

12 February 2026

Under the Openness of Local Government Bodies Regulations 2014, members of the public, the press or the Council may record, film, photograph or broadcast the meeting whilst it is open to the public.



**TO ALL MEMBERS OF THE COUNCIL**

Dear Sir/Madam

You are hereby summoned to attend a meeting of the Full Council which will be held in the Council Chamber, Hebden Bridge Town Hall on **WEDNESDAY 18 FEBRUARY 2026 at 7.30pm.**

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

Emma Green  
Clerk to the Council

This meeting is open to the public unless the Members decide to exclude the public for any exempt or confidential item of business.

**AGENDA**

- 1. PUBLIC QUESTION TIME.**  
HRTC would like to invite public questions for the council. You may attend in person or submit questions electronically to [info@hebdenroydtowncouncil.gov.uk](mailto: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 26/00034/HSE** at 3 Ewood Court, Midgley Road, Mytholmroyd, HX7 5QX for Garden fence and gate between No.3 and No.2 (White Lee ward).

- b. **Application 25/01281/HSE** at Birks Hall, 1 Upper Birks, Cragg Vale, HX7 5SB for Relocation of existing parking area. (Cragg Vale ward).

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

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

- ✓ a. Application 25/01186/LBC at White Lee House, Lower White Lee, Mytholmroyd, HX7 5LX for Electric Vehicle charger to outside wall (Listed Building Consent).
- X b. Application 25/00350/FUL at Land Adjacent The Vicarage, Mytholm Bank, Hebden Bridge for New dwelling.
- ✓ c. Application 25/20236/TPO at Unit Known As Unit 1 And 2, Hoo Hole Mill, Cragg Road, Mytholmroyd for Fell four trees (Tree Preservation Order).
- ✓ d. Application 25/01129/FUL at Souter House, Burlees Lane, Dodd Naze, Hebden Bridge, HX7 8TG for Proposed solar array.
- ✓ e. Application 25/00994/HSE at 44 Caldene Avenue, Mytholmroyd, HX7 5AF for Two-storey side extension and loft conversion.
- ✓ f. Application 25/00715/HSE at 1 Wheatley Royd Barn, Hodgson Lane, Mytholmroyd, HX2 6HX for Garage.
- ✓ g. Application 25/01215/HSE at 1 Bankfoot Terrace, Bankfoot, Hebden Bridge, HX7 6BJ for External step lift.

**6. APPLICATIONS FOR PLANNING PERMISSION REFUSED BY CALDERDALE MBC**

- X a. Application 25/00530/COU at Hebble House, Old Gate, Hebden Bridge, HX7 6EN for Change of use from A1 (retail) to D1 (tuition and educational provision) & internal works.

**7. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT**

To assess and consider the effectiveness of internal audit and to decide on actions as appropriate (enc).



**18. MINUTES OF THE PROJECT & EVENTS COMMITTEE held 11 FEBRUARY 2026**

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).

**19. MINUTES OF THE PROJECT & EVENTS COMMITTEE held 17 FEBRUARY 2026**

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).

**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.



## REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

For the 2024/25 Financial Year

In accordance with the Accounts and Audit (Amendment) (England) Regulations 2015, Hebden Royd Town Council (hereafter referred to as "the Council") is required to carry out a review of the effectiveness of the internal audit of the Council's accounting, financial and other operations. The Regulations require that the review of the effectiveness of the system of internal audits precedes the annual governance review.

### **PART 1: Scope of the Internal Audit**

The Internal Audit covered the ten key control areas recommended in the *Joint Panel on Accountability and Governance Practitioners Guide 2024*, namely: proper book-keeping; application of Standing Orders, Financial Regulations and payment controls; risk management arrangements; budgetary controls; income controls; petty cash procedures; payroll controls; assets controls; bank reconciliation; year-end procedures.

Was the scope of the Internal Audit adequate?

YES/NO

### **PART 2: Independence of the Internal Auditor**

The Internal Audit was conducted by an auditor who is independent of the council and the Town Clerk/Responsible Financial Officer. The appointment of the Internal Auditor complies with the Financial Regulations of the Council.

Was the independence of the Internal Audit adequate?

YES/NO

### **PART 3: Competence of the Internal Auditor**

The internal auditors are experienced financial auditors who understand the role of the internal audit and have an understanding of risk management and the powers and duties of parish councils. A comprehensive summary of the internal audit is made available to the Council.

Was the competence of the Internal Auditor adequate?

YES/NO

**PART 4: Proportionality of the Internal Audit**

The internal auditors undertake similar internal audits of other parish councils. The level of detail and scrutiny of the Council's processes during the annual Internal Audit is believed to be proportionate to the size of the local parish and the annual budget.

Was the Internal Audit proportionate to the activities of the Council?

YES/NO

**PART 5: Overall Effectiveness of the Internal Audit**

Has the Internal Audit of Hebden Royd Town Council been effective?

YES/NO

The Internal Auditors appointed and the findings of this Review shall be considered at Full Council and recorded in the minutes. If any of the questions above have been answered "No", an appropriate action plan should be developed to increase the effectiveness of the Internal Audit.

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

APPENDIX A

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

17

	<p>The Town Clerk &amp; RFO has recently confirmed that the new Standing Orders will be discussed at the Strategy &amp; Review Committee meeting to be held on the 7<sup>th</sup> May 2025.</p>			
<b>1.2</b>	<b>Sample Transaction Testing:</b>			
1.2.1	<p>A sample of 20 payments relating to 2024/25 (10 relating to the Town Council and 10 relating to the Picture House) was examined to ensure that the procurement process had been followed correctly and that evidence existed that the Town Council had obtained value for money in terms of spend.</p> <p>The following issue was raised in respect of the payments examined: -</p> <p>3/20 invoices examined did not include the full payment address as required by HMRC. This may adversely impact upon the Town Council's ability to maintain accurate records for legal and tax purposes as required by HMRC.</p>	<p>Low</p>	<p>The Town Clerk &amp; RFO should ensure the suppliers of goods, works and services are aware of the Council's full business address in order that this can be included within associated invoices.</p>	<p>To ensure that all suppliers have accurate information, and ensure that any incorrect invoices are reissued.</p> <p>COMPLETED</p>
<b>1.3</b>	<b>Written Procedures:</b>			
1.3.1	<p>Detailed operational procedures covering the 'day-to-day' financial procedures have not been put in place. As such this may adversely impact upon the continuity of service delivery and financial robustness, in the event of staff absence / engagement of new staff.</p> <p>This issue was reported in the previous Internal Audit Report in respect of 2022/23 and 2023/24.</p>	<p>Low</p>	<p>The Town Clerk &amp; RFO should consider developing written operational procedures for use in respect of the key financial procedures.</p>	<p>To develop a full business continuity plan.</p> <p>IN PROGRESS</p> <p><i>To be presented for approval at FC March 26</i></p>

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

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

	Consequently, evidence of the agreement to the contract terms and conditions does not exist.  The Town Clerk & RFO has since confirmed that as at 1 <sup>st</sup> April 2025, all contracts of employment have been re-issued which should address the issue raised.			
<b>6.</b>	<b>Asset Register</b>			
<b>6.1</b>	<b>Content of the Asset Registers:</b>			
6.1.1	The content of the Asset Register for both the Town Council and the Picture House does not include the replacement cost of each asset.  In addition, the Picture House Asset Register does not include the purchase cost of each asset.  The aforementioned issues may adversely impact on the effectiveness of decision-making regarding asset maintenance and replacement along with accurate financial reporting and asset valuations for insurance purposes.	The content of the Asset Registers should include the replacement cost.  The content of the Asset Register in respect of the Picture House should include the purchase cost.	Medium	Format of asset register to be reviewed to include, purchase price, depreciation and insurance value.  To be implemented 24-25 and the register for 23-24 to be restated in line with the Smaller Authorities Proper Practices Guidance.  IN PROGRESS  <i>To be presented at Full Council March 2026 for review</i>
<b>6.2</b>	<b>Asset Register Checks:</b>			
6.2.1	A sample of 5 assets was extracted from both the Picture House and the Town Council Asset Registers. Checks were undertaken to confirm the existence of the assets and hence the accuracy of the Asset Registers.  In respect of the Town Council Asset Register it was noted three mobile / IT related	In accordance with Financial Regulation 15.3 "the continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets".	Low	Ensure that asset register is reviewed quarterly and updated.  IN PROGRESS  <i>To be presented at Full Council March 2026 for review</i>

	assets were shown as in the possession of a member of staff who no longer worked for the Town Council. The Town Clerk & RFO has since confirmed that these assets have been returned.			
<b>7.</b>	<b>Publication of Information</b>			
<b>7.1</b>	<b>Local Government Transparency Code 2015:</b>			
7.1.1	<p>Parish and Town Councils with an annual turnover in excess of £200,000 should comply with the Local Government Transparency Code 2015. The purpose of this Code aims to ensure that local people can see and access data covering how money is spent, the use of assets and decision making.</p> <p>An examination of the Council's website and discussion with the Town Clerk &amp; RFO revealed that the content of the information does not include all the data and information as required under the Code.</p> <p>This issue adversely impacts upon the Council's transparency arrangements.</p>	Medium	<p>A new website has been developed and work is ongoing to ensure that all documents are present and available as per the code. This will be completed by 30 June 2025.</p> <p>COMPLETED</p> <p><i>Information on Contracts to be added prior to year end</i></p>	
7.1.2	<p>It was noted that the Internal Audit section of the 2023/24 AGAR had not been published on the Town Council's website.</p> <p>Consequently, information has not always been published in accordance with the Transparency Code 2015.</p>	Low	<p>The 2023/24 AGAR documentation available on the website should include the Internal Audit Section / Report.</p> <p>To amended.</p> <p>COMPLETED</p>	

	The Town Clerk & RFO has stated that this document has now been uploaded onto the Town Council's website.			
<b>7.2</b>	<b>Publication Scheme:</b>			
7.2.1	The Publication Scheme available on the Town Council's website is dated 2008 which suggests that it has not been recently reviewed and may be out of date.  Consequently, members of the public may not be fully aware of the information it is able to access.	The Town Clerk and RFO should review the Publication Scheme and ensure that Scheme reflects the Town Council's information access arrangements.	Medium	This is being reviewed in line with other policies.  COMPLETED  Pending adoption

- **Classification of Recommendations**

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



# Model publication scheme

## Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public

authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## Classes of information

### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

### **Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## Written requests

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Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.



