

13 November 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 19 NOVEMBER 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 25/00948/FUL** at 58 Market Street, Hebden Bridge, HX7 6AA for Conversion of shop to holiday-let.

- b. **Application 25/00887/COU** at Property Known As Hill Top Cottage, The Long Causeway, Sowerby, Sowerby Bridge for Change of use from annexe to self-contained dwelling.
- c. **Application 25/20197/TPO** at 12 Nest Lane, Mytholmroyd, HX7 5AZ for Fell one tree (Tree Preservation Order).
- d. **Application 25/00994/HSE** at 44 Caldene Avenue, Mytholmroyd, HX7 5AF for Two-storey side extension and loft conversion.
- e. **Application 25/20196/TPO** at Edgewood, Savile Road, Hebden Bridge, HX7 6BY for Fell one tree (Tree Preservation Order).
- 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).
- g. **Application 25/20194/TPO** at 31 Royd Terrace, Hebden Bridge, HX7 7BT for Fell one tree (Tree Preservation Order).
- 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).
- 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).
- 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).
- 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).

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

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).

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 25/20160/TPO at Byclough House, Midgley Road, Mytholmroyd, HX7 5QT for Fell one tree (Tree Preservation Order).
- ✓ b. Application 25/00763/HSE at 4 Montrose Terrace, Lee Mill Road, Hebden Bridge, HX7 8LH for Replace existing windows and door, reposition and re-size two windows. Two small louvres on external wall for new MVHR system.

- ✓ c. Application 25/00517/HSE at Dean Head Farm, Blackstone Edge Road, Cragg Vale, HX7 5TR for Proposed Extension to Existing Garage.
- ✓ d. Application 25/00585/LBC at Marsh Grove, Church Bank Lane, Cragg Vale, HX7 5SZ for Replacement windows (Listed Building Consent).
- ✓ e. Application 25/00921/VAR at 7 Caldene Avenue, Mytholmroyd, HX7 5AF for Variation of condition 1 on application 25/00245/HSE - amended plans.
- ✓ f. Application 25/20185/TPO at The Wiggins, Church Bank Lane, Cragg Vale, HX7 5TB for Fell six trees and prune two trees (Tree Preservation Order).
- ✓ g. Application 25/20184/TPO at Byclough Cottage, Midgley Road, Mytholmroyd, HX7 5QT for Fell one tree and prune others (Tree Preservation Order).
- ✓ h. Application 25/00886/HSE at 12 Balmoral Street, Hebden Bridge, HX7 8BJ for Internal alterations and garden decking.

6. 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.)

7. HRTC & HBPH PAYMENT SCHEDULE

To receive schedule, note items of information and to authorise payments totalling £51,100.83.

8. COMMUNICATIONS FROM THE TOWN MAYOR AND THE CLERK.

To receive and decide actions on communications (enc).

- a. YLCA Training Programme

9. MAYOR'S REPORT/DEPUTY MAYOR'S REPORT

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

10. COMMITTEE MEMBERSHIP 2025-26

To receive current Committee Membership 2025-26, to note the committee vacancies that have arisen and to elect members to the Staffing and Twining Committees.

11. STRATEGY & REVIEW TERMS OF REFERENCE

To review the Terms of Reference of the Strategy & Review Committee and amends to enable the Town Council to continue to undertake its statutory responsibilities in respect of the General Data Protection Regulations and the Freedom of Information Act.

12. MINUTES OF THE COMMUNITY FUNDING COMMITTEE held on 8 OCTOBER 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).

13. MINUTES OF THE PROJECT & EVENTS COMMITTEE held on 8 OCTOBER 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).

14. MINUTES OF THE TOWN COUNCIL held 16 OCTOBER 2025

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

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

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

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

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

17. MINUTES OF THE LOCAL ENVIRONMENT COMMITTEE held on 29 OCTOBER 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).

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

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

19. MINUTES OF THE PICTURE HOUSE COMMITTEE held on 12 NOVEMBER 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 prior to the meeting).

20. WORKING GROUPS

To receive reports from and to decide on appropriate actions.

21. REPRESENTATIVES TO OUTSIDE BODIES

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

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

HEBDEN BRIDGE PICTURE HOUSE

Statement of Account

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

Chart of Accounts:

Picture House Partial (Public) [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
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	2,805.88	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	389.69	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)	1,490.95	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	(1,990.74)
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: 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)
Committes, Projects and Awards								
Awards Kaberry & 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 & Evenets	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	1,213.21	21,497.50	(532.31)	140,765.71	27.44	150,482.50	9,716.79
HR Support	580.18	31.95	576.00	(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	1,701.86	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	0.14	500.00	(199.96)
Public Liability Insurance	0.00	0.00	0.00	0.00	4,258.32	0.83	4,000.00	(258.32)
Subscriptions	0.00	0.00	0.00	0.00	1,420.50	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
Clocks	0.00	0.00	0.00	0.00	730.00	0.14	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
	24,481.57	1,348.23	25,882.51	1,400.94	166,358.49	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

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

Hebden Royd Town Council **Statement of Account**

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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	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	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)
Committes, 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 & Evenets	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)
Twining	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	23.22	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	8,056.80	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	(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	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	784.49	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	899.40	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: 21/10/2025
Time: 10:03:02

Hebden Royd Town Council **Statement of Account**

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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
	443.32	100.00	50.00	393.32	511,111.03	100.00	526,009.00	(14,897.97)
Committes, Projects and Awards								
Awards Service to the community	0.00	0.00	0.00	0.00	28.00	0.01	200.00	172.00
Community Funding	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 & Evenets	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)
Twining	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	29,308.68
Net Profit/(Loss):	(30,166.36)	(6,804.65)	(27,457.51)	(2,708.85)	322,333.99	63.07	289,993.98	32,340.01

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**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	SI012161	£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
				<u>£31,081.05</u>

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
				<u>£1,843.89</u>

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	GB5913ZBABEI	£23.87
p	Amazon	Office	GB504V7K1LPKHI	£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
				<u>£3,688.88</u>

PAYMENTS

£36,613.82

Authorised by

Councillor	Councillor	Clerk	Date

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Payment and Receipt Schedule
19/11/2025

Hebden Royd Town Council
Accounts to be Paid

Item	No.:	Payee	Details	Invoice No	Amount	Cost Centre
a		Marcus Byron	Plaque	1433	£114.00	Local Environments
b		Yorkshire Local Councils Association	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	31.10.25	£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	GB502RYO1EQC11	18.99	Local Environment
c	Amazon	Multi change D grip handle	GB500AUQ4B4PZI	27.50	Local Environment
d	Amazon	Waterproof Dry Bag Backpack	GB500E7RM16JL1	42.49	Local Environment
e	Amazon	3 pcs tick removers	IV-GB-2025-611519640	3.98	Local Environment
f	Screwfix	Tools and Equipment	30/10/2025	715.56	Local Environment
g	Amazon	Text and date stamp	GB501E785VODBI	28.51	Office
h	Amazon	USB Headset with microphone	GB58XLYFABEI	16.99	Office
i	Shoulder of Mutton	Deposit and DJ 18/12/25	0075	£200.00	Office
j	Amazon	Microphone covers	GB598BQLABEI	£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	Doc M12532267	£371.51	Project & Events
m	Wade Building	Barriers	281131	256.03	Project & Events
n	Emma Green Expenses	Fuel - SLCC National Conference	13/10/2025	£65.66	Training
					£3,509.73

Direct Debits

No.:	Payee	Details	Invoice No	Amount	Cost Centre
a	O2	Line Rental	40566067	29.62	Office
b	Peninsula	Employment Services	U005254169	£689.76	Office

£719.38

TOTAL PAYMENTS

£14,487.01

Authorised by			
Councillor	Councillor	Clerk	Date



YLCA TRAINING PROGRAMME

November 2025 - January 2026

To book a training session please click on the date you require and this will take you to the registration form. Courses are listed in date order. Full details of course content are available in our **YLCA training course description booklet**.

Please ensure that you have read and understood the bookings and cancellation information on the final page below.

Clerks' Discussion Forums

Free of Charge

Thursday 13 November, 2.00pm to 3.00pm

Wednesday 3 December, 7.00pm to 8.00pm

Thursday 15 January, 10.00am to 11.00am

Induction for new Local Council Clerks (ODF)

Cost: £73.00 or £36.50 with small council bursary

Face to face sessions below, at York House, Tadcaster LS24 9JF

Wednesday 19 November, 9.30am to 1.30pm

Tuesday 27 January, 12.30pm to 4.30pm

E-mail: admin@yorkshirelca.gov.uk for a booking form for the face to face session.

