

10 July 2025

Under the Openness of Local Government Bodies Regulations 2014, members of the public, the press or the Council may record, film, photograph or broadcast the meeting whilst it is open to the public.



TO ALL MEMBERS OF THE COUNCIL

Dear Sir/Madam

You are hereby summoned to attend a meeting of the Full Council which will be held in the Council Chamber, Hebden Bridge Town Hall on **WEDNESDAY 16 JULY 2025 at 7.30pm.**

Emma Green
Clerk to the Council

This meeting is open to the public unless the Members decide to exclude the public for any exempt or confidential item of business.

AGENDA

1. **PUBLIC QUESTION TIME.**
HRTC would like to invite public questions for the council. You may attend in person or submit questions electronically to info@hebdenroydtowncouncil.gov.uk no later than 2.00pm on the day of the meeting. A written response will be sent to the questioner.
2. **APOLOGIES AND REASONS FOR ABSENCE.**
To note apologies for absence and approve the reasons for absence where presented.
3. **MEMBERS' INTERESTS' RELATING TO AGENDA ITEMS.**
To receive and note interests relating to the agenda.
4. **PLANNING APPLICATIONS**
Interested members of the public, if they are present, will be invited to speak followed by Ward Councillors on applications within their ward followed by other Councillors.
 - a. **Application 25/00534/HSE** at 25 Burnley Road, Mytholmroyd, HX7 5PD for Dropped kerb. (White Lee ward).

- b. **Application 25/00281/LBC** at Nutclough Mill, Victoria Road, Hebden Bridge HX7 8EZ for Installation of solar panels. (Birchcliffe ward).
- c. **Application 25/00405/FUL** at Calder High School, Brier Hey Lane, Mytholmroyd, HX7 5QN for Five bay modular classroom building. (White Lee ward).
- d. **Application 25/00576/HSE** at The Laithe, Foster Clough, Height Road, Mytholmroyd, HX7 5QZ for Convert detached garage to home office. (White Lee ward).
- e. **Application 25/00243/FUL** at 10 Crown Street, Hebden Bridge, HX7 8EH for Change of use from public house with letting rooms to public house with 16 aparthotel rooms (C1). (Fairfield ward).

Applications dealt with under delegation from Full Council.

- Application 25/20125/TPO at Calder High School, Brier Hey Lane, Mytholmroyd, HX7 5QN for Prune Trees (Tree Preservation Order).

The Chair proposes that the recommendations on the above planning applications are sent to the Environmental Services Department, Calderdale MBC. When the Chair or Deputy Chair cannot attend, Ward members be authorised to represent the view of Hebden Royd Town Council at meetings of the Planning Committee at Calderdale MBC.

5. **APPLICATIONS FOR PLANNING PERMISSION GRANTED BY CALDERDALE MBC**

- ✓ a. Application 25/00443/HSE at 47 Erringden Road, Mytholmroyd, HX7 5AR for Alterations to existing extension. Re-skin walls and add pitched roof.
- ✓ b. Application 25/20097/TPO at 16 Caldene Croft, Mytholmroyd, HX7 5AE for Fell one tree (Tree Preservation Order).
- ✓ c. Application 25/00387/LBC at Wood End House, Wood End, Keighley Road, Hebden Bridge, HX7 8HW for Replace ridge stone (Listed Building Consent).
- ✓ d. Application 25/00086/FUL at The Birchcliffe Centre, Birchcliffe Road, Hebden Bridge, HX7 8DG for Installation of Solar Panels on roof of Birchcliffe Centre and adjoining Hostel.
- ✓ e. Application 25/10010/ADV at 1 Carlton Chambers, Crown Street, Hebden Bridge, HX7 8ES for Replace surround around ATM (Advertisement Consent).

- ✓ f. Application 25/00494/LBC at Mytholmroyd Railway Station, New Road, Mytholmroyd for New internal secondary glazing.
- X g. Application 25/00156/FUL at Land Opposite The Dusty Miller, Burnley Road, Mytholmroyd for Construction of a 2 metre high cast iron sculpture relating to the work of poet Ted Hughes.
- ✓ h. Application 25/00201/HSE at 2 Castle Hall, Cragg Road, Mytholmroyd, HX7 5SN for Terrace and Spiral Staircase.
- X i. Application 25/00501/TNO at Land Junction Of Long Lane And Hall Bank Lane, Mytholmroyd for 21m slimline lattice tower, accommodating 3no. antenna, 3no. dishes, 2no. equipment cabinets, 1no meter cabinet, with ancillary development thereto. The installation will be contained within a proposed 2.4m high fence. (Prior Approval Not Required).

6. HRTC & HBPH PAYMENT SCHEDULE

To receive schedule, note items of information and to authorise payments totalling £67,115.76.

7. ANNUAL REVIEW OF RISK MANAGEMENT ARRANGEMENTS 2025/26

To review the risk assessment, amend where necessary, and decide on actions as appropriate.

8. WORKING WITH CMBC

At the request of Cllr Boden

To consider the motion proposed by Cllr Boden and guidance from the Yorkshire Local Councils Association and to decide on Actions as appropriate.

9. PARKING IN HEBDEN ROYD

At the request of Cllr Borrows

To consider the issues and solutions presented by Cllr Borrows and to decide on actions as appropriate.

10. SIGNAGE ON BRIDGEGATE

At the request of Cllr Borrows

To consider the proposals presented by Cllr Borrows and to decide on actions as appropriate.

11. ACCESSING INFORMATION AND USE OF FOIA

To consider the guidance for councillors in respect of accessing information and to decide on action as appropriate.

12. COMMUNICATIONS FROM THE TOWN MAYOR AND THE CLERK.

To receive and decide actions on communications (enc)

- a. Resident St Michael's Church Clock

- b. Hebden Bridge Arts Closure
- c. YLCA Talking Tables Event

13. MAYOR'S REPORT/DEPUTY MAYOR'S REPORT

To receive and note the activities of the Mayor (enc).

14. MINUTES OF THE TOWN COUNCIL held 18 JUNE 2025

To consider minutes and approve as a correct record (enc).

15. MINUTES OF THE COMMUNITY FUNDING COMMITTEE held 25 JUNE 2025

To receive minutes for information (Any member may comment on or ask questions regarding the decisions taken to the Chair of the Committee, or in the absence of the Chair the Deputy Chair) (enc).

16. MINUTES OF THE STAFFING COMMITTEE held on 8 JULY 2025

To receive minutes for information (Any member may comment on or ask questions regarding the decisions taken to the Chair of the Committee, or in the absence of the Chair the Deputy Chair) (enc).

17. MINUTES OF THE PICTURE HOUSE COMMITTEE held on 9 JULY 2025

To receive minutes for information (Any member may comment on or ask questions regarding the decisions taken to the Chair of the Committee, or in the absence of the Chair the Deputy Chair) (to be circulated).

18. WORKING GROUPS

To receive reports from and to decide on appropriate actions:

- a) Disability Access Forum

19. REPRESENTATIVES TO OUTSIDE BODIES

To receive reports from representatives to outside bodies and other organisations.

20. EXCLUSION OF THE PRESS AND PUBLIC

To resolve to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of items of a confidential nature.

Payment and Receipt Schedule
16/07/2025

6.

Hebden Bridge Picture House
Accounts to be Paid

Item	Payee	Details	Invoice No	Nominal;	Reference	Amount
a	Mubi	Film Royalties	INV-13721	5100		145.96
b	Suma	Kiosk	A52011	5200		299.82
c	Kitwave - Turner & Wrights	Kiosk	CREDIT 514519	5200		-100.76
d	Eden Farm	Kiosk		186163	5200	191.2
e	Lions Gate	Film Royalties		10187030	5100	120
f	Sony	Film Royalties	1623308-1	5100		94.25
g	The Buttercup Bakery	Kiosk	No313	5200		85.6
h	Print Bureau	Poster	PB7605	7510		24
i	Just Jennys	Kiosk		8339	5200	175.2
j	Kitwave - Turner & Wrights	Kiosk		281159	5200	887.58
k	Matthew Clark	Kiosk		3397582	5200	519.6
l	Suma	Kiosk	A54269	5200		230.91
m	Eden Farm	Kiosk		245996	5200	275.11
n	The Buttercup Bakery	Kiosk	No314	5200		85.6
o	Vocation Brewery	Kiosk	142576	5200		319.42
p	Universal	Film Royalties	22314725771-1	5100		108.00
q	Universal	Film Royalties	22314725791-1	5100		635.80
r	Pathways	Film Royalties		237	5100	192.08
s	JL Brooks	Kiosk		632476	5200	199.34
t	Matthew Clark	Kiosk		3435881	5200	440.71
u	Seventh Art	Film Royalties		32926	5100	126.00
v	The Buttercup Bakery	Kiosk	No315	5200		85.60
w	Jimmys	Kiosk	INV25605124	5200		290.42
x	PPS	Cleaning supplies	INVEI-68201	7101		163.50
y	Conic	Film Royalties		2552	5100	161.29
z	Savoy Systems	Oscar	C-0725-35	7510		917.81
aa	Just Jennys	Kiosk		8356	5200	91.20
bb	Suma	Kiosk	A58946	5200		287.22
cc	Eden Farm	Kiosk		261276	5200	167.83
dd	Suma	Kiosk	CREDIT C22175	5200		14.82
ee	Sony	Film Royalties	1627383-1	5100		1,766.51
ff	Icon	Film Royalties		3031030	5100	283.85
gg	Just Jennys	Kiosk		8371	5200	98.40
						9,354.23

