

12 May 2026

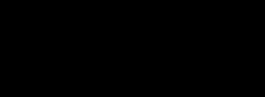
Under the Openness of Local Government Bodies Regulations 2014, members of the public, the press or the Council may record, film, photograph or broadcast the meeting whilst it is open to the public.



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 **MONDAY 18 MAY 2026 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 26/00165/FUL** at 3 Fair View, Wood Hey Lane, Hebden Bridge, HX7 6JQ for Change of use of ancillary outbuilding into dwelling. (Caldene ward)

- b. **Application 26/20044/TPO** at Beckfoot, Cragg Road, Mytholmroyd, HX7 5RX for Fell one tree (Tree Preservation Order). (Cragg Vale ward).
- c. **Application 26/00184/FUL** at Opposite 5 To 7 Oakville Road, Hebden Bridge for Detached Dwelling. (Fairfield ward).
- d. **Application 26/20040/TPO** at 7 The Brook, Mytholmroyd, HX7 5ED for Fell one tree (Tree Preservation Order). (Cragg Vale ward).
- e. **Application 26/00207/FUL** at Crossley Mill Children's Centre, New Road, Hebden Bridge, HX7 8AD for 3 storey extension. (Fairfield ward).
- f. **Application 26/00283/FUL** at 9 Bridge Gate, Hebden Bridge, HX7 8EX for Change of use of first floor (Class E(b)) to flat (Class C3). New external staircase. (Fairfield ward).
- g. **Application 26/00340/LBC** at The Barn House, Brearley Hall, Burnley Road, Mytholmroyd, HX2 6HS for Conversion of Former Garages/Store to Cold Store, Butchery Classroom and Cookery Classroom (Listed Building Consent). (White Lee ward).
- h. **Application 26/00339/FUL** at The Barn House, Brearley Hall, Burnley Road, Mytholmroyd, HX2 6HS for Conversion of Former Garages/Store to Cold Store, Butchery Classroom and Cookery Classroom. (White Lee ward).
- i. **Application 26/00325/HSE** at The Old Stables, Blackstone Edge Road, Cragg Vale, HX7 5TG for First floor extension with roof balcony and additional decking. (Cragg Vale ward).
- j. **Application 26/00348/HSE** at 43 Hangingroyd Lane, Hebden Bridge, HX7 7DD for Dormer roof extensions and internal and external alterations. (West End ward).

5. APPLICATIONS FOR PLANNING PERMISSION GRANTED BY CALDERDALE MBC

- ✓ a. Application 26/00096/FUL at 21 Brunswick Street, Hebden Bridge, HX7 6AJ for Conversion of workshop and ancillary building into a single domestic dwelling (self-build).

6. APPLICATIONS FOR PLANNING PERMISSION REFUSAL BY CALDERDALE MBC

- ✓ a. Application 26/20006/TPO at 16 Longstaff Court, Hebden Bridge, HX7 6AB for Fell one tree (Tree Preservation Order)

7. COMMUNICATIONS FROM THE TOWN MAYOR AND THE CLERK.

To receive and decide actions on communications (enc).

- a. C Bampton Smith Acknowledgement

8. HRTC & HBPH STATEMENT OF ACCOUNT

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

9. BANK RECONCILIATION

To receive and note the bank reconciliation for month ending March 2026 (To be tabled)

10. HRTC & HBPH PAYMENT SCHEDULE

To receive schedule, note items of information and to authorise payments totalling £ 44,945.75. (enc)

11. ATTENDANCE REGISTER

To receive and note the attendance register for 2025-26, and to consider vacancies that may have arisen under Local Government Act 1972 s85 (1) (enc)

12. STANDING ORDERS & FINANCIAL REGULATIONS

To note the adopted Standing Orders and Financial Regulations. (enc)

13. COMMITTEES & SCHEME OF DELEGATION

To review the committee structure & delegated powers and to decide on actions as appropriate (enc)

14. COMMITTEE MEMBERSHIP

To consider the membership of committees as proposed and to decide on actions as appropriate (enc)

15. APPOINTMENT OF INTERNAL FINANCIAL CONTROLERS

To appoint internal controllers for the council year 2026-27 (enc)

16. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

To consider the appointments to outside bodies as proposed and to decide on actions as appropriate (enc)

- 17. INSURANCE FOR HEBDEN ROYD TOWN COUNCIL**
To review the arrangements for adequate insurance of the Town Councils assets and to decide on actions (To be tabled).
- 18. MAYOR'S REPORT/DEPUTY MAYOR'S REPORT**
To receive and note the activities of the Mayor (enc).
- 19. MINUTES OF THE TOWN COUNCIL held 15 APRIL 2026**
To consider minutes and approve as a correct record (enc).
- 20. MINUTES OF THE STRATEGY & REVIEW COMMITTEE held 22 APRIL 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) (enc).
- 21. MINUTES OF THE STAFFING COMMITTEE held 22 APRIL 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) (enc).
- 22. MINUTES OF THE STRATEGY & REVIEW COMMITTEE held 28 APRIL 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) (enc).
- 23. MINUTES OF THE PROJECT & EVENTS COMMITTEE held 29 APRIL 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) (enc).
- 24. MINUTES OF THE PICTURE HOUSE COMMITTEE held 6 MAY 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) (enc).
- 25. MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL held 12 MAY 2026.**
To consider minutes and approve as a correct record. (To be tabled).
- 26. WORKING GROUPS**
To receive reports from and to decide on appropriate actions.
- 27. REPRESENTATIVES TO OUTSIDE BODIES**
To receive reports from representatives to outside bodies and other organisations.

28. 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.



7th May 2026

Dear Lorna,

I realise that I have been absent from Council Meetings for over 6 months. I understand that I am no longer a Councillor on Hebden Royd Town Council.

I wish the staff and Councillors every success in the future

Regards

Christine Bampter - Smith



FINANCIAL REGULATIONS
Adopted 20 November 2024

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These Financial Regulations were adopted by the council at its meeting held on:

1. GENERAL

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.

- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. [The Clerk has been appointed as RFO and these regulations apply accordingly.] The RFO;
- acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
- **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**
 - **borrowing;**
 - **declaring eligibility for the General Power of Competence; and**
 - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
- determine and regularly review the bank mandate for all council bank accounts;
 - authorise any grant or single commitment in excess of [£5,000]; and

2. RISK MANAGEMENT AND INTERNAL CONTROL

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

- 2.2. The Clerk/RFO shall prepare, for approval by the council], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
 - **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. ACCOUNTS AND AUDIT

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. BUDGET AND PRECEPT

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by

the Clerk and the Chair of the Council. {The RFO will inform committees of any salary implications before they consider their draft their budgets.}

- 4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all [receipts and payments/income and expenditure] for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the Strategy & Review Committee not later than the end of November each year.
- 4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Strategy & Review Committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. PROCUREMENT

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts greater than £5000 excluding VAT the Clerk/RFO shall seek at least three quotations (priced descriptions of the proposed supply).
- 5.9. where the value is between £500 and £5,000 excluding VAT, the clerk/RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

- 5.10. For smaller purchases, the clerk/RFO shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £1000 excluding VAT.
 - the Clerk, in consultation with the Mayor of the Council or Chair of the appropriate committee, for any items below £5000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £30,000 excluding VAT.
 - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
 - the council for all items over £30,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference, except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £5000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official Purchase order number shall be issued for all work, goods and services above £500 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the Clerk/RFO.

6. BANKING AND PAYMENTS

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the Clerk/RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with The Co-operative Bank. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. The payment schedule will be

prepared by the Finance Administrator and Invoices paid by the clerk. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by Clerk/the RFO.
- 6.4. The Town Councils internal Financial Checkers will review payments made.
- 6.5. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.6. All payments shall be made by online banking, in accordance with a resolution of the council or duly delegated committee, unless the council resolves to use a different payment method.
- 6.7. For each financial year [the RFO] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.8. A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.9. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.10. The Clerk/RFO shall have delegated authority to authorise payments only in the following circumstances:
 - i. any payments of up to £2500 excluding VAT, within an agreed budget.
 - ii. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

- iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of the council, where the Clerk/FO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £30,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.11. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. ELECTRONIC PAYMENTS

- 7.1. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator and will make payments using the existing system. By 2025-26 the banking arrangements will be amended to ensure that a minimum of two people (authorised signatories) will be involved in any online approval process.
- 7.2. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves, except the Town Clerk/Deputy Town Clerk in the case of payment of salaries and expenses.
- 7.3. All authorised signatories shall have access to view the council's bank accounts online.

