

## HEBDEN ROYD TOWN COUNCIL

### Meeting of the COMMUNITY FUNDING COMMITTEE Held MONDAY 11<sup>th</sup> June 2018

#### MINUTES

**PRESENT :** Councillors: Fenton (Chair from minute 55), Bampton Smith, Cammack, Fearon, Fraser, Phillips & Stow.

**HRTC Council Clerk: J Boom**

**55. ELECTION OF CHAIR AND DEPUTY CHAIR OF THE  
COMMUNITY FUNDING COMMITTEE 2018/19**

It was **proposed** by Councillor Fraser

**Seconded** by Councillor Fearon

**Unanimously resolved:** that the Chair of the Community Funding Committee for 2018/19 be Councillor Sue Fenton.

It was **proposed** by Councillor Bampton Smith

**Seconded** by Councillor Stow.

**Unanimously resolved:** that the Vice Chair of the Community Funding Committee for 2018/19 be Councillor Christine Bampton Smith.

**56. Apologies for Absence and any substitutions**

None were due.

**57. Members` Interests relating to agenda items for this meeting.**

None were declared at this time.

**58. Matters arising from Minutes of Meeting held 5<sup>th</sup> March 2018 not  
itemised on this Agenda.**

It was agreed that meetings should start at 6pm with applicant's first appointment being at 6.45pm.

**59. COMMUNICATIONS**

a) Awarding of Grants Letter.

It was **proposed** by Councillor Fenton

**Seconded** by Councillor Stow

**Resolved:** to reply thanking a member of the public for their input and to confirm that the criteria that is used by the committee is agreed with full council and adhered to strictly. This criteria is available on the Town Council website. Results and outcomes are measured and not all applications are successful. We appreciate the comments made and the suggestions.

b) Heptonstall Exhibitions & Richard Naylor Charities (enc)

It was **proposed** by Councillor Fenton

**Seconded** by Councillor Stow

**Resolved:** to note the advice given to them by the Town Clerk that they do not meet the criteria of the community funding committee.

**60. FUNDING PRIORITIES**

Discussion took place.

It was **proposed** by Councillor Stow

**Seconded** by Councillor Bampton Smith

**Resolved:** that funding priorities for 2018/19 should be supporting and involving Young People, with support for those who provide facilities and activities. The committee would also be eager to hear from organisations supporting the Elderly, especially offering support for those suffering with Dementia.

**61. COMPLETED PROJECT EVALUATIONS**

Current evaluations were received.

It was **proposed** by Councillor Fenton

**Seconded** by Councillor Stow

**Resolved:** that all future applications should have their last projects evaluation circulated to the committee should they have applied before.

**62. CLERKS COMMENTS**

These comments were considered and discussed.

**63. REQUESTS FOR FINANCIAL ASSISTANCE FROM THE COUNCIL**

a) Friends of White Lee Memorial Park

Creation of Memorial £4,500 to £6,000

It was **proposed** by Councillor Stow

**Seconded** by Councillor Fenton

**Resolved:** to award of £4093.13 to specifically support the memorial stone marking the subscriptions made to purchase the recreation ground, the provision of one bench and the purchase of three dog waste bins. The committee would ask that the wording on the stone be presented to the committee for consideration prior to the commencement of the works. Additionally, with the agreement of the Friends of White Lee Rec, the Town Council will arrange for the supply of a bespoke second bench for installation in the Recreation Ground.

b) Happy Valley Pride

2018 Festival £6,470.00

It was **proposed** by Councillor Phillips

**Seconded** by Councillor Fenton

**Resolved:** to award of £6,470.00

c) Hebden Bridge School

International Summer Camp £1540.00

It was **proposed** by Councillor Bampton Smith

**Seconded** by Councillor Fraser

**Resolved:** to not support this application. The committee felt the disproportionately low number of local children attending the event given its proximity to Hebden Royd along with arrangements meant they could not support the request.

