

11 December 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 17 DECEMBER 2025 at 7.30pm.

A handwritten signature in black ink, appearing to read 'Emma Green'.

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 25/01093/LBC** at Mayroyd Mill, Wheelhouse And Weir Mayroyd Lane, Hebden Bridge for Removal of 18.5m central section of the weir, retaining 5.4m and 4.2m on south-western and north-eastern banks. Exposed ends will be clad using salvaged weir blocks to maintain a stone-faced appearance. Rock mattresses will

be placed upstream of the retained sections for scour protection. (Listed Building Consent). (Fairfield ward)

- b. **Application 25/01110/LBC** at St Georges Bridge, St George's Street, Hebden Bridge for Strengthening of the Bridge's deck, raising of parapets and insertion of flood panels below the parapets to meet the height of the proposed flood defence levels. (Listed Building Consent). (West End ward).
- c. **Application 25/01111/LBC** at West End Bridge, West End, Hebden Bridge for Temporary dismantling of the parapet over the northern arch of the west span, Stainless steel rods will be inserted into spandrels and arch, parapet then rebuilt in its existing layout with suitable mortar. (Listed Building Consent). (West End ward).
- d. **Application 25/01112/LBC** at White Lion Hotel, St Georges Square, Hebden Bridge, HX7 8EX for Dismantling of river wall and replace with concrete flood defence wall clad in stone (Listed Building Consent). (West End ward)
- e. **Application 25/01117/LBC** at Bridge Mill, St Georges Square, Hebden Bridge, HX7 8ET for Replacement of nine windows with flood protection windows, blocking up of two windows and strengthening works, including partial rebuilding of masonry walls. (Listed Building Consent). (West End ward).
- f. **Application 25/01113/LBC** at The Town Hall, St George's Street, Hebden Bridge, HX7 7BY for Installation of flood resistant windows in the basement and addition of internal steel wall strengthening grids. (Listed Building Consent). (West End ward).
- g. **Application 25/01127/FUL** at Belvoir House, Caldene Business Park, Burnley Road, Mytholmroyd for New window openings. (Cragg Vale ward).
- h. **Application 25/00855/FUL** at Lyndale, Wadsworth Lane, Hebden Bridge, HX7 8DQ for Replace dilapidated garage with garage/garden room (retrospective) (Amended Plans). (Birchcliffe ward).
- i. **Application 25/01129/FUL** at Souter House, Burlees Lane, Dodd Naze, Hebden Bridge, HX7 8TG for Proposed solar array. (Birchcliffe ward).
- j. **Application 25/10022/ADV** at Atm Site Co-Operative Group Ltd, 41 Market Street, Hebden Bridge for Vinyl window graphic replacement (Advertisement Consent). (West End ward).

- k. **Application 25/20222/TPO** at 9 Eiffel Buildings, Hebden Bridge, HX7 8DD for Fell one tree. (Birchcliffe ward).
- l. **Application 25/00611/LBC** at White Lion Hotel, St Georges Square, Hebden Bridge, HX7 8EX for Freestanding timber decked area with integrated pergola and partial roof covering. (West End ward).
- m. **Application 25/01186/LBC** at White Lee House, Lower White Lee, Mytholmroyd, HX7 5LX for Electric Vehicle charger to outside wall (Listed Building Consent). (White Lee ward).
- n. **Application 25/00610/FUL** at White Lion Hotel, St Georges Square, Hebden Bridge, HX7 8EX for Freestanding timber decking with integrated pergola and partial roof covering. (West End ward).
- o. **Application 25/00715/HSE** at 1 Wheatley Royd Barn, Hodgson Lane, Mytholmroyd, HX2 6HX for Garage. (Cragg Vale ward).
- p. **Application 25/01161/LBC** at Neptune House, 1 Hebble End, Hebden Bridge, HX7 6HJ for Flood alleviation works. (Fairfield ward). (Fairfield ward).
- q. **Application 25/01163/LBC** at 2 Hebble End, Hebden Bridge, HX7 6HJ for Flood alleviation works. (Fairfield ward).

Applications dealt with under delegation from Full Council.

- Application 25/20213/TPO at Mount Pleasant Mill, Midgley Road, Mytholmroyd, HX7 5LR for Prune two trees T7 and T8 (Tree Preservation Order).
- Application 25/20212/TPO at Oak House, 14 Caldene Croft, Mytholmroyd, HX7 5AE for Prune one tree (Tree Preservation Order).

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

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

- ✓ a. Application 25/00162/FUL at Cragg Vale Tennis Club, At Cragg Hall Grounds, Rud Lane, Cragg Vale, HX7 5TF for 4 no. new

floodlights to court 2 and screen netting installed onto existing fences to both courts.

- ✓ b. Application 25/20205/TPO at Rogergate, Roger Gate, Mytholmroyd, HX7 5AP for Prune one tree (Tree Preservation Order).
- ✓ c. Application 25/00970/COU at Dog Bottom, Lee Mill Road, Hebden Bridge, HX7 7AB for Change of use of storage room and detached outbuilding to bed and breakfast accommodation (retrospective).
- ✓ d. Application 25/00810/LBC at 19 Lees Road, Hebden Bridge, HX7 8HB for Replacement external handrails (Listed Building Consent).

6. APPLICATIONS FOR PLANNING PERMISSION REFUSED BY CALDERDALE MBC

- X a. Application 25/00906/HSE at Broadlands, Mytholm Bank, Hebden Bridge, HX7 6DL for Front and side extension with partial replacement of existing front conservatory.
- ✓ b. Application 25/00948/FUL at 58 Market Street, Hebden Bridge, HX7 6AA for Conversion of shop to holiday-let.

7. CAR PARKING IN HEBDEN BRIDGE

At the request of Cllr Butterick

To consider the motion:- HRTC welcomes the continued dialogue with Calderdale Council and the expected changes that they are planning to make to car parking in Hebden Bridge. These changes, which will be announced in due course, have been made possible by town councillors working in partnership with Hebden Business Forum, Calder ward councillors including the transport portfolio lead and particularly Calderdale Council Highways and Parking directorates who have been flexible and supportive in their approach to this matter.

8. HRTC & HBPH STATEMENT OF ACCOUNT

To receive the Statement of Account for Hebden Royd Town Council and the Hebden Bridge Picture House and to decide on actions as appropriate (enc).

9. HRTC & HBPH PAYMENT SCHEDULE

To receive schedule, note items of information and to authorise payments totalling £60.383.47 (enc).

10. DRAFT BUDGET

To receive the draft budget as per minute 354 of Strategy & Review 26.11.25 and for any points to be raised so that they can further be considered by the Strategy & Review Committee (enc).

11. MEETING DATES

To consider the change of day of Town Council meetings as per minute 322 Strategy & Review 26.11.25, to consider draft meeting dates and to decide on action as appropriate (enc).

12. MAYOR'S REPORT/DEPUTY MAYOR'S REPORT

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

13. MINUTES OF THE TOWN COUNCIL held 19 NOVEMBER 2025

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

14. MINUTES OF THE STRATEGY & REVIEW COMMITTEE held 26 NOVEMBER 2025

To consider minutes, endorse recommendations therein and approve as a correct record. (enc).

15. MINUTES OF THE PICTURE HOUSE COMMITTEE held 3 DECEMBER 2025

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

16. MINUTES OF THE COMMUNITY FUNDING COMMITTEE held 10 DECEMBER 2025

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

17. WORKING GROUPS

To receive reports from and to decide on appropriate actions.

18. REPRESENTATIVES TO OUTSIDE BODIES

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

19. 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.

Date: 26/11/2025
Time: 14:51:34

HEBDEN BRIDGE PICTURE HOUSE
Statement of Account

Page: 1

From: Month 7, October 2025
To: Month 7, October 2025

Chart of Accounts:

Picture House Partial (Public) [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
Income								
Ticket sales	29,941.76	53.59	32,527.00	(2,585.24)	170,385.02	59.80	178,689.00	(8,303.98)
Kiosk Sales - Food & Beverages	13,466.56	24.10	9,727.06	3,739.50	65,566.62	23.01	68,089.42	(2,522.80)
Kiosk Sales - Merchandise	95.83	0.17	0.00	95.83	226.16	0.08	0.00	226.16
Memberships	2,518.00	4.51	875.00	1,643.00	8,868.00	3.11	6,125.00	2,743.00
Private Hire & parties	5,107.50	9.14	1,616.00	3,491.50	18,065.00	6.34	11,312.00	6,753.00
Shop Rentals	2,578.40	4.62	714.00	1,864.40	10,595.20	3.72	8,724.00	1,871.20
Screen Advertising	1,492.07	2.67	800.00	692.07	5,981.67	2.10	5,600.00	381.67
Donations received	307.75	0.55	84.00	223.75	1,970.02	0.69	584.00	1,386.02
Gift Vouchers sold	360.40	0.65	0.00	360.40	2,110.07	0.74	3,000.00	(889.93)
Bank Interest Received	0.00	0.00	0.00	0.00	1,173.54	0.41	1,000.00	173.54
	55,868.27	100.00	46,343.06	9,525.21	284,941.30	100.00	283,123.42	1,817.88
Direct Costs								
Royalties	13,308.75	23.82	13,010.80	(297.95)	67,927.12	23.84	71,475.60	3,548.48
Kiosk supplies - Food & Beverages	5,957.99	10.66	3,599.01	(2,358.98)	27,945.75	9.81	25,193.09	(2,752.66)
Miscellaneous Supplies	0.00	0.00	500.00	500.00	0.00	0.00	500.00	500.00
Repairs, Alterations & Maintenance	783.52	1.40	2,750.00	1,966.48	5,853.13	2.05	8,250.00	2,396.87
	20,050.26	35.89	19,859.81	(190.45)	101,726.00	35.70	105,418.69	3,692.69
Running Costs								
Energy	587.36	1.05	2,000.00	1,412.64	3,437.06	1.21	14,000.00	10,562.94
Water	7,284.62	13.04	339.51	(6,945.11)	7,498.68	2.63	2,376.57	(5,122.11)
Waste & recycling	0.00	0.00	500.00	500.00	2,000.76	0.70	1,500.00	(500.76)
Cleaning Materials & equipment	233.59	0.42	300.00	66.41	1,560.78	0.55	2,100.00	539.22
Projection Equipment	609.99	1.09	250.00	(359.99)	2,243.93	0.79	750.00	(1,493.93)
Screen 2 Project	5,566.00	9.96	0.00	(5,566.00)	11,475.22	4.03	15,000.00	3,524.78
Staff Uniforms	0.00	0.00	100.00	100.00	809.00	0.28	400.00	(409.00)
Buildings Insurance	0.00	0.00	600.00	600.00	8,105.21	2.84	4,200.00	(3,905.21)
Film Delivery & couriers	0.00	0.00	100.00	100.00	0.00	0.00	700.00	700.00
Office Expenses	764.98	1.37	300.00	(464.98)	4,420.72	1.55	2,100.00	(2,320.72)
Press listings	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00
PRS & PPL Licenses	0.00	0.00	0.00	0.00	1,225.15	0.43	0.00	(1,225.15)
Training	227.17	0.41	0.00	(227.17)	227.17	0.08	1,000.00	772.83
Bank Charges	58.97	0.11	166.00	107.03	432.57	0.15	1,162.00	729.43
Box Office Oscar	971.56	1.74	750.00	(221.56)	6,193.49	2.17	5,250.00	(943.49)
	16,304.24	29.18	5,405.51	(10,898.73)	49,629.74	17.42	50,638.57	1,008.83
Gross Profit/(Loss):	19,513.77	34.93	21,077.74	(1,563.97)	133,585.56	46.88	127,066.16	6,519.40
Staff Costs								
Staff Costs	8,309.06	14.87	25,227.93	16,918.87	168,289.94	59.06	176,595.52	8,305.58
	8,309.06	14.87	25,227.93	16,918.87	168,289.94	59.06	176,595.52	8,305.58
Net Profit/(Loss):	11,204.71	20.06	(4,150.19)	15,354.90	(34,704.38)	(12.18)	(49,529.36)	14,824.98

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Payment and Receipt Schedule
17/12/2025

Hebden Bridge Picture House

Accounts to be Paid

Item	Payee	Details	Invoice No	Amount
a	PPS	Cleaning Supplies	INVKEI-77624	258.42
b	Digital Cinema	Film Delivery	SI-3551	51.00
c	Jimmy's	Kiosk	INV25609132	479.54
d	Jimmy's	Kiosk	INV25609390	5,173.91
e	JL Brooks	Kiosk	656194	£363.68
f	JL Brooks	Kiosk	658288	£404.49
g	Just Jennys	Kiosk	8489	£146.40
h	Leodis Coffee	Kiosk	INV-19266	£322.73
i	Leodis Coffee	Kiosk	INV-19859	£848.16
j	Matthew Clark	Kiosk	3815483	£489.04
k	Matthew Clark	Kiosk	3797215	£423.58
l	Matthew Clark	Kiosk	3761885	£606.75
m	Matthew Clark	Kiosk	3744313	£454.86
n	Matthew Clark	Kiosk	3853189	£511.68
o	Suma	Kiosk	Credit C29560	-£24.32
p	Suma	Kiosk	A07412	£352.32
q	The Buttercup Bakery	Kiosk	No334	£162.20
r	The Buttercup Bakery	Kiosk	No335	£23.20
s	The Buttercup Bakery	Kiosk	No336	£200.00
t	The Buttercup Bakery	Kiosk	No337	£123.40
u	The Buttercup Bakery	Kiosk	No338	£237.80
v	Turner & Wrights	Kiosk	299159	£412.10
w	Vocation Brewery	Kiosk	155945	£298.56
x	Vocation Brewery	Kiosk	161391	£409.94
y	Rosse Systems	Maintenance	518974	£394.81
z	Rosse Systems	Maintenance	519380	£254.05
aa	Print Bureau	Marketing	PB8420	£98.40
bb	Print Bureau	Marketing	PB8412	£98.40
cc	Print Bureau	Marketing	PB8507	£33.60
dd	Savoy Systems	Oscar	C-1225-35	£1,061.11
ee	Luke Hutchinson GenErika	Quiz	Monday, 17th November	£100.00
ff	CinemaLive	Royalties	UK1188279	£516.00
gg	Conic	Royalties	2888	£120.00
hh	Curzon	Royalties	7616	£306.25
ii	Disney	Royalties	2262800	£1,879.20
jj	Disney	Royalties	2265549	£349.60
kk	Kaleidoscope	Royalties	102052	£120.00
ll	Mubi	Royalties	INV-MUK-1458	£603.40
mm	National Theatre	Royalties	SINRNT1036565	£1,676.95
nn	Paramount	Royalties	R2426541	£134.40
oo	Park Circus	Royalties	1444799	£192.00
pp	Park Circus	Royalties	1446036	£240.70
qq	Park Circus	Royalties	1448577	£192.00
rr	Park Circus	Royalties	1448578	£192.00
ss	Park Circus	Royalties	1450947	£168.00
tt	Picture House Entertainment	Royalties	22958	£213.50
uu	Sentio - Break out Pictures	Royalties	3304	£100.00
vv	Seventh Art	Royalties	33464	£1,135.01
ww	Sony	Royalties	1659130-1	£3,914.40
xx	Trafalgar	Royalties	356403	£245.00
yy	Trafalgar	Royalties	358453	£616.50
zz	Tull Stories	Royalties	TS1149/HBPH	£407.50
aaa	Tull Stories	Royalties	TS1167/HBPH	£452.55
bbb	Vertigo	Royalties	SI012747	£280.36
ccc	Zomdic Films Ltd	Royalties	5B9811-0197	£525.50
ddd	Business Stream	Utilities	9050137 (payment 2 of 4)	£2,186.00
eee	Business Stream	Utilities	9314362	£436.15

£31,972.78

Direct Debits

Item	Payee	Details	Invoice No	Amount
a	The Cooperative Bank	Banking	126	£68.16
b	Clover	Oscar	AVS2517739	£50.40
c	Clover	Oscar	510954521 JM	£154.88
d	Clover	Oscar	510964513 JM	£183.09
e	Croft	Office	65173	152.39
f	EE	Office	V02405996938	54.50
g	Grenke	Office	34316/2026	£110.00
h	Grenke	Office	31681/2026	£317.45
i	Crown Gas	Utilities	3762866	1,676.69
j	Scottish Power	Utilities	608005197991	28.69

£2,796.25

Payments paid by Clerk

Item	Payee	Details	Invoice No	Amount
a	Amazon	Kiosk	GB5AAZVLABEI	7.89
b	Amazon	Kiosk	GB5AHMCYABEI	10.36
c	Amazon	Kiosk	GB5AHM4MABEI	12.58
d	Amazon	Kiosk	GB50FEQPIBV3LI	43.54
e	Amazon	Kiosk	026-7800064-4174719	7.13
f	Amazon	Kiosk	026-7989738-4891541	52.94
g	PPL PRS	Licence	SIN3105018	352.24
h	Amazon	Office	026-4415616-7633909	£7.99
i	Amazon	Office	GB59RL4TABEI	£25.99
j	Amazon	Office	GB59RLC2ABEI	£14.10
k	Amazon	Office	GB5AAZZ6ABEI	18.92
l	Amazon	Office	026-1270772-9951509	52.20
m	Amazon	Office	CREDIT PH25/0501	- 23.87
n	Post Office	Office	26/11/2025	2.77
o	Post Office	Petty Cash	01/12/2025	188.39
p	Universal	Royalties	22314772488-1	£134.40
q	Universal	Royalties	22314772528-1	£218.40
r	Universal	Royalties	22314773980-1	£497.00
s	Universal	Royalties	22314773955-1	£147.30