Direct Debits

a	Grenke	Coffee Machine	272059/2025			63.86
b	Grenke	Coffee Machine	272061/2025			77.90
c	Grenke	Coffee Machine	272060/2025			168.00
d	Croft	Telephone	49335	7510		158.30
g	Grenke	Coffee Machine	289032/2025			241.78
h	SSE	Gas Supply	IV03068686	7103		699.16
i	The Co-operative Bank	Current Acc Inv	121			45.58
j	Clover	Base Ser 15/6 - 14/7	AVS2517739-6			50.40
k	Scottish Power	Energy Bill	3 Apr - 7 Ma	7103		46.65
l	Scottish Power	Energy Bill	8 May - 12 May	7103		6.62
m	Scottish Power	Energy Bill	13 May - 16 Jun	7103		46.65
n	O2	Telephone	38308877	7510		29.62
o	Grenke	Photocopier	276912/2025			1,154.38
p	Crown Gas Power	Utilities	3590896	7103		181.94
						2,970.84

Payments paid by Clerk

a	Enigma Pictures	Film Royalties		5100		408.50
b	Amazon	Cable	GB5515JKABEI			6.39
c	Amazon	Paper	GB550ORSABEI	7510		50.18
d	Tull Stories	Film Royalties	TS0923/HBPH	5100		238.35
e	Universal	Film Royalties	22314723615-1	5100		108.00
f	Generika	HBPH Quiz		18-Jun-25		100
g	Amazon	Cable	1169473-9514745			44.99
h	Amazon	Adaptor	GB5000XJ1MB0DI			13.56
i	Amazon	Cable Tester	GB55MCY5ABEI			10.38
j	Universal	Film Royalties	22314724773-1	5100		1,243.20

k	Universal	Film Royalties	22314725910-1	5100	334.60
l	Universal	Film Royalties	22314724697-1	5100	1,251.30
m	Leodis Coffee	Supplies	INV-17607		291.39
n	HMRC	Vat Return	01/03 - 31/05		8,340.08
					<u>12,440.92</u>

PAYMENTS

24,765.99

Payments paid by Clerk

Authorised by

Councillor	Councillor				Clerk

6.

Payment and Receipt Schedule
16/07/2025

Hebden Royd Town Council
Accounts to be Paid
Item

no:	Payee	Details	Invoice No	Nominal code	Ref	Amount	Cost Centre	Payment Method	In Sage
a	P3	PC & Laptop update	34893	7500	TCI 25/064	488.40	Office		y
b	Dodnaze Community	Room Booking 5/7/25	INV-0029	7306	TCI 25/065	70.00	Local Env		y
c	YLCA	New Clerks Webinar	INV-4203	7650	TCI 25/066	73.00	Staffing		y
d	HT Direct	Fir it aid Remembrance	1069	7402	TCI 25/067	320.00	Remembrance		y
e	Blanchere	Year 3 hire of Lights	SI58899	7202	TCI 25/068	13,799.45	Project & Events		y
f	HBCA	Catering twinning	17958	7401	TCI 25/069	796.00	Twinning		y
g	Privacy Worz Ltd	GDPR Advice June	INV-1512	7500	TCI 25/070	7,488.00	Office		y
h	Gardenius	Hanging Baskets	5832	7400	TCI 25/071	10,132.20	Local Env		y
i	XL Displays	Outdoor Noticeboard	TC25/0079	7306	TCI 25/072	214.80	Local Env		y
j	Invictus well Being	Parent Carer support groups	453	7300	TCI 25/078	150.00	Community Funding		y
k	Steve Hindle	Meadows Day	TC 25/0059	7306	TCI 25/079	100.00	Local Env		y
l	Dodnaze Community	Facilitator	INV-0035	7306	TCI 25/089	296.59	Local Env		y
m	HBCA	Data & IT	19/06/1949	7500	TCI 25/090	153.00	Office		y
n	P3	Microsoft	35409	7500	TCI 25/091	177.42	Office		y
o	DA & FR Gibbon	Hanging baskets	07/07/2025	7400	TCI 25/092	1,320.00	Local Env		y
p	SLCC	Governance review	SD2180-1	7500	TCI 25/093	657.00	Office		y
q	Mytholmroyd Community Centre	Room Hite Twinning	HRTC0125	7401	TCI 25/094	684.00	Twinning		y
r	42M	Graffiti wall	19/06/2025	7306	TCI 25/095	3,196.80	Local Env		y
						40,116.66			

Accounts previously paid by the Town Clerk

						Cost Centre	
a	Bradford City of Culture	Yorkshire day Mayor	24/06/2025	7752	TCI 25/063	110.00	Mayor
b	Amazon	Golf Umbrellas	GB54WJSUABEI	7500	TCI 25/075	51.60	Office
c	Amazon	Screws	GB50001M71MSO\	7306	TCI 25/076	5.19	Local Env
d	Manouche North	Stephen Shulman Music	13	7401	TCI 25/077	310.00	Twinning
e	HBPH	Mayors Charity Screening	HBPH 25/008	7752	TCI 25/081	300.00	Mayors
f	Post Office	Various			TCI 25/082	93.63	Office
g	Post Office	Various	May June		TCI 25/083	99.31	Office
h	One Stop	Refreshments		7500	TCI 25/084	14.85	Office
i	Ticket Source	Tod Mayors Ball		7752	TCI 25/085	21.38	Mayor
j	Emma Green	expenses IT		7500	TCI 25/086	25.95	Office
k	Amazon	Paper	GB55E4PZABEI	7500	TCI 25/087	49.92	Office
l	Build a bear	Lilo & Stitch prize		7500	TCI 25/088	90.00	Office

1,171.83

Direct Debits							
a	Euro Digital	Network Print Support	146914	7500	TCI 25/073	283.54	Office
b	Peninsula	HR Advice	U005016500	7800	TCI 25/074	689.76	Staffing
c	Euro Digital	Network Print Support	26/08/2285	7500	TCI 25/080	87.98	Office
d							

1,061.28

TOTAL PAYMENTS

42,349.77

Authorised by

Councillor	Councillor				Clerk	Date

REVIEW OF APPROACH TO RISK 16.07.25



This document has been produced to enable Hebden Royd Town Council to assess the risks it faces and satisfy itself that it has taken adequate steps to minimise and mitigate them.

Risk Assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Town Council to identify any and all potential risks, inherent in the place or practices. Based on a recorded assessment the Town Council should then take all practical and necessary steps to reduce or eliminate the risks, as far as is practicably possible. The Risk Assessment document is to be reviewed annually.

In carrying out the Risk Assessment, the following steps were taken -

- Identify the areas to be reviewed
- Identify what the risk may be (severity and likelihood)
- Evaluate the management and control of the risk and record findings
- Review, assess and revise as required

Hebden Royd Town Council operates a Health & Safety Management System supported by an appointed/contracted Employment Law and Health & Safety Specialist who provide day to day practical support to the employees of the Town Council.

Risks are assessed against

Severity		Likelihood						
1. Negligible	1. Unlikely	S	L	1	2	3	4	5
2. Low	2. Possible	1					4	5
3. Moderate	3. Likely	2			4	6	8	10
4. High	4. Highly likely	3			6	9	12	15
5. Catastrophic	5. Definite	4		4	8	12	16	20
		5		5	10	15	20	25
		Total Risk = Severity x Likelihood						

S	L	1	2	3	4	5
1					4	5
2			4	6	8	10
3			6	9	12	15
4		4	8	12	16	20
5		5	10	15	20	25

REVIEW OF APPROACH TO RISK 16.07.25

Company Name: Hebden Royd Town Council					Work Area: Financial Risk Assessments			Activity: Financial Risks			RA No: HRTC/1
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Severity	Likelihood	Residual Risk	Additional measures identified to control risk	Transferred to Risk Reduction Plan Yes/No
			Severity	Likelihood	Total Risk						
Precept	Adequacy of precept.	HRTC	3	1	3	Budgets prepared to determine amount required. Budget includes current year actual costs and projected position for following year.	1	1	1	Existing procedure adequate.	No
Precept	Requirement not submitted to Principal Authority in time.	HRTC	3	1	3	Precept is an agenda item for Full Council prior to deadline given by Principal Authority. Clerk submits requirement in writing prior to deadline and confirms by email. Principal Authority issues reminders to submit form.	1	1	1	Review financial reports regularly.	No
Precept	Amount not received from Principal Authority.	HRTC	3	1	3	Principal Authority notifies HRTC of the dates on which the precept will be paid into the bank account. Clerk checks that instalments are paid on given dates.	1	1	1	Prepare following year's budget in December.	No

