

HEBDEN ROYD TOWN COUNCIL

MEETING of the STRATEGY & REVIEW COMMITTEE held Wednesday, 27 November 2024

MINUTES

PRESENT **Councillors; Butterick, Fraser and Woodhead**

Clerk: Emma Green – Town Clerk.

Minutes: Rebekah Cox – Administrator

- 287. To receive apologies for absence and any substitutions.**
Apologies were received from Cllrs, Hedges, Guilfoyle and Morse.

Vacancy due to resignation of Cllr Hayes.

It was moved by Cllr Woodhead

Seconded by Cllr Butterick and

RESOLVED: To invite Cllr Hoyle as Deputy Chair of the Project & Events Committee to join the Strategy & Review Committee.

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

No members interests were received at this meeting.

- 289. MINUTES OF THE MEETING HELD 6 NOVEMBER 2024**

To report on matters arising from the minutes of the meeting held 10 September 2024 not itemised on this agenda.

Item 249 – Ethical investment – Action ongoing.

Item 252 - Cllr Butterick requested that the terms of reference for Staffing Committee members be looked at to enable councillors from Grievance Panel and Appeals Panel to sit on both committees.

It was moved by Cllr Woodhead

Seconded by Cllr Butterick and

RESOLVED: accepted as a true and accurate record and to take item 252 to the next meeting of the Full Council for consideration.

290. TERMS OF REFERENCE

Cllr Butterick asked about members of the public attending Strategy & Review meetings. The Town Clerk confirmed that as long as appropriate this would be acceptable. There is provision to move the meeting to a private session if required.

It was moved by Cllr Woodhead

Seconded by Cllr Fraser and

RESOLVED: note for information

291. GOVERNANCE AND JOB EVALUATION REVIEW

Information was presented regarding a Governance and Job Evaluation Review as outlined by Local Council Consultancy.

Town Clerk talked through quotation presented. £547 total cost. The review would be carried out remotely, and then any recommendations arising would be presented for consideration/address.

Cllr Fraser asked for a more formal induction for new councillors.

The Town Clerk confirmed that Full Council training is booked in for March 2025. New councillor training is also available.

A Councillor mentor system could be introduced, to consider the welfare of councillors. The proposed HR provision would provide an employee assistance programme and would also be offered to councillors.

The Job Evaluation would cost approximately £6k. However, with potential changes to the Picture House and an already stretched budget it was discussed that this may not be the best use of resource currently and to wait for the outcome of the Governance Review.

New councillor induction process to be added to the next Strategy & Review agenda.

It was moved by Cllr Woodhead

Seconded by Cllr Butterick and

RESOLVED: to be agreed to approve expenditure in respect of the Governance Review by LCC. In addition, it was agreed that new councillors would require a years' experience of being a councillor before becoming a chair of a committee.

292. CURRENT BUDGET 2024-25

The format would be changed with Finance Administrator for new budget.

The current budget was discussed, there is likely to be an underspend which will balance out areas of predicted overspend.

It was moved by Cllr Woodhead

Seconded by Cllr Butterick and

RESOLVED: To note the information

293. HEBDEN ROYD TOWN COUNCIL BUDGET 2025-26

To consider the budget for 2025-26, considering fixed costs initially, the impact of the increased employer national insurance contributions and requests from committees.

It was noted the NJC pay award can have a significant impact on salaries and is not likely to be confirmed this financial year for budget setting purposes,

The Finance Administrator and Town Clerk are working on new format to present the budget.

To agree base costs and committee costs

It was moved by Cllr Woodhead

Seconded by Cllr Fraser and

RESOLVED: To approve basic administration costs, staffing costs based on a 5% uplift in accordance with NJC, and for committee costs to be considered at the next meeting.

294. HEBDEN BRIDGE PICTURE HOUSE BUDGET 2025-26

The proposed budget was considered again staffing costs have significant implications.

Cost savings were considered along with additional means of increasing revenue.

It was moved by Cllr Butterick

Seconded by Cllr Woodhead and

RESOLVED: To further consider potential cost savings, and to recommend to the Picture House Committee to increase in ticket revenue from 1st April. A £30k revenue support request will be requested from Hebden Royd Town Council.

Meeting finished at 8.58pm.

Next Meeting 15th January 2025.