

**MINUTES of the MEETING
of the TOWN COUNCIL
held MONDAY 18 MAY 2026**

PRESENT

Councillors

Woodhead (Chair from item 2), Boden, Borrows, Butterick, Cammack, Guilfoyle, Harvey, Hedges, Macdonald, Morse, Parry, Trickett and Turner.

Deputy Town Clerk E Andrews

Also - 1 member of the public.

ABSENT

Councillors

Boggis, Fraser, Howes, Hoyle.

26(FC)008	<p>1. PUBLIC QUESTION TIME. There were no questions raised at this meeting.</p>
26(FC)009	<p>2. APOLOGIES AND REASONS FOR ABSENCE. Apologies were received from Cllrs; Boggis due to rehearsals for show, Fraser due to ill health, Hoyle due to family visiting from overseas. Howes.</p> <p>RESOLVED: to note the apologies and to approve the reasons for absence.</p>
26(FC)010	<p>3. MEMBERS' INTERESTS' RELATING TO AGENDA ITEMS. There were no members interests raised at this meeting.</p>
26(FC)011	<p>4. PLANNING APPLICATIONS</p> <p>a. Application 26/00165/FUL at 3 Fair View, Wood Hey Lane, Hebden Bridge, HX7 6JQ for Change of use of ancillary outbuilding into dwelling. (Caldene ward).</p> <p>RESOLVED: No Objection</p>

- b. **Application 26/20044/TPO** at Beckfoot, Cragg Road, Mytholmroyd, HX7 5RX for Fell one tree (Tree Preservation Order). (Cragg Vale ward).
RESOLVED: No Objection
- c. **Application 26/00184/FUL** at Opposite 5 To 7 Oakville Road, Hebden Bridge for Detached Dwelling. (Fairfield ward).
RESOLVED: No Objection
- d. **Application 26/20040/TPO** at 7 The Brook, Mytholmroyd, HX7 5ED for Fell one tree (Tree Preservation Order). (Cragg Vale ward).
RESOLVED: No Objection
- e. **Application 26/00207/FUL** at Crossley Mill Children's Centre, New Road, Hebden Bridge, HX7 8AD for 3 storey extension. (Fairfield ward).
RESOLVED: No Objection, providing marina furniture including the Twinning plaque on the wall are reinstated.
- f. **Application 26/00283/FUL** at 9 Bridge Gate, Hebden Bridge, HX7 8EX for Change of use of first floor (Class E(b)) to flat (Class C3). New external staircase. (Fairfield ward).
RESOLVED: No Objection
- g. **Application 26/00340/LBC** at The Barn House, Brearley Hall, Burnley Road, Mytholmroyd, HX2 6HS for Conversion of Former Garages/Store to Cold Store, Butchery Classroom and Cookery Classroom (Listed Building Consent). (White Lee ward).
RESOLVED: No Objection
- h. **Application 26/00339/FUL** at The Barn House, Brearley Hall, Burnley Road, Mytholmroyd, HX2 6HS for Conversion of Former Garages/Store to Cold Store, Butchery Classroom and Cookery Classroom. (White Lee ward).
RESOLVED: No Objection
- i. **Application 26/00325/HSE** at The Old Stables, Blackstone Edge Road, Cragg Vale, HX7 5TG for First floor extension with roof balcony and additional decking. (Cragg Vale ward).

Date: 18/05/2026
Time: 11:35:09

Hebden Royd Town Council
Statement of Account

From: Month 12, March 2026
To: Month 12, March 2026

Chart of Accounts:

TOWN COUNCIL [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								
Precept	0.00	0.00	0.00	0.00	503,438.19	95.19	503,859.00	(420.81)
Station Road Car Park	0.00	0.00	0.00	0.00	15,108.61	2.86	14,000.00	1,108.61
LE & Climate Income	0.00	0.00	0.00	0.00	1,010.00	0.19	500.00	510.00
Hanging Baskets	(490.00)	67.57	0.00	(490.00)	5,330.40	1.01	7,500.00	(2,169.60)
Allotments	(77.00)	10.62	0.00	(77.00)	1,864.84	0.35	1,500.00	364.84
Projects & Events Income	(158.19)	21.81	50.00	(208.19)	191.77	0.04	500.00	(308.23)
Other Income	0.00	0.00	0.00	0.00	1,906.88	0.36	0.00	1,906.88
	(725.19)	100.00	50.00	(775.19)	528,850.69	100.00	527,859.00	991.69
Committees, Projects and Awards								
Awards Kaberry & Baker	0.00	0.00	0.00	0.00	1,400.00	0.26	2,100.00	700.00
Awards Service to the community	0.00	0.00	0.00	0.00	28.00	0.01	200.00	172.00
Community Funding	9,600.00	(1,323.79)	0.00	(9,600.00)	74,754.62	14.14	80,000.00	5,245.38
LE & CE Land & Biodiversity	115.00	(15.86)	0.00	(115.00)	8,733.49	1.65	5,770.00	(2,963.49)
LE & CE Environmental Projects	40.00	(5.52)	0.00	(40.00)	5,080.00	0.96	7,000.00	1,920.00
LE & CE Hanging Baskets	0.00	0.00	0.00	0.00	16,522.00	3.12	15,000.00	(1,522.00)
LE & CE Allotments	0.00	0.00	125.00	125.00	2,956.98	0.56	1,500.00	(1,456.98)
P & E Xmas Lights & Evenets	0.00	0.00	0.00	0.00	52,217.97	9.87	55,000.00	2,782.03
P & E Happy Hounds	0.00	0.00	0.00	0.00	984.31	0.19	1,000.00	15.69
P & E New Projects	404.82	(55.82)	1,500.00	1,095.18	9,120.47	1.72	18,200.00	9,079.53
P & E Calder Holmes Park	0.00	0.00	1,250.00	1,250.00	0.00	0.00	5,000.00	5,000.00
P & E Dog Waster Provision	0.00	0.00	0.00	0.00	207.00	0.04	1,000.00	793.00
Remembrance Sunday	0.00	0.00	0.00	0.00	1,865.00	0.35	4,500.00	2,635.00
Twining	0.00	0.00	0.00	0.00	3,179.88	0.60	3,000.00	(179.88)
	10,159.82	(1,400.99)	2,875.00	(7,284.82)	177,049.72	33.48	199,270.00	22,220.28
Gross Profit/(Loss):	(10,885.01)	1,500.99	(2,825.00)	(8,060.01)	351,800.97	66.52	328,589.00	23,211.97
Administration								
Salaries	20,724.91	(2,857.86)	20,497.50	(227.41)	233,015.52	44.06	242,970.00	9,954.48
HR Support	580.18	(80.00)	576.00	(4.18)	6,651.90	1.26	6,912.00	260.10
Courses & Training	37.40	(5.16)	150.00	112.60	3,645.08	0.69	3,000.00	(645.08)
Team Building	0.00	0.00	0.00	0.00	590.85	0.11	1,500.00	909.15
Staff Uniforms	0.00	0.00	84.00	84.00	374.82	0.07	1,008.00	633.18
Office Expenditure	2,833.13	(390.67)	1,166.66	(1,666.47)	21,152.88	4.00	14,000.00	(7,152.88)
Website	955.00	(131.69)	0.00	(955.00)	1,654.96	0.31	500.00	(1,154.96)
Public Liability Insurance	0.00	0.00	0.00	0.00	4,258.32	0.81	4,000.00	(258.32)
Subscriptions	0.00	0.00	0.00	0.00	2,126.50	0.40	2,000.00	(126.50)
Bank Charges	0.00	0.00	0.00	0.00	102.91	0.02	0.00	(102.91)
Stripe Fees	50.78	(7.00)	0.00	(50.78)	55.74	0.01	0.00	(55.74)
Audit	0.00	0.00	0.00	0.00	469.85	0.09	4,000.00	3,530.15
Election expenses	0.00	0.00	15,000.00	15,000.00	0.00	0.00	15,000.00	15,000.00
Clocks	0.00	0.00	0.00	0.00	2,475.00	0.47	2,000.00	(475.00)
Mayors Allowance	0.00	0.00	416.66	416.66	2,231.53	0.42	5,000.00	2,768.47
Hospitality	0.00	0.00	41.66	41.66	0.00	0.00	500.00	500.00
Mayors for Peace	0.00	0.00	0.00	0.00	0.00	0.00	250.00	250.00
Disability Access Forum	0.00	0.00	12.50	12.50	0.00	0.00	50.00	50.00
Accounts Support	169.00	(23.30)	0.00	(169.00)	338.00	0.06	0.00	(338.00)
Transfers to/from reserves	0.00	0.00	0.00	0.00	0.00	0.00	17,665.00	17,665.00
Legal & Professional services	180.00	(24.82)	1,000.00	820.00	11,268.00	2.13	15,000.00	3,732.00
	25,530.40	(3,520.51)	38,944.98	13,414.58	290,411.86	54.91	335,355.00	44,943.14
Net Profit/(Loss):	(36,415.41)	5,021.50	(41,769.98)	5,354.57	61,389.11	11.61	(6,766.00)	68,155.11

