

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE Held 10th JUNE 2015

MINUTES

PRESENT : Councillors: Dixon (Chair from minute 42), Bampton Smith, Boggis, Fraser, Stow & Young.

HRTC Council Clerk : J Boom

42. ELECTION OF CHAIR/VICE CHAIR 2015/16

It was **proposed** by Councillor Bampton Smith

Seconded by Councillor Young

Unanimously resolved: that the Chair of the Strategy & Review Committee for 2015/16 be Councillor Dixon.

It was **proposed** by Councillor Dixon

Seconded by Councillor Young

Unanimously resolved: that the Vice Chair of the Strategy & Review Committee for 2015/16 be Councillor Bampton Smith.

43. APOLOGIES OF ABSENCE AND ANY SUBSTITUTIONS

Apologies were received from Cllrs Dunford & Scullion with Cllrs Fraser and Stow acting as substitutes.

44. MEMBERS' INTERESTS

None were declared at this time.

49. Matters arising from Minutes of Meeting held 4th MARCH 2015 not itemised on this Agenda

The Clerk confirmed that trails were continuing with the systems of circulating agendas and papers electronically, feedback would be sort in due course and reported upon.

It was **proposed** by Councillor Dixon

Seconded by Councillor Young

Resolved: that the agenda be rearranged to allow the item on Council Work plan 2015/16 at the end of the meeting.

50. SAFEGUARDING POLICY

The Clerk presented the policy as circulated but advised that advice had been received from Steve Blackburn, CMBC Safeguarding Support at North bank Forum that the policy must be split into distinctly different parts to make it clear that Young People and Vulnerable Adults are treated differently.

A discussion took place.

It was moved by Cllr Dixon

Seconded by Cllr Young and

RESOLVED: to recommend that the clerk make the appropriate alterations to the policy and that Cllr Stow consider the policy once complete before referring to Full Council for adoption.

51. RULES FOR RECORDING OF COUNCIL MEETINGS

The Clerk presented revised template rules from YLCA following complaints from the public.

It was **proposed** by Councillor Young

Seconded by Councillor Boggis

Resolved: to recommend that Item 3 l) in the current Hebden Royd Town Council Standing Orders which deals with this issue remain unchanged.

52. QUALITY PARISH STATUS

It was **proposed** by Councillor Dixon

Seconded by Councillor Boggis

Resolved: to recommend that Cllr Scullion be asked to support the Clerk in achieving that status once more. Cllr Dunford, due to his role at YLCA, should also be approached to assist in the reaccreditation being mindful of any particular conflicts of interest.

53. COUNCIL WORKPLAN 2015/16

The Strategy & Review Committee discussed committee by committee the current challenges and opportunities each faced in turn. Background information was shared with new members of the council to allow them to start to understand the issues.

It was **proposed** by Councillor Young

Seconded by Councillor Dixon

Resolved: to recommend that the Clerk make recommendations as to Award values in his Clerks Comments to the Community Funding Committee and that the applications be prioritised depending on size of organisation based on turnover and frequency of application.

It was **proposed** by Councillor Young

Seconded by Councillor Dixon

Resolved: to recommend that when the Picture House Business Plan is finalised that the whole of council consider the vision for the Picture House and its future.

It was **proposed** by Councillor Young

Seconded by Councillor Dixon

Resolved: to recommend that the Staffing Committee ensure the roll out of auto enrolment pensions and that a review of the Picture House Staffing Structure, including contract types be undertaken.

It was **proposed** by Councillor Young

Seconded by Councillor Dixon

Resolved: to recommend that when the present round of Twinning Celebrations is complete a review of the Twinning Committee, its activities, its Designated Powers and its benefit to the people of Hebden Royd be undertaken considering the Town Councils future involvement.

It was **proposed** by Councillor Young

Seconded by Councillor Dixon

Resolved: to recommend that each committees Work Plan be considered in turn at future meetings of the Strategy & Review Committee.

