

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE Held 26th JUNE 2013

MINUTES

PRESENT : Councillors: Talbot (Chair from minute 56), Baker, Bampton Smith, Press, Timbers & Young.

HRTC Council Clerk : J Boom

106. ELECTION OF CHAIR/VICE CHAIR 2013/14

It was **proposed** by Councillor Young

Seconded by Councillor Press

Unanimously resolved: that the Chair of the Strategy & Review Committee for 2013/14 be Councillor Talbot.

It was **proposed** by Councillor Timbers

Seconded by Councillor Bampton Smith

Unanimously resolved: that the Vice Chair of the Strategy & Review Committee for 2013/14 be Councillor Baker.

107. APOLOGIES OF ABSENCE AND ANY SUBSTITUTIONS

Apologies were received in respect of Councillors Sweeney with Councillor Press acting as a substitute.

108. MEMBERS' INTERESTS

No interests were declared.

109. To report on matters arising from minutes of meeting held 27th February 2013 not itemised on this agenda.

Cllr Baker was advised that the Friends of the Picture House had been passed his details as the contact for developing a Young Peoples Film Festival at the Picture House.

It was noted that the time at which to review the appointment of an apprentice was imminent.

It was **proposed** by Councillor Press

Seconded by Councillor Baker

Unanimously resolved: that the Staffing Committee be present with an initial report by the Clerk to discuss.

110. COMMUNITY ASSETS

The list was circulated as generated by Councillors.

It was **proposed** by Councillor Press

Seconded by Councillor Davenport

RESOLVED: that Councillors to submit be approached for a third time and present the list to the next meeting.

111. NEIGHBOURHOOD PLANNING

Cllr Timbers stated the need to start developing the plan despite the Borough Councils lack of an adopted core strategy. Discussion took place regarding the core subject areas.

Grant funding was discussed with a desire for the Neighbourhood Manager to apply as soon as possible.

YLCA to be a source of information for grant aid and information on adopted core strategies.

It was **proposed** by Cllr Young

Seconded by Cllr Baker

RESOLVED: that Cllrs Timbers, Baker & Press form a working group, to be supported by the Neighbourhood Manager to prepare initial plans and that full council be asked if members want to assist in this work.

112. HB PARTNERSHIP 2020 VISION

It was **proposed** by Cllr Talbot

Seconded by Cllr Press

RESOLVED: that the report submitted by Cllr Timbers, including the amendments proposed by Cllr Baker and additions to item 36 be submitted to the HB Partnership.

113. TOUR DE FRANCE

The meeting was advised that both the Twinning & Picture House Committees were developing event/celebrations.

It was **proposed** by Cllr Press

Seconded by Cllr Bampton Smith

RESOLVED: that the Town Council should invite representatives of our twin towns to celebrate the day.

It was **proposed** by Cllr Press

Seconded by Cllr Bampton Smith

RESOLVED: that an agenda item for the next meeting be the 100th Anniversary of the start of the 1st World War.

114. 75th ANNIVERSARY OF HEBDEN ROYD TOWN COUNCIL

It was **proposed** by Cllr Baker

Seconded by Cllr Timbers

RESOLVED: that the local history society be approached to prepare a display on the history of the Town Council for display on the website and in the Town Hall and that a commemorative dinner/function be organised.

115. PICTURE HOUSE VAT EXEMPTION

It was **proposed** by Cllr Young

Seconded by Cllr Bampton Smith

RESOLVED: that a written report be prepared for the next meeting on the subject.

116. DATE OF NEXT MEETING

Wednesday 28th August 2013 at 7.30pm.

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE Held 28th AUGUST 2013

MINUTES

PRESENT : Councillors: Talbot, Bampton Smith, Boggis, Fekri, Press, & Young.