Freedom of Information Act 2000

Information available from Hebden Royd Town Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)            Current information only</p>		
<p>List of Council members and their responsibilities as well as a list of Council Committees            Details of any representation on local public bodies</p>	<p><a href="https://hebdenroydtowncouncil.gov.uk/your-council/councillors/">https://hebdenroydtowncouncil.gov.uk/your-council/councillors/</a>            or contact the clerk            email: <a href="mailto:info@hebdenroydtowncouncil.gov.uk">info@hebdenroydtowncouncil.gov.uk</a></p>	

<p>Postal and email address</p>	<p>Hebden Royd Town Council Town Hall St Georges Street Hebden Bridge HX7 7BY <a href="mailto:info@hebdenroydtowncouncil.gov.uk">info@hebdenroydtowncouncil.gov.uk</a></p> <p><b>Town Clerk – Emma Green</b> Email: <a href="mailto:Info@hebdenroydtowncouncil.gov.uk">Info@hebdenroydtowncouncil.gov.uk</a> Phone: 01422 842181</p> <p>Individual councillor email addresses can be obtained by contacting the clerk or can be found online at <a href="http://www.hebdenroydtowncouncil.gov.uk">www.hebdenroydtowncouncil.gov.uk</a></p> <p>Email format: Cllr. [first initial][surname]@hebdenroydtowncouncil.gov.uk</p>
<p>Contact details for Town Clerk and Council members</p>	<p>Hebden Royd Town Council Town Hall St Georges Street Hebden Bridge HX7 7BY</p> <p>Fully accessible. <a href="https://hebdenroydtowncouncil.gov.uk/your-council/governance/transparency-code/">https://hebdenroydtowncouncil.gov.uk/your-council/governance/transparency-code/</a></p>
<p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>Hebden Royd Town Council Town Hall St Georges Street Hebden Bridge HX7 7BY</p> <p>Fully accessible. <a href="https://hebdenroydtowncouncil.gov.uk/your-council/governance/transparency-code/">https://hebdenroydtowncouncil.gov.uk/your-council/governance/transparency-code/</a></p>
<p>Location of main Council office and accessibility details</p>	<p>Hebden Royd Town Council Town Hall St Georges Street Hebden Bridge HX7 7BY</p> <p>Fully accessible. <a href="https://hebdenroydtowncouncil.gov.uk/your-council/governance/transparency-code/">https://hebdenroydtowncouncil.gov.uk/your-council/governance/transparency-code/</a></p>
<p>Staffing structure</p>	<p>Hebden Royd Town Council Town Hall St Georges Street Hebden Bridge HX7 7BY</p> <p>Fully accessible. <a href="https://hebdenroydtowncouncil.gov.uk/your-council/governance/transparency-code/">https://hebdenroydtowncouncil.gov.uk/your-council/governance/transparency-code/</a></p>

	or contact the clerk email: <a href="mailto:info@hebdenroydtowncouncil.gov.uk">info@hebdenroydtowncouncil.gov.uk</a>	
<p><b>Class 2 - What we spend and how we spend it</b> (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p> <p>Statement of accounts and internal audit report in the format included in the Annual Return form</p>	<p><a href="https://hebdenroydtowncouncil.gov.uk/your-council/governance/annual-return/">https://hebdenroydtowncouncil.gov.uk/your-council/governance/annual-return/</a></p> <p>or contact the clerk email: <a href="mailto:info@hebdenroydtowncouncil.gov.uk">info@hebdenroydtowncouncil.gov.uk</a></p>	
Finalised budget	<p><a href="https://hebdenroydtowncouncil.gov.uk/your-council/governance/budget/">https://hebdenroydtowncouncil.gov.uk/your-council/governance/budget/</a></p> <p>or contact the clerk email: <a href="mailto:info@hebdenroydtowncouncil.gov.uk">info@hebdenroydtowncouncil.gov.uk</a></p>	
Precept	<p><a href="https://hebdenroydtowncouncil.gov.uk/your-council/governance/precept-demand/">https://hebdenroydtowncouncil.gov.uk/your-council/governance/precept-demand/</a></p> <p>or contact the clerk email: <a href="mailto:info@hebdenroydtowncouncil.gov.uk">info@hebdenroydtowncouncil.gov.uk</a></p>	

Borrowing Approval letter	This information is not held	
All items of expenditure above £500	<a href="https://hebdenroydtowncouncil.gov.uk/your-council/governance/transparency-code/">https://hebdenroydtowncouncil.gov.uk/your-council/governance/transparency-code/</a> or contact the clerk email: <a href="mailto:info@hebdenroydtowncouncil.gov.uk">info@hebdenroydtowncouncil.gov.uk</a>	
Financial Standing Orders and Regulations	<a href="https://hebdenroydtowncouncil.gov.uk/your-council/governance/finance/">https://hebdenroydtowncouncil.gov.uk/your-council/governance/finance/</a> or contact the clerk email: <a href="mailto:info@hebdenroydtowncouncil.gov.uk">info@hebdenroydtowncouncil.gov.uk</a>	
Grants given and received	<a href="https://hebdenroydtowncouncil.gov.uk/your-council/governance/transparency-code/">https://hebdenroydtowncouncil.gov.uk/your-council/governance/transparency-code/</a> or contact the clerk email: <a href="mailto:info@hebdenroydtowncouncil.gov.uk">info@hebdenroydtowncouncil.gov.uk</a>	
List of current contracts awarded and value of contract	Contact the clerk email: <a href="mailto:info@hebdenroydtowncouncil.gov.uk">info@hebdenroydtowncouncil.gov.uk</a>	
Members' allowances and expenses	This information is not held	

<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		
<p>Annual governance statement in format included in the Annual Return form</p>	<p><a href="https://hebdenroyd-towncouncil.gov.uk/your-council/governance/annual-return/">https://hebdenroyd-towncouncil.gov.uk/your-council/governance/annual-return/</a></p> <p>or contact the clerk email: <a href="mailto:info@hebdenroyd-towncouncil.gov.uk">info@hebdenroyd-towncouncil.gov.uk</a></p>	
<p>Town Council Plan</p>	<p>This information is not held</p>	
<p>Annual Report to Parish or Community Meeting</p>	<p>This information is not held</p>	
<p>Quality status</p> <p>Local charters drawn up in accordance with DLUHC's guidelines</p>	<p>This information is not held</p> <p>This information is not held</p>	

Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	This information is not held	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	<a href="https://hebdenroydowntowncouncil.gov.uk/your-council/committees/">https://hebdenroydowntowncouncil.gov.uk/your-council/committees/</a> or contact the clerk email: <a href="mailto:info@hebdenroydowntowncouncil.gov.uk">info@hebdenroydowntowncouncil.gov.uk</a>	
Agendas of meetings (as above)	<a href="https://hebdenroydowntowncouncil.gov.uk/your-council/committees/">https://hebdenroydowntowncouncil.gov.uk/your-council/committees/</a> Town Council Notice Boards or contact the clerk email: <a href="mailto:info@hebdenroydowntowncouncil.gov.uk">info@hebdenroydowntowncouncil.gov.uk</a>	

Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	<a href="https://hebdenroydtowncouncil.gov.uk/your-council/committees/">https://hebdenroydtowncouncil.gov.uk/your-council/committees/</a> or contact the clerk email: <a href="mailto:info@hebdenroydtowncouncil.gov.uk">info@hebdenroydtowncouncil.gov.uk</a>	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	<a href="https://hebdenroydtowncouncil.gov.uk/your-council/committees/">https://hebdenroydtowncouncil.gov.uk/your-council/committees/</a> or contact the clerk email: <a href="mailto:info@hebdenroydtowncouncil.gov.uk">info@hebdenroydtowncouncil.gov.uk</a>	
Responses to consultation papers	<a href="https://hebdenroydtowncouncil.gov.uk/your-council/committees/">https://hebdenroydtowncouncil.gov.uk/your-council/committees/</a> or contact the clerk email: <a href="mailto:info@hebdenroydtowncouncil.gov.uk">info@hebdenroydtowncouncil.gov.uk</a>	
Responses to planning applications	<a href="https://hebdenroydtowncouncil.gov.uk/your-council/committees/full-council/">https://hebdenroydtowncouncil.gov.uk/your-council/committees/full-council/</a> or contact the clerk email: <a href="mailto:info@hebdenroydtowncouncil.gov.uk">info@hebdenroydtowncouncil.gov.uk</a>	
Bye-laws	This information is not held	