Meeting finished at 9.05pm

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE Held 23rd SEPTEMBER 2015

MINUTES

PRESENT : Councillors: Dixon (Chair), Bampton Smith, Boggis, Crosland, Fearon, Scullion, Stow & Young.

HRTC Council Clerk: J Boom

219. APOLOGIES OF ABSENCE AND ANY SUBSTITUTIONS

Apologies were received from Cllrs Dunford with Cllrs Stow acting as substitute.

220. MEMBERS' INTERESTS

None were declared at this time.

221. Matters arising from Minutes of Meeting held 10th JUNE 2015 not itemised on this Agenda

QUALITY PARISH STATUS

Cllr Scullion advised the meeting that she had met with the Town Clerk and that an initial data base had been created which highlighted that the Town Council had many items already in place. Items not complete need to be addressed with implications on revisions on the website, policies needing to be revised and adopted and new policies written. The scheduling of these items was a concern so as not to over burden council.

It was **proposed** by Councillor Bampton Smith

Seconded by Councillor Young

Resolved: to recommend that a Task & Finish group of Cllrs Boggis, Dixon, Scullion & Stow be established to undertake the task aiming to report back at the next meeting.

222. SAFEGUARDING POLICY

It was **proposed** by Councillor Young

Seconded by Councillor Boggis

Resolved: to recommend that the revised Safeguarding Policy be adopted by the Town Council.

It was **proposed** by Councillor Young

Seconded by Councillor Boggis

Resolved: that the agenda be rearranged.

223.

SUPPORT FOR REGUGEES

Cllr Fearon spoke on the subject asking that HRTC respond to this issue individually and not just as part of Calderdale MBC's response. He specifically outlined housing with a desire to integrate other cultures in the Parish.

Cllr Young outlined the additional support needed for refugees and that the principle authority was the only body placed to offer these.

Cllr Scullion asked Cllr Fearon what his charity for the year would be, he replied that the St Augustine's Centre would be although it was yet to be officially announced.

Cllr Scullion saw Service Provision as being an issue that HRTC was not equipped to deliver, she feared duplication would also take place even if we were equipped to do so. Concern regarding Hebden Royd being the best location to support refugees was also expressed.

Cllr Crosland clarified that she wants CMBC to act as they should and take responsibility as the principle authority. HRTC should support and not just focus on unaccompanied minors, Hebden Royd must be welcoming but she is uncertain if HRTC is in a position to do more.

It was **proposed** by Councillor Bampton Smith

Seconded by Councillor Young

Resolved: to recommend that the Town Council write to CMBC and support their plans, acknowledging that funding for this will come from central government, ask that when those relocated in Hebden Royd, should there be any, are settled we would like to make them particularly welcome and would ask that if it possible they be made known to allow HRTC to do so.

Further discussion took place regarding the issue.

The meeting felt that the unique position of the Mayor gave him a mandate to take the issue forward should he so wish.

Note: Cllr Fearon left the meeting.

224.

ELECTION OF TOWN MAYOR & DEPUTY MAYOR

The Town Clerk outlined the process as written in statute. Discussion took place with regard to Cllrs understanding the process, especially when newly elected to the Town Council.

It was **proposed** by Councillor Dixon

Seconded by Councillor Scullion

Resolved: that the Town Council operates with in the guidelines laid down in the Local Government Act 1972, in that:

at the annual meeting of the Town Council the first item of business is the election of the Town Mayor and that proposals for the post are taken from the floor and that a show of hands in made to pass a resolution. Those nominated must be a member of the Town Council.

The Town Council annually votes on a Mayor elect prior to the annual Meeting of the Town Council to act prudently and prepare for the upcoming

year but this does not guarantee a right of succession, the decision being solely that of the first item of business at the Annual Meeting of the Town Council. The Town Clerk clarified that the Mayors Allowance was solely in the gift of the Town Mayor and was distributed as they saw fit.

It was **proposed** by Councillor Dixon

Seconded by Councillor Scullion

Resolved: that as part of the Quality Parish Status process that notes be added to the Induction/Training for Cllrs to clarify the process.

225.

