

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE Held 29th JULY 2020

MINUTES

PRESENT: Councillors: Stevens (Chair), Boggis, Courtney, Freeth, Needham, Stow & Wood.

Clerk: J Boom

Minutes: E Green

57. APOLOGIES OF ABSENCE & SUBSTITUTIONS

There were no apologies

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

Cllr Stow – Item 65 as HRTC representative and acting chair of the Handmade Parade.

59. Matters arising from Minutes of Meeting held 27th March 2019 not itemised on this Agenda

There were no matters arising. The Clerk updated that the budget and committee structure had been adopted.

**60. FULL COUNCIL DISCUSSION (taken with Item 8)
HRTC PROJECTS**

It was discussed that the aims and objectives outlined in June 2019 had been completed, however it was felt that a longer-term strategic plan over the next three to five years, was important to clearly demonstrate that the council had a clear vision of what it was doing and where it is going. It also needs to take account of the three priorities of Climate Emergency, Age Friendly Community and provision of an advice service.

It was **proposed** by Councillor Needham

Seconded by Councillor Freeth

Resolved: to recommend the development of a strategic plan for the future which incorporates the priorities outlined above, it will also set out how the council will aim to meet urgent needs and address gaps in services. A draft strategic plan should be made available for the Full Council meeting on Wednesday 23rd September for comment, with a view to recommending adoption to Full Council at the next meeting of Strategy & Review on Wednesday 11th November.

**61. MODEL CODE OF CONDUCT FOR LOCAL COUNCILS
CONSULTATION**

Following discussion regarding the proposed Code of Conduct, Cllr Needham stated that he felt that of the seven principles of local government, there was not sufficient emphasis on the principle of

Honesty. There was also discussion about what the sanctions that could be imposed are.

It was **proposed** by Councillor Needham

Seconded by Councillor Stow

Resolved: that the clerk should respond with a request to make the section on Honesty more robust and to outline sanctions, but that overall the Town Council sits in line with the views of the principal authority.

62. LIVING WAGE TOWN

Early in 2020 Cllr Stow was approached by a retailer in the town with a view to supporting Hebden Bridge becoming a Living Wage town. The Covid-19 pandemic has, brought new, unprecedented challenges to businesses. However the principle remains the same, and a Living Wage becomes beneficial for the town as a whole when its workforce have increased spending power.

It was **proposed** by Councillor Freeth

Seconded by Councillor Wood

Unanimously resolved: to recommend to delay the rollout of this project, but in the meantime to focus attention on the aspiration to become a Living Wage town and to encourage business to have this aspiration even if it is not possible at the moment. If it is possible to register the town as having an aspiration to become a living wage town that should be completed.

63. TRANS & NON-BINARY AWARENESS TRAINING

A remote training session has been arranged for 9:30am on Thursday 27th August, for councillors and HRTC senior staff. A second session may be arranged for HBPH staff. Further to this training on other prominent issues may be arranged.

64. PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) (NO.2) ACCESSIBILITY REGULATIONS 2018

Two statements have now been prepared one each for HRTC and HBPH. These state where there are gaps in accessible information and what each organisation intends to do about it. Prior to these being published they will be shared with the Disability Access Forum for further consideration and comment. The information will be required to be posted online by 24th September.

It was **proposed** by Councillor Stevens

Seconded by Councillor Needham

Resolved: to recommend approval of the documents and to also consider the installation of a loop system at the Council Offices. The HBPH website should also be amended to explain what a CEA card is.

65. SOUND/ARTISTIC EVENT IN HEBDEN ROYD SEPT/OCT 2020

Cllr Needham presented the idea for an artistic/musical event to be organised by Handmade which would engage a variety of people throughout the town to take part. It would focus on small groups performing at different locations. Support for the idea was enthusiastic, however there was concern that this project should not prevent Handmade Parade from applying for funding for alternative projects and that perhaps this was actually a commission.

It was **proposed** by Councillor Needham

Seconded by Councillor Wood

Resolved: to recommend to allow the Handmade Parade to use the excess funding from this year cancelled Handmade Parade to explore opportunities and work up proposals for such an event. If HRTC decide to then take this further this would be done on a commission basis dependent of the capacity of Handmade Parade to deliver this. It will not have an effect on funding applications made to the Community Funding Committee for future events.

