

HEBDEN ROYD TOWN COUNCIL

Meeting of the STRATEGY & REVIEW COMMITTEE held 18th JANUARY 2023

MINUTES

PRESENT: Councillors: Needham (Chair), Boggis, Fraser, Harvey & Wood.

Clerk: J Boom.

Deputy Clerk: Emma Green.

321. Apologies for Absence and any substitutions
Apologies were received from Councillors Fenton, Hoyle, Stevens & Young.

322. Members` Interests relating to agenda items for this meeting.
Cllr Wood - a non-pecuniary interest in the proposed Mytholmroyd library/hub.

323. Matters arising from Minutes of Meeting held 7th DECEMBER 2022 not itemised on this Agenda.
No matters were raised.

324. COMMUNICATION
It was proposed by Cllr Needham
Seconded by Cllr Fraser
RESOLVED: to note the information regarding the CMBC Provisional Tax Base Calculations that will be applied to the process for setting the HRTC Precept 2023.24.

Note: Cllr Boggis arrived.

325. BUDGET SETTING
The meeting received a r providing additional information requested from the previous meeting.
The Deputy Clerk advised on new projects for the Environment Project, upgrades to festive lighting including arrangements to review and renew lease hire agreements and joint working projects with other HRTC Funded bodies. This included Light Up The Valley and the Pumpkin Festival (Sand in your Eye).

The meeting agreed that events should be used as a notion of engaging with people.

The meeting thanked the Deputy Clerk for the clarifications.

The Town Clerk presented budget proposals with the committee asking questions and making suggestions.

It was proposed by Cllr Needham

Seconded by Cllr Boggis

RESOLVED: the following revisions to the budget:

- Community Funding to waive its usual CPI increase for 2023/24, therefore a standstill budget of £84,718.
- The Picture House to receive £27,500 of revenue support for 2023.24 following the presentation of proposed price increases and its draft budget.

The committee thanked the Picture House Manager for the Picture House Budgets preparation.

- The contingency level be set at £41,434 for 2023/24.
- The Town Councils reserves levels be reduced from four months of budget to three months of budget as a consequence of the low level of risk associated with the financial demands on the Town Council. It was noted that in future years the requirement of three months of budget as reserves is likely to be viewed as adequate.

It was proposed by Cllr Needham

Seconded by Cllr Boggis

RESOLVED: to recommend that the precept for the Parish of Hebden Royd be set with a 5% increase, giving a requirement of £422,258 for 2023/24 which equates to an annual charge of £129.34 for a Band D property in Hebden Royd.

The meeting finished at 9.05pm.