Zoom session

Tuesday 16 December, 10.00am to 3.00pm

Councillors' Discussion Forums

Free of charge

Tuesday 18 November, 7.00pm to 8.00pm

Monday 8 December, 7.00pm to 8.00pm

Monday 19 January, 7.00pm to 8.00pm

Health and Safety on Allotments, Tyler Harris, Legal Adviser, National Allotment Society (NAS) (ODF/CDF)

Cost: £27.40 or £13.70 with small council bursary

Tuesday 4 November, 10.00am to 11.30am

Allotment Management, Tyler Harris, Legal Adviser, National Allotment Association (NAS) (ODF/CDF)

Cost: £27.40 or £13.70 with small council bursary

Thursday 6 November, 10.00am to 11.30am

Lone Working and Home Working – Make sure your employees are safe and risk free!

Sarah Young, Health and Safety Manager, Wakefield Council (ODF/CDF)

Cost: £10.00 per delegate

Monday 10 November, 10.00am to 11.00am

Understand Fire Safety Responsibilities, Chris Marsden, Business Support and Fire Training Officer (ODF/CDF)

Cost: £10.00 per delegate

Wednesday 12 November, 7.00pm to 8.30pm

Induction for new Local Council Clerks - Part 1 (ODF)

Cost: £36.50 or £18.25 with small council bursary for each session

Thursday 13 November, 6.30pm to 8.30pm

Induction for new Local Council Clerks - Part 2 (ODF)

Cost: £36.50 or £18.25 with small council bursary for each session

Thursday 27 November, 6.30pm to 8.30pm

An introduction to Biodiversity Net Gain in the Planning System, Andrew Towler, Planning Consultant (ODF/CDF)

Cost: £18.20 or £9.10 with small council bursary

Monday 17 November, 7.00pm to 8.00pm

Climate Change challenges for local councils, Mike Deegan Consultancy (ODF/CDF)

Cost: £36.50 or £18.25 with small council bursary

Wednesday 19 November, 7.00pm to 9.00pm



YLCA TRAINING PROGRAMME

November 2025 - January 2026

Beyond the Basics: Improve your skills as an Experienced Clerk (ODF)

Cost: £54.60 or £27.30 with small council bursary

face to face session below, at York House, Tadcaster LS24 9JF

Tuesday 25 November, 9.30am to 12.30pm

E-mail: admin@yorkshirelca.gov.uk for a booking form for the face to face session.

Equality and Diversity, meeting the council's legal and ethical responsibilities, Daniel Purchase, Breakthrough Communications (ODF/CDF)

Cost: £36.50 or £18.25 with small council bursary

Tuesday 25 November, 1.00pm to 3.00pm

An introduction to the Basic Planning System, Andrew Towler, Planning Consultant (ODF/CDF)

Cost: £27.40 or £13.70 with small council bursary

Wednesday 26 November, 7.00pm to 8.30pm

Wednesday 7 January, 7.00pm to 8.30pm

CCTV and Data Protection: A Practical Guide for Local Councils, Daniel Purchase, Breakthrough Communications (ODF/CDF)

Cost: £36.50 or £18.25 with small council bursary

Tuesday 2 December, 7.00pm to 9.00pm

Chairing Skills - Confident chairing, lead with clarity and purpose (CDF)

Cost: £73.00 or £36.50 with small council bursary

Thursday 4 December, 10.00am to 3.00pm
there will be a break between 12.00pm and 1.00pm

An introduction to s106 Agreements and Community Infrastructure Levy (CIL) James Wilson, Director Planning and Development Services (ODF/CDF)

Cost: £27.40 or £13.70 with small council bursary

Tuesday 9 December, 7.00pm to 8.30pm

ODF = Officer Development Framework; CDF = Councillor Development Framework
further information available on the YLCA Website, Free to register for either ODF or CDF



YLCA TRAINING PROGRAMME

November 2025 - January 2026

Transparency Code, Agenda and Minutes: Get it Right for Smaller Councils (ODF/CDF)

Cost: £27.40 or £16.70 with small council bursary

Tuesday 6 January, 7.00pm to 8.30pm

How to manage local council assets (ODF/CDF)

Cost: £27.40 or £16.70 with small council bursary

Thursday 8 January, 7.00pm - 8.30pm

Public Rights of Way (PROW) (ODF/CDF)

Cost: £27.40 or £16.70 with small council bursary

Tuesday 13 January, 1.30pm to 3.00pm

Committees made clear: Managing structures and roles (ODF/CDF)

Cost: £327.40 or £13.70 with small council bursary

Wednesday 14 January, 9.30am to 11.00am

Off to a Flying Start Part 1 (ODF)

Cost: £36.50 or £18.25 with small council bursary

Wednesday 14 January, 7.00pm to 9.00pm

Only book onto part 1 if you are booking onto a part 2 session

Off to a Flying Start Part 2 (ODF)

Cost: £36.50 or £18.25 with small council bursary

Tuesday 20 January, 7.00pm to 9.00pm

Only book onto part 2 if you have attended a part 1 session previously

Data Protection and UK GDPR Compliance (ODF/CDF)

Cost: £36.50 or £18.25 with small council bursary

Thursday 15 January, 7.00pm to 9.00pm

How to apply for a grant and what funding is available to local councils (ODF/CDF)

Cost: £36.50 or £18.25 with small council bursary

Wednesday 21 January, 1.00pm to 3.00pm

Success Through Strategy: Why your council needs a forward plan (ODF/CDF)

Cost: £27.40 or £16.70 with small council bursary

Wednesday 21 January, 7.00pm to 8.30pm

Business Continuity Planning - what to do in an emergency! (ODF/CDF)

Cost: £27.40 or £16.70 with small council bursary

Thursday 22 January, 7.00pm to 8.30pm

Casual Vacancies - how to manage council vacancies lawfully

Cost: £27.40 or £16.70 with small council bursary

Thursday 29 January, 7.00pm to 8.30pm

ODF = Officer Development Framework; CDF = Councillor Development Framework
further information available on the YLCA Website, Free to register for either ODF or CDF



YLCA TRAINING PROGRAMME

November 2025 - January 2026

Various Finance Related Webinar Training Courses by the Parkinson Partnership are included below (some November and December dates too). Each session is £35.00. To book a place please email admin@yorkshirelca.gov.uk as soon as possible to avoid disappointment as places are limited.

BUDGETING

Thursday, 6 November 10.00am

PROCUREMENT

Thursday, 27 November 10.00am

FINANCE FOR COUNCILLORS

Tuesday, 4 November 6.30pm
Tuesday, 25 November 10.00am
Thursday, 11 December 10.00am

INTRODUCTION TO VAT

Free for 6 months

Tuesday, 20 January 2026 10.00am
Thursday, 26 February 2026 10.00am

INTERNAL CONTROLS

Wednesday, 10 December 10.00am

NEW CLERKS FINANCE

Tuesday, 4 November 10.00am
Tuesday, 16 December 10.00am

THE ROLE OF INTERNAL AUDIT

Wednesday, 19 November 10.00am

ODF = Officer Development Framework; CDF = Councillor Development Framework
further information available on the YLCA Website, Free to register for either ODF
or CDF



YLCA TRAINING PROGRAMME

October to December 2025

To book a place on a course all information and registration links are available above or on the [YLCA Website](#).

Registration

Please ensure that you:

- have the approval of the council to attend YLCA training.
- register well in advance to secure your place (some sessions fill up very quickly) **and ensure the e-mail address provided is accurate when registering.**
- For all webinar training please:
- Include the name of the council so that an invoice can be issued to the council and whether you are a councillor or officer.
- retain the confirmation e-mail automatically generated by zoom upon registration as this contains the link to join the webinar. **Please keep this safe. If you do not receive the confirmation e-mail please contact us at admin@yorkshirelca.gov.uk. You will also receive reminder e-mails directly via Zoom one week beforehand and a day beforehand.**
- join the session at least 5 minutes before the start time as all webinars will start promptly.
- the presentation and handouts will be e-mailed to delegates after the session and an invoice will be issued to the council.

If less than five people register for a training session, it may be cancelled (anyone registered for a cancelled webinar or face-to-face training session will be advised of the cancellation by e-mail). If less than ten people register for free clerks or councillors discussion forums, it will be cancelled.

Small Council Bursary

Councils with a gross income less than £6,000 per annum are entitled to a discount of 50% to encourage them to access training. If the Council qualifies for this, please let us know via e-mail and attach a copy of the last completed Annual Return. We will then invoice the Council with the relevant discounted amount.

Cancellation:

If you are unable to attend a training session and do not cancel the registration, the council will be charged. Therefore, please cancel your booking as soon as you realise you will be unable to attend, this will allow someone else to take the place. Please read the YLCA Cancellation Policy for terms and conditions.

If you cannot attend and wish to cancel, please refer to our [cancellation and refund policy](#).