REVIEW OF APPROACH TO RISK 16.07.25

Company Name: Hebden Royd Town Council					Work Area: Financial Risk Assessments			Activity: Financial Risks			RA No: HRTC/1
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Residual Risk			Additional measures identified to control risk	Transferred to Risk Reduction Plan Yes/No
			Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
Financial Records	Inadequate records.	HRTC	3	1	3	The Council has Financial Regulations that set out the requirements.	1	1	1	Existing procedure adequate.	No
Financial Records	Financial irregularities.	HRTC	3	1	3	A thorough review of the accounting records is conducted regularly by the internally appointed external auditor.	1	1	1	Review the Financial regulations when necessary.	No
Bank and banking	Inadequate checks.	HRTC	2	1	2	Financial Regulations set out requirements. Payments require authorisation at full council and changes to the account, two member signatories plus the Clerk	1	1	1	Review the Financial regulations when necessary.	No
Bank and banking	Banks errors.	HRTC	2	1	2	Bank statements reconciled regularly.	1	1	1	None	No
Bank and banking	Loss of cash.	HRTC	2	1	2	Cash banked as soon as practicable. Cash kept in safe.	1	1	1	None	No
Reporting and auditing	Insufficient information.	HRTC	2	1	2	Agendas for meetings cover all appropriate issues; minutes approved at following meeting.	1	1	1	Existing procedures adequate. Review procedures as required.	No

REVIEW OF APPROACH TO RISK 16.07.25

Company Name: Hebden Royd Town Council					Work Area: Financial Risk Assessments			Activity: Financial Risks			RA No: HRTC/1
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Residual Risk			Additional measures identified to control risk	Transferred to Risk Reduction Plan Yes/No
			Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
Reporting and auditing	Incomplete audit.	HRTC	2	1	2	Clerk completes Annual Return for external audit following internal audit and produces all documentation to Members. Annual Return is approved at Full Council prior to submission.	1	1	1	Existing procedures adequate. Review procedures as required.	No
Grants received	Receipt of grant.	HRTC	2	1	2	Grants awarded with terms and conditions and specific to a project; normally only paid on submission of receipts and evidence of payment. Financial reports detailing expenditure without income would reveal non-payment.	1	1	1	Ensure financial reports presented to Council regularly.	No
Grants and support payable	Authority of Council to pay.	HRTC	3	1	3	All expenditure goes through the required Council process of approval, recording and listing. The Councils adoption of the General Power of Competence provides power for vast majority of expenditure.	1	1	1	Payments to payment schedule have been added for authorisation.	No

REVIEW OF APPROACH TO RISK 16.07.25

Company Name: Hebden Royd Town Council					Work Area: Financial Risk Assessments			Activity: Financial Risks			RA No: HRTC/1
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Residual Risk			Additional measures identified to control risk	Risk Reduction Plan Yes/No
			Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
Best value	Work awarded incorrectly.	HRTC	3	1	3	All expenditure goes through the required Council process of approval, recording and listing. The Councils adoption of the General Power of Competence provides power for vast majority of expenditure.	1	1	1	Payments added to payment schedule for authorisation.	No
Salaries and assoc. costs	Salary paid incorrectly.	HRTC	3	1	3	Full Council authorises appointment of employees, following recruitment process. Increments authorised under delegated powers by Staffing Committee and reported to Full Council.	1	1	1	The internal auditor thoroughly reviews the payroll process.	No
Salaries and assoc. costs	Errors with salaries, pension and HMRC liabilities	HRTC	3	1	3	Principal payroll tasks are undertaken in house. Any failure to meet HMRC obligations would be quickly detected and reported by HMRC.	1	1	1	The internal auditor thoroughly reviews the payroll process.	No
Employees	Fraud by staff.	HRTC	3	1	3	Segregation of duties reduces the risk relating to an individual. The Clerk and internal auditor conduct thorough reviews. In areas where there are risks. Fidelity Guarantee insurance is in place.	1	1	1	Existing procedures adequate.	No

REVIEW OF APPROACH TO RISK 16.07.25

Company Name: Hebden Royd Town Council				Work Area: Financial Risk Assessments			Activity: Financial Risks			RA No: HRTC/1	
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Residual Risk			Additional measures identified to control risk	Transferred to Plan Yes/No
			Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
VAT	Incorrect claims.	HRTC	2	1	2	All VAT incurred is recorded separately in the accounting systems.	1	1	1	VAT is reviewed by the internal auditor. External Review undertaken 2025.	No
Annual Returns	Submit with in time limits.	HRTC	2	1	2	Employers Annual PAYE Return is completed and submitted online by the approved payroll provider within the prescribed period and approved the Clerk. Annual Audit Return approved by the Council and sent to External Auditor within period.	1	1	1	Existing procedures adequate.	No
Legal Powers	Illegal activity or payments.	HRTC	2	1	2	The General Power of Competence is adopted allowing the council to do anything an individual can do provided it is not prohibited by other legislation.	1	1	1	Existing procedures adequate. Governance Review undertaken 2025	No

REVIEW OF APPROACH TO RISK 16.07.25

Company Name: Hebden Royd Town Council					Work Area: Financial Risk Assessments			Activity: Financial Risks			RA No: HRTC/1
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Severity	Residual Risk		Additional measures identified to control risk	Risk Reduction Plan Yes/No
			Severity	Likelihood	Total Risk			Severity	Likelihood	Total Risk	
Insurance	Adequacy	HRTC	3	1	3	Risk assessment assists in identifying requirements. An annual review is undertaken of all insurance arrangements. Policy covers Public Liability, Employers and Employee liabilities, libel & slander, fidelity guarantee and a range of other possible losses.	1	1	1	Existing procedure adequate.	
Insurance	Cost	HRTC	2	1	2	Risk assessment assists in identifying requirements. An annual review is undertaken of all insurance arrangements. Policy covers Public Liability, Employers and Employee liabilities, libel & slander, fidelity guarantee and a range of other possible losses.	1	1	1	Existing procedure adequate.	No

REVIEW OF APPROACH TO RISK 16.07.25

Company Name: Hebden Royd Town Council					Work Area: Financial Risk Assessments			Activity: Financial Risks			RA No: HRTC/1
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Residual Risk			Additional measures identified to control risk	Transferred to Risk Reduction Plan Yes/No
			Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
Insurance	Compliance.	HRTC	2	1	2	Risk assessment assists in identifying requirements. An annual review is undertaken of all insurance arrangements. Policy covers Public Liability, Employers and Employee liabilities, libel & slander, fidelity guarantee and a range of other possible losses.	1	1	1	Existing procedure adequate.	No
Insurance	Fidelity Guarantee.	HRTC	2	1	2	Risk assessment assists in identifying requirements. An annual review is undertaken of all insurance arrangements. Policy covers Public Liability, Employers and Employee liabilities, libel & slander, fidelity guarantee and a range of other possible losses.	1	1	1	Insurance reviewed annually.	No

REVIEW OF APPROACH TO RISK 16.07.25

Company Name: Hebden Royd Town Council					Work Area: Financial Risk Assessments			Activity: Financial Risks			RA No: HRTC/1
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Residual Risk			Additional measures identified to control risk	Transferred to Risk Reduction Plan Yes/No
			Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
Assets	Loss or damage Risk/damage to third party or other property.	HRTC	3	2	6	An annual review of the asset register is undertaken for insurance provision. Areas where assets are held are regularly visited for operational reasons and any damage or loss identified dealt with.	2	1	2	Where required, risk assessments are undertaken.	

Date:	08.07.2025	Severity 1. Negligible 2. Low 3. Moderate 4. High 5. Catastrophic	Likelihood 1. Unlikely 2. Possible 3. Likely 4. Highly likely 5. Definite	S	L	1	2	3	4	5	
Assessor:	E. L Green			1						4	5
				2			4	6	8	10	
Review Date:	June 2026	3			6	9	12	15			
		4		4	8	12	16	20			
		5		5	10	15	20	25			

REVIEW OF APPROACH TO RISK 16.07.25

Company Name: Hebden Royd Town Council						Work Area: Financial Risk Assessments	Activity: Record Keeping & Continuity				RA No: HRTC/2
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Residual Risk			Additional measures identified to control risk	Transferred to Risk Reduction Plan Yes/No
			Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
Minutes/ agendas/ Notices/ Statutory Documents.	Accuracy and legality	HRTC	2	1	2	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next appropriate meeting.	1	1	1	Existing procedures adequate and in accordance with statutory requirements	
Minutes/ agendas/ Notices/ Statutory Documents.	Illegal conduct	HRTC	2	1	2	Agenda displayed according to legal requirements. Business conducted at Council meetings managed by the Chairman in accordance with Standing Orders and Code of Conduct.	1	1	1	Members sign & adhere to Code of Conduct which is published by the Town Council & the Principle Authority.	
Council records – paper.	Loss through: Theft	HRTC	2	2	4	The records are stored in the Council office. Records include historical correspondence, minutes, insurance, bank records.	1	1	1	Damage (apart from fire) and theft is unlikely and so provision is adequate.	

