

12 June 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 18 JUNE 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 25/00530/COU** at Hebble House, Old Gate, Hebden Bridge, HX7 6EN for Change of use from A1 (retail) to D1 (tuition and educational provision) & internal works. (West End ward).

- b. **Application 25/00446/HSE** at Woodentops, Savile Road, Hebden Bridge, HX7 6ND for Replace glass sun room with garden store, stone steps and glazed canopy. (West End ward).
- c. **Application 25/00517/HSE** at Dean Head Farm, Blackstone Edge Road, Cragg Vale HX7 5TR for Proposed Extension to Existing Garage. (Cragg Vale).
- d. **Application 25/00531/HSE** at 16 Nest Lane, Mytholmroyd, Hebden Bridge, HX7 5AZ for Single storey rear extension. (Caldene ward).
- 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).
- 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).

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 25/00385/LBC at Victoria Bridge, Station Road, Hebden Bridge for Intrusive survey works in association with the Hebden Bridge Flood Alleviation Scheme.
- ✓ b. Application 25/20059/TPO at 16 Calderside, Oakville Road, Hebden Bridge, HX7 6NG for Fell one tree (Tree Preservation Order).
- X c. Application 25/20077/TPO at 23 The Brook, Mytholmroyd, HX7 5ED for Fell one tree and prune three trees (Tree Preservation Order).
- ✓ d. Application 24/01260/FUL at 13 Square, Scout Road, Mytholmroyd, HX7 5HU for Reduction of building to accommodate new access road, new single pitched roof and division into six units within E(g) use class (office; research & development and Industrial Processes which all can be carried out in a residential

area without detriment to its amenity) and/or B8 use class (storage & distribution).

- ✓ e. Application 25/20084/TPO at 1 Oak Bank, Savile Road, Hebden Bridge, HX7 6BY for Prune three trees.
- ✓ f. Application 25/00245/HSE at 7 Caldene Avenue, Mytholmroyd, HX7 5AF for Side extension, raising of roof and rear raised terrace with access ramp.

6. HRTC & HBPH PAYMENT SCHEDULE

To receive schedule, note items of information and to authorise payments totalling £24,643.76(enc).

7. HEBDEN ROYD TOWN COUNCIL ANNUAL ACCOUNTS 2024/25

To consider and approve annual accounts of both the Town Council & the Hebden Bridge Picture House (enc).

8. ANNUAL GOVERNANCE STATEMENT

To approve the relevant sections of the Annual Accountability and Governance Return as outlined (enc).

- a) To approve the Annual Governance Statement for the Financial Year 2024/25 – Section 1 of Annual Return paragraphs 1 to 9 .
- b) To approve the Statement of Accounts for the financial year 2024/25 as set out in Section 2 of the Annual Return.
- c) To note the Annual Internal Audit Report for 2024/25 included at page 3 of the Annual Governance and Accountability Return 2024/2025.
- d) 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.

9. INTERNAL AUDIT REPORT 2024/25

To receive report from the Internal Auditor and decide on actions as appropriate (enc).

10. APPOINTMENT OF INTERNAL AUDITOR

To consider and decide on the appointment of an Auditor for the Council Year 2025/26.

11. HRTC SOCIAL MEDIA POLICY

To consider the obligations and conduct expected of councillors in relation to social media (enc).

12. HRTC PROTOCOLS & BEST PRACTICE

To consider adopting guidance to outline the process that should be followed by councillors when undertaking ward work

13. COUNCILLOR TRAINING

To consider the provision of full council training on the matters of the General Data Protection Regulations and Freedom of Information, and to decide on date for the Equality & Diversity Training to be delivered:- Tuesday 29 or Thursday 31 July at 7pm.

14. PARKING IN HEBDEN BRIDGE

At the request of Cllr Butterick

To consider the following motion and to decide on actions as appropriate.

"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."

15. CALDERDALE ENERGY PARK

To consider the consultation and available information in respect of the Calderdale Energy Park and to decide on actions as appropriate. (Please review information at www.calderdaleenergypark.co.uk)

16. 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 |

17. MAYOR'S REPORT/DEPUTY MAYOR'S REPORT

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

18. MINUTES OF THE TOWN COUNCIL held 28 MAY 2025

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

19. MINUTES OF THE PICTURE HOUSE COMMITTEE held 4 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).

20. MINUTES OF THE PROJECT & EVENTS COMMITTEE held 11 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) (to be circulated).

21. WORKING GROUPS

To receive reports from and to decide on appropriate actions:

a) Disability Access Forum

22. REPRESENTATIVES TO OUTSIDE BODIES

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

23. 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.

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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	Picturtehouse 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	GB542BB3ABEI		7510 PHI 25/130	33.70
d	Amazon	Kiosk	GB5001RJZASDBI		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	GB503UA6NJH5VI		7510 PHI 25/134	10.44
h	Amazon	Cables etc	GB54A86NABEI		7510 PHI 25/135	17.71

i	Amazon	Cables & Stationery	GB54A11TABEI	7510 PHI 25/136	72.14
j	Amazon	Extension Lead	GB54FNJUABEI	7510 PHI 25/137	13.58
k					
					280.46

PAYMENTS

14,242.48

Payments paid by Clerk

Authorised by

Councillor	Councillor				Clerk

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Payment and Receipt Schedule
18/06/2025

Hebden Royd Town Council
Accounts to be Paid

Item				Nominal				Payment	
no:	Payee	Details	Invoice No	code	Ref	Amount	Cost Centre	Method	In Sage
a	Luke Hutchinson Gen Erika	Twinning	2	7401	TCI 25/038	255.50			n
b	Steve Tynan - Guitar	Mayor		7752	TCI 25/039	80.00			n
c	John Baxendale	Hanging baskets brackets	30625	7400	TCI 25/040	270.00			n
d	Briggs Priestley	Shields engraving	48838	7500	TCI 25/041	33.60			n
e	HBCA	Data & IT	17920	7500	TCI 25/042	153.00			n
f	Shredding Alliance	Shredding	138487	7500	TCI 25/043	59.88			n
g	Print Bureau	T shirts	PB7540	7500	TCI 25/044	54.00	staff uniforms		n
h	Mobiloo	Hire LUTV Nov 25	INV-1251	7202	TCI 25/045	2,257.20			n
i	YLCA	Code of Conduct Webinar	INV-4188	7650	TCI 25/046	27.40			n
j	Streetwise	4 man stop go Remembrance	SW265471	7402	TCI 25/047	1,440.00			n
k	Zurich	Insurance	543902704	7503	TCI 25/048	3,639.70		Prepay	n
l	P3	Microsoft 365	34998	7500	TCI 25/049	177.42			n
m	DA & FR Gibbon	Hanging baskets instalation	05/06/2025	7400	TCI 25/050	1,056.00			n
n	Eco Green Living	Dog waste bags	IN-323	7306	TCI 25/051	425.94			n
o									
p									
q									
r									

9,929.64

Accounts previously paid by the Town Clerk

							Cost Centre		
a	Amazon	Punch pockets, stapler	GB54QLSJABEI	7500	TCI 25/052	19.89			n
b	Amazon	Single monitor stand	GB54QCZBABEI	7500	TCI 25/053	16.99			n
c	Amazon	Dual monitor stand	GB54QLU4ABEI	7500	TCI 25/054	20.98			n
d	Amazon	Address labels	GB54QLSMABEI	7500	TCI 25/055	7.74			n
e	Book Case	Twinning gifts	TC25/0060	7401	TCI 25/056	17.99			n
f	Yorkshire Soap	Twinning gifts	TC25/0061	7401	TCI 25/057	12.00			n
g	Something Sweet	Twinning gifts	TC25/0062	7401	TCI 25/058	8.36			n
h	Lidl	Twinning gifts	TC25/0063	7401	TCI 25/059	15.96			n
i	Fleur De Lis	Flowers for Mayor making	TC25/0064	7752	TCI 25/060	66.00			n
j									

185.91

Direct Debits

a	Stripe	Payment processing April	51MLEFT4-2025-04	7500	TCI 25/051	69.41			n
b	Stripe	Payment Processing May	51MLEFT4-2025-05	7500	TCI 25/052	31.77			n
c	Euro Digital	15/4/25-14/5/25	21/08/2296	7500	TCI 25/061	184.55			n
d									

285.73

TOTAL PAYMENTS

10,401.28

Authorised by

Councillor	Councillor				Clerk	Date

Date: 22/04/2025

Time: 09:58:10

HEBDEN BRIDGE PICTURE HOUSE

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Statement of Account

From: Month 12, March 2025

To: Month 12, March 2025

Chart of Accounts:

PICTURE HOUSE [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Income								
Ticket Sales	33,463.41	71.80	29,425.90	4,037.51	330,082.13	64.29	331,000.00	(917.87)
Kiosk Sales - Food & Beverage	10,500.29	22.53	9,690.10	810.19	110,129.57	21.45	109,000.00	1,129.57
Kiosk Sales - Merchandise	2.50	0.01	0.00	2.50	488.54	0.10	0.00	488.54
Memberships	926.00	1.99	585.00	341.00	15,766.00	3.07	7,020.00	8,746.00
Private Hires & Parties	0.00	0.00	1,493.52	(1,493.52)	17,724.50	3.45	16,800.00	924.50
Shop Rentals	0.00	0.00	0.00	0.00	16,033.60	3.12	16,000.00	33.60
Screen Advertising	1,390.86	2.98	0.00	1,390.86	17,330.41	3.38	7,000.00	10,330.41
Donations Received	206.10	0.44	0.00	206.10	1,004.74	0.20	1,000.00	4.74
Gift Vouchers Sold	120.50	0.26	0.00	120.50	3,932.61	0.77	5,500.00	(1,567.39)
Bank Interest Received	0.00	0.00	0.00	0.00	976.34	0.19	600.00	376.34
Overs/shorts	0.00	0.00	50.00	(50.00)	(8.85)	0.00	50.00	(58.85)
	46,609.66	100.00	41,244.52	5,365.14	513,459.59	100.00	493,970.00	19,489.59
Direct Costs								
Royalties	14,578.25	31.28	13,118.86	(1,459.39)	153,226.58	29.84	125,780.00	(27,446.58)
Kiosk Supplies - Food & Beverages	3,894.72	8.36	3,979.01	84.29	52,663.75	10.26	38,150.00	(14,513.75)
Kiosk Supplies - Merchandise	0.00	0.00	0.00	0.00	34.88	0.01	0.00	(34.88)
Miscellaneous Supplies	0.00	0.00	0.00	0.00	718.72	0.14	500.00	(218.72)
Repairs, Alterations & Maintenance	0.00	0.00	0.00	0.00	13,845.20	2.70	11,000.00	(2,845.20)
	18,472.97	39.63	17,097.87	(1,375.10)	220,489.13	42.94	175,430.00	(45,059.13)
Running Costs								
Energy	2,475.44	5.31	2,000.00	(475.44)	13,433.72	2.62	24,000.00	10,566.28
Water	0.00	0.00	240.00	240.00	2,142.18	0.42	2,880.00	737.82
Waste & Recycling	689.96	1.48	0.00	(689.96)	3,153.76	0.61	2,000.00	(1,153.76)
Cleaning Materials & Equipment	226.75	0.49	0.00	(226.75)	3,686.83	0.72	2,800.00	(886.83)
Projection Equipment	9.99	0.02	0.00	(9.99)	1,510.83	0.29	2,000.00	489.17
Screen 2 Project	6,400.00	13.73	0.00	(6,400.00)	10,562.06	2.06	0.00	(10,562.06)
Staff Uniforms	0.00	0.00	0.00	0.00	233.10	0.05	0.00	(233.10)
Buildings Insurance	0.00	0.00	500.00	500.00	6,199.08	1.21	6,000.00	(199.08)
Film Delivery & Couriers	0.00	0.00	150.00	150.00	165.00	0.03	1,800.00	1,635.00
Office Expenses	1,844.34	3.96	1,000.00	(844.34)	21,846.79	4.25	12,000.00	(9,846.79)
Press Listings	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00
PRS & PPL Licences	0.00	0.00	0.00	0.00	604.06	0.12	2,000.00	1,395.94
Training	0.00	0.00	0.00	0.00	1,940.08	0.38	500.00	(1,440.08)
Bank Charges	57.99	0.12	240.00	182.01	1,258.23	0.25	2,880.00	1,621.77
	11,704.47	25.11	4,130.00	(7,574.47)	66,735.72	13.00	59,060.00	(7,675.72)
Gross Profit/(Loss):	16,432.22	35.25	20,016.65	(3,584.43)	226,234.74	44.06	259,480.00	(33,245.26)
Salaries								
Manager Salary Costs	2,670.98	5.73	2,590.00	(80.98)	32,368.86	6.30	31,080.00	(1,288.86)
Projectionist Salary Costs	5,227.24	11.21	3,400.00	(1,827.24)	58,447.34	11.38	40,800.00	(17,647.34)
Marketing Salary Costs	1,313.36	2.82	1,300.00	(13.36)	16,085.93	3.13	15,600.00	(485.93)
Front of House Manager Salary Costs	1,101.21	2.36	1,090.00	(11.21)	13,166.11	2.56	13,080.00	(86.11)
Duty Manager Salary Costs	2,816.05	6.04	2,000.00	(816.05)	31,633.96	6.16	24,000.00	(7,633.96)
Usher Salary Costs	4,633.78	9.94	3,800.00	(833.78)	53,788.30	10.48	45,600.00	(8,188.30)
Cleaning Staff Salary Costs	652.37	1.40	630.00	(22.37)	8,151.40	1.59	7,560.00	(591.40)
Employers Tax & NIC	2,948.18	6.33	2,040.00	(908.18)	34,652.14	6.75	24,480.00	(10,172.14)
Employers Pension	3,976.73	8.53	2,260.00	(1,716.73)	47,208.52	9.19	27,120.00	(20,088.52)
	25,339.90	54.37	19,110.00	(6,229.90)	295,502.56	57.55	229,320.00	(66,182.56)
Net Profit/(Loss):	(8,907.68)	(19.11)	906.65	(9,814.33)	(69,267.82)	(13.49)	30,160.00	(99,427.82)

Date: 22/04/2025
Time: 09:56:08

Hebden Royd Town Council **Statement of Account**

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From: Month 12, March 2025
To: Month 12, March 2025

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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	468,706.00	94.60	468,706.00	0.00
Station Road Car Park	0.00	0.00	0.00	0.00	13,309.78	2.69	13,000.00	309.78
Hanging Baskets	0.00	0.00	0.00	0.00	6,602.05	1.33	0.00	6,602.05
Allotments	0.00	0.00	0.00	0.00	1,791.79	0.36	0.00	1,791.79
Other Income	0.00	0.00	0.00	0.00	5,056.62	1.02	0.00	5,056.62
	0.00	0.00	0.00	0.00	495,466.24	100.00	481,706.00	13,760.24
Committes, Projects and Awards								
Projects & Events	127.63	0.00	0.00	(127.63)	81,908.65	16.53	100,180.00	18,271.35
Picture House (Revenue Support)	0.00	0.00	0.00	0.00	7,200.00	1.45	187,692.00	180,492.00
Allotments	0.00	0.00	0.00	0.00	813.80	0.16	0.00	(813.80)
Twinning	0.00	0.00	0.00	0.00	2.80	0.00	1,600.00	1,597.20
Remembrance Sunday	0.00	0.00	0.00	0.00	40.00	0.01	4,260.00	4,220.00
Community Funding	2,250.00	0.00	0.00	(2,250.00)	83,908.30	16.94	95,000.00	11,091.70
Kaberry/Baker	0.00	0.00	0.00	0.00	1,000.00	0.20	2,100.00	1,100.00
Service to the Community	0.00	0.00	0.00	0.00	60.00	0.01	0.00	(60.00)
Mayor for Peace	0.00	0.00	0.00	0.00	0.00	0.00	250.00	250.00
Climate Emergency	787.25	0.00	0.00	(787.25)	39,836.98	8.04	33,275.00	(6,561.98)
Youth Employment Worker	0.00	0.00	0.00	0.00	0.00	0.00	1,580.00	1,580.00
	3,164.88	0.00	0.00	(3,164.88)	214,770.53	43.35	425,937.00	211,166.47
Gross Profit/(Loss):	(3,164.88)	0.00	0.00	(3,164.88)	280,695.71	56.65	55,769.00	224,926.71
Administration								
Salaries	13,831.01	0.00	0.00	(13,831.01)	241,281.39	48.70	194,651.00	(46,630.39)
Audit	0.00	0.00	0.00	0.00	3,055.00	0.62	3,000.00	(55.00)
Election Expenses	0.00	0.00	0.00	0.00	4,986.21	1.01	6,000.00	1,013.79
Courses & Training	663.18	0.00	0.00	(663.18)	3,165.95	0.64	2,500.00	(665.95)
Hospitality	0.00	0.00	0.00	0.00	140.00	0.03	1,000.00	860.00
Mayor's Allowance	948.00	0.00	0.00	(948.00)	4,471.04	0.90	4,710.00	238.96
Office Expenditure	2,017.35	0.00	0.00	(2,017.35)	21,290.62	4.30	14,000.00	(7,290.62)
HR Support	0.00	0.00	0.00	0.00	3,184.00	0.64	3,000.00	(184.00)
Clocks	0.00	0.00	0.00	0.00	393.00	0.08	500.00	107.00
Subscriptions	467.00	0.00	0.00	(467.00)	2,480.69	0.50	1,500.00	(980.69)
Web Site	0.00	0.00	0.00	0.00	4,382.55	0.88	13,500.00	9,117.45
Public Liability Insurance	0.00	0.00	0.00	0.00	3,701.59	0.75	4,000.00	298.41
Contingency/Reserves	0.00	0.00	0.00	0.00	(115.50)	(0.02)	0.00	115.50
Accounts Support	50.00	0.00	0.00	(50.00)	2,412.00	0.49	3,600.00	1,188.00
	17,976.54	0.00	0.00	(17,976.54)	294,828.54	59.51	251,961.00	(42,867.54)
Net Profit/(Loss):	(21,141.42)	0.00	0.00	(21,141.42)	(14,132.83)	(2.85)	(196,192.00)	182,059.17

Date: 22/04/2025
Time: 09:59:59

Hebden Royd Town Council **Statement of Account**

Page: 1

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From: Month 12, March 2025
To: Month 12, March 2025

Chart of Accounts:

Default Layout of Accounts

	<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>
Sales								
Sales	46,859.66	100.00	41,194.52	5,665.14	1,009,184.68	100.00	975,626.00	33,558.68
	46,859.66	100.00	41,194.52	5,665.14	1,009,184.68	100.00	975,626.00	33,558.68
Purchases								
Purchases	18,472.97	39.42	17,097.87	(1,375.10)	207,268.68	20.54	164,430.00	(42,838.68)
	18,472.97	39.42	17,097.87	(1,375.10)	207,268.68	20.54	164,430.00	(42,838.68)
Direct Expenses								
Salaries	25,339.90	54.08	19,110.00	(6,229.90)	295,502.56	29.28	229,320.00	(66,182.56)
	25,339.90	54.08	19,110.00	(6,229.90)	295,502.56	29.28	229,320.00	(66,182.56)
Gross Profit/(Loss):	3,046.79	6.50	4,986.65	(1,939.86)	506,413.44	50.18	581,876.00	(75,462.56)
Overheads								
Salaries	13,831.01	29.52	0.00	(13,831.01)	241,281.39	23.91	194,651.00	(46,630.39)
Overheads	19,049.23	40.65	3,890.00	(15,159.23)	348,282.11	34.51	550,427.00	202,144.89
Finance Costs	57.99	0.12	290.00	232.01	1,151.58	0.11	2,930.00	1,778.42
	32,938.23	70.29	4,180.00	(28,758.23)	590,715.08	58.53	748,008.00	157,292.92
Net Profit/(Loss):	(29,891.44)	(63.79)	806.65	(30,698.09)	(84,301.64)	(8.35)	(166,132.00)	81,830.36

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Hebden Royd Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

18/06/2025

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.hebdenroydtowncouncil.gov.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

8.6.