REVIEW OF TOWN COUNCIL MEETING CYCLE

It was **proposed** by Councillor Scullion

Seconded by Councillor Dixon

Resolved: to recommend that the established Task & Finish Group consider and make recommendations regarding the meeting cycle for consideration by Strategy & Review with implementation from the start of the next council year.

Meeting finished 8.55pm.

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE Held 2nd DECEMBER 2015

MINUTES

PRESENT : Councillors: Dixon (Chair), Boggis, Dunford, Hodgins, Scullion & Stow.

HRTC Council Clerk: J Boom

311. APOLOGIES OF ABSENCE AND ANY SUBSTITUTIONS

Apologies were received from Cllrs Young with Cllrs Stow acting as substitute.

312. MEMBERS' INTERESTS

None were declared at this time.

313. Matters arising from Minutes of Meeting held 23rd September 2015 not itemised on this Agenda

Cllr Scullion recommended that the Task & Finish Group established reconvene in the New Year to further develop elements of the work tasked. The Clerk reported on training undertaken and was asked to secure training and qualifications to allow the council to adopt the Power of General Competence as soon as possible.

314. TWINNING REVIEW

The report was discussed at length and included the costs met by the Town Council, the Twinning Society and the Town Mayor. Clarification was sort on what was a Civic Event, this was confirmed to be a Civic Welcome, and if deemed appropriate by the Town Council due to the importance of the celebration, a Civic Dinner.

It was **proposed** by Councillor Scullion

Seconded by Councillor Dixon

Resolved: to recommend that the Town Council remains committed to continuing Civic Links with St Pol and Warstein.

The council should accept requests for funding relating to Twinning Activities from appropriate organisations and these should be directed to the Community Funding Committee with any application attempting to demonstrate it meeting the funding criteria as established by that committee at the time.

It was **proposed** by Councillor Scullion

Seconded by Councillor Dixon

Resolved: to recommend that delegated powers for the Twinning Committee be revised, as follows, to reflect the continued commitment to Civic Links between the councils of Hebden Royd, St Pol and Warstein.

Current Delegated Powers

To decide and incur expenditure within budget on:-

Arrangements for twinning visits both in the UK and abroad

Consideration of new links

Display of twinning gifts

Purchase of twinning gifts

Items placed in celebration of twinning links

Recommended Delegated Powers

To decide and incur expenditure within budget on:-

Civic Arrangements for twinning visits both in the UK and abroad

Consideration of new links

Display of twinning gifts

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

It was **proposed** by Councillor Dixon

Seconded by Councillor Scullion

Resolved: to recommend that given the light on going Twinning Committee workload and light twinning diary in the next council year that Full Council manage the work and budget of the Twinning Committee from the start of the council year 2016/17. Existing Council Reps to report to Full Council as appropriate.

315. HEALTH & SAFETY POLICY STATEMENT

It was **proposed** by Councillor Dixon

Seconded by Councillor Stow

Resolved: to recommend the adoption of this policy statement.

316. ANNUAL TOWN MEETING

It was **proposed** by Councillor Scullion

Seconded by Councillor Dunford

Resolved: to recommend the Annual Town Meeting in 2016/17 be focused on Young People and that this be delivered by Cllrs Boggis & King, due to their involvement with a Hebden Royd Youth Council with support from the Administration Support Officer.

317. RESERVES & BALANCES POLICY

A comprehensive report was discussed.

It was **proposed** by Councillor Scullion

Seconded by Councillor Dunford

Resolved: to recommend that a reserve and balances policy be developed by the Strategy & Review Committee for adoption by Hebden Royd Town Council at the budget setting meeting of 20th January 2016. The levels recommended by the committee and adopted by Full Council should be reviewed annually as part of the budget setting process by the Strategy & Review Committee.

318.

2016/17 BUDGET SETTING

The Clerk presented initial proposals for the 2016/17 budget.

Discussion took place on all elements of the budget.