Hebden Royd Town Council

2025/2026

**Deputy Mayor & Consort
Councillor Steve Woodhead and Jo Woodhead**

- | | |
|--|-------------------------|
| 6. Remembrance Sunday, laying of wreath -
Hebden Bridge Memorial Gardens. | Sunday, 9 November 2025 |
| 7. Remembrance Sunday, laying of wreath -
Mytholmroyd Memorial Gardens. | Sunday, 9 November 2025 |

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 Turner
Cllr Nikki Harvey	Cllr Holly Morse	Cllr Woodhead
Vacancy		

Strategy & Review

Chair of each committee plus members as elected by the committee

Cllr Keith Butterick	Cllr Pat Fraser	Cllr Patsi Guilfoyle
Cllr Rosemary Hedges	Cllr Holly Morse	Cllr Alex Turner
Cllr Steve Woodhead		

Twinning

Cllr June Cammack	Cllr Pat Fraser
Vacancy	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



STRATEGY & REVIEW COMMITTEE TERMS OF REFERENCE

Membership:	Minimum of 5 Maximum of 7 Councillors and Ex-officio
Non-councillor:	Non councillors are not elected to this committee.
Quorum:	Three Town Councillors with voting rights
Meetings:	Four meetings per year (or as required)

1. Introduction

- 1.1 The aim of the Strategy & Committee is to manage the internal audit of the Council's financial and procedural issues.
- 1.2 The Strategy & Review Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference. Any recommendations outside these terms of reference shall be made to the Full Council.
- 1.3 The Strategy & Review Committee shall be administered and managed in accordance with these Terms of Reference and the Council's Standing Orders.

2. Membership

- 2.1 The Strategy & Review Committee shall consist of at least five and up to seven Town Councillors. These shall be the chair of each committee and appointments made by the committee.
- 2.2 The Mayor is ex-officio on this committee.
- 2.3 Three members of the Committee shall constitute a quorum.

- 2.4 The Chair and Deputy Chair are to be elected annually at the first meeting of this committee.
- 2.5 In the event of the resignation, death or disqualification of a Councillor during the year any vacancy on the Strategy & Review Committee will be filled at the next meeting of the Full Council.
- 2.6 Substitutions are not permitted in the event of a member's absence from a meeting of the Strategy & Review Committee.

3. Meetings

- 3.1 The Town Clerk will call Strategy & Review Committee meetings as necessary and in accordance with the approved schedule of meeting dates.
- 3.2 Members will be summoned to attend meetings which will usually be held in Hebden Royd Town Hall. Non-Members of the Committee may attend in their capacity as a Councillor but will have no more rights at Committee meetings than members of the public.
- 3.3 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.
- 3.4 Members of the public may attend but shall not be permitted to take part in meetings of the Strategy & Review Committee.

4. Documentation

- 4.1 The minutes of all meetings will be taken by the Town Clerk and circulated for approval at Full Council meetings.
- 4.2 All correspondence shall be conducted through the Town Clerk.

5. Scope

- 5.1 To review and monitor the income and expenditure of the Council as a whole.
- 5.2 To prepare, in collaboration with the Clerk/RFO, and recommend the annual draft budget to the Full Council.
- 5.6 To recommend the draft precept to the Full Council.

- 5.7 To oversee & scrutinise expenditure, within budget, on budgets not specifically managed by other committees
- 5.8 To vire funds between budget allocations.
- 5.9 To review the Internal Audit and External Audit reports, make recommendations to Full Council and oversee the implementation of any required actions.
- 5.10 To draw up and annually review a reserves strategy for the Full Council's approval.
- 5.11 To review policies and procedures relating to financial and governance matters to ensure that they are compliant with statutory requirements and best practice and make recommendations thereon to the Full Council.
- 5.12 To scrutinise and make recommendation on proposals and fees for services.

To remove:

- 5.13 To have oversight of GDPR concerns and to review Freedom of Information and SARS requests, and to form a working group to conduct internal reviews as required.

To Include:

- 5.13 *The Committee shall have strategic oversight of the Council's compliance with the UK General Data Protection Regulation, the Data Protection Act 2018, and the Freedom of Information Act 2000.*
- 5.14 *All operational data-protection matters, including the handling of data-subject rights requests and any related correspondence, shall be managed by the Data Protection Officer. All Freedom of Information requests shall be managed by the Proper Officer, with advice and guidance from the Data Protection Officer where appropriate.*
- 5.15 *The Committee may, in the course of fulfilling its management and governance responsibilities, review reports or documentation that contain personal data, where this is necessary and proportionate for the discharge of the Council's lawful functions. Any access to such information must be limited to the minimum necessary and conducted*

in accordance with the Council's confidentiality and information-governance policies.

- 5.16 *The Committee shall ensure that appropriate assurance reporting is maintained and may commission the Data Protection Officer or Proper Officer to provide anonymised or redacted summaries where full disclosure is not required.*

6. Review

- 6.1 The Strategy & Review Committee's Terms of Reference are to be reviewed annually at the first meeting of the committee.
-

HEBDEN ROYD TOWN COUNCIL

Meeting of the COMMUNITY FUNDING COMMITTEE

Held WEDNESDAY 8 OCTOBER 2025

MINUTES

PRESENT: Councillors: Fraser (Chair as of minute 250), Hoyle and Woodhead

HRTC Deputy Town Clerk: Ebony Andrews

250. Apologies for Absence and any substitutions.

Apologies were received from Cllrs Cammack, Guilfoyle, Hedges & Howes.

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

There were no members interests reported at this meeting.

252. Matters arising from Minutes of Meeting held 29 September 2025 not itemised on this Agenda.

There were no matters arising.

253. COMMUNITY FUNDING BUDGET

RESOLVED: To note the information.

254. REQUESTS FOR FINANCIAL ASSISTANCE FROM THE COUNCIL

a) Calder Food Support

Provision of community food bags £5000.00

RESOLVED: To approve an award of £5000 to Calder Food Support.

255. EXCLUSION OF THE PRESS AND PUBLIC

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

Meeting finished at 7:28pm

HEBDEN ROYD TOWN COUNCIL

Meeting of the PROJECTS, EVENTS & CHRISTMAS LIGHTING COMMITTEE Held WEDNESDAY 8 OCTOBER 2025

MINUTES

PRESENT: Councillors: Fraser, Hoyle, Woodhead and Turner.

HRTC Deputy Clerk: Ebony Andrews

- 256. Apologies for absence and any substitutions**
Apologies were received from Cllrs Bampton Smith, Hedges and Macdonald.
Cllr Woodhead acted as substitute for Cllr Macdonald.
- 257. Members' interests relating to agenda items for this meeting.**
There were no members interests reported at this meeting.
- 258. Matters arising from the minutes of meeting held 23 September 2025 not itemised on this agenda.**
There were no matters arising.
- 259. BUDGET UPDATE**
Members received an updated budget for the current year, and the budget request for forthcoming period 2026-27 was also discussed.
RESOLVED: To note the information.
- 260. PROPOSED PURCHASES**
Members considered the purchase of equipment to support the safe and effective delivery of events.
RESOLVED: To approve the purchase of a mobile defibrillator, along with the allocation of ongoing maintenance costs as appropriate.
- 261. PROJECT UPDATES 2025-26**
Members received a verbal update on the following projects and decided on actions as appropriate.
a) Hebden's Happy Hounds
The event was successfully delivered, with a view to it being repeated in May 2026.

b) Remembrance Sunday

Planning continues, with all main event elements now in place. The addition of barriers to enhance audience safety at Mytholmroyd Memorial Garden was discussed.

c) Christmas Lights Switch On/Light Up the Valley

Planning continues, with all main event elements now in place. The contract for the new Christmas grotto was outlined.

d) Christmas Lighting

Members were informed that hanging baskets will be taken down in good time ahead of the arrival of the Christmas Lights.

e) WOHB Annual Report (enc).

The annual report and next steps for the WOHB team were discussed.

f) New projects, as per Min 226.

A brief review of new projects was discussed along with timelines for delivery.

RESOLVED: To note the information.

262. EXCLUSION OF THE PRESS AND PUBLIC

No resolution to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960

Meeting finished at 8:52pm

MEETING of the TOWN COUNCIL
held THURSDAY 16 OCTOBER 2025 at 7:30PM
HEBDEN BRIDGE TOWN HALL

- PRESENT:** Councillors – Butterick (Chair), Bampton Smith, Boden, Borrowes, Guilfoyle, Hedges, Hoyle, Woodhead.
- ABSENT:** Councillors – Boggis, Cammack, Davenport, Turner Howes, Harvey, Young, Fraser, Macdonald, Morse.
- ALSO:** Representatives from the Environment Agency
 19 members of the public
- MINUTES:** HRTC Clerk – E Green

MINUTES

263. PUBLIC QUESTION TIME.

There were no questions asked of the council.