£1,770.27

PAYMENTS

£36,539.30

Authorised by	Councillor	Councillor	Clerk	Date

Payment and Receipt Schedule
17/12/2025

Hebden Royd Town Council

Accounts to be Paid

Item

No.	Payee	Details	Invoice No	Amount	Cost Centre
a	Lancashire Clockmakers	Night Silencer Installation	INV-0906	£1,596.00	Clocks
b	Furniture At Work	3 Shelf flat pack	100233268	£265.20	Community Funding
c	Dodnaze Community Association	Room Hire Booking 13/01/26	INV-0044	£15.00	Local Environment
d	Hebden Bridge Community Association	Recharge Data, FT, Phone Lines, Call Charges, Cleaning	18647	£153.00	Office
e	P3	Microsoft 365 Business	37775	£177.42	Office
f	P3	Annual Support	37835	£1,914.00	Office
g	The Shredding Alliance	Offsite Shredding	150117	£59.88	Office
h	Blast Furness	To play at LUTV 2025	251201	£700.00	Project & Events
i	Chunky's Kitchen	Refreshments for Light up the Valley	1	£68.50	Project & Events
j	Flame Oz	Fire Show, Stilt Walkers, Dave Ford	FOZ00515	£2,430.00	Project & Events
k	Francesca Hardman-Saiao	The Nightingales LUTV	1st December 2025	£150.00	Project & Events
l	GTM Security Ltd	From 18.00 - 07.00	SO613	£249.60	Project & Events
m	G-Wiz Entertainment Ltd	Halo Glow Show & Dave Ford	HebRoy2\$1127	£1,205.00	Project & Events
n	Hebden Bridge Brass Band	Light Up the Valley	27th November 2025	£250.00	Project & Events
o	Hebden Bridge Community Association	Room Hire 27/11/25	18720	£361.20	Project & Events
p	Jack Brook	Helper - LUTV	01/12/2025	£135.00	Project & Events
q	Jeffrey Andrews	Santa - LUTV	0340	£300.00	Project & Events
r	Jon Freer Design	LUTV Set Lists	0162	£80.00	Project & Events
s	Lisa Grace Neale	LUTV support	02-Dec-25	£150.00	Project & Events
t	Utemana TJA Lumakate	Hire of Christmas Decorations	1006406	£1,800.00	Project & Events
u	Michael Stephens/ Bt Byte Bit	Web Development for What's On Hebden Bridge	22nd November 2025	£857.50	Project & Events
v	Mr Guy Parry/ Calder Valley Radio	PA and hosting support for Light Switch On	103	£350.00	Project & Events
w	Mytholmroyd Community Centre	Light Up the Valley	LUTV 01/25	£2,062.00	Project & Events
x	Nicola Salter	LUTV support	0015	£200.00	Project & Events
y	Nikola Salter	LUTV support	0016	£200.00	Project & Events
z	Norah Hamill	LUTV support	0010	£200.00	Project & Events
aa	North West Event Services	Entertainment for Light Switch Ons	NWES-000087	£1,300.00	Project & Events
bb	Pennine Signs	4 A1 Foamex	33865	£126.00	Project & Events
cc	Pennine Signs	Signs on 5mm Foamex	33856	£156.00	Project & Events
dd	PPL PRS	Music License for Happy Hounds	SIN3219656	£34.26	Project & Events
ee	Remingtons	LUTV Donation	LUTV Act Donation	£100.00	Project & Events
ff	Reuben Hemmings	LUTV support	001	£200.00	Project & Events
gg	Smajic	LUTV Donation	LUTV Act Donation	£100.00	Project & Events
hh	Story Magic Theatre	LUTV Donation	LUTV Act Donation	£100.00	Project & Events
ii	Streetwise UK Management	19 water filled barriers	INV248923	£414.00	Project & Events
jj	Ukrainian Dance	LUTV Donation	LUTV Act Donation	£100.00	Project & Events
kk	Vibrations Studios	PA System for 23rd November	5853	£690.00	Project & Events
ll	Vibrations Studios	PA System for 27th November	5854	£690.00	Project & Events
mm	The Privacy Worx Ltd	Monthly DPO Fee	INV-1764	£504.00	Salaries
nn	Shoulder of Mutton (Mytholmroyd)	HRTC and HBPH Staff Christmas Meal	2034	£522.00	Staff Incentive
oo	Irregular	LGBTQ+ Training	HRTC-02	£300.00	Training
pp	Calvag	Uniform	INV-18140	£208.20	Uniform

£21,473.76

Accounts previously paid by the Town Clerk

No.	Payee	Details	Invoice No	Amount	Cost Centre
a	Amazon	Farmers File	GB58JLOAWAEU1	11.98	Local Environment
b	Amazon	Emergency Spink	DS-AEU-INV GB 2025-606611928	10.05	Local Environment
c	Amazon	Medical Sensors	GB500X856RAFB1	4.99	Local Environment
d	Amazon	Graffiti Remover	GB500H0R5SAWPI	15.79	Local Environment
e	Gareth Muir	Expenses	01-Dec-25	61.92	Local Environment
f	Screws	Lopper and hatchet	A23623375316	£76.89	Local Environment
g	Stripe	Processing Fees	S1MLEFT4-2025-11	£1.73	Local Environment
h	Whalley Warm & Dry	£100 voucher	25th November 2025	100.00	Local Environment
i	Amazon	Year Planners x 2	GB507N0ZPVQ471	10.18	Office
j	Amazon	AS Diaries x 3	GB5070FPPVQ471	14.67	Office
k	Amazon	Printer paper	GB592ZZHYABEI	20.84	Office
l	Amazon	Printer paper	GB592ZZG3ABEI	20.84	Office
m	Amazon	Printer paper	GB592ZZEYABEI	20.84	Office
n	Amazon	Diary	GB506FUUAUBFPI	6.95	Office
o	Amazon	Elf costume x 2	GB500XXR54BC71	29.98	Project & Events
p	Amazon	Elf hat	XX50004HG6FU77	8.48	Project & Events
q	Amazon	Christmas Banner Flags	GB50000VIRSA81	30.38	Project & Events
r	Amazon	Christmas Baubles	CNE-UK 026 0199120-5058722	21.99	Project & Events
s	Amazon	Christmas Lights	GB54DBKKABEL	16.99	Project & Events
t	Amazon	Disposable cups	GB5AC5IXABEL	17.98	Project & Events
u	Ebony Andrews	Expenses	17-Nov-25	115.48	Project & Events/ Uniform
v	Emma Green	Expenses	25-Nov-25	116.24	Project & Events/ Office
w	Emma Green	Expenses	01-Dec-25	1d170	Project & Events / PH
x	One Stop	Refreshments for Light up the Valley	27/11/2025	£12.30	Project & Events
y	Something Sweet	Chocolates for Light Switch On	24/1/2025	22.00	Project & Events
z	Amazon	Walking Trousers	GB5A8QQOABEI	19.76	Uniform
aa	Amazon	Waterproof over trousers	GB5A87JKABEL	28.02	Uniform
bb	Amazon	Mens jacket	GB5A7Z2BABEL	36.08	Uniform
cc	Amazon	Overtrouser set	GB5A80ABABEL	44.99	Uniform
dd	Amazon	Waterproof womens jacket	GB5A88XKABEL	72.24	Uniform

£21,312.28

Direct Debits

No.	Payee	Details	Invoice No	Amount	Cost Centre
a	Euro Digital Systems	Monthly Print Charge	156224	£355.18	Office

81
5
Euro Digital Systems
Peninsula

Monthly Network Print Support
Employment Services

752542 213.19 Office
U005302745 689.76 Office

~~£1,258.15~~

TOTAL PAYMENTS

£23,844.17

Authorised by	Councillor	Clerk	Date

11

Item 11 – Meeting Day & Office Procedures
Full Council 17.12.25

To Members of: Full Council

1. Terms of Reference

1.1 A report outlining the current working pattern of the Town Council and to detail a suggested change to meeting dates to enable a more efficient means of working.

2. Recommendations

2.1 That the standard meeting day is moved to from Wednesday to Monday.

3. Background

3.1 Traditionally, most council meetings are held on a Wednesday
3.2 Following a council meeting there a number of tasks to be undertaken in terms of actions from the meeting.
3.3 Three members of the team do not work on a Friday.
3.4 This creates a lot of pressure on a Thursday, especially after Full Council, there are payments to be made and actions to be undertaken along with producing the agenda for the following week, if actions are delayed, these are then pushed in to the following week.

4. Information

4.1 Meetings could be moved to a Monday (Tuesday evening for Local Environment & Climate & Project & Events Committee).
4.2 This allows a full uninterrupted week to undertake/start the actions from the meeting.
4.3 In terms of payments this allows payments to be made swifter without a potential weekend delay.
4.4 The agenda would be sent out on a Wednesday (three clear days Thursday, Friday, Saturday)

CURRENT SCHEDULE

Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
MEETING	Agenda for following week Start actions Payments after Full Council	RC Working at Picture House EA & JM non working day			Start of a new week Pick up on actions Finish payments	Actions
		Three day delay on officer activities creating a lack of continuity				

SUGGESTED SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
MEETING	Actions from Meeting Payments	Agenda for following week Actions Payments	Actions	RC Working at Picture House EA & JM non working day		
	No delay – continuity of work, more opportunity for effective team work					

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

21. To cut ribbon at Opening of Northern Powerhouse Academy – Groundfloor, Trades Club Building, Hebden Bridge.	Saturday, 22 November Boxing 2025
22. Switch on Christmas lights at LUTV – Mytholmroyd Community Centre, Mytholmroyd.	Sunday, 23 November 2025
23. Switch on Christmas lights at LUTV – St George's Square, Hebden Bridge.	Thursday, 27 November 2025
24. St Michael's Amateur Dramatics Gala Night for 75 Years of the Society show – St Michael's Church Hall, Mytholmroyd.	Thursday, 27 November 2025

13

MEETING of the TOWN COUNCIL
held WEDNESDAY, 19 NOVEMBER 2025 at 7:30PM
HEBDEN BRIDGE TOWN HALL

PRESENT: Councillors – (Chair), Boggis, Boden, Borrows, Cammack, Fraser, Guilfoyle, Harvey, Hedges, Macdonald, Woodhead and Young.

Also: Three members of the public.

ABSENT: Councillors – Butterick, Bampton Smith, Hoyle, Morse, Turner Howes

MINUTES: HRTC Clerk – E Green

MINUTES

327. PUBLIC QUESTION TIME.

A Member of the public raised a number of matters relating to Car Parking.

Q1 – Further to Minute 63 - Why had a parking page not been included on the website.

R1 – This will be added in due course as part of the development of the Town Council new website.

Q2 – Further to Minute 63 - What was the status of the discussion with CMBC on parking.

