

HEBDEN ROYD TOWN COUNCIL

MEETING of the STRATEGY & REVIEW COMMITTEE held Tuesday, 10 September 2024

MINUTES

PRESENT Councillors; Butterick, Guilfoyle and McNicholas

Clerk: Emma Green – Acting Town Clerk.

Minutes: Rebekah Cox – Administrator

158. **ELECTION OF CHAIR OF THE STRATEGY & REVIEW COMMITTEE 24-25**
It was moved by Cllr Guilfoyle
Seconded by Cllr McNicholas and
RESOLVED: unanimously that Cllr Butterick be Chair of the Strategy & Review Committee for the council year 2024/25.
159. **ELECTION OF DEPUTY CHAIR OF THE STRATEGY & REVIEW COMMITTEE 24-25**
It was moved by Cllr Butterick
Seconded by Cllr McNicholas and
RESOLVED: unanimously that Cllr Guilfoyle be Deputy Chair of the Strategy & Review Committee for the council year 2024/25.
160. **To receive apologies for absence and any substitutions.**
Apologies were received from Cllrs Hayes and Woodhead
161. **To receive members' interests relating to agenda items for this meeting.**
None declared at this meeting.
162. **MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD 8 MAY 2024**
The Acting Clerk reported that both Acting Clerk and Picture House Manager had attended the counter terrorism training course.
The Acting Clerk reported that sourcing a new accounts system had been put on hold but would need exploring again in the future with assistance from the new Financial Administrator.
It was confirmed that the HR Training would be taking place on Thursday, 12 September 2.30pm – 5pm (for PH and HRTC officer's). 5.30pm – 8pm (for Councillors). The training events would be taking place in the Terrace Room
It was moved by Cllr Butterick
Seconded by Cllr Guilfoyle and
RESOLVED: to note the information.
163. **TERMS OF REFERENCE**
Draft Terms of Reference were presented for consideration.
It was moved by Cllr Butterick
Seconded by Cllr Guilfoyle and

RESOLVED: To adopt the Terms of Reference, though these will be subject to review at each meeting to ensure their suitability. In addition that Cllr Butterick would invite Cllr Hedges and Cllr Morse to be members of Strategy & Review as Deputy Chairs of Committees.

164.

FINANCIAL REGS

NALC have recently published new Model Financial Regulations. The Acting Clerk went through the Financial Regulations with committee members. Sections in bold are statutory and cannot be changed, but the sections in parts in light print can be amended to reflect the practice of the Town Council.

It was moved by Cllr Butterick

Seconded by Cllr McNicholas and

RESOLVED: that Acting Clerk to make following amendments and re-circulate to members for comments.

- Separation of duties - Finance Administrator to prepare invoices and Acting Clerk to pay.
- 5.6 – Contracts over £60k 3 tenders or advertise for tenders (should be same as 5.7)
- 5.15 - Chair should read Mayor.
- Purchase order required for every item (remove figure).
- Dual authorisation. Processed by Clerk and Authorised by signatory. Acting Deputy Clerk to be a signatory. Due diligence check once a month by Cllr Guilfoyle or nominated financial checkers.
- 6.9 - authorising payment in an emergency – payments up to £2.5k (to change). Emergency payments up to £5k.
- 7.1 - No signature should make payment to themselves except the Acting Clerk and Acting Deputy Clerk in case of salary and expenses.
- Existing signatories Cllrs Hedges, Howes, Boden, Bampton Smith and Boggis. To be refreshed. Signatories to be able to access bank accounts. 5 chairs of committees to be signatories.
- 2 x Cllrs to check invoices prior to payment. To be done on rota basis.
- Cheque payments to be taken out.
- 11.7 take out.
- Petty Cash will arrange appropriate process with the Financial Administrator.

The Picture House Technical and Facilities Manager has request to open trade accounts with 2 suppliers.

