### HEBDEN ROYD TOWN COUNCIL

# MEETING of the STRATEGY & REVIEW COMMITTEE held Wednesday 17th January 2024

## **MINUTES**

PRESENT Councillors; Boden, Butterick, Fraser, Guilfoyle, Harvey & Hayes.

Clerk: Jason Boom - Town Clerk.

340. Apologies for Absence and any substitutions.

Cllr Needham with Cllr Boden substituting.

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

None were declared at this time.

Matters arising from Minutes of Meeting held 22<sup>nd</sup> November 2023 not itemised on this Agenda.

No matters were arising.

# 343. DELEGATED POWERS & COUNCIL STRUCTURE

The committee considered and discussed the proposed delegated powers and council structure as submitted by the Town Clerk.

The committee looked at the activities of each committee and the frequency in which they met and the work that each undertook.

The committee discussed the Cost of Living Crisis Committees activities acknowledging that when initially established it was a response to a rapidly evolving situation where flexibility was intrinsically required. The committee accepted that unfortunately this need could now be considered the new normal. Consequently the Strategy & Review Committee felt that the responsibilities could be undertaken by the Community Funding Committee, with flexibility written into the delegated powers of the Community Funding Committee to allow it to respond to urgent requests should they arise. Delegated powers should also reflect that requests for community funding that would be considered to be under the auspice of Cost of Living Crisis be considered distinct and not preclude a groups application for a more general request for financial support in the same financial year.

It was proposed by Cllr Butterick

Seconded by Cllr Hayes

**RESOLVED:** to recommend that the responsibilities of the Cost of Living Crisis Committee be reallocated to the Community Funding Committee from the start of the council year 2024/25 and that alterations be made to reflect the points above in the delegated powers of the committees and the operations of the Community Funding Committee.

The meeting discussed committee membership sizes. It was proposed by Cllr Butterick Seconded by Cllr Hayes

**RESOLVED:** to recommend that committees have a membership of seven councillors to share the workload and to ensure attendance and continuity at meetings. The meeting also recommended and endorsed the continued principle of the Strategy & Review Committees consisting of the Chairs of HRTC Committees and appointments made by full council.

#### 344. COMMUNICATIONS

Provisional Tax Base Calculations – CMBC It was proposed by Cllr Boden Seconded by Cllr Hayes

**RESOLVED:** to note the information regarding the CMBC Provisional Tax Base Calculations and the subsequent confirmation of the adoption of these figures by Calderdale MBC. The calculations will be applied to the process for setting the HRTC Precept 2024/25.

## **345.** BUDGET SETTING 2024- 25

The meeting carefully considered the proposals received from the committees of HRTC for inclusion in the Town Council budget for 2024/25. Discussions took place with respective committee chairs presenting budget requests. Consensus was achieved on clearly distinct issues at various points in the meeting and voted on collectively at the end of the meeting. The substantive points of the discussion and debate are summarised below:

- The Elections budget to be increased to £6,000 as a consequence of recent expenses and information received from Calderdale MBC Electoral Services.
- The Course & Training budget to reduce to £2,500 as a consequence of consistent underspend. The meeting felt the allocation would be adequate to deliver the needs of both staff and councillors.
- The Mayor's Allowance to remain at £4,710.
- The Website allocation be reduced to £1,500 as the agreed budget for a new website will deliver savings in the second half of 2024/25.
- The Climate Emergency & Environment budget be set at £33,275.
- The Community Funds and Cost of Living Committee merge their budgets in line with the recommendation to merge the committees outlined above and as a consequence be set at £95,000. Suggestion was made by the meeting that the Community Funding Committee should consider Youth Support a priority to support in the coming months.
- The Projects and Events Committee budget be set at £100,180.
- Given the Picture Houses forecasted positive trading position that the Connectivity Project be delivered and financed by the Picture House directly.
- That the Picture House, again given its forecasted positive trading position, contribute, in addition to the reallocated reserves, £31,000, already earmarked for phase one of the Screen Two, £27,500 to the costs identified in delivery of phase one. Thus leaving the Town Council to contribute £59,679, the balance.
- That in preparation for the delivery of phase two of the Screen Two project scheduled for 2025/26 that the Town Council allocate £128,013

towards said phase two. These funds will only be committed when a business case is agreed by the Town Council.

**Note:** It was proposed by Cllr Hayes

Seconded by Cllr Butterick

**RESOLVED:** to suspend stating order 3) w) to allow the meeting to exceed 2 hours in duration.

- That £1,580 be allocated to the Youth Employment Support initiative.
- To recommend that no contingency be set for the financial year 2024/25, the Town Council Reserves be available should a need arise.
- To recommend that the Town Council reserves reflect two months of the usual allowance, in appropriate areas, that being £76,171.

The committee agreed that the adoption of a principle to raise the Town Council precept, the Mayor's Allowance and the budget of the community funding committee, as in the previous life of the Town Council should not be agreed at this point. The committee were in favour of this principle being reintroduced, after careful consideration, in future years.

It was proposed by Cllr Butterick Seconded by Cllr Boden

**UNANIMOUSLY RESOLVED:** to recommend the points outlined previously to the Full Councill of Hebden Royd Town Council for inclusion in the 2024/25 budget.