REVIEW OF APPROACH TO RISK 16.07.25

Company Name: Hebden Royd Town Council					Work Area: Financial Risk Assessments		Activity: Record Keeping & Continuity			RA No: HRTC/2	
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Residual Risk			Additional measures identified to control risk	Transferred to Plan Yes/No
			Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
Council records – paper.	Fire damage	HRTC	3	1	3	Important documents are stored in a fireproof cabinet. A programme of scanning documents into an electronic form is underway.	1	1	1	Damage (apart from fire) and theft is unlikely and so provision is adequate.	
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	HRTC	2	2	4	Electronic records are stored in the cloud and backed up in real time automatically.	1	1	1	None	

REVIEW OF APPROACH TO RISK 16.07.25

Company Name: Hebden Royd Town Council				Work Area: Financial Risk Assessments		Activity: Record Keeping & Continuity		RA No: HRTC/2	
Topic	Risks Identified	Who Might be Harmed?	Risk			Residual Risk	Additional measures identified to control risk	Risk Reduction Plan Yes/No	
			Severity	Likelihood	Total Risk				
Business continuity	Absence of Clerk & RFO.	HRTC	4	2	8	2	1	2	Membership of NALC/YLCA renewed annually. Renew internal auditor in timely fashion.

Date: _____

Assessor: _____

Review Date: _____

Severity

1. Negligible
2. Low
3. Moderate
4. High
5. Catastrophic

Likelihood

1. Unlikely
2. Possible
3. Likely
4. Highly likely
5. Definite

S	L	1	2	3	4	5
1					4	5
2			4	6	8	10
3			6	9	12	15
4		4	8	12	16	20
5		5	10	15	20	25

REVIEW OF APPROACH TO RISK 16.07.25

Total Risk = Severity x Likelihood

Company Name: Hebden Royd Town Council					Work Area: Financial Risk Assessments			Activity: Miscellaneous			RA No: HRTC/3
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Residual Risk			Additional measures identified to control risk	Risk Reduction Plan Yes/No
			Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
General Data Protection Regulations (GDPR).	Policy provision	HRTC	3	1	3	The Council is registered with the Information Commissioner's Office (ICO). Data is only held and distributed in accordance with GDPR rules. No information other than names and address, with reference to community groups is held.	1	1	1	Ensure appropriate review and renewal of registration, and compliance with rules. External DPO appointed in 2025 to support with processing of data and to ensure appropriate policy in place.	Transferred to
Council Owned Land Station Road Car Park.	Insurance	HRTC	3	1	3	Car Park Operated Managed by CMBC as per their procedures with signed lease.	1	1	1	Ensure contact with CMBC Parking Services Manager.	
Council Owned Land Station Road Car Park.	Income generation	HRTC	3	1	3	Monies collected annually with charges revised, as necessary.	1	1	1	Ensure contact with CMBC Parking Services Manager.	

REVIEW OF APPROACH TO RISK 16.07.25

Company Name: Hebden Royd Town Council					Work Area: Financial Risk Assessments			Activity: Miscellaneous			RA No: HRTC/3
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Residual Risk			Additional measures identified to control risk	Transferred to
			Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
Freedom of Information Request.	Policy regarding Provision	HRTC	2	1	2	The Model Publication scheme has been adopted. To date there have been few requests under FOI. If a substantial request came in it would create several additional hours work.	1	1	1	Act in a timely manner and engage with the request before becoming formal. Monitor and assess impact of requests. In response to increase requests an external consultant has been appointed to support responses to FOI requests.	
Maintenance	Poor performance of assets or amenities	HRTC	3	2	6	All assets owned by the Town Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is authorised in accordance with the correct procedures of the Town Council. Assets are insured.	2	1	2	Existing procedures adequate	

REVIEW OF APPROACH TO RISK 16.07.25

Company Name: Hebden Royd Town Council				Work Area: Financial Risk Assessments			Activity: Miscellaneous			RA No: HRTC/3		
Topic	Risks Identified	Who Might be Harmed?	Risk			Management & Control of Risk	Residual Risk			Additional measures identified to control risk	Transferred to Risk Reduction Plan Yes/No	
			Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk			
Council Owned Items.	Theft & Loss	HRTC	3	2	6	Office Equipment covered by insurance. Twinning Gifts could not realistically be replaced but are included on assets register. Regalia covered by insurance, with additional cover for foreign trips.		2	1	2	Staff ensure security. Regalia insured at holders home address. Twinning Gifts generally stored in chamber or storage area.	Transferred to Risk Reduction Plan Yes/No
Notice Boards	Risk of damage & injury to third party.	HRTC	2	1	2	The Council has three notice boards. Notices are updated on the boards at weekly or fortnightly intervals. No formal inspection procedures are in place but any reports of damage are reported to the Council office and dealt with appropriately.		1	1	1	Existing procedures adequate	
Meeting locations	Adequacy & Health & Safety.	HRTC	2	1	2	Most meetings are held in a Hebden Bridge Town Hall, managed by HBCA as landlord. Community Association - The HBCA maintains these to a safe standard for all users.		1	1	1	Observe HBCA health and safety procedures.	

REVIEW OF APPROACH TO RISK 16.07.25

Company Name: Hebden Royd Town Council				Work Area: Financial Risk Assessments		Activity: Miscellaneous		RA No: HRTC/3		
Topic	Risks Identified	Who Might be Harmed?	Risk			Residual Risk		Additional measures identified to control risk	Transferred to Risk Reduction Plan Yes/No	
			Severity	Likelihood	Total Risk	Severity	Likelihood			Total Risk
Town Hall Office Facilities	Injury to Staff.	HRTC	3	1	3	1	1	1	Maintain communication with HBCA. Staff monitor arrangements & equipment.	

Date: _____

Assessor: _____

Review Date: _____

- Severity
1. Negligible
 2. Low
 3. Moderate
 4. High
 5. Catastrophic
- Likelihood
1. Unlikely
 2. Possible
 3. Likely
 4. Highly likely
 5. Definite

S	L	1	2	3	4	5
1					4	5
2			4	6	8	10
3			6	9	12	15
4	4	8	12	16	20	25
5	5	10	15	20	25	30

Total Risk = Severity x Likelihood

REVIEW OF APPROACH TO RISK 16.07.25

Company Name: Hebden Royd Town Council					Work Area: Financial Risk Assessments	Activity: Hebden Bridge Picture House			RA No: HRTC/4	
Topic	Risks Identified	Who Might be Harmed?	Risk			Severity	Likelihood	Total Risk	Additional measures identified to control risk	Transferred to Plan Yes/No
			Severity	Likelihood	Total Risk					
Hebden Bridge Picture House	Picture House specific risk assessments are held at the Picture House.	HRTC	N	N	N	N	N	N		
			/	/	/	/	/	/		
			A	A	A	A	A	A		
						Management & Control of Risk				
						The Town Clerk & the Picture House Manager oversee the day-to-day management of the Picture House with guidance from the Picture House, Staffing Committee & Full Council.				
						Internal Sample checks on fund movements and balance levels are carried out in line with procedures				

Date: _____

Assessor: _____

Review Date: _____

Likelihood

1. Unlikely
2. Possible
3. Likely
4. Highly likely
5. Definite

S	L	1	2	3	4	5
1					4	5
2			4	6	8	10
3			6	9	12	15
4	4	4	8	12	16	20
5	5	5	10	15	20	25

Total Risk = Severity x Likelihood

REVIEW OF APPROACH TO RISK 16.07.25

Company Name: Hebden Royd Town Council				Work Area: Financial Risk Assessment	Activity: Councillors Propriety			RA No: HRTC/5
Topic	Risks Identified	Who Might be Harmed?	Risk			Residual Risk	Additional measures identified to control risk	Transferred to Risk Reduction Plan Yes/No
			Severity	Likelihood	Total Risk			
Members interests	Pecuniary interests.	HRTC	3	1	3	1	Existing procedures adequate.	
Members interests	Register of members interests.	HRTC	2	1	2	1	Members have responsibility to update register.	