- 7.4. Signatories will be the Town Clerk and Deputy Clerk, and the five chairs of committees.
- 7.5. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.6. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent [by email] to [two] authorised signatories.
- 7.7. In the prolonged absence of the Service Administrator an authorised user shall set up any payments due before the return of the Service Administrator.
- 7.8. When the system is approved as per 7.1 - Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.9. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.10. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by [two authorised members]. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.11. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by [two authorised bank signatories], evidence is retained and any payments are reported to [the council] at the next meeting.
- 7.12. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.

- 7.13. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk/RFO and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.14. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.15. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. PAYMENT CARDS

- 8.1. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and Picture House Manager and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 8.2. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO and any balance shall be paid in full each month.
- 8.3. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

9. PETTY CASH

- 9.1. The Clerk/RFO shall maintain a petty cash float of £100 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
- a) Receipts for payments made from petty cash shall be kept to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

- c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

10. PAYMENT OF SALARIES AND ALLOWANCES

- 10.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 10.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 10.3. Salary rates shall be agreed by the Staffing Committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Staffing Committee.
- 10.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 10.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 10.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.
- 10.7. Before employing interim staff, the council must consider a full business case.

11. LOANS AND INVESTMENTS

- 11.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

- 11.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 11.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 11.4. All investment of money under the control of the council shall be in the name of the council.
- 11.5. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk/RFO.
- 11.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

12. INCOME

- 12.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Clerk/RFO.
- 12.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The Clerk/RFO shall be responsible for the collection of all amounts due to the council.
- 12.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the Clerk/RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 12.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the Clerk/RFO considers necessary.

The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

- 12.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 12.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly.
- 12.7. Where significant sums of cash are regularly received by the council, the Clerk/RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 13.1. Where contracts provide for payment by instalments the Clerk/RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 13.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk/RFO to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

14. STORES AND EQUIPMENT

- 14.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section

- 14.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 14.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 14.4. The Clerk/RFO and Picture House Manager shall be responsible for periodic checks of stocks and stores, at least annually.

15. ASSETS, PROPERTIES AND ESTATES

- 15.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 15.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 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.
- 15.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 15.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of

any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

16. INSURANCE

- 16.1. The Clerk/RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 16.2. The Clerk/RFO shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 16.3. The Clerk/RFO shall note any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The Clerk/RFO shall negotiate all claims on the council's insurers.
- 16.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1. The council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk/RFO shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 17.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 17.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



STANDING ORDERS 2025

Adopted 28.05.25

As per NALC Model Standing Orders 2025 Update (England)

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1. RULES OF DEBATE AT MEETINGS

There is no legal provision requiring a councillor to stand when addressing council. Councillors may choose to stand but must be being mindful of technical equipment which allows improved accessibility in the council meetings.

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion

immediately before it is put to the vote.

- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed () minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 5 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting**

- **vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 5 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall**

give a casting vote in the case of an equality of votes.

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;
 - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection

legislation (*see also standing orders 11, 20 and 21*);

- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 5 days of having been requested to do so by 3 members of the committee [or the sub-committee], any 3 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements**

shall include deciding who has access to personal data and encryption of personal data.

- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

● e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a**

- **website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at

the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].

h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:

- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
- ii. granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

a Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

15. PROPER OFFICER

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

- i. at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a

full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the [Chair or in their absence the Vice-Chair (if there is one) of the Council] OR [Chair or in their absence Vice-Chair (if there is one) of the () Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [() committee];

- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also *standing order 23*).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required

by proper practices, for consideration and approval.

- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £60,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

- iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of Staffing Committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Staffing Committee or, if he is not available, the deputy chair of absence occasioned by illness or other reason and that person shall report such absence to the Staffing Committee at its next meeting.
- c. The chair of the Staffing Committee or in their absence, the deputy chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Staffing Committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Staffing Committee or in their absence, the deputy chair of the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Town Clerk relates to the chair or deputy chair of the Staffing Committee, this shall be communicated to another member of the Staffing Committee, which shall be reported back and

progressed by resolution of the Staffing Committee.

- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.



SCHEME OF DELEGATION

This Scheme of Delegation was adopted by

Hebden Royd Town Council

On

13 August 2025

Minute 156

ADDITIONS IN RED

Upon adoption this Scheme of Delegation supersedes any previous protocol or ways of working.

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1. DISCHARGE OF THE SCHEME

- 1.1 The Town Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.
- 1.2 This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed every two years and when there are staffing changes.
- 1.3 Those with delegated responsibility are referred to by job title, Town Clerk (Proper Officer).
- 1.4 One of the purposes of the document is to clearly define the parameters within which Officers of the Council can act without reference to Councillors. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
- 1.5 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
- 1.6 The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its committees. This element of the scheme incorporates the Terms of Reference of the committees.

2. PRINCIPLES OF DELEGATION

- 2.1 Section 101 of the Local Government Act 1972 provides:
 - That a Council may delegate its powers (except those incapable of delegation) to a committee, or an officer.
 - A Committee may delegate its powers to an officer.
 - The delegating body may exercise Powers that have been delegated.
- 2.2 Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and with the law.
- 2.3 Inside of reserved powers (see 5 below) in an emergency the Town Clerk is empowered to carry out functions of the Council.
- 2.4 Where the Town Clerk is contemplating any action under delegated powers,

which is likely to have a significant impact in a particular area, they should also consult the Mayor of the Council and must ensure that they obtain appropriate legal, financial, and other specialist advice before action is taken.

3. AUTHORITY TO ACT

3.1 It will be appropriate for the Town Clerk to refer a matter to the Council where the determination of the matter is likely to be particularly controversial or raises issues of policy which it would be appropriate for councillors to determine; or could, by its scale or complexity expose the Council to major corporate risk.

3.2 The Town Clerk and Committees have the responsibility to act within the Council's approved policies, procedures, and framework and within the law in conjunction with this delegated scheme.

4 CONFLICTS OF INTEREST

4.1 Under the Local Government Act 1972, section 117 the Town Clerk must make a formal declaration about council contracts which they have a financial interest.

4.2 Where the Town Clerk has a conflict of interest in any matter, he/she shall not participate in that matter unless approved by the Council and this is formally recorded in the Council minutes.

5 COUNCIL RESERVED POWERS

5.1 The following matters are only to be resolved by the Full Council:

- Appointment of the Town Clerk/Responsible Financial Officer and other council officers following a recommendation from the Staffing Committee
- To adopt and change the Standing Orders, Financial Regulations, Scheme of Delegation, and other Council policies
- To approve and adopt the Policy Framework.
- To approve and adopt the Budget.
- To agree and/or amend the terms of reference for Committees
- To adopt the schedule of meetings for the ensuing year.
- To determine matters involving expenditure for which budget provision is not made or is exceeded.
- To set the Precept.
- To make bylaws.
- To borrow money.
- To annually approve the statutory annual return
- To approve eligibility for the General Power of Competence

6 DELEGATION TO COMMITTEES - SAFEGUARDS

- 6.1 The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a committee or Officer.

7 DELEGATION TO COMMITTEES

7.1 Local Environment & Climate Committee

Membership:	7 Councillors
Quorum:	3 Councillors
Meetings:	Four times a year or as required

TERMS OF REFERENCE

- a. To decide and incur expenditure within budget on environmental improvement projects, including green spaces which encourage the prosperity and positive promotion of the area. Campaigns and education projects related to climate awareness and sustainability. Biodiversity and nature recovery initiatives at High Hirst Woodmeadow and across Hebden Royd.
- b. To advise the Council on matters relating to environmental and climate issues including, but not limited to: Renewable energy use and energy efficiency in Council buildings and operations, recycling schemes and circular economy initiatives, nature conservation, pollution reduction and green travel.
- c. To work with local environmental groups, community organisations, and statutory bodies to identify, plan and support initiatives that address local environmental and climate priorities.
- d. To support the Council's commitments to reduce carbon emissions and become a more sustainable and resilient community.
- e. To explore opportunities for grant funding and partnerships that align with the aims of the Committee.
- f. To lead on tree management and planting initiatives within the Town Council's remit, and liaise with relevant authorities on tree protection and management matters.
- g. To represent the Town Council in consultations relating to climate, biodiversity, local nature plans and the management of green spaces.
- h. To ensure risk management and Health & Safety systems are in place for

areas under the Committee's control.

- i. To work with partners and stakeholders on sustainable travel and access projects (e.g. cycle infrastructure, walking routes, electric vehicle charging).
- j. To encourage public involvement and consultation in environmental planning and climate action.
- k. To develop and support the delivery of media communication regarding local environment and climate on behalf of the Council.

