support just one part of its area with a Local Action Group, it must be both Luddendenfoot & Calder or none at all.

It was agreed to write to CMBC Ward Councillors and CMBC Communities Director Sarah Richardson to clarify the position and how HRTC can contribute.

Note: Cllr Fenton returned to the room.

177.

BUDGET SETTING

The Town Clerk initially outlined the budget for 2023/24 and will continue to consider factors and request information which will be brought to the next meeting.

178.

COMMITTEE, MEETING & STAFF STRUCTURE

A proposal for the structure of the council from May 2023 was discussed with the Town Clerk presenting suggestions. Further work is to be undertaken regarding the bringing together of the Climate Emergency and the Environmental Committees and the frequency at which they meet. When prepared it will be brought to the next meeting and the structure considered as a whole before recommendations are made.

179.

PROCESS OF REVIEWING STANDING ORDERS

It was agreed that a process was needed and this would be considered at the next meeting.

180.

HRTC FUNDING ARRANGEMENTS

It was felt that the salient points of this agenda item had been discussed as part of agenda item 176 when looking to develop principles for prioritising initiatives/projects and possibly funding projects same projects relating initially to the Cost of Living Crisis and then beyond to project that meet the strategic aims of the Town Council. This could include projects with partners i.e. CMBC and/or projects proposed by community organisations either working independently or with HRTC.

Meeting finished 9.30pm.

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE held 7th December 2022

MINUTES

PRESENT: Councillors: Needham (Chair), Fenton, Harvey, Hoyle, Stevens, Wood & Young.

Clerk: J Boom

- 282. Apologies for Absence and any substitutions**
Apologies were received from Councillors Boggis and Fraser.
- 283. Members` Interests relating to agenda items for this meeting.**
Cllrs Stevens & Wood with a non-pecuniary interest in the proposed Mytholmroyd library/hub.
- 284. Matters arising from Minutes of Meeting held 5th OCTOBER 2022 not itemised on this Agenda.**
It was confirmed that the Cost-of-Living Crisis Committee had met, considered applications for financial support and that seven awards had been made with an eighth pending. Approximately £23k had been allocated out of the £30k budget.
This information is to be shared with the Local Action groups.
- 285. PUBLIC CLOCKS IN HEBDEN ROYD**
Arrangements were circulated for information and a short verbal explanation was made to the meeting. The arrangements are to be circulated to all churches and clock sites involved and retained should the arrangements be called in to question.
- 286. COMMITTEE, MEETINGS/MEETING DATES & STAFF STRUCTURE**
The meeting was presented with proposed delegated powers, meeting dates and council structure. These were discussed.
- It was proposed by Cllr Needham
Seconded by Cllr Fenton
RESOLVED: to recommend the proposals with the following minor confirmations:
- That the merging of the Climate Emergency & Environment & Allotments Committee take place.
 - That support for this merged committee includes the Deputy Clerk assisting the committee with project delivery as well as supporting the actual meeting with the clerking of the meeting.
 - That it is highlighted that flexibility for additional meetings to be called if need is at the discretion of the Committee Chair and

the Town Clerk. It was also agreed that the clerk outline the process by which decisions can be made outside of meetings and circulate the information to committee chairs.

- Amend the structure of the Council as discussed to reflect the actual position.

The meeting discussed the end of the Cost-of-Living Committee and its ability to finance initiatives. It was felt that the Community Funding Committee has the capacity to meet requests.

287.

BUDGET SETTING

The meeting considered budget requests received for inclusion in the 2023/24 budget.

The clerk presented the proposed budgets for Administration, Awards, Office Relocation and HRTC Salaries, providing explanation and answering questions where required.

It was proposed by Cllr Young

Seconded by Cllr Needham

RESOLVED: to recommend the budget sections Administration, Awards & Office Relocation clarification that the Kaberry Barker Award is directed currently to Primary Schools in the area however should opportunities arise, through whatever means, with secondary schools this should be considered positively.

It was proposed by Cllr Young

Seconded by Cllr Harvey

RESOLVED: to recommend the budget for HRTC Salaries.

The meeting considered funding requests from Committees and other budgets.

It was proposed by Cllr Stevens

Seconded by Cllr Young

RESOLVED: to reduce the request from Age Friendly to £4,500 and allow the community funding committee to allocate funding to groups who may be seeking small amounts of funding through a simplified scheme.

