

## HEBDEN ROYD TOWN COUNCIL

### Meeting of the PROJECT & EVENTS COMMITTEE Held WEDNESDAY 26<sup>th</sup> JUNE 2024

#### MINUTES

**PRESENT:** Councillors: Boden, Fraser, Hayes (Chair), Hedges and Hoyle

HRTC Deputy Clerk: E Green

HRTC Administrator: R Cox (Minutes)

**86. ELECTION OF CHAIR AND DEPUTY CHAIR OF THE PROJECT & EVENTS COMMITTEE 2024/25.**

It was Moved by Cllr Hoyle

Seconded by Cllr Fraser and

**RESOLVED:** That Cllr Hayes be Chair of the Project & Events Committee for 2024/25.

It was moved by Cllr Hayes

Seconded by Cllr Hedges and

**RESOLVED:** That Cllr Hoyle be Deputy Chair of the Project & Events Committee 2024/25

**87. To receive apologies for absence and any substitutions.**

Apologies were received from Cllr Bampton Smith and Cllr McNicholas with Cllr Boden substituting.

**88. To receive members` interests relating to agenda items for this meeting.**

There were no members interests raised.

**89. To report on matters arising from the minutes of meeting held 31 January 2024 not itemised on this agenda.**

There were no matters arising.

**90. INTRODUCTION TO THE PROJECT & EVENTS COMMITTEE**

A brief verbal update was given outlining the purpose and work of this committee, including its scope and limitations.

The Acting Clerk confirmed that the prior committee sets budgets for following year and that there are some commitments already agreed.

It was moved by Cllr Hoyle

Seconded by Cllr Hedges and

**RESOLVED:** noted for information.

**91. TERMS OF REFERENCE**

The Acting Clerk had circulated the first draft and read through all points. It was confirmed that this committee decides and reports back to Full Council. That the terms of reference can be reviewed annually.

It was moved by Cllr Hayes  
Seconded by Cllr Hedges and

**RESOLVED:** that after minor typos amended that the Terms and Conditions be adopted by the committee.

**92. BUDGET UPDATE**

The Acting Clerk gave an overview of the budget which was circulated to all. It was confirmed that there is £35k left available to spend.

It was moved by Cllr Hoyle  
Seconded by Cllr Hedges and

**RESOLVED:** noted for information.

**93. HEBDENS HAPPY HOUNDS**

Cllr Hayes, as Mayor- attended the event and reported it was fantastic and the weather was very warm. It was a joy judging the competitions.

The Acting Clerk reported that the location was moved to the football field – which worked better due to the extra space. It is important to continue promoting responsible dog ownership.

Do we want to hold Happy Hounds event next year? It was suggested that maybe one week later so it doesn't clash with the local football team – late Saturday in May?

Cllr Boden suggested a formal record/evaluation after each event with details of event to be submitted as this would be helpful for the next budget setting.

It was moved by Cllr Hayes  
Seconded by Cllr Hedges and

**RESOLVED:** to hold Hebden Happy Hounds at the next of May 2025, and to ensure that a short evaluation report is available.

**94. HEBDEN BRIDGE PUMPKIN TRAIL**

Cllr Fraser reported that at the last Pumpkin Festival both her and Cllr Hoyle helped on the desk during the afternoon, where they collected data from visitors e.g. survey forms and pins on a map were very helpful for the data analysis. The data

collected at the event is still showing good value for money. It was suggested to continue with two people manning the desk at the entrance of Town Hall.

The Acting Clerk confirmed that the next Pumpkin Festival on 19<sup>th</sup> & 20<sup>th</sup> October, that themes would be of films through the decades linked in with the Picture House. It would give the opportunity to introduce the potential Screen 2 project. The spend is expected to exceed the budget amount and will utilise the shortfall from other events.

It was moved by Cllr Hayes  
Seconded by Cllr Hoyle and  
**RESOLVED:** noted for information.

#### **95. CHRISTMAS – LUTV 2024**

Agreed that this year's LUTV will be held on Saturday, 23<sup>rd</sup> November in Mytholmroyd and Thursday, 28<sup>th</sup> November in Hebden Bridge.

Cllr Boden asked if we would be purchasing our own trees this year as they trees supplied by Calderdale last year were very small and we had received many complaints about the disappointment.

The Acting Clerk confirmed that we had received an offer of a Christmas Tree that we would be able to decorate and install ourselves at our cost.

It was moved by Cllr Hoyle  
Seconded by Cllr Hedges and  
**RESOLVED:** noted for information.