7.2 Picture House Committee

Membership:	7 Councillors Committee membership is for the term of the council.
Quorum:	3 Councillors
Meetings:	Four times a year or as required

TERMS OF REFERENCE

- a. To consider and make recommendations on matters relating to the Hebden Bridge Picture House on: Governance, Staffing matters, Budgetary and financing requirements for major projects.
- b. To decide on and incur expenditure within budget on: Day to day management policy, Staffing – existing posts internal recruitment, repairs and maintenance, renovations and renewals.
- c. Oversight and decision making regarding major projects.
- d. To be responsible for all aspects of management and operation of the Hebden Bridge Picture House.
- e. Undertake contract tendering exercise where required as per Financial Regulations on behalf of the Council and make appointments in relation to appropriate external contractors to support and deliver on a range of projects and maintenance in alignment with the priorities and principle of the Picture House.
- f. Ensure a system for Risk Management and Health & Safety are in place for the areas within its control.
- g. To ensure that staff are provided with appropriate training and support in respect of their roles and responsibilities.

- h. To liaise with the Staffing Committee as appropriate in respect of recruitment, training and any other HR issues which require support or intervention.
- i. Develop successful partnerships and work effectively with representatives from local groups and organisations and other authorities.
- j. To establish to Picture House as a key community asset.
- k. To consult and engage with the community on projects on behalf of the Picture House.
- l. Liaise with all necessary amenity groups, Local Authorities and Statutory bodies with regard to licencing and permissions.
- m. To issue media communication regarding the Picture House and key projects.

7.3 Project & Events

Membership:	7 Councillors
Quorum:	3 Councillors
Meetings:	Four times a year or as required

TERMS OF REFERENCE

- a. To decide and incur expenditure within budget on:
Projects which encourage the prosperity and positive promotion of the area.
HRTC led and partner events including Christmas lighting and associated events.
- b. In relation to the Decorative Lighting Scheme, place orders for works, goods and services within the limitation of the approved annual budget.
- c. Undertake contract tendering exercise where requires as per Financial Regulations on behalf of the Council in relation to events and decorative lighting and to decide on contracts awarded.
- d. Ensure a system for Risk Management and Health & Safety are in place for the areas within its control.
- e. Develop successful partnerships and work effectively with representatives from local groups and organisations and other authorities.
- f. Liaise with relevant organisations to identify best practice and identify

issues and areas for improvement in Hebden Royd.

- g. Ensure that all relevant parties work together to deliver a vibrant, safe, accessible and sustainable town centre.
- h. Explore sponsorship and other financial support and resources for events taking place with the Town Council area.
- i. Work with partners on promoting and organising events in the area.
- j. Consult and engage with the community on projects on behalf of the Council.
- k. To work with other groups and organisations to promote tourism to Cragg Vale, Hebden Bridge, and Mytholmroyd and demonstrate what it has to offer to the wider community.
- l. Liaise with all necessary amenity groups, Local Authorities and Statutory bodies with regard to implementation of signage.
- m. Take a lead role in organising any events that the Town Council may decide to hold or is participating in.
- n. To issue media communication regarding events and lighting on behalf of the Council.

7.4 Staffing Committee

Membership:	7 Councillors Four posts to be elected every four years immediately after an ordinary election, and three posts to be elected annually.
Quorum:	3 Councillors
Meetings:	Four times a year or as required, to ensure that Hebden Royd Town Council complies with the requirements of employment law and follows best practices in providing good working conditions for staff

TERMS OF REFERENCE

- a. To appoint a member of the Staffing Committee as the day to day contact support for the Town Clerk, to approve annual leave or sick leave in accordance with the Council policies and overtime in exceptional circumstances (within budget approved parameters). In the absence of the nominated member, the Committee Chair (or another member of the Staffing Committee) will act as the day to day contact support.

- b. The Staffing Committee to have full delegated powers to consider and take decisions on the Council's staffing levels and requirements.
- c. The Staffing Committee to have full delegated powers for the recruitment and selection of all staff at Hebden Royd Town Council, and of senior staff or new posts at Hebden Bridge Picture House, with the exception of the post of Town Clerk/RFO.
- d. Applicants will be short-listed by three members of the Staffing Committee and Town Clerk. Successful short-listed applicants to be interviewed by the Chair of the Staffing Committee, on other member of the committee and the Town Clerk, who will submit a recommendation to the Staffing Committee to ratify the appointment of a new member of Staff.
- e. The Staffing Committee will have delegated powers to recruit and short list applicants for the post of Town Clerk/Responsible Financial Officer. Following shortlisting by the Staffing Committee, the successful short-listed applicants will be interviewed by a panel of three members of the Staffing Committee. A recommendation from the Staffing Committee will be submitted to Full Council to ratify the appointment of a new Town Clerk/Responsible Financial Officer
- f. The Staffing Committee to have delegated powers to review job descriptions, person specifications, staff establishment (including promotion and re-grading) and to approve contracts of employment.
- g. The Staffing Committee to have delegated powers to consider and implement pay awards, increments and payroll management.
- h. The Staffing Committee will ensure that appropriate training and continual professional development programmes are in place for the staff of the Council.
- i. The Staffing Committee will submit proposals in respect of salaries and training of all staff to the Strategy & Review Committee, not later than the end of November each year.
- j. The Staffing Committee to have delegated powers to consider and implement any changes, which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC "Green Book") and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC).

- k. The Staffing Committee to have delegated powers to review the Staff Handbook.
- l. The Staffing Committee to have delegated powers to carry out annual staff appraisals. Staff appraisals will be carried out by the Chair or another member of the Staffing Committee and the Town Clerk. The Town Clerk's appraisal will be carried out by two members of the Staffing Committee, to include the Chair.
- m. The Staffing Committee to have delegated powers to review staff pension arrangements.
- n. The Staffing Committee reserves the right to refer any decision back to Full Council for consideration as and when necessary.
- o. Overseeing the first part of a disciplinary investigation in line with the Council's disciplinary procedures which includes appointing an investigator and deciding if any disciplinary action against the employee will or will not be taken
- p. Overseeing an employee's formal grievance(s) in line with the Council's grievance procedures

7.5 Strategy & Review Committee

Membership:	At least five and up to seven Town Councillors - the chair of each committee and appointments made by the committee.
Quorum:	3 Councillors
Meetings:	Four times a year or as required

TERMS OF REFERENCE

- a. To review and monitor the income and expenditure of the Council as a whole.
- b. To prepare, in collaboration with the Clerk/RFO, and recommend the annual draft budget to the Full Council.
- c. To recommend the draft precept to the Full Council.
- d. To oversee & scrutinise expenditure, within budget, on budgets not specifically managed by other committees.
- e. To vire funds between budget allocations.

- f. To review the Internal Audit and External Audit reports, make recommendations to Full Council and oversee the implementation of any required actions.
- g. To draw up and annually review a reserves strategy for the Full Council's approval.
- h. 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.
- i. To scrutinise and make recommendation on proposals and fees for services.
- j. 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.
- k. 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.
- l. 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.
- m. 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.
- n. To form a complaints sub committee if required.

7.6 Community Funding Committee

Membership: 7 Councillors and Ex-officio

Non-councillor: Non councillors are not elected to this committee.

Quorum: Three Town Councillors with voting rights

Meetings: Six meetings per year

TERMS OF REFERENCE

- a. Review all grant applications submitted to the Town Council (except councillor Ward Grants), and assess them against the Grant Awarding Guidelines
- b. Award grants that align with the Town Council's Priorities and have the greatest benefit to the residents of Hebden Royd
- c. Manage the Town Council's allocated budget for Grant funding, in accordance with the Town Council's Financial Regulations.
- d. Ensure sound governance and transparency, when reviewing applications and applicants.

7.7 Twinning Committee

Membership: 4 Councillors + 3 Members of HB Twinning Society
Quorum: 3 Councillors
Meetings: As required

TERMS OF REFERENCE

- a. Work in partnership with the Hebden Bridge Twinning Society.
- b. Publicise and promote Hebden Royd's twinning relationships to residents and businesses to secure greater interest and engagement.
- c. Enhance our existing Twinning arrangements to maximise the benefits for Hebden Royd residents.
- d. Make recommendations to the Council on any future formal twinning arrangement or similar link.
- e. Consider opportunities to deliver economic, educational, cultural and sporting benefits to Hebden Royd through twinning arrangements, including in terms of tourism and inward investment.