Date: _____

Assessor: _____

Review Date: _____

- Severity**
1. Negligible
 2. Low
 3. Moderate
 4. High
 5. Catastrophic

- Likelihood**
1. Unlikely
 2. Possible
 3. Likely
 4. Highly likely
 5. Definite

S	L	1	2	3	4	5
1					4	5
2			4	6	8	10
3			6	9	12	15
4	4	8	12	16	20	25
5	5	10	15	20	25	30

Total Risk = Severity x Likelihood

REVIEW OF APPROACH TO RISK 16.07.25

Company Name: Hebden Royd Town Council				Work Area: Financial Risk Assessments		Activity: Council Reputation		RA No: HRTC/6	
Topic	Risks Identified	Who Might be Harmed?	Risk		Management & Control of Risk	Residual Risk		Additional measures identified to control risk	Transferred to Risk Reduction Plan Yes/No
			Severity	Likelihood		Severity	Likelihood		
Councillors & Staff	Bringing the Council into Disrepute (Reputational damage).	HRTC	3	2	Councillors and Staff understand and receive training, inc Code of Conduct. Guidance provided on social media and relations with the press. All matters are undertaken professionally.	2	1	Any necessary training is provided. All Councillors to abide by the Code of Conduct.	
				6					

Date:	_____	Severity	1. Negligible	Likelihood	1. Unlikely	S	L	1	2	3	4	5
Assessor:	_____	2. Low	2. Possible	2. Possible	2. Possible	1	2	3	4	5	4	5
Review Date:	_____	3. Moderate	3. Likely	3. Likely	3. Likely	2	3	4	5	6	8	10
		4. High	4. Highly likely	4. Highly likely	4. Highly likely	3	4	5	6	7	9	12
		5. Catastrophic	5. Definite	5. Definite	5. Definite	4	5	6	7	8	10	15
						5	6	7	8	9	12	20
												25

Total Risk = Severity x Likelihood

RELEVANT DOCUMENTATION

<ul style="list-style-type: none"> Standing Orders as adopted 28.5.25 Financial Regulations as adopted 28.05.26 Code of Conduct Disability Discrimination Act 1995 Disability and Equality Act 2010 	<ul style="list-style-type: none"> Employments Rights Act 1996 Data Protection Act 2018 Local Government Act 1972 Local Government Act 2000 Audit Commission Act 1998 	<ul style="list-style-type: none"> Local Government & Rating Act 1997 Local Government Act 2003 Local Audit and Accountability Act 2014 Localism Act 2011
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MOTION PROPOSED BY COUNCILLOR REBECCA BODEN FOR CONSIDERATION AT HEBDEN ROYD TOWN COUNCIL ON 16 JULY 2025

Hebden Royd Town Council notes that

- a. There exists no protocol, rule or requirement of any sort on any town councillor to address matters that relate to the functions of Calderdale Metropolitan Borough Council through a CMBC councillor.

And

- b. That Hebden Royd Town Council has no authority in English law to seek to enact or impose such a protocol, rule or requirement on any town councillor.

And

- c. That any such attempt to impose such a protocol, rule or requirement on any town councillor could be construed as interference with that town councillor's rights under Article 10 (1) of the European Convention on Human Rights, which states that

Everyone has the right to freedom of expression. This right shall include freedom to hold opinions and to receive and impart information and ideas without interference by public authority and regardless of frontiers.

And

- d. That the European Court of Human Rights has consistently ruled that elected representatives have enhanced rights under Article 10, as this is essential to democracy.

Hebden Royd Town Council notes in this regard the judgment of the European Court of Human Rights in *Castells v. Spain* (1992, § 42), which stated

While freedom of expression is important for everybody, it is especially so for an elected representative of the people. He represents his electorate, draws attention to their preoccupations and defends their interests. Accordingly, interferences with the freedom of expression of an opposition member of parliament, like the applicant, call for the closest scrutiny on the part of the Court.

Further,

Hebden Royd Town Council requires all town councillors communicating orally or in writing with any outside person, including officers of Calderdale Metropolitan Borough Council, to take care to ensure that they do not represent themselves as speaking for Hebden Royd Town Council as a public authority, unless specifically authorised to do so by the Council.

Guidance provided YLCA in response to guidance sought on the matter of HRTC Councillors contacting CMBC Officers directly and the introduction of a protocol to aid councillors with such matters

The Associations can advise that the only individuals who are permitted under local council legislation to make direct contact with officers at the principal authority are officers of the town council such as the clerk. No individual councillor can have delegation to act on behalf of the council, so there is no need for a protocol document.

All council business must be considered at a lawfully convened council meeting as part of a specific agenda item. This enables the council as a corporate body to make lawful decisions (resolutions) and to delegate work to an officer, a committee of the council or another local authority in accordance with Local Government Act 1972 s101. This legislation does not permit delegation to an individual councillor, so no individual councillor can act on behalf of the council, including making direct contact with Calderdale MBC.

The council may have a Scheme of Delegation which will include the delegation afforded to each council committee and the delegation arrangements included in the council's standing orders and financial regulations to officers of the council. An example Scheme of Delegation is attached for reference.

In local councils with ward councillors that hold ward surgeries, the council meeting agenda may include an agenda item to include a list of matters raised at ward surgeries to enable the council to consider any necessary actions, which may then be delegated to an officer or perhaps a committee of the council. Whilst a councillor may be elected to the council by a ward, once elected to the council they represent everyone in the town council area not just the ward area that elected them to the council and any issues raised at ward surgeries are considered by the whole council as a corporate body.

Additionally, if any individual councillor would like the council to consider an item of business, they may ask the clerk to include a specific agenda item at the next meeting. The council's standing orders will give direction to councillors regarding the timescale within which any such agenda item request must be received by the clerk.

It is suggested that an individual councillor may speak with an officer at the principal authority if specifically authorised to do so by the council. This cannot be a consideration due to the Local Government Act 1972 s101 stated above, as no individual councillor can act on behalf of the council.

If the council has not already adopted a Media Policy, it may consider adopting such a document as it will set out who may speak with individuals outside of the council including, Calderdale MBC officers and the press on behalf of the council.

Any councillor who does not follow the council's adopted policy and procedures such as standing orders, media policy, parish charter and code of conduct may be in breach of the council's code of conduct.

Fw: Parking proposal for the next full council agenda

From Scott Borrows <Cllr.SBorrows@hebdenroydtowncouncil.gov.uk>

Date Mon 2025-06-30 16:22

To Emma Green - Hebden Royd Town Council <Emma.Green@hebdenroydtowncouncil.gov.uk>

Good Morning Emma,

Please see below my proposal to be put forward to Calderdale Council to reconsider some of the poor decisions made over parking in Hebden Royd. I will be following this up with a number of signed documents stating that numerous Businesses, Residents and Employees are right behind these ideas. I would formally like to have this put on the next agenda for full HRTC council.

Parking Issues:

1. Parking in Hebden Royd is an essential part of the transport/travel system and should be integrated as such.
2. This area has many hilltop communities often with no or unreliable public transport, so understandably the reliance on car use will continue in these areas. Also on public transport in the general area is far too expensive and unreliable.
3. There are many people in the area who rely on their private vehicles due to age, illness and lack of mobility. Also, there are people who rely on carers to collect prescriptions and shopping etc.. This is becoming very expensive due to the 500% increase in parking charges. Due to this they are leaving Hebden Royd for their goods, again this is massively affecting the local economy.
4. Demographics: Users of parking are Residents (living, shopping and social) business owners and staff, and Visitors/Tourists. We need to cater for all so Hebden Royd can continue to thrive.
5. The parking situation in Hebden Bridge as it stands is currently insufficient and does not meet demand. This is having a detrimental effect on the local economy and liveability of the town, Mytholmroyd businesses are also struggling since the monetisation of the car parks in the village.
6. Roads and junctions have also become very dangerous in Hebden Royd (definitely in Mytholmroyd) due to displacement of resident's vehicles that used to park in free car parks whilst at home.
7. The lack of long stay parking in an area so reliant on visitors/tourists is nonsensical, If a car park was supplied it would cause air pollution to drop due to less vehicles circling or sitting idle waiting for spaces in the very few long stay spaces available.
8. There are spaces which have been earmarked for parking use for years but unfortunately have never materialised.

Parking solutions:

1. 2 hours free parking permit for all Midgley, Luddendenfoot, OL14 and HX7 residents for any carpark or regular parking space in the Hebden Royd area, this will allow locals to do their daily chores with enough time to visit the shops required. I would suggest a permit scheme.
2. Reduce prices to 40p for 30 minutes and 80p for 1 hour, this is still 100% higher than previously but still affordable to most individuals.
3. A reduction in the timeframe of the charging period, most suggestions are 9am - 5pm. This would allow many residents to park for the night but be moved in time for visitors/tourists.
4. The parking App needs to be more user friendly; many find this very difficult to use. It often doesn't load correctly, and people are left wondering if payment has been made.
5. There are many pieces of land owned or run by The EA and private individuals outside the centre of Hebden Bridge. CMBC should make contact with all landowners and the EA and should utilise these pieces of land, using them for long stay parking for visitors/tourists and also allocating a number of spaces to residents and businesses on a permit basis. This would lower air pollution massively because of allocated spaces. (less circling of vehicles) and raise revenue for CMBC and the local economy.
6. During the weekends and events in the area CMBC should utilise areas such as the network/northern rail carpark in Mytholmroyd as a park and ride (as previously done to much success) I believe many local bus/coach companies would jump at the opportunity for the contract.
7. Better provisions for EVs, At this time there are no functioning charge points in Hebden Bridge.
8. Better parking/security for cyclists visiting Hebden Royd, I personally think Train station carpark would be good for this solution.

Many Thanks

Councillor Scott Borrows

Bridgegate pedestrian area.