#### **96. CHRISTMAS LIGHTING 2024**

The Acting Clerk confirmed that Calderdale had emailed to report that all funding for Christmas Lighting had been removed for this year. We are waiting for Calderdale to come back with details and costs. In the meantime, the Acting Clerk will look into other companies re: installing and decorating.

Acting Clerk to look into costs and potential sponsorship opportunities.

Cllr Hedges would like to request noticeable decorations in Mytholmroyd. The Acting Clerk said that there was talk of adding more columns or free-standing

features, however we need to fully understand the cost implications for CMBCs withdrawal before further budget can be spent.

It was moved by Cllr Hedges  
Seconded by Cllr Fraser and  
**RESOLVED:** noted for information.

#### **97. NEW PROJECTS**

Cllr Hedges suggested a bandstand in Calder Holmes park – Calderdale owned land. The Acting Clerk suggested being more ambitious and looking at revamping whole park, but this would have to be done with key partners.

Cllr Boden suggested working with Friends of the park and stimulating activities in parks e.g. picnics, community gardening, sports days etc. to encourage the use of parks. Cllr Fraser will contact Cllr Guilfoyle to see if this could work.

Cllr Hayes suggested working in calibration with Calder Food Support could provide a goodie bag for picnic, with activities.

Cllr Boden suggested that we consider holding an event with regards to Sally Wainright filming currently in Hebden Royd.

It was moved by Cllr Fraser  
Seconded by Cllr Hedges and  
**RESOLVED:** noted for information.

Meeting finished at 8.34pm

## HEBDEN ROYD TOWN COUNCIL

### Meeting of the PROJECT & EVENTS COMMITTEE Held WEDNESDAY 25<sup>th</sup> September 2024

#### MINUTES

**PRESENT:** Councillors: Fraser, Guilfoyle, Hedges and Hoyle (Chair).

HRTC Deputy Clerk: E Green  
HRTC Administrator: R Cox (Minutes)

HRTC Officer: E Andrews and Mike Stephens (WOHB)

**195. To receive apologies for absence and any substitutions.**

Apologies were received from Cllrs Davenport and Hayes (with Guilfoyle substituting) and McNicholas.

**196. To receive members` interests relating to agenda items for this meeting.**

No members interests were raised at this meeting.

**197. To report on matters arising from the minutes of meeting held 26 JUNE 2024 not itemised on this agenda.**

No matters arising.

**198. TERMS OF REFERENCE**

Adopted Terms of Reference enclosed for information

It was moved by Cllr Hedges

Seconded by Cllr Hoyle and

**RESOLVED:** noted for information.

**199. WHAT'S ON HEBDEN BRIDGE - by Ebony Andrews & Mike Stephens**

To receive a presentation about What's On Hebden Bridge. A community Calendar developed in partnership with Hebden Bridge Community Association.  
To consider actions as appropriate.

The Acting Clerk introduced Mike Stephens an independent software developer who had been granted funding from HRTC to create a free online community calendar for events and activities in HX7. A working group was formed to create the What's On in Hebden Bridge website. The working group members are Mike

Stephens, Ebony Andrews (HRTC Officer) and Verity Herrington (Community Association Officer).

Both Mike and Ebony introduced the website and demonstrated how to navigate the online calendar, to search for events and activities and things to do in Hebden Bridge and surrounding areas. They also demonstrated how an event or activity can be created. They explained how a widget would be used to link up all platforms with the event/ activity details.

Cllr Fraser asked how this would be monitored and Ebony and Mike explained how the website would be community monitored and that each event/ activity page would have a 'report' button.

Cllr Guilfoyle suggested that DAF (Hebden Bridge Disability Access Forum) be approached and asked for their comments about accessibility.

All councillors expressed positive reactions to the website.

A 'soft launch' of the website would be taking place in The Waterfront Hall on Thursday, 26<sup>th</sup> September. This would take place during two sessions, one at 8am and one at 6pm. Local organisations, businesses and members of the public were welcome to find out more and give their feedback.

Cllr Hedges asked about costs to date and future costs to run the website. Ebony reported that to date the design, set up, publicity and launch cost is £2500. With running costs estimated at £50 per month. The Community Association would be providing ongoing support. It was also suggested that Ebony's one day per week would be extended for a period of time, to give continuing support.

The Acting Clerk reported that the initial HRTC funding was from a separate budget but would now fit within the Project and Events Committee future budget.

It was moved by Cllr Hedges  
Seconded by Cllr Guilfoyle and  
**RESOLVED:** noted for information.

## **200. BUDGET UPDATE**

To receive the budget for the forthcoming year and decide on actions as appropriate.