7.7 Grievance Committee

Membership: 3 Councillors (plus two nominated deputies)
Quorum: 3 Councillors
Meetings: Convened as required

TERMS OF REFERENCE

- a. To undertake hearings for Grievance matters in accordance with the Council's Grievance Procedures.
- b. The Grievance Committee shall have fully delegated powers to resolve any complaint, grievance or concern which has been raised and report its actions to the next meeting of the Full Council
- c. To deal with Grievance matters to a final conclusion, only reporting to Council when the time for any appeal has passed.
- d. To make final decisions on any outcomes of grievance or staffing matters including individually, financially and procedurally.
- e. The Grievance Committee shall make recommendations to the Staffing Committee for better ways of working within Council.
- f. To consider any other matters delegated to the Committee by the Council.
- g. Should the complainant not accept the findings of the Grievance Committee then the complainant shall be able to refer the complaint, grievance or concern to an Appeals Committee.

7.8 Appeals Committee

Membership:	3 Councillors
Quorum:	3 Councillors
Meetings:	Convened as required

TERMS OF REFERENCE

- a. To consider any appeals lodged following a decision made at the first stage of a grievance and disciplinary hearing.
- b. To consider relevant information, guidance and legislation in relation to appeals lodged.
- c. To determine whether an appeal is upheld or dismissed.
- d. To recommend a course of action to resolve any outstanding matters.

8. DELEGATION TO OFFICERS

8.1 Town Clerk

- a. In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Chair (if practicable in the circumstances).
- b. Power to authorise relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of the employees and councillors.
- c. The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures, and budget.
- d. The authority to sanction and authorise payment of overtime so long as the costs can be contained within the parameters of the approved budget. The Clerk shall have the authority to engage casual workers subject to budget and the Clerk shall consult with the Staffing Committee members when such work is to be sanctioned.
- e. Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council.
- f. Power to release press statements on any activities of the Council subject to prior consultation with the Chair.
- g. Power to act on own initiative to implement the Council's policies and objectives.
- h. Power to take appropriate steps to ensure the Council does not exceed its powers.
- i. Power to manage all the Council's facilities and resources in accordance with the Council's policies.
- j. In liaison and after conferring with the Chair, to make such Civic arrangements as are necessary.
- k. The Proper Officer shall have authority to issue written authorisation to individual officers to act as the Council's authorised officers in the performance of their statutory or other duties.
- l. The Proper Officer shall be responsible for signing all the Council's Official Notices as set out in the Standing Orders.

- m. As Proper Officer/Responsible Financial Officer, the Clerk may incur expenditure on revenue items on behalf of the Council up to the amounts included in the approved budget.
- n. The Town Clerk, in consultation with Councillors, to make comment on planning applications submitted to Hebden Royd Town Council by Calderdale Metropolitan Borough Council within the statutory 21 day consultation period if the deadline is before the next Council meeting.

8.2 **Responsible Financial Officer**

- a. The Responsible Financial Officer will be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law.
- b. The Responsible Financial Officer will have the power to release any financial related report or document to the Council in discharge of the Responsible Financial Officer responsibilities.
- c. The Responsible Financial Officer shall ensure the approved precept request is issued to the billing authority.

COMMITTEE MEMBERSHIP 2026-27

Community Funding Committee

Cllr Scott Borrows	Cllr June Cammack	Cllr Pat Fraser
Cllr David Howes	Cllr Jane Hoyle	Cllr Scott Trickett
VACANCY		

Local Environment and Climate Emergency Committee

Cllr Keith Butterick	Cllr Patsi Guilfoyle	Cllr Kate Macdonald
Cllr David Parry	Cllr Scott Trickett	VACANCY
VACANCY		

Projects, Events & Christmas Lighting

Cllr Rosemary Hedges	Cllr Jane Hoyle	Cllr Kate Macdonald
Cllr David Parry	Cllr Alex Turner	VACANCY
VACANCY		

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 Kate Macdonald		

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 Kate Macdonald
Cllr Nikki Harvey	Cllr Holly Morse	Cllr Alex Turner
Cllr Steve Woodhead		

Strategy & Review

Chair of each committee plus members as elected by the committee

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

Twinning

Cllr David Parry	Cllr Scott Trickett
VACANCY	VACANCY

Grievance Panel

Cllr Keith Butterick	Cllr Rosemary Hedges
Cllr Steve Woodhead	

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



INTERNAL FINANCIAL CHECKERS

1. CHECKS TO BE UNDERTAKEN BY THE INTERNAL FINANCIAL CHECKERS

The checks below are not exhaustive and will provide guidance to the Internal Financial Checkers as to what to consider when reviewing the financial activities of the Town Council.

CHECKS:

Accounting records, i.e. cash book: Is the cash book being kept up to date? Cross reference it with minutes/bank statements/cheque books

Payments: Have they all been properly authorised? Are all payments listed in the minutes? Do payments made correspond with the invoiced amounts? Check legitimacy of Direct Debits and Standing Orders

Cheques: Are they properly and fully completed before being signed? Are cheque counterfoils always initialled by the signatories? Paid cheques correspond with bank statements? – also check outstanding payments

Receipts: Is income due to the council being collected promptly and in full? Are receipts being given? Is income properly controlled pending being paid into the bank? i.e. in accordance with the council's Financial Regulations?

Allotment rents: Rent letter sent out and rents received in a timely matter? Tenancy agreements issued.

Surplus balances: Are surplus deposits placed in a suitable interest-earning bank account?

Bank reconciliation/Statement of Accounts: Is the council provided with this information regularly? (monthly) The monthly reconciliation is checked against bank statements and cash book entries?

VAT paid: Is it properly recorded in the cash book? Claim for refund of VAT made and paid to the council?

Adopted: 3rd July 2019

Reviewed: 22nd March 2023

For review: March 2027

Hebden Bridge Twinning Society

June Cammack

Pat Fraser

Scott Trickett

Heart of the Pennines Walkers are Welcome

Nikki Harvey

Yorkshire Association of Local Councils

Steve Woodhead

Town and Parish Council Liaison Committee

Steve Woodhead

Mytholmroyd Station Partnership

Keith Butterick

Hebden Bridge & Mytholmroyd Town Board

Keith Butterick

Kate Macdonald

Nikki Harvey

Scott Trickett

Stubb Playing Field Association

June Cammack

Hebden Bridge Brass Band

Rosemary Hedges

Hebden Bridge Business Forum

Kate Macdonald

Alex Turner

Cragg Vale Community Association

Scott Trickett

Mytholmroyd Community Centre

Jane Hoyle

Hebden Bridge Flood Alleviation Scheme

Pat Fraser

Patsi Guilfoyle

David Howes

Alex Turner

Steve Woodhead

Hebden Bridge Group Practice – Patient Participation Group

Patsi Guilfoyle

Rosemary Hedges

Heptonstall Exhibitions & Richard Naylor Trusts

Kate Macdonald

Calderdale Energy Park Joint Parish Forum

Keith Butterick

Nikki Harvey

HRTC Working Parties – Disability Access Forum

Patsi Guilfoyle

Kate Macdonald

Hebden Royd Town Council

2025/2026

Mayor & Consort Councillor Keith Butterick and Lorna Butterick

- | | |
|---|-----------------------|
| 32. Judge Dock Pudding Competition – Mytholmroyd Community Centre. | Sunday, 26 April 2026 |
| 33. Judge at Hebden's Happy Hounds – Calder Holmes Park, Hebden Bridge. | Saturday, 2 May 2026 |

MEETING of the TOWN COUNCIL
held WEDNESDAY, 15 APRIL 2026 at 7:30PM
HEBDEN BRIDGE TOWN HALL

PRESENT: Councillors: Butterick (Chair), Boden, Borrowes, Guilfoyle, Harvey, Hedges, Hoyle, Trickett, Turner and Woodhead.

9 Members of the public

G Mynott, Hebden Bridge Community Association

ABSENT: Councillors: Cammack, Bampton Smith, Boggis, Fraser, Howes, Macdonald and Morse.

MINUTES: HRTC Deputy Clerk – E Andrews
HRTC Clerk – E Green

MINUTES

544. PUBLIC QUESTION TIME.

Question 1a)

A statement made on social media by Cllr Hedges was referred to. This position was questioned at the last Full Council Meeting and is being questioned again, as businesses are being advised that this is not the case. The Facebook posts require correction, what does Cllr Hedges say to this?

(Also see minute 505, Full Council Meeting on 18 March for previous enquiry).

Cllr Hedges responded verbally to the question:

A letter has been drafted, ready to be sent.

However, further clarification on what businesses may be due is required. On 16th October, at a meeting with the Environment Agency it was advised by the EA that compensation would be available. This position was communicated to others in good faith, further information will be sought from the EA to confirm. Should it transpire that the information communicated to members by the EA was incorrect, an apology will be made.