From Scott Borrows <Cllr.SBorrows@hebdenroydtowncouncil.gov.uk>

Date Sun 2025-07-06 20:12

To Emma Green - Hebden Royd Town Council <Emma.Green@hebdenroydtowncouncil.gov.uk>

 2 attachments (11 MB)

1000004802.jpg; 1000004801.jpg;

Good Morning,

I would like to propose that electric bicycles, electric scooters and pedal powered bicycles are added to the sign and people are asked to dismount these items when riding down Bridgegate or through George's square, I have heard many complaints of children, dogs and elderly people almost getting knocked down by people on the named vehicles. I have witnessed this myself on numerous occasions. I would like to add this to next full council agenda please.

Many thanks

Scott.

Sent from Outlook for Android

Guidance for Councillors: Accessing Information and Use of FOIA

As part of your role in representing residents and fulfilling your responsibilities within the council, you may, from time to time, need to request access to information held by the organisation. To support efficient, transparent, and timely information sharing, we would like to clarify the routes available for obtaining such information.

Routine Access via Internal Governance Channels

Councillors have a recognised right to access information necessary to perform their duties. In most cases, the appropriate route to request such information is through internal channels, such as:

- Direct requests to relevant officers,
- Requests through appropriate Committee structures,
- Established briefing or casework protocols.

These internal mechanisms are designed to facilitate prompt access to operational or member-relevant information and to ensure that the information provided is contextual, accurate, and aligned with your governance role.

Freedom of Information (FOIA) Requests

While councillors have the legal right to make requests under the Freedom of Information Act 2000, FOIA is a public access regime intended primarily for use by members of the public seeking transparency from public authorities. It is not the primary mechanism for councillors to obtain information required in their elected capacity.

We therefore ask that councillors use FOIA only where the information sought is not available through internal channels, or where there is a specific need to pursue a request under FOIA for transparency or accountability purposes.

This approach ensures that:

- Council resources are used efficiently,
- Responses are provided in the most appropriate context,
- Governance and scrutiny processes are respected.

Support and Contacts

If you are unsure which route is most appropriate for your request, please contact the Town Clerk, who will be happy to advise and guide you.

Thank you for your cooperation and ongoing commitment to good governance and transparency.

12.a.

 Outlook

FW: St Michaels Church Bell Abatement Notice - Complaint

From Info - Hebden Royd Town Council <Info@hebdenroydtowncouncil.gov.uk>

Date Mon 2025-07-07 08:31

To Emma Green - Hebden Royd Town Council <Emma.Green@hebdenroydtowncouncil.gov.uk>

Hebden Royd Town Council
The Town Hall
St George's Street
HEBDEN BRIDGE
HX7 7BY

This transmission is confidential for the sole use of the addressee(s). If received in error, please notify us immediately and delete it. Any disclosure, reproduction, modification or publication of this transmission without prior written consent is strictly prohibited.

Hebden Royd Town Council, Hebden Bridge Town Hall, St Georges Street, Hebden Bridge, HX7 7BY.

From: [REDACTED]

Sent: 03 July 2025 21:09

To: Info - Hebden Royd Town Council <Info@hebdenroydtowncouncil.gov.uk>

Subject: St Michaels Church Bell Abatement Notice - Complaint

Dear Hebden Royd Town Council,

I hope that my email finds you all well.

I am writing to you formally raise a complaint regarding the town council's decision to silence the bells following the Abatement Notice served to St Michael's Church, resulting in the cessation of its historic bell service. This action has caused significant concern within the community highlighted by the petition against the action nearing 2000 signatures.

[Petition - Restore St. Michael's church bell chimes - Mytholmroyd, United Kingdom - Change.org](#)

This action is particularly concerning as it appears to have been taken without adequate consultation or consideration of the cultural and religious significance of the bells, which have rung for over 177 years and are a feature of the valley as regular as morning bird song or the seasons.

I have submitted a Freedom of Information request to better understand the decision-making process behind serving the notice, I am compelled to urge the Town Council to immediately reinstate the bell service in full while this matter is reviewed through a proper consultation.

The lack of transparency and community engagement in this process is deeply troubling. The bells of St Michael's are not merely a tradition—they are a vital part of our community's identity and heritage. They are connected to this place. The Council's decision to silence

them without first engaging the community demonstrates a lack of transparency and sensitivity to issues of cultural and religious significance.

I respectfully request that:

- The town council represents its constituents and urges Calderdale Council to rescind the Abatement Notice returning the full bell service at St Michael's Church immediately while a consultation is arranged.
- A clear and inclusive consultation process be initiated, ensuring that the voices of local residents, parishioners, and cultural stakeholders are heard and considered.
- An Equality Impact Assessment be conducted and published to ensure that the decision does not disproportionately affect any community group.
- A public explanation be provided regarding the rationale for the original decision, including the number and nature of complaints received, and the proximity of complainants to the church.
- Calderdale Council and any party involved issue an apology for the lack of transparency and process.

This issue has caused considerable distress to me personally and to family and friends who live locally. Without so much as a discussion Calderdale Council have compelled a cultural and religious institution to suspend a practice which formed a thread of that complex weave we call our tradition and evolving culture.

This issue has the potential to set a concerning precedent for how culturally and religiously significant practices are treated in Calderdale and indeed the UK. The national coverage and attention the issues has gathered speaks to this.

I trust you will treat this matter with the urgency and seriousness it deserves. While this issue may not appear on the surface to be as urgent as some of the challenges you we face it is precisely these instances of slow mission creep and poorly considered decisions that most deeply erode public trust and damage cohesion in our communities.

I look forward to your response and to seeing the Council take the necessary steps to restore community confidence and uphold our shared heritage.

[REDACTED]

[REDACTED]

12.b.



A Heartfelt Thank You from Hebden Bridge Arts

From contactus@hebdenbridgearts.co.uk <contactus@hebdenbridgearts.co.uk>

Date Thu 2025-07-03 11:41

To Emma Green - Hebden Royd Town Council <Emma.Green@hebdenroydtowncouncil.gov.uk>; Rebekah Cox
- Hebden Royd Town Council <Rebekah.Cox@hebdenroydtowncouncil.gov.uk>

After much reflection (and many cups of tea), we're writing to let you know that we've made the difficult decision to bring Hebden Bridge Arts to a close.

This hasn't been easy, and we want to be transparent: after exploring every possible route, ongoing funding challenges and a reduced team have made it impossible for us to continue operating sustainably.

To you—our valued funders and supporters—we want to say a sincere thank you.

Your investment in our vision enabled bold, creative, and deeply community-rooted work to flourish here in the Calder Valley. Together, we made room for ambitious ideas, inclusive spaces, and joyful artistic expression.

From major festivals to grassroots projects, your support made all the difference.

While the charity is drawing to a close, the legacy lives on—in the people, partnerships and creative sparks that continue to inspire local life.

We're immensely proud of what we've achieved with your backing. Thank you for believing in us.

With our deepest gratitude,
The Hebden Bridge Arts Team


Project and Volunteer Manager
Hebden Bridge Arts

www.hebdenbridgearts.co.uk
contactus@hebdenbridgearts.co.uk

Please note: I'm part time and there may be a short delay before I reply to your email.



YLCA TRAINING DAY – TALKING TABLES

Thursday, 16 October 2025

Thirsk Racecourse, Station Road, Thirsk, YO7 1QL

9.00am – 4.00pm

Cost: £105.00 (£55.00 for smaller councils)



We are pleased and excited to offer our members another 'Talking Tables' Training Day, at this prestigious venue with nine speaker tables available throughout the day. You will have the opportunity to visit five of the speaker tables during the day. There will be refreshments upon arrival, mid morning, beautiful lunch on offer as well as exhibitors in attendance to visit. The cost for the full day will be £105.00 (or with small council bursary £55.00) which includes all the refreshments and lunch and training offered – great value for money.

The programme is currently being finalised and once it is available it will be advertised on our website and in the White Rose Bulletin. In the meantime, please download the attached delegates booking form and upon confirmation from the council that you can attend, return it to us as places are limited and bookings will be on a first come, first served basis.

Confirmed Speaker Table Topics:

- Dealing with HR Matters
- Community Asset Transfers
- Top 10 Productivity Tips (AI and ChatGPT)
- Emergency Resilience and Planning
- Five more topics to be confirmed!

Save the date and keep a watchful eye on our website [here](#)

Kindly sponsored by Eibe Play Ltd and Active Councils (WJPS)

Yours sincerely

ADMINISTRATION OFFICER

****SAVE THE DATE****

We've got an exciting day lined up for councillors and clerks at our next Talking Tables Training Day which is to be held on THURSDAY 16 OCTOBER 2025 at THIRSK RACECOURSE
Full details will be circulated and on our website shortly

Yorkshire Local Councils Associations, Suite 8, Sibling Workspace, York House, Station Road, Tadcaster, LS24 9JF. Tel: 01937 228602. E-mail: admin@yorkshirelca.gov.uk Website: www.yorkshirelca.gov.uk

12.c.