Meeting finished at 9.15pm.

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE Held 23RD NOVEMBER 2020

MINUTES

PRESENT: Councillors: Stevens (Chair), Needham, Stow & Wood.

Clerk: J Boom

Minutes: E Green

AGENDA

230. APOLOGIES FOR ABSENCE AND ANY SUBSTITUTIONS

Apologies were received from Cllr Courtney and Cllr Freeth.

231. MEMBERS' INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.

There were no interests declared.

232. MATTERS ARISING FROM MINUTES OF MEETING HELD 29TH JULY 2020 NOT ITEMISED ON THIS AGENDA

Cllr Stevens advised that whilst there was a desire to continue to identify a future strategy for the Town Council, that the current Covid-19 situation should be given time to settle before key decisions are made.

Further to minute 65, it was noted that Hand Made Parade had not yet submitted a proposal regarding the unspent funds, but that the clerk had been working with them on the funding bid for next years Hand Made Parade. They have made a film over the summer which should be released soon.

233. PLANNING GUIDANCE

The information was noted, and it will be made available on our website for members of the public and circulated to councillors. The Clerk explained that planning training is available through YLCA should any councillor wish to attend. Supplementary information is also available, and Councillors should be mindful of the Town Councils role as a statutory consultee Town Council only.

234. BUDGET SETTING

The budget was considered. The submission to CMBC is not required until 3rd February. There will be meetings of this committee on 9th December and on 20th January when the final recommendations will need to be made.

The clerk went through the initial budget headings;

Election expenses – sufficient to cover the bi-election that has already been called plus an additional bi-election if required.

Courses & Training – councillors are able to use this budget to expand their knowledge with opportunities brought to council meetings for them to act on.

Hospitality – to cover civic visits as required.

Insurance – Employer and PL, premium has reduced in recent years.

Mayors Allowance – small increase as linked to CPI.

Office Expenses – underspend this year as there have been no additional room hires or photocopying.

Accounts Support – there have been fewer transactions this year, but the continued support will be required as functions return to normal.

HR and H&S Support – continues to be in place.

Clocks – Annual service for clocks at St James, St Michaels and St Johns in the Wilderness, funds for additional works to be raised/applied for.

Subscriptions – main cost is for YLCA, plus additional fees for SLCC and CPRE.

Website – covers the monthly management fee. It was noted that there are issues with the current system in the lack of flexibility to manage content and also problems with email hosting. There is also a potential complexity of continuity.

It was moved by Cllr Stow

Seconded by Cllr Needham and

RESOLVED: That Cllr Stevens, Cllr Needham and the Clerk will consider how best to proceed in order to renew the website and email hosting.

Awards – in the gift of the Mayor and allocation spent annually.

Office Rental – an amount allocated in preparation for a potential requirement to change accommodation following the expiration of the CMBC lease at Hebden Bridge Town Hall, a meeting is scheduled to take place on Friday 27th November to consider this. The amount includes rent of office space and meeting rooms, refurbishment, and telecoms.

Salaries – budget amount as agreed at Staffing Committee.

It was moved by Cllr Needham

Seconded by Cllr Stow and

RESOLVED: to approve the core budget as set out above with potential for minor variations

The councillors continued to discuss committee budgets;

Climate Emergency Committee - Key projects include development of the High Hirst site and supporting cycling whilst continuing with delivery of the action plan. It is requested that the underspend from the current year is rolled over, however, this committee would like to see evidence of how this would be spent. Clarification is sought as to if the costs would be phased over more than one year and if the site is feasible for growing an orchard, considering such as soil composition. The council also needs to ensure it is not duplicating activities already undertaken by CMBC such as cycling classes. Clarification on what the John Muir Scheme is would also be welcomed.

Community Funding Committee- Same allocation is in previous years with a small increase linked to the CPI

Environment & Allotments Committee - The committee requests that these figures are reconsidered with costed out projects to support the request.

