

MEETING of the TOWN COUNCIL
held WEDNESDAY 13 AUGUST 2025 at 7:30PM
HEBDEN BRIDGE TOWN HALL

PRESENT: Councillors – Butterick (Chair), Boden, Boggis, Borrows, Guilfoyle, Hoyle, Howes, Macdonald, Morse, Turner and Woodhead.

ABSENT: Councillors – Bampton Smith, Cammack, Davenport, Fraser, Harvey, Hedges, Young.

MINUTES: HRTC Town Clerk – E Green

MINUTES

147. PUBLIC QUESTION TIME.

There were no questions raised at this meeting.

148. APOLOGIES AND REASONS FOR ABSENCE.

Apologies were received from Cllrs Bampton Smith, Cammack Davenport, Fraser, Harvey, Hedges, Young

149. MEMBERS' INTERESTS' RELATING TO AGENDA ITEMS.

Cllr Boggis - Item 4e. Non-Pecuniary

Cllr Boden – Item 14. Non-Pecuniary

150. PLANNING APPLICATIONS

a. **Application 25/00691/LBC** at 21 Lees Road, Hebden Bridge, HX7 8HB for Like for like re-roofing. (Birchcliffe ward)

RESOLVED: No objection

b. **Application 25/00585/LBC** at Marsh Grove, Church Bank Lane, Cragg Vale, HX7 5SZ for Replacement windows (Listed Building Consent). (Cragg Vale ward)

RESOLVED: No Objection

c. **Application 25/20143/TPO** at Byclough Cottage, Midgley Road, Mytholmroyd, HX7 5QT for Fell one tree (Tree Preservation Order). (White Lee ward)

RESOLVED: No Objection

d. **Application 25/00328/HSE** at 21 Manor Drive, Dodd Naze, Hebden Bridge, HX7 8DW for Replace and raise existing

roof, add a flat roof dormer to the south (rear) elevation and increase one window width. (Birchcliffe ward)

RESOLVED: No Objection

e. **Application 25/00709/FUL** at Land Adjacent Village Cleaners, George Street, Mytholmroyd for 3 story block of 5 apartments with ground floor parking. (Cragg Vale ward).

RESOLVED: Recommend refusal based on over intensification of the site and lack of consideration in regard to parking and access.

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.

151. APPLICATIONS FOR PLANNING PERMISSION GRANTED BY CALDERDALE MBC

RESOLVED: To note the information.

152. HRTC & HBPH STATEMENT OF ACCOUNT RESOLVED: To note for information.

Date: 12/08/2025
Time: 12:54:17

Hebden Royd Town Council Statement of Account

Page: 1

From: Month 3, June 2025
To: Month 3, June 2025

Chart of Accounts:

TOWN COUNCIL [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Income								
Precept	0.00	0.00	0.00	0.00	503,859.00	98.74	503,859.00	0.00
Station Road Car Park	0.00	0.00	14,000.00	(14,000.00)	0.00	0.00	14,000.00	(14,000.00)
LE & Climate Income	0.00	0.00	0.00	0.00	270.00	0.05	250.00	20.00
Hanging Baskets	366.64	89.80	1,500.00	(1,133.36)	5,912.07	1.16	7,500.00	(1,587.93)
Allotments	0.00	0.00	0.00	0.00	33.33	0.01	0.00	33.33
Projects & Events Income	41.66	10.20	50.00	(8.34)	191.65	0.04	200.00	(8.35)
	408.30	100.00	15,550.00	(15,141.70)	510,266.05	100.00	525,809.00	(15,542.95)
Committes, Projects and Awards								
Awards Service to the community	0.00	0.00	0.00	0.00	28.00	0.01	200.00	172.00
Community Funding	200.00	48.98	23,000.00	22,800.00	12,638.40	2.48	35,500.00	22,861.60
LE & CE Land & Biodiversity	3,277.62	802.75	3,400.00	122.38	2,897.52	0.57	3,700.00	802.48
LE & CE Environmental Projects	0.00	0.00	0.00	0.00	5,000.00	0.98	5,000.00	0.00
LE & CE Hanging Baskets	9,709.00	2,377.91	9,800.00	91.00	9,709.00	1.90	9,800.00	91.00
LE & CE Allotments	0.00	0.00	125.00	125.00	0.00	0.00	375.00	375.00
P & E Xmas Lights & Evenets	13,380.54	3,277.13	15,000.00	1,619.46	14,921.54	2.92	15,000.00	78.46
P & E Happy Hounds	0.00	0.00	200.00	200.00	396.00	0.08	200.00	(196.00)
P & E New Projects	0.00	0.00	1,500.00	1,500.00	614.00	0.12	4,500.00	3,886.00
P & E Calder Holmes Park	0.00	0.00	1,250.00	1,250.00	0.00	0.00	1,250.00	1,250.00
P & E Dog Waster Provision	0.00	0.00	0.00	0.00	0.00	0.00	250.00	250.00
Remembrance Sunday	1,520.00	372.28	1,500.00	(20.00)	1,520.00	0.30	1,500.00	(20.00)
Twinning	1,677.73	410.91	1,500.00	(177.73)	3,179.88	0.62	3,000.00	(179.88)
	29,764.89	7,289.96	57,275.00	27,510.11	50,904.34	9.98	80,275.00	29,370.66
Gross Profit/(Loss):	(29,356.59)	(7,189.96)	(41,725.00)	12,368.41	459,361.71	90.02	445,534.00	13,827.71
Administration								
Salaries	19,407.55	4,753.26	21,497.50	2,089.95	45,408.67	8.90	64,492.50	19,083.83
HR Support	580.18	142.10	576.00	(4.18)	1,389.18	0.27	1,728.00	338.82
Courses & Training	100.40	24.59	100.00	(0.40)	246.40	0.05	250.00	3.60
Staff Uniforms	0.00	0.00	84.00	84.00	0.00	0.00	252.00	252.00
Office Expenditure	7,510.80	1,839.53	1,166.66	(6,344.14)	10,481.70	2.05	3,500.00	(6,981.70)
Website	0.00	0.00	0.00	0.00	699.96	0.14	500.00	(199.96)
Public Liability Insurance	0.00	0.00	0.00	0.00	4,258.32	0.83	4,000.00	(258.32)
Subscriptions	0.00	0.00	0.00	0.00	1,393.00	0.27	1,500.00	107.00
Bank Charges	31.77	7.78	0.00	(31.77)	101.18	0.02	0.00	(101.18)
Audit	0.00	0.00	0.00	0.00	(3,055.00)	(0.60)	0.00	3,055.00
Election expenses	547.50	134.09	0.00	(547.50)	547.50	0.11	0.00	(547.50)
Clocks	0.00	0.00	0.00	0.00	730.00	0.14	800.00	70.00
Mayors Allowance	208.04	50.95	416.66	208.62	1,159.53	0.23	1,250.00	90.47
Hospitality	0.00	0.00	41.66	41.66	0.00	0.00	125.00	125.00
Mayors for Peace	0.00	0.00	250.00	250.00	0.00	0.00	250.00	250.00
Disability Access Forum	0.00	0.00	12.50	12.50	0.00	0.00	12.50	12.50
Transfers to/from reserves	0.00	0.00	0.00	0.00	0.00	0.00	17,665.00	17,665.00
	28,386.24	6,952.30	24,144.98	(4,241.26)	63,360.44	12.42	96,325.00	32,964.56
Net Profit/(Loss):	(57,742.83)	(14,142.26)	(65,869.98)	8,127.15	396,001.27	77.61	349,209.00	46,792.27

Date: 12/08/2025
Time: 12:47:17

HEBDEN BRIDGE PICTURE HOUSE
Statement of Account

Page: 1

From: Month 3, June 2025
To: Month 3, June 2025

Chart of Accounts:

Picture House Partial (Public) [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
Income								
Ticket sales	29,623.67	67.03	16,527.00	13,096.67	78,492.00	61.56	64,581.00	13,911.00
Kiosk Sales - Food & Beverages	10,920.67	24.71	9,727.06	1,193.61	29,835.34	23.40	29,181.18	654.16
Kiosk Sales - Merchandise	10.00	0.02	0.00	10.00	34.16	0.03	0.00	34.16
Memberships	1,402.00	3.17	875.00	527.00	3,680.00	2.89	2,625.00	1,055.00
Private Hire & parties	700.00	1.58	1,616.00	(916.00)	8,840.00	6.93	4,848.00	3,992.00
Shop Rentals	0.00	0.00	714.00	(714.00)	3,293.40	2.58	4,005.00	(711.60)
Screen Advertising	1,318.12	2.98	800.00	518.12	2,382.14	1.87	2,400.00	(17.86)
Donaations received	86.50	0.20	83.00	3.50	312.72	0.25	250.00	62.72
Gift Vouchers sold	130.62	0.30	0.00	130.62	629.70	0.49	0.00	629.70
Bank Interest Received	0.00	0.00	0.00	0.00	0.00	0.00	500.00	(500.00)
	44,191.58	100.00	30,342.06	13,849.52	127,499.46	100.00	108,390.18	19,109.28
Direct Costs								
Royalties	3,831.08	8.67	6,610.80	2,779.72	16,982.54	13.32	25,832.40	8,849.86
Kiosk supplies - Food & Beverages	656.50	1.49	3,599.01	2,942.51	8,084.96	6.34	10,797.04	2,712.08
Repairs, Alterations & Maintenance	7.50	0.02	0.00	(7.50)	677.30	0.53	2,750.00	2,072.70
	4,495.08	10.17	10,209.81	5,714.73	25,744.80	20.19	39,379.44	13,634.64
Running Costs								
Energy	50.73	0.11	2,000.00	1,949.27	1,562.16	1.23	6,000.00	4,437.84
Water	0.00	0.00	339.51	339.51	214.06	0.17	1,018.53	804.47
Waste & recycling	674.84	1.53	0.00	(674.84)	1,364.80	1.07	500.00	(864.80)
Cleaning Materials & equipment	227.91	0.52	300.00	72.09	792.82	0.62	900.00	107.18
Projection Equipment	9.99	0.02	0.00	(9.99)	428.64	0.34	250.00	(178.64)
Screen 2 Project	0.00	0.00	7,500.00	7,500.00	0.00	0.00	7,500.00	7,500.00
Staff Uniforms	0.00	0.00	100.00	100.00	0.00	0.00	200.00	200.00
Buildings Insurance	0.00	0.00	600.00	600.00	0.00	0.00	1,800.00	1,800.00
Film Delivery & couriers	0.00	0.00	100.00	100.00	0.00	0.00	300.00	300.00
Office Expenses	253.37	0.57	300.00	46.63	670.91	0.53	900.00	229.09
PRS & PPL Licenses	0.00	0.00	0.00	0.00	128.43	0.10	0.00	(128.43)
Training	0.00	0.00	500.00	500.00	0.00	0.00	500.00	500.00
Bank Charges	0.00	0.00	166.00	166.00	169.29	0.13	498.00	328.71
Box Office Oscar	939.77	2.13	750.00	(189.77)	3,169.65	2.49	2,250.00	(919.65)
	2,156.61	4.88	12,655.51	10,498.90	8,500.76	6.67	22,616.53	14,115.77
Gross Profit/(Loss):	37,539.89	84.95	7,476.74	30,063.15	93,253.90	73.14	46,394.21	46,859.69
Staff Costs								
Staff Costs	28,200.07	63.81	25,227.94	(2,972.13)	76,963.45	60.36	75,683.79	(1,279.66)
	28,200.07	63.81	25,227.94	(2,972.13)	76,963.45	60.36	75,683.79	(1,279.66)
Net Profit/(Loss):	9,339.82	21.13	(17,751.20)	27,091.02	16,290.45	12.78	(29,289.58)	45,580.03

153. HRTC & HBPH PAYMENT SCHEDULE**RESOLVED:** to authorise payments totaling £28,070.03.**Payment and Receipt Schedule**
13/08/2025**Hebden Bridge Picture House**
Accounts to be Paid

Item	Payee	Details	Invoice No	Amount
a	Savoy Systems Ltd	Box Office System - Jul	C-0825-43	£533.57
b	Altitude Film Distribution Ltd	Film Royalties	35748	£942.30
c	Disney	Film Royalties	2232040	£312.00
d	Dogwoof	Film Royalties	M1006050	£269.86
e	Entertainment Film Distr	Film Royalties	405673	£650.20
f	Modern Films	Film Royalties	M001437	£120.00
g	Paramount Pictures	Film Royalties	R2406400	£393.50
h	Park Circus	Film Royalties	1412397	£429.00
i	Park Circus	Film Royalties	1413983	£168.00
j	Park Circus	Film Royalties	1414074	£212.00
k	Park Circus	Film Royalties	1414419	£168.00
l	Park Circus	Film Royalties	1414420	£244.55
m	Picture House Entertainment	Film Royalties	21644	£148.40
n	Trafalgar	Film Royalties	329767	£170.51
o	Trafalgar	Film Royalties	330428	£209.51
p	Vertigo	Film Royalties	SI011283	£254.45
q	Vertigo	Film Royalties	SI011377	£149.80
r	Warner Bros	Film Royalties	23318767	£691.90
s	Eden Farm Hulleys	Kiosk	290885	£283.79
t	Jimmys Products Uk	Kiosk	INV25605947	£390.23
u	JL Brooks	Kiosk	634826	£91.61
v	JL Brooks	Kiosk	637093	£171.76
w	Joseph Dobson	Kiosk	7000004337	£223.34
x	Just Jennys Farmhouse Ice Cream	Kiosk	8390	£133.20
y	Kitwave Turner & Wrights	Kiosk	285409	£426.90
z	Leodis Coffee Ltd	Kiosk	INV-18167	£354.68
aa	Matthew Clark	Kiosk	3416727	£429.94
bb	Matthew Clark	Kiosk	3494072	£812.95
cc	Suma	Kiosk	A68257	£364.32
dd	Suma	Kiosk	A68324	£20.98
ee	The Buttercup Bakery	Kiosk	No316	£85.60
ff	The Buttercup Bakery	Kiosk	No317	£76.60
gg	The Buttercup Bakery	Kiosk	No318	£171.20
hh	The Buttercup Bakery	Kiosk	No319	£65.00
ii	Vocation Brewery	Kiosk	145189	£349.30
jj	PPL PRS	Licence	SIN3094822	£1,316.06
kk	John Baxendale	Maintenance	HBPH210725	£35.00
mm	Print Bureau	Office Poster	PB7762	£24.00
nn	Print Bureau	Office Poster	PB7779	£24.00
oo	Generika	Quiz	Sun, 20 Jul	£100.00
pp	The Manchester Rubber Stamp	Seat Plaque	51777	£21.00