Hebden Royd Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	433,331	411,995	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	422,258	468,548	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	537,176	536,179	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	420,152	538,044	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	560,616	501,759	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	411,995	376,919	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

8. Total value of cash and short term investments	501,879	421,603	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	393,421	402,238	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED
Date DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

18/06/2025

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Annual Internal Audit Report 2024/25

8.c

Hebden Royd Town Council

www.hebdenroydtowncouncil.gov.uk

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored, and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

20/01/2025 5/04/2025 6/5/2025

JULIE WINHAM (CMFIIA)

Signature of person who carried out the internal audit

Julie Winham

Date

11/06/2025

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

8.d

HEBDEN ROYD TOWN COUNCIL
NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

Local Audit and Accountability Act 2014 Sections 25, 26 and 27

The Accounts and Audit Regulations 2015 (SI 2015/234)

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

NOTICE	NOTES
<p>1. Date of announcement (a) Thursday 19 June 2025</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:</p> <p>(b) Emma Green Town Clerk The Town Hall Hebden Bridge HX7 7BY</p> <p>info@hebdenroydtowncouncil.gov.uk</p> <p>01422 842181</p> <p>commencing on (c) Monday 23 June 2025 and ending on (d) Monday 4 August 2025</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-littlejohn.com)</p> <p>5. This announcement is made by (e) Emma Green – Town Clerk.</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must start on or before 1 September 2020.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

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**Julie Winham – Internal Audit Consultant
Address Supplied**

Emma Green
Clerk & RFO to Hebden Royd Town Council
The Town Hall
St George's Street
Hebden Bridge
HX7 7BY

Dear Emma

Internal Audit of the Accounts for the Financial Year Ending 31st March 2025

In accordance with the Accounts and Audit Regulations 2015 the Town Council is required to 'undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance'.

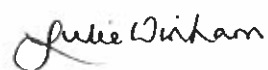
As your appointed independent Auditor, I have conducted an internal audit review of the Town Council's financial and governance records and controls in order to facilitate the completion of the Internal Audit Report Section of the 2024/25 Annual Governance and Accountability Return.

Based upon the work undertaken, the Internal Audit concluded that an effective and robust system of risk management, control and governance arrangements were in place and the audit did not reveal any significant findings.

The full findings of the audit and recommendations are detailed within the attached Appendix A.

I would like to take this opportunity to express my thanks to both yourself and your colleague for the kind assistance and support provided during the course of the audit.

Yours sincerely



Julie Winham (CMFIIA)
11th June 2025

Attachment: Appendix A – Detailed Audit Findings and Recommendations

Hebden Royd Town Council - Internal Audit Detailed Findings 2024/25 -- FINAL

APPENDIX A

Ref.	Internal Control Issue	Recommendation	Classification High/Medium /Low *	Agreed Action / Timescale / Responsible Person
1.	Financial Regulations / Contract Standing Orders			
1.1	Standing Orders - Contract Thresholds:			
1.1.1	<p>The Town Council's Standing Orders are dated 6th December 2023 which suggests that the document has not been recently reviewed.</p> <p>This issue is reinforced as Town Council's Standing Orders, Paragraph 18 states "A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.</p> <p>The Public Contract Regulations 2015 have recently been revised and the aforementioned threshold has increased to £30,000 and therefore the current Standing Orders appear incorrect.</p> <p>In addition, the thresholds noted at paragraphs (f) and (g) appear out of date.</p>	<p>In order to provide an effective system of internal control, the Town Council should review and update on an annual basis, as appropriate, important governing documents such as Standing Orders.</p> <p>The use of a governance checklist may prove useful in order to ensure that important governance related policies / procedures are reviewed on a regular basis.</p> <p>Paragraph 18 of the Town Council's Standing Orders should be amended to reflect the current contract threshold values.</p>	<p>Medium</p> <p>Revised Standing Orders Adopted 28.05.2025 Minute 17.</p> <p>All Councillors provided with a copy.</p> <p>Governance checklist to be implemented.</p>	

	The Town Clerk & RFO has recently confirmed that the new Standing Orders will be discussed at the Strategy & Review Committee meeting to be held on the 7 th May 2025.			
1.2	Sample Transaction Testing:			
1.2.1	<p>A sample of 20 payments relating to 2024/25 (10 relating to the Town Council and 10 relating to the Picture House) was examined to ensure that the procurement process had been followed correctly and that evidence existed that the Town Council had obtained value for money in terms of spend.</p> <p>The following issue was raised in respect of the payments examined: -</p> <p>3/20 invoices examined did not include the full payment address as required by HMRC. This may adversely impact upon the Town Council's ability to maintain accurate records for legal and tax purposes as required by HMRC.</p>	The Town Clerk & RFO should ensure the suppliers of goods, works and services are aware of the Council's full business address in order that this can be included within associated invoices.	Low	To ensure that all suppliers have accurate information, and ensure that any incorrect invoices are reissued.
1.3	Written Procedures:			
1.3.1	<p>Detailed operational procedures covering the 'day-to-day' financial procedures have not been put in place. As such this may adversely impact upon the continuity of service delivery and financial robustness, in the event of staff absence / engagement of new staff.</p> <p>This issue was reported in the previous Internal Audit Report in respect of 2022/23 and 2023/24.</p>	The Town Clerk & RFO should consider developing written operational procedures for use in respect of the key financial procedures.	Low	To develop a full business continuity plan.

2.	Risk Management				
2.1	Internal Control Checks:				
2.1.1	<p>The Town Council has appointed two "Financial Controllers" during 2024 for the purpose of carrying out monthly internal control checks in order to provide for scrutiny and oversight of the financial controls and procedures.</p> <p>It was noted that this checking process has been limited to a review of the bank account and associated statements. As such more detailed independent checks are not routinely undertaken of the wider system of internal controls as outlined within the Town Council's Financial Regulations.</p> <p>In the absence of regular independent checking there is a missed opportunity to enhance the robustness and usefulness of the Town Council's internal controls / procedures.</p> <p>This issue was reported in the previous Internal Audit Report in respect of 2023/24.</p>	<p>The Town Clerk & RFO should establish an Internal Control Policy which sets how the Town Council reviews and maintains an effective system of internal control.</p> <p>In addition, the Town Clerk & RFO should develop an Internal Control Checklist which should be informed by the requirements outlined within the Town Council's Financial Regulations, any relevant issues / risks raised by Committee Members, corporate and financial risk assessment information along with the outcome of other inspector reviews e.g., External and Internal Audit reviews.</p> <p>The frequency of the checking process should be undertaken on a monthly basis.</p>	Medium	To update the process of internal financial control to meet best practice.	
3.	Budgetary Control Process				
3.1	Three-Year Forecast:				
3.1.1	<p>Financial Regulation 4.6 states "The draft budget with any committee proposals and three-year forecast, including recommendations for the use or accumulation of reserves, shall be considered by the Strategy & Review Committee and a recommendation made to the council."</p>	<p>In accordance with Financial Regulation 4.6 the Town Clerk & RFO should prepare a three-year forecast of its income and expenditure.</p> <p>This would also assist in ensuring that the amount of retained cash accords with the Town Council's Reserves</p>	Medium	A three year forecast will be prepared over this financial year, in preparation for 2025-26 budget setting.	