<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	<p><a href="https://hebdentowncouncil.gov.uk/your-council/governance/finance/">https://hebdentowncouncil.gov.uk/your-council/governance/finance/</a></p> <p><a href="https://hebdentowncouncil.gov.uk/your-council/committees/">https://hebdentowncouncil.gov.uk/your-council/committees/</a></p> <p><a href="https://hebdentowncouncil.gov.uk/your-council/policies-statements/">https://hebdentowncouncil.gov.uk/your-council/policies-statements/</a></p> <p><a href="https://hebdentowncouncil.gov.uk/your-council/policies-statements/">https://hebdentowncouncil.gov.uk/your-council/policies-statements/</a></p> <p>or contact the clerk email: <a href="mailto:info@hebdentowncouncil.gov.uk">info@hebdentowncouncil.gov.uk</a></p>	

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<p>contact the clerk email: <a href="mailto:info@hebdenroydtowncouncil.gov.uk">info@hebdenroydtowncouncil.gov.uk</a></p> <p>contact the clerk email: <a href="mailto:info@hebdenroydtowncouncil.gov.uk">info@hebdenroydtowncouncil.gov.uk</a></p> <p>contact the clerk email: <a href="mailto:info@hebdenroydtowncouncil.gov.uk">info@hebdenroydtowncouncil.gov.uk</a></p> <p>This information is not held</p> <p>contact the clerk email: <a href="mailto:info@hebdenroydtowncouncil.gov.uk">info@hebdenroydtowncouncil.gov.uk</a> <a href="https://hebdenroydtowncouncil.gov.uk/contact-us/compliments-comments-and-complaints/">https://hebdenroydtowncouncil.gov.uk/contact-us/compliments-comments-and-complaints/</a></p> <p>or contact the clerk email: <a href="mailto:info@hebdenroydtowncouncil.gov.uk">info@hebdenroydtowncouncil.gov.uk</a></p>	
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<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Contact the clerk email: <a href="mailto:info@hebdenroydtowncouncil.gov.uk">info@hebdenroydtowncouncil.gov.uk</a></p> <p><a href="https://hebdenroydtowncouncil.gov.uk/your-council/policies-statements/">https://hebdenroydtowncouncil.gov.uk/your-council/policies-statements/</a></p>	
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only.</p>		
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	<p>Available for inspection by appointment</p> <p>Contact the clerk email: <a href="mailto:info@hebdenroydtowncouncil.gov.uk">info@hebdenroydtowncouncil.gov.uk</a></p>	
<p>Assets register, including details of public land and building assets</p>	<p><a href="https://hebdenroydtowncouncil.gov.uk/your-council/governance/transparency-code/">https://hebdenroydtowncouncil.gov.uk/your-council/governance/transparency-code/</a></p> <p>or contact the clerk email: <a href="mailto:info@hebdenroydtowncouncil.gov.uk">info@hebdenroydtowncouncil.gov.uk</a></p>	
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	<p>Available for inspection by appointment</p> <p>Contact the clerk email: <a href="mailto:info@hebdenroydtowncouncil.gov.uk">info@hebdenroydtowncouncil.gov.uk</a></p>	

Register of members' interests	<a href="https://hebdenroydtowncouncil.gov.uk/your-council/councillors/">https://hebdenroydtowncouncil.gov.uk/your-council/councillors/</a>	
Register of gifts and hospitality	<b>Contact the clerk</b> email: <a href="mailto:info@hebdenroydtowncouncil.gov.uk">info@hebdenroydtowncouncil.gov.uk</a>	
<b>Class 7 - The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	<a href="https://hebdenroydtowncouncil.gov.uk/your-community/climate-emergency-biodiversity/">https://hebdenroydtowncouncil.gov.uk/your-community/climate-emergency-biodiversity/</a> or contact the clerk email: <a href="mailto:info@hebdenroydtowncouncil.gov.uk">info@hebdenroydtowncouncil.gov.uk</a>	
Burial grounds and closed churchyards	This information is not held	
Community centres and village halls	This information is not held	
Parks, playing fields and recreational facilities	This information is not held	
Seating, litter bins, clocks, memorials and lighting	This information is not held	

Bus shelters	This information is not held	
Markets	This information is not held	
Public conveniences	This information is not held	
Agency agreements	This information is not held	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	This information is not held	
<b>Additional Information</b> Information not itemised in the lists above		

**Schedule of charges**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *

	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred

Date: 09/02/2026  
Time: 16:15:12

**Hebden Royd Town Council**  
**Statement of Account**

Page: 1 12

From: Month 9, December 2025  
To: Month 9, December 2025

Chart of Accounts: P\icture House Partial (Public) [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
<b>Income</b>								
Ticket sales	28,903.63	59.55	32,527.00	(3,623.37)	234,151.99	60.78	240,743.00	(6,591.01)
Kiosk Sales - Food & Beverages	14,248.11	29.36	9,727.06	4,521.05	90,850.96	23.58	87,543.54	3,307.42
Kiosk Sales - Merchandise	4.08	0.01	0.00	4.08	238.57	0.06	0.00	238.57
Memberships	2,264.00	4.66	875.00	1,389.00	13,010.00	3.38	7,875.00	5,135.00
Private Hire & parties	218.75	0.45	1,616.00	(1,397.25)	18,458.75	4.79	14,544.00	3,914.75
Shop Rentals	0.00	0.00	714.00	(714.00)	11,310.20	2.94	12,015.00	(704.80)
Screen Advertising	1,359.85	2.80	800.00	559.85	8,421.69	2.19	7,200.00	1,221.69
Donaations received	82.30	0.17	83.00	(0.70)	2,248.82	0.58	750.00	1,498.82
Gift Vouchers sold	1,455.77	3.00	0.00	1,455.77	3,929.29	1.02	3,000.00	929.29
Bank Interest Received	0.00	0.00	0.00	0.00	2,621.34	0.68	1,000.00	1,621.34
	48,536.49	100.00	46,342.06	2,194.43	385,241.61	100.00	374,670.54	10,571.07
<b>Direct Costs</b>								
Royalties	5,890.23	12.14	13,010.80	7,120.57	89,065.87	23.12	96,297.20	7,231.33
Kiosk supplies - Food & Beverages	6,825.27	14.06	3,599.02	(3,226.25)	40,527.41	10.52	32,391.12	(8,136.29)
Miscellaneous Supplies	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
Repairs, Alterations & Maintenance	29.16	0.06	0.00	(29.16)	6,427.34	1.67	8,250.00	1,822.66
	12,744.66	26.26	16,609.82	3,865.16	136,020.62	35.31	137,438.32	1,417.70
<b>Running Costs</b>								
Energy	1,397.24	2.88	2,000.00	602.76	6,291.39	1.63	18,000.00	11,708.61
Water	0.00	0.00	339.51	339.51	7,498.68	1.95	3,055.59	(4,443.09)
Waste & recycling	646.56	1.33	0.00	(646.56)	2,647.32	0.69	1,500.00	(1,147.32)
Cleaning Materials & equipment	363.97	0.75	300.00	(63.97)	2,189.71	0.57	2,700.00	510.29
Projection Equipment	10.83	0.02	0.00	(10.83)	2,254.76	0.59	750.00	(1,504.76)
Screen 2 Project	5,566.00	11.47	7,500.00	1,934.00	17,041.22	4.42	22,500.00	5,458.78
Staff Uniforms	0.00	0.00	100.00	100.00	809.00	0.21	500.00	(309.00)
Buildings Insurance	0.00	0.00	600.00	600.00	8,105.21	2.10	5,400.00	(2,705.21)
Film Delivery & couriers	0.00	0.00	100.00	100.00	0.00	0.00	900.00	900.00
Office Expenses	216.08	0.45	300.00	83.92	4,519.13	1.17	2,700.00	(1,819.13)
Press listings	0.00	0.00	100.00	100.00	0.00	0.00	200.00	200.00
PRS & PPL Licenses	0.00	0.00	0.00	0.00	4,183.85	1.09	0.00	(4,183.85)
Training	0.00	0.00	500.00	500.00	227.17	0.06	1,500.00	1,272.83
Bank Charges	66.45	0.14	166.00	99.55	567.18	0.15	1,494.00	926.82
Box Office Oscar	1,283.89	2.65	750.00	(533.89)	9,236.61	2.40	6,750.00	(2,486.61)
	9,551.02	19.68	12,755.51	3,204.49	65,571.23	17.02	67,949.59	2,378.36
<b>Gross Profit/(Loss):</b>	26,240.81	54.06	16,976.73	9,264.08	183,649.76	47.67	169,282.63	14,367.13
<b>Staff Costs</b>								
Staff Costs	29,126.97	60.01	25,227.95	(3,899.02)	227,930.47	59.17	227,051.39	(879.08)
	29,126.97	60.01	25,227.95	(3,899.02)	227,930.47	59.17	227,051.39	(879.08)
<b>Net Profit/(Loss):</b>	(2,886.16)	(5.95)	(8,251.22)	5,365.06	(44,280.71)	(11.49)	(57,768.76)	13,488.05