		Budget 2019/20	Actual 2019/20	Budget 2020/21	Actual 2020/21	Budget 2021/22	Actual 2021/22	Budget 2022/23	Actual to end Dec 22	Est Underspend 22/23	Proposed Budget 23/24	Permanent Cost	One Off Cost	Notes:
Base Budget Costs														
Administration														
	Audit	2,500	1,800	2,500	1,664	2,500		2,500		540	2500	2500	0	
	Election Exp	9,500	7,200	1,500	0	3,000		3,000		6,894	9000	9000	0	Full Elections - CMBC support £3894 expected in 22/23
	Courses/Training	4,500	275	4,500	267	4,500		4,500		2,750	4500	4500	0	
	Hospitality	1,000	425	1,000	56	1,000		1,000		450	1000	1000	0	
	Insurance	4,000	3,950	4,000	3,950	4,000		4,000		0	4000	4000	0	
	Mayor's Allowance	4,000	4,454	4,068	3,790	4,150		4,278		0	4710	4710	0	2022/23 plus CPI.
	Office Expenditure	13,000	8,679	13,000	7,872	10,000		11,000		-1,000	14000	14000	0	
	Accounts Support	3,000	3,000	3,000	2,852	3,000		3,000		216	3250	3250	0	
	HR and H & S Support	3,000	3,000	3,000	3,000	3,000		3,000		0	3000	3000	0	
	Clocks	500	415	500	426	500		500		309	500	500	0	
	Subscriptions	1,400	1,050	1,400	1,075	1,400		1,400		190	1500	1500	0	
	Web Site	1,250	1,200	1,250	1,250	1,250		1,250		500	2000	2000	0	New providers
	Mayors For Peace	250	0	250	0	250		250		250	250	250	0	Is this needed?
	Service to the Community	300	100	100	100	300		300		0	300	300	0	
	Kabany/Barker	1,350	1,350	1,350	1,350	1,350		1,350		-50	1400	1400	0	7 Primary Schools
	Office Relocation													
	Office Rental (inc rates)			11,000	0	11,000		0	0	0	0	0	0	CMBC to Provide.
	Meeting Room Rental			2,500	0	2,500		0	0	0	0	0	0	CMBC to Provide.
	Telecoms			600	0	600		0	0	0	0	0	0	CMBC to Provide.
	Office Refurb			3,000	0	3,000		0	0	0	5,000	0	5,000	One Off Refit and Equipment
		49,550	36,298	58,518	27,602	57,300		41,328		11,049	56,910	51,910	5,000	
HRTC Salaries														
	Salaries	127,399	123,015	130,000	128,612	136,500		160,000		2,500	182,100	182,100	0	
Committee Budgets														
	Climate Emergency			16,000	1,175	16,128		20,800		0	25,200	25,200	0	CE & Env & Projects to Merge.
	Community Funding	80,500	80,500	81,600	52,388	82,171		84,718		30,000	84,718	84,718	0	Stand still 23.24
	Environment & Allotments	20,000	17,500	20,000	30,050	27,500		36,705		0	39,825	39,825	0	CE & Env & Projects to Merge.
	Events & Festive Lighting	15,000	16,600	17,000	7,116	11,291		25,500		0	5,000	5,000	0	
	Neighbourhood Plan	1,747	1,260	1,747	2,325	2,461		2,461		2,461	2,461	2,461	0	In line with agreement with Hill Top Parishes
	Picture House	12,000	12,000	10,000	1,000	4,290		31,500		0	0	0	0	
	Capital - Box Office					10,000		70,000		42,500	27,500	0	27,500	Projection inc Dec 2022 figures
	Capital - Projector Contribution					20,000								
	Covid Revenue Support													
	Twinning	4,000	652	1,600	0	5,150		4,725		2,740	2,000	2,000	0	Friendship Visit - Wanstein Oct 2023.
Other Budgets														
	Advice Worker			15,000	1,850	20,000		11,000		8,500	0	0	0	Discussions show no sign of service being available.
	Age Friendly Community			5,000	0	7,500		7,500		4,000	4500	0	4,500	
	Disability Access Forum	700	-480	700	88	700		700		700	0	0	0	
	Wetherstrop Community Provision					18,318		5,000		10,000	10,000	10,000	0	
	Youth Employment Worker					22,500		22,500		0	22,500	22,500	0	Commitment til end March 2024
	Station Rd Car Park	-9,500	-9,646	-7,500	-9,921	-5,000		-5,000		6,155	-12,000	-12,000	0	Managed by CMBC profits split.
	HRTC Website							10,000		3,000	0	0	0	
	Remembrance Sunday							500		0	500	500	0	
		143,947	131,122	186,147	104,446	275,796		371,609	0	102,056	287,264	255,264	32,000	
	Contingency					31,889		31,568	0	10,568	41,434	41,434	0	
	To Reserves			11,301	11,191			6,568	0	0	-19,277	0	-19,277	
	TOTAL	320,896	290,435	385,966	260,660	512,676		604,505	0	126,173	548,431	530,708	17,723	
	Estimated Underspend	88,278		86,125		110,063		159,809			126,173			
	CMBC Grant	7143		7143		7143		7143			NO CMBC GRANT			NO CMBC GRANT
	Precept	272,540		354,800		360,834		402,150			422,258	5.0%		NO CMBC GRANT
	CMBC Council Tax Support Grant	25,093		25,515		34,636		45,403			NO CMBC GRANT			NO CMBC GRANT
		393,054		473,963		512,676		604,505			546,451			
	Proposed Cost Band D	84.37		108.86		112.67		123.52			129.34			
	Proposed Increase (%)			29.03 %		3.50 %		9.63 %			4.72 %			
	Tax Base	3230.3		3259.1		3202.58		3255.83			3264.65			
HRTC Reserves														%
Notes: that at least 3 months budget, in appropriate areas, be held as reserve as per Governance & Accountability for Local Councils 2022 section 5.33 and that in the life of this council (until May 2023)														
the reserve increases to 4 months budget. That the precept, Community Funding Committee Budget 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). (10.1% CPI Sept 2022)														
	Target Reserve	106,356	3 month	Reserve	2019.20			91,301			102,656			re adopted by full council after S & R 7.12.22
		141,182	4 month		2020.21			102,656			119,645			recommended by SA R 18.1.23
					2022.23			126,233			in reserve	-19,277	Surplus/deficit to meet target reserve	3 months
Precept - An order issued by a local authority (HRTC) to another local authority (CMBC) specifying the rate of tax to be charged on its behalf to local residents.														
Tax Base - The total number of households in an area that are taxed (made up of full households, single occupier households due a discount and those that are due a discount due to circumstances i.e benefit claimant. The total tax liability is calculated by multiplying the tax rate by the tax base.														