It was **proposed** by Councillor Dixon

Seconded by Councillor Boggis Smith

RESOLVED UNANIMOUSLY: that the Administration and Awards section as enclosed be recommended to Full Council for adoption.

It was **proposed** by Councillor Dixon

Seconded by Councillor Boggis

RESOLVED UNANIMOUSLY: that the salaries section as enclosed be recommended to Full Council for adoption.

It was **proposed** by Councillor Dixon

Seconded by Councillor Boggis

RESOLVED UNANIMOUSLY: to pass the Committee, Project, New and Other Budgets to Full Council as purely indicative proposals that cannot be finalised until ratified figures are received from Calderdale MBC on the 11th January 2016 regarding grants, council task support grants and tax base.

It was agreed that the Neighbourhood Manager develop budget proposals for Festive Lighting to consider at the next meeting.

It was **proposed** by Councillor Dixon

Seconded by Councillor Boggis

RESOLVED UNANIMOUSLY: to recommend that the Staffing Committee give appropriate consideration to the impact that the adopted Living Wage Policy of the Town Council and its relationship with NJC Salary Scales are having on the differentials between grades of staff across the whole of the Town Councils Staff.

Budget proposals enclosed.

The meeting ended at 9.15pm.

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE Held 13th JANUARY 2016

MINUTES

PRESENT : Councillors: Dixon (Chair), Boggis, Dunford, Hodgins Scullion & Young.

HRTC Council Clerk: J Boom

366. Apologies for Absence and any substitutions

None were due.

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

None were declared at this time.

368. Matters arising from Minutes of Meeting held 2nd December 2015 not itemised on this Agenda

Minute 313 - Cllr Scullion circulated copies of the Quality Parish Status document to members not involved directly with the task and finish group.

Minute 314 – Councillor Scullion asked if a response had been received from the Twinning Society with regards to the changes in which the Town Council wishes to operate its Civic Relationships. The Clerk confirmed that no communications had been received.

369. RESERVES & BALANCES POLICY

The committee considered the budget headings recommended by the Clerk for consideration to form part of the calculations for a reserve. A discussion followed.

It was **proposed** by Councillor Dixon

Seconded by Councillor Boggis

RESOLVED UNANIMOUSLY: to recommend to adopt the following budget headings when considering the level of reserves for the Town Council:

- Audit
- Election Expenses
- Courses/Training
- Insurance
- Mayors Allowance
- Office Expenditure
- Accounts Support
- HR & H & S Support
- Website
- Salaries
- Environment & Allotments
- Community Funding
- Neighbourhood Plan
- Christmas Lighting

It was agreed that due to recent events it would be impossible to finance this during one council year provision would be made in the budget to start the process. It was calculated that approximately £66,000.00 would be needed to meet the minimum level as set out in Governance & Accountability for Local Councils 2010 section 2.26. It was agreed that the reserve, when established, should be held in a separate high interest rate account with an ethical bank.

370.

2016/17 BUDGET SETTING

A lengthy discussion took place regarding recent events and the effect on the Town Councils budget for 2016/17. It was clear that the Town Council needs to support the local community at this time and that the budget should reflect that.

Information from Calderdale MBC regarding Council Tax Base, Council Tax Reduction Grant and Parish Grant received on 11th January 2016 was circulated.

It was **proposed** by Councillor Young

Seconded by Councillor Boggis

RESOLVED UNANIMOUSLY: to recommend that the budget for Environment and Allotments be £25,000.00

It was **proposed** by Councillor Dunford

Seconded by Councillor Boggis

RESOLVED UNANIMOUSLY: to recommend that the budget for Twinning be £1,000.00

It was **proposed** by Councillor Dixon

Seconded by Councillor Young

RESOLVED UNANIMOUSLY: to recommend that the budget for Community Funding be £82,000.00

It was **proposed** by Councillor Dixon

Seconded by Councillor Scullion

RESOLVED UNANIMOUSLY: to recommend that the budget for Picture House be £17,300.00

It was **proposed** by Councillor Dunford

Seconded by Councillor Dixon

RESOLVED UNANIMOUSLY: to recommend that the budget for Great War Commemorations be £3,000.00

It was **proposed** by Councillor Dunford

Seconded by Councillor Dixon

RESOLVED UNANIMOUSLY: to recommend that the budget for Neighbourhood Plan be £1,000.00

It was **proposed** by Councillor Hodgins

Seconded by Councillor Boggis

RESOLVED UNANIMOUSLY: to recommend that the budget for Christmas Lighting be £13,000.00 with a minimum of £3,000.00 available for a new scheme of lighting in Mytholmroyd.