13

**Payment and Receipt Schedule  
18/02/2026**

**Hebden Bridge Picture House**

**Accounts to be Paid**

Item no:	Payee	Details	Invoice No	Amount	Payment
a	PPS	Health & Safety	INVKEI-81091	132.66	BACS
b	Eden Farm	Kiosk	433195	251.75	BACS
c	Jimmys	Kiosk	INV25610496	701.42	BACS
d	JL Brooks	Kiosk	663483	£368.37	BACS
e	JL Brooks	Kiosk	664066	£249.09	BACS
f	JL Brooks	Kiosk	665768	£93.18	BACS
g	Just Jennys	Kiosk	8533	£117.60	BACS
h	Just Jennys	Kiosk	8544	£116.40	BACS
i	Matthew Clark	Kiosk	3932325	£426.47	BACS
j	The Buttercup Bakery	Kiosk	No344	£76.60	BACS
k	The Buttercup Bakery	Kiosk	No345	£162.20	BACS
l	The Buttercup Bakery	Kiosk	No346	£85.60	BACS
m	The Buttercup Bakery	Kiosk	No347	£171.20	BACS
n	The Buttercup Bakery	Kiosk	No348	£108.80	BACS
o	Turner & Wrights	Kiosk	305209	£413.38	BACS
p	Vocation Brewery	Kiosk	167320	£279.97	BACS
q	Vocation Brewery	Kiosk	167909	£184.69	BACS
r	Clifford Cooper	Maintenace	64142	£554.40	BACS
s	Paul Ashton Electrical Limited	Maintenace	Si-8797	£1,627.02	BACS
t	Paul Ashton Electrical Limited	Maintenace	1869	£429.00	BACS
u	Paul Ashton Electrical Limited	Maintenace	SI-8748	£389.01	BACS
v	Service Cal	Maintenace	74768	£93.60	BACS
w	Print Bureau	Marketing	PB8806	£181.00	BACS
x	P3	Office	38666	£54.00	BACS
y	Savoy	Oscar	C-0226-36	£1,390.73	BACS
z	Luke Hutchinson GenErika	Quiz	Monday, 21 January	£100.00	BACS
aa	Dartmouth Films	Royalties	DFL3929	£747.20	BACS
bb	Dartmouth Films	Royalties	DFL3878	£1,020.00	BACS
cc	Disney	Royalties	2281967	£184.40	BACS
dd	Dogwoof	Royalties	M1006987	£262.50	BACS
ee	Entertainment Film	Royalties	426519	£114.10	BACS
ff	Entertainment Film	Royalties	426520	£120.00	BACS
gg	Hebden Bridge Film Festival	Royalties	1076	£56.39	BACS
hh	Hebden Bridge Film Festival	Royalties	1078	£444.70	BACS
ii	Metfilm	Royalties	INV-2554	£120.00	BACS
jj	MUBI	Royalties	INV-MUK-1851	£914.90	BACS
kk	MUBI	Royalties	INV-MUK-1988	£215.60	BACS
ll	MUBI	Royalties	INV-MUK-1990	£407.40	BACS
mm	National Theatre	Royalties	SINRNT1037499	£626.45	BACS
nn	Park Circus	Royalties	1467364	£343.70	BACS
oo	Park Circus	Royalties	1467366	£276.50	BACS
pp	Park Circus	Royalties	1467675	£240.00	BACS
qq	Park Circus	Royalties	1467676	£254.70	BACS
rr	Park Circus	Royalties	1467677	£192.00	BACS
ss	Park Circus	Royalties	1470404	£416.40	BACS
tt	Park Circus	Royalties	1472205	£168.00	BACS
uu	Sony	Royalties	1663488-1	£709.45	BACS
vv	Sony	Royalties	1672121-1	£736.50	BACS
ww	Studio Canal	Royalties	F0313314	£467.60	BACS
xx	Studio Canal	Royalties	F0313315	£851.90	BACS
yy	Studio Canal	Royalties	F0314192	£188.65	BACS
zz	Trafalgar	Royalties	368081	£740.00	BACS
aaa	Universal	Royalties	22314788017-1	£409.85	BACS
bbb	Universal	Royalties	22314788579-1	£3,932.56	BACS
ccc	Warner Bros	Royalties	23358028	£67.20	BACS
ddd	We Are Parable	Royalties	INV-0400	£128.45	BACS
eee	YLCA	Training	INV-5199	£70.00	BACS
fff	Business Stream	Utilities	9036295201/ 9050137 4of4	£2,186.00	BACS
ggg	Zip Water	Utilities	1704585	£317.30	BACS
hhh	FCC	Waste	29019	£15.48	BACS

**£26,704.02**

**Direct Debits**

Item no:	Payee	Details	Invoice No	Amount
a	Croft	Office	74101	155.34 DD
b	Crown Gas	Utilities	3836407	2,346.84 DD
				<b><u>£2,502.18</u></b>

**Payments paid by Clerk**

Item no:	Payee	Details	Invoice No	Amount
a	Universal	Royalties	22314786698-1	5,463.00 BACS
b				
				<b><u>£5,463.00</u></b>

**PAYMENTS**

**£34,669.20**

Authorised by			
Councillor	Councillor	Clerk	Date

13

**Payment and Receipt Schedule**  
18.02.26

**Hebden Royd Town Council**  
**Accounts to be Paid**

Item	No.:	Payee	Details	Invoice No	Amount	Cost Centre	Payment
a		Smith of Derby	Annual Clock Service	139585	306.00	Clocks	BACS
b		The British Heart Foundation	Defib	SI20000018750	£1,567.00	Health & Safety	BACS
c		The Privacy Worx	DPO & FOI Guidance	INV-1880	£216.00	Legal & Professional Services	BACS
d		Calvag	Allotment Supplies	INV-18669	£104.37	Local Environment	BACS
e		Hebden Bridge Community Association	Recharges, Data, IT, Phone, Call, Cleaning	18931	£153.00	Office	BACS
f		P3	Microsoft 365	38591	£177.42	Office	BACS
g		SLCC	14th Edition LC Admin	ORD510475-1	£149.40	Office	BACS
h		SLCC	Membership Fee	MEM257279-1	£565.00	Office	BACS
i		Calderdale Council	Charges for Christmas Lighting 2025	IN25176627	£15,983.40	Project & Events	BACS
j		Calderdale Council	Repair to columns for Christmas Lights	IN25181565	£990.00	Project & Events	BACS
k		YLCA	Staff Training	INV-5116	£560.00	Training	BACS
					<b>£20,771.59</b>		

**Accounts previously paid by the Town Clerk**

No.:	Payee	Details	Invoice No	Amount	Cost Centre	Payment
a	Chris Bowers	Apple Trees	31431	31.80	Local Environment	Card
b	Ebony Andrews Expenses	Eye Test	04/02/2026	30.00	Office	BACS
c	The Ski Band	Performance at LUTV 23/11/25	11/11/2025	1,350.00	Project & Events	BACS
d	One Stop	Xmas Quiz Prize	19/12/2025	18.85	Staff Incentive	Card
e	Shoulder of Mutton	Refreshments 18/12/25	Deeming 18/12/25	£50.00	Staff Incentive	Card
					<b>£1,480.65</b>	

**Direct Debits**

No.:	Payee	Details	Invoice No	Amount	Cost Centre	Payment
a	Peninsula	Employment Services - Dec	U005367550	£689.76	HR Support	DD
b	Peninsula	Employment Services - Jan	U005424075	£689.76	HR Support	DD
c	Stripe	1 card payment	51MLEFT4-2026-1	£0.80	Office	DD
					<b>£1,380.32</b>	

**TOTAL PAYMENTS**

**£23,632.56**

Authorised by			
Councillor	Councillor	Clerk	Date

Our Ref: 22/02305/NCOMM  
Your Ref:  
Please Contact: Joy Holland  
Telephone: 07702 656842  
Email: joy.holland@calderdale.gov.uk  
Date: 2nd February 2026

www.Calderdale.gov.uk

Community Protection Team  
Town Hall  
Crossley Street  
Halifax  
HX1 1UJ

Hebden Royd Town Council  
Town Hall,  
St Georges Street,  
Hebden Bridge  
HX7 7BY  
**BY EMAIL ONLY: info@hebdenroydtowncouncil.gov.uk**

Dear Hebden Royd Town council,

Environmental Protection Act 1990  
Abatement Notice: Church Clock Chimes (night time)

Further to an Abatement Notice reference 25/00217/EPA79G served on Erringden PCC and Hebden Royd Town Council on 17 April 2025 I am very pleased to let you know that the Notice has been complied with and the case closed.

This was a very difficult matter and I know you initially complied within the required timescale by ceasing all the clock chimes. This was not the Councils intention nor the complainants' request but was a interdemdiary decision taken to achieve compliance before other solutions could be implemented. Sometime later during 2025 a timer device was fitted which restored the day time chimes. In November 2025 it came to light that the mechanical device would not automatically account for the clock changes in Spring and Autumn and that manual adjustments would have to be made at these times.

I understand the clock maintenance person has recently been and showed someone how to re-set the timer when necessary and it is hoped that this will be done promptly following the clock changes twice a year.

Thank you very much for your attention to this matter.