The Acting Town Clerk circulated the budget, highlighting costs for the forthcoming year. To date the Pumpkin Trail with additional cost for facilitators etc. Christmas lighting would be hugely significant this year due to Calderdale Council not contributing any monies towards this. A sum of £15k has been costed for the Christmas lights and installation, which would be taking place in the second week of October. This would show a negative figure therefore, additional costs would be taken from reserves.

Hanging Baskets cost are slightly up this year. Cllr Hoyle commented that the hanging baskets looked very good this year. The Acting Clerk reported that the hanging baskets would be taken down during the first week in October, to allow the Christmas Lights to be installed the following week.

It was agreed that at the next Projects and Events Committee meeting, next years budget would be looked at with ideas and suggestions to be discussed.

Cllr Guilfoyle suggested that as there is number of events taking place in the autumn months that this be split so that an alternative event take place in Spring.

The dog waste bag dispensers are yet to be installed. It was suggested that a new contractor be sourced to carry out this work and any future work for HRTC/ HBPH.

It was moved by Cllr Guilfoyle

Seconded by Cllr Hoyle and

**RESOLVED:**

**201. HEBDEN BRIDGE PUMPKIN TRAIL 2024**

To receive information regarding the Pumpkin Festival planned for the 19 & 20 October and to decide on actions as appropriate.

The Acting Clerk reported that this year's Pumpkin Trail would be a fun and invigorating event with the theme films and cinema. This is a great way to engage with the community and visitors about HRTC greatest asset Hebden Bridge Picture House and to share information about the potential for a second screen. The Picture House staff and Friends of the Picture House would also be involved over the weekend.

Ebony Andrews gave an overview about the pumpkin scenes. There would be 12 scenes with the last one being a live carve. Feedback from last years Pumpkin Trail was that visitors were very positive about the scenes that had activities for

the children to be involved with, therefore, this year most of the scenes would have an activity this year.

New banners have been ordered to promote both HRTC and HBPH.

Cllr Hoyle suggested that the map of where visitors are from be used again this year as it was a good indication of where people had travelled from.

Councillors have been asked to volunteer on the days to help at front desk and at the scenes.

The Acting Clerk reported that the Mobiloo would be allocated at the marina this year.

It was moved by Cllr Hoyle  
Seconded by Cllr Fraser and  
**RESOLVED:** noted for information.

## **202. CHRISTMAS – LUTV 2024**

To receive a verbal update regarding the planned activities for 2024, to welcome discussion and new ideas, and to decide on actions as appropriate.

The Acting Town Clerk reported that LUTV had been awarded a grant from Community Funding for this year's Christmas Switch On events. That would be taking place on Saturday, 23<sup>rd</sup> November in Mytholmroyd and Thursday, 28<sup>th</sup> of November in Hebden Bridge. Activities, entertainment and light switch on.

Cllr Fraser asked about lighting in Mytholmroyd Community Centre car park as it was very dark at last years event. The Acting Clerk reported that more lighting would be sourced for this year's event.

Committee members were asked for ideas of things you would like to see.

Cllr Fraser suggest that at this year's events, that the switch on should be carried out by just the Mayor and consort.

Cllr Guilfoyle volunteered to make a post box for the children to post their letters to Father Christmas.

The Acting Town Clerk reported that Calderdale had now implemented a 20ft tree maximum due to Health and Safety, across Calderdale. The tree in the Mytholmroyd Community Centre is on private land therefore, not applying to them.

Councillors can appeal to Calderdale about the 20ft tree limit.

It was moved by Cllr Guilfoyle

Seconded by Cllr Fraser and

**RESOLVED:** noted for information.

**203. CHRISTMAS LIGHTING 2024**

To report on the provision on Christmas Lighting for 2024 – 2027.

New Christmas Lighting has been ordered and is scheduled to be installed during the second week in October.

It was moved by Cllr Guilfoyle

Seconded by Cllr Hedges and

**RESOLVED:** noted for information.

**204. NEW PROJECTS**

To invite the presentation of new ideas from councillors which may be considered.

The Acting Clerk invited committee members to share any new ideas.

Ebony Andrews suggested that within the feedback at the Pumpkin Trail that there could be an opportunity to ask members of the public ‘what would you like to see for future events?’. Committee members agreed to this and thanked Ebony for offering to do this.

Ideas for a spring event was discussed briefly bearing in mind that Happy Hounds would be taking place in May.

Ebony Andrews asked for committee members to share the poster for the Pumpkin Festival.