It was proposed by Cllr Butterick Seconded by Cllr Boden

**UNANIMOUSLY RESOLVED:** to recommend that the precept for the Parish of Hebden Royd be set with a 11% increase, equating to a **9.65% rise per household**, given the increased tax base. Thus giving a requirement of £468,706 for 2024/25 which equates to an annual charge of £141.82 for a Band D property in Hebden Royd or for the most common Band A property in Hebden Royd £94.55, an increase of £8.32 per year or 69p per month.

The meeting finished at 9.45pm.

		Budge 2020/2		Budget 2021/22	Actual 2021/22	Budget 2022/23	Actual 2022/23	Budget 2023/24	Actual to end Dec 23	Est Underspend 23/24	Proposed Budget 24/25	Permanent Cost	One Off Cost
Base Budget Costs Administration	Audit Election Exp	2,5 1,5		2,500 3,000	1,995 1,746	2,500 3,000	1,995 -3,894	2500 9000	3130 2868	-630 -5,422	3,000 6,000	3,000 6,000	0
	Courses/Training	4,5	00 267	4,500	2,611	4,500	1,655	4500	1013	3,487	2,500	2,500	0
	Hospitality Insurance	1,0 4,0		1,000 4,000	397	1,000 4,000	905 3,950	1000 4000	692 3499	308 501	1,000 4,000	1,000 4,000	0
<u> </u>	Mayor's Allowance	4,0	3,790	4,150	4,979	4,278	3,714	4710	4375	0	4,710	4,710	0
	Office Expenditure Accounts Support	13,0		10,000	14,825 3,020	11,000	14,525 2,955	14000 3250	12653 2800	0	14,000 3,600	14,000 3,600	0
	HR and H & S Support	3,0		3,000	3,020	3,000	3,000	3000	2784	216	3,000	3,000	0
	Clocks		00 426 00 1.075	500	305 2.102		375	500 1500	0	250 274	500 1,500	500 1,500	0
	Subscriptions Web Site	1,4		1,400	1,086		1,350 1,455	2000	1226 635	800	1,500	1,500	0
	Mayors For Peace	2	50 0	250	0	250	0	250	114	136	250	250	0
Awards	Service to the Community	1	00 100	300	0	300	0	300	0	300	-		0
	Kaberry/Barker	1,3		1,350	750		1,550	1400	1400	0	2,100	2,100	0
Office Relocation	Office Rental (inc rates)	11,0	00 0	11.000									
<u>                                      </u>	Meeting Room Rental	2,5	00 0	2,500									
	Telecoms Office Refurb	3,0		3,000	0	0	0	5,000	4289	711			
	Omoc rout						ı ,						
		58,5	18 27,602	57,300	36,816	41,328	33,535	56,910	41,478	931	47,660	47,660	0
HRTC Salaries													
S	Salaries	130,0	128,612	136,500	138,560	136,500	152,376	182,100	143,334	2,000	194,651	194,651	0
Committee Budgets													
Climate Emergency		16,0	00 1,175	16,128	10,410	20,800	11,044	25,200	8,558	6,000	33,275	33,275	0
& Environment Community Funding	Climate Emergency & Environment Community Funding	81,6	00 52,388	82,171	43,051	84,718	52,284	84,718	34,286	12,500	95,000	95,000	0
		01,0	32,300	J2, 17 I	10,001	J4,710	02,204	04,710	54,200	12,000	30,000	35,000	
Cost of Living Crisis	Cost of Living Crisis										0	0	0
Environment &	Environmental Projects	20,0	30,050	27,500	36,565	36,705		39,825	25,741	10,000	-		-
Allotments	Allotments	3,0	2,850	1,500	1,500	5,000	60,707	5,000	0		-		-
Projects & Events	Events	17,0	00 7,116	11,291		25,500	21,809	36,260	34,981	524	100,180	100,180	0
(	Christmas Events & Lighting	22,0		31,287	16,377	33,000		38,800	23,678	8,250			0
Neighbourhood Plan	Neighbourhood Plan	1,7	47 2,325	2,461	286	2,461	0	2,461	0	2,461	0		0
		40.0	4 000	4.000	4.040								
	Capital - Box Office Capital - Projector Contribution	10,0	1,000	4,290	4,240 10,000	31,500	26,335						0
C	Covid Revenue Support			20,000	25,000	70,000	27,000	27,500	27,500	0			
	Connectivity Project Screen Two - Phase One										59,679		59.679
	Screen Two - Phase Two Reserve										128,013		128,013
Twinning 1	Twinning	1,6	00 0	5,150	2,777	4,725	1,984	2,000	1,687	0	1,600	1,600	
	TWITHING	1,0	50	3,130	2,111	4,723	1,304	2,000	1,007	U	1,000	1,000	
Other Budgets	Advice Worker	15.0	00 1,850	20,000	7,700	11.000	3,333		0	0			0
	Age Friendly Community	5,0		7,500	0,700	7,500	1,367	4500	0	0			
	Disability Access Forum	7	00 88	700 18.318	0 3.149		0	10,000	0 833	0 167			0
	M'royd Community Provision Youth Employment Worker			22,500	23,165		23,160	22,500	17,520	9,167 0	1,580		1,580
