

HEBDEN ROYD TOWN COUNCIL

MEETING of the STRATEGY & REVIEW COMMITTEE held Wednesday, 7 May 2025

MINUTES

PRESENT Councillors; Guilfoyle, Hoyle, Morse and Woodhead.

Town Clerk: Emma Green

524. To receive apologies for absence and any substitutions.
Apologies were received from Cllrs Butterick and Hedges

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

526. MINUTES OF THE MEETING HELD 15 JANUARY 2025
RESOLVED: There were no matters arising.

527. BUDGET 2025 - 26
The budget was presented for review.
RESOLVED: To note the information

528. GOVERNANCE REVIEW
A report was received from Local Council Consultancy, previously appointed to conduct a high-level Governance Review of Hebden Royd Town Council.
RESOLVED: to note the report and the actions presented and that the clerk has already stated to implement the recommendations.

529. FREEDOM OF INFORMATION & DATA PROTECTION
The committee considered how Freedom of Information Requests were processed by HRTC, including the responsibilities relating to GDPR, training, review and development of appropriate policy and/or support from and external consultant. The protection of the Town Council is a priority.
RESOLVED: That the Town Council would benefit from the expertise of a retained consultant who can advise the set up the relevant policy and procedures. They will also act as Data Protection Officer and handle all FOI requests. Based on the quote received committee approves £5000.00 for works to undertake the policy review and up to £200 monthly for the appointment of an external DPO. The Town Clerk will obtain two further quotes and will make an appointment.

530. RENEWABLE ENGERY

Information relating to the proposed development of Calderdale Energy Park was considered.

RESOLVED: At this stage the council will continue to attend appropriate meetings and gather information in respect of the proposals. The Town Council will also share information and encourage members of the public to engage in consultation. At an appropriate time, the matter will be considered by the Full Council for a position to be confirmed.

531. STANDING ORDERS

To consider the revised Model Standing Orders and to decide on actions as appropriate.

RESOLVED: To adopt the revised Model Standing Orders for 2025, and to approve the automatic adoption of the model standing orders as published by NALC in the future.

532. FINANCIAL REGULATIONS

The statutory amends in respect of the Procurement Act 2024 were considered.

RESOLVED: approved to adopt the revised Financial Regulations. In respect of 5.6. the wording shall state...*For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1.*

533. AUDIT 2024-25

It was reported that the draft report from the Town Councils own external auditor had been received. The committee were advised that the council had now moved to income and expenditure accounting rather than payments and receipts accounting, in accordance with the Smaller Authorities' Proper Practices Panel (SAPPP) Practitioners Guide. This is retrospective and as such adjustments will need to be made for the last two years of accounts.

RESOLVED: It was noted that the adjustments to the accounts will take some time, and the Annual Governance and Accountability Return will be ready for submission in June. In respect of the draft report, it was noted that there are a number of low to medium priority actions to be completed, some of which date back to previous reports. The clerk will action these in due course.

534. EXCLUSION OF THE PRESS AND PUBLIC

There was no motion to exclude the press and public.

Meeting finished at 9pm.