Question 1b)

Why had this matter been sent to the Monitoring Officer.

Answer 1b)

Any communication that may put in to question the conduct of councillors is sent to the Monitoring Officer as the appropriate person to deal with such matters.

Question 2

Clarification was requested with reference to a question raised in the meeting 18 February – Calderdale Council should review it's parking decisions. Did Calderdale Council respond to the letter sent by HRTC, what was the response, and when will the questioner receive an answer?

Answer 2

The Chair agreed to respond to the questioner directly via email. As noted in minute 454 of the 18 February meeting, this is an area where the Town Council continues to have dialogue with CMBC directly with councillors and through forums such as the Town Board, however, it has no powers to address the issues raised directly. Therefore, further representation on the matter should be made to CMBC.

In addition, the Town Council will provide updates as and when appropriate.

545. APOLOGIES AND REASONS FOR ABSENCE.

Apologies were received from Cllrs Bampton Smith, Cammack, Fraser, Howes, Macdonald and Morse.

An apology for lateness was revived from Cllr Harvey.

546. MEMBERS' INTERESTS' RELATING TO AGENDA ITEMS.

There were no members interests reported at this meeting.

The chair reordered the agenda moving item 14 (minute 547) forward.

547. CALDERDALE ENERGY PARK

A member of the Peatland Alliance provided an update on the Calderdale Energy Park project, specifically relating to questions currently unanswered by the existing CEP reports on hydrology, ornithology, and impact on peat among others. The consultation period is now open.

Members considered adopting the statement as proposed and

nominated councillors to represent Hebden Royd Town Council at the upcoming Calderdale Energy Park Parish Council Forum.

As proposed by Cllr Woodhead

“Further to a public survey undertaken in 2025 and information made available to the community since that time, Hebden Royd Town Council is committed to stand with the mandate given by its community.

The Town Council strongly opposes the development the Calderdale Energy Park on the grounds of destruction of peat, associated flood risks and CO2 emissions. There are many other concerns most notably the impact on the natural habitat and biodiversity of this Site of Special Scientific Interest and Special Area of Conservation.”

RESOLVED: To adopt the statement as outlined. Cllrs Harvey and Butterick were nominated to represent the Town Council on the CEP Joint Parish Forum

548. HEBDEN BRIDGE COMMUNITY ASSOCIATION

Members received an update with slides from Graham Mynott, Hebden Bridge Community Association, regarding the ongoing Hope Chapel project.

RESOLVED: To note the information.

549. PLANNING APPLICATIONS

a. **Application 26/00122/HSE** at 75 Caldene Avenue, Mytholmroyd, HX7 5AJ for First floor extension over garage, two storey infill between house and garage. Car port with balcony over. New porch to front. Change windows to bifolding doors to the rear. (Caldene ward).

RESOLVED: No Objection

b. **Application 26/00193/LBC** at Hebden Bridge Railway Station, Station Road, Hebden Bridge, HX7 6JE for Create cold store in the station waiting room. (Listed Building Consent). (Fairfield ward)

RESOLVED: Recommend refusal, more information required

c. **Application 26/20026/TPO** at Throstle Bower Farm, Midgley Road, Mytholmroyd, HX7 5QT for Fell four trees (Tree Preservation Order). (White Lee ward).

RESOLVED: Recommend refusal, more information required

d. **Application 26/00043/FUL** at 21 West End, Hebden Bridge, HX7 8UQ for Detached external dining booths, new boundary wall fencing, planting and decking (Retrospective). (West End ward).

Cllr Harvey proposed No Objection

A recorded vote was requested:

For - Cllrs. Harvey, Hoyle, Turner, Woodhead & Borrows

Against - Cllr. Boden

Abstained - Cllrs. Butterick, Guilfoyle, Hedges & Trickett

RESOLVED: No Objection

e. **Application 26/00192/HSE** at Burlees Court, Burlees Lane, Dodd Naze, Hebden Bridge, HX7 8PH for Detached garage building ancillary to Burlees Court. (Birchcliffe ward).

RESOLVED: No Objection

f. **Application 26/00159/FUL** at Dean Head Farm, Blackstone Edge Road, Cragg Vale, HX7 5TR for Proposed Free Standing Solar Panels. (Cragg Vale ward).

RESOLVED: No Objection

g. **Application 26/00143/LBC** at Banks Farm And Cottages Raw Lane, Mytholmroyd, HX7 5RF for Installation of air-source heat pump within a purpose-built timber enclosure to rear garden, and installation of 7kW electric vehicle charging point to existing timber stable block. (White Lee ward).

RESOLVED: No Objection providing the air-quality report which is currently missing is submitted and found acceptable.

h. **Application 26/00138/HSE** at Banks Farm And Cottages Raw Lane, Mytholmroyd, HX7 5RF for Installation of an air-source heat pump (ASHP) in timber screening and a 7 kW EV charger to the timber stable block (curtilage works). (White Lee ward).

RESOLVED: No Objection providing the air-quality report which is currently missing is submitted and found acceptable.

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.

550. APPLICATIONS FOR PLANNING PERMISSION GRANTED BY CALDERDALE MBC

RESOLVED: To note the information

551. APPLICATIONS FOR PLANNING PERMISSION REFUSED BY CALDERDALE MBC

RESOLVED: To note the information

552. HRTC & HBPH STATEMENT OF ACCOUNT

RESOLVED: To note the information

From: Month 11, February 2026
To: Month 11, February 2026

Chart of Accounts:

TOWN COUNCIL [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
Income								
Precept	0.00	0.00	0.00	0.00	503,438.19	95.06	503,859.00	(420.81)
Station Road Car Park	0.00	0.00	0.00	0.00	15,108.61	2.85	14,000.00	1,108.61
LE & Climate Income	0.00	0.00	0.00	0.00	1,010.00	0.19	500.00	510.00
Hanging Baskets	0.00	0.00	0.00	0.00	5,820.40	1.10	7,500.00	(1,679.60)
Allotments	5.00	100.00	0.00	5.00	1,941.84	0.37	1,500.00	441.84
Projects & Events Income	0.00	0.00	0.00	0.00	349.96	0.07	450.00	(100.04)
Other Income	0.00	0.00	0.00	0.00	1,906.88	0.36	0.00	1,906.88
	5.00	100.00	0.00	5.00	529,575.88	100.00	527,809.00	1,766.88
Committes, Projects and Awards								
Awards Kaberry & Baker	0.00	0.00	0.00	0.00	1,400.00	0.26	2,100.00	700.00
Awards Service to the community	0.00	0.00	0.00	0.00	28.00	0.01	200.00	172.00
Community Funding	0.00	0.00	14,500.00	14,500.00	65,154.62	12.30	80,000.00	14,845.38
LE & CE Land & Biodiversity	56.20	1,124.00	0.00	(56.20)	8,618.49	1.63	5,770.00	(2,848.49)
LE & CE Environmental Projects	0.00	0.00	0.00	0.00	5,040.00	0.95	7,000.00	1,960.00
LE & CE Hanging Baskets	0.00	0.00	0.00	0.00	16,522.00	3.12	15,000.00	(1,522.00)
LE & CE Allotments	0.00	0.00	125.00	125.00	2,956.98	0.56	1,375.00	(1,581.98)
P & E Xmas Lights & Evenets	16,973.40	339,468.00	20,000.00	3,026.60	52,217.97	9.86	55,000.00	2,782.03
P & E Happy Hounds	0.00	0.00	0.00	0.00	984.31	0.19	1,000.00	15.69
P & E New Projects	367.50	7,350.00	1,500.00	1,132.50	8,715.65	1.65	16,700.00	7,984.35
P & E Calder Holmes Park	0.00	0.00	0.00	0.00	0.00	0.00	3,750.00	3,750.00
P & E Dog Waster Provision	207.00	4,140.00	0.00	(207.00)	207.00	0.04	1,000.00	793.00
Remembrance Sunday	0.00	0.00	0.00	0.00	1,865.00	0.35	4,500.00	2,635.00
Twinning	0.00	0.00	0.00	0.00	3,179.88	0.60	3,000.00	(179.88)
	17,604.10	352,082.00	36,125.00	18,520.90	166,889.90	31.51	196,395.00	29,505.10
Gross Profit/(Loss):	(17,599.10)	(351,982.00)	(36,125.00)	18,525.90	362,685.98	68.49	331,414.00	31,271.98
Administration								
Salaries	19,895.12	397,902.40	20,497.50	602.38	212,302.34	40.09	222,472.50	10,170.16
HR Support	580.18	11,603.60	576.00	(4.18)	6,071.72	1.15	6,336.00	264.28
Courses & Training	10.00	200.00	100.00	90.00	3,607.68	0.68	2,850.00	(757.68)
Team Building	0.00	0.00	0.00	0.00	590.85	0.11	1,500.00	909.15
Staff Uniforms	0.00	0.00	84.00	84.00	374.82	0.07	924.00	549.18
Office Expenditure	819.19	16,383.80	1,166.67	347.48	18,152.35	3.43	12,833.34	(5,319.01)
Website	0.00	0.00	0.00	0.00	699.96	0.13	500.00	(199.96)
Public Liability Insurance	0.00	0.00	0.00	0.00	4,258.32	0.80	4,000.00	(258.32)
Subscriptions	565.00	11,300.00	0.00	(565.00)	2,126.50	0.40	2,000.00	(126.50)
Bank Charges	0.00	0.00	0.00	0.00	102.91	0.02	0.00	(102.91)
Stripe Fees	0.00	0.00	0.00	0.00	4.96	0.00	0.00	(4.96)
Audit	0.00	0.00	0.00	0.00	469.85	0.09	4,000.00	3,530.15
Clocks	415.00	8,300.00	0.00	(415.00)	2,475.00	0.47	2,000.00	(475.00)
Mayors Allowance	0.00	0.00	416.67	416.67	2,231.53	0.42	4,583.34	2,351.81
Hospitality	0.00	0.00	41.67	41.67	0.00	0.00	458.34	458.34
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	37.50	37.50
Accounts Support	169.00	3,380.00	0.00	(169.00)	169.00	0.03	0.00	(169.00)
Transfers to/from reserves	0.00	0.00	0.00	0.00	0.00	0.00	17,665.00	17,665.00
Legal & Professional services	180.00	3,600.00	1,000.00	820.00	11,088.00	2.09	14,000.00	2,912.00
	22,633.49	452,669.80	23,882.51	1,249.02	264,725.79	49.99	296,410.02	31,684.23
Net Profit/(Loss):	(40,232.59)	(804,651.80)	(60,007.51)	19,774.92	97,960.19	18.50	35,003.98	62,956.21