Cllr Fearon called for a recorded vote:

For the motion: Cllrs Bampton Smith, Cammack, Fenton, Fraser & Phillips  
Against the motion Cllr Fearon.  
Abstention Cllr Stow.

d) Friends of Hebden Bridge  
Clean Up Victoria Road Project £4941.00  
It was **proposed** by Councillor Fraser  
**Seconded** by Councillor Fenton  
**Resolved:** to award of £500.00 to help the residents improve their area in a way that they deem appropriate.

e) The Elmet Trust  
The Ted Hughes Festival 2018 £1550.00  
It was **proposed** by Councillor Stow  
**Seconded** by Councillor Fraser  
**Resolved:** to award of £1,550.00

f) The Ted Hughes Literary & Heritage Trail Consortium  
The Ted Hughes Yorkshire Literary & Heritage Trail £4800.00  
It was **proposed** by Councillor Fearon  
**Seconded** by Councillor Fraser  
**Resolved:** to award of £4,800.00

Meeting finished at 9.12pm

## HEBDEN ROYD TOWN COUNCIL

### Meeting of the COMMUNITY FUNDING COMMITTEE Held MONDAY 13<sup>th</sup> August 2018

#### MINUTES

**PRESENT :** Councillors: Fenton (Chair), Bampton Smith, Cammack, Phillips & Stow.

**HRTC Council Clerk: J Boom**

- 152. Apologies for Absence and any substitutions.**  
Cllrs Fearon & Fraser.
- 153. Members' Interests relating to agenda items for this meeting.**  
None declared at this time.
- 154. Matters arising from Minutes of Meeting held 11<sup>th</sup> June 2018 not itemised on this Agenda.**  
The minutes were amended to reflect a reply to a member of the public, minute 59.
- 155. COMPLETED PROJECT EVALUATIONS**  
The Clerk reminded Councillors that project evaluations are now circulated with the application to be considered should the applicant have been awarded a grant previously.
- 156. CLERKS COMMENTS**  
These comments were considered and discussed.
- 157. REQUESTS FOR FINANCIAL ASSISTANCE FROM THE COUNCIL**  
a) Saville Bowling Club  
Club House Window Refurbishments £750.00  
It was **proposed** by Councillor Stow  
**Seconded** by Councillor Phillips  
**Resolved:** to award £750.00 and to thank the applicant for their detailed presentation. The Committee was interested to hear of their plans for young people to become more involved at the site and encouraged the Club to remain in contact with the Town Council.
- b) Northern Powerhouse Boxing Academy  
Boxing Gym Equipment £1,500.00  
It was **proposed** by Councillor Bampton Smith  
**Seconded** by Councillor Cammack  
**Resolved:** to award £1500.00.
- A recorded vote was called for by Cllr Stow.  
For: Cllr Bampton Smith, Cammack & Fenton.  
Against: Phillips & Stow.

c) Erringden Benefice  
External Electrical Supply for Community Events £954.00  
It was **proposed** by Councillor Fenton  
**Seconded** by Councillor Cammack  
**Resolved:** to award £954.00 with a request that the schemes scope is assessed to ensure it adequately meet the ongoing requirements of site.

d) Calder Valley Youth Theatre  
2018 Production 'In The Heights' £3,000.00  
It was **proposed** by Councillor Stow  
**Seconded** by Councillor Bampton Smith  
**Resolved:** to award £3,000.00.

Meeting finished at 8.00pm.

## **HEBDEN ROYD TOWN COUNCIL**

### **Meeting of the COMMUNITY FUNDING COMMITTEE Held MONDAY 15<sup>th</sup> OCTOBER 2018**

#### **MINUTES**

**PRESENT :** Councillors: Fenton (Chair), Bampton Smith, Cammack, Fearon, Fraser, Phillips & Stow.

**HRTC Council Clerk: J Boom**

The meeting agreed that a 6.30pm start with the first applicant appointment being set at 6.45pm be the agreed times for the Community Funding Committee.

**235. Apologies for Absence and any substitutions.**

No apologies were due.

**236. Members` Interests relating to agenda items for this meeting.**

None were declared at this time.

**237. Matters arising from Minutes of Meeting held 13<sup>th</sup> August 2018 not itemised on this Agenda.**

The Clerk advised the meeting that the award to the Erringden Benefice had been paid direct to the contractor completing the works. The Town Council had placed the order, received the goods, received the invoice and paid the invoice.

**238. COMPLETED PROJECT EVALUATIONS**

The committee received the completed grant evaluations and discussed them in depth.

It was noted that the Hebden Bridge Brass band had not notified the Town Council of their recent concert which was in part explained by a late change of date. Councillors commented that not all were on Facebook and that they would appreciate notification for any planned Christmas Concerts.