5	Station Rd Car Park	-7,5	-9,921	-5,000	-3,806		-11,155	-12,000	-12,218	218	-13,000	-13,000	0
	New Projects Remembrance Sunday				500		500	500	1,475	-975	4.260	4.260	0
\	Website								,		12,000	,	12,000
		186,1	17 104,446	275,796	180,414	361,109	217,868	287,264	162,566	49,120	422,587	221,315	201,272
		100,1			.50,714						-122,007		
Contingency		-		31,889		31,889	23,160	41,434	20,428	18,915		0	0
To Reserves		11,3	01	11.191		11,191		-19,277	-19,277	0	-32,206	0	-32,206
TOTAL		385,9		512,676	355,790		426,939	548,431	367,806	70,966	632,692	463,626	
	Federated Hedron			110.000		450.000		400.4=0			70.000		
	Estimated Underspend CMBC Grant	86,1 71		110,063 7143		159,809 7143		126,173 NO CMBC GR	ANT		70,966 NO CMBC GRA	NT	
	Precept Precept	354,8		360,834		402,150		422,258			468,706		Increase
ı	Undesignated										93,019		
	CMBC Council Tax Support Grant	25,5		34,636		35,403		NO CMBC GR	ANT		NO CMBC GRA	NT	Diff:
		473,5	20	512,676		604,505		548,431			632,692		U
C			20	112.67		123.52		129.34			141.82		Adopted by Full Counci
	Proposed Cost Band D	108.	00		0/	13.44	%	4.72	%		9.65	6	8.11.23 & 6.12.23
F F	Proposed Increase (%)	29.0	3	3.50				3264.65			3304.83		
F F			3	3.50 3202.58		3255.83							Discussed at S & R
F F T T T T T T T T T T T T T T T T T T	Proposed Increase (%) Tax Base Budgets included in reserves	29.0 3259	3 .1	3202.58									Discussed at S & R 17.1.24
F F T T T T T T T T T T T T T T T T T T	Proposed Increase (%) Tax Base	29.0 3259	3 .1	3202.58			ncils 2022 se						
F F T HRTC Reserves Notes: that at least 3 mont	Proposed Increase (%) Tax Base Budgets included in reserves	29.0 3259 held as rese	3 .1 we as per Gove	3202.58 nance & Ac	countability for		ncils 2022 se						
F F T T T T T T T T T T T T T T T T T T	Proposed Increase (%) Tax Base  Budgets included in reserves this budget, in appropriate areas, be	29.0 3259 held as rese	3 .1 .1	3202.58 nance & Ac 119,645 126,233	countability for	or Local Cou	ncils 2022 se						
F F T HRTC Reserves E Notes: that at least 3 mont	Proposed Increase (%) Tax Base  Budgets included in reserves this budget, in appropriate areas, be	29.0 3259 held as rese	3 .1 .1	3202.58 nance & Ac 119,645	countability for		ncils 2022 se						
FIRTC Reserves  HRTC Reserves  Notes: that at least 3 mont	Proposed Increase (%) Tax Base  Budgets included in reserves this budget, in appropriate areas, be 76,101  Mayors Allowence, Community Fun	29.0 3259 held as rese 2 mths	3 .1 .1	3202.58 nance & Ac 119,645 126,233 108,307	countability for 4 mths 4 mths 3 mths	or Local Cou at bank		ction 5.33.	opt 2023 - 10.19	6)			
FIRTC Reserves  HRTC Reserves  Notes: that at least 3 mont	Proposed Increase (%) Tax Base  Budgets included in reserves this budget, in appropriate areas, be	29.0 3259 held as rese 2 mths	3 .1 .1	3202.58 nance & Ac 119,645 126,233 108,307	countability for 4 mths 4 mths 3 mths	or Local Cou at bank		ction 5.33.	ept 2023 - 10.1%	6)			
HRTC Reserves Notes: that at least 3 mont Target Reserve 2024/25 PRINCIPAL REQUIRED - September each year for the	Proposed Increase (%) Tax Base Budgets included in resenses the budget, in appropriate areas, be 76,101 Mayors Allowence, Community Fun he life of this council (until May 202:	29.0 3259 held as rese 2 mths ding & Count 3). (10.1% CF	3 .1 .1	3202.58 nance & Ac 119,645 126,233 108,307	countability for 4 mths 4 mths 3 mths	or Local Cou at bank s in the life o	f the previous	council (CPI - Se		6)			
FINAL REQUIRED - September each year for it	Proposed Increase (%) Tax Base  Budgets included in reserves this budget, in appropriate areas, be 76,101  Mayors Allowence, Community Fun	29.0 3259 held as rese 2 mths ding & Count 8). (10.1% CF	3 .1 .1	3202.58 nance & Ac 119,645 126,233 108,307 s to be attace	countability for 4 mths 4 mths 3 mths	at bank s in the life o	f the previous	ction 5.33.			stances i.e benefi	t	