	<p>A review of the budget information indicates that a three-year forecast is not included within the information.</p> <p>This issue was reported in the previous Internal Audit Report in respect of 2022/23 and 2023/24.</p>	<p>Policy and that the Council's budget spend is being optimised. Also, this would provide visibility to the public of any future strategic spending plans.</p>		
4.	Income			
4.1	Fees & Charges:			
4.1.1	<p>Financial Regulation 12.2 states "The council will review all fees and charges for work done, services provided, or goods sold at least annually, following a report of the Clerk".</p> <p>It is understood that fees were reviewed at a meeting of the Climate Emergency & Environment Committee on the 7th August 2024. However, the approved changes have not yet been applied.</p> <p>Consequently, there may be a missed opportunity to maximise income.</p>	<p>Fees and charges should be reviewed in accordance with Financial Regulation 12.2 and subsequently applied in practice.</p>	Low	All charges to be reviewed accordingly and schedule of fees published..
5.	Salaries			
5.1	Contracts:			
5.1.1	<p>An examination of the contract of employment in respect of the Administrator identified that the contract had not been signed by the employer and the employee.</p> <p>Consequently, evidence of the agreement to the contract terms and conditions does not exist.</p>	<p>The Town Clerk & RFO should ensure that all contracts of employment are correctly signed.</p>	Low	<p>All contracts reissued as at 1 April 2025.</p> <p>To be signed by 30 June 2025</p>

	The Town Clerk & RFO has since confirmed that as at 1 st April 2025, all contracts of employment have been re-issued which should address the issue raised.			
6.	Asset Register			
6.1	Content of the Asset Registers:			
6.1.1	<p>The content of the Asset Register for both the Town Council and the Picture House does not include the replacement cost of each asset.</p> <p>In addition, the Picture House Asset Register does not include the purchase cost of each asset.</p> <p>The aforementioned issues may adversely impact on the effectiveness of decision-making regarding asset maintenance and replacement along with accurate financial reporting and asset valuations for insurance purposes.</p>	<p>The content of the Asset Registers should include the replacement cost.</p> <p>The content of the Asset Register in respect of the Picture House should include the purchase cost.</p>	Medium	<p>Format of asset register to be reviewed to include, purchase price, depreciation and insurance value.</p> <p>To be implemented 24-25 and the register for 23-24 to be restated in line with the Smaller Authorities Proper Practices Guidance.</p>
6.2	Asset Register Checks:			
6.2.1	<p>A sample of 5 assets was extracted from both the Picture House and the Town Council Asset Registers. Checks were undertaken to confirm the existence of the assets and hence the accuracy of the Asset Registers.</p> <p>In respect of the Town Council Asset Register it was noted three mobile / IT related assets were shown as in the possession of a member of staff who no longer worked for the Town Council. The Town Clerk & RFO has since confirmed that these assets have been returned.</p>	<p>In accordance with Financial Regulation 15.3 "the continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets".</p>	Low	Ensure that asset register is reviewed quarterly and updated.

7.	Publication of Information			
7.1	Local Government Transparency Code 2015:			
7.1.1	<p>Parish and Town Councils with an annual turnover in excess of £200,000 should comply with the Local Government Transparency Code 2015. The purpose of this Code aims to ensure that local people can see and access data covering how money is spent, the use of assets and decision making.</p> <p>An examination of the Council's website and discussion with the Town Clerk & RFO revealed that the content of the information does not include all the data and information as required under the Code.</p> <p>This issue adversely impacts upon the Council's transparency arrangements.</p>	<p>The Town Clerk & RFO should review the Model Publication Scheme along with the data and information available on the Council's website and ensure that the content complies with the Local Government Transparency Code 2015.</p> <p>It should be noted that at the time of the audit actions were being progressed in order to address this issue.</p>	Medium	A new website has been developed and work is ongoing to ensure that all documents are present and available as per the code. This will be completed by 30 June 2025.
7.1.2	<p>It was noted that the Internal Audit section of the 2023/24 AGAR had not been published on the Town Council's website.</p> <p>Consequently, information has not always been published in accordance with the Transparency Code 2015.</p> <p>The Town Clerk & RFO has stated that this document has now been uploaded onto the Town Council's website.</p>	<p>The 2023/24 AGAR documentation available on the website should include the Internal Audit Section / Report.</p>	Low	No amended.
7.2	Publication Scheme:			
7.2.1	The Publication Scheme available on the Town Council's website is dated 2008 which	The Town Clerk and RFO should review the Publication Scheme and ensure that Scheme reflects the Town	Medium	This is being reviewed in line with other policies.

	suggests that it has not been recently reviewed and may be out of date. Consequently, members of the public may not be fully aware of the information it is able to access.	Council's information access arrangements.		
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• **Classification of Recommendations**

High	A recommendation requiring immediate action – imperative to ensuring the objectives of the system under review are met.
Medium	A recommendation requiring action necessary to avoid exposure to a significant risk to the achievement of the objectives of the system under review.
Low	A recommendation where action is advised to enhance control or improve operational efficiency.

Hebden Royd Town Council - SOCIAL MEDIA GUIDANCE

Introduction

The aim of this policy is to set out principles to provide guidance to town Councillors, council officers and others who engage with the Council using online communications, collectively referred to as social media.

Social media is a collective term used to describe methods of publishing on the internet via use of applications; software and hardware including smart-phones, tablets laptops and so on.

This policy covers all forms of media which include (but are not limited to):

- Town Council Website
- Facebook. Instagram and other social networking sites
- X (formally Twitter) and other micro blogging sites
- Youtube and other video and podcast sites
- Blogs and discussion forums
- E-Newsletter
- Press Releases
- TV and Radio Interviews

The use of social media does not replace other existing forms of communication.

Principles Guiding The Use of Social Media

The principles of this policy apply to town Councillors, council officers (in conjunction with the policies outlined in the staff handbook) and applies to others communicating with the Town Council.

Social Media shall be used:

- a) To publish, promote and preserve the work of Hebden Royd Town Council to a wider audience.
- b) To advertise and promote engagement in the democratic process and to widen participation across the community in the affairs of the Town Council and the community it serves and represents.
- c) To advertise and promote the work of its partner agencies such as the Police, Fire and Ambulance services, Calderdale MBC and other town/parish councils. As well as community groups active in the area.
- d) To disseminate community news and information of public interest such as road closures, planning applications, events and so on.
- e) To encourage economic development by promoting events, activities, initiatives that will attract visitors to our area and to encourage residents to participate in activities.

Social Media shall NOT be used for:

- f) To enter into online debates or arguments about the Town Council or its partners activities;
- g) Canvass, promote or advertise any political ideological policy or decision of a councillor or political party.

Approved Social Media Platforms

- a) Town Council website
- b) Facebook page and specific official event facebook pages i.e. Happy Hounds & Pumpkin Trail
- c) X Account – usage under review at this time.
- d) Instagram account

The Communications Officer is the nominated social media officer with the delegated authority to issue official postings via the approved social media accounts. From time to time the Town Clerk or the Deputy Clerk will issue statements on social media on behalf of the Council.

All statements must follow known policy otherwise it must be reviewed and approved by the Town Clerk before being posted to a social media account. If in the opinion of the Town Clerk, the post is unsuitable for dissemination it must NOT be posted. The Town Clerk reserve the right to make decisions and shall have the final say in deciding the suitability of public postings to approved social media accounts.

Media Relations

The Council issues press releases to the local, regional and national press. Press releases shall be used to publish and promote the work of Hebden Royd Town Council.

Press releases will be compiled by the Communications Officer using information from the rest of the Town Council team. All press releases will be signed off by either the Town Clerk or the Deputy Town Clerk before being released to the press.

The Communications Officer will act as the first port of call for all media enquiries.

Any TV or Radio interview enquiries will be reviewed by the Town Clerk or Deputy Town Clerk before being assigned to an Officer or Councillor to conduct.

Social Networking Guidelines

Social Media is currently one of the most popular ways in which the community wish to receive news and updates. However, social media has its pitfalls and can attract negative comments or have an adverse impact upon the individual or the Town Council's reputation. Councillors & Officers must be aware that they act as ambassadors of the Council. Whilst, the Town Council does not control what Councillors or employees post on their personal social media accounts, they need to consider their association with the Town Council and the potential of their personal views/posts being confused with the agreed views of the Town Council. If such a mistake arises, it is the responsibility of the officer to clearly state that the opinions are their own and not those of the Town Council. Councillors must also be mindful of their obligations under the adopted Code of Conduct and law. Employees should not post, share or comment any political statements or any politically affiliated statements.

These guidelines are not definitive and do not provide an exhaustive list of all the considerations to consider before using social media, however they aim to give a framework for pausing and reflecting before posting:

- Stop and think before posting and “sense-check” whether the content is informative, objective and impartial. The post may well be shared around the region, nation or world.

- Irony, sarcasm and comedy are all subjective notions. People may not perceive what you perhaps see as funny or ironic. Be mindful of being misinterpreted, misquoted or quoted out of context. If ever in doubt please refer to the Town Clerk
- Abide by the terms and conditions of the social media platform you are using and observe the community guidelines respectfully.
- Monitor and be prepared to remove posts from social media platforms/pages which do not adhere to this policy or meet a threshold of behaviour which is deemed acceptable.
- Do use privacy settings where necessary.
- Protect passwords and change regularly where necessary. Town Council passwords shall only be in the knowledge of the Town Clerk and those authorised by the Town Clerk to post on their behalf.
- Be especially mindful of posting photographs of children or vulnerable individuals. Seek explicit written consent of any parent/guardian/carers who has responsibility. If in doubt always seek advice first before posting.
- Do not post when your judgment is impaired due to bias, or pre-disposition or pre-determination, or even when tired or otherwise.

Town councillors and council officers must not:

- hide their identity using false names or pseudonyms.
- present personal opinions as that of the Council.
- present themselves in a way that might cause embarrassment to the Council.
- post content that is contrary to the democratic decisions of the Council.
- post controversial or potentially inflammatory remarks.
- engage in personal attacks, online fights and hostile communications.
- use an individual's name unless given written permission to do so.
- publish photographs or videos of minors or vulnerable individuals without parental/guardian/carer permission.
- post any information that infringes copyright of others.
- post any information that may be deemed libel.
- participate in online activity that constitutes bullying or harassment.
- bring the Council into disrepute, including through content posted in a personal capacity.
- post any negative content relating to the Council, Officers or other Councillors.
- post offensive language relating to race, sexuality, disability, gender, age, religion or belief or other relevant protected characteristics as outlined by the Equality Act 2010.
- conduct any online activity that violates laws, regulations or that constitutes a criminal offence.