HRTC Council Clerk : E Green

- 218. Apologies for Absence and any substitutions**
Apologies were received from Cllr Baker, also from Cllr Timbers with Cllr Press acting as a substitute, and from Cllr Sweeney with Cllr Fekri acting as a substitute.
- 219. Members` Interests relating to agenda items for this meeting.**
None were declared.
- 220. Matters arising from Minutes of Meeting held 26th June 2013 not itemised on this Agenda**
There were no matters arising
- 221. TOUR DE FRANCE**
Following discussion
It was moved by Cllr Fekri
Seconded by Cllr Boggis and
RESOLVED: that a formal invitation to the Mayors and Deputy Mayors of our twin towns be invited to the Grand Depart. The Clerk should informally contact the relevant people to determine whether travel costs will be a restriction to their attendance. If so then HRTC will cover the costs of travel. HRTC shall also host a formal reception to greet the guests with food and music, a suggested venue is the Town Hall
- 222. 40th ANNIVERSARY OF HEBDEN ROYD TOWN COUNCIL**
Following discussion
It was moved by Cllr Fekri
Seconded by Cllr Bampton Smith and
RESOLVED: that 40 years is not a significant anniversary as to warrant celebration and as such no further action will be taken.
- 223. THE RURAL COMMUNITY ENERGY FUND (RCEF)**
Following discussion
It was moved by Cllr Fekri
Seconded by Cllr Young and
RESOLVED: that the Clerk and/or the Neighbourhood Manager should invite Polly Webber from the ATC to discuss options for projects and report back to the next meeting of Strategy and Review. Also contact Hebden Royd School

and establish if they plan to make an application. Applications for this fund are being taken on an open basis with no set deadline.

224. NEIGHBOURHOOD PLAN

Following discussion

It was moved by Cllr Press

Seconded by Cllr Young and

RESOLVED: to accept the report and refer back to the working party for further action. Issues should also include; economic innovation and enterprise, start up business units and the 252 new homes identified in the Core Strategy.

225. COMMUNITY ASSETS

Following discussion

It was moved by Cllr Fekri

Seconded by Cllr Press and

RESOLVED: that the list should be re-defined removing all private business concerns. The list should then be retained by HRTC as an 'alert list'. If any of the assets listed become under threat, then the Town Council would offer support to relevant community groups to assist and enable them to make a case for community asset transfer.

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE Held 27th NOVEMBER 2013

MINUTES

PRESENT : Councillors: Bampton Smith, Boggis, Dixon, Davenport, Press & Timbers.

HRTC Council Clerk : J Boom

- 375. Apologies for Absence and any substitutions**
Apologies were received from Cllrs Baker, Sweeney & Young with Cllrs Davenport & Press acting as a substitutes for Cllrs Sweeney and Young.
- 376. Members` Interests relating to agenda items for this meeting.**
Cllr Timbers as a governor of Hebden Royd School.
- 377. Matters arising from Minutes of Meeting held 28th August 2013 not itemised on this Agenda**
Arrangements were confirmed for the Tour de France with only one reply received to date.
No meeting had taken place regarding RCEF but the clerk would continue to seek advice for RCEF Projects and Funding.
- 378. ELECTION OF CHAIR**
It was **proposed** by Councillor Bampton Smith
Seconded by Councillor Press
Unanimously resolved: that the Chair of the Strategy & Review Committee for 2013/14 be Councillor Dixon.
- 379. 2014/15 BUDGET SETTING**
The Clerk Presented initial proposals for the 2014/15 budget.
Discussion took place regarding the provision of professional HR Advice along with additional Health & Safety Advice.
It was **proposed** by Councillor Bampton Smith
Seconded by Councillor Press
Unanimously resolved: that following meetings with providers a three year contract be entered into.
- It was **proposed** by Councillor Dixon
Seconded by Councillor Bampton Smith
Unanimously resolved: that the Administration and Awards section be recommended to Full Council for adoption.
- It was **proposed** by Councillor Bampton Smith
Seconded by Councillor Davenport
Unanimously resolved: that the salaries section be recommended to Full Council for adoption.

Discussion took place regarding the long term financial planning of the Picture House with a mechanism needing to be developed for returning funds to HRTC.

Cllr Press presented the budget request for the Picture House to the Committee.

It was **proposed** by Councillor Bampton Smith

Seconded by Councillor Timber

Unanimously resolved: to consider developing a mechanism for returning funding to HRTC from the Picture House following the completion and adoption of the 2014/15 budget.

Cllr Timbers presented the requirements of the Neighbourhood Plan and proposed the budget request.