R2 – This matter will be added to the agenda of the next Full Council.

Q3 – Why is the revenue received from parking not reported on the website.

R3 – This is a new website yet to be updated, parking revenue will be reported annually.

For clarification on this point, it is noted that the Town Council does not operate Station Road Car Park and simply receives a share of the income. This income is treated as general, non-ring-fenced revenue. There are no statutory restrictions on how the parish council may use this income. Restrictions only apply where a council operates its own parking account and is required under section 55 of the Road Traffic Regulation Act 1984 to ring-fence any surplus.

328. APOLOGIES AND REASONS FOR ABSENCE.

Apologies received from Cllrs Hoyle & Morse

329. MEMBERS' INTERESTS' RELATING TO AGENDA ITEMS.

There were no interests reported at this meeting.

330. PLANNING APPLICATIONS

a. **Application 25/00948/FUL** at 58 Market Street, Hebden Bridge, HX7 6AA for Conversion of shop to holiday-let. (West End ward).

RESOLVED: Recommended Refusal on grounds of inappropriate materials being used, which do not fit the heritage of the area, however there is no objection to the change of use.

b. **Application 25/00887/COU** at Property Known As Hill Top Cottage, The Long Causeway, Sowerby, Sowerby Bridge for Change of use from annex to self-contained dwelling. (Cragg Vale ward).

Not Considered as the application is out of area.

c. **Application 25/20197/TPO** at 12 Nest Lane, Mytholmroyd, HX7 5AZ for Fell one tree (Tree Preservation Order). (Caldene ward).

RESOLVED: No Objection

d. **Application 25/00994/HSE** at 44 Caldene Avenue, Mytholmroyd, HX7 5AF for Two-storey side extension and loft conversion. (Caldene ward).

RESOLVED: No Objection

e. **Application 25/20196/TPO** at Edgewood, Savile Road, Hebden Bridge, HX7 6BY for Fell one tree (Tree Preservation Order). (West End ward).

RESOLVED: Recommend Refusal – Insufficient information

f. **Application 25/00773/LBC** at 3 Ewood Court, Midgley Road, Mytholmroyd, HX7 5QX for Picket fence at the rear boundary between No 2 and No 3 Ewood Court. (Listed Building Consent). (White Lee ward).

RESOLVED: No Objection

g. **Application 25/20194/TPO** at 31 Royd Terrace, Hebden Bridge, HX7 7BT for Fell one tree (Tree Preservation Order). (West End ward).

RESOLVED: Recommend Refusal – Insufficient Information

h. **Application 25/00970/COU** at Dog Bottom, Lee Mill Road, Hebden Bridge, HX7 7AB for Change of use of storage room and detached outbuilding to bed and breakfast accommodation (retrospective). (Birchcliffe ward).

RESOLVED: No Objection

In respect of the following applications:-

i. **Application 25/01093/LBC** at Mayroyd Mill, Wheelhouse And Weir Mayroyd Lane, Hebden Bridge for Removal of 18.5m central section of the weir, retaining 5.4m and 4.2m on south-western and north-eastern banks. Exposed ends will be clad using salvaged weir blocks to maintain a stone-faced appearance. Rock mattresses will be placed upstream of the retained sections for scour protection. (Listed Building Consent). (Fairfield ward)

j. **Application 25/01110/LBC** at St Georges Bridge, St George's Street, Hebden Bridge for Strengthening of the Bridge's deck, raising of parapets and insertion of flood panels below the parapets to meet the height of the proposed flood defence levels. (Listed Building Consent). (West End ward).

k. **Application 25/01111/LBC** at West End Bridge, West End, Hebden Bridge for Temporary dismantling of the parapet over the northern arch of the west span, Stainless steel rods will be inserted into spandrels and arch, parapet then rebuilt in its existing layout with suitable mortar. (Listed Building Consent). (West End ward).

l. **Application 25/01112/LBC** at White Lion Hotel, St Georges Square, Hebden Bridge, HX7 8EX for Dismantling of river wall and replace with concrete flood defence wall clad in stone (Listed Building Consent). (West End ward)

m. **Application 25/01117/LBC** at Bridge Mill, St Georges Square, Hebden Bridge, HX7 8ET for Replacement of nine windows with flood protection windows, blocking up of two windows and strengthening works, including partial rebuilding of masonry walls. (Listed Building Consent). (West End ward).

n. **Application 25/01113/LBC** at The Town Hall, St George's Street, Hebden Bridge, HX7 7BY for Installation of flood resistant windows in the basement and addition of internal steel wall strengthening grids. (Listed Building Consent). (West End ward).

RESOLVED: That these applications should be considered at the next meeting of the Full Council, with a representative from the Environment Agency available to present the applications in detail and to answer any technical questions that may arise. It is also expected that by this time, further consultee comments will be available for review.

o. **Application 25/00979/HSE** at Dog Bottom, Lee Mill Road, Hebden Bridge, HX7 7AB for Construction of decking areas and retaining walls; single storey utility extension (retrospective). (Birchcliffe Ward)

RESOLVED: No Objection

p. **Application 25/01127/FUL** at Belvoir House, Caldene Business Park, Burnley Road, Mytholmroyd for New window openings. (Cragg Vale ward)

RESOLVED: No Objection

Applications dealt with under delegation from Full Council.

- Application 25/20205/TPO at Rogergate, Roger Gate, Mytholmroyd, HX7 5AP for Prune one tree (Tree Preservation Order).

- Application 25/20211/TPO at Glaswydd, Moss Lane, Hebden Bridge, HX7 7DS for Prune one tree (Tree Preservation Order).

RESOLVED: that 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.

331. APPLICATIONS FOR PLANNING PERMISSION GRANTED BY CALDERDALE MBC

RESOLVED: To note the information

332. HRTC & HBPH STATEMENT OF ACCOUNT

The HBPH Statement of accounts for September and the HRTC Statement of account for August, September and October were presented.

RESOLVED: To note the information

Date: 22/10/2025
Time: 10:48:15

HEBDEN BRIDGE PICTURE HOUSE
Statement of Account

Page: 1

From: Month 6, September 2025
To: Month 6, September 2025

Chart of Accounts:

Picture House Partial (Public) [PARTIAL]

	Period				Year to Date			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
Income								
Ticket sales	23,350.25	62.28	25,527.00	(2,176.75)	140,443.26	61.69	146,162.00	(5,718.74)
Kiosk Sales - Food & Beverages	8,239.36	21.98	9,727.06	(1,487.70)	52,100.06	22.89	58,362.36	(6,262.30)
Kiosk Sales - Merchandise	10.75	0.03	0.00	10.75	130.33	0.06	0.00	130.33
Memberships	1,232.00	3.29	875.00	357.00	6,350.00	2.79	5,250.00	1,100.00
Private Hire & parties	2,687.50	7.17	1,616.00	1,071.50	11,527.50	5.06	9,696.00	1,831.50
Shop Rentals	715.00	1.91	714.00	1.00	8,016.80	3.52	8,010.00	6.80
Screen Advertising	755.57	2.02	800.00	(44.43)	4,489.60	1.97	4,800.00	(310.40)
Donations received	75.70	0.20	83.00	(7.30)	1,662.27	0.73	500.00	1,162.27
Gift Vouchers sold	424.26	1.13	0.00	424.26	1,749.67	0.77	3,000.00	(1,250.33)
Bank Interest Received	0.00	0.00	500.00	(500.00)	1,173.54	0.52	1,000.00	173.54
	37,490.39	100.00	39,842.06	(2,351.67)	227,643.03	100.00	236,780.36	(9,137.33)
Direct Costs								
Royalties	9,822.32	26.20	10,210.80	388.48	54,158.58	23.79	58,464.80	4,306.22
Kiosk supplies - Food & Beverages	3,306.03	8.82	3,599.01	292.98	22,111.50	9.71	21,594.08	(517.42)
Repairs, Alterations & Maintenance	1,085.82	2.90	0.00	(1,085.82)	4,934.61	2.17	5,500.00	565.39
	14,214.17	37.91	13,809.81	(404.36)	81,204.69	35.67	85,558.88	4,354.19
Running Costs								
Energy	188.07	0.50	2,000.00	1,811.93	2,805.00	1.23	12,000.00	9,194.12
Water	0.00	0.00	339.51	339.51	214.06	0.09	2,037.06	1,823.00
Waste & recycling	635.96	1.70	0.00	(635.96)	2,000.76	0.88	1,000.00	(1,000.76)
Cleaning Materials & equipment	189.69	1.04	300.00	(89.69)	1,327.19	0.58	1,800.00	472.81
Projection Equipment	92.10	0.25	0.00	(92.10)	1,199.95	0.65	500.00	(990.95)
Screen 2 Project	38.17	0.10	7,500.00	7,461.83	5,909.22	2.60	15,000.00	9,090.78
Staff Uniforms	0.00	0.00	0.00	0.00	809.00	0.36	300.00	(509.00)
Buildings Insurance	0.00	0.00	600.00	600.00	8,105.21	3.56	3,600.00	(4,505.21)
Film Delivery & couriers	0.00	0.00	100.00	100.00	0.00	0.00	600.00	600.00
Office Expenses	1,015.94	2.71	300.00	(715.94)	3,790.74	1.67	1,800.00	(1,999.74)
Press listings	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00
PRS & PPL Licenses	0.00	0.00	0.00	0.00	1,225.15	0.54	0.00	(1,225.15)
Training	0.00	0.00	500.00	500.00	0.00	0.00	1,000.00	1,000.00
Bank Charges	41.38	0.11	166.00	124.62	373.60	0.16	996.00	622.40
Box Office Oscar	292.96	0.78	750.00	457.04	5,221.93	2.29	4,500.00	(721.93)
	2,694.27	7.19	12,555.51	9,861.24	33,273.69	14.62	45,233.06	11,959.37
Gross Profit/(Loss):	20,581.95	54.90	13,476.74	7,105.21	113,164.65	49.71	105,988.42	7,176.23
Staff Costs								
Staff Costs	28,807.88	76.84	25,227.95	(3,579.93)	159,980.88	70.28	151,367.59	(8,613.29)
	28,807.88	76.84	25,227.95	(3,579.93)	159,980.88	70.28	151,367.59	(8,613.29)
Net Profit/(Loss):	(8,225.93)	(21.94)	(11,751.21)	3,525.28	(46,816.23)	(20.57)	(45,379.17)	(1,437.06)