It was proposed by Cllr Stevens

Seconded by Cllr Young

RESOLVED: to recommend that the proposed Mytholmroyd Library/Hub be again supported while awaiting decisions from CMBC. It was recommended to support with an allocation of £10,000 with an opportunity to call for more funding once appropriate evidence has been provided to the Town Clerk. This to be up to a maximum of an additional £15,000 from the Town Councils Contingency.

The committee decided to invite the HRTC Projects Officer to the next meeting of this committee to discuss proposal relating to a new project for the Environment Committee (to be merged with Climate

Emergency), Festive Events and the joint working with other HRTC Funded bodies, festive lighting and the Pumpkin Festival.

The next meeting will also receive the budget request from the Picture House at that time.

It was confirmed that while an arrangement with Calderdale Citizens Advice is currently not possible due to circumstances, should these change it would be explored.

The meeting discussed options that may support the agreement of a budget for 2023-24 these included altering the HRTC reserve policy as currently adopted by the Town Council and its level of contingency. These will be explored further at the next meeting.

288.

YOUTH EMPLOYMENT SUPPORT

A written report from C& K Careers was considered.

The meeting concluded that while the volume of individuals being support was not as high as was hoped the challenging nature of the cases being supported was impressive. The Town Council appreciates the hard work being undertaken by Sarah on our behalf.

It was agreed to review the programme in early 2023 looking towards the contract renewal date in April 2024.

The meeting finished at 9.05pm.

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE held 18th JANUARY 2023

MINUTES

PRESENT: Councillors: Needham (Chair), Boggis, Fraser, Harvey & Wood.

Clerk: J Boom.

Deputy Clerk: Emma Green.

- 321. Apologies for Absence and any substitutions**
Apologies were received from Councillors Fenton, Hoyle, Stevens & Young.
- 322. Members` Interests relating to agenda items for this meeting.**
Cllr Wood - a non-pecuniary interest in the proposed Myholmroyd library/hub.
- 323. Matters arising from Minutes of Meeting held 7th DECEMBER 2022 not itemised on this Agenda.**
No matters were raised.
- 324. COMMUNICATION**
It was proposed by Cllr Needham
Seconded by Cllr Fraser
RESOLVED: to note the information regarding the CMBC Provisional Tax Base Calculations that will be applied to the process for setting the HRTC Precept 2023.24.

Note: Cllr Boggis arrived.

- 325. BUDGET SETTING**
The meeting received a r providing additional information requested from the previous meeting.
The Deputy Clerk advised on new projects for the Environment Project, upgrades to festive lighting including arrangements to review and renew lease hire agreements and joint working projects with other HRTC Funded bodies. This included Light Up The Valley and the Pumpkin Festival (Sand in your Eye).

The meeting agreed that events should be used as a notion of engaging with people.

The meeting thanked the Deputy Clerk for the clarifications.

The Town Clerk presented budget proposals with the committee asking questions and making suggestions.

It was proposed by Cllr Needham

Seconded by Cllr Boggis

RESOLVED: the following revisions to the budget:

- Community Funding to waive its usual CPI increase for 2023/24, therefore a standstill budget of £84,718.
- The Picture House to receive £27,500 of revenue support for 2023.24 following the presentation of proposed price increases and its draft budget.

The committee thanked the Picture House Manager for the Picture House Budgets preparation.

- The contingency level be set at £41,434 for 2023/24.
- The Town Councils reserves levels be reduced from four months of budget to three months of budget as a consequence of the low level of risk associated with the financial demands on the Town Council. It was noted that in future years the requirement of three months of budget as reserves is likely to be viewed as adequate.

It was proposed by Cllr Needham

Seconded by Cllr Boggis

RESOLVED: to recommend that the precept for the Parish of Hebden Royd be set with a 5% increase, giving a requirement of £422,258 for 2023/24 which equates to an annual charge of £129.34 for a Band D property in Hebden Royd.

The meeting finished at 9.05pm.