It was **proposed** by Councillor Bampton Smith

Seconded by Councillor Boggis

Unanimously resolved: that £10k be allocated to a Town Council Apprentice, based at the Town Hall and managed directly by the Town Clerk. The aim of a high quality experience for the successful candidate was to be paramount.

It was **proposed** by Councillor Davenport

Seconded by Councillor Bampton Smith

Unanimously resolved: to pass the Committee, Project and New Budgets to Full Council as purely indicative proposals that cannot be finalised until ratified figures are received from Calderdale MBC on the 15th January 2014 regarding grants, council task support grants and tax base.

Budget proposals enclosed.

380.

NEIGHBOURHOOD PLANNING

Cllr Timbers reported on a meeting with Phil Radcliffe of CMBC focusing on funding and the possibility of a Neighbourhood Plan providing a long term income stream via the Community Infrastructure Levy.

Discussions focused on the provision of housing that the parish/area may have to provide.

It was confirmed that the neighbouring parishes had been contacted to help define an area for the plan which would trigger support from the Borough Authority.

It was **proposed** by Councillor Bampton Smith

Seconded by Councillor Boggis

Unanimously resolved: to note the report.

381.

STANDING ORDERS

It was **proposed** by Councillor Bampton Smith

Seconded by Councillor Dixon

Unanimously resolved: to establish a small working party to consider but to open this up to full council.

382.

WIND FARM GUIDANCE

It was **proposed** by Councillor Timbers

Seconded by Councillor Dixon

Unanimously resolved: to pass the Wind Farm Guidance to the Neighbourhood Plan Working Party to consider and revise as appropriate in line with the Neighbourhood Plan as it develops and relevant Policy Documents.

383.

DATE OF NEXT MEETING

Wednesday 15th January at 7.30pm in the Greenwood Room.

Meeting Finished at 9.10pm.

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE Held 15th JANUARY 2014

MINUTES

PRESENT : Councillors: Bampton Smith, Boggis, Dixon, Sweeney, Timbers & Young.

HRTC Council Clerk : J Boom

- 442. Apologies for Absence and any substitutions**
Cllr Baker.
- 443. Members` Interests relating to agenda items for this meeting.**
None were declared at this time.
- 444. Matters arising from Minutes of Meeting held 27th November 2013 not Itemised on this Agenda**
No matters arising were noted.
It was **proposed** by Councillor Dixon
Seconded by Councillor Boggis
Unanimously resolved: that the minutes were a correct record.

Note: Cllr Sweeney arrived.

- 445. THE RURAL COMMUNITY ENERGY FUND (RCEF)**
The requested report was presented and discussed. It was agreed that as the Town Council had a small portfolio of property few opportunities existed with the exception of solar power at the Picture House.
It was **proposed** by Councillor Dixon
Seconded by Councillor Boggis
Unanimously resolved: that the Town Clerk undertake initial research on the possibility of this power source and report back it a future meeting, with planning considerations to be researched if appropriate.
- 446. CALDERDALE PARISH CHARTER**
The draft charter as prepared by Calderdale MBC was presented to the committee.
The committee welcomed this development clearly outlining the roles and responsibilities of the parishes and the borough council and wishes to thank Calderdale MBC for developing this policy.
It was **proposed** by Councillor Young
Seconded by Councillor Bampton Smith
Unanimously resolved to recommend: that an appeals procedure should be considered leading on from section 6.2 and that future meetings of the Town and Parish Liaison Committee be attended by the Town Clerk in addition to the nominated Councillor Representative.

447.

2014/15 BUDGET SETTING

It was **proposed** by Councillor Dixon

Seconded by Councillor Boggis

Unanimously resolved to recommend: adoption of revised figures for inclusion in the 2014/15 Budget based on information regarding grant and council tax support grant provided by Calderdale MBC recommending a precept of £222,893.00 for the year 2014/15 (enc)

448.

STRATEGY & REVIEW SCHEDULE OF WORK

The committee considered a list of allocated tasks for the Strategy & Review Committee.