Projects & Events Committee - The committee requests that these figures are reconsidered to take account of any underspend and realistic ambitions for new projects, and that core and aspirational projects are clearly identified.

Neighbourhood Plan - The costs to finish the plan shared with the parishes in accordance with the council tax base. No questions raised.

Picture House Committee - Three clearly defined requests including revenue support beyond the BFI grant. These costs are to be refined before a decision is made.

Twinning Committee - Due to Covid it is unlikely that events will take place in the coming year, however, an amount has been requested to enable participation if required.

Standing orders were suspended to allow the meeting to finish.

CAB Advice Worker - As per this year's budget, this project is now underway and costs will be carried forward for next year.

Age Friendly Working Group - The Town Council has now achieved the Age Friendly UK status. There is an ambition to host an event for the UN Older Persons Day, underspend from this year could be carried forward. The group would also like to install benches and Calderdale Community Cares are doing an audit to identify suitable locations. The

committee would like to see a more targeted budget, but it was pointed out that without older people's involvement, which is difficult at the moment, it is impossible to present detailed budget proposals.

Disability Access Forum - Amount allocated for meeting room hire though it is likely that this group will continue to meet remotely for the foreseeable future.

Mytholmroyd Library - The figure is based on the current running cost. Any involvement of the Town Council would be an interim measure to allow additional time and alternative provision to be established by an appropriate body. There would be no TUPE of staff, and instead CMBC bank staff would be used. There are many considerations and the Town Council must be mindful not to take on a project which cannot be successful, only to later have to make difficult decisions about closure. The feeling of the community must be tested. More information from CMBC will be available towards the end of December/January.

Youth Employment Worker - Costings based on .6 of FTE, to provide an advice service to NEET and at risk of NEET young people, with the potential to expand to other age groups. Clarification was sought on the following points. Does this service exist at the moment? If the service exists then what is the current level of support? If the service currently exists, who funds it? Are C&K Careers the appropriate body to advise age groups other than young people? Who is the 'we' that has been discussing the project at this initial stage? More information will be gathered, and it may be appropriate of a council officer to attend future meetings.

In respect of the above

It was moved by Cllr Stevens

Seconded by Cllr Needham and

RESOLVED: That the points above should be referred back to the appropriate committee with revisions to requests for funding to be presented for consideration at the next meeting.

The meeting finished at 9:52pm

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE Held 9th DECEMBER 2020

MINUTES

PRESENT: Councillors: Stevens (Chair), Boggis, Courtney, Freeth, Needham, Stow & Wood.

Clerk: J Boom

Minutes: E Green

263. Apologies for Absence and any substitutions

No apologies were received

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

Cllr Courtney as a nonpecuniary board member of C & K Services.

265. Matters arising from Minutes of Meeting held 23rd November 2020 not itemised on this Agenda

No matters were arising.

266. HEBDEN ROYD RECOVERY PLAN

Cllr Freeth presented his proposal to develop ideas with regards to energising the local community to develop a post Covid 19 recovery plan. A paper was circulated to members and discussed.

The plan is envisaged to draw the community together and seek to establish a small, non-permanent working group in the New Year to work on this plan.

The meeting endorsed the proposal to set up a working group to take the plan forward early in the New Year. It was noted and accepted that the working group should be small in number whilst ensuring that all sectors and parts of Hebden Royd be represented and involved. Suggestions from Councillors as to other organisations which might be represented were welcomed and noted to be addressed as the plan is developed.

Coordination was discussed and it was envisaged that the group would share the load rather than there be an expectation that the Town Council would administer. This should be communicated to those approached to be involved and ask that they are able to not just attend meetings but to act.

It was proposed by Councillor Needham

Seconded by Councillor Wood

Resolved that the plan be endorsed, Cllr Freeth acting as the chair of this group and the focal point and the works as outlined take place.

267. BUDGET SETTING

The Town Clerk confirmed that the items recommended for adoption to full council from the last meeting had indeed been adopted. This being the Administration, Awards and Salaries sections.

The Town Clerk outlined budget areas that remain under consideration and variations to the requests since the last meeting.