Base Budget Costs	Budget 2019/20	Actual 2019/20	Budget 2020/21	Actual 2020/21	Budget 21/22	Actual 2021/22	Budget 2022/23	Actual to end Dec 22	Est Underspend 22/23	Proposed Budget 23/24	Permanent Cost	One Off Cost	Notes:
Administration													
Audit	2,500	1,800	2,500	1,664	2,500		2,500		540	2,500	2,500	0	
Election Exp	9,500	7,200	1,500	0	3,000		3,000		6,894	9,000	9,000	0	Full Elections - CMBC support £3894 expected in 22/23
Courses/Training	4,500	275	4,500	267	4,500		4,500		2,750	4,500	4,500	0	
Hospitality	1,000	425	1,000	56	1,000		1,000		450	1,000	1,000	0	
Insurance	4,000	3,950	4,000	3,950	4,000		4,000		0	4,000	4,000	0	
Mayor's Allowance	4,000	4,454	4,068	3,790	4,150		4,278		0	4,710	4,710	0	2022/23 plus CPI.
Office Expenditure	13,000	8,679	13,000	7,872	10,000		11,000		-1,000	14,000	14,000	0	
Accounts Support	3,000	2,400	3,000	2,852	3,000		3,000		216	3,250	3,250	0	
HR and H & S Support	3,000	3,000	3,000	3,000	3,000		3,000		0	3,000	3,000	0	
Clocks	500	415	500	426	500		500		309	500	500	0	
Subscriptions	1,400	1,050	1,400	1,075	1,400		1,400		190	1,500	1,500	0	
Web Site	1,250	1,200	1,250	1,200	1,250		1,250		500	2,000	2,000	0	New providers
Mayors For Peace	250	0	250	0	250		250		250	250	250	0	Is this needed?
Awards													
Service to the Community	300	100	100	100	300		300		0	300	300	0	
Kaberry/Barker	1,350	1,350	1,350	1,350	1,350		1,350		-50	1,400	1,400	0	7 Primary Schools
Office Relocation													
Office Rental (inc rates)			11,000	0	11,000		0		0	0	0	0	CMBC to Provide.
Meeting Room Rental			2,500	0	2,500		0		0	0	0	0	CMBC to Provide.
Telecoms			600	0	600		0		0	0	0	0	CMBC to Provide.
Office Refurb			3,000	0	3,000		0		0	5,000	0	5,000	One Off Refit and Equipment
	49,550	36,298	58,518	27,602	57,300		41,328		11,049	56,910	51,910	5,000	
HRTC Salaries													
Salaries	127,399	123,015	130,000	128,612	136,500		160,000		2,500	182,100	182,100	0	
Committee Budgets													
Climate Emergency													
Climate Emergency			16,000	1,175	16,128		20,800		0	25,200	25,200	0	CE & Env & Projects to Merge.
Community Funding													
Community Funding	80,500	80,500	81,600	52,388	82,171		84,718		30,000	84,718	84,718	0	Stand still 23.24
Environment & Allotments													
Environmental Projects	20,000	17,500	20,000	30,050	27,500		36,705		0	39,825	39,825	0	CE & Env & Projects to Merge.
Allotments	5,000	4,500	3,000	2,850	1,500		5,000		0	5,000	5,000	0	
Events & Festive													
Events	15,000	16,600	17,000	7,116	11,291		25,500		0	36,260	36,260	0	
Lighting	14,500	8,236	22,000	15,525	31,287		33,000		0	38,800	38,800	0	Lights install, hire and festive switch on's.
Neighbourhood Plan													
Neighbourhood Plan	1,747	1,260	1,747	2,325	2,461		2,461		2,461	2,461	2,461	0	In line with agreement with Hill Top Parishes
Picture House													
Capital - Box Office	12,000	12,000	10,000	1,000	4,290				0	0	0	0	
Capital - Projector Contribution					10,000		31,500		0	0	0	0	
Covid Revenue Support					20,000		70,000		42,500	27,500	0	27,500	Projection inc Dec 2022 figures
Twinning													
Twinning	4,000	652	1,600	0	5,150		4,725		2,740	2,000	2,000	0	Friendship Visit - Warstein Oct 2023.
Other Budgets													
Advice Worker			15,000	1,850	20,000		11,000		8,500	0	0	0	Discussions show no sign of service being available.
Age Friendly Community			5,000	0	7,500		7,500		4,000	4,500	0	4,500	
Disability Access Forum	700	-480	700	88	700		700		700	0	0	0	
Mytholroyd Community Provision					18,318		10,000		5,000	10,000	10,000	0	
Youth Employment Worker					22,500		22,500		0	22,500	22,500	0	Commitment til end March 2024
Station Rd Car Park	-9,500	-9,646	-7,500	-9,921	-5,000		-5,000		6,155	-12,000	-12,000	0	Managed by CMBC profits split.
HRTC Website							10,000		3,000	0	0	0	
Remembrance Sunday							500		0	500	500	0	
	143,947	131,122	186,147	104,446	275,796		371,609	0	102,056	287,264	255,264	32,000	
Contingency													
Contingency					31,889		31,568	0	10,568	41,434	41,434	0	
To Reserves													
To Reserves			11,301	11,191			6,568	0	0	-19,277	0	-19,277	
TOTAL	320,896	290,435	385,966	260,660	512,676		604,505	0	126,173	548,431	530,708	17,723	
Estimated Underspend	88,278		86,125		110,063		159,809			126,173			
CMBC Grant	7143		7143		7143		7143			NO CMBC GRANT			NO CMBC GRANT
Precept	272,540		354,800		360,834		402,150			422,258			5.0%
CMBC Council Tax Support Grant	25,093		25,515		34,636		35,403			NO CMBC GRANT			NO CMBC GRANT
	393,054		473,593		512,676		604,505			548,431			
Proposed Cost Band D	84.37		108.86		112.67		123.52			129.34			Surplus/deficit to balance budget
Proposed Increase (%)	29.03		%		3.50		%			4.72			%
Tax Base	3230.3		3259.1		3202.58		3255.83			3264.65			%
HRTC Reserves													
Budgets included in reserves													
Notes:	that at least 3 months budget, in appropriate areas, be held as reserve as per Governance & Accountability for Local Councils 2022 section 5.33 and that in the life of this council (until May 2023) the reserve increases to 4 months budget. That the precept, Community Funding Committee Budget 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), (10.1% CPI Sept 2022)												
Target Reserve	106,956	3 month	Reserve	2019.20	2020.21	2021.22	2022.23		91,301				adopted by full council after S & R 7.12.22
	141,182	4 month							102,656				recommended by S & R 18.1.23
									119,645				
									126,233	in reserve	-19,277	Surplus/deficit to meet target reserve	3 months
Precept	An order issued by a local authority (HRTC) to another local authority (CMBC) specifying the rate of tax to be charged on its behalf to local residents.												
Tax Base	The total number of households in an area that are taxed (made up of full households, single occupier households due a discount and those that are due a discount due to circumstances i.e benefit claimant). The total tax liability is calculated by multiplying the tax rate by the tax base.												