Yours faithfully

*JHolland*

Joy Holland  
Environmental Health Officer

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15

**Hebden Royd Town Council**

**2025/2026**

**Mayor & Consort  
Councillor Keith Butterick and Lorna Butterick**

27. Mayors Charity Quiz – Shoulder of Mutton, Thursday, 29 January 2026  
Mytholmroyd.

16

**MEETING of the TOWN COUNCIL  
held WEDNESDAY, 21 JANUARY 2026 at 7:30PM  
HEBDEN BRIDGE TOWN HALL**

**PRESENT:** Councillors: Butterick (Chair), Boden, Borrowes, Fraser, Guilfoyle, Harvey, Hedges, Hoyle, Howes, Macdonald, Morse, Trickett, Turner, and Woodhead

**ABSENT:** Councillors: Bampton Smith, Boggis, Cammack, and Young.

Three members of the public

**MINUTES:** HRTC Clerk – E Green

**MINUTES**

**413. PUBLIC QUESTION TIME.**

A member of the public asked the following questions:

Q1 – It was raised that although the Town Council welcomed the recent reduction in charges, it still left Hebden Bridge paying disproportionately higher parking charges than in the rest of Calderdale and that the Town Council should condemn these charges.

A1 – Cllr Butterick responded that the Town Council is aware of, and shares many of the concerns of residents, and that this will continue to be discussed, as appropriate, as included on forthcoming agendas.

Q2 – Will the Town Council be issuing a formal statement following the conclusion of its windfarm survey?

A2 – The Local Environment & Climate Committee will be considering the response at its next meeting and will make a recommendation to Full Council.

**414. APOLOGIES AND REASONS FOR ABSENCE.**

Apologies were received from Cllrs Bampton Smith, Boggis, Cammack, and Young.

**415. MEMBERS' INTERESTS' RELATING TO AGENDA ITEMS.**

There were no members' interests reported at this meeting.

*Agenda Reordered*

The chair proposed that the agenda be re-ordered to allow the consideration of item 9b due to a member of the public wishing to make representations.

RESOLVED: To reorder the agenda

**416. COMMUNICATIONS**

b. CMBC Burnley Road Proposed TRO

A member of the public raised concerns around residents' permits and restrictions on parking for residents on the east side of the proposed Traffic Regulation Order. It was highlighted that it is only Machpelah and Thorne Bank which would benefit from the Residential Parking Zones and that this will have a negative impact on other local residents who rely on parking availability in that area.

**RESOLVED:** That in the council's response to the proposed regulation it will request that outline streets are considered to be included in the residents' parking zones, and that this also includes canal boat owners.

**417. PLANNING APPLICATIONS**

a. **Application 25/01215/HSE** at 1 Bankfoot Terrace, Bankfoot, Hebden Bridge, HX7 6BJ for External step lift. (Fairfield ward).

**RESOLVED:** No Objection

b. **Application 25/20236/TPO** at Unit Known as Unit 1 And 2 Hoo Hole Mill, Cragg Road, Mytholmroyd for Fell four trees (Tree Preservation Order). (Cragg Vale ward).

**RESOLVED:** No Objection

c. **Application 25/20231/TPO** at Land Adjacent to Garage 2 Glen View Road, Hebden Bridge for Fell one tree (Tree Preservation Order). (West End ward).

**RESOLVED:** No Objection

d. **Application 26/20003/TPO** at 21 The Brook, Mytholmroyd, HX7 5ED for Fell two trees (Tree Preservation Order). (Cragg Vale ward).

**RESOLVED:** Recommend Refusal on grounds of lack of information and arborists report.

e. **Application 25/01244/HSE** at The Wiggins, Church Bank Lane, Cragg Vale, HX7 5TB for Construction of single storey rear

infill extension, front and rear dormers and rooflights. (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.

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

**RESOLVED:** To note the information.

**419. APPLICATIONS FOR PLANNING PERMISSION REFUSED BY CALDERDALE MBC**

**RESOLVED:** To note the information

**420. HRTC & HBPH STATEMENT OF ACCOUNT**

The Statement of Account for Hebden Royd Town Council was presented. It was noted that the Statement of Account for the Hebden Bridge Picture House will be presented at the next meeting.

The Clerk noted that advice had been sought from YLCA in respect to the presentation of the accounts following the movement of funds between budgets as per minute 181 of the Strategy and Review Committee held 10/9/25 and minute 204 of the Full Council held 17/9/25 and as such any payments for services associated with the Data Protection Officer, data compliance and processing of Freedom of Information Requests will be coded to a new budget line of Legal and Professional Services.

Cllr Boden reported that she had noted five points of error on the accounts that she intended to raise with the external auditor PKF Littlejohn.

Cllr Morse invited Cllr Boden to share these points with the council in order that they be considered and addressed. However, Cllr Boden refused to share the information unless future payments to Privacy Worx were withheld.

**RESOLVED:** To note the information.

Date: 20/01/2026  
Time: 13:08:03

**Hebden Royd Town Council**  
**Statement of Account**

Page: 1

From: Month 9, December 2025  
To: Month 9, December 2025

Chart of Accounts:

TOWN COUNCIL (PARTIAL)

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
<b>Income</b>								
Precept	(420.81)	80.80	0.00	(420.81)	503,438.19	98.21	503,859.00	(420.81)
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	50.00	(50.00)	1,010.00	0.20	500.00	510.00
Hanging Baskets	(91.67)	17.60	0.00	(91.67)	5,820.40	1.14	7,500.00	(1,679.60)
Allotments	(8.32)	1.60	0.00	(8.32)	1,936.84	0.38	1,500.00	436.84
Projects & Events Income	0.00	0.00	50.00	(50.00)	349.96	0.07	450.00	(100.04)
Other Income	0.00	0.00	0.00	0.00	83.32	0.02	0.00	83.32
	(520.80)	100.00	100.00	(620.80)	512,638.71	100.00	527,809.00	(15,170.29)
<b>Committees, Projects and Awards</b>								
Awards Kaberry & Baker	0.00	0.00	0.00	0.00	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	12,221.00	(2,346.58)	15,000.00	2,779.00	58,424.62	11.40	65,500.00	7,075.38
LE & CE Land & Biodiversity	75.08	(14.42)	1,000.00	924.92	3,389.23	1.64	5,770.00	(2,619.23)
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	0.00	0.00	0.00	0.00	16,522.00	3.22	15,000.00	(1,522.00)
LE & CE Allotments	2,292.56	(440.20)	125.00	(2,167.56)	2,869.13	0.56	1,125.00	(1,744.13)
P & E Xmas Lights & Events	2,452.12	(470.84)	7,500.00	5,047.88	31,969.59	6.24	32,500.00	530.41
P & E Happy Hounds	0.00	0.00	0.00	0.00	984.31	0.19	1,000.00	15.69
P & E New Projects	0.00	0.00	1,500.00	1,500.00	8,348.15	1.63	13,700.00	5,351.85
P & E Calder Holmes Park	0.00	0.00	1,250.00	1,250.00	0.00	0.00	3,750.00	3,750.00
P & E Dog Waster Provision	0.00	0.00	0.00	0.00	0.00	0.00	750.00	750.00
Remembrance Sunday	0.00	0.00	0.00	0.00	1,865.00	0.36	4,500.00	2,635.00
Twinning	0.00	0.00	0.00	0.00	3,179.88	0.62	3,000.00	(179.88)
	17,040.76	(3,372.04)	26,375.00	9,334.24	139,019.91	27.12	155,895.00	16,875.09
<b>Gross Profit/(Loss):</b>	<b>(17,561.56)</b>	<b>3,372.04</b>	<b>(26,275.00)</b>	<b>8,713.44</b>	<b>373,618.80</b>	<b>72.88</b>	<b>171,914.00</b>	<b>1,704.80</b>
<b>Administration</b>								
Salaries	11,395.22	(2,186.10)	20,497.50	9,112.28	172,510.17	33.65	181,477.50	8,967.33
HR Support	41.10	(7.39)	576.00	534.90	4,331.18	0.84	5,184.00	852.82
Courses & Training	0.00	0.00	100.00	100.00	3,037.68	0.59	1,750.00	(1,287.68)
Team Building	522.00	(100.23)	1,000.00	478.00	522.00	0.10	1,500.00	978.00
Staff Uniforms	0.00	0.00	84.00	84.00	374.82	0.07	750.00	381.18
Office Expenditure	2,374.42	(455.92)	1,166.66	(1,207.76)	13,045.15	2.54	10,500.00	(2,545.15)
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	141.00	(27.07)	0.00	(141.00)	1,561.50	0.30	1,500.00	(61.50)
Bank Charges	1.73	(0.33)	0.00	(1.73)	102.91	0.02	0.00	(102.91)
Audit	0.00	0.00	0.00	0.00	469.05	0.09	4,000.00	3,530.95
Clocks	0.00	0.00	0.00	0.00	2,060.00	0.40	2,000.00	(60.00)
Mayors Allowance	0.00	0.00	416.66	416.66	1,231.53	0.44	3,750.00	1,518.47
Hospitality	0.00	0.00	41.66	41.66	0.00	0.00	375.00	375.00
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	37.50	37.50
Transfers to/from reserves	0.00	0.00	0.00	0.00	0.00	0.00	17,665.00	17,665.00
Legal & Professional services	10,728.00	(2,059.91)	1,000.00	(9,728.00)	10,718.00	2.09	12,000.00	1,272.00
	25,193.47	(4,837.46)	24,894.98	(298.49)	115,933.07	42.12	247,245.00	31,311.93
<b>Net Profit/(Loss):</b>	<b>(42,755.03)</b>	<b>8,209.49</b>	<b>(51,198.98)</b>	<b>8,414.95</b>	<b>157,685.73</b>	<b>30.76</b>	<b>124,669.00</b>	<b>33,016.73</b>

**421. HRTC & HBPH PAYMENT SCHEDULE**

The schedules were considered.