Members have been provided with a separate email address to be only used only for Council business and correspondence. The nominated account will be subject to any request under the Freedom of Information Act 2000 and/or the Environmental Information Regulations 2004.

This policy sits alongside other relevant existing policies that need to be taken into consideration.

The current Code of Conduct applies to online activity in the same way that it does to other written or verbal communication.

In the main, Councillors and council officers have the same legal duties online as anyone else, but failure to comply with the law may have more serious consequences.

Code of Practice

When using social media (including email) town Councillors and council officers must be mindful of the information they post in both a personal and Council capacity and keep the tone of any comments respectful and informative.

Online content should be accurate, objective, balanced and informative.

Publishing untrue statements about a person which are damaging to their reputation is libel and can result in a court action and fine for damages.

This also applies if someone else publishes something libellous on your social media site. A successful libel claim will result in an award of damages against you.

Posting copyright images or text on social media sites without permission is an offence.

Breach of copyright will result in an award of damages against you.

Publishing personal data of individuals without permission is a breach of Data Protection legislation is an offence.

Publication of obscene material is a criminal offence and is subject to a custodial sentence.

Anyone with concerns regarding content placed on social media sites that denigrate town councillors, council officers or residents should report them to the Town Clerk.

The moderator will have authority to remove any posts made by third parties from Council social media pages which are deemed to be of a defamatory or libellous nature. Where appropriate the moderator will have the authority to report any such posting to any other appropriate agency including the Police.

The Acceptable use of Social Media

We recognise that social media has an important role to play in how we communicate with, engage and promote dialogue with our residents. For some people, sites like Twitter, Facebook & Instagram are their preferred method of interacting with the Council. We are pleased to be able to offer this method for people to get in touch, to ask us questions, reporting issues and to seek our help or support. We acknowledge that everyone has a right to free speech. This is enshrined in law. But a right to free speech must be balanced with UK laws covering matters such as libel and defamation, contempt of court, harassment, the Communications Act, Computer Misuse Act and what is generally acceptable. As a Council, we also have a duty of care towards our employees and Councillors.

What is and is not acceptable

We know that there will be times when people will be unhappy with what the Council does (or doesn't do) or the decisions it takes. Criticism is a fact of life and we know organisations like ours are in the public spotlight. This includes targeting named members of staff with direct, unacceptable, criticism. We will reserve the right to take action in relation to social media posts or messages which:

- Are abusive
- Exhibit examples of bullying or harassment
- Are threatening

- Are discriminatory
- Use sexist, racist or other unacceptable language
- Are defamatory or libellous
- May be in contempt of court
- Break any other law (such as hate crime)
- Contain inappropriate material (photographs, video or links to)
- Incite someone/people to break the law.

How we will deal with unacceptable behaviour

In the first instance, individuals will be issued with a written warning in private via a direct message, or email if appropriate and any inappropriate material removed immediately from the Council's social media feeds. All efforts will be made to identify the person responsible, but if this is not possible, in the case unacceptable the content continues to be published, we will remove posts, messages or content considered to be unacceptable, from the Council's social media feeds. If unacceptable behaviour continues the Council will consider blocking users from interacting with the Council's social media. A decision to block a user will be made by the Town Clerk. If a block is imposed, the Town Clerk will write to the person concerned, explaining the reasons and setting out the terms of when the council will review the block. The Town Clerk will use their discretion and the decision whether to continue blocking a user will be reviewed on a regular basis.

Unacceptable behaviour may also be addressed by restricting the way someone can communicate with the Council, or their participation/attendance at meetings. We may also report the matter to the police where behaviour amounts to abuse or harassment or a criminal offence is suspected. The Council reserves the right to take whatever legal action may be necessary in the case of libellous or defamatory posts/messages.

Date of issue: October 2023

Date of review: May 2027

Calderdale Public Spaces Protection Orders (PSPO)

16.a

**Working together to keep communities safe and to protect the environment
– Everyone has a part to play**

Frequently Asked Questions (FAQs)

These frequently asked questions are based on what officers understand now so could be amended following consultation and further engagement with partners/ stakeholders.

1. What is a Public Space Protection Order (PSPO)?

A Public Space Protection Order is intended to deal with a particular nuisance or problem in a specific area by imposing conditions on the use of that area to ensure that people can use and enjoy public spaces safely.

When used appropriately, proportionately and with local support, PSPOs can be a positive tool used by local authorities to help to prevent anti-social behaviour. They can provide an effective response to some of the issues local residents and businesses face on a daily basis.

2. What is the law?

It is contained in Sections 59 to 75 of the Anti-social Behaviour, Crime and Policing Act 2014. [Anti-social Behaviour, Crime and Policing Act 2014 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2014/12/sections/59-75)

Activities can be controlled in the Restricted Area if two conditions are met:

A. That the activities have had, or are likely to have, a detrimental effect on the quality of life of those in the locality

B. That the effect of the activities is, or is likely to be, of a persistent or continuing nature and is, or is likely to be, such as to make those activities unreasonable and that the restrictions imposed by the Order are justified.

3. What is the penalty for breaching a PSPO?

Breaching a PSPO is a criminal offence.

Breaches of the PSPO can be subject to fixed penalties and prosecution before the magistrate's court and a fine.

Police and authorised Council Officers can issue a fixed penalty notice of £100, if appropriate.

4. Who can appeal?

Anyone who lives in or visits the area can appeal a PSPO in the High Court within six weeks of issue. Further appeal is available each time the PSPO is varied by the Council.

5. How long does a Public Space Protection Order last?

A PSPO can last no longer than 3 years but can be renewed if necessary. Should the grounds for an order no longer exist then the order will be removed by the Council.

6. Can a Public Space Protection Order be changed?

A PSPO can be varied by the Council should there be reasonable grounds to why this was needed.

7. What is the Council intending to do and why this is necessary?

Dangerous, anti-social and inconsiderate use of motor vehicles has a significant effect on the borough in terms of how safe people feel. There is a real belief within our communities that something needs to be done to tackle this issue.

The Council is looking to introduce a borough wide PSPO to add value to work that is on-going across the borough to challenge this anti-social behaviour, and reassures our communities that action is being taken.

The Council's proposal to introduce a PSPO has the full support of Calderdale's Community Safety Partnership which is a statutory group of organisations including Police, Fire, Health, Council and Probation Service, who have a responsibility to ensure Calderdale is a safe place to live and visit.

8. Where area will the PSPO cover?

Based on Police and Council records and from what communities tell us we know that anti-social use of motor vehicles is not just restricted to certain areas or even to roads.

The Council and the Community Safety partnership is committed to keeping people safe- we strongly believe that this order, if approved, should be borough wide and apply equally to both roads/ highways and areas that the public have access to. We know that Calderdale's parks and other green and open spaces are blighted by off-road biking. Similar to the PSPO to protect our Moorlands we want to provide an additional tool/ power to officers to deal with unlawful off-road biking.

9. Enforcing the PSPO

The police are the only authority that has the power to stop moving vehicles. The police will, therefore, enforce any breach of PSPO at the time. If criminal, rather than anti-social, offences are being committed such as speeding then the police will follow the criminal route as usual.

Authorised Council Officers will have the authority to deal with a breach of the PSPO however, they do not have the power to stop moving vehicles.

Members of public will also be able to report an offence to a designated department in Calderdale Council, giving full details of the breach and where possible provide any evidence for investigation.

Further information in respect to public reporting will be provided if the proposal is approved. Please keep visiting the website for further information.

10. What is meant by motor vehicle?

The term motor vehicles in respect to this order includes all types of automobiles (cars, lorries and vans), motorcycles, scooters, mopeds and high-powered e-bikes. However, it's the behaviour and use of these vehicles which is a criminal offence.

11. Does the PSPO solely apply to the driver/ rider?

No, it also applies to passengers as they are using the vehicle, so they will breach the PSPO should the motor vehicle they are in be used in contravention of the PSPO.

12. Is the owner/ registered keeper of the motor vehicle in breach of the PSPO if their motor vehicle is used in breach of the order without them knowingly being involved?

Yes, the registered keeper has a responsibility under this order to ensure that their motor vehicle is not used to breach the PSPO. If the motor vehicle is used without their permission this could be a criminal offence

13. How will the PSPO improve the safety of women and girls?

The Council and the Community Safety Partnership is committed to improving the safety of women and girls and actively work on delivering the Mayor's West Yorkshire Strategy [Safety of Women and Girls](#). The introduction of the PSPO will add value to the work that is actively being delivered across Calderdale and West Yorkshire.

The PSPO aims to address a range of anti-social behaviours/ activities but includes verbal harassment from vehicles, including unacceptable behaviour towards women and

girls who use the highway and open spaces for exercise and leisure [JogOn Initiative](#).

14. Will the PSPO make our roads safer?

Road Safety is a concern that the Council and the Community Safety Partnership understand matters to local people and businesses.

The behaviours that the PSPO is aiming to address often result in serious injury and on occasions deaths. Calderdale is committed to delivering West Yorkshire's [Vision Zero](#) a road safety aim to 'eliminate all traffic fatalities and severe injuries, while increasing safe, healthy, equitable mobility for all in West Yorkshire'.

15. Can I comment on the orders and the proposed changes?

Yes, please send any comment to the below email address.