26(FC)016

9. BANK RECONCILIATION
RESOLVED: To note the information.

26(FC)017

10. HRTC & HBPH PAYMENT SCHEDULE**RESOLVED:** to authorise payments totaling £ 44,945.75.**Payment and Receipt Schedule**
18.05.26**Hebden Royd Town Council**
Accounts to be Paid**Item**

No.:	Payee	Details	Invoice No	Amount	Cost Centre	Payment
a	The Proxy Worx	Monthly DPO Fee plus FOI x 7 and DSAR x 2	INV-2062	£ 1,176.00	DPO & FOI Guidance	BACS
b	Calderdale Council	By-Election 15 Jan 2026	IN26025564	£ 7,370.87	Elections	BACS
c	Dodnaze Community	Room booking Meadows Day 4 July 2026	INV-0051	£ 40.00	Local Environment	BACS
d	Eco Green Living	Artwork - replacement set	INV18648	£ 64.79	Local Environment	BACS
e	Steven Smith	Leading Dawn Chorus Walk	Thursday, May 7	£ 50.00	Local Environment	BACS
f	Dalton Smith Accountants	Payroll Services for April	INV-0572	£ 202.80	Office	BACS
g	Hebden Bridge Community Associa	Recharges- Data, IT, Phone Lines, Calls, Cleaning	19314	£ 153.00	Office	BACS
h	P3	Domain Name Hosting	39522	£ 147.60	Office	BACS
i	P3	Microsoft 365 Business Stn	39836	£ 177.42	Office	BACS
j	Bridge Rosettes	Rosettes for Happy Hounds	07-Apr-26	£ 83.00	Project & Events	BACS
k	The Fire Man Dave	Circus skills workshop at Happy Hounds	1503	£ 375.00	Project & Events	BACS

£ 9,840.48**Accounts previously paid by the Town Clerk**

No.:	Payee	Details	Invoice No	Amount	Cost Centre	Payment
a	Breakthrough Communications	Council Hive Premium Service	INV-20211659	£ 2,394.00	DPO & FOI Guidance	BACS
b	Cancer Research UK	Donation to Flossy's Funding Page	P48JBCE5	£ 250.00	Mayors Allowance	Card
c	Coop	Milk	46132	£ 1.85	Office	Card
d	Fleur De Lys	Flowers	46135	£ 36.00	Office	Card
e	Post Office	Postage	46132	£ 5.45	Office	Card
f	Enterprise	Van hire for Happy Hounds	38GX27	£ 181.10	Project & Events	card
g	HT Direct Event Services Ltd	First Aid Cover x 2 at Happy Hounds	1084	£ 525.00	Project & Events	BACS

£ 3,393.40**Direct Debits**

No.:	Payee	Details	Invoice No	Amount	Cost Centre	Payment
a	EE	EE Charges April 2026	V02460856912	£ 88.02	Office	DD
b	Euro Digital Systems	Monthly Network Print Jan/Feb	159943	£ 200.88	Office	BACS
c	Euro Digital Systems	Monthly Network Print Apr/ May	165391	£ 271.81	Office	BACS
d	Peninsula	Business Services	U005608360	£ 689.76	Office	DD
e	Sage	Sage 50c Accounts Annual fee	INV21837027	£ 1,238.40	Office	DD
f	Pennine Alliance Learning Trust	Service to the Community Award	10th February	£ 100.00	Office	DD