Date: 21/10/2025
Time: 10:03:02

Hebden Royd Town Council
Statement of Account

Page: 1

From: Month 5, August 2025
To: Month 5, August 2025

Chart of Accounts:

TOWN COUNCIL (PARTIAL)

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Income								
Precept	0.00	0.00	0.00	0.00	503,859.00	98.58	503,859.00	0.00
Station Road Car Park	0.00	0.00	0.00	0.00	0.00	0.00	14,000.00	(14,000.00)
LE & Climate Income	360.00	81.21	0.00	360.00	990.00	0.19	350.00	640.00
Hanging Baskets	0.00	0.00	0.00	0.00	5,912.07	1.16	7,500.00	(1,587.93)
Allotments	0.00	0.00	0.00	0.00	33.33	0.01	0.00	33.33
Projects & Events Income	83.32	18.79	50.00	33.32	316.63	0.06	300.00	16.63
	441.32	100.00	50.00	393.32	511,111.03	100.00	526,009.00	(14,897.97)
Committees, Projects and Awards								
Awards Service to the Community	0.00	0.00	0.00	0.00	28.00	0.01	200.00	172.00
Community Funding	3,863.22	871.43	0.00	(3,863.22)	24,965.62	4.88	35,500.00	10,534.38
LE & CE Land & Biodiversity	682.25	153.90	0.00	(682.25)	6,657.36	1.30	3,850.00	(2,807.36)
LE & CE Environmental Projects	0.00	0.00	0.00	0.00	5,040.00	0.99	7,000.00	1,960.00
LE & CE Hanging Baskets	1,650.00	372.19	2,000.00	350.00	12,877.00	2.52	13,800.00	923.00
LE & CE Allotments	403.23	90.96	125.00	(278.23)	427.50	0.08	625.00	197.50
P & E Xmas Lights & Events	0.00	0.00	0.00	0.00	14,921.54	2.92	15,000.00	78.46
P & E Happy Hounds	68.31	15.41	0.00	(68.31)	839.31	0.16	200.00	(639.31)
P & E New Projects	39.49	8.91	1,500.00	1,460.51	1,539.49	0.30	7,500.00	5,960.51
P & E Calder Holmes Park	0.00	0.00	0.00	0.00	0.00	0.00	1,250.00	1,250.00
P & E Dog Waster Provision	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
Remembrance Sunday	0.00	0.00	0.00	0.00	1,520.00	0.30	1,500.00	(20.00)
Twinning	0.00	0.00	0.00	0.00	3,179.88	0.62	3,000.00	(179.88)
	6,706.50	1,512.79	3,625.00	(3,081.50)	71,995.70	14.09	89,925.00	17,929.30
Gross Profit/(Loss):	(6,263.18)	(1,412.79)	(3,575.00)	(2,688.18)	439,115.33	85.91	436,084.00	3,031.33
Administration								
Salaries	22,723.92	5,125.85	21,497.50	(1,226.42)	98,148.21	19.20	107,487.50	9,339.29
HR Support	580.18	130.87	576.00	(4.18)	2,549.54	0.50	2,880.00	330.46
Courses & Training	65.00	14.66	100.00	35.00	1,971.40	0.39	450.00	(1,521.40)
Staff Uniforms	0.00	0.00	84.00	84.00	0.00	0.00	420.00	-420.00
Office Expenditure	506.58	114.27	1,166.67	660.09	7,372.85	1.44	5,833.34	(1,539.51)
Website	0.00	0.00	0.00	0.00	699.96	0.14	500.00	(199.96)
Public Liability Insurance	0.00	0.00	0.00	0.00	4,258.32	0.83	4,000.00	(258.32)
Subscriptions	27.50	6.20	0.00	(27.50)	1,420.50	0.28	1,500.00	79.50
Bank Charges	0.00	0.00	0.00	0.00	101.18	0.02	0.00	(101.18)
Audit	0.00	0.00	0.00	0.00	(1,630.15)	(0.32)	2,000.00	3,630.15
Clocks	0.00	0.00	0.00	0.00	730.00	0.14	800.00	70.00
Mayors Allowance	0.00	0.00	416.67	416.67	1,159.53	0.23	2,083.34	923.81
Hospitality	0.00	0.00	41.67	41.67	0.00	0.00	208.34	208.34
Mayors for Peace	0.00	0.00	0.00	0.00	0.00	0.00	250.00	250.00
Disability Access Forum	0.00	0.00	0.00	0.00	0.00	0.00	12.50	12.50
Transfers to/from Reserves	0.00	0.00	0.00	0.00	0.00	0.00	17,665.00	17,665.00
	23,903.18	5,391.86	23,882.51	(20.67)	116,781.34	22.85	146,090.02	20,308.68
Net Profit/(Loss):	(30,166.36)	(6,804.65)	(37,457.51)	(2,708.85)	322,333.99	63.07	289,993.98	32,340.01

Date: 21/10/2025
Time: 10:04:33

Hebden Royd Town Council
Statement of Account

Page: 1

From: Month 6, September 2025
To: Month 6, September 2025

Chart of Accounts:

TOWN COUNCIL (PARTIAL)

	Period			Year to Date				
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Income								
Precept	0.00	0.00	0.00	0.00	503,859.00	98.55	\$03,859.00	0.00
Station Road Car Park	0.00	0.00	0.00	0.00	0.00	0.00	14,000.00	(14,000.00)
LE & Climate Income	20.00	14.64	0.00	20.00	1,010.00	0.20	350.00	660.00
Hanging Baskets	0.00	0.00	0.00	0.00	5,912.07	1.16	7,500.00	(1,587.93)
Allotments	0.00	0.00	0.00	0.00	33.33	0.01	0.00	33.33
Projects & Events Income	33.33	24.39	100.00	(66.67)	349.96	0.07	400.00	(50.04)
Other Income	83.32	60.97	0.00	83.32	83.32	0.02	0.00	83.32
	136.65	100.00	100.00	36.65	511,247.68	100.00	526,109.00	(14,861.32)
Committees, Projects and Awards								
Awards Kaberry & Baker	0.00	0.00	2,100.00	2,100.00	0.00	0.00	2,100.00	2,100.00
Awards Service to the Community	0.00	0.00	0.00	0.00	28.00	0.01	200.00	172.00
Community Funding	0.00	0.00	15,000.00	15,000.00	24,965.62	4.88	50,500.00	25,534.38
LE & CE Land & Biodiversity	221.00	161.73	0.00	(221.00)	6,878.36	1.35	3,850.00	(3,028.36)
LE & CE Environmental Projects	0.00	0.00	0.00	0.00	5,040.00	0.99	7,000.00	1,960.00
LE & CE Hanging Baskets	2,145.00	1,569.70	300.00	(1,845.00)	15,022.00	2.94	14,100.00	(922.00)
LE & CE Allotments	70.00	51.23	125.00	55.00	497.50	0.10	750.00	252.50
P & E Xmas Lights & Events	0.00	0.00	0.00	0.00	14,921.54	2.92	15,000.00	78.46
P & E Happy Hounds	145.00	106.11	600.00	455.00	984.31	0.19	800.00	(184.31)
P & E New Projects	987.20	722.43	1,500.00	512.80	2,526.69	0.49	9,000.00	6,473.31
P & E Calder Holmes Park	0.00	0.00	1,250.00	1,250.00	0.00	0.00	2,500.00	2,500.00
P & E Dog Waster Provision	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
Remembrance Sunday	0.00	0.00	0.00	0.00	1,520.00	0.30	1,500.00	(20.00)
Twinning	0.00	0.00	0.00	0.00	3,179.88	0.62	3,000.00	(179.88)
	3,568.20	2,611.20	20,875.00	17,306.80	75,563.90	14.78	110,800.00	35,236.10
Gross Profit/(Loss):	(3,431.55)	(2,511.20)	(20,775.00)	17,343.45	435,683.78	85.22	415,309.00	20,374.78
Administration								
Salaries	20,587.69	15,066.00	21,497.50	909.81	118,735.90	3.22	128,985.00	10,249.10
HR Support	580.18	424.57	576.00	(4.18)	3,129.72	0.61	3,456.00	326.28
Courses & Training	71.76	52.51	1,000.00	928.24	2,043.16	0.40	1,450.00	(593.16)
Staff Uniforms	0.00	0.00	84.00	84.00	0.00	0.00	504.00	504.00
Office Expenditure	683.95	500.51	1,166.66	482.71	8,056.00	1.58	7,000.00	(1,056.80)
Website	0.00	0.00	0.00	0.00	699.96	0.14	500.00	(199.96)
Public Liability Insurance	0.00	0.00	0.00	0.00	4,258.32	0.83	4,000.00	(250.32)
Subscriptions	0.00	0.00	0.00	0.00	1,420.50	0.28	1,500.00	79.50
Bank Charges	0.00	0.00	0.00	0.00	101.18	0.02	0.00	(101.18)
Audit	2,100.00	1,536.77	0.00	(2,100.00)	469.85	0.09	2,000.00	1,530.15
Clocks	0.00	0.00	1,200.00	1,200.00	730.00	0.14	2,000.00	1,270.00
Mayors Allowance	1,072.00	784.46	416.66	(655.34)	2,231.53	0.44	2,500.00	268.47
Hospitality	0.00	0.00	41.66	41.66	0.00	0.00	250.00	250.00
Mayors for Peace	0.00	0.00	0.00	0.00	0.00	0.00	250.00	250.00
Disability Access Forum	0.00	0.00	12.50	12.50	0.00	0.00	25.00	25.00
Transfers to/from reserves	0.00	0.00	0.00	0.00	0.00	0.00	17,665.00	17,665.00
	25,095.58	18,364.86	25,994.98	399.40	141,876.92	27.75	172,085.00	30,208.08
Net Profit/(Loss):	(28,527.13)	(20,876.06)	(46,769.98)	18,242.85	293,806.86	57.47	243,224.00	50,582.86