The consultation period will be open to Sunday 15th June 2025:
community-safety@calderdale.gov.uk

16. Who will the Council be engaging with?

In addition to seeking the views of the public, the Council will be engaging with:

- Elected Members of Calderdale Council and Calderdale's Town and Parish Councils to seek their support
- Calderdale MPs
- Deputy Mayor for Policing and Crime
- Stakeholders and groups who have a vested interest in Calderdale has a place

17. Can I still comment after the consultation period as ended?

The Council is required to continually review the effectiveness and relevance of any PSPO so we will be grateful of any comments during the duration of an order. Should you wish to comment please contact Community-safety@calderdale.gov.uk

16.a



From: Andrew Pitts <Andrew.Pitts@calderdale.gov.uk>
Sent: 06 June 2025 18:09
Subject: Proposed PSPO regarding anti-social use of vehicles

Dear Councillor

I thought it might be useful to draw your attention to the fact that the council, with support from Calderdale Community Safety Partnership, is proposing to introduce a Public Space Protection Order (PSPO) to tackle the anti-social use of vehicles within the borough.

This Order will help us to address a range of anti-social behaviour involving vehicles, something which is consistently identified as a key concern for local residents.

It will allow both Council and Police Officers to issue fines to people whose behaviour breaches the terms of the PSPO and, in serious cases, to prosecute offenders through the courts.

A press release has been issued (attached) and the consultation period has begun (the link below will take you to the relevant pages on the web site).

[Proposed PSPO for Anti-Social use of Vehicles | Calderdale Council](#)

I have also attached a document setting out some Frequently Asked Questions which might be helpful in answering any queries that you or local residents may have.

Please note that this is separate to the previously publicised renewal of a number of *existing* PSPOs relating to control of dogs, consumption of alcohol in public places, and preventing moorland fires.

A full report, including consultation feedback, will be considered by Cabinet on 30th June.

Any comments or questions can be directed to community-safety@calderdale.gov.uk or please feel free to contact me or Derek Benn direct.

Regards

Andrew Pitts
Assistant Director, Neighbourhoods
Calderdale M B C

01422 392600

Please Note: This email communication, including any attachments, may be confidential and/or legally privileged. If you believe that you have received it by mistake, please do not forward it to anyone else or tell anyone what is in it and delete it from your mailbox and deleted items.



Hebden Royd Town Council

2025/2026

Mayor & Consort Councillor Keith Butterick and Lorna Butterick

1. Civic Welcome Twinning visit from St Pol - Friday, 30 May 2025
Hebden Bridge Picture House.
2. Hebden Bridge Twinning Social Ceilidh - Friday, 30 May 2025
Mytholmroyd Community Centre.
3. HRTC Twinning Civic Function Quiz - Saturday, 31 May 2025
Mytholmroyd Community Centre.

Deputy Mayor & Consort Councillor Steve Woodhead and Jo Woodhead

1. To choose Lilo & Stitch Drawing Monday, 1 June 2025
Competition winner – Hebden Bridge Picture
House.

MEETING of the TOWN COUNCIL
held WEDNESDAY 28 MAY 2025 at 7:30PM
HEBDEN BRIDGE TOWN HALL

PRESENT: Councillors – Butterick (Chair), Bampton Smith, Boden, Borrows, Cammack, Guilfoyle, Hedges, Hoyle, Macdonald, Morse, Turner.

Minutes: HRTC Town Clerk – Emma Green

MINUTES

8. PUBLIC QUESTION TIME.

There were no questions asked of the council.

9. APOLOGIES AND REASONS FOR ABSENCE.

Apologies were received from Cllrs Boggis, Davenport, Harvey, Howes, Woodhead & Young

10. MEMBERS' INTERESTS' RELATING TO AGENDA ITEMS.

There were no members' interests declared at this meeting.

11. EMERGENCY PLANNING

Yorkshire Resilience Forum gave a presentation regarding Community Emergency Planning and the potential role of the council.

RESOLVED: that the council's role in community led emergency planning should be considered at the next meeting of the Strategy & Review Committee.

12. PLANNING APPLICATIONS.

a. **Application 25/00350/FUL** at Land Adjacent The Vicarage, Mytholm Bank, Hebden Bridge for New dwelling. (West End ward).

RESOLVED: Recommend Refusal inappropriate development for location, due to size and proximity to other dwellings.

b. **Application 25/20077/TPO** at 23 The Brook, Mytholmroyd, HX7 5ED for Fell one tree and prune three trees (Tree Preservation Order). (Cragg Vale ward).

RESOLVED: Recommend Refusal for T1 Oak felling due to lack of information. No Objection to works to other trees.

c. **Application 25/00387/LBC** at Wood End House, Wood End, Keighley Road, Hebden Bridge, HX7 8HW for Replace ridge stone (Listed Building Consent). (Birchcliffe ward).

RESOLVED: No Objection

d. **Application 25/00201/HSE** at 2 Castle Hall, Cragg Road, Mytholmroyd, HX7 5SN for Terrace and Spiral Staircase. (Cragg Vale ward).

RESOLVED: No Objection

e. **Application 25/00443/HSE** at 47 Erringden Road, Mytholmroyd, HX7 5AR for Alterations to existing extension. Re-skin walls and add pitched roof. (Caldene ward).

RESOLVED: No Objection

f. **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. (Caldene ward).

RESOLVED: Recommend Refusal on grounds of the poor positioning creating access issues.

g. **Application 25/00322/LBC** at 55 Bridge Lanes, Hebden Bridge, HX7 6AT for Restoration of property, replacement windows and repairs to roof (Listed Building Consent). (Fairfield ward).

RESOLVED: No Objection

h. **Application 25/10010/ADV** at 1 Carlton Chambers, Crown Street, Hebden Bridge, HX7 8ES for Replace surround around ATM (Advertisement Consent). (Fairfield ward).

RESOLVED: No Objection

i. **Application 25/00447/LBC** at 3 Little Park Farm, Park Lane, Mytholmroyd, HX7 5BL for Replace patio doors with gritstone mullions, door and windows and replace concrete lintel (Listed Building Consent). (Caldene ward).

RESOLVED: No Objection

j. **Application 25/20097/TPO** at 16 Caldene Croft, Mytholmroyd, HX7 5AE for Fell one tree (Tree Preservation Order). (Caldene ward).

RESOLVED: No Objection

k. **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. (Cragg Vale ward).

RESOLVED: Recommend Refusal as consistent with previous comments.

l. Application 25/00494/LBC at Mytholmroyd Railway Station, New Road, Mytholmroyd for New internal secondary double glazing. (Cragg Vale ward).

RESOLVED: No Objection

m. Application 25/00495/LBC at Mytholmroyd Railway Station, New Road, Mytholmroyd for Suspended ceilings at ground and first floor levels and fire rated floor to second floor. (Cragg Vale ward).

RESOLVED: No Objection

Applications dealt with under delegation from Full Council.

- Application 25/20084/TPO at 1 Oak Bank, Savile Road, Hebden Bridge HX7 6BY for Prune three trees.

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.

13. APPLICATIONS FOR PLANNING PERMISSION GRANTED BY CALDERDALE MBC.

RESOLVED: to note for information

14. APPLICATIONS FOR PLANNING PERMISSION REFUSED BY CALDERDALE MBC.

RESOLVED: to note for information

15. HRTC & HBPH PAYMENT SCHEDULE.

RESOLVED: to authorise payments totaling £45,415.37.

Payment and Receipt Schedule 28/05/2025

Hebden Royd Town Council Accounts to be Paid

Item	Payee	Details	Invoice No	Nominal code	Ref	Amount	Cost Centre	Payment	In Sage
a	TLCC	Charing Skells	INV 3974	7500	TCI 25/006	73.00	Office	BACS	25/26
b	G & S Toilet Hire	Hire of Toilet 13/9/25HH	sl 33119	7205	TCI 25/008	174.00	Event Happy Hounds	BACS	25/26
c	Zonkey	Website development	INV-18971	7550	TCI 25/009	600.00	Office	BACS	25/26
d	Rebecca Craiknell	Xmas books	TC250015	7205	TCI 25/010	650.00	Event Xmas	BACS	25/26
e	Lancashire Clockmakers	Annual Clock Service	INV-0819	7701	TCI 25/011	192.00	Maintenance	BACS	25/26
f	HT Direct Event Services Ltd	First Aid Cover 13/09/25 HH	1063	7205	TCI 25/012	396.00	Event Xmas	BACS	25/26
g	HT Direct Event Services Ltd	First Aid Cover Xmas lights	1062	7205	TCI 25/013	891.00	Event Xmas	BACS	25/26
h	HBCA	Data & IT	17780	7500	TCI 25/015	153.00	Office	BACS	25/26
i	CNBC	Cycle Hanger	IN25028173	7400	TCI 25/016	6,000.00	Climate	BACS	25/26
j	PJ	Microsoft Office 365	34557	7500	TCI 25/020	164.94	Office	BACS	25/26
k	Shredding Alliance	Offsite shredding	136623	7500	TCI 25/021	59.88	Office	BACS	25/26
l	Pennine Plains	Website Updates	05/05/2025	7550	TCI 25/022	185.00	Office	BACS	split
m	Calderdale Council	Advertising for Recruitment	IN25042821	7500	TCI 25/031	148.20	Office	BACS	
n	Peninsula	HR Services	U004960950	7800	TCI 25/032	689.76	Office	BACS	
o	Yorkshire Local Councils Associations	Councilor Training	INV-4070	7650	TCI 25/033	73.00	Training	BACS	
p	Lancashire Clockmakers	Night silencing work	INV-0829	7701	TCI 25/034	884.00	Clocks	BACS	
q	Chunky's Kitchen	Catering for Twinning	No1	7401	TCI 25/035	1,200.00	Twining	BACS	
r	Hebden Bridge Community Association	Room Hire	17838	7300	TCI 25/036	46.08	Community Funding	BACS	
						12,379.86			