Hebden Royd Town Council**2025/2026****Mayor & Consort
Councillor Keith Butterick and Lorna Butterick**

4. Presenting prizes at the Hebden Bridge Brass Band March Contest – St George's Square, Hebden Bridge. Sunday, 15 June 2025
5. Open the Calder Valley Radio 5th Birthday Celebration – Mytholmroyd Community Centre. Saturday, 5 July 2025

MEETING of the TOWN COUNCIL
held WEDNESDAY 18 JUNE 2025 at 7:30PM
HEBDEN BRIDGE TOWN HALL

- PRESENT:** Councillors – Butterick (Chair), Bampton Smith, Boden, Borrows, Cammack, Fraser, Guilfoyle, Harvey, Hedges, Morse, Turner, and Woodhead.
- ABSENT:** Councillors – Boggis, Davenport, Howes, Hoyle & MacDonald and Young.
- MINUTES:** HRTC Town Clerk – Emma Green

MINUTES

- 50. PUBLIC QUESTION TIME.**
 There were no questions asked of the council.
- 51. APOLOGIES AND REASONS FOR ABSENCE.**
 Apologies were received from Cllrs Hoyle, Howes & MacDonald.
- Reasons for absence were neither offered nor approved.
- 52. MEMBERS' INTERESTS' RELATING TO AGENDA ITEMS.**
 There were no interests declared at this meeting.
- 53. PLANNING APPLICATIONS**
- a. **Application 25/00530/COU** at Hebble House, Old Gate, Hebdon Bridge, HX7 6EN for Change of use from A1 (retail) to D1 (tuition and educational provision) & internal works. (West End ward).
RESOLVED: No objection
- b. **Application 25/00446/HSE** at Woodentops, Savile Road, Hebdon Bridge, HX7 6ND for Replace glass sun room with garden store, stone steps and glazed canopy. (West End ward).
RESOLVED: No objection
- c. **Application 25/00517/HSE** at Dean Head Farm, Blackstone Edge Road, Cragg Vale HX7 5TR for Proposed Extension to Existing Garage. (Cragg Vale).
RESOLVED: No objection

d. **Application 25/00531/HSE** at 16 Nest Lane, Mytholmroyd, Hebden Bridge, HX7 5AZ for Single storey rear extension. (Caldene ward).

RESOLVED: No objection

e. **Application 25/00519/HSE** at Avon Lea, Midgley Road, Mytholmroyd, HX7 5LR for Remove prefab and conservatory. Erect single-storey extension. (White Lee ward).

RESOLVED: No objection

f. **Application 25/00328/HSE** at 21 Manor Drive, Dodd Naze, Hebden Bridge, HX7 8DW to Replace and raise existing roof, add a flat roof dormer to the North elevation and increase one window width. (Birchcliffe ward).

RESOLVED: Recommend refusal on the grounds of over intensification of the site.

RESOLVED: that the recommendations on the above planning applications are sent to the Environmental Services Department, Calderdale MBC. When the Chair or Deputy Chair cannot attend, Ward members be authorised to represent the view of Hebden Royd Town Council at meetings of the Planning Committee at Calderdale MBC.

54. APPLICATIONS FOR PLANNING PERMISSION GRANTED BY CALDERDALE MBC

RESOLVED: to note for information

55. HRTC & HBPH PAYMENT SCHEDULE

RESOLVED: to note items for information and to authorise payments totaling £24,643.76.

**Payment and Receipt Schedule
18/06/2025**

**Hebden Bridge Picture House
Accounts to be Paid**

Item	Payee	Details	Invoice No	Nominal	Reference	Amount
a	Just Jennys	Kiosk		8296	5200 PHI 25/092	87.60
b	Print Bureau	Office	PB7479		7510 PHI 25/093	111.00
c	Buttercup Bakery	Kiosk		309	5200 PHI 25/094	85.60
d	Disney	Film Royalties	2218359		5100 PHI 25/095	70.96
e	Disney	Film Royalties	2218295		5100 PHI 25/096	177.10
f	Vocation	Kiosk	139975		5200 PHI 25/097	182.95
g	Trafalgar	Film Royalties	319017		5100 PHI 25/098	236.51
h	Black Bear	Film Royalties	24134		5100 PHI 25/099	143.50
i	Black Bear	Film Royalties	24135		5100 PHI 25/100	191.54
j	PPS	Cleaning Supplies	INVKEI-65155		7101 PHI 25/102	251.58
k	Print Bureau	Signs	PB7498		7510 PHI 25/103	132.00
l	JL Brooks	Kiosk		626477	5200 PHI 25/104	119.15
m	Buttercup Bakery	Kiosk		310	5200 PHI 25/105	85.60
n	Michael Bryant			2501	7102 PHI 25/106	50.00
o	Eden Farm Hulley's	Kiosk		217477	5200 PHI 25/107	247.14
p	Just jennys	Kiosk		8315	5200 PHI 25/108	87.60
q	Warner Brothers	Film Royalties	23304772		5100 PHI 25/109	120.00
r	Picturthouse Ent	Film Royalties	20767		5100 PHI 25/110	248.86
s	Universal	Film Royalties	22314721831-1		5100 PHI 25/111	212.10
t	FCC	Waste		1522816	7107 PHI 25/112	809.81
u	SUMA	Kiosk	A46794		5200 PHI 25/113	489.80
v	Disney	Film Royalties	2221221		5100 PHI 25/114	2,336.95
w	Park Circus	Film Royalties	1403936		5100 PHI 25/115	168.00
x	Print Bureau	Posters	PB7530		7510 PHI 25/116	48.00
y	Savoy	Oscar	C-0625-36		7510 PHI 25/117	821.83
z	Vocation	Kiosk		140830	5200 PHI 25/118	281.40
aa	Manchester Rubber Stamp	Office		51096	7510 PHI 25/119	35.40
bb	Buttercup Bakery	Kiosk		311	5200 PHI 25/120	108.80
cc	Cathedral Leasing	Hygiene services	MI/1687741		7101 PHI 25/121	225.11
dd	National Theatre	Film royalties	SINRNT 1033430		5100 PHI 25/122	1,137.40
ee	Dogwoof	Film Royalties	M1005850		5100 PHI 25/123	196.00
ff	Dogwoof	Film Royalties	M1005851		5100 PHI 25/124	219.80
gg	JL Brooks	Kiosk		628800	5200 PHI 25/125	188.77
hh	Matthew Clark	Kiosk		3284922	5200 PHI 25/126	605.74
ii	Conic	Film Royalties		2399	5100 PHI 25/127	311.15
jj	Park Circus	Film Royalties		1405140	5100	267.65
kk	HEC Showman			18929		367.20
ll	The Buttercup Bakery	Kiosk	No312		5200	108.8

11,568.40

Direct Debits

a	Croft	telephone			7510 PHI 25/144	155.78
b	SSE	Gas 31/3/25-29/4/25	8700281485		7103 PHI 25/101	1,753.61
c	O2	telephone			7510 PHI 25/142	29.62
d	Scottish Power	Utilities			7103 PHI 25/143	47.61
g	Bank charges	16/4/25-19/5/25		120	8001 PHI 25/138	61.16
h	Spotify	Music			7102 PHI 25/091	11.99
i	Clover	Base service oscar	15/5/25-14/6/25		7510 PHI 25/139	50.40
j	Clover 4521	Oscar POS			7510 PHI 25/140	127.51
k	Clover 4513	Oscar POS			7510 PHI 25/141	154.95
l	Apple	combil 3/5/25	2-7001238042		7510 PHI 25/090	0.99

2,393.62

Payments paid by Clerk

a	Amazon	Ant spray	GB5000JBZ3QVI		7101 PHI 25/128	28.04
b	Amazon	Kiosk	GB5005R2NVAC9I		5200 PHI 25/129	19.95
c	Amazon	Paper	GB5428B3ABEI		7510 PHI 25/130	33.70
d	Amazon	Kiosk	GB5001RJZA5DBI		5200 PHI 25/131	49.98
e	Amazon	Brush	GB54GNAABEI		7101 PHI 25/132	28.51
f	Amazon	Binding combs	GB549IMLABEI		7510 PHI 25/133	6.41
g	Amazon	Mouse	GB503UA6NJJH5V1		7510 PHI 25/134	10.44
h	Amazon	Cables etc	GB54A86NABEI		7510 PHI 25/135	17.71
i	Amazon	Cables & Stationery	GB54A11TA8EI		7510 PHI 25/136	72.14
j	Amazon	Extension Lead	GB54FNJUABEI		7510 PHI 25/137	13.58

280.46

PAYMENTS

14,242.48

**56. HEBDEN ROYD TOWN COUNCIL ANNUAL ACCOUNTS
2024/25**

Cllr Boden asked for explanations in respect of variances in the budget. The clerk provided explanations of the variances.

RESOLVED: To approve the annual accounts of the Town Council and the Hebden Bridge Picture House.

57.

ANNUAL GOVERNANCE STATEMENT

The Annual Accountability and Governance Return was considered.

a) **RESOLVED:** To approve the Annual Governance Statement for the Financial Year 2024/25 – Section 1 of Annual Return paragraphs 1 to 9.

b) **RESOLVED:** To approve the Statement of Accounts for the financial year 2024/25 as set out in Section 2 of the Annual Return.

c) **RESOLVED:** To note the Annual Internal Audit Report for 2024/25 included at page 3 of the Annual Governance and Accountability Return 2024/2025.

d) **RESOLVED:** To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities.