It was moved by Cllr Butterick

by Cllr McNicholas and

RESOLVED: That a trade account can be opened for the Picture House in the name of the Acting Clerk with a card available for the Technical and Facilities Manager with a limit of £200 per transaction. Any purchases over this figure would need to be approved by Picture House Manager or Acting Clerk.

165.

RESERVES & INVESTMENTS

The audit highlighted the requirement for the Town Council to have a Reserves and Investments Policy.

A draft policy was circulated for consideration.

It was moved by Cllr Guilfoyle

Seconded by Cllr Butterick and

RESOLVED: that councillors consider the policy with amendments and comments to be brought back to the next meeting of this committee.

166.

CURRENT BUDGET

The current budget was considered in particular with respect to the salaries budget. Whilst the Staffing Committee have agreed additional staffing costs which have been essential for business continuity, this leaves a forecasted deficit of £35k in the allocated budget.

It was noted there are reserves and earmarked reserves available, and that one committee should not be required to shoulder the burden.

It was moved by Cllr Butterick

Seconded by Cllr McNicholas and

RESOLVED: that the deficit be cleared by taking an amount of budget from each committee, this will be recommended to Full Council and the final details decided by Strategy & Review.

Meeting finished at 8.27pm.

HEBDEN ROYD TOWN COUNCIL

MEETING of the STRATEGY & REVIEW COMMITTEE held Wednesday, 6 November 2024

MINUTES

PRESENT Councillors; Butterick (Chair), Guilfoyle, Hedges, Morse and Woodhead

Clerk: Emma Green – Acting Town Clerk.

Minutes: Rebekah Cox – Administrator

244. To receive apologies for absence and any substitutions.
Apologies were received from Cllrs Fraser & Hayes.

245. To receive members' interests relating to agenda items for this meeting.
There were no members interests received.

246. MINUTES OF THE MEETING HELD 10 SEPTEMBER 2024
Cllr Hedges asked about the counter terrorism training course that the Picture House Manager and Acting Clerk attended. The Acting Clerk reported that Martyn's Law, covers all the UK and require venues and local authorities to have preventative action plans against terror attacks.

247. TERMS OF REFERENCE
Cllr Hedges suggested two amendments –
1.1 typo
5.8 to use the word 'transfer'.
It was moved by Cllr Guilfoyle
Seconded by Cllr Hedges and
RESOLVED: with minor amendments it was noted for information.

248. FINANCIAL REGS
The Acting Clerk reported that the amendments from last meeting had been updated. That 7.1 dual system for payments was on hold until 2025/26, when the system would be updated.

Cllr Woodhead pointed out that 7.12 is still highlighted.

Cllr Guilfoyle had suggested booking a time for due diligence checks – it was agreed by the Acting Town Clerk that this would be carried out in December/ January.

It was moved by Cllr Woodhead
Seconded by Cllr Guilfoyle and
RESOLVED: to recommend that the Financial Regulations be adopted at the next meeting of Full Council .

249. RESERVES & INVESTMENTS

The Acting Clerk reported that there was a need for the Town Council to consider where its funds are currently invested both for security and to maximise return. The CCLA provide secure investment products which were discussed.

Cllr Butterick suggested that the safety of funds and speed to access funds are key factors. The Acting Clerk would be happy to explore this further.

Cllr Morse suggested the ethical consideration of where investments are being made.

Cllr Guilfoyle agreed that wherever we invest it must be in line with our current objectives.

It was moved by Cllr Woodhead
Seconded by Cllr Morse and
RESOLVED: Approve policy with amendment to include ethical investments. More information will be brought to the next meeting.

250. LOCAL GOVERNMENT SERVICES PAY AGREEMENT

The Acting Clerk reported that the NJC pay awards had been agreed and in line with the staff contract back pay would be paid and the new salary scales applied from November.