Accounts previously paid by the Town Clerk

Item	Payee	Details	Invoice No	Nominal code	Ref	Amount	Cost Centre	Payment	In Sage
a	Amazon	staples and notebooks	GB525H5QABEI	7500	TCI 25/023	18.81	Office	Card	25/26
b	Amazon	Spiral soft cover notebooks	GB52RTWBAEI	7500	TCI 25/024	10.10	Office	Card	25/26
c	Amazon	Paper	GB52RXNUABEI	7500	TCI 25/025	20.09	Office	Card	25/26
d	Amazon	Paper	GB52RXUQABEI	7500	TCI 25/026	20.09	Office	Card	25/26
e	Amazon	Paper	GB52RXWQABEI	7500	TCI 25/027	20.09	Office	Card	25/26
f	Post Office	Stamps	17/04/2025	7500	TCI 25/018	87.00	Office	Card	25/26
g	On Buy	Fridge C/CA	TS&KPPH	7300	TCI 24/430	436.90	Community Funding	Card	24/25
h	High Hirst	Split training	CE027P9B	7306	TCI 24/406	122.00	Climate	BACS	24/25
i	Photobox	Portrait photo book	37339750	7500	TCI 25/017	48.48	Office	Card	25/26
j	UAB Desktronic	Desk for EA	#UK13944	7500	TCI 25/019	384.00	Office	Card	25/26
						1,167.58*			

Direct Debits

Item	Payee	Details	Invoice No	Nominal code	Ref	Amount	Cost Centre	Payment	In Sage
a	Grenke	PH 1/8/25 Equip Protect	0000152399/2025	7500	TCI 25/028	1,154.38	Office	DD	25/26
b	Grenke	PH 1/7/25 Equip Protect	0000152399/2025	7500	TCI 25/029	1,154.38	Office	DD	25/26
c	Grenke	PH 1/10/25 Equip Protect	0000152399/2025	7500	TCI 25/030	1,154.38	Office	DD	25/26
d	Grenke	PH Add Equip	0000152399/2025	7500	TCI 25/014	276.01	Office	DD	Split

TOTAL PAYMENTS

3,735.15

17,288.57

Payment and Receipt Schedule
28/05/2025

Hebden Bridge Picture House
Accounts to be Paid

Item	Payee	Details	Invoice No	Nominal; Reference	Amount
a	JL Brooks	Kiosk	621618	5200 PHI 25/019	176.31
b	Maize & Grace	Kiosk	INV-2025-390	5200 PHI 25/020	631.20
c	Vocation	Kiosk	136917	5200 PHI 25/021	197.83
d	Warner Brothers	Film Royalties	23294821	5100 PHI 25/022	773.00
e	Trafalgar	Film Royalties	313678	5100 PHI 25/024	894.00
f	Buttercup Bakery	Kiosk	305	5200 PHI 25/025	85.60
g	Trafalgar	Film Royalties	313955	5100 PHI 25/026	659.00
h	Suma	Kiosk	509415	5200 PHI 25/027	495.88
i	JL Brooks	Kiosk	622714	5200 PHI 25/028	190.68
j	Savoy	Oscar - April	C-0525-34	7510 PHI 25/031	803.69
k	Paramount	Film Royalties	R2400226	5100 PHI 24/900	120.00
l	Studio Soho	Film Royalties	SS-TWIG-393	5100 PHI 25/032	155.40
m	Warner Brothers	Film Royalties	2329693.4	5100 PHI 25/033	208.80
n	MUBI	Film Royalties	INV-13461	5100 PHI 25/034	120.00
o	Matthew Clark	Kiosk	3230540	5200 PHI 25/035	598.81
p	WCS Group	legionnaires testing	IWD_25030000542	7100 PHI 24/903	513.74
q	Elysian	Film Royalties	EF-BAH-2158	5100 PHI 25/037	48.88
r	Print Bureau	Posters	P87399	7510 PHI 25/038	24.00
s	Trafalgar	Film Royalties	315335	5100 PHI 25/039	918.50
t	Modern Films	Film Royalties	M00691	5100 PHI 25/040	454.30
u	Turner & wright	Kiosk	276165	5200 PHI 25/041	637.16
v	Just Jennys	Kiosk	8281	5200 PHI 25/042	87.60
w	Buttercup Bakery	Kiosk	306	5200 PHI 25/043	85.60
x	Modern Films	Film Royalties	M00863	5100 PHI 25/044	247.45
y	Modern Films	Film Royalties	M00860	5100 PHI 25/045	120.00
z	Vertigo	Film Royalties	SI010755	5100 PHI 25/047	367.15
aa	Park Circus	Film Royalties	1397883	5100 PHI 25/048	245.52
bb	Altitude	Film Royalties	33509	5100 PHI 25/049	247.96
cc	Buttercup Bakery	Kiosk	303	5200 PHI 25/050	103.60
dd	Conic	Film Royalties	2107	5100 PHI 25/051	120.00
ee	Picture House Entertainment	Film Royalties	20239	5100 PHI 25/053	702.46
ff	Entertainment Film Distributo	Film Royalties	17343	5100 PHI 24/901	528.30
gg	Entertainment Film Distributo	Film Royalties	14617	5100 PHI 24/902	410.84
hh	Luke Hutchinson	GenErika	7403069258	5100 PHI 25/055	639.76
ii	Curzon	Film Royalties	2835	5100 PHI 25/056	1,197.88
jj	Curzon	Film Royalties	2853	5100 PHI 25/057	78.58
kk	Vocation	Kiosk	136406	5200 PHI 25/058	223.02
ll	P3	Monitor	34224	7510 PHI 25/060	36.00
mm	Suma	Kiosk	804863	5200 PHI 25/061	576.78
nn	Just Jennys	Kiosk	8256	5200 PHI 25/062	175.20
oo	Buttercup Bakery	Kiosk	304	5200 PHI 25/063	85.60
pp	The Buttercup Bakery	Kiosk	307	5200 PHI 25/078	85.60
qq	Verve Pictures	Film Royalties	8095	5100 PHI 25/079	154.00
rr	Icon Film Distribution	Film Royalties	3030583	5100 PHI 25/081	609.35
ss	Trafalgar	Film Royalties	316848	5100 PHI 25/082	321.00
tt	Disney	Film Royalties	2216250	5100 PHI 25/083	6.00
uu	P&D Builders	Maintenance	16/05/2025	7100 PHI 25/084	405.00
vv	MuBI	Film Royalties	INV-13495	5100 PHI 25/085	341.77
ww	Warner Brothers	Film Royalties	23302219	5100 PHI 25/086	329.60
xx	Jimmys	Kiosk	INV25603893	5200 PHI 25/087	680.65
yy	The Buttercup Bakery	Kiosk	308	5200 PHI 25/088	85.60
					18,004.65
Direct Debits					
a	Croft	Telephone	42632	7510 PHI 25/052	161.06
b	SSE	Gas 28/2/25-30/3/25	IV02779849	7103 PHI 25/059	2,610.89
c	O2	Telephone	37161053	7510 PHI 25/066	29.62
d	Scottish Power	Utilities		7103 PHI 25/076	87.35
g	Bank charges	Bank charges	119	8001 PHI 25/065	49.52
h	Spotify	Music		7510 PHI 25/075	11.99
i	Clover	VAT Schedule		7510 PHI 25/077	50.40
j	Clover 4521	Oscar POS		7510 PHI 25/073	147.23
k	Clover 4513	Oscar POS		7510 PHI 25/074	206.19
l	Croft	Total Service Charges	346083	7510 PHI 25/080	155.78
m	Apple	Combil 4/4/25		7510 PHI 25/072	0.99
					3,511.02
Payments paid by Clerk					
a	Hebden Bridge Film Festival	Film Royalties	1043	5100 PHI 25/023	2,977.00
b	Mandy Ward Artist Managemen	Paul Merton	2634	5100 PHI 25/029	557.00

c	Kirsty Newton	Piano improvisation	HBPH01	5100 PHI 25/030	300.00
d	Amazon	Blu rays	GB53M8NHABEI	5100 PHI 25/067	15.98
e	Amazon	Laptop sleeve	GB53M9WUABEI	7510 PHI 25/068	7.28
f	Amazon	Ant killer	GB506QTYBWBU9I	7101 PHI 25/069	23.88
g	Amazon	Ant killer	GB506QTYBWBU9I	7101 PHI 25/070	-23.88
h	Amazon	Paper	GB501KHAYLWLHI	7510 PHI 25/071	35.99
i	Amazon	Bucket	DS-AEU-INV-GB-2025-1€	7101 PHI 25/036	32.81
j	Universal	Film Royalties	22314719600-1	5100 PHI 25/046	108.00
k	Universal	Film Royalties	22314715097-1	5100 PHI 25/054	256.90
l	Post Office	Petty Cash	05/04/2025	7510 PHI 25/064	199.77
j	Catherine Lennox	Expenses	Valli eyetest	7510 PHI 24/904	30.00
k	Rosse Systems	12A/H 12V Battery	515097	7100 PHI 24/903	92.40
					4,613.13
PAYMENTS					26,128.80

16. FINANCIAL REGULATIONS

The revised Financial Regulations following statutory amends in respect of the Procurement Act 2024 recommended for approval at a meeting of the Strategy & Review Committee held 7 May (Minute 532) were considered.