Cllr Boden raised a motion that payment to PrivacyWorx should be withheld, and that if the council did not withhold payment the five points referred to in the previous item would be referred to the external auditor PKF Littejohn. Cllr Boden failed to provide valid reasons for withholding payment.

The motion fell.

Cllr Butterick raised a motion to pay the accounts.

*Cllr Boden requested a recorded vote:*

For: Councillors - Butterick, Fraser, Guilfoyle, Harvey, Hedges, Hoyle, Howes, Macdonald, Morse, Turner, and Woodhead

Against: Councillors - Boden and Borrows.

Abstention: Councillor Trickett

**RESOLVED:** to pay the accounts note items of information and to authorise payments totaling £41,260.40.

**Payment and Receipt Schedule  
21/01/2026**

**Hebden Bridge Picture House**

**Accounts to be Paid**

Item	Payee	Details	Invoice No	Amount
a	Cathedral Leasing Limited	Cleaning	MI/1732550	£225.11
b	PPS	Cleaning	INVKEI-78843	£197.16
c	PPS	Cleaning	INVKEI-79656	£121.68
d	Eden Farm	Kiosk	403166	£303.08
e	Jimmys	Kiosk	CREDIT SCR25603199	-£4,500.00
f	Jimmys	Kiosk	INV25610045	£397.15
g	JL Brooks	Kiosk	660513	£455.45
h	JL Brooks	Kiosk	662493	£167.93
i	Just Jennys	Kiosk	8509	£219.60
j	Leodis Coffee	Kiosk	INV-20256	£975.82
k	Leodis Coffee	Kiosk	INV-20393	£28.68
l	Matthew Clark	Kiosk	3873345	£474.03
m	Matthew Clark	Kiosk	3894305	£522.03
n	Suma	Kiosk	A15611	£353.21
o	Suma	Kiosk	A22078	£389.64
p	The Buttercup Bakery	Kiosk	No339	£114.40
q	The Buttercup Bakery	Kiosk	No340	£237.80
r	The Buttercup Bakery	Kiosk	No341	£85.60
s	The Buttercup Bakery	Kiosk	No342	£108.80
t	The Buttercup Bakery	Kiosk	No343	£162.20
u	Turner & Wrights	Kiosk	302262	£408.30
v	Vocation Brewery	Kiosk	165424	£202.80
w	Vocation Brewery	Kiosk	165892	£142.92
x	John Baxendale	Maintenance	HBPH040126	£40.00
y	Canva	Marketing	04754-22232211-1	£119.40
z	Print Bureau	Marketing	PB8684	£72.00
aa	UK Cinema Association	Membership	INV-4665	£154.80
bb	PPL PRS	Music Licence	SIN2857325	£1,660.85
cc	PPL PRS	Music Licence	SIN2933055	£1,503.10
dd	Savoy Systems	Oscar	C-0126-35	£894.36
ee	Savoy Systems	Oscar	C-0126-129	£601.20
ff	Luke Hutchinson GenErika	Quiz	Monday, 15th December	£100.00
gg	BFI	Royalties	BK100471124	£250.60
hh	Bruise Film	Royalties	1145	£447.38
ii	Disney	Royalties	2273454	£1,333.60
jj	Dogwoof	Royalties	M1006825	£574.70
kk	Metfilms	Royalties	INV-2467	£97.30
ll	Park Circus	Royalties	1461748	£240.80
mm	Park Circus	Royalties	1461749	£522.20
nn	Park Circus	Royalties	1461751	£376.96
oo	Park Circus	Royalties	1461753	£192.00
pp	Park Circus	Royalties	1461755	£2,684.75
qq	Park Circus	Royalties	1465222	£602.60
rr	Peccadillo	Royalties	5096	£144.00
ss	Sony	Royalties	1662183-1	£413.35
tt	Sony	Royalties	1663006-1	£187.96
uu	Sony	Royalties	1663049-1	£120.00
vv	Trafalgar	Royalties	261670	£1,433.51
ww	Trafalgar	Royalties	366988	£510.00
xx	Tull Stories	Royalties	TS1250	£110.26
yy	Universal	Royalties	22314783092-1	£47.40
zz	DCA Consultancy	Screen 2 Project	2026/44	£6,679.20
aaa	Business Stream	Utilities	9050137 (payment 3 of 4)	£2,186.00
bbb	FCC Environment	Waste Collection	1533937	12.72

**£26,106.39**

**Direct Debits**

Item	Payee	Details	Invoice No	Amount
a	The Co-operative Bank	Banking	127	66.45
b	Grenke	Kiosk	58359/2026	241.78
c	Apple	Office	838057794997	0.99
d	Apple	Office	742071748386	0.99
e	Craft	Office	71062	£153.10
f	O2	Office	41384733 Credit	-£15.59
g	Spotify	Office	28-Dec-25	£12.99
h	Clover	Oscar	510964521	£152.98
i	Clover	Oscar	510964513	£204.65
j	Crown Gas	Utilities	3802414	1984.68

**£2,803.02**

**Payments paid by Clerk**

Item	Payee	Details	Invoice No	Amount
a	Morrisons	Kiosk	28/11/2025	9.97
b	Post Office	Office	23/12/2025	184.83
c	Universal	Royalties	22314776082-1	£1,659.90
d	Universal	Royalties	22314779159-1	£780.50
e	Universal	Royalties	22314781265-1	£206.26
f	Universal	Royalties	22314781951-1	£429.74
g	FCC Environment	Waste Collection	25513	£763.15

**£4,034.35**

**PAYMENTS**

**£32,943.76**

**Payment and Receipt Schedule  
21/01/2026**

**Hebden Royd Town Council  
Accounts to be Paid**

No.	Payee	Details	Invoice No	Amount	Cost Centre
a	The Privacy Work Ltd	DPO and FOI Guidance	INV-1823	£360.00	DPO and FOI Guidance
b	Bells Tree Surgery Ltd	Tree works to Mytholmroyd Allotments	003180	£2,700.00	Local Environment
c	EPS	Hire of equipment	121835	£51.07	Local Environment
d	Hebden Bridge Community Association	Recharges - Data, IT, Phone, Call, Cleaning	18799	£153.00	Office
e	Living Wage Foundation	Employer Accreditation/ Recognition	FW-179671	£169.20	Office
f	P3	Microsoft Business & Exchange online	38092	£177.42	Office
g	Benchmark	Posters, Tool Hire, Diesel for Lighting - LUTV	INV LUTV 1/25	£229.03	Project & Events
h	Calderdale Council	Hire of Equipment for Christmas Market 22.11.25	IN25165709	£1,540.00	Project & Events
i	Hebden Bridge Junior Band	Christmas Lights event: performance expenses 4th January 2026		£300.00	Project & Events
j	J Lord & Sons	Repairs to Waterfront Hall walls	11.12.25	£140.00	Project & Events
k	Mytholmroyd Scouts	Collection and Disposal of Christmas Tree 11 Jan	11th January 2026	£25.00	Project & Events
l	Penine Signs	Removing the banner over the river	33931	£120.00	Project & Events
m	Rogue Robot	Production of LUTV Film 2025	7/4	£300.00	Project & Events

**£6,264.72**

**Accounts previously paid by the Town Clerk**

No.	Payee	Details	Invoice No	Amount	Cost Centre
a	Zoom	Zoom Workplace Pro Annual	INV337615817	£27.00	DAF/Office
b	Amazon	Shockproof Protective Phone Cover	GB5BBT6148E1	£16.29	Office
c	Post Office	100 x 2nd class stamps	14/01/2026	£87.50	Office
d	Emma Green Expenses	Donation to Volunteer Expenses Santa's Grotto	11-Dec-25	£20.00	Project & Events
e	Origano	Pizza for staff at PH Christmas Eve	Ord No 5638 24/12/25	£41.10	Staff Incentive

**£354.89**

**Direct Debits**

No.	Payee	Details	Invoice No	Amount	Cost Centre
a	Euro Digital Systems	Monthly Network Print 12.12.25 - 13.01.26	158151	£200.00	Office
b	Grenke	Photocopier quarterly fee 01.01.26 to 31.03.26	44287/2026	£174.38	Office
c	Grenke	C8030 Equipment Protection Air 2026	31681/2026	£317.45	Office
d	Stripe	Stripe Processing Fees	STNLEET4-2025-12	£4.16	Office

**£769.99**

**TOTAL PAYMENTS**

**£8,316.64**

**422. COMMUNICATIONS FROM THE TOWN MAYOR AND THE CLERK.**

To receive and decide actions on communications.

a. CMBC Response to HRTC Parking Motion  
**RESOLVED:** To note the information.

b. CMBC Asset of Community Value  
**RESOLVED:** to write to CMBC in support of making Asset of Community Value.

c. YLCA Training Day Programme  
**RESOLVED:** To note the information

**423. MAYOR'S REPORT/DEPUTY MAYOR'S REPORT**

The Mayor reported on his recent activities.