It was moved by Cllr Guilfoyle

Seconded by Cllr Hedges and

**RESOLVED:** noted for information.

Meeting finished at 20.57pm

## HEBDEN ROYD TOWN COUNCIL

### Meeting of the PROJECT & EVENTS COMMITTEE Held WEDNESDAY 8 JANUARY 2025

#### MINUTES

**PRESENT:**     **Councillors:** Fraser, Hedges and Hoyle (Chair).

HRTC Deputy Clerk: E Green

**342.           Following resignation - To nominate a Chair for the Project & Events Committee for the remainder of the Council Year 2024-25.**

It was moved by Cllr Hoyle

Seconded by Cllr Fraser and

**RESOLVED:** That Cllr Hoyle be elected chair of the Project & Events Committee for the remainder of the year.

**343.           To nominate a Deputy Chair for the Project & Events Committee for the remainder of the Council Year 2024-25.**

It was moved by Cllr Hoyle

Seconded by Cllr Fraser and

**RESOLVED:** That Cllr Hedges be elected deputy chair of the Project & Events Committee for the remainder of the year.

**344.           To receive apologies for absence and any substitutions.**

Apologies were received from Cllrs Bampton Smith, Davenport,

**345.           To receive members interests relating to agenda items for this meeting.**

There were no members interests received at this meeting.

**346.           To report on matters arising from the minutes of meeting held 25 SEPTEMBER 2024 not itemised on this agenda.**

There were no matters arising.

**347.           BUDGET UPDATE**

The committee considered the budget for the year, expenditure on projects had been made within budget.

It was moved by Cllr Hoyle

Seconded by Cllr Fraser and

**RESOLVED:** to note the information

Items 7 and 8 were considered together.

348.

## **PROJECTS REVIEW 2024 & PROJECTS 25-26**

To receive a review of 2024 projects & events and to decide on actions

### **a) Hebden's Happy Hounds**

A review of the event was given and the value for money that it offered discussed. Add for 2025 - 26 £1000.00

It was moved by Cllr Hedges

Seconded by Cllr Hoyles and

**RESOLVED:** To allocate £1000 to hold the event in 2025-26.

### **b) Hebden Bridge Pumpkin Trail**

A review of the event showed that it was hugely successful, and the theme was enjoyed by all. Councillors thanked the Rotary Club for their support. The increasing costs, and the fact the event was now in its eighth year were considered.

It was moved by Cllr Hedges

Seconded by Cllr Hoyle and

**RESOLVED:** Not to host the Pumpkin Festival in 2025 but to allocate funds of £16k to a new project. This will give the new Project Officer scope to introduce something new. Cllr Hedges suggested things such as Beach in the park, Ice Rink, and a band stand.

### **c) Christmas Lights Switch On/LUTV**

The events in Mytholmroyd and Hebden Bridge were discussed, particularly the disappointment of having to cancel the Mytholmroyd event. Again, the support of the Rotary Club was noted and thanks made. The format and scale of the events were discussed.

It was moved by Cllr Hedges

Seconded by Cllr Fraser and

**RESOLVED:** That in planning the activities for 2025, the Hebden Bridge event would be scaled down slightly, with the free mulled wine and mince pies being withdrawn. It was felt that the council would rather ensure that the free activities for children could continue, and in addition, the surge of people into the Town Hall for the free refreshments, causes a potential health and safety risk. Mytholmroyd would become the key focus of the Switch On events.

### **d) Christmas Lighting**

The provision was reviewed, the scheme is now entering its third year. The new lights on Crown Street were well received. The arrangement for install with Calderdale Council had worked well.

It was moved by Cllr Hedges  
Seconded by Cllr Fraser and

**RESOLVED:** To obtain a quote to replace the Mytholmroyd lighting with that of a similar style to Crown Street, this should be minimal or no cost as the swapping of like for like features is permitted in the contract. Costs will also be sought for s 3D centrepiece for Mytholmroyd.

349.

**BUDGET REQUEST 2025-26**

The budget request to be made to Strategy & Review for the council Year 2025-26 was considered.

It was moved by Cllr Hedges  
Seconded by Cllr Fraser and

**RESOLVED:** to request a budget of £80k as broken down below.

Happy Hounds	£1,000.00
New Projects	£16,000.00
Sundry Equipment	£1,000.00
Changing Places	£1,200.00
Installation/Inspection	£20,000.00
Christmas Lights Provision	£20,000.00
Christmas Events MR	£9,800.00
Christmas Events HB	£5,000.00
New Public Realm Projects	£5,000.00
Dog Waste Provision	£1,000.00
	<b>£80,000.00</b>

Meeting finished at 9pm