Date: 14/04/2026
Time: 15:41:27

HEBDEN BRIDGE PICTURE HOUSE

Statement of Account

Page: 1

From: Month 11, February 2026
To: Month 11, February 2026

Chart of Accounts:

Picture House Partial (Public) [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Income								
Ticket sales	33,620.75	63.48	39,527.00	(5,906.25)	314,462.20	61.81	314,797.00	(334.80)
Kiosk Sales - Food & Beverages	12,947.20	24.45	9,727.06	3,220.14	118,515.04	23.29	106,997.66	11,517.38
Kiosk Sales - Merchandise	4.17	0.01	0.00	4.17	256.91	0.05	0.00	256.91
Memberships	2,328.00	4.40	875.00	1,453.00	19,152.00	3.76	9,625.00	9,527.00
Private Hire & parties	1,922.73	3.63	1,616.00	306.73	20,573.98	4.04	17,776.00	2,797.98
Shop Rentals	715.00	1.35	2,577.00	(1,862.00)	14,603.60	2.87	15,306.00	(702.40)
Screen Advertising	1,367.93	2.58	800.00	567.93	11,457.18	2.25	8,800.00	2,657.18
Donaations received	58.50	0.11	83.00	(24.50)	2,588.12	0.51	917.00	1,671.12
Gift Vouchers sold	0.00	0.00	0.00	0.00	4,547.24	0.89	6,000.00	(1,452.76)
Bank Interest Received	0.00	0.00	0.00	0.00	2,621.34	0.52	1,000.00	1,621.34
	52,964.28	100.00	55,205.06	(2,240.78)	508,777.61	100.00	481,218.66	27,558.95
Direct Costs								
Royalties	15,474.22	29.22	15,810.80	336.58	123,418.25	24.26	125,118.80	1,700.55
Kiosk supplies - Food & Beverages	5,357.52	10.12	3,599.01	(1,758.51)	50,001.64	9.83	39,589.14	(10,412.50)
Miscellaneaous Supplies	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
Repairs, Alterations & Maintenance	0.00	0.00	0.00	0.00	9,044.89	1.78	11,000.00	1,955.11
	20,831.74	39.33	19,409.81	(1,421.93)	182,464.78	35.86	176,207.94	(6,256.84)
Running Costs								
Energy	1,955.70	3.69	2,000.00	44.30	9,900.99	1.95	22,000.00	12,099.01
Water	0.00	0.00	339.51	339.51	7,498.68	1.47	3,734.61	(3,764.07)
Waste & recycling	12.88	0.02	0.00	(12.88)	2,660.20	0.52	2,000.00	(660.20)
Cleaning Materials & equipment	347.92	0.66	300.00	(47.92)	2,749.58	0.54	3,300.00	550.42
Projection Equipment	0.00	0.00	0.00	0.00	2,254.76	0.44	1,000.00	(1,254.76)
Screen 2 Project	5,568.00	10.51	0.00	(5,568.00)	22,609.22	4.44	22,500.00	(109.22)
Staff Uniforms	0.00	0.00	0.00	0.00	809.00	0.16	500.00	(309.00)
Buildings Insurance	0.00	0.00	500.00	500.00	8,105.21	1.59	6,500.00	(1,605.21)
Film Delivery & couriers	0.00	0.00	100.00	100.00	0.00	0.00	1,100.00	1,100.00
Office Expenses	1,376.94	2.60	300.00	(1,076.94)	6,162.54	1.21	3,300.00	(2,862.54)
Press listings	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00
PRS & PPL Licenses	0.00	0.00	0.00	0.00	5,512.87	1.08	2,000.00	(3,512.87)
Training	70.00	0.13	0.00	(70.00)	297.17	0.06	1,500.00	1,202.83
Bank Charges	0.00	0.00	166.00	166.00	567.18	0.11	1,826.00	1,258.82
Box Office Oscar	0.00	0.00	750.00	750.00	10,482.91	2.06	8,250.00	(2,232.91)
	9,331.44	17.62	4,455.51	(4,875.93)	79,610.31	15.65	79,710.61	100.30
Gross Profit/(Loss):	22,801.10	43.05	31,339.74	(8,538.64)	246,702.52	48.49	225,300.11	21,402.41
Staff Costs								
Staff Costs	28,953.32	54.67	25,227.93	(3,725.39)	284,164.05	55.85	277,507.25	(6,656.80)
	28,953.32	54.67	25,227.93	(3,725.39)	284,164.05	55.85	277,507.25	(6,656.80)
Net Profit/(Loss):	(6,152.22)	(11.62)	6,111.81	(12,264.03)	(37,461.53)	(7.36)	(52,207.14)	14,745.61

553.

HRTC & HBPH PAYMENT SCHEDULE

RESOLVED: to authorise payments totalling £44,913.77.

**Payment and Receipt Schedule
15.04.26**

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

Item						
No.:	Payee	Details	Invoice No	Amount	Cost Centre	Payment
a	The Privacy Worx Ltd	Monthly DPO Fee	INV-2001	£ 216.00	DPO & FOI Guidance	BACS
b	Business Stream	High Hirst from 24 Aug - 23 Nov	9313968	£ 141.26	Local Environment	BACS
c	Business Stream	High Hirst from 24 Nov - 23 Feb	1992709	£ 19.20	Local Environment	BACS
d	Dodnaze Community Association	Room Booking	INV-0049	£ 15.00	Local Environment	BACS
e	Chunky's Kitchen	Cold Buffet for 60ppl - Mayor Making 1 - 08/04/26		£ 600.00	Office	BACS
f	Dalton Smith Accountants	Payroll Services Feb	INV-0526	£ 202.80	Office	BACS
g	Euro Digital Systems	Monthly Print Support	163906	£ 201.20	Office	BACS
h	Grenke	C8030 01/04/26 to 30/06/26	161989/2026	£ 1,154.38	Office	BACS
i	Hebden Bridge Community Assoc	Recharge Data, IT, Phone, Cleaning	19173	£ 153.00	Office	BACS
j	Hebden Bridge Community Assoc	Recharges - Keys and Fobs	19242	£ 15.00	Office	BACS
k	P3	HP Pro Business PC	39099	£ 777.60	Office	BACS
l	P3	AOC 23.8 FHD 1920x1080	39158	£ 198.00	Office	BACS
m	P3	Mircosoft Office 365	39417	£ 177.42	Office	BACS
n	The Shredding Alliance	Shredding	157856	£ 59.88	Office	BACS
o	YLCA	Membership Subscription	5997	£ 1,496.00	Office	BACS
p	Zonkey	Council website hosting annual fee	INV-20584	£ 792.00	Office	BACS
q	Blachere Illumination Uk	Hire of Product	SI500328	£ 13,799.45	Project & Events	BACS
r	Calderdale Council	Happy Hounds Event Fee	IN25202725	£ 31.00	Project & Events	BACS
s	G&S Toilet Hire Ltd	Hire for Happy Hounds	SI-37324	£ 204.00	Project & Events	BACS
t	Pennine Signs	Happy Hounds Banners	34097	£ 48.00	Project & Events	BACS
u	YLCA	Creating and Maintaining Ponds	INV-5495	£ 10.00	Training	BACS
	YLCA	Allotments Agreements	INV-5378	£ 27.40	Training	BACS
				£ 20,338.59		