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE held 8th FEBRUARY 2023

MINUTES

PRESENT: Councillors: Needham (Chair), Boggis, Hoyle, Wood & Young..

Clerk: J Boom.

- 362. Apologies for Absence and any substitutions**
Apologies were received from Councillors Fenton, Fraser, Harvey & Stevens.
- 363. Members` Interests relating to agenda items for this meeting.**
None were declared at this time.
- 364. Matters arising from Minutes of Meeting held 18th January 2023 not itemised on this Agenda.**
No matters were raised.
- 365. TOWN & PARISH COUNCIL CHARTER**
A lengthy discussion took place discussing modifications that could be suggested when Calderdale MBC review the Charter in conjunction with the areas Town & Parish Councils.

It was proposed by Cllr Needham

Seconded by Cllr Young

RESOLVED: to encourage the Charter to reflect in addition to CMBC arrangements with the Town & Parishes Councils principles of how the Parishes can choose to work together.

The ongoing arrangements with CMBC should see a strengthening of the commitment to truly discuss issues between CMBC and the Parishes, not just the reporting of decisions i.e. recent changes to the financial support provided by CMBC.

Additionally this should be reflected in a fair and equitable share of resources and redevelopment programmes proposed by CMBC, the principal authority, and look to introduce these equally across the borough with a desire to recognise deprived pockets in areas that are viewed to be predominantly wealthy.

Low level alterations were noted and will be shared with CMBC prior to the next meeting and the summary points above circulated to the Parish Council Clerks of the Calderdale Parishes.

366. YOUTH EMPLOYMENT SUPPORT

The latest report from C & K Services was considered with a discussion ensuing regarding value for money and what is the level of need for the service.