264. APOLOGIES AND REASONS FOR ABSENCE.

Apologies were received from Cllrs Cammack, Turner

265. MEMBERS' INTERESTS' RELATING TO AGENDA ITEMS.

There were no members' interests declared at this meeting.

266. PLANNING APPLICATIONS

a. **Application 25/00947/FUL** at Hebden Bridge Flood Alleviation Scheme, West End, Hebden Bridge for Hebden Bridge Flood Alleviation Scheme including the repair and reconstruction of the river walls on Hebden Water and the River Calder, construction of new walls within St Pols Car Park, construction of vertical rising flood barriers on Bridge Gate and Old Gate, repair and reinforcement of specific properties, modification to five weirs, replacement of Central Street Footbridge, reinforcement of two bridges across Hebden Water, two construction compounds, landscaped public open spaces, demolition of outbuildings to the rear of 35 West End along Hebden Water and associated landscaping. (West End ward).

The Environment Agency presented the application taking time to answer questions from both councilors and members of the public.

It was moved:

To recommend No Objection; on the assurance that accurate information will be provided to the principal authority prior to it determining the decision.

This includes information on: -

How footfall will be measured prior to the scheme to form a basis for comparison.

Accurate information on how compensation claims can be made and the exacting criteria for those claims, along with guidance on the issue of agents.

An amendment (1) to the motion was moved:

That every attempt is made to ensure Calder Holmes Park is preserved, it is understood that the Environment Agency is aiming to secure an alternative compound site which would be preferable.

An amendment (2) to the motion was moved:

That whilst certain aspects of the scheme were welcomed there were other aspects that were not sufficient in detail to be considered as a full planning application. This includes the management of traffic, parking, economic impact of the scheme and a comprehensive approach incorporating surface water drainage and management. Further details were also required regarding the compensation scheme.

The amendment (1) was seconded and the meeting moved to a vote.

Cllr Boden requested a recorded vote.

For the motion as amended: Cllrs Butterick, Woodhead, Guilfoyle, Hoyle, Hedges, Bampton Smith.

Against the motion as amended: Cllrs Boden, Borrows

RESOLVED: No Objection - on the assurance that accurate information will be provided prior to the principal authority determining the decision. This includes information on:

- How footfall will be measured prior to the scheme to form a basis for comparison.
- Accurate information on how compensation claims can be made and the exacting criteria for those claims along with guidance on the sue of agents.
- That every attempt is made to preserve Calder Holmes Park is preserved, it is understood that the EA is aiming to secure an alternative compound site which would be preferable.

b. **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. (Cragg Vale ward).

RESOLVED: No objection

c. **Application 25/00921/VAR** at 7 Caldene Avenue, Mytholmroyd, HX7 5AF for Variation of condition 1 on application 25/00245/HSE - amended plans. (Caldene ward).

RESOLVED: No objection

d. **Application 25/00906/HSE** at Broadlands, Mytholm Bank, Hebden Bridge, HX7 6DL for Front and side extension with partial replacement of existing front conservatory. (West End ward).

RESOLVED: No objection

e. **Application 25/00860/LBC** at Ivy House, Great Burlees Farm, Burlees Lane, Dodd Naze, Hebden Bridge, HX7 8PS for Replacement guttering (Listed Building Consent). (Birchcliffe ward).

RESOLVED: Recommend Refusal – the materials are not in keeping with the listing and heritage of the building.

f. **Application 25/20184/TPO** at Byclough Cottage, Midgley Road, Mytholmroyd, HX7 5QT for Fell one tree and prune others (Tree Preservation Order). (White Lee ward).

RESOLVED: No objection

g. **Application 25/20185/TPO** at The Wiggins, Church Bank Lane, Cragg Vale, HX7 5TB for Fell six trees and prune two trees (Tree Preservation Order). (Cragg Vale ward).

RESOLVED: No objection

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.

267. APPLICATIONS FOR PLANNING PERMISSION GRANTED BY CALDERDALE MBC

RESOLVED: to note the information

268. 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 (HBPH Enc. HRTC to be tabled).

RESOLVED: To note the information. The clerk advised that the Statement of Account for HRTC was not yet available and would be circulated to members as soon as practicable and will be added to the next meeting of the Full Council for review.

Date: 22/10/2025
Time: 10:47:33

HEBDEN BRIDGE PICTURE HOUSE
Statement of Account

Page: 1

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

Chart of Accounts:

Picture House Partial (Public) [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Income								
Ticket sales	21,945.50	63.60	29,527.00	(7,581.50)	117,093.01	61.58	120,635.00	(3,541.99)
Kiosk Sales - Food & Beverages	8,104.64	23.49	9,727.06	(1,622.42)	43,860.70	23.07	48,635.30	(4,774.60)
Kiosk Sales - Merchandise	60.42	0.18	0.00	60.42	119.58	0.06	0.00	119.58
Memberships	700.00	2.03	875.00	(175.00)	5,118.00	2.69	4,375.00	743.00
Private Hire & parties	0.00	0.00	1,616.00	(1,616.00)	8,840.00	4.65	8,080.00	760.00
Shop Rentals	715.00	2.07	2,577.00	(1,862.00)	7,301.80	3.84	7,296.00	5.80
Screen Advertising	655.05	1.90	800.00	(144.95)	3,734.03	1.96	4,000.00	(265.97)
Donations received	1,193.35	3.46	83.00	1,110.35	1,586.57	0.83	417.00	1,169.57
Gift Vouchers sold	1,128.90	3.27	3,000.00	(1,871.10)	1,325.41	0.70	3,000.00	(1,674.59)
Bank Interest Received	0.00	0.00	0.00	0.00	1,173.54	0.62	500.00	673.54
	34,502.86	100.00	48,205.06	(13,702.20)	190,152.64	100.00	196,938.30	(6,785.66)
Direct Costs								
Royalties	8,567.99	24.83	11,810.80	(3,242.81)	44,336.26	23.32	48,254.00	(3,917.74)
Kiosk supplies - Food & Beverages	2,726.01	7.90	3,599.02	(873.01)	18,805.47	9.89	17,995.07	(810.40)
Repairs, Alterations & Maintenance	0.00	0.00	0.00	0.00	3,848.79	2.02	5,500.00	(1,651.21)
	11,294.00	32.73	15,409.82	(4,115.82)	66,990.52	35.23	71,749.07	(4,758.55)
Running Costs								
Energy	172.38	0.50	2,000.00	(1,827.62)	2,617.81	1.38	10,000.00	(7,382.19)
Water	0.00	0.00	339.51	339.51	214.06	0.11	1,697.55	(1,483.49)
Waste & recycling	0.00	0.00	0.00	0.00	1,364.80	0.72	1,000.00	(364.80)
Cleaning Materials & equipment	0.00	0.00	300.00	300.00	937.50	0.49	1,500.00	(562.50)
Projection Equipment	888.32	2.57	0.00	(888.32)	1,398.85	0.74	500.00	(898.85)
Screen 2 Project	3,682.00	10.67	0.00	(3,682.00)	5,871.05	3.09	7,500.00	(1,628.95)
Staff Uniforms	0.00	0.00	100.00	100.00	809.00	0.43	300.00	(509.00)
Buildings Insurance	8,105.21	23.49	600.00	(7,505.21)	9,105.21	4.26	3,000.00	(5,105.21)
Film Delivery & Exhibition	0.00	0.00	100.00	100.00	0.00	0.00	500.00	500.00
Office Expenses	349.37	1.01	300.00	(49.37)	2,774.80	1.46	1,500.00	(1,274.80)
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	0.64	0.00	(1,225.15)
Training	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
Bank Charges	57.07	0.17	166.00	(108.93)	332.22	0.17	830.00	(497.78)
Box Office Oscar	630.16	1.83	750.00	(119.84)	4,928.97	2.59	3,750.00	(1,178.97)
	13,884.51	40.24	4,655.51	(9,229.00)	30,579.42	16.08	32,677.55	(2,098.13)
Gross Profit/(Loss):	9,324.35	27.02	28,139.73	(18,815.38)	92,582.70	48.69	92,511.68	71.02
Staff Costs								
Staff Costs	30,556.44	88.56	25,227.92	(5,328.52)	131,173.00	68.98	126,139.64	(5,033.36)
	30,556.44	88.56	25,227.92	(5,328.52)	131,173.00	68.98	126,139.64	(5,033.36)
Net Profit/(Loss):	(21,232.09)	(61.54)	2,911.81	(24,143.90)	(38,590.30)	(20.29)	(33,627.96)	(4,962.34)

269.