**RESOLVED:** To note the information.

**424. MINUTES OF THE TOWN COUNCIL held 17 DECEMBER 2025**

To consider minutes and approve as a correct record.

**RESOLVED:** The minutes were approved as a correct record.

**425. MINUTES OF PICTURE HOUSE COMMITTEE held 7 JANUARY 2026**

The minutes were presented 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).

**RESOLVED:** To note the minutes for information.

*Appointment of person to preside*

Cllr Butterick moved that Cllr Woodhead Chair the next item so that he could be available to answer questions.

**RESOLVED:** Cllr Woodhead be Chair for Item 13.

**426. HEBDEN BRIDGE PICTURE HOUSE – A HERITAGE FIT FOR THE FUTURE**

The council received an update and presentation regarding the Heritage Fit for the Future Project and the application to the National Lottery Heritage Fund.

It was explained that this next phase is a development phase which will allow the project to be fully explored in terms of costings, feasibility, future business case and the protection of local heritage.

Cllr Butterick highlighted the essential remedial works required at the Picture House and the need to allocate funding, either as match funding for the project, or stand-alone funds to deliver essential repairs should the project not be successful.

Cllr Butterick highlighted that this is a once in a lifetime opportunity to fully restore this amazing community asset.

The costs of the development phase to the Council will be £54,738, based on the Town Council contributing 15% match funding at this stage.

The overall match funding required is £864,000 (£54,738 for the Development Phase and £80,9262 for the Delivery Phase). The Picture House currently has £104,000 in Earmarked Reserves for the project. A number of additional grants and fundraising options available to the Town Council have been explored, and as part of the Development Phase a fundraiser will be appointed to source such additional funds and ensure that at the point of the Delivery Application match funding is secured.

Cllr Boden questioned the financial forecast in relation to the project. It was explained that there is a strong business case based on the raw data from test screenings, current trends and budget forecasting. The Development Phase will allow for full financial analysis and information gathering and refinement.

Cllr Trickett welcomed the project, as Mayor at the time, he led on the Asset Transfer of the Picture House to the Town Council 2012. He asked if there were any project review points and it was confirmed that following the completion of the Development Phase, council will have the opportunity to consider the Delivery Application, and whether to proceed based on the findings of the Development Phase, which will include both structural and financial feasibility studies.

Cllr Hedges asked about the theatrical window and impact on the programme and potential revenue at the Picture House. It was highlighted that the theatrical window has reduced drastically, making the need for day and date screenings more important.

Cllr Borrowes asked what building surveys have been undertaken. It was confirmed that there has been high level structural, concrete, mechanical and electrical, and building condition

surveys. Again, the Development Phase will allow detailed structural surveys to be undertaken.

Following discussion, the Mayor moved to a vote.

*Cllr Butterick requested a recorded vote:*

For: Councillors - Butterick (Chair), Borrowes, Fraser, Guilfoyle, Harvey, Hedges, Hoyle, Howes, Macdonald, Morse, Turner, Trickett and Woodhead

Against: Councillor Boden

**RESOLVED:** To endorse the draft application for the National Lottery Heritage Fund, Development Phase and its submission following further refinement by the Picture House Committee.

*Cllr Butterick requested a recorded vote:*

For: Councillors - Butterick (Chair), Borrowes, Fraser, Guilfoyle, Harvey, Hedges, Hoyle, Howes, Macdonald, Morse, Turner, Trickett and Woodhead

Against: Councillor Boden

**RESOLVED:** To note the financial structure of the project, and to commit to underwriting the total match funding for the project, in the unlikely scenario that additional funding cannot be secured. This includes the full £54,738 for the Development Phase to be drawn out of the Picture House Project Earmarked Reserves and the required match funding for Delivery Phase (currently budgeted at £809262).

**427. MINUTES OF THE STRATEGY & REVIEW COMMITTEE held on 14 JANUARY 2026**

**RESOLVED:** To endorse recommendations therein and approve as a correct record.

**428. HEBDEN ROYD TOWN COUNCIL BUDGET 2026/27**

The recommendation at minute 404 of the Strategy & Review Committee held 14 January 2026 was discussed.

The Clerk gave an overview of the budget, it was noted that the Council Tax Base has reduced (3432 to 3399) and as such only a limited increase to the Town Council Budget was recommended,

in line with the principal authority and to limit the percentage impact on council tax payers (5.01%). An increase from £146.79 to £154.14 on a band D property.

It was noted that a new budget line for Data Protection and GDPR Compliance (sitting under the cost centre of Legal and Professional Fees) had been included totaling £10,800. This ongoing support is required to effectively and compliantly deal with the increase in volume and complexity of Freedom of Information Requests, Data Subject Access Requests and associated processes. To support this new budget line reductions have been made across committees including the Community Funding Committee and Projects and Events Committee.

Cllr Boden referred again to the points to be raised by her to the auditor PKF Littlejohn, again refusing to share what these are but highlighting that costs associated with the investigation of these points could be in the region of £400 per hour.

It was noted that such additional costs may have implications for the budget and if such costs are forthcoming the Strategy & Review Committee may be required to vire funds away from committee projects to cover these.

The prior commitment to the Picture House Project was also discussed.

Overall, the budget presents a balanced provision for the activities of the Town Council.

*Cllr Boden Requested a Recorded Vote*

For: Councillors - Butterick (Chair), Borrowes, Fraser, Guilfoyle, Harvey, Hedges, Hoyle, Howes, Macdonald, Morse, Turner, Trickett and Woodhead

Against: Councillor Boden

**RESOLVED:**

To approve the budget as presented.

That underspend from the 2025-26 budget be moved to the Picture House Project Ear Marked Reserves