The Town Clerk advised the meeting of the process the principal authority undertake when setting budgets and that final figures from them regarding grants, council tax support grants and the tax base will not be received until early January 2021. When these figures are received this will allow the final calculation of the Town Council budget and precept demand for 2021-22.

Discussion followed on the following budgets:

Climate Emergency is still to be finalised. They meet on the 6th January 2021 and a full and final request will be available then. Work has been identified which can be completed this year and the underspend has been reduced accordingly.

Environmental and Allotments request has been refined and altered accordingly. Questions were asked regarding dog waste bag provision.

The Events budget has been reduced; account has been taken of a payment made to an event suppliers in 2020-21 which will assist events in 2021-22.

Festive Lighting and Christmas Lighting was discussed with the Committee Chair, Deputy Chair and the Deputy Clerk explaining the request. They focused on the growth of Christmas events, lighting provision and the desire to have quality lighting for all of Hebden Royd. Positive comments from this year's lights were shared.

The Picture House request for one off revenue support was discussed with it being made clear that it would support the cinema from April 2021 where currently no external financial support as a result of Covid 19 closure was evident. It was agreed that should the Picture House not need this support due to a positive trading position it would be returned to the Town Council.

It was agreed that the heading Mytholmroyd Library should be replaced with Mytholmroyd Community Support. This allocation is to look at services which may be supported in Mytholmroyd or brought to Mytholmroyd. It does not infer a commitment to the future of Mytholmroyd Library which is being explored currently with further information imminent. Time frame issues will not allow recommendations to be made until after the Town Council budget has been finalised.

The group working on proposals will need to provide evidence to Full Council of the need for the service and receive support from full council to progress.

It was made clear that current thinking does not see any involvement or development of an interest in the current home of the library due to the liabilities associated with it.

This budget allows flexibility to support service provision in Mytholmroyd, potentially working with local groups to develop capacity and encourage increasing social capital.

Cllr Needham and the Town Clerk shared information from a meeting with C & K Services regarding a Youth Employment Worker. Costs were revised upwards as a consequence. Questions were asked regarding existing provision, current funding, the benefit to local High Schools, use by local people and the demand for the service from vulnerable people. The committee asked that further need for this service in Mytholmroyd be evidenced and that it be reported at the next meeting.

The Queens Platinum Jubilee was passed to the next meeting for discussion.

Meeting finished at 9.20pm.

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE Held 20th JANUARY 2021

MINUTES

PRESENT: Councillors: Stevens (Chair), Boggis, Courtney, Freeth, Needham, Stow & Wood.

Clerk: J Boom

Deputy Clerk: E Green

313. Apologies for Absence and any substitutions

None were received.

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

None were declared at that time.

315. Matters arising from Minutes of Meeting held 9th December 2020 not itemised on this Agenda

The meeting was advised that an initial meeting had been held with a second planned on the 21st January. A report would provide by Cllr Freeth to the next meeting of full council.

316. 2021/22 BUDGET SETTING

The committee discussed the requests made by the Town Council's Committees, the committee was mindful of the items agreed by full council following recommendations at the last meeting and confirmation of the grants and tax base communicated by CMBC.

The committee discussed potential funding applications that the Community Funding Committee may receive at their next meeting and are mindful of how this may affect the estimated balance of this committee.

The committee reviewed the reduced request for the Management/Ticketing System at the Picture House.

The committee discussed the contingency as proposed and considered potential rates for the precept to increase by.

It was **proposed** by Councillor Needham

Seconded by Councillor Boggis

Resolved unanimously: to recommend to Full Council the attached 2021/22 and the proposed increase to the precept.

The meeting ended at 8.25pm.