Date: 05/11/2025
Time: 16:48:58

**Hebden Royd Town Council
Statement of Account**

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From: Month 7, October 2025
To: Month 7, October 2025

Chart of Accounts:

TOWN COUNCIL [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
Income								
Precept	0.00	0.00	0.00	0.00	503,859.00	98.21	503,859.00	0.00
Station Road Car Park	0.00	0.00	0.00	0.00	0.00	0.00	14,000.00	(14,000.00)
LE & Climate Income	0.00	0.00	100.00	(100.00)	1,010.00	0.20	450.00	560.00
Hanging Baskets	0.00	0.00	0.00	0.00	5,912.07	1.15	7,500.00	(1,587.93)
Allotments	1,815.83	100.00	1,500.00	315.83	1,849.16	0.36	1,500.00	349.16
Projects & Events Income	0.00	0.00	0.00	0.00	349.96	0.07	400.00	(50.04)
Other Income	0.00	0.00	0.00	0.00	83.32	0.02	0.00	83.32
	1,815.83	100.00	1,600.00	215.83	513,063.51	100.00	527,709.00	(14,645.49)
Committees, Projects and Awards								
Awards Kibbey & Baker	1,400.00	77.10	0.00	(1,400.00)	1,400.00	0.27	2,100.00	700.00
Awards Service to the community	0.00	0.00	0.00	0.00	28.00	0.01	200.00	172.00
Community Funding	12,023.00	662.12	0.00	(12,023.00)	36,988.62	7.21	50,500.00	13,511.38
LE & CE Land & Biodiversity	1,214.95	66.91	920.00	(294.95)	8,188.31	1.60	4,770.00	(3,418.31)
LE & CE Environmental Projects	0.00	0.00	0.00	0.00	5,040.00	0.98	7,000.00	1,960.00
LE & CE Hanging Baskets	1,500.00	82.61	900.00	(600.00)	16,522.00	3.22	15,000.00	(1,522.00)
LE & CE Allotments	0.00	0.00	125.00	125.00	497.50	0.10	875.00	377.50
P & E Xmas Lights & Events	0.00	0.00	0.00	0.00	14,921.54	2.91	15,000.00	78.46
P & E Happy Hounds	0.00	0.00	200.00	200.00	984.31	0.19	1,000.00	15.69
P & E New Projects	3,813.11	209.99	1,500.00	(2,313.11)	6,339.80	1.24	10,500.00	4,160.20
P & E Calder Holmes Park	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00
P & E Dog Waster Provision	0.00	0.00	250.00	250.00	0.00	0.00	750.00	750.00
Remembrance Sunday	0.00	0.00	0.00	0.00	1,520.00	0.30	1,500.00	[20.00]
Twinning	0.00	0.00	0.00	0.00	3,179.88	0.62	3,000.00	(179.88)
	19,951.06	1,098.73	3,895.00	(16,056.06)	95,609.96	18.64	114,695.00	19,085.04
Gross Profit/(Loss):	(18,135.23)	(998.73)	(2,295.00)	(15,840.23)	417,453.55	81.36	413,014.00	4,439.55
Administration								
Salaries	22,029.81	13.21	21,497.50	(532.31)	140,765.71	27.44	150,482.50	9,716.79
HR Support	580.18	31.95	526.00	(4.18)	3,709.90	0.72	4,032.00	322.10
Courses & Training	169.72	9.35	100.00	(69.72)	2,212.88	0.43	1,550.00	(662.88)
Staff Uniforms	0.00	0.00	84.00	84.00	0.00	0.00	588.00	588.00
Office Expenditure	1,791.86	93.72	1,166.67	(535.19)	9,758.66	1.90	8,166.67	(1,591.99)
Website	0.00	0.00	0.00	0.00	699.96	0.1*	500.00	(199.96)
Public Liability Insurance	0.00	0.00	0.00	0.00	4,258.32	0.83	4,000.00	(258.32)
Subscriptions	0.00	0.00	0.00	0.00	1,420.50	0.28	1,500.00	79.50
Bank Charges	0.00	0.00	0.00	0.00	101.18	0.02	0.00	(101.18)
Audit	0.00	0.00	2,000.00	2,000.00	469.85	0.09	4,000.00	3,530.15
Clerks	0.00	0.00	0.00	0.00	730.00	0.1*	2,000.00	1,270.00
Mayors Allowance	0.00	0.00	416.67	416.67	2,231.53	0.43	2,916.67	685.14
Hospitality	0.00	0.00	41.67	41.67	0.00	0.00	291.67	291.67
Mayors for Peace	0.00	0.00	0.00	0.00	0.00	0.00	250.00	250.00
Disability Access Forum	0.00	0.00	0.00	0.00	0.00	0.00	25.00	25.00
Transfers to/from reserves	0.00	0.00	0.00	0.00	0.00	0.00	17,665.00	17,665.00
	14,461.57	1,348.23	25,882.51	1,400.94	166,350.49	32.42	197,967.51	31,609.02
Net Profit/(Loss):	(42,616.80)	(2,346.96)	(28,177.51)	(14,439.29)	251,095.06	48.94	215,046.49	36,048.57

333. HRTC & HBPH PAYMENT SCHEDULE

The Town Clerk highlighted expenditure in relation to the Heritage Fit for the Future Project.

RESOLVED: to authorise payments totaling £51,100.83 and to transfer £10,000 from the Picture House earmarked reserves to support costs relating to the Heritage Fit for the Future project.

Cllr Boden highlighted the amounts that had been paid to the Data Protection Consultant, Privacy Worx and she has reported the Town Council to the External Auditor in respect of this expenditure.

RESOLVED: To note the information.

Payment and Receipt Schedule 19/11/2025

Hebden Royd Town Council Accounts to be Paid

Item	Payee	Details	Invoice No	Amount	Cost Centre
a	Marcus Byron	Plaque	1433	£114.00	Local Environments
b	Yorkshire Local Councils Associate	Health & Safety on Allotment Webinar	INV-4848	£27.40	Local Environments
c	Euro Digital	Monthly Printing Support	154981	£271.93	Office
d	Hebden Bridge Community Association	Recharges - Data, IT, Phone Lines, Call Charges, Cleaning	18481	£153.00	Office
e	P3	Microsoft 365 Business	37290	£177.42	Office
f	Blachere	Carriage and storage of Christmas lights	SI59501	£4,030.75	Project & Events
g	Calderdale Council	Light Up the Valley event permit	IN2513833X	£75.00	Project & Events
h	Colne Town Council	Hire of Grotto for Light Switch On	6602	£1,800.00	Project & Events
i	DA and FR Gibbon	Watering hanging baskets Sept. Removal of baskets	13th October 2025	£1,800.00	Project & Events
j	Pennine Signs	Removal of banner systems	33738	£120.00	Project & Events
k	Pennine Signs	Removal of banner and replace with Light Up the Valley	22744	£144.00	Project & Events
l	Pennine Signs	Banner date change	33790	£30.00	Project & Events
m	Rotary Club of Hebden Bridge	2 x Wreaths	311025	£50.00	Project & Events
n	The Privacy Worx	Monthly DPO Fee	INV-1706	£792.00	Salaries
o	SLCC	Practitioners Conference 28 & 29 January	BK223450-1	£520.00	Training
p	YLCA	Chairing Skills Training	INV-4786	£115.00	Training
q	YLCA	Lone Working and Home Working Webinar	INV-4885	£10.00	Training
r	YLCA	Allotment Management Webinar	INV-4873	£27.40	Training
				£10,257.90	

Accounts previously paid by the Town Clerk

No..	Payee	Details	Invoice No	Amount	Cost Centre
a	Cragg Vale Community Association	Replacement Heritage Trail storyboard	0260	48.00	Community Funding
b	Amazon	Weed Extractor	GB502RY01EQC11	18.99	Local Environment
c	Amazon	Multi-change D grip handle	GB500AUQ484PZ1	27.50	Local Environment
d	Amazon	Waterproof Dry Bag Backpack	GB500E7RM16L1	42.49	Local Environment
e	Amazon	3 pack tick removers	IV-GB-2025-611519640	3.98	Local Environment
f	Screwfix	Tools and Equipment	3010/2025	715.56	Local Environment
g	Amazon	Text and date stamp	GB501E785VODB1	28.51	Office
h	Amazon	USB Headset with microphone	GB58XLYFABE1	16.99	Office
i	Shoulder of Mutton	Deposit and DJ 18/12/25	0075	£200.00	Office
j	Amazon	Microphone covers	GB5968QABE1	£3.79	Project & Events
k	EEH	Mobile Trailer Stage 22/11/25 to 23/11/25	INV-05787	£1,710.72	Project & Events
l	Gear4music	Portable Speaker	Dot M1232267	£371.51	Project & Events
m	Wade Building	Banners	281131	256.03	Project & Events
n	Emma Green Expenses	Fuel - SLCC National Conference	13/10/2025	£69.66	Training
				£3,509.73	