Accounts previously paid by the Town Clerk

No.:	Payee	Details	Invoice No	Amount	Cost Centre	
a	Amazon	Office Supplies	GB61SBRLABEI	£ 15.98	Office	Card
b	Amazon	Office Supplies	GB6004B5YU84HI	£ 9.97	Office	Card
c	Amazon	Office Supplies	GB61TOFPABEI	£ 24.94	Office	Card
d	Amazon	Office Supplies	GB62EOUEABEI	£ 7.96	Office	Card
e	Amazon	Office Supplies	GB62EOU0ABEI	£ 6.29	Office	Card
f	Amazon	Office Supplies	GB62DXMSABEI	£ 57.80	Office	Card
g	Amazon	Office Supplies	GB62DWS3ABEI	£ 69.99	Office	Card
h	Adobat Systems	Acrobat Pro	IEE2026005727293	£ 242.64	Office	Card
i	Amazon	Craft Supplies	GB6GF7GABEI	£ 17.10	Project & Events	Card
j	Amazon	Craft Supplies	GB60000T4H22PI	£ 10.78	Project & Events	Card
k	Amazon	Craft Supplies	GB6000040CJYFI	£ 10.04	Project & Events	Card
l	Amazon	Craft Supplies	GB6HLMUABEI	£ 13.27	Project & Events	Card
m	Amazon	Craft Supplies	GB6HMA9ABEI	£ 20.88	Project & Events	Card
n	Wex Photo Video	Digital Camera	WO0000892455	£ 380.99	Project & Events	Card
				£ 888.63		

Direct Debits

No.:	Payee	Details	Invoice No	Amount	Cost Centre	
a	EE	EE charges February 2026	V02437686380	£ 79.99	Office	DD
b	EE	EE charges March 2026	V02447356115	£ 79.20	Office	DD
c	Peninsula	Employment Services	U005543303	£ 689.76	Office	DD

£ 848.95

TOTAL PAYMENTS

£ 22,076.17

Payment and Receipt Schedule
15/04/2026

Hebden Bridge Picture House

Accounts to be Paid

Item no:	Payee	Details	Invoice No	Amount	Paym
a	PPS	Cleaning Supplies	INVKEI-84189	£ 109.56	BACS
b	PPS	Cleaning Supplies	INVKEI-84196	£ 85.08	BACS
c	PPS	Cleaning Supplies	INVKEI-85478	£ 100.20	BACS
d	Cathedral Leasing Limited	Hygiene Services	MI/1754311	£ 225.11	BACS
e	Grenke	Kiosk	176077/2026	£ 241.78	BACS
f	Jimmys	Kiosk	INV25611838	£ 806.29	BACS
g	JL Brooks	Kiosk	670796	£ 236.40	BACS
h	JL Brooks	Kiosk	673125	£ 215.31	BACS
i	Just Jennys	Kiosk	8569	£ 130.80	BACS
j	Just Jennys	Kiosk	8588	£ 147.60	BACS
k	Maize & Grace	Kiosk	Inv-2026-319	£ 859.20	BACS
l	Slack Bottom Fudge	Kiosk	IT2026005	£ 48.00	BACS
m	The Buttercup Bakery	Kiosk	No353	£ 108.80	BACS
n	The Buttercup Bakery	Kiosk	No354	£ 271.00	BACS
o	The Buttercup Bakery	Kiosk	No355	£ 85.60	BACS
p	Turner & Wrights	Kiosk	310294	£ 401.92	BACS
q	Vocation Brewery	Kiosk	171107	£ 145.56	BACS
r	Print Bureau	Marketing	PB9082	£ 24.00	BACS
s	Savoy Systems	Oscar	C-0426-34	£ 657.19	BACS
t	AM Digital	Projection	AMD2650	£ 688.32	BACS
u	Curzon	Royalties	9468	£ 187.60	BACS
v	Curzon	Royalties	9471	£ 195.30	BACS
w	Disney	Royalties	2297271	£ 941.20	BACS
x	Lions Gate	Royalties	80228940	£ 144.00	BACS
y	Luke Hutchinson - GenErika	Royalties	8 April 2026	£ 345.00	BACS
z	Metfilm	Royalties	INV-2871	£ 120.00	BACS
aa	Park Circus	Royalties	1480989	£ 252.00	BACS
bb	Park Circus	Royalties	1481440	£ 199.75	BACS
cc	Park Circus	Royalties	1481439	£ 192.00	BACS
dd	Park Circus	Royalties	1481218	£ 72.00	BACS
ee	Park Circus	Royalties	1478943	£ 168.00	BACS
ff	Seventh Art	Royalties	34531	£ 592.01	BACS
gg	Sgeul Media Ltd	Royalties	01/04/26	£ 216.25	BACS
hh	Trafalgar	Royalties	382221	£ 402.50	BACS
ii	Tull Stories	Royalties	TS1326/HBPH	£ 155.65	BACS
jj	Universal	Royalties	22314802075-1	£ 289.20	BACS
kk	Universal	Royalties	22314802449-1	£ 626.40	BACS
ll	Vertigo	Royalties	SI014171	£ 144.00	BACS
mm	Warner Bros	Royalties	23365895	£ 6,350.30	BACS
nn	Warner Bros	Royalties	23365203	£ 344.75	BACS

£ 17,525.63

Direct Debits

Item no:	Payee	Details	Invoice No	Amount
a	The Co-operative Bank	Banking	130	£ 62.08 DD
b	Clover	Office	AVS2612854 15/02/26	£ 50.40 DD
c	Clover	Office	AVS2612854 15/03/26	£ 50.40 DD
d	Croft	Office	80100	£ 153.61 DD
e	EE	Office	V02416172933	£ 52.80 DD
f	Scottish Power	Utilities	614005405301	£ 52.75 DD
g	Scottish Power	Utilities	618003997664	£ 10.04 DD

£ 432.08

Payments paid by Clerk

Item no:	Payee	Details	Invoice No	Amount
a	Amazon	Kiosk	GB6UJQIABEI	£ 47.99 Card
b	Jimmys	Kiosk	INV25611842	£ 673.91 BACS
c	Matthew Clark	Kiosk	4059938	£ 532.50 BACS
d	Matthew Clark	Kiosk	3993961	£ 469.55 BACS
e	Matthew Clark	Kiosk	4117869	£ 438.31 BACS
f	Matthew Clark	Kiosk	4077181	£ 654.41 BACS
g	Lisa Murdoch	Marketing	08/04/26	£ 51.73 BACS
h	Amazon	Office	GB6UIUVABEI	£ 23.60 Card

i	Amazon	Office	GB622PTAABEI	£	3.96	Card
j	Amazon	Office	GB61V8U9ABEI	£	25.79	Card
k	Conic	Royalties	3075	£	41.65	BACS
l	Sony	Royalties	1679504-1	£	488.26	BACS
m	Universal	Royalties	22314797975-1	£	232.50	BACS
n	Universal	Royalties	22314800680-1	£	657.30	BACS
o	Business Stream	Utilities	10028288	£	538.43	BACS

£ 4,879.89

PAYMENTS

£ 22,837.60

Authorised by

554. COMMUNICATIONS

Members received communications from the Clerk & Mayor

a. Calderdale Energy Park Statutory Consultation

RESOLVED: To note the information

555. SERVICE TO THE COMMUNITY AWARD – YOUTH SECTION

Cllr Butterick nominated Florence Wardley as an additional nominee for the youth award for her fundraising efforts for the charity Cancer Research.

RESOLVED: To award Florence the service to the community award – youth section.

556. POLICY RELATING TO ARRANGEMENTS FOR EFFECTIVE I.T. AND DATA MANAGEMENT

The following documents were considered.

- a. Website Privacy Notice
- b. Website Accessibility Notice
- c. I.T. Policy

RESOLVED: To adopt the policies as presented.