Again, there is a desire for more information as to how the service fits in with the local standard provision already in place, the nature of the clients being dealt with i.e. those with more issues and how the service is promoted. Cumulative figures to reflect growth in use would also be helpful. Sarah Bunce, the C & K Advisor, may be able to provide this information. This is to be explored by the Chair of the Committee, promotion of the service.

367. HRTC EXTERNAL AUDITOR

The Town Clerk reported on attempts to secure a new auditor for the Town Council following the closure, due to retirement, of Yorkshire Internal Audit. With a YLCA provided list of appropriate auditors used as the basis for the research.

It was proposed by Cllr Needham

Seconded by Cllr Young

RESOLVED: to ensure the expenses all expenses of a successful candidate be met, reflecting the estimated as required two days to complete the inspection plus one day to compile recommendations.

The clerk advised that a meeting was due to held with a possible suitable candidate, along with the Town Mayor and the Internal Financial Checker and if the candidate was viewed appropriate this would be reported to full council for consideration and adoption.

Meeting finished at 8.30pm.

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE held 22nd MARCH 2023

MINUTES

PRESENT: Councillors: Needham (Chair), Boggis, Fenton, Harvey, Hoyle, Stevens & Wood.

Clerk: J Boom

423. Apologies for Absence and any substitutions

Apologies were received from Councillors Young and Fraser.

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

None were declared at this time.

425. Matters arising from Minutes of Meeting held 22nd June 2022 not itemised on this Agenda

The clerk advised the meeting that suggestions made by HRTC on Calderdale MBC's Parish & Town Council Charter had been forwarded to CMBC Assistant Director Andrew Pitts as well as all Parish & Town Councils in Calderdale. The committee has yet to meet since this information was sent.

C & K Service have provided cumulative reports of their activities as requested at the last meeting. These will be shared with the Chair of Strategy & Review who will arrange to meet with C & K to review performance and to consider ongoing arrangements as outlined in the last meeting.

The clerk reported that an External Auditor had been approved by full council and appointed. A process for realistic expenses/fees have been agree with the auditor and the testing of transactions is already underway as part of the audit process.

426. NEW COUNCILLORS INFORMATION PACK

The information pack was discussed with the general power of competence specifically discussed. The Town Clerk outlined its powers and qualifications for its use.

Documents were discussed and it was clarified by the clerk that it was only the summary document, which was received with thanks, that was open for revision with others being adopted policies of the Town Council.

It was proposed by Cllr Hoyle

Seconded by Cllr Boggis

RESOLVED: to arrange two informal meetings for all elected councillors following the full council election on the 4th May and before the annual meeting of the Town Council on the 17th May to outline the format of HRTC meetings. This should be held in the council chamber on the 10th May with one session during the day and

one in the evening with councillors invited to attend the one that is most convenient for them.

427. KEY DOCUMENT REGISTER

This document was shared with the meeting and discussed. The clerk highlighted that a number of policies were due for review but that the audit process should be completed before this would take place. Similarly new policies may be developed following on from the audit process.

428. HOPE BAPTIST CHURCH

The committee discussed the proposal submitted by Hope Baptist Church.

The meeting accepted the ongoing importance of Hope Baptist Church within Hebden Bridge and its efforts in recent times to develop its facilities and the services it offers for both the church and wider community.

The proposal, to offer the building for sale as a community 'going concern' was considered in the context of sole and collective responsibility for the many potential partners in Hebden Bridge i.e. Calder Valley Land Trust, Hebden Bridge Community Association, the Little Theatre and the Trades Club. The meeting felt there is a need for collective thinking on this proposal and how it may affect individually and collectively.

The meeting felt there is a need for clear financial analysis and an options appraisal to be developed to ensure decisions are made transparently.

HRTC understands what is being proposed by Hope Baptist Church and would encourage and be happy to attend a joint meeting with no commitments to further develop an understanding of the suggestion from Hope Baptist Churches position.

It was proposed by Cllr Needham
Seconded by Cllr Wood

RESOLVED: to advise Hope Baptist Church that we would encourage and be interested in attending a meeting that would develop the proposal. HRTC may want to be part of a local group that could consider the preservation of a local asset and help others to explore the options that may be open to them.

Meeting finished at 8.25pm.