Direct Debits

No..	Payee	Details	Invoice No	Amount	Cost Centre
a	Q2	Line Rental	40566067	29.62	Office
b	Peninsula	Employment Services	U005254169	£689.76	Office

£719.38

TOTAL PAYMENTS

£14,487.01

Payment and Receipt Schedule
19/11/2025

Hebden Bridge Picture House

Accounts to be Paid

Item	Payee	Details	Invoice No	Amount
a	Arrow Films	Film Royalties	PSI0123096	£120.00
b	Black Bear	Film Royalties	29929	£3,624.80
c	Curzon	Film Royalties	6828	£158.90
d	Entertainment Film	Film Royalties	423529	£180.40
e	Lions Gate	Film Royalties	80216126	£13.50
f	National Theatre	Film Royalties	SINRNT1035685	£1,156.10
g	National Theatre	Film Royalties	SINRNT1035639	£1,476.20
h	Paramount	Film Royalties	R2416757	£120.00
i	Paramount	Film Royalties	R2418328	£120.00
j	Park Circus	Film Royalties	1430729	£96.00
k	Park Circus	Film Royalties	1438473	£275.34
l	Park Circus	Film Royalties	1440710	£533.30
m	Park Circus	Film Royalties	1440711	£269.40
n	Sony	Film Royalties	1650956-1	£528.16
o	Sony	Film Royalties	1652770-1	£120.00
p	Sony	Film Royalties	1652777-1	£120.00
q	Sony	Film Royalties	1657397-1	£175.00
r	StudioCanal	Film Royalties	F0310699	£1,335.60
s	Trafalgar	Film Royalties	00347228	£325.01
t	Trafalgar	Film Royalties	00352403	£213.00
u	Trafalgar	Film Royalties	00354427	£487.01
v	Vertigo	Film Royalties	S1012161	£201.60
w	Warner Bros	Film Royalties	23346466	£120.00
x	Warner Bros	Film Royalties	23348297	£1,345.50
y	Warner Bros	Film Royalties	23350401	£750.60
z	Eden Farm Hulleys	Kiosk	368798	£167.83
aa	Jimmys	Kiosk	INV25608600	£283.68
bb	JL Brooks	Kiosk	651606	£401.30
cc	JL Brooks	Kiosk	654177	£228.72
dd	Just Jennys	Kiosk	8470	£87.60
ee	Just Jennys	Kiosk	8477	£87.60
ff	Leodis	Kiosk	INV-19266	£322.73
gg	Maize and Grace	Kiosk	INV-2025-1010	£1,080.80
hh	Matthew Clark	Kiosk	3691459	£447.97
ii	Matthew Clark	Kiosk	3711812	£474.81
jj	Suma	Kiosk	A97323	£362.12
kk	Suma	Kiosk	A02302	£267.25
ll	Suma	Kiosk	A02303	£110.92
mm	The Buttercup Bakery	Kiosk	No328	£162.20
nn	The Buttercup Bakery	Kiosk	No329	£171.20
oo	The Buttercup Bakery	Kiosk	No330	£145.60
pp	The Buttercup Bakery	Kiosk	No331	£127.40
qq	The Buttercup Bakery	Kiosk	No332	£85.60
rr	The Buttercup Bakery	Kiosk	No333	£162.20
ss	Turner & Wrights	Kiosk	Credit 516262	-£21.83
tt	Turner & Wrights	Kiosk	296654	£378.18
uu	Vocation	Kiosk	153067	£207.17
vv	Vocation	Kiosk	153622	£267.98
ww	Betsy Mills	Marketing	10/11/2025	£50.00
xx	Print Bureau	Marketing	PB8213	£24.00

yy	Print Bureau	Marketing	PB8277	£24.00
zz	Print Bureau	Marketing	PB8281	£86.00
aaa	Print Bureau	Marketing	PB8372	£24.00
bbb	AM Digital	Office	AMD2587	£720.00
ccc	P3	Office	36311	£159.60
ddd	PPS	Office	INVKEI-75104	£232.20
eee	Savoy Systems	Office	C-1125-35	£921.60
fff	GenErika	Quiz	Monday, 20th October	£100.00
ggg	DCA Consultancy Ltd	Screen 2 Project	2026/29	£6,679.20
hhh	Business Stream	Utilities	9050137	£2,186.00
				£31,081.05

Direct Debits

Item	Payee	Details	Invoice No	Amount
a	The Co-operative Bank	Banking	125	58.97
b	Apple	Office	6740444594083	0.99
c	Croft	Office	61918	£154.09
d	Clover	Office	510964521 JM	£113.40
e	Clover	Office	510964513 JM	£149.68
f	Clover	Office	AVS2517739 Oct	£50.40
g	Clover	Office	AVS2517739 Nov	£50.40
h	Spotify	Office	September 2025 JM	£11.99
i	Spotify	Office	28 October 2025	£11.99
j	Crown Gas	Utilities	3732069	£1,148.81
k	Scottish Power	Utilities	603005094301	£46.01
l	Scottish Power	Utilities	610005083694	£47.16
				£1,843.89

Payments paid by Clerk

Item	Payee	Details	Invoice No	Amount
a	Nicolas Restaurant	Conference	No146	26.90
b	Nicola's Ristorante	Conference	16/10/2025	3.50
c	Rossendale Services	Conference	15/10/2025	50.03
d	The Royal Hotel	Conference	BB25100818928419	£183.83
e	Universal	Film Royalties	22314757470-1	£175.60
f	Universal	Film Royalties	22314757594-1	£1,048.96
g	Universal	Film Royalties	22314760736-1	£108.00
h	Universal	Film Royalties	22314761032-1	£478.80
i	Verve	Film Royalties	8199	£169.75
j	Paul Overton	Maintenance	INV-000012	£350.00
k	Rosse Systems	Maintenance	518865	£462.00
l	Amazon	Marketing	202-0585446-7015525	£16.99
m	Amazon	Marketing	GB58U9S9ABEI	£11.78
n	Lucy Parker Art	Marketing	10.10.25	£232.00
o	Amazon	Office	GB5913ZBABI	£23.87
p	Amazon	Office	GB504V7K1LPKH1	£18.34
q	Microsoft	Office	6389551523938679483	£104.99
r	One Stop	Office	11/10/2025	£18.00
s	Post Office	Office	27/05/2025 JM	£3.50
t	Post Office	Office	14/10/2025	£5.40
u	Post Office	Office	23/10/2025	£196.64
				£3,688.88

PAYMENTS

£36,613.82

334. COMMUNICATIONS FROM THE TOWN MAYOR AND THE CLERK.

a. YLCA Training Programme
RESOLVED: To note the Information

335. MAYOR'S REPORT/DEPUTY MAYOR'S REPORT

The Deputy Mayor reported on his attendance at the Remembrance events and thanked his consorts. He highlighted the clear significance of the events to the community and encouraged support for them in the future.

RESOLVED: Note the report

336. COMMITTEE MEMBERSHIP 2025-26

A vacancy in the Staffing and Twinning Committees had arisen following the resignations of C. Davenport.

RESOLVED: That Cllr Macdonald be elected to the Staffing Committee.

RESOLVED: That Cllr Young be elected to the Twinning Committee.

337. STRATEGY & REVIEW TERMS OF REFERENCE

RESOLVED: To approve the recommendations within the minutes

338. MINUTES OF THE COMMUNITY FUNDING COMMITTEE held on 8 OCTOBER 2025.

RESOLVED: To note the minutes for information

339. MINUTES OF THE PROJECT & EVENTS COMMITTEE held on 8 OCTOBER 2025.

RESOLVED: To note the minutes for information

340. MINUTES OF THE TOWN COUNCIL held 16 OCTOBER 2025

RESOLVED: To approve the minutes as a correct record

341. MINUTES OF THE STRATEGY & REVIEW COMMITTEE held 21 OCTOBER 2025

RESOLVED: To approve the recommendations within the minutes

342. MINUTES OF THE STAFFING COMMITTEE held on 22 OCTOBER 2025

RESOLVED: To note the minutes for information

343. MINUTES OF THE LOCAL ENVIRONMENT COMMITTEE held on 29 OCTOBER 2025

RESOLVED: To note the minutes for information

344. MINUTES OF THE STRATEGY & REVIEW COMMITTEE held on 5 NOVEMBER 2025

RESOLVED: To approve the recommendations

In respect of minute 317

RESOLVED: to open two Public Sector Deposit Accounts with eth CCLA.

RESOLVED: to invest the current operational and earmarked reserves

As at 1.11.25 – HRTC - £129,326

As at 19.11.25 – HBPH - £204,093

RESOLVED: That the signatories on the accounts shall be:

Cllr S Woodhead

Cllr P Fraser

E Green – Town Clerk

E Andrews – Deputy Town Clerk

345. MINUTES OF THE PICTURE HOUSE COMMITTEE held on 12 NOVEMBER 2025

RESOLVED: to note the minutes for information

346. WORKING GROUPS

The following reports were received:

Cllr Harvey Calder Holmes Park Courts Renovation Group:

There is a focus to get the courts renovated to a standard that they can be played on, for example pickle ball and tennis. There is no funding available from the landowner, and they can only commit to maintaining a standard of safety. The current surface is not deemed safe, and the group is currently getting costs to resurface and mark out. However, it would expect CMBC to maintain the courts, take liability, consultation will be undertaken.