RESOLVED: to approve the recommendation and adopt Financial Regulation as presented.

17. STANDING ORDERS

The revised Standing Orders as updated as per the Model Standing Orders in accordance with NALC recommendations recommended for approval at a meeting of the Strategy & Review Committee held 7 May (Minute 531) were considered.

RESOLVED: to approve the recommendation and adopt the Standing Orders as presented.

18. CODE OF CONDUCT AND REGISTER OF INTERESTS

Members were reminded of the responsibilities in respect of the Code of Conduct and Register of Financial Interests.

19. ATTENDANCE REGISTER

Members received the attendance of councillors over the council year 2024/25.

RESOLVED: to note the information.

20. COMMITTEE MEMBERSHIP

The proposed committee membership for 2025/26 was considered.

RESOLVED: to adopt as proposed.

COMMITTEE MEMBERSHIP 2025-26

Community Funding Committee

Cllr June Cammack	Cllr Pat Fraser	Cllr Patsi Guilfoyle
Cllr Rosemary Hedges	Cllr David Howes	Cllr Jane Hoyle
Cllr Steve Woodhead		

Local Environment and Climate Emergency Committee

Cllr Karl Boggis	Cllr Patsi Guilfoyle	Cllr Nikki Harvey
Cllr Jane Hoyle	Cllr Kate Macdonald	Cllr Holly Morse
Cllr Steve Woodhead		

Projects, Events & Christmas Lighting

Cllr Christine Bampton-Smith	Cllr Pat Fraser	Cllr Rosemary Hedges
Cllr Jane Hoyle	Cllr Kate Macdonald	Cllr Alex Turner
Cllr Barry Young		

Picture House Committee

Set for the life of the council

Cllr Keith Butterick	Cllr Pat Fraser	Cllr Nikki Harvey
Cllr David Howes	Cllr Holly Morse	Cllr Alex Turner
Cllr Barry Young		

Staffing Committee

Four posts to be elected for the term of the council

Three posts to be elected annually

Cllr Keith Butterick	Cllr Patsi Guilfoyle	Cllr Christine Davenport
Cllr Nikki Harvey	Cllr Holly Morse	Cllr Alex Turner
		Cllr Steve Woodhead

Strategy & Review

Chair of each committee plus members as elected by the committee

Twinning

Cllr June Cammack	Cllr Christine Davenport
Cllr Pat Fraser	Vacancy

Grievance Panel

Cllr Keith Butterick	Cllr Steve Woodhead
Cllr Rosemary Hedges	

Appeals Panel

Cllr Karl Boggis	Cllr Jane Hoyle
Cllr Pat Fraser	

Internal Financial Controller

Cllr Patsi Guilfoyle	Cllr Rosemary Hedges
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Town Mayor is ex-officio on all committees

21.

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

The proposed appointments to outside bodies for 2025/26 were considered.

RESOLVED: to adopt as proposed

Hebden Bridge Twinning Society

June Cammack
Christine Davenport
Pat Fraser

Hebden Bridge Walkers Action Group

Nikki Harvey

Yorkshire Association of Local Councils

Steve Woodhead

Town and Parish Council Liaison Committee

Steve Woodhead

Mytholmroyd Station Partnership

Barry Young

Hebden Bridge & Mytholmroyd Town Board

Christine Bampton Smith
Keith Butterick
Kate McDonald
Nikki Harvey

Stubb Playing Field Association

June Cammack

Hebden Bridge Brass Band

Barry Young
Rosemary Hedges

Hebden Bridge Business Forum

Kate Macdonald
Alex Turner

Cragg Vale Community Association

June Cammack

Mytholmroyd Community Centre

Jane Hoyle

Hebden Bridge Flood Alleviation Scheme

Pat Fraser
Patsi Guilfoyle
David Howes
Alex Turner/Steve Woodhead

Hebden Bridge Group Practice – Patient Participation Group

June Cammack
Rosemary Hedges

HRTC Working Parties – Disability Access Forum

Patsi Guilfoyle
Kate Macdonald

- 22. MEETING DATES**
A list of meeting dates for 2025/26 was circulated.
RESOLVED: to note the information.
- 23. WARD WORK.**
Cllr Boden updated the council on various planning issues and the action that has been taken by CMBC.
- Cllr Guilfoyle reported that she was supporting residents on a matter concerning Rights of Way in Fairfield Ward.
- RESOLVED:** to note the information.
- Councillors were reminded to direct concerns raised by the community to their local CMBC Councillor, or where it is felt appropriate to refer to the Town Clerk of inclusion on an appropriate agenda, to enable consideration by the Council.
- 24. COMMUNICATIONS FROM THE TOWN MAYOR AND THE CLERK.**
To receive and decide actions on communications (enc).
a. Letter from Resident Calderdale Energy Park
b. YLCA Training Programme
c. CMBC Station Road Car Park
RESOLVED: to note the information
- 25. MAYOR'S REPORT/DEPUTY MAYOR'S REPORT.**
The activities of the Mayor were presented.
RESOLVED: to note for information.
- 26. MINUTES OF THE TOWN COUNCIL held 23 APRIL 2025.**
The minutes were presented to the meeting.
RESOLVED: to accept as a true and accurate record.
- 27. MINUTES OF THE LOCAL ENVIRONMENT & CLIMATE COMMITTEE held 30 APRIL 2025**
The minutes were presented to the meeting.
RESOLVED: to note for information.
- 28. MINUTES OF THE STRATEGY & REVIEW COMMITTEE held 7 MAY 2025.**
Cllr Guilfoyle presented the key highlights in respect of the governance review and audit.
RESOLVED: endorse recommendations therein and approve as a correct record.
- 29. MINUTES OF THE PICTURE HOUSE COMMITTEE held 14 MAY 2025.**
Cllr Butterick highlighted the key points in particular respect of the the NLHF project and that there will be a short pause in work whilst appropriate quotes are gathered.

RESOLVED: to note for information and endorse the recommendations therein.

**30. MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL/
MAYOR MAKING held 20 MAY 2025.**

Cllr Butterick provided an overview of the meeting.

RESOLVED: to note for information

31. WORKING GROUPS.

a) Disability Access Forum

Cllr Guilfoyle reported that DAF has been successful in their work with CMBC and local businesses, to get some of the obstructive café furniture removed to enable access to the wavy steps.

RESOLVED: to note for information

32. REPRESENTATIVES TO OUTSIDE BODIES.

Cllr Hedges reported that the Patient Participation Group continued to meet and that they were becoming more active and engagement with the practice was increasing.

RESOLVED: to note for information

33. EXCLUSION OF THE PRESS AND PUBLIC.

There was no motion to exclude the press and public.

The meeting finished at 9:15pm

HEBDEN ROYD TOWN COUNCIL

**Meeting of the PICTURE HOUSE COMMITTEE
Held WEDNESDAY 4 JUNE 2025**

MINUTES

PRESENT: Councillors: Butterick (Chair), Fraser, Harvey, Howes, MacDonald, and Turner.

Also:
Picture House Manager: P Berrisford
HRTC Clerk: E Green

- 33. ELECTION OF CHAIR AND DEPUTY CHAIR FOR THE HEBDEN BRIDGE PICTURE HOUSE COMMITTEE FOR THE COUNCIL YEAR 2025-2026.**
UNANIMOUSLY RESOLVED: that Cllr Butterick be the Chair of the Picture House Committee for the council year 2025-26.

RESOLVED: that Cllr Fraser be the Deputy Chair of the Picture House Committee for the council year 2025-26.

- 34. To receive apologies for absence and reasons for absence, and any substitutions.**
Apologies were received from Cllr Morse, with Cllr MacDonald substituting, and from Cllr Young.
Apologies were received from the Friends of the Picture House.

- 35. To receive declarations of members interests relating to agenda items for this meeting and any requests for dispensation.**
There were no members interests reported at this meeting.

- 36. To report on matters arising from the minutes of meeting held 14 May 2025 not itemised on this agenda.**
There were no matters arising.

- 37. FRIENDS OF THE PICTURE HOUSE**
Due to their absence there was no report at this meeting.

- 38. HBPH MANAGERS REPORT**
The Picture House Manager provided the meeting with a verbal update.

The new coffee machine was due to be installed, and staff training had been organised.

The first Film Quiz has been a success, and the Picture House are running a drawing competition to support promotion of the new Lilo and Stitch movie. Which will be judged by the Deputy Mayor.

The PH continue to screen a wide selection of screenings for a range of audiences and engagement remains positive.

RESOLVED: to note the information acknowledging the continued efforts of the PH Manager and the team.

39. FINANCIAL REPORT

The cumulative analysis was discussed, which again shows growth, with an increase of over 1800 admissions year to year for the month of May. Kiosk sales are also strig. This good attendance makes it possible to pursue the various community interest screenings. Cash flow remains strong at it was discussed that the budget forecast is more realistic this year and there are no specific challenges expected.

RESOLVED: To note the information

40. CCTV UPGRADE

The meeting considered information in respect of an upgrade to the CCTV system. The primary reason for the upgrade is to ensure coverage to all external areas of the Picture House in the interests of the safety of staff.

RESOLVED: To approve the quote presented to extend the existing provision, to include further channels.

41. HBPH – A HERITAGE FIT FOR THE FUTURE

Following the consideration of quotes from three suppliers in respect of the support and preparation of the NLHF Development Application.

RESOLVED: To appoint DCA Consultants to deliver the next phase of the Development Application.

42. EXCLUSION OF THE PRESS AND PUBLIC

There was no exclusion of the Press or Public.

Meeting finished at 8:15pm