£12,039.01**Direct Debits**

a	The Co-operative Bank	Current Acc Invoice	122	38.08
b	Spotify	Music	28/06/25 JM	11.99
c	Spotify	Music	28/07/25 JM	11.99
d	Croft	Office - Call Charges	52534	£152.66
e	Apple	Office - Icloud	2-7463447321	0.99

f	Apple	Office - Icloud	2-7153655104	0.99
g	Apple	Office - Icloud	2-7305634349	0.99
h	Clover	Oscar	4521 JM	£112.17
i	Clover	Oscar	4513 JM	£142.74
j	Clover	Oscar	4521 JM	£144.70
k	Clover	Oscar	4513 JM	£177.62
l	Clover	Oscar Base Service	AVS2517739	£50.40
m	Scottish Power	Utilities - Electric	604004921771	£46.33
n	Crown Gas	Utilities - Gas	3622035	£181.00
				£1,072.65

Payments paid by Clerk

a	Universal	Film Royalties	22314729777-1	£436.70
b	Happy Valley Pride	Return on Hire	INV-111	£5,320.00
c	Post Office	Petty Cash	May June JM	£197.73
d	Post Office	Petty Cash	Jun Jul JM	194.79
e	Amazon	Promotional items	GB50002UCZBX31	£39.99
f	Amazon	Promotional items	GB50002VCZBX31	£20.99
g	Amazon	Promotional items	GB50002RCZBX31	£22.99
h	Amazon	Promotional items	GB50002SCZBX31	£17.99
i	Amazon	Promotional items	GB56KTF6ABEI	£12.22
j	Amazon	Promotional items	GB56KBRGABEI	£6.10
k	Amazon	Promotional items	GB56KTLZABEI	£33.98
l	Amazon	Promotional items	GB5000DNNTTV6NI	£6.64
m	Amazon	Promotional items	GB50022MYVX2FI	£10.46
n	Gear4Music	Projection Equipment	M12314012	£1,054.00
o	Native Space	Office Cloud	383449	£729.42
				£7,374.58

PAYMENTS

£20,486.24

Payment and Receipt Schedule 13/08/2025

Hebden Royd Town Council Accounts to be Paid

Item

no:	Payee	Details	Invoice No	Amount	Cost Centre
a	Hebden Bridge Community Assoc.	Room Hire - June/ July Invictus	18207	£46.08	Community Funding
b	Calderdale Council	CREDIT	IN25028173CR	-£1,000.00	Local Env
c	Calvag	First Aid Kits	INV-17148	£48.00	Local Env
d	Neil Diment	High Hirst at Hay Time Activities	Inv 25/01	£639.14	Local Env
e	Paul Knights	HH Meadows History Walk	20250701	£40.00	Local Env
f	Steve Tomlin	Scything Course	18072025	£100.00	Local Env
g	SLCC	Membership Fee	MEM255447-1	£27.50	Membership
h	Hebden Bridge Community Assoc.	Recharges Data & Phone	18169	£75.00	Office
Item	P3	Microsoft Business	35853	£177.42	Office
j	The Shredding Alliance	Shredding	142387	£59.88	Office
k	DA Gibbon	Watering Hanging Baskets July	5th August 2025	£1,980.00	Project & Events
l	P&D Builders	Inspect Hanging Basket Brackets	13/06/2025	£418.00	Project & Events
m	The Fire Man Dave	Circus Skills Workshop HH	1437	£375.00	Project & Events
n	Pennine Signs	Banner for HH	33554	48.00	Project & Events
o	The Privacy Worx	Monthly DPO July	INV-1531	£216.00	Salaries
p	Irregular Arts	Training session	HRTC-01	£300.00	Staffing/Training
q	NALC	Event booking	INV-00765	£42.00	Staffing/Training
r	SLCC	National Conference	BK222259-1	£859.20	Staffing/Training
s	SLCC	National Conference	BK222258-1	£549.60	Staffing/Training
t	SLCC	Qualification Fee	QL207719-1	£144.00	Staffing/Training
				£5,144.82	