It was moved by Cllr Butterick
Seconded by Cllr Guilfoyle and
RESOLVED: to note for information

251. CURRENT BUDGET 2024-25

The committee discussed in detail the current budget and in particular with regards to the salary expenditure and overspend. The committee are confident that the underspends across committees and budgets (for example Youth Employment worker, Remembrance Sunday, new website, twinning, and Community Funding) would cover the deficit of approximately 14k.

The Acting Clerk requested that the Finance Administrator working days be increased from one day per week to two days per week.

It was moved by Cllr Butterick

Seconded by Cllr Woodhead and

RESOLVED: approved that the Finance Administrator hours be increased.

252.

HEBDEN ROYD TOWN COUNCIL BUDGET 2025-26

The Acting Clerk asked that Committee Budget requests be received by 20 November ready for consideration at the next Strategy & Review meeting on 27 November.

The Acting Clerk also reported that costs for a Local Governance review are being sourced and that potentially the review could start from January. Cllr Morse confirmed that a Staffing Committee fund request would be submitted to cover the new HR support. This would cost approx. £600 a month making a difference of £300 per month. The new HR support would provide a whole range of essential services.

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 be used when necessary.

The Acting Clerk asked that £128k from reserves to be moved to Picture House reserves.

It was moved by Cllr Hedges

Seconded by Cllr Guilfoyle and

RESOLVED: to approve transfer of allocated HRTC reserves to Picture House Earmarked reserves.

253.

HEBDEN BRIDGE PICTURE HOUSE BUDGET 2025-26

Cllr Butterick updated the committee with regards to the budget setting process for the Picture House. This will be considered at next weeks Picture House Committee meeting and will decide on actions.

It was moved by Cllr Butterick

Seconded by Cllr Woodhead and

RESOLVED: to note for information

Meeting finished at 8.36pm.

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.

HEBDEN ROYD TOWN COUNCIL

MEETING of the STRATEGY & REVIEW COMMITTEE held Wednesday, 15 JANUARY 2025

MINUTES

- PRESENT** Councillors; Butterick (Chair), Guilfoyle, Hedges, Hoyle and Woodhead.
Town Clerk: Emma Green
- 358. To receive apologies for absence and any substitutions.**
Apologies were received from Cllrs Morse.
- 359. To receive members' interests relating to agenda items for this meeting.**
There were no interests declared.
- 360. MINUTES OF THE MEETING HELD 27 NOVEMBER 2024**
Minute 291 – It was noted that the rule of a councillor serving 12 months before becoming Chair of a committee, should be included in the revised Standing Orders.
Minute 291 – The work on a new councillor induction is ongoing.
- 361. TERMS OF REFERENCE**
The Terms of Reference for the committee were enclosed for information.
- 362. CURRENT BUDGET 2024-25**
There was no significant change to the current budget, staffing costs have reduced significantly this month. An underspend of circa £30k is expected.
It was moved by Cllr Butterick
Seconded by Cllr Fraser and
RESOLVED: note for information
- 363. HEBDEN ROYD TOWN COUNCIL BUDGET SETTING 2025-26**
The budgets for the Town Council and Hebden Bridge Picture House for 2025-26 were considered. There was a need to make savings across all committees and this had been noted by the committees. As such, the budget requests were realistic and manageable.

It was noted that due to strong trading and the good cash flow of the Picture House that there will not be a request for revenue support from the Town Council.
It was moved by Cllr Butterick
Seconded by Cllr Fraser and

RESOLVED: that a business case had been made for the requirements of a second screen at the Picture House and to transfer the allocated fund in to earmarked reserves.

It was moved by Cllr Butterick

Seconded by Cllr Woodhead

RESOLVED:

- To recommend approval of the budget as presented
- To recommend a precept of £503,859.
- This is an increase of 7.5%
- The Council Tax Base has increased from 3305 to 3432 (to be confirmed by CMBC on 21.1.25) this mean the increase in cost to a band D property 3.5% £146.79 compared to £142.00

Meeting finished at 8:40pm.