£ 2,588.87**TOTAL PAYMENTS****£ 15,822.75**

Payment and Receipt Schedule
18/05/2026

Hebden Bridge Picture House

To be Paid in Advance by the Clerk

Item no:	Payee	Details	Invoice No	Amount	Payment
a	PPS	Cleaning Supplies	INVKEI-86724	£ 98.10	BACS
b	PPS	Cleaning Supplies	INVKEI-87348	£ 48.00	BACS
c	Mandy Ward Artist Management	Expenses	002779	£ 672.40	BACS
d	Eden Farm	Kiosk	511727	£ 342.94	BACS
e	Jimmys	Kiosk	INV26703611	£ 713.41	BACS
t	JL Brooks	Kiosk	676443	£ 261.34	BACS
g	JL Brooks	Kiosk	678894	£ 203.74	BACS
h	Just Jennys	Kiosk	8609	£ 118.80	BACS
i	Just Jennys	Kiosk	8563	£ 117.60	BACS
j	Just Jennys	Kiosk	8621	£ 115.20	BACS
k	Matthew Clark	Kiosk	4159109 CREDIT	-£ 58.22	
l	Matthew Clark	Kiosk	4131225	£ 435.66	BACS
m	Matthew Clark	Kiosk	4176212	£ 432.71	BACS
n	Suma	Kiosk	C38365 CREDIT	-£ 67.35	
o	Suma	Kiosk	A55835	£ 280.95	BACS
p	Suma	Kiosk	A58147	£ 277.85	BACS
q	The Buttercup Bakery	Kiosk	No357	£ 65.00	BACS
r	The Buttercup Bakery	Kiosk	No358	£ 76.60	BACS
s	The Buttercup Bakery	Kiosk	No359	£ 108.80	BACS
t	The Buttercup Bakery	Kiosk	No360	£ 256.80	BACS
u	The Buttercup Bakery	Kiosk	No361	£ 59.80	BACS
v	The Buttercup Bakery	Kiosk	No362	£ 247.80	BACS
w	Vocation Brewery	Kiosk	173767	£ 286.90	BACS
x	Vocation Brewery	Kiosk	175600	£ 542.12	BACS
y	Color Yorkshire	Maintenance	April 26	£ 119.96	BACS
z	P&D Builders	Maintenance	19/04/26	£ 280.00	BACS
aa	Print Bureau	Marketing	PB9165	£ 36.00	BACS
bb	Print Bureau	Marketing	PB9180	£ 24.00	BACS
cc	Print Bureau	Marketing	PB9223	£ 12.00	BACS
dd	Print Bureau	Marketing	PB9224	£ 37.50	BACS
ee	PPL PRS	Music Licence	SIN3309962	£ 169.55	BACS
ff	PRS	Office	SINV00022167	£ 222.00	BACS
gg	Savoy Systems Ltd	Oscar	C-0526-34	£ 686.81	BACS
hh	UK Cinema Association	PRS	INV-4938	£ 144.00	BACS
ii	Altitude Film	Royalties	50158	£ 317.45	BACS
jj	Altitude Film	Royalties	50414	£ 227.50	BACS
kk	Altitude Film	Royalties	50443	£ 74.56	BACS
ll	BFI	Royalties	BK100480520	£ 120.00	BACS
mm	Commoners Choir	Royalties	CC/HBPH01	£ 238.00	BACS
nn	Conic	Royalties	3597	£ 449.40	BACS
oo	Curzon	Royalties	9713	£ 256.20	BACS
pp	Curzon	Royalties	9882	£ 91.70	BACS
qq	Curzon	Royalties	9883	£ 456.76	BACS
rr	Disney	Royalties	2311210	£ 156.10	BACS
ss	Lions Gate	Royalties	80233330	£ 805.36	BACS
tt	National Theatre	Royalties	SINRNT1039870	£ 485.65	BACS
uu	National Theatre	Royalties	SINRNT1039868	£ 1,265.00	BACS
vv	Park Circus	Royalties	1485115	£ 284.45	BACS
ww	Park Circus	Royalties	1487595	£ 168.00	BACS
xx	Park Circus	Royalties	1487763	£ 372.30	BACS
yy	Park Circus	Royalties	1490018	£ 150.00	BACS
zz	Picture House Ent	Royalties	23491	£ 518.70	BACS
aaa	Picture House Ent	Royalties	23716	£ 274.06	BACS
bbb	Picture House Ent	Royalties	24266	£ 364.36	BACS
ccc	Sony	Royalties	1692644-1	£ 1,552.40	BACS
ddd	Trafalgar	Royalties	384689	£ 814.50	BACS
eee	Trafalgar	Royalties	388306	£ 246.00	BACS
fff	Trinity	Royalties	INV-5542	£ 321.65	BACS
ggg	Warner Bros	Royalties	23372230	£ 324.40	BACS
hhh	Warner Bros	Royalties	23372238	£ 529.20	BACS