It was **proposed** by Councillor Sweeney

Seconded by Councillor Boggis

Unanimously resolved to recommend: that the Town Clerk advances the following:

- Contacts the Town Councils Employment advisers to ascertain if, in the light of recent local government news that the Town Council could be viewed to discriminate with pay gaps or occupational segregation based on gender.
- Town Council and Picture House websites be reviewed with toolkits available to check for appropriate accessibility.
- That general guidelines and statements be prepared considering levels of financial reserves for the Picture House and the Town Council and a trigger level/statement for funds to be returned to the Town Council.
- That HBCA Trustees be invited to the Town Council to discuss establishing a dialog between the HBCA Trustees and HRTC Councillors.
- That the Town Clerk and Cllr Timbers review Hebden Royd Town Councils Standing Orders in conjunction with the recently published 2013 Model Standing Orders.

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE

Held 19th March 2014

MINUTES

PRESENT : Councillors: Dixon, Bampton Smith, Sweeney, Timbers & Young.

HRTC Council Clerk : J Boom

- 565. Apologies for Absence and any substitutions**
Cllrs Boggis & Baker.
- 566. Members' Interests relating to agenda items for this meeting.**
None declared at this time.
- 567. Matters arising from Minutes of Meeting held 15th January 2014 not itemised on this Agenda.**
None noted.
- 568. THE RURAL COMMUNITY ENERGY FUND (RCEF)**
The Clerk confirmed that meetings with the ATC had identified a need for three independent evaluations of the Picture House location to house solar energy collection.
It was **proposed** by Councillor Sweeney
Seconded by Councillor Dixon
Unanimously resolved to recommend: to arrange for the independent evaluations to take place.
- 569. CALDERDALE TOWN & PARISH LIASON COMMITTEE**
The Clerk confirmed that he had attended the most recent meeting and that he intended to continue to do.
- 570. OCCUPATIONAL SEGREGATION**
The Clerk presented advice received from Howarths.
It was **proposed** by Councillor Timbers
Seconded by Councillor Dixon
Unanimously resolved to recommend: that there was no prima facie evidence to suggest that occupational segregation took place at Hebden Royd Town Council, employees across the organisation are treated in a fair and equal manner.
- 571. FINANCIAL RESERVES**
Follow a lengthy discussion
It was **proposed** by Councillor Sweeney
Seconded by Councillor Bampton Smith
Unanimously resolved to recommend: that for Hebden Royd Town Council similar level of reserves/contingency be established as in previous years.
It was **proposed** by Councillor Dixon

Seconded by Councillor Sweeney

Unanimously resolved to recommend that: the Picture House establish a repairs and renewals fund, a capital works fund and a reserve fund. Following further analysis of Picture House trading a level will be set on the reserve fund. Should monies exceed this level they will be returned to the Town Council with this calculation and transfer taking place when financial reports for a trading year are finalised.

572.

STANDING ORDERS

It was **proposed** by Councillor Bampton Smith

Seconded by Councillor Dixon

Unanimously resolved to recommend: that Cllrs Dixon & Bampton Smith work with the Clerk to review standing orders.

Cllr Dixon spoke on the subject of Cllrs showing respect to the public, with questions to the public solely to be for information. Any discussion on the merits of an application or request should not take place in front of the applicant. Reference should be made to legislation when considering applications i.e. The Equality Act and the Human Rights Act. It was agreed that this should be considered when reviewing the standing orders.

Following discussion

It was **proposed** by Councillor Young

Seconded by Councillor Timbers

Unanimously resolved to recommend: that the Strategy & Review Committee develop the criteria for Community Funding for adoption by Full Council and implementation by the Community Funding Committee.

573.

Le BRIDGE

It was **proposed** by Councillor Dixon

Seconded by Councillor Bampton Smith

Unanimously resolved to recommend: that the application be declined but the bid should to be directed to CMBC who have funding available to support the area with regard to the Tour de France.

574.

HRTC BANKING ARRANGEMENTS

It was **proposed** by Councillor Young

Seconded by Councillor Timbers

Unanimously resolved to recommend: that the Town Clerk arranges for the continuing use of the Cooperative Bank for day to day banking arrangement and to establish accounts with the Unity Trust Bank to be used as deposit accounts.

Meeting Finished at 9.10pm