HRTC & HBPH PAYMENT SCHEDULE**RESOLVED:** to authorise payments totaling £35,400.53.**Payment and Receipt Schedule**
16/10/2025**Hebden Royd Town Council**
Accounts to be Paid**Item**

no.	Payee	Details	Invoice No	Amount	Cost Centre
a	PKF	Review of Annual Governance & Accountability	SB20252676	2,520.00	Audit
b	The National Allotment Society	Membership Renewal	54141A	£84.00	Local Env
c	Gardenius	Daffodil bulbs	6045	£653.40	Local Env
d	Briggs Priestley	Honours Boards	49350	£135.60	Office
e	Hebden Bridge Community Assoc	Recharges: phone, data, it, cleaning	18352	£153.00	Office
f	P3	Microsoft 365 Business	36775	£177.42	Office
g	The Shredding Alliance	Offsite shredding	14653	£59.88	Office
h	Calderdale Council	5 x bays suspended in Market Place car park	JN25124990	£50.00	Project & Events
i	Delta Services	Stage Equipment	1574	304.08	Project & Events
j	EEH Event Equipment Hire	Deposit Stage for LUTV	INV-05765	£427.68	Project & Events
k	The Privacy Worx	Monthly DPO Fee - September	INV-1648	£792.00	Salaries

£5,357.06**Accounts previously paid by the Town Clerk**

No.	Payee	Details	Invoice No	Amount	Cost Centre
a	Amazon	Supplies for Happy Hounds	204-2623650-1081127	£9.49	Local Environment
b	James Furlong	Data cleaning, analysis and final report	27.03.24	£1,500.00	Local Environment
c	Steve Tomlin	Scything Course	18072025	£2,441.00	Local Environment
d	Amazon	Office supplies	GB571AG5ABEI	19.48	Office
e	Amazon	Office supplies	XX5001H4MFYS7T	£11.65	Office
f	Amazon	Office supplies	GB585U8AABEI	£4.88	Office
g	Amazon	Office supplies	GB585XRKABEI	£17.36	Office
h	Amazon	Office supplies	GB588EJAABEI	£18.62	Office
i	Amazon	Office supplies	GB58792SABEI	£20.84	Office
j	Amazon	Office supplies	GB5878W3ABEI	£20.34	Office
k	Amazon	Office supplies	GB58790BABEI	20.34	Office
l	Amazon	Office supplies	AEU-INV-GB-2025-1070	114	Office
m	Fleur De Lys	Flowers	30.9.25	£72.00	Office
n	Post Office	Petty Cash Top Up	18.08.25	£67.03	Office
o	Post Office	Petty Cash Top Up	24.09.25	£95.27	Office
p	Amazon	Event supplies	GB305634227	£99.00	Project & Events
q	Amazon	Event supplies	GB58M33ZABEI	£23.00	Project & Events
r	Amazon	Event supplies	GB502B4H0GE811	£40.80	Project & Events
s	Amazon	Event supplies	GB58JWFAABEI	£23.98	Project & Events
t	Amazon	Event supplies	GB50006HE3V8DI	£59.99	Project & Events
u	Amazon	Event supplies	GB5000130CJYFI	£9.95	Project & Events
v	Amazon	Event supplies	GB5000FK4H22PI	£6.99	Project & Events
w	Amazon	Event supplies	GB5000FO4H22PI	£6.99	Project & Events
x	Trainline	Travel to conference	129657377686	£71.76	Training

£4,780.79**Direct Debits**

No.	Payee	Details	Invoice No	Amount	Cost Centre
a	Peninsula	Employment Services	U005188967	£689.76	Office
b	Sage	Sage Chargeable per od	INV21506665	£235.63	Office

£925.44**TOTAL PAYMENTS****£11,063.29**

Payment and Receipt Schedule
16/10/2025

Hebden Bridge Picture House
Accounts to be Paid

Item	Payee	Details	Invoice No	Amount
a	Anime Ltd	Film Royalties	1017938	120.00
b	BFI	Film Royalties	BK100463944	203.70
c	BFI	Film Royalties	BK100463936	120.00
d	BFI	Film Royalties	BK100463932	120.00
e	BFI	Film Royalties	BK100463952	366.46
f	Curzon	Film Royalties	651	474.95
g	Disney	Film Royalties	2249299	151.20
h	Disney	Film Royalties	2249305	2,053.36
i	Disney	Film Royalties	2252195	369.60
j	Disney	Film Royalties	2252791	357.00
k	Dogwoof	Film Royalties	M1006320	264.60
ll	Icon	Film Royalties	3031326	140.00
m	Moore International Ent	Film Royalties	K-2025-248	174.00
n	Paramount Picture	Film Royalties	R2414371	£202.50
o	Paramount Picture	Film Royalties	R2416118	£226.80
p	Paramount Picture	Film Royalties	R2416137	£755.56
q	Pathways Productions	Film Royalties	Invoice 240	£100.00
r	Picture House	Film Royalties	22090	£428.75
s	Picture House	Film Royalties	22276	£243.25
t	Sony	Film Royalties	1645282-1	£170.00
u	Sony	Film Royalties	1648709-1	£252.80
v	Studio Canal	Film Royalties	F0308964	£919.20
w	Studio Canal	Film Royalties	F0308963	£162.80
x	Trafalgar	Film Royalties	3394881	£479.00
y	Trafalgar	Film Royalties	343014	£649.01
z	Tull Stories	Film Royalties	T51093/HBPH	£182.00
aa	Tull Stories	Film Royalties	T51034/HBPH	£219.10
bb	Universal	Film Royalties	22314755235-1	£51.50
cc	Universal	Film Royalties	22314755865-1	£2,562.25
dd	Vertigo	Film Royalties	S1011907	£100.10
ee	Chubb	Health and Safety	11138458	£206.88
ff	Cathedral Leasing	Hygiene Services	MI/1710367	£225.11
gg	Eden Farm Hulleys	Kiosk	328379	£251.75
hh	Grenke	Kiosk	408235/2025	£241.78
ii	Jimmys	Kiosk	INV25607377	£295.67
jj	Jimmys	Kiosk	INV25607736	£378.24
kk	JL Brooks	Kiosk	647232	£204.86
ll	JL Brooks	Kiosk	648318	£92.35
mm	JL Brooks	Kiosk	648949	£86.95
nn	Just Jennys	Kiosk	8459	£116.40
oo	Leodis	Kiosk	INV-19153	£366.63
pp	Matthew Clark	Kiosk	3656358	£497.66
qq	Suma	Kiosk	A89997	£45.30
rr	Suma	Kiosk	A89996	£27.58
ss	Suma	Kiosk	A89995	£334.25
tt	The Buttercup Bakery	Kiosk	N0324	£85.60
uu	The Buttercup Bakery	Kiosk	N0325	£85.60
vv	The Buttercup Bakery	Kiosk	N0326	£85.60
ww	The Buttercup Bakery	Kiosk	N0327	£85.60
xx	The Yorkshire Vice Cream Co	Kiosk	PH1019	£100.00
yy	Turner & Wrights	Kiosk	292668	£438.62
zz	Vocation Brewery	Kiosk	150922	£329.69
aaa	Vocation Brewery	Kiosk	151893	£147.58

bbb	Happy Valley Pride	Marketing	INV-118	£155.00
ccc	Print Bureau	Marketing	PB8125	£48.00
ddd	Print Bureau	Marketing	PB8174	£133.00
eee	Calderdale Council	Office	IN25118910	£180.00
fff	Grenke	Office	394317/2025	£1,154.38
ggg	Synergy	Office	19010HX78AD	£162.00
hhh	Savoy Systems	Oscar	C-1025-35	£749.38
iii	GenErika	Quiz	Tuesday, 23rd September 2025	100.00

£20,030.95

Direct Debits

Item	Payee	Details	Invoice No	Amount
a	The Co-operative Bank	Banking	124	30.18
b	Apple	Office	712030310822	0.99
c	Croft	Office - Call Charges	58800	154.44
d	O2	Office - Line Rental	40005941	29.62
e	Clover	Oscar	5109 64521 14.08.25	80.98
f	Clover	Oscar	510954513 14.08.25	104.54
g	Clover	Oscar - Aug	AV52517739	50.40
h	Clover	Oscar - Sept	AV52517739	50.40
i	Clover	Oscar	510964521 12.09.25	113.49
k	Clover	Oscar	510964513 12.09.25	137.47
j	Crown Gas	Utilities	3698370	£650.94