		2019/20	Actual 19/20	2020/21	Est Underspend 20/21	Actual 20/21	Proposed Budget 21/22	Permanent Cost	One Off Cost
Base Budget Costs									
Administration									
	Audit	2,500	1,800	2,500	885		2,500	2,500	
	Election Exp	9,500	7,200	1,500	1,500		3,000	3,000	
	Courses/Training	4,500	275	4,500	3,300		4,500	4,500	
	Hospitality	1,000	425	1,000	260		1,000	1,000	
	Insurance	4,000	3,950	4,000	848		4,000	4,000	
	Mayor's Allowance	4,000	4,454	4,068	0		4,150	4,150	
	Office Expenditure	13,000	8,679	13,000	1,600		10,000	10,000	
	Accounts Support	3,000	2,400	3,000	600		3,000	3,000	
	HR and H & S Support	3,000	3,000	3,000	0		3,000	3,000	
	Clocks	500	415	500	260		500	500	
	Subscriptions	1,400	1,050	1,400	198		1,400	1,400	
	Web Site	1,250	1,200	1,250	150		1,250	1,250	
	Mayors For Peace	250	0	250	250		250	250	
Awards									
	Service to the Community	300	100	100	0		300	300	
	Kaberry/Barker	1,350	1,350	1,350	0		1,350	1,350	
Office Relocation									
	Office Rental (inc rates)			11,000	11,000		11,000	11,000	
	Meeting Room Rental			2,500	2,500		2,500	2,500	
	Telecoms			600	600		600	600	
	Office Refurb			3,000	3,000		3,000		3,000
		49,550	36,298	58,518	26,951	0	57,300	54,300	3,000
HRTC Salaries									
	Salaries	127,399	123,015	130,000	1,000	0	136,500	136,500	0
Committee Budgets									
Climate Emergency	Climate Emergency			16,000	8,000		16,128	16,128	
Community Funding	Community Funding	80,500	80,500	81,600	40,000		82,171	82,171	
Environment & Allotments	Environmental Projects	20,000	17,500	20,000	5,000		27,500	27,500	
	Allotments	5,000	4,500	3,000	1,000		1,500	1,500	
Events & Festive Lighting	Events	15,000	16,600	17,000	5,000		11,291	11,291	
	Christmas Events & Lighting	14,500	8,236	22,000	7,000		31,287	31,287	
Neighbourhood Plan	Neighbourhood Plan	1,747	1,260	1,747	0		2,461		2,461
Picture House	Capital - Management/Ticketing System	12,000	12,000	10,000	0		4,290		4,290
	Capital - Projector Contribution						10,000		10,000
	One Off Revenue Support						20,000		20,000
Twining	Twining	4,000	652	1,600	1,600		5,150	1,600	3,550
Other Budgets									
	Advice Worker			15,000	13,233		20,000	20,000	
	Age Friendly Community			5,000	3,000		7,500	7,500	
	Disibility Access Forum	700	-480	700	700		700	700	
	Mytholmroyd Community Provision						18,318		18,318
	Youth Employment Worker						22,500	22,500	
	Station Rd, Hebden Bridge Car Park	-9,500	-9,646	-7,500	-2,421		-5,000	-5,000	
	Queens Platinum Jubilee						0	0	
Committee & Other Budgets Total		143,947	131,122	186,147	82,112	0	275,796	217,177	58,619
Contingency							31,889		31,889
Contribution to Reserves				11,301			11,191		11,191
TOTAL		320,896	290,435	385,966	110,063	0	512,676	407,977	104,699
	Estimated Underspend	88,278		86,125			110,063		
	CMBC Grant	7143		7143			7143		
	Precept	272,540		354,800			360,834		
	CMBC Council Tax Support Grant	25,093		25,515			34,636		
		393,054		473,583			512,676		
	Cost Band D	84.37		108.86			112.67		Surplus/deficit to balance budget
	Tax Base	3230.3		3259.1			3202.58		
HRTC Reserves	Budgets when calculating reserves								
Notes: that 3 months budget, in appropriate areas, be held as reserve as per Governance & Accountability for Local Councils 2010 section 2.26 and that in the life of this council (until May 2023) the reserve increases to 4 months budget.that the precept, Community Funding Committee 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). (0.5% CPI Sept 2020)									
Target Reserve	85,190 3 month	Reserve	2017.18	90,334					
	112,451 4 month		2018.19	91,301					
			2019.20	102,656					

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE Held 31st MARCH 2021

MINUTES

PRESENT: Councillors: Stevens (Chair), Boggis, Courtney, Freeth, Needham, Stow & Wood.

Deputy Clerk: E Green

416. Apologies for Absence and any substitutions

There were no apologies.