**239. COMMUNICATIONS**

The committee discussed at length the received White Lee Recreation Ground Memorial Stone wording. After much debate regarding the quote used, grammar, format and the proposed use of acknowledgement for support the committee resolved the following:

It was **proposed** by Councillor Fenton

**Seconded** by Councillor Bampton Smith

**Resolved:** to request that the acknowledgements be placed on a separate stone with Hebden Royd Town Council presented in full not HRTC, the other comments regarding Calderdale Council and a capital letter for the Friends to also be considered carefully. Secondly, the wording on this plaque to be carefully considered, as in its current form, elements, especially 'whom', are

not grammatically correct. The Friends should also consider the accuracy of the quote in relation to the original words.

**240. CLERKS COMMENTS**

These comments were considered by the committee.

**241. REQUESTS FOR FINANCIAL ASSISTANCE FROM THE COUNCIL**

a) Hebden Bridge Piano Festival

6.30pm

£1,000.00

It was **proposed** by Councillor Fenton

**Seconded** by Councillor Cammack

**Resolved:** to award £1000.00

**242. APPLICATION FORM & END OF GRANT REPORT**

The revised forms were submitted by Cllr Fenton and considered by the meeting. The changes were intended to justify how Applicants intended to use their awarded funds more clearly and focus an applicant's request from the start of the process.

It was **proposed** by Councillor Stow

**Seconded** by Councillor Fenton

**Resolved:** to adopt the proposed content changes and that the Clerk and Cllr Fenton improve the format of the form.

Meeting finished at 7.20pm.

## HEBDEN ROYD TOWN COUNCIL

### Meeting of the COMMUNITY FUNDING COMMITTEE Held MONDAY 10<sup>th</sup> DECEMBER 2018

#### MINUTES

**PRESENT :** Councillors: Fenton (Chair), Crosland, Fearon, Fraser, Phillips & Stow.

**HRTC Council Clerk: J Boom**

**319. Apologies for Absence and any substitutions.**

Cllr Cammack and Cllr Bampton Smith with Cllr Crosland acting as a substitute for Cllr Bampton Smith.

**320. Members' Interests relating to agenda items for this meeting.**

None were declared at this time.

**321. Matters arising from Minutes of Meeting held 15<sup>th</sup> October 2018 not itemised on this Agenda.**

There were no matters arising.

**322. COMMUNICATIONS**

The following communication was noted.

- a) White Lee Rec Memorial Park.

**323. BUDGET REQUEST 2019/20**

After discussion:

It was **proposed** by Councillor Fenton

**Seconded** by Councillor Fraser

**Resolved:** to request £81,000.00 for the Community Funding budget for 2019/20.

**324. COMPLETED PROJECT EVALUATIONS**

A discussion took place regarding the completion of paperwork and the number of applicants that contacted the Town Clerk prior to completing the application form.

It was **proposed** by Councillor Fenton

**Seconded** by Councillor Stow

**Resolved:** to recommend that the Application Form, Guidance Notes and Website be altered to communicate that contacting the Town Clerk prior to submitting an application form is mandatory in order to provide further support and guidance for all applicants.

It was **proposed** by Councillor Fenton

**Seconded** by Councillor Stow

**Resolved:** to note the receive evaluations of supported projects.

**325. CLERKS COMMENTS**

It was **proposed** by Councillor Fenton



**Seconded** by Councillor Fearon

**Resolved:** to note the comments made by the Town Clerk relating to applications for financial support from the Council.

326.

**REQUESTS FOR FINANCIAL ASSISTANCE FROM THE COUNCIL**

a) Steepfields Allotment and Leisure Gardens Society

Site Repairs £4,900.00

It was **proposed** by Councillor Fenton

**Seconded** by Councillor Stow

**Resolved:** to award £1,500.00 to repair the Community Wall that has a boundary with a footpath/right of way across the site.

b) Calder Valley Youth Folk Music Project

Youth Folk Music Project £1,544.00

It was **proposed** by Councillor Phillips

**Seconded** by Councillor Stow

**Resolved:** to award £1,544.00. The committee commented that in future years it would like to see the project broadened to include those without a musical education and those interested in singing.

c) Hebden Bridge Folk Roots Festival

2019 Folk Roots Festival £3,000.00

It was noted that the application was for £4,500.00 not as stated on the agenda.