£1,403.45

Payments paid by Clerk

Item	Payee	Details	Invoice No	Amount
a	Universal	Film Royalties	22314751090-1	£373.45
b	Francisca Sierevogel	Heritage Day	26/014	£160.00
c	Amazon	Kiosk Supplies	GB502VRTMXXZ11	61.53
d	Amazon	Kiosk Supplies	GB5013J16RV9V1	97.48
e	Amazon	Kiosk Supplies	GB50220D9X5ENI	145.8
f	Amazon	Maintenance	GB5008BD4X7231	17.78
g	Amazon	Maintenance	202-9029474-7346742	92.72
h	CPC	Maintenance	5949797	£33.80
i	Gear4Music	Maintenance	M12214106	£52.48
j	Paul Ashton Electrical Limited	Maintenance	SI 8550	£456.00
k	Amazon	Office	GB575D68ABEI	31.56
l	Amazon	Office	EUVINS1-OFS-GB-367645739	50
m	Amazon	Office	GB57CP3EABEI	7.25
n	Amazon	Office	GB57COUTABEI	12.33
o	Amazon	Office	GB57CP36ABEI	26.85
p	Amazon	Office	GB500K1AUXF191	28.98
q	Amazon	Office	GB58AVICABEI	32.11
r	Apple	Office	698016898718	0.99
s	Apple	Office	786007393416	4.49
t	Origano	Office	31/07/2025	£35.30
u	Origano	Office	22/09/2025	£45.80
v	Post Office	Office	23/09/2025	£5.55
w	Post Office	Office	29/08/2025	£9.60
x	Post Office	Office	11/09/2025	£200.00
y	Spotify	Office	3bdaf410-9e98-4883-a5aa-4a62f6c2a62ba	11.99
z	Generika	Quiz	May Quiz	100
aa	Dove & Bear	Uniform	#002	£809.00

£2,902.84

PAYMENTS

£24,337.24

270. COMMUNICATIONS FROM THE TOWN MAYOR AND THE CLERK.

To receive and decide actions on communications (enc).

- a. Resident Calderdale Energy Park
- b. PKF Littlejohn Conclusion of Audit

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

271. REDECLARATION OF COMPLIANCE

RESOLVED: To note confirmation of redeclaration of compliance in respect of the council's pensions obligations under the Pensions Act 2008.

272. MAYOR'S REPORT/DEPUTY MAYOR'S REPORT

The mayor reported on his activities.

RESOLVED: To note the information.

273. WHITE RIBBON ACCREDITATION

Following discussion it was

RESOLVED: Further to minute 201, to approve the expenditure of £495 to become a White Ribbon Accredited organisation.

274. MINUTES OF STAFFING COMMITTEE held 17 SEPTEMBER 2025.

The minutes were received for information.

RESOLVED: to note the minutes. Thanks were given to Cllr Morse for the work that she has done to support the council and its staff team.

275. MINUTES OF THE TOWN COUNCIL held 17 SEPTEMBER 2025

RESOLVED: To approve the minutes as a correct record.

276. MINUTES OF THE STRATEGY & REVIEW COMMITTEE held 22 SEPTEMBER 2025

The minutes were received, following discussion.

RESOLVED: the minutes were not approved. An amendment was recommended to the wording of minute 214 and the Strategy & Review Committee will review and represent these minutes at the next meeting of the Full Council.

277. MINUTES OF THE LOCAL ENVIRONMENT & CLIMATE COMMITTEE held on 23 SEPTEMBER 2025

RESOLVED: To note the minutes for information

278. MINUTES OF THE PROJECT & EVENTS COMMITTEE held on 23 SEPTEMBER 2025

RESOLVED: To note minutes for information

279. MINUTES OF THE COMMUNITY FUNDING COMMITTEE held on 24 SEPTEMBER 2025

RESOLVED: To note minutes for information

- 280. MINUTES OF THE COMMUNITY FUNDING COMMITTEE held on 29 SEPTEMBER 2025.**
RESOLVED: To note minutes for information
- 281. MINUTES OF THE PICTURE HOUSE COMMITTEE held on 1 OCTOBER 2025.**
RESOLVED: To note minutes for information
- 282. MINUTES OF THE COMMUNITY FUNDING COMMITTEE held on 8 OCTOBER 2025.**
The minutes of this committee will be tabled at the next meeting of the Full Council.
- 283. MINUTES OF THE PROJECT & EVENTS COMMITTEE held on 8 OCTOBER 2025.**
The minutes of this committee will be tabled at the next meeting of the Full Council.
- 284. WORKING GROUPS**
To receive reports from and to decide on appropriate actions:
a) Disability Access Forum
No report

b) Joint Parish Meeting (enc).
The minutes were circulated for information. It was reported that that this had been a productive first meeting and that the council looked forward to building a working relationship with the parishes.
- 285. REPRESENTATIVES TO OUTSIDE BODIES**
No reports
- 286. EXCLUSION OF THE PRESS AND PUBLIC**
There was no motion to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960.

The meeting finished at 9pm

15

HEBDEN ROYD TOWN COUNCIL

**MEETING of the STRATEGY & REVIEW COMMITTEE
held Tuesday, 21 October 2025**

MINUTES

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

Town Clerk: E Green

287. To receive apologies for absence and any substitutions.
Apologies were received from Cllrs Guilfoyle, Morse and Turner.

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

289. MINUTES OF THE MEETING HELD 22 SEPTEMBER 2025
The minutes of the meeting had not been approved at the meeting of the Full Council on 16 October and were discussed.

RESOLVED:

To amend the wording of minute 214:

'The council considered excluding the press and public in respect of item 4'

To amend the wording of minute 215

'To approve the recommendation as outlined by PrivacyWorx to appeal the decision notice with amendments as discussed.'

The clerk will send the amended minutes to the YLCA to ensure that minutes 214 and 215 are accurately recorded, and further amendments will be made to these draft minutes if required, before presenting for approval at Full Council.

290. STRATEGY & BUDGET SETTING 2026-27

The committee spoke about the potential future strategy and considerations for the Town Council and how these may be reflected in the budget, this included areas such as.

- Hebden Bridge Picture House
- Council committees
- How the Town Council can support Young People - potential apprenticeship schemes and longer-term commitments
- Parking and opportunities
- Supporting the Town during potential Environment Agency works

RESOLVED: That the Town Clerk will consider these areas and will circulate an initial budget proposal prior to the next meeting of this committee, where it will be considered in more detail.

291. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: There was no motion to exclude the press and public.

Meeting finished at 11:20am.

116

HEBDEN ROYD TOWN COUNCIL

**Meeting of the STAFFING COMMITTEE
Held WEDNESDAY 22 October 2025**

MINUTES

- PRESENT:** **Councillors:** Woodhead (Chair), Butterick, Guilfoyle, Harvey, Morse and Turner
- Clerk:** Emma Green
- 292. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS.**
There were no apologies reported to this meeting.
- 293. TO RECEIVE MEMBERS INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.**
There were no members interests reported at this meeting.
- 294. MINUTES OF THE MEETING HELD 17 SEPTEMBER 2025**
There were no matters arising.
- 295. COMMITTEE MEMBERSHIP**
The resignation of C. Davenport was noted which creates a vacancy on this committee.
RESOLVED: to elect a member of council to join this committee at the next meeting of the Full Council.
- 296. DISABILITY CONFIDENT**
It was discussed that the town council's disability confident registration has expired.
RESOLVED: to ask the Disability Access Forum for guidance as to whether this is an appropriate accreditation and also to ascertain the requirements of the Town Council in maintaining the accreditation.
- 297. PAYROLL OUTSOURCING**
Following an agreement in principle as per minute 190, the clerk shared that four companies had been approached to provide payroll services and their responses were considered. It was discussed that the Town Council had a subscription with Sage Payroll, and the Town Clerk would contact Sage in regard to terminating this.
RESOLVED: That an appointment is necessary to ensure business continuity and to appoint Dalton Smith Accountants to provide payroll services at a cost of £187 per month. This will be reviewed annually and brought back in house as capacity permit.

298.

HEBDEN BRIDGE PICTURE HOUSE STAFFING MATTERS

Further to minute 243 and the potential position of an Assistant General Manager at the Picture House the Town Clerk presented costs, background information and a proposed job description.

RESOLVED: to approve an internal recruitment of an Assistant General Manager based on 20 hour per week, SCP 18-23. The Clerk will ask Peninsula to review the documentation prior to sharing.

The clerk reported notification of the new Living Wage of £13.45 with advice from the living wage foundation to implement as soon as possible.

RESOLVED: to implement the Living Wage uplift as appropriate from 1 December and to ask the Picture House committee how any proposed increase in ticket prices could link with this.

299.

HEBDEN ROYD TOWN COUNCIL STAFFING MATTERS

The clerk reported that the Local Environment & Allotments Officer had reached the end of their probation period. Throughout this time, they have proven themselves to be a highly motivated and skilled addition to the team.

RESOLVED: To note the information and approve the end of the probationary period.

The Town Clerk reported that whilst the town council is committed to openness and transparency, it continues to receive multiple Freedom of Information requests. These are increasingly time consuming for the team, creating additional pressures with limited capacity, and costly in respect of the need to obtain professional advice charged at £120 per hour.