58.

INTERNAL AUDIT REPORT 2024/25

RESOLVED: to note the internal audit report provided by J Winham.

59.

APPOINTMENT OF INTERNAL AUDITOR

RESOLVED: to appoint J Winham as the internal auditor for Hebden Royd Town Council for the financial year 2025-26.

60.

HRTC SOCIAL MEDIA POLICY

Cllr Butterick provided a reminder to councilors of the standards expected of councils in respect of the interactions on social media.

In relation to this, Cllr Hedges reported dissatisfaction with the behaviour of a fellow councillor on social media and requested an apology.

Councilors spoke in support of seeking a culture of cooperation and respect between council members.

RESOLVED: To note the information

61.

HRTC PROTOCOLS & BEST PRACTICE

At a meeting of the Full Council on 23.4.25 m 501 the Clerk reminded councilors of the process when undertaking ward work. That it is the council as a body that has the powers to act and that councillor cannot act alone or speak on behalf of

the council without first being formally granted the authority to do so by the council.

It was discussed that there was still some ambiguity around this.

RESOLVED: That the Strategy & Review Committee will consider an appropriate policy/protocol for Ward Work to offer councillor's guidance in this area.

62. COUNCILLOR TRAINING

Dates for Equality & Diversity Training were discussed.

Training on the matters of the General Data Protection Regulations and Freedom of Information was also discussed following an increase in the number of requests made to the council.

RESOLVED: That Tuesday 29 July at 7pm, this will be held in the Waterfront Hall at Hebden Bridge Town Hall. All councilors are encouraged to attend.

The clerk to arrange full council training on the matters of the General Data Protection Regulations and Freedom of Information. This will include training for appropriate staff.

63. PARKING IN HEBDEN BRIDGE

At the request of Cllr Butterick

The following motion was considered.

"HRTC welcomes the dialogue that has started between Calderdale and HRTC councillors on car parking in Hebden Bridge. While recognising the issues created by recent changes, we propose that this dialogue continues to ensure the views of the public are acknowledged."

Following discussion, it was

RESOLVED: to adopt the motion, and that HRTC will have a separate page to share details of parking on its website.

Cllr Borrows has been working with local business and he will share the responses with the full council to enable further discussions on this matter.

64. CALDERDALE ENERGY PARK

The consultation and available information in respect of the Calderdale Energy Park was considered.

RESOLVED: that the Town Council should conduct a survey of residents in respect of the proposals, to ensure that a stance

on the proposal is reached that reflects the community. This survey should be available in print and online.

65. COMMUNICATIONS FROM THE TOWN MAYOR AND THE CLERK.

To receive and decide actions on communications (enc)

- a. Calderdale Council PSPO
- b. Local Artist Ted Hughes Sculpture

RESOLVED: in respect of a. to note the information.

In respect of b. the item was withdrawn.

66. MAYOR'S REPORT/DEPUTY MAYOR'S REPORT

RESOLVED: to note for information

67. MINUTES OF THE TOWN COUNCIL held 28 MAY 2025

RESOLVED: to accept the minutes as a true and accurate record.

68. MINUTES OF THE PICTURE HOUSE COMMITTEE held 4 JUNE 2025

RESOLVED: to note the minutes for information.

69. MINUTES OF THE PROJECT & EVENTS COMMITTEE held 11 JUNE 2025

RESOLVED: to note the minutes for information.

70. WORKING GROUPS

To receive reports from and to decide on appropriate actions:

- a) Disability Access Forum

There was no report

71. REPRESENTATIVES TO OUTSIDE BODIES

Cllr Bampton Smith reported that she had attended the Ward Forum at which there was a presentation by the Police. The Police will be at Hebden bridge Town Hall every Sunday between 11am and 1pm.

72. EXCLUSION OF THE PRESS AND PUBLIC

Whilst there was no motion to resolve to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of items of a confidential nature, councillors recording the meeting were reminded that information discussed under item 56 in respect of staff salaries must be kept confidential.

The meeting finished at 9:20pm

HEBDEN ROYD TOWN COUNCIL

Meeting of the COMMUNITY FUNDING COMMITTEE

Held WEDNESDAY 25 JUNE 2025

MINUTES

PRESENT: Councillors: Cammack, Fraser, Guilfoyle, Hoyle and Woodhead.

ABSENT: Councillors: Howes, Hedges.

HRTC Town Clerk: E Green

73. Election of Chair and Deputy Chair of the Community Funding Committee for the council year 2025-26.

RESOLVED: that Cllr Guilfoyle be Chair of the Community Funding Committee for 2025 - 26.

RESOLVED: that Cllr Hedges be Deputy Chair of the Community Funding Committee for 2025 - 26.

74. Apologies for Absence and any substitutions.

Apologies were received from Cllr Hedges

75. Members' Interests relating to agenda items for this meeting.

There were no interests reported at this meeting.

76. Matters arising from Minutes of Meeting held 12 March 2025 not itemised on this Agenda.

There were no matters arising

77. COMMUNITY FUNDING BUDGET

At the start of this funding year, there is £80,000 available

RESOLVED: to note the information.

78. REQUESTS FOR FINANCIAL ASSISTANCE FROM THE COUNCIL

a) Hebden Bridge Band

Brass Band Festival - £4230.00

RESOLVED: To award £3760.00, the council is unable to fund retrospective activities.

b) Hebden Bridge Twinning Society

Visit to St Pol - £1716.20

APPLICATION WITHDRAWN

c) Hebden Bridge Film Festival

Film Festival 2026 - £5000.00

RESOLVED: To Award £5000.00

d) Hebden Bridge Community Association

Changing Places Facility - £5000.00

RESOLVED: To award £5000.00 - to be paid only when all required funding for the project is in place.

e) Out in the Valley

Pantomime - £1500.00

RESOLVED: To award £1500.00

f) Northern Powerhouse Boxing

Gym Equipment - £6200.00

RESOLVED: To award £6200.00

g) Reach4Ward

Project Support - £4165.00

RESOLVED: To award £1480.00, the council is unable to fund retrospective activities.

79.

EXCLUSION OF THE PRESS AND PUBLIC

There was no motion to resolve to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of items of a confidential nature.

Meeting finished at 9pm

HEBDEN ROYD TOWN COUNCIL**Meeting of the STAFFING COMMITTEE****Held TUESDAY, 8 JULY 2025****MINUTES**

PRESENT: **Councillors:** Morse, Butterick, Guilfoyle, and Woodhead.

Clerk: Emma Green

**80. TO ELECT A CHAIR AND DEPUTY CHAIR FOR THE STAFFING
COMMITTEE FOR THE COUNCIL YEAR 2025-2026**

RESOLVED: that Cllr Morse be Chair of the Community Funding
Committee for 2025 - 26.

RESOLVED: that Cllr Woodhead be Deputy Chair of the Community
Funding Committee for 2025 - 26.

81. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS.

Apologies were received from Cllrs Davenport, Harvey, and Turner.

Cllr Davenport provided reasons for apologies.

RESOLVED: To approve the reasons for the apologies.

**82. TO RECEIVE MEMBERS INTERESTS REPLATING TO AGENDA ITEMS
FOR THIS MEETING AND REQUESTS FOR DISPENSATION.**

There were no interests reported at this meeting

83. MINUTES OF THE MEETING HELD ON 8 APRIL 2025

There were no matters arising.

84. STAFFING UPDATE

It was reported that the Local Environment & Allotments Officer was now
in post and was already making a positive impact.

The Communications and Engagement Coordinator is now in their third
week and is settling in well and will be an asset to the team.

Matters raised at staff one-to-ones were shared with the committee.

RESOLVED: to note the information, and to advise staff that the
committee would continue to represent the team.

85. STAFF TRAINING

Staff training will be organised in respect of LBGT+ awareness. This will be mandatory for staff and where it is not possible to attend the session, the training will require completion online.

Training in respect of GDPR and FOIA will be provided for the Town Council, and appropriate members of staff will join this session.

The Clerk requested approval to attend the SLCC National Conference and approval for the Deputy Clerk to attend either the National Conference or Practitioners conference.

RESOLVED: To note the information in respect of training. To approve expenditure within budget for the clerk to attend the SLCC National Conference, and for the Deputy Clerk to attend either the SLCC National or Practitioners Conference.

86. HBPH – A HERITAGE FIT FOR THE FUTURE

Councillors considered anticipated questions that may arise from the staff team in respect of the NLHF Development Application.

RESOLVED: To continue to collate information, to reassure staff if required, and to hold one to ones with each staff member to fully understand their expectations.

The Town Clerk left the meeting.

87. SALARY SCALE REVIEW

A report evaluating the role of the clerk was presented. Following discussion it was;

RESOLVED: To approve the recommendations of the report.

The Town Clerk returned to the meeting.

88. EXCLUSION OF THE PRESS AND PUBLIC

There was no requirement to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of items of confidential nature.

The meeting finished at 7:10pm