417. Members` Interests relating to agenda items for this meeting.
Item 5) Cllr Courtney – CMBC Representative for C&K Careers

418. Matters arising from Minutes of Meeting held 20th January 2020 not itemised on this Agenda

There were no matters arising

419. DELEGATED POWERS & COMMITTEE STRUCTURE

The existing delegated powers were reviewed.

It was moved by Cllr Stevens

Seconded by Cllr Needham and

RESOLVED: That the delegated powers for committees shall remain the same. The delegated powers for the Strategy and Review Committee will now include the responsibility of overseeing and reviewing Contracted Services and Community Facilities for the immediate future. It will also oversee the budget held by the Age Friendly Working Party.

420. CONTRACTED SERVICES

Updates were provided on the progress of the services, specifically Citizens Advice and Youth Employment Support.

In respect of the Citizens Advice Calderdale (CAB) Cllr Stow sought clarification on the number of days/hours to be worked. It was stated that the work would include one full day, with an additional 3.75 hours to write up cases per week.

It was moved by Cllr Needham

Seconded by Cllr Stow and

RESOLVED: To accept the SLA as outlined.

In respect of the Youth employment Service, Cllr Needham confirmed that the Employment Support Worker start date will be 19th April, and an increase in case loads has reaffirmed that the service is much

needed. Cllr Stow sought clarification as to why the term of the SLA was three years rather than two years as per the CAB. It was confirmed that this was about being able to deliver continuity of service which would be able to develop as required. However, the SLA provides an opportunity for review every three months.

It was moved by Cllr Needham
Seconded by Cllr Stow and

RESOLVED: That the Town Clerk will now review the SLA before approval. A schedule for review be established, for example three monthly reviews provided to Strategy & Review with a more in depth review at 18 months. This will provide the opportunity to change/extend provision in line with proven need.

421. MYTHOLMROYD COMMUNITY FACILITIES

Cllrs Stevens and Wood provided a comprehensive overview of the work of Royd Regeneration (as the current organisational lead) on submitting an Expression of Interest for a Community Asset Transfer of the Mytholmroyd Library building. This follows the announcement that the library would not reopen after Covid19 restrictions are lifted, and a number of public meetings confirmed a desire within the community to ensure continuity of provision alongside other community facilities.

A new Community Ownership Fund, details of which will be published in June could provide the opportunity to allow the library building to be adapted. A consortium of local organisations will be brought together to form an independent board to which will have its own governance, led and staffed by volunteers. An extensive revenue and capital budget has been undertaken which looks at modifying the building to encompass a range of services. The submitted proposal will be appraised and an outcome is expected at the end of April. It is hoped that a continuity of service can be provided.

It was moved by Cllr Stevens
Seconded by Cllr Needham and

RESOLVED: To note the information and the hard work undertaken. There is some budgeted support available for this project from the Town Council, however this will only be made available where feasible, sustainable, and where there is a demonstrated requirement.

422. AGE FRIENDLY COMMUNITY

Cllr Stevens provided an update as to the work of the AFWG. Whilst it has been difficult to contact some people who are not online the survey had a very good response and the published results highlighted some interesting issues, which can be explored further. The mapping exercises have been completed and hard copies of these will be available from the Town Hall once it reopens with digital copies available online. There will be a number of localised meetings where people will be able to give their views on formulating an action plan

for the future. Appropriate events may be organised throughout the year with the first pencilled in for October 1st, with provisional bookings at Hebden Bridge Town Hall and Mytholmroyd Community Centre. These will be fun, interesting, and informative. Also looking a mini parklet which may include an age friendly bench.

423.

SERVICE TO THE COMMUNITY AWARDS

Suggestions as to events/actions/activities that may collectively reward younger people for their endurance during the covid-19 pandemic were considered. Suggestions included play equipment, a donation to a charity or a film voucher/event.

It was moved by Cllr Stow

Seconded by Cllr Needham and

RESOLVED: for officers to investigate a range of options including suitable charities, and how the Picture House might be able to support this. Cllr Stevens will also contact Reach4Ward as a representative of local young people who might be able to suggest a suitable reward.