£ 18,232.47

Direct Debits

Item no:	Payee	Details	Invoice No	Amount	
a	The Co-operative Bank	Banking	131	£ 55.31	DD
b	The Co-operative Bank	Banking	Bank Charges Direct Debit 05/03/26 JM	£ 59.32	DD
c	Croft	Office	83135	£ 175.54	DD
d	Spotify	Office	02/03/26 Direct Debit JM	£ 12.99	DD
e	Apple	Office	04/03/26 Direct Debit JM	£ 0.99	DD
f	Croft	Office	16/02/26 Direct Debit JM	£ 154.14	DD
g	Apple	Office	04/03/26 Direct Debit JM	£ 0.99	DD
h	Clover	Oscar	FMS Mar 4521 Direct Debit JM	£ 168.03	DD
i	Clover	Oscar	FMS Mar 4513 Direct Debit JM	£ 203.68	DD

j	Clover	Oscar	FMS Feb 454 Direct Debit JM	£ 180.96 DD
k	Clover	Oscar	FMS Feb 4514 Direct Debit JM	£ 292.13 DD
l	Crown Gas	Utilities	3905867	£ 1,897.35 DD
m	Crown Gas	Utilities	3938085	£ 1,363.23 DD
n	Scottish Power	Utilities	20/03/26 Direct Debit JM	£ 538.53 DD
				£ 5,103.19
Payments paid by Clerk				
Item no:	Payee	Details	Invoice No	Amount
a	Otcome	Licence	90055092	£ 75.00 Card
b	Paul Ashton	Maintenance	20/03/26 PAID JM	£ 362.04 BACS
c	Amazon	Office	04/03/26 PAID JM	£ 3.96 Card
d	Janus	Office	16/02/26 Paid JM	£ 135.66 BACS
e	RBF Loyd	Office	25/02 PAID JM	£ 55.00 BACS
f	Amazon	Office	27/02/26 PAID JM	£ 25.77 Card
g	Post Office	Petty Cash	26/02/26 PAID JM	£ 195.67 Card
h	AM Digital	Projection	AMD2643	£ 519.14 BACS
i	Film Boutique	Royalties	PSI-FBF-26-0114	£ 400.00 BACS
j	MNDA	Royalties	13 Apri 2026	£ 250.00 BACS
k	Universal	Royalties	2231803495-1	£ 1,429.80 BACS
l	Universal	Royalties	22314803503-1	£ 580.20 BACS
m	Universal	Royalties	22314804347-1	£ 568.70 BACS
n	Universal	Royalties	22314805451-1	£ 466.40 BACS
o	Universal	Royalties	22314810474-1	£ 120.00 BACS
p	DeSimone	Screen 2 Project	341	£ 600.00 BACS
				£ 5,787.34
PAYMENTS				£ 29,123.00
26(FC)018	11.	ATTENDANCE REGISTER RESOLVED: to note the information.		
26(FC)019	12.	STANDING ORDERS & FINANCIAL REGULATIONS RESOLVED: to note the information.		
26(FC)020	13.	COMMITTEES & SCHEME OF DELEGATION RESOLVED: to adopt the revised committees & scheme of delegation.		
26(FC)021	14.	COMMITTEE MEMBERSHIP Cllrs on the Twinning Committee requested a meeting be called among the Twinning Committee ahead of the upcoming Warstein visit in June. The Deputy Clerk advised this would be communicated to the appropriate officer. RESOLVED: to elect members to committees as proposed.		
26(FC)022	15.	APPOINTMENT OF INTERNAL FINANCIAL CONTROLLERS Cllrs Boden, Guilfoyle and Hedges were nominated. RESOLVED: Guilfoyle and Hedges were appointed as financial controllers for the period 26/27.		
26(FC)023	16.	APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES Cllr Cammack requested to join the Town and Parish Council Liaison Committee, currently represented by Cllr Woodhead. There was further discussion and support from Cllr Boden, who		