It was **proposed** by Councillor Fenton

**Seconded** by Councillor Fraser

**Resolved:** to award £4,500.00.

d) Hebden Bridge Film Festival

Hebden Bridge Film Festival £4,300.00

It was **proposed** by Councillor Stow

**Seconded** by Councillor Fenton

**Resolved:** to award £4,300.00.

e) Trans Allies Network Calderdale

Trans Inclusive Awareness Raising Campaign £2,351.00

The applicant did not attend the meeting.

f) Handmade Parade

Handmade Parade 2018 £7,200.00

It was **proposed** by Councillor Fraser

**Seconded** by Councillor Fenton

**Resolved:** to award £7,200.00

g) Hebden Bridge Junior Band

International Tour 2019 £2,000.00

It was **proposed** by Councillor Stow

**Seconded** by Councillor Phillips

**Resolved:** to award £2,000.00

## HEBDEN ROYD TOWN COUNCIL

### Meeting of the COMMUNITY FUNDING COMMITTEE Held MONDAY 11<sup>th</sup> FEBRUARY 2019

#### MINUTES

**PRESENT :** Councillors: Fenton (Chair), Boggis, Cammack, Fearon, Fraser, Phillips & Stow.

**HRTC Council Clerk:** J Boom

**396. Apologies for Absence and any substitutions.**

Cllr Bampton Smith with Cllr Boggis acting as a substitute.

**397. Members' Interests relating to agenda items for this meeting.**

Cllrs Phillips and Cammack item 401) d) as members of the Cragg Vale Community Association.

**398. Matters arising from Minutes of Meeting held 10<sup>th</sup> December 2018 not itemised on this Agenda.**

The clerk reported that the Community Funding Committee had been allocated £80,500 for the financial year 2019/20.

**399. COMPLETED PROJECT EVALUATIONS**

These valuations were made available to the committee with a request that a list be presented at the next meeting of those organisations that had evaluations outstanding.

**400. CLERKS COMMENTS**

The Town Clerk presented these comments which were discussed. It was agreed that the next meeting should consider the acknowledgement of HRTC support by successful applicants.

**401. REQUESTS FOR FINANCIAL ASSISTANCE FROM THE COUNCIL**

a) Hope Baptist Church.

Stage Panel & Raised  
Platform.  
£850.00

It was **proposed** by Councillor Stow

**Seconded** by Councillor Philips

**Resolved:** to award £850.00.

b) Pennine Prospects.

Walk & Ride Festival.  
£3,000.00

It was **proposed** by Councillor Fenton

**Seconded** by Councillor Fraser

**Resolved:** to award £1500.00.

c) Hebden Bridge Arts Festival. Arts Festival 2019.  
£7,000.00

It was **proposed** by Councillor Fenton  
**Seconded** by Councillor Fearon  
**Resolved:** to award £6,950.00.

Note: Cllrs Phillips and Cammack left the room.

d) Cragg Vale Community Association Ltd. Provision of an accessible  
shelter in Cragg Vale  
Park.  
£4,100.00

It was **proposed** by Councillor Boggis  
**Seconded** by Councillor Fenton  
**Resolved:** to award £4,100.00.

Note: Cllrs Phillips and Cammack returned to the room.

e) Hebden Bridge Brass Band. Series of brass band  
concerts and a brass band  
marching contest.  
£4,415.00

It was **proposed** by Councillor Boggis  
**Seconded** by Councillor Phillips  
**Resolved:** to award £4,415.00 with a request that the Hebden Bridge Band  
invite a nominated Councillor to attend their management meetings for the life  
of this project. The Councillor being nominated following the Full Council  
elections of May 2019.

f) Mytholmroyd Arts. The 5<sup>th</sup> Annual  
Mytholmroyd Arts  
Festival.  
£4,950.00

It was **proposed** by Councillor Fraser  
**Seconded** by Councillor Fenton  
**Resolved:** to award £4,000.00

g) Yoga for the Willing. Yoga Sessions and  
promotion of the benefits  
of Yoga.  
£4,165.00

It was **proposed** by Councillor Stow  
**Seconded** by Councillor Fenton  
**Resolved:** to award £4,165.00 towards this pilot project with a request that the  
group provide robust feedback and evaluation to allow the committee to  
measure the activities achievements.