Accounts previously paid by the Town Clerk

a	Amazon	Brown Paper Bags HH	GB56PRJDABEI	£12.49	Happy Hounds
b	Amazon	Treats for bags HH	GB504JYNEA8MJI	£21.48	Happy Hounds
c	Amazon	Webcam	GB55WP17ABEI	£19.56	Office
d	Amazon	Storage Boxes	GB5579JTABEI	£68.31	Office
e	Julie Winham	Internal Audit	2025-8	£1,424.85	Office
				£1,546.69	

Direct Debits

a	Peninsula	Employment Services	U005082842	£689.76	Staffing
b	Euro Digital Systems	Monthly Print	148835	£172.90	Office
c	O2	Line rental charges	38883165	£29.62	Office

£892.28

TOTAL PAYMENTS

£7,583.79

Accounts paid by Clerk

154. COMMUNICATIONS FROM THE TOWN MAYOR AND THE CLERK.

To receive and decide actions on communications (enc).

- a. Heptonstall Exhibitions Representatives

RESOLVED: That Cllr K Macdonald will be the representative.

155. MAYOR'S REPORT/DEPUTY MAYOR'S REPORT

Cllr Woodhead spoke about the civic responsibility of the work of the Mayor and the Deputy Mayor and how this felt particularly relevant during the Yorkshire Day celebrations, hosted by Bradford City Council.

156. SCHEME OF DELEGATION & TERMS OF REFERENCE

A Scheme of Delegation for Hebden Royd Town Council, was considered, along with Terms of References for committees that do not have regular scheduled meetings.

- a. Scheme of Delegation
- b. Appeals Committee
- c. Grievance Committee
- d. Twinning Committee

RESOLVED: To adopt the Scheme of Delegation and Terms of Reference. The adopted Scheme of Reference will supersede all other protocols and ways of working.

157. CONSIDERATION OF MOTION APPROVED 16.07.25

Cllr Boden presented a motion for consideration by the council.

The motion was moved and seconded but was not supported at the vote.

Cllr Guilfoyle requested a recorded vote.

In support of the motion: Cllrs: Boden, Borrowes

Against the motion: Cllrs Butterick, Turner, Morse, Hoyle, Howes, Guilfoyle, Macdonald, Woodhead.

Abstention: Cllr Boggis

158. SURVEY ON PROPOSED WINDFARM

A proposed survey as per minute 64 was considered, to gather the views of local residents in specific respect of the proposed Calder Energy Park and to decide on actions as appropriate.

RESOLVED: To approve the survey as proposed using question 1 short version. And to circulate as soon as possible.

159. MINUTES OF THE TOWN COUNCIL held 16 JULY 2025

RESOLVED: Approve as a correct record

160. MINUTES OF THE STAFFING COMMITTEE held 22 JULY 2025

Cllr Boden raised questions on guidance received in the Staffing minutes and requested that further information be supplied. Cllr Boden shared with the council that she had submitted a full Subject Access Request.

RESOLVED: To note for information.

161. MINUTES OF THE PROJECT & EVENTS COMMITTEE held on 30 JULY 2025

RESOLVED: Correct record.

162. MINUTES OF THE LOCAL ENVIRONMENT & CLIMATE COMMITTEE held on 5 AUGUST 2025

Move as a correct record and approve the recommendations.

163. MINUTES OF THE PICTURE HOUSE COMMITTEE held on 6 AUGUST 2025

RESOLVED: To note for information.

164. WORKING GROUPS

No reports.

165. REPRESENTATIVES TO OUTSIDE BODIES

Cllr Macdonald – Hebden Royd Business Forum – shared that there were plans for the Business Forum and Town Council to consider working together on projects such as the banners as per Project & Events Committee. This approach was welcomed by the Business Forum. To note for information. It was also reported that signage will be considered and that there may be funding available from WYCA to support this. They are also considering a Halloween window dressing campaign. More than 40 businesses have now responded to their survey and the business forum will be analyzing this information in due course.

166. EXCLUSION OF THE PRESS AND PUBLIC

There was no resolution 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.

The meeting finished at 8:14pm