RESOLVED: To note the information and advise the clerk to continue to seek professional advice where appropriate to ensure that the Town Council is compliant.

300.

EXCLUSION OF THE PRESS AND PUBLIC

There was no motion to exclude the press and public.

Meeting finished at 8.30pm

17

HEBDEN ROYD TOWN COUNCIL

Meeting of the LOCAL ENVIRONMENT AND CLIMATE COMMITTEE Held WEDNESDAY, 29 OCTOBER 2025

MINUTES

PRESENT: Councillors: Woodhead (Chair), Hoyle, Guilfoyle and Macdonald.

Deputy Clerk: E Andrews

Local Environment & Allotments Officer: G Muir

301. TO RECEIVE APOLOGIES FOR ABSENCE AND ANY SUBSTITUTIONS.
Apologies were received from Cllrs Harvey and Morse.

302. TO RECEIVE MEMBERS' INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.
There were no members interests reported at this meeting.

303. MINUTES OF THE MEETING HELD 23 SEPTEMBER 2025
RESOLVED: There were no matters arising.

304. COMMUNICATIONS

a) Ban the Burn response to Calderdale Energy Park Scoping Report - Summary September 2025.

RESOLVED: To note the information.

B) Ban the Burn Petition email.

RESOLVED: Cllrs agreed to share the Ban the Burn petition through the usual communications channels following the issue of HRTC Calderdale Energy Park survey results later in November (see min. 307).

305. BUDGET UPDATE
Cllrs received an update on the budget from the Deputy Clerk with support from the LE & Allotments Officer.

RESOLVED: To request a budget totalling £32,716 for consideration by the Strategy & Review Committee.

306. PROPOSED PURCHASES
Cllrs received an outline of planned volunteer projects from the LE & Allotments Officer, what purchases are required to facilitate this, and associated costs.

RESOLVED: To purchase appropriate tools and PPE for the safe delivery of volunteer activities up to the value of £1000.

307.

CALDERDALE ENERGY PARK

Cllrs received an overview of the closing results from the HRTC Calderdale Energy Park survey from the Deputy Clerk.

RESOLVED: The survey results show strong community opposition to the Calderdale Energy Park proposal. Accordingly, the Local Environment & Climate Committee is confident in adopting the same position, reflecting the clear sentiment of the community.

Cllrs then discussed and agreed the format and channels through which the results will be communicated to the community in due course.

308.

HIGH HIRST WOODMEADOW

a) High Hirst Woodmeadow Activities and Events Report

RESOLVED: The proposed volunteer activities and events plan was approved, with the agreement of the addition of a volunteer recognition / celebration events, with £300 being added to the proposed 26/27 budget to reflect this.

b) Enmesh Donation

RESOLVED: Cllrs thanked the donors for their kind donation. To note the information.

c) Full Of Joy Animal Sanctuary Visit

RESOLVED: To note the information.

d) High Hirst Bat Walk 2025

RESOLVED: Cllrs noted the information and were keen to see additional walks planned in the future, with increased capacity for participants.

e) High Hirst Hay at Malham Show 2025

RESOLVED: To note the information.

309.

ALLOTMENTS

a) High Hirst Allotment Tree Works Report

RESOLVED: That the works are undertaken as outlined in the report.

b) Banksfield and High Hirst Allotment Quarterly Workday Plan

RESOLVED: Cllrs discussed the workday plan and agreed that the projects as outlined are delivered.

c) Tenancy Agreement update and invoicing 2025/26

RESOLVED: To note the information.

310. OTHER PROJECTS & UPDATES

a). Hanging Basket projects 2025 costings breakdown

Cllrs received a breakdown of the costs for the hanging baskets 25/26 project and discussed 26/27 scheme costs set against projected rates of inflation.

RESOLVED: That the retailer rate for hanging baskets should be increased to £60 per unit for the next period, should the scheme be delivered in the same format for 2026/27. However, Councillors also identified scope to engage with the Environment Agency to explore possible support for the scheme through Flood Alleviation Works regeneration funds which could reduce the retailer rate, if successful.

b). Green Hub, in partnership with Projects & Events

RESOLVED: To note the information (as per min. 226a).

c). CROWS Funding Proposal Report

RESOLVED: To adopt the proposal to assign £1500 in the 26/27 budget to CROWS works as outlined in the report.

311. EXCLUSION OF THE PRESS AND PUBLIC

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

The meeting finished at 9:04 pm.

HEBDEN ROYD TOWN COUNCIL

**MEETING of the STRATEGY & REVIEW COMMITTEE
held Wednesday, 5 November 2025**

MINUTES

PRESENT Councillors: Fraser, Guilfoyle, Hedges, Morse, and Woodhead.

Town Clerk: E Green

312. To receive apologies for absence and any substitutions.
Apologies were received from Cllrs Butterick & Turner.

313. To receive members' interests relating to agenda items for this meeting.
There were no interests declared at this meeting.

314. MINUTES OF THE MEETING HELD 22 SEPTEMBER & 21 OCTOBER 2025
The draft minutes were discussed. As per minute 289, the amended draft minutes of the meeting held 22.9.25 had been sent to YLCA for their review.
RESOLVED: To approve the minutes, with amended wording to minute 215 in accordance with advice sought from the YLCA.

315. CASUAL VACANCY & ELECTION
The clerk advised that the Elections Officer had advised that an election will be called, and that CMBC is in the process of finalising dates for this. Councillors discussed that the promotion of the vacancy would allow an opportunity to share the positive work of the council and the impact that individuals can have on their communities through council work.
RESOLVED: To ensure that forthcoming elections are promoted, to include information on how to become a councillor, and information on the work of the council and its committees.

316. BUDGET 2026-27
A draft budget was discussed, considering the base and committee costs of the council. The following key points were raised:

- That the reserves shall reflect three months operational expenses as recommended by the Joint Panel on Accountability and Governance (JPAG)
- That the Data Protection Officer retained costs be included on an ongoing basis within the base costs of council, in line with the councils statutory obligations.

- That the Data Protection Officer additional works cost be calculated to reflect 6 hours per month, based on the current volume of work.
- A community contribution rather than revenue support was discussed for the Picture House. The primary purpose of this is to support the costs of operating the Picture House in accordance with the council's adopted principles, rather than a lack of commercial viability and it is fair that the budget reflects this. The Picture House Committee will consider an appropriate request to submit to the next meeting of this committee.
- The contribution to the Picture House Earmarked Reserves for the second screen were discussed, highlighting the importance of building a fund that will be sufficient to cashflow the project. The Town Council may wish to allocate funds annually to the project to support match funding. It was discussed that the Development Phase will include a fundraising role as part of the overall fundraising strategy.
- If successful in the development application, there will be a requirement to match fund at least 10% of the development phase over a two year period.
- That any underspend from the 25-26 financial year should be transferred to the Picture House Earmarked Reserves.
- The Council Tax Base has not yet been confirmed, as such it is difficult to predict what the rise in the precept could be. A 5% increase to the precept will be assumed.
- That a contingency line, previously removed should be included in the budget.
- The staffing budget reflects a 3.5% pay award – to be confirmed by the NJC.

RESOLVED: That the clerk will draft a budget based on the principles above, for consideration at the next meeting of this committee.

317.

INVESTMENTS & RESERVES

Further to minute 184, the clerk presented details on the CCLA (Churches, Charities & Local Authorities) Public Sector Deposit Fund (PSDF) and councillors discussed the merits of investment, in alignment with the Town Councils Investments & Reserves Policy:

- The Town Council needs to reduce risk to its reserves.
- The Town Councils budget exceed the threshold for the FSCS deposit protection scheme.
- The PSDF is a Qualifying Money Market Fund, it is low risk and adheres to a strict set of regulatory requirements designed to ensure high levels of liquidity, diversification, and capital preservation.
- Instant Access and ability to draw down monthly.
- AAA Rated

- Minimum investment is £25k
- Fee of 0.20% of gross income on the fund.
- More than 700 Parish, Town & Community Councils invest with CCLA

RESOLVED: To recommend that the Town Council opens two Public Sector Deposit Fund accounts with the CCLA, investing the current operational and earmarked reserves:

As at 11.11.25 – HRTC - £129,326

As at 11.10.25 – HBPH - £219,775

And with a view to holding the full precept with the CCLA in 26-27 drawing down monthly to cover operational expenditure.

In accordance with minute 164, 10.09.24, the signatories for these accounts will be:

Cllr S Woodhead

Cllr P Fraser

Also:

E Green – Town Clerk

E Andrews – Deputy Town Clerk

318. EXCLUSION OF THE PRESS AND PUBLIC

There was no resolution to exclude the press and public.

Meeting finished at 9pm.