	<p>reminded members that any Cllr can attend the meetings if they wish to do so.</p> <p>RESOLVED: to appoint the representatives to outside bodies as proposed.</p>
26(FC)024	<p>17. INSURANCE FOR HEBDEN ROYD TOWN COUNCIL</p> <p>RESOLVED: to approve the 26/27 insurance agreement for HRTC</p>
26(FC)025	<p>18. MAYOR'S REPORT/DEPUTY MAYOR'S REPORT</p> <p>The new Mayor reflected on the Mayor making event on 12 May and shared his enthusiasm for the hard work taking place in the community as exemplified by the recipients of the respective Service to the Community and Youth Division Awards.</p> <p>RESOLVED: To note the information.</p>
26(FC)026	<p>19. MINUTES OF THE TOWN COUNCIL held 15 APRIL 2026</p> <p>RESOLVED: To note the information.</p>
26(FC)027	<p>20. MINUTES OF THE STRATEGY & REVIEW COMMITTEE held 22 APRIL 2026</p> <p>There was discussion prompted by Cllr Boden on GDPR & the transfer of data abroad by the previous DPO, as this is not noted in any of the HRTC policies on the website. She advised that she has written to the ICO on the matter.</p> <p>RESOLVED: To note the information.</p>
26(FC)028	<p>21. MINUTES OF THE STAFFING COMMITTEE held 22 APRIL 2026</p> <p>RESOLVED: To note the information.</p>
26(FC)029	<p>22. MINUTES OF THE STRATEGY & REVIEW COMMITTEE held 28 APRIL 2026</p> <p>RESOLVED: To note the information.</p>
26(FC)030	<p>23. MINUTES OF THE PROJECT & EVENTS COMMITTEE held 29 APRIL 2026</p> <p>RESOLVED: To note the information.</p>

26(FC)031	<p>24. MINUTES OF THE PICTURE HOUSE COMMITTEE held 6 MAY 2026</p> <p>RESOLVED: To note the information.</p>
26(FC)032	<p>25. MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL held 12 MAY 2026.</p> <p>RESOLVED: To note the information.</p>
26(FC)033	<p>26. WORKING GROUPS</p> <p>Cllr Guilfoyle confirmed that the DAF group are now meeting once every two months rather than once a month. They are currently looking at accessible taxi provision across Calderdale. DAF are also looking to communicate with the CMBC Scrutiny Board following Cllr Jonathan Timbers losing his seat who was previously an advocate for work on community welfare.</p> <p>RESOLVED: To note the information.</p>
26(FC)034	<p>27. REPRESENTATIVES TO OUTSIDE BODIES</p> <p>Cllr Harvey reported on attending the CEP Parish Forum meeting held online, noting it clashed with the time of the Annual Town Meeting. Slides and notes from the meeting were circulated to all members. To date, a diversity of environmental topics have been covered, and these have added valuable detail and context to the windfarm discussion. The next meeting is due to take place at the end of June.</p> <p>Cllr. Butterick is working with Cllr. Kimber to consider potential inconsistencies in the CEP document. Cllr Butterick is attempting to organise a meeting with NESO to consider and discuss their policy in this issue.</p> <p>Cllr Hedges added that the Hebden Bridge Band have announced they are not having a marching band competition this year while they focus on internal organisational planning.</p> <p>RESOLVED: To note the information.</p>

26(FC)035	28. EXCLUSION OF THE PRESS AND PUBLIC RESOLVED: 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.
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Meeting finished at 8:51pm.