	DRAFT BUDGET 25/26	BUDGET 25/26	Actual 25/26 To October	Expected Year End Position	Expected Year End Variance	Budget 24/25	Actual 24/25	Budget 2023/24	Actual 2023/24	
<b>Precept Increase</b>	4.0%	7.50%								
<b>Percentage Increase in Band D</b>	5.01%	3.50%								
<b>Band D Equivalent Council Tax</b>	£154.14	£146.79								
<b>Actual Increase in Band D</b>	£7.35									
<b>Band A Equivalent Council Tax</b>	£102.78	£ 97.88								
<b>Actual Increase in Band A</b>	£4.90									
<b>Precept</b>	£ 524,013	£ 503,859	£ 503,959	£ 503,850	£ -	£ 468,706	£ 468,706	£ 422,259	£ 427,254	
<b>Station Road Car Park 25/26</b>	£ 15,000	£ 14,000	£ 15,199	£ 15,199	£ 1,199	£ 13,000	£ 13,310	£ 12,000	£ 12,210	
<b>Harmony Baskets</b>	£ 7,140	£ 7,500	£ 5,312	£ 5,312	£ 1,588	£ -	£ 6,000	£ 5,000	£ 5,500	
<b>Allowments</b>	£ 2,000	£ 1,500	£ 1,953	£ 1,953	£ 453	£ -	£ 1,792	£ 1,700	£ 1,900	
<b>Other Income</b>	£ 1,500	£ 1,000	£ 1,441	£ 1,441	£ 441	£ -	£ 5,057	£ -	£ 528	
<b>GLA Investments</b>	£ 5,000									
<b>Total Income</b>	£ 668,253	£ 527,859	£ 528,277	£ 528,276	£ 417	£ 481,706	£ 498,468	£ 440,958	£ 442,103	
<b>Base Budget Costs</b>										
<b>Administration</b>										
Audit	£ 5,000	£ 4,000	£ 469	£ 3,400	£ 500	£ 3,000	£ 3,055	£ 2,500	£ 3,130	
To be moved to EMR if not	£ 16,000	£ 15,000		£ 8,000	£ 7,000	£ 6,000	£ 4,988	£ 9,000	£ 14,628	
Electon Expenses EMR										
Courses/Training	£ -	£ -	£ -	£ -	£ -	£ 2,500	£ 3,168	£ 4,500	£ 1,204	
Hospitality	£ 514	£ 500		£ 500	£ -	£ 1,000	£ 140	£ 1,000	£ 744	
Insurance	£ 4,500	£ 4,000	£ 4,358	£ 4,258	£ 258	£ 4,000	£ 3,702	£ 4,000	£ 3,499	
Mayor's Allowance	£ 5,000	£ 5,000	£ 2,332	£ 2,769	£ 2,332	£ 4,710	£ 4,710	£ 4,710	£ 4,528	
Office Expenditure	£ 11,000	£ 14,000	£ 2,892	£ 14,000	£ -	£ 14,000	£ 21,291	£ 14,000	£ 14,840	
IT Support & Website	£ 2,500									
Accounts Support	£ -	£ -	£ -	£ -	£ -	£ 3,600	£ 2,412	£ 3,250	£ 3,590	
HR and H & S Support	£ -	£ -	£ -	£ -	£ -	£ 3,000	£ 3,184	£ 3,000	£ 2,784	
Payroll	£ 2,500									
DPO retained	£ 2,160									
DPO Additional Works	£ 8,640									
Clocks	£ 500	£ 2,000	£ 2,080	£ 2,000	£ -	£ 500	£ 993	£ 500	£ 951	
Accounts Software	£ 4,000	£ 2,000	£ 1,421	£ 600	£ 1,400	£ 1,500	£ 2,431	£ 1,500	£ 1,689	
Mayors For Peace	£ 250	£ 250			£ 250	£ 250		£ 250	£ 115	
Awards										
Service to the Community	£ 250	£ 200	£ 29	£ 128	£ 72	£ -	£ 60	£ 300	£ -	
Kahery Awards	£ 1,600	£ 2,100	£ 1,400	£ 1,400	£ 700	£ 2,100	£ 1,400	£ 1,400	£ 1,400	
Office										
Office Return	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 5,000	£ 3,735	
<b>Total Administration</b>	£ 64,414	£ 49,050	£ 24,780	£ 37,184	£ 11,896	£ 48,160	£ 50,970	£ 54,910	£ 68,048	
<b>HRTC Salaries</b>	<b>Salaries (3.5% NAGS)</b>	£ 254,245	£ 257,970	£ 161,125	£ 242,562	£ 15,401	£ 194,651	£ 241,281	£ 182,100	£ 189,085
<b>Committee Budgets</b>										
<b>Community Funding</b>	Community Funding	£ 70,000	£ 80,000	£ 62,860	£ 80,000	£ -	£ 95,000	£ 83,908	£ 84,718	£ 49,186
<b>Local Env &amp; CE</b>	Local Environment & C E	£ 28,000	£ 29,270	£ 30,426	£ 30,606	£ 1,336	£ 33,275	£ 39,837	£ 25,200	£ 10,540
<b>Projects &amp; Events</b>	Events	£ 12,000	£ 25,000	£ 11,197	£ 22,000	£ 3,200	£ 100,180	£ 80,498	£ 36,250	£ 35,078
	Christmas Events	£ 20,000	£ 55,000	£ 29,517	£ 56,142	£ 1,142	£ -	£ -	£ 38,800	£ 34,363
	Christmas Lighting	£ 10,000	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
	Remembrance Sunday	£ 3,000	£ 4,500	£ 1,866	£ 1,500	£ 2,960	£ 4,250	£ 1,490	£ 500	£ 1,475
<b>Staffing</b>	HR Support	£ 6,921	£ 6,720	£ 4,299	£ 6,200	£ 460	£ -	£ -	£ -	£ -
	Training & Welfare	£ 5,400	£ 5,700	£ 3,413	£ 3,500	£ 2,200	£ -	£ -	£ -	£ -
<b>Picture House</b>	Community Contribution	£ 20,000	£ -	£ -	£ -	£ -	£ -	£ 27,500	£ 27,500	£ -
	HRFF	£ 5,000	£ -	£ -	£ -	£ -	£ 59,679	£ 7,200	£ -	£ -
	Screen Two - EM Reserve	£ 20,000	£ -	£ -	£ -	£ -	£ 128,013	£ 100,000	£ -	£ -
<b>Twining</b>	Twining	£ 2,000	£ 3,000	£ 1,190	£ 3,180	£ 180	£ 1,400	£ 3	£ 2,000	£ 2,075
<b>Others</b>	Disability Access Forum	£ 50	£ 50	£ -	£ -	£ 50	£ -	£ -	£ -	£ -
<b>Environment &amp; Leisure</b>										
<b>Env &amp; Allowments</b>	Environmental Projects	£ -	£ -	£ -	£ -	£ -	£ -	£ 39,825	£ 25,809	£ -
	Allowments	£ -	£ -	£ -	£ -	£ -	£ -	£ 814	£ 5,000	£ 582
<b>Neighbourhood Plan</b>	Neighbourhood Plan	£ -	£ -	£ -	£ -	£ -	£ -	£ 2,481	£ -	£ -
	Age Friendly Community	£ -	£ -	£ -	£ -	£ -	£ -	£ 4,500	£ -	£ -
	Mayor's Community Proj	£ -	£ -	£ -	£ -	£ -	£ -	£ 10,000	£ -	£ -
	Youth Employment	£ -	£ -	£ -	£ -	£ -	£ 1,580	£ 22,500	£ 23,700	£ -
	Website	£ -	£ 500	£ 700	£ 700	£ 200	£ 13,600	£ 3,702	£ 2,000	£ 1,729
<b>Total Committee Expenditure</b>		£ 232,571	£ 209,940	£ 147,448	£ 203,908	£ 6,032	£ 437,087	£ 317,412	£ 301,264	£ 212,176
<b>Contingency</b>		£ 11,000	£ -	£ -	£ -	£ -	£ -	£ 41,434	£ 20,428	£ -
<b>To/ (From) Reserves</b>		£ 7,460	£ 17,665	£ 17,665	£ 17,665	£ -	£ -	£ 19,277	£ 19,277	£ -
<b>TOTAL EXPENDITURE</b>		£ 554,770	£ 534,625	£ 350,998	£ 501,289	£ 33,336	£ 677,899	£ 609,673	£ 538,274	£ 457,306
<b>DIFFERENCE</b>		£ 483	£ 6,766	£ 177,279	£ 26,987	£ 33,763	£ 194,192	£ 114,207	£ 119,473	£ 16,354
<b>Target Reserve 2026-27</b>		£ 121,866	£ 121,866	£ 121,866	£ 121,866	£ 121,866	£ 102,205	£ 102,205	£ 102,205	£ 102,205
<b>Cash in Reserves</b>		£ 129,326	£ 129,326	£ 129,326	£ 129,326	£ 129,326	£ 93,019	£ 93,019	£ 93,019	£ 93,019
			£ 34,358				£ 968	£ 81,017		

Section 137 spending is not budgeted for because the Council holds the 'General Power of Competence' (Council Minute ref 4 - dated 17 May 2023)  
**Precept** - An order issued by a local authority (HRTC) to another local authority (CMBC) specifying the rate of tax to be charged on its behalf to local residents.  
**Tax Base** - The total number of households in an area that are taxed.  
The total tax liability is calculated by multiplying the tax rate by the tax base.

- 429. HEBDEN ROYD TOWN COUNCIL PRECEPT 2026/27**  
The council considered and decided on a method of financing the budget for the council year 2026/27.  
**RESOLVED:** A demand will be made to the Billing Authority, Calderdale, for a precept of £524,013.
- 430. MINUTES OF THE STAFFING COMMITTEE held on 19 JANUARY 2026**  
The minutes will be presented at the next meeting; Cllr Woodhead took the opportunity to highlight the Clerks recent appraisal and praised the Clerk for their hard work and contribution to the council during what has been a difficult and challenging year.
- 
- 431. DRAFT MEETING DATES**  
**RESOLVED:** To approve the meetings dates as presented.
- 432. WORKING GROUPS**  
Cllr Macdonald – Disability Access Forum,  
It was reported that the group continues to work on the provision of accessible taxis. It was also reported that some of the animated Christmas lights can cause problems for some with vision sensitivity and impairment. This will be followed up by the Project & Events committee.
- 433. REPRESENTATIVES TO OUTSIDE BODIES**  
Cllr Turner reported on the successful Hebden Royd Business Forum Christmas and praised them for their work and the support of the Community Finding Committee which enabled projects to proceed.
- 434. 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 during consideration of items of a confidential nature.

The meeting finished at 9:20pm

17

**HEBDEN ROYD TOWN COUNCIL**

**Meeting of the PICTURE HOUSE COMMITTEE  
Held WEDNESDAY 4 FEBRUARY 2026**

**MINUTES**

**PRESENT:** Councillors: Butterick (Chair), Fraser, Harvey, Macdonald, Turner and Young

**ABSENT:** Councillors:

**ALSO:** M Woods FOPH

Picture House Manager: P Berrisford

HRTC Clerk: E Green

**434. APOLOGIES FOR ABSENCE**

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

**435. MEMBERS INTERESTS RELATING TO AGENDA ITEMS**

There were no members interests reported at this meeting.

**436. MINUTES OF THE MEETING HELD 7 JANUARY 2026**

There were no matters arising.

**437. FRIENDS OF THE PICTURE HOUSE**

It was reported that the filming is ongoing for the Friends Film project. Other activity has been minimal in this quiet winter period.

**438. HBPH MANAGERS REPORT**

The manager provided an overview of the operational aspects if the Picture House and tabled a list of the top ten movies by Box Office revenue since 2021. This shows that the majority of these films were main distributor titles such as Universal, Sony and Paramount.

January has been the highest grossing month on record, with Hamnet seeing 2224 admits.

Special screenings and events ongoing, including Galetines and Valentines specials for February where members can bring a friend for free.

Cllr Turner suggested that a press release is issued about the success of Hamnet and promoting the forthcoming Wuthering Heights

439.

**HBPH – A HERITAGE FIT FOR THE FUTURE**

The Development Application was reviewed.

a. Application form & associated documents – preparation for submission.

**RESOLVED:** Councillors will continue to review the draft Architects Report points raised:

- The image on the front of the report didn't reflect the character and community of the cinema
- Ensuring that the building shows the word cinema on signage - not everyone knows what a Picture House is.

440.

**FINANCIAL REPORT**

The cash flow is strong and the forecast to the end of the year is looking to be better than anticipated. Full statement of account and forecast to be circulated.

441.

**EXCLUSION OF THE PRESS AND PUBLIC**

There was no resolution to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of items of a confidential nature.

Meeting finished 8:30pm