It was **proposed** by Councillor Dixon

Seconded by Councillor Young

RESOLVED UNANIMOUSLY: to recommend that the Unrestricted Town Council Reserve be set at £45,000.00

The full Proposed Budget for 2016/17 is attached and will be presented to Full Council for consideration and decision on the 20th January 2016.

Discussion followed relating to future years budgets.

It was **proposed** by Councillor Dunford

Seconded by Councillor Hodgins

RESOLVED UNANIMOUSLY: to recommend that the budget 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 2019).

Meeting finished 9.10pm.

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE Held 16th MARCH 2016

MINUTES

PRESENT : Councillors: Cllr Boggis (Chair from minute 474), Hodgins Scullion & Young.

HRTC Council Clerk: J Boom

It was **proposed** by Councillor Scullion

Seconded by Councillor Boggis

Resolved: that Cllr Boggis be elected as replacement deputy Chair for the Strategy & Review Committee.

474. Apologies for Absence and any substitutions
Cllrs Dunford & Dixon.

475. Members' Interests relating to agenda items for this meeting.
Cllrs Young and Scullion as beneficiaries of the West Yorkshire Pension Fund.

476. Matters arising from Minutes of Meeting held 13th January 2016 not itemised on this Agenda
None were noted.

477. RESERVES AND BALANCES POLICY & ADOPTION OF CPI INCREASE ON PRECEPT
It was **proposed** by Councillor Scullion
Seconded by Councillor Boggis
Resolved: note the adoption of the policies by Full Council following recommendation from the Strategy & Review Committee.

478. COMMUNICATIONS
It was **proposed** by Councillor Young
Seconded by Councillor Boggis
Resolved: to thank the UCVR Sustainable Transport Group for their submitted paper and the information contained within.

479. REVISED MODEL FINANCIAL REGULATIONS 2016
It was **proposed** by Councillor Scullion
Seconded by Councillor Hodgins
Resolved: to recommend the adoption of the revisions as proposed by NALC having considered the implications of the revisions on the regulations and on the community as a whole.

480. AUTO PENSION ENROLMENT

It was **proposed** by Councillor Scullion

Seconded by Councillor Hodgins

Resolved: to recommend that Full Council notes the staging date of Automatic Pension Enrolment as the 1st August 2016 and to use the West Yorkshire Pension Scheme as the Pension Provider for auto enrolment at Hebden Royd Town Council.

481. QUALITY PARISH STATUS

Consideration was given to a range of reports and updates from the Task & Finish Group with Cllr Scullion speaking to the presented papers. Following explanation and discussion.

It was **proposed** by Councillor Boggis

Seconded by Councillor Young

Resolved: to recommend that the following policies be adopted:

- Complaints.
- Scheme of delegation.

It was **proposed** by Councillor Boggis

Seconded by Councillor Young

Resolved: to recommend that: Details of every payment authorised by Hebden Royd Town Council are included in the minutes of each full Council meeting and are available at: <http://www.hebdenroyd.org.uk/meetings.html>

It was **proposed** by Councillor Boggis

Seconded by Councillor Young

Resolved: to recommend that council adopt the enclosed risk register.

It was **proposed** by Councillor Boggis

Seconded by Councillor Young

Resolved: to recommend that Full Council note the enclosed Progress Report on Quality Parish Status.

It was **proposed** by Councillor Boggis

Seconded by Councillor Young

Resolved: to thank the Task & Finish Group for all the work that has been undertaken.

Meeting finished at 8.25pm.