Note: Cllr Boggis declared an interest as Chair of Governors at Burnley Road School.

h) Ask the Question.

Mentoring and Support  
for young people.  
£3,600.00

It was **proposed** by Councillor Stow

**Seconded** by Councillor Fraser

**Resolved:** to make no award to this application. The committee felt that they were unable to support the project as they had concerns relating to the process of referral of a child to the proposed scheme, the safeguarding of those within the proposed scheme, including confidential information, and the process of referral to other appropriate agencies should issues be identified whilst in the proposed scheme.

Meeting finished at 10.03pm.

## **HEBDEN ROYD TOWN COUNCIL**

### **Meeting of the COMMUNITY FUNDING COMMITTEE Held MONDAY 15<sup>th</sup> APRIL 2019**

#### **MINUTES**

**PRESENT :** Councillors: Fenton (Chair), Bampton Smith, Cammack, Fraser, Phillips & Stow.

HRTC Council Clerk: E Green

- 483. Apologies for Absence and any substitutions.**  
Apologies for lateness were received from Councillor Fraser
- 484. Members` Interests relating to agenda items for this meeting.**  
Cllr Fraser – Item 7c as a trustee of the Hebden Bridge Community Association.
- 485. Matters arising from Minutes of Meeting held 11<sup>th</sup> February 2019 not itemised on this. Agenda.**  
Cllr Fenton clarified that a representative will be appointed for the Hebden Bridge Band as per the minutes after the elections have been held.
- 486. COMPLETED PROJECT EVALUATIONS**  
An update was given regarding the outstanding grant evaluations, council officers will continue to chase these where appropriate.
- 487. CLERKS COMMENTS**  
The Clerks comments were considered by the committee.
- 488. ACKNOWLEDGEMENT OF/PROMOTION OF TOWN COUNCIL SUPPORT**  
The committee considered how groups can evidence that they have used the Town Council logo in the promotion of events which have received grant funding from the Town Council, and how this requirement be formalised. It was **proposed** by Councillor Fenton  
**Seconded** by Councillor Stow

**Resolved:** That branding guidelines be produced to be sent with the offer letter, which details what the Town Council expects in terms of the use of its logo and also other branded equipment available for use as deemed appropriate such as banners and flags. As part of the end of Grant Evaluation Council would also like to see evidence of how the logo has been use, either a copy of the flyer or photograph of how the logo has been displayed.

489.

## **REQUESTS FOR FINANCIAL ASSISTANCE FROM THE COUNCIL**

a) Happy Valley Pride

Happy Valley Pride Festival 2019

£7000.00

It was **proposed** by Councillor Fenton

**Seconded** by Councillor Philips

**Resolved:** to award the full amount requested of £7000.00 for the 2019 festival. The addition of an event in Mytholmroyd was recognised as a positive addition to the festival.

b) Reach for Social Justice (Reach4ward)

Summer and Christmas Get Together

£4280.00

It was **proposed** by Councillor Bampton Smith

**Seconded** by Councillor Fenton

**Resolved:** not to grant an award at this time. Whilst councillors are supportive of the project and its aims in general, it was felt this application was lacking information. With regard to the Summer Get Together, the demographic which the event was aimed at was not clear and as such there was uncertainty as to whether the planned activities would be suitable. With regard to the Christmas event, there was concern that the amount requested did not fully represent the costs which may be incurred. There were also unanswered questions regarding the organisation and logistical arrangements; such as ensuring that volunteers and attendees are safeguarded and insurance for volunteer drivers. With this in mind it was suggested that the applicant meet with the Town Clerk to discuss the application in more detail with a view to resubmitting the application to a future meeting.

Cllr Fraser left the room

c) Hebden Bridge Community Association

Feasibility Study of Hebden Bridge Town Hall

£2500.00

It was **proposed** by Councillor Fenton

**Seconded** by Councillor Stow

**Resolved:** not to grant an award at this time. Councillors, whilst supportive of the project, felt that a second quote should be obtained for the delivery the condition survey, design options, and for the costings and evaluation of design options. It is therefore requested that the Hebden Bridge Community Association seek a second quote for the works to be undertaken. The committee is mindful of the time constraints according to the Architectural Heritage Fund Grant, and as such will be prepared to hold an extraordinary meeting to consider this application once the second quote is obtained, to avoid any delay in the works being undertaken.