Cllr Macdonald – Hebden Royd Business Forum

The HRBF has been successful in establishing a park and ride scheme for the festive season, which would be charged at. Surplus from this initiative will be given to Calder Food Support

Cllr Macdonald – Disability Access Forum

The group had met earlier in the week and had met with CMBC ward councillors to discuss the A- Boards. DAF noted the development of the steps at the meadow and requested that they be consulted on any further additions.

Cllr Young – Hebden Bridge and District Older Peoples Forum. It was noted that this group is now 113 years old. Despite some operational issues in recent years, it now has three new trustees to take the project forward and will link with Calder Food Support. Cllr Young is the new treasurer, and he reported that he had undergone training, to ensure that he is up to date with regulations and that he looked forward to making an active and positive contribution to the community through this work.

347. REPRESENTATIVES TO OUTSIDE BODIES

The following reports were received

Cllr Hedges - Patient Participation Group

J Shepherd and R Hedges Joint Chairs for the next year.

Practice update; lots of compliments and fewer complaints, the new triage system is working well. They now have a full staff team with 12 GPs and 2 x long term locums and 5 advanced nurse practitioners. The surgeries are now running drop-in sessions for screenings.

The group discussed future funding cuts and potential impact. Surgery at valley road is 27 years old needs a lot of work doing on it.

348. EXCLUSION OF THE PRESS AND PUBLIC

There was no resolution to exclude the press and public.

The meeting finished at 9pm

HEBDEN ROYD TOWN COUNCIL

MEETING of the STRATEGY & REVIEW COMMITTEE held Wednesday, 26 November 2025

MINUTES

PRESENT **Councillors: Butterick (Chair), Fraser, Hedges, Morse, Turner and Woodhead.**

Town Clerk: E Green

349. To receive apologies for absence and any substitutions.
Apologies were received from Cllr Guilfoyle.

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

351. MINUTES OF THE MEETING HELD 5 NOVEMBER 2025
There were no matters arising.

The agenda was re-ordered.

352. EXCLUSION OF THE PRESS AND PUBLIC

In respect of item 4, Councillors considered the exclusion of members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960.

RESOLVED: that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

353. FREEDOM OF INFORMATION MATTERS

Updates on the following matters were received:

- a) Information Commissioners Office
Case Closure
- b) First Tier Tribunal Process
Response from Information Commissioners Office.

RESOLVED: In respect of a & b to note the information.

354. BUDGET 2026-27

The draft budget was presented for 2026-27. It was noted that the Council Tax Base had not yet been confirmed and that a clear figure in relation to a percentage increase could not be determined.

The importance of securing sufficient funds to cashflow the potential NHLF project was discussed, as well establishing reserve to make essential repairs to the Picture House in the case that the bid is not successful.

RESOLVED: That the clerk prepare two draft budgets for the Town Councils information at the next Full Council Meeting reflecting a precept increase of 10% and 5%.

The Clerk presented a draft three-year budget as recommended by the Internal Auditor and in accordance with the Town Councils Financial Regulations.

The importance of developing a strategic plan for the next three years for the Town Council was discussed, as well as the requirement to outline spending priorities.

RESOLVED: That the clerk further refine the three year draft budget for presentation at the next meeting of this committee and that a meeting be arranged for the whole of council, with an external facilitator, to discuss the priorities and future strategy of the Town Council, which will feed in to the three year budget.

355.

TOWN COUNCIL MEETING DAY & WORK PROCESS

Councillors considered a report outlining the administrative efficiencies to be made the by moving the day of the standard council meeting.

RESOLVED: Recommend that Full Council approve the change of the standard meeting day to:

Monday: For Full Council, Community Funding, Strategy & Review & Picture House committee.

Tuesday: For Project & Events and Local Environment & Allotments.
Suggested meeting dates to be circulated with these minutes.

Meeting finished at 9pm.

15

HEBDEN ROYD TOWN COUNCIL

Meeting of the PICTURE HOUSE COMMITTEE Held WEDNESDAY 3 DECEMBER 2025

MINUTES

PRESENT: Councillors: Butterick (Chair), Harvey, Macdonald, Turner.

ABSENT: Councillors: Howes, Young, Fraser, Morse.

Picture House Manager: P Berrisford

HRTC Clerk: E Green

356. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Howes with Cllr Macdonald substituting, and Cllrs Howes, Young, Fraser, Morse.

357. MEMBERS INTERESTS RELATING TO AGENDA ITEMS

There were no members interests reported at this meeting.

358. MINUTES OF THE MEETING HELD 12 NOVEMBER 2025

Cllrs were advised that the new ticket prices had been implemented and information shared widely. There had been no negative feedback to date.

359. FRIENDS OF THE PICTURE HOUSE

No report.

360. HBPH MANAGERS REPORT

The Picture House Manager gave a comprehensive review of the last months trading. The Picture House is currently tracking up by £2679 against last financial year, with year-to-date figures £26354.50 up on Box Office and £15,713 up on retail. Membership sales are at £10,796 an increase on last year.

An update on special screenings was provided with a number of events coming up over the Christmas period, with Christmas specials and members offers.

It was noted that Paul Merton and Talking Pictures hires have confirmed for 2026.

The Picture House Manager requested the approval of works to be undertaken to move all of our web site to Savoy – currently Savoy host the functionality and link to box office, and the front end is a separate

site. By combining the two this will create a simpler transaction process for guests.

RESOLVED: to approve £1500 to upgrade the website.

361.

FINANCIAL REPORT & BUDGET SETTING

The Town Clerk noted that the unions had submitted a pay claim of 10%, against the budgeted 5%.

RESOLVED: That based on historical claims that 5% will be a sufficient forecast and to approve the draft budget.

362.

HBPH - A HERITAGE FIT FOR THE FUTURE

The Clerk provided a report in respect of the Development Application for the Picture House project and to decide on actions as appropriate:

a. Application progress to date

The Town Clerk reported that work was ongoing on the application form. It is expected that the Development Application phase will involve the creation of three posts – two which will be undertaken as a fixed term contract for which a brief will be prepared (Project Manager & Fund Raiser, and one to be an internal post for which a Job description will be prepared (Community Engagement).

RESOLVED: The draft application form will be presented to the Full Council for comment and consideration in January, with a submission date of 24 February.

b. Community & Stakeholder engagement.

The clerk reported that engagement events had taken place with Disability Access Forum, The dementia Hub, and Project Challenge. Two open engagement sessions have been planned for 12 January.

363.

EXCLUSION OF THE PRESS AND PUBLIC

There was no exclusion of the public and press under the Public Bodies (Admissions to Meetings) Act 1960.

Meeting finished 8:34 pm

HEBDEN ROYD TOWN COUNCIL

Meeting of the COMMUNITY FUNDING COMMITTEE Held WEDNESDAY 10 DECEMBER 2025

MINUTES

PRESENT: Councillors: Guilfoyle (Chair), Cammack, Fraser, Hedges, Hoyle and Woodhead

Town Clerk: E Green

364. **Apologies for Absence and any substitutions.**
Apologies were received from Cllrs Howes,

365. **Members` Interests relating to agenda items for this meeting.**
There were no members interests reported at this meeting.

366. **Matters arising from Minutes of Meeting held 8 October 2025 not itemised on this Agenda.**
There were no matters arising.

367. **COMMUNITY FUNDING BUDGET**
The updated budget was received for information.
RESOLVED: £5000 awarded to the Hebden Bridge Community Association is likely to progress with the required funding for the project being secured. As such this award will be made prior to the 31 March or accrued into the following financial year.

368. **REQUESTS FOR FINANCIAL ASSISTANCE FROM THE COUNCIL**

- a) Steepfields Allotments & Leisure Gardners
Rainwater harvesting system
RESOLVED: to award £1730.00.
- b) Dodnaze Community Association
Community Projects
RESOLVED: to award £5000.00.
- c) Hebden Royd Methodist Church
Warm Spaces
RESOLVED: to award £1000.00. In addition to award an additional £1000 for equipment or heating to enhance existing provision or facilitate new activities, to be awarded following approval by the clerk.

d) Cragg Vale Tennis Club
Court Lighting
RESOLVED: to award £5000.00.

369. FUTURE COMMUNITY FUNDING CONSIDERATIONS

The strategy and priorities of the Community Funding Committee were considered in respect of the development of a three year budget. The committee discussed that groups which may benefit from more strategic support could be those that work with young people, support those in food poverty and address social isolation.

RESOLVED: That this matter be given further consideration, however in principle there is merit in supporting organisations with principles that align with the Town Councils on a longer-term basis, this in turn will aid these organisations to secure match funding and to develop a more sustainable model.

370. COMMUNITY FUNDING APPLICATIONS – FORMS & PROCESS REVIEW

The revised forms and information for use with applications was considered.

RESOLVED: To approve the papers as presented. Meetings will take place bimonthly from May in order that the first meeting follows the Annual Meeting of the Town Council, and the last meeting is concluded prior to the financial year end.

A meeting is scheduled for the 12 March, this will be promoted with a particular focus on encouraging application which support young people, food poverty and social isolation.

371. EXCLUSION OF THE PRESS AND PUBLIC

There was no resolution to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960.

Meeting finished at 8.40pm