Key Investor Information

This document provides you with key investor information about this fund. It is not marketing material. The information is required by law to help you understand the nature and the risks of investing in this fund. You are advised to read it so you can make an informed decision about whether to invest.

The Public Sector Deposit Fund

A sub-fund of CCLA Public Sector Investment Fund. Income Class 4 (ISIN: GB00B3LDFH01)
This fund is managed by CCLA Investment Management Limited (the ACD).

Objectives and Investment Policy

The fund aims to maximise current income consistent with the preservation of principal and liquidity by investing in a diversified portfolio of high-quality sterling denominated deposits and instruments. The primary objective is to maintain the net asset value (NAV) per share of the fund at par (net of earnings).

The fund only invests in sterling denominated investments and deposits. The principal investments comprise certificates of deposit, call accounts and term deposits with banks and building societies. The fund may also invest in other securities such as commercial paper, floating rate notes and bonds which may be issued or guaranteed as to principal or interest by sovereign governments and their agencies, supranational entities, corporations and financial institutions. All investments at the time of purchase will be considered by the ACD to be of high quality, meaning that the ACD has performed its own documented assessment of the credit quality of money market instruments taking into account ratings awarded by a credit rating agency registered and supervised by the Financial Conduct Authority (FCA) or European Securities and Markets Authority.

The fund is a low volatility net asset value short-term money market fund under the UK Money Market Funds Regulation (UK MMFR). The weighted average maturity of the fund's investments will not exceed 60 days and the initial or remaining maturity of each investment will not exceed 397 days at the time of purchase. The weighted average life of the fund's investments will not exceed 120 days.

The fund is actively managed which means the ACD, as investment manager, uses their discretion to pick investments seeking to achieve the fund's investment objective.

This product does not have a UK sustainable investment label. Sustainable investment labels help investors find products that have a specific sustainability goal. The fund does not use a sustainable investment label because it does not have a sustainability goal. However, the fund is managed in line with CCLA's sustainability approach for cash funds available on our website, www.ccla.co.uk/about-us/policies-and-reports/policies/our-sustainability-approach-cash-funds.

Additional Information:

You can buy or sell shares daily (on each business day of the fund).

Income shares are available for investment. Income shares distribute available income monthly.

Risk and Reward Profile



The risk and reward rating is based on historical data and may not be a reliable indicator of future risks or rewards. The risk category shown is not guaranteed and may shift over time. The lowest category does not mean 'risk free'.

A low-risk fund is not a risk-free investment. The fund targets investments with low volatility and aims to maintain a constant net asset value. This means the risk of losing your money is small, but the chance of making gains is also limited.

Shareholders and potential shareholders should note that, in certain circumstances, the fund will not accept redemptions or subscriptions at a constant NAV per share.

The ACD applies a liquidity management process for ensuring compliance with weekly liquidity thresholds applicable to the fund under the UK MMFR. Measures and various tools are at the ACD's disposal for maintaining compliance with the prescribed limits and include the imposition of liquidity fees on redemptions, redemption gates and temporary suspension of redemptions.

The value of the fund's shares is not guaranteed and buying shares is not the same as making a deposit with a bank or other deposit taking body. Please see the additional information section below.

The risk and reward rating does not cover the following additional risks:

- Investment is at your own risk. The fund has no capital guarantees and the value of your investment may go up or down. Any loss of principal is to be borne by the investor.

- The fund aims to maintain a stable NAV per share, however there is no guarantee that a stable NAV per share will be maintained.
- The fund does not rely on external support for guaranteeing the liquidity of the fund or stabilising the NAV per share.
- The value of the fund may be affected by movements in interest rates (which may include interest rates turning negative) and the creditworthiness of the issuers of the debt instruments the fund invests in.
- Credit risk** – The fund is exposed to the issuers of the securities it invests in. If these financial institutions experience financial difficulty, they may be unable to pay back some or all of the interest, original investment or other payments that they owe. If this happens, the value of the fund may fall.
- Counterparty risk** – The fund could lose money if an entity with which it does business becomes unwilling or is unable to meet its obligations to the fund.
- Operational risk** – Operational processes, including those related to the safekeeping of assets, may fail. Risks arising from errors in processing transactions, preparing valuations, accounting and financial reporting, among other things, may also affect the value of your investments.

Please refer to the prospectus for full details about the risks associated with this fund.

Charges for this Fund

The charges you pay are used to pay the costs of running the fund, including the costs of marketing and distributing it. These charges reduce the potential growth of your investment.

The **ongoing charges** figure is based on the annual management charge. The annual management charge is currently 0.08% (having been reduced from 0.10% until further notice) and is inclusive of all other ongoing charges. This figure may vary from year to year. It excludes portfolio transaction costs.

Although unlikely (reflecting the liquid nature of qualifying investments to be held), a dilution levy, which will change the prices for buying or selling shares in the fund with the aim of mitigating the effects of dealing and other charges the fund incurs, may be made on a purchase or sale of shares in the fund.

For more information about charges, please see the section titled "Charges and Expenses" of the fund's prospectus.

One-off charges taken before or after you invest

Entry charge	0.00%
Exit charge	0.00%

The one-off charges are indicative charges that might be taken out of your money before it is invested and before the proceeds of your investment are paid out.

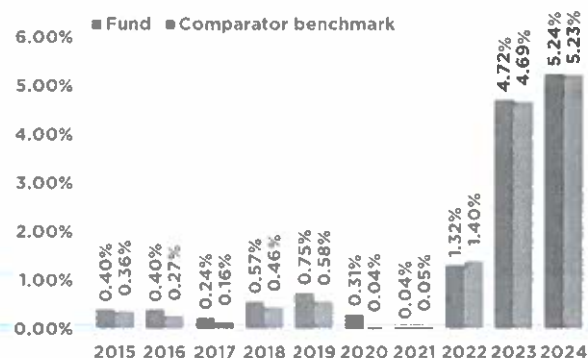
Charges taken from the fund over a year

Ongoing charges (currently)	0.08%
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Charges taken from the fund under specific conditions

Performance fee	None
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Past Performance



The fund launched on 25 May 2011. This share class started to issue shares on the 25 May 2011.

Past performance is not a reliable indicator of future results. The performance shown is net of charges and has been calculated in pounds sterling.

Comparator benchmark: Sterling Overnight Index Average (SONIA). Prior to 1 January 2021, the comparator benchmark was 7 Day Sterling London Interbank Bid Rate (LIBID).

Practical Information

Depository

HSBC Bank plc, 8 Canada Square, London E14 5HQ.

Documents and share prices

Copies of the prospectus and the latest annual/half yearly report and accounts (which are available in English only), along with the latest published share prices can be obtained free of charge at www.ccla.co.uk or alternatively call our client services team on 0800 022 3505. The shares are not listed on any stock exchange.

Share classes

More share classes are available for the fund. For further details refer to the fund's prospectus.

This document is prepared for income class 4. Income class 4 is also representative of income class 3, therefore a separate key investor information has not been prepared for income class 3. Income class 3 is available for investment.

Segregated liability

CCLA Public Sector Investment Fund is an umbrella fund with segregated liability between sub-funds. It does not currently offer any other sub-funds in addition to the fund.

Switching

Shares in one sub-fund or share class may be exchanged for shares in another sub-fund or share class subject to meeting conditions set out in the prospectus (currently, however, as the fund is the only sub-fund available for investment there is no facility to switch between sub-funds).

Tax

UK tax legislation may have an impact on your tax position. For further details you should consult your professional tax adviser.

Remuneration

The up-to-date remuneration policy including a description of how remuneration and benefits are calculated, the identity of persons responsible for awarding the remuneration and benefits and the composition of CCLA's remuneration committee, may be obtained free of charge by contacting the client services team or visiting www.ccla.co.uk.

Additional information

The fund is not a bank account and is not covered by the Financial Services Compensation Scheme's (FSCS) deposit protection. The fund is recognised as a money-market fund under the UK MMFR. Therefore, under the rules of the FSCS it is an investment and is covered under the 'Investments' section of the FSCS. The maximum amount that can be claimed under the FSCS is £85,000. For further information about the FSCS please refer to www.fscs.org.uk or phone 0800 678 1100.

The fund is a sub-fund of CCLA Public Sector Investment Fund, an umbrella open-ended investment company. The prospectus and annual/half yearly report and accounts contain information about the sub-fund in CCLA Public Sector Investment Fund.

CCLA Investment Management Limited may be held liable solely on the basis of any statement contained in this document that is misleading, inaccurate or inconsistent with the relevant parts of the prospectus.

Please refer to the glossary on our website for explanations of terms used in this communication. If you would like the information in an alternative format or have any queries, please call us on 0800 022 3505 or email us at clientservices@ccla.co.uk.

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This fund is authorised in the UK and regulated by the Financial Conduct Authority.

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This key investor information is accurate as at 19 February 2025.