557. COMMITTEE MEMBERSHIP AND REPRESENTATIVES TO OUTSIDE BODIES

Members discussed the process for the election of councillors to committees and outside bodies for the council year 2026-27.

RESOLVED: Members agreed to email the Chair directly with expressions of interest for Committee membership for the 2026-27 period by the 31 April.

Cllr Boden suggested that the Internal Financial Checkers could be detailed on the website, including more information and when convened in line with other committees. The Clerk advised that this could be added as suggested.

558. MAYOR'S REPORT/DEPUTY MAYOR'S REPORT

Members received and noted the activities of the Mayor including an update on the Duck Race, hosted by the Rotary Club of Hebden Bridge

RESOLVED: To note the information, and for the Clerk to send a message of congratulations to the Rotary Club for their fundraising efforts.

559. MINUTES OF THE STAFFING COMMITTEE held 16 MARCH 2026

Members received the minutes for information.

Cllr Boden moved to exclude members of the public and press. The motion fell.

RESOLVED: To note the information.

560. MINUTES OF THE LOCAL ENVIRONMENT COMMITTEE held 18 MARCH 2026

Members received the minutes for information.

RESOLVED: To note the information.

561. MINUTES OF THE TOWN COUNCIL held 18 MARCH 2026

Members considered the minutes to approve as a correct record.

RESOLVED: Approved as a correct record.

562. MINUTES OF THE COMMUNITY FUNDING COMMITTEE held 25 MARCH 2026

Members received the minutes for information

RESOLVED: To note the information.

563. MINUTES OF THE STRATEGY & REVIEW COMMITTEE held 8 APRIL 2026

Members considered the minutes

RESOLVED: Approved as a correct record, and to adopt the policies and recommendations therein.

564. WORKING GROUPS

Members received reports from working groups and decided on appropriate actions.

Cllr Hedges reported on the Patient Participation Group at Hebden Bridge Group Practice. The first meeting has taken place and overall work at the practice is going well. It was noted that a review of Todmorden Health Centre is currently underway.

Cllr Trickett reported on Cragg Vale Community Association,

where positive activity is taking place.

RESOLVED: To note the information.

565. REPRESENTATIVES TO OUTSIDE BODIES

Members received reports from representatives to outside bodies and other organisations.

Cllr Harvey reported on the Mytholmroyd and Todmorden Walkers Action Group who continue to promote walking locally. The two groups have recently merged to form the 'Heart of the Pennines Group', supporting the ongoing Right to Roam Campaign.

RESOLVED: To note the information.

566. 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.

The meeting finished at pm 9:05pm

HEBDEN ROYD TOWN COUNCIL

MEETING of the STRATEGY & REVIEW COMMITTEE held Wednesday, 22 April 2026

MINUTES

- PRESENT** Councillors: Butterick (Chair), Guilfoyle, Hedges, and Woodhead
Town Clerk: E Green
- 567. To receive apologies for absence and any substitutions.**
Apologies were received from Cllrs Fraser and Turner.
Apologies for lateness were received from Cllr Morse.
- 568. To receive members' interests relating to agenda items for this meeting.**
Cllr Woodhead – in respect of Item 5 specifically FOI25-25/016
- 569. MINUTES OF THE MEETING HELD 8 APRIL 2026**
There were no matters arising
- 570. EXCLUSION OF THE PRESS AND PUBLIC**
To consider 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.
RESOLVED: To exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during items consideration of items 5 (minute 571) and 6 (minute 572) due to the confidential nature of the matters to be discussed.
- 571. OVERSIGHT OF FREEDOM OF INFORMATION REQUESTS**
In accordance with the Terms of Reference of this committee at points 5.13 and 5.15, the committee considered responses to Freedom of Information Requests made to the Town Council.

in respect of FOI25-26/013
RESOLVED: to approve the response as amended

In respect of FOI25-26/014
RESOLVED: to approve the response as drafted

In respect of FOI25-26/015
RESOLVED: to approve the response as drafted

Cllr Woodhead left the room

In respect of FOI25-26/016

RESOLVED: to approve the response as amended.

Cllr Woodhead returned to the room

In respect of FOI25-26/017

RESOLVED: to approve the response as drafted

In respect of FOI25-26/018

RESOLVED: to approve the response as amended

In respect of FOI25-26/019

RESOLVED: to approve the response as drafted

Cllr Morse joined the meeting

572.

DATA PROTECTION OFFICER

Communication regarding the termination of engagement of the Town Councils Data Protection Officer was considered.

RESOLVED: That the Town Clerk should seek quotes from at least three providers for the provision of support on data regulations and Freedom of Information requests for the council year 2026-27. This is in accordance with 5.13 of the Terms of Reference.

Meeting finished at 7:25pm.

HEBDEN ROYD TOWN COUNCIL

Meeting of the STAFFING COMMITTEE Held WEDNESDAY 22 APRIL 2026

MINUTES

PRESENT: **Councillors:** Woodhead (Chair), Butterick, Guilfoyle, Harvey, Macdonald, Morse, and Turner.

Town Clerk: Emma Green

573. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS.

Apologies were received from Cllr Turner.

574. TO RECEIVE MEMBERS INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.

There were no members interests reported at this meeting.

575. EXCLUSION OF THE PRESS AND PUBLIC

Members considered the exclusion of the press and public in accordance with section 1(2) of the

RESOLVED: in respect of items 6 (minute 578) and 7 (minute 579) and in accordance with the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the press and public be excluded from the meeting during business to be transacted appertaining to confidential or exempt information,

576. MINUTES OF THE MEETING HELD 16 MARCH 2026

There were no matters arising from the minutes of the meeting held 16 MARCH 2026, not itemised on this agenda.

577. TRAINING & CONTINUOUS PROFESSIONAL DEVELOPMENT

The committee considered the attendance of the Clerk and Deputy Clerk at SLCC National & Practitioners Conference and to decide on actions as appropriate.

It was noted that the costs of the clerk to attend are reduced in accordance with their attendance as the SLCC Regional Representative, and that there is provision within the training budget.

RESOLVED: That the Clerk and Deputy Clerk shall attend the National Conference. The Clerk will attend the Practitioners conference and the agenda for the Practitioners Conference and available budget reviewed closer to the date in respect of the Deputy Clerks attendance.

578. SUPPORT FOR EXTERNAL BODIES

The committee considered an invitation from an external Town Council, to submit a proposal to undertake a sector specific high-level options appraisal and to decide on actions.

RESOLVED: To approve the submission of a proposal, with a fee as outlined in the report. Staff are approved to support this work, any hours worked will be over and above regular hours and will be paid as overtime. These costs will be covered by the fee.

579. HEBDEN ROYD TOWN COUNCIL STAFFING MATTERS

The clerk provided an update.

The Finance Administrator has resumed their standard hours and is working diligently on the year end accounts.

An arrangement has been agreed with Calderdale Council which allows employees of HRTC to benefit from the CMBC employee discount on leisure services. This is at no cost to the town council.

RESOLVED: To approve the introduction of the reduced rate leisure services as an additional benefit for team members.

The Chair of the Staffing Committee advised that an employer grievance from a staff member had been received.

The Town Clerk left the room to maintain confidentiality

Following a brief discussion

RESOLVED: That Cllr Butterick take minutes for this item.

The Committee considered the employer grievance.

RESOLVED: In accordance with the adopted Scheme of Delegation at point 7.4 j and 7.4 p and considering the nature of the grievance that support be sought from the Town Councils external HR advisor. This ensures that the grievance process against the Council and any associated investigation is undertaken by an independent third party rather than the internal Grievance Panel.

It was then discussed that a meeting of the Grievance Panel may be called to consider the findings of the third party.

The Town Clerk was invited to return to the room

Meeting finished at 9pm.

HEBDEN ROYD TOWN COUNCIL

MEETING of the STRATEGY & REVIEW COMMITTEE held Tuesday, 28 April 2026

MINUTES

PRESENT Councillors: Butterick (Chair), Guilfoyle, Hedges, Turner and Woodhead

Town Clerk: E Green

580. To receive apologies for absence and any substitutions.

Apologies were received from Cllrs Fraser and Morse

581. To receive members` interests relating to agenda items for this meeting.

No Interests were reported at this meeting.

582. MINUTES OF THE MEETING HELD 22 APRIL 2026

There were no matters arising.

The chair reordered the agenda the agenda as per SO1a to consider Item 5 (minute 583)

583. EXCLUSION OF THE PRESS AND PUBLIC

The committee considered the exclusion of members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of items of a confidential nature.

RESOLVED: exclude members of the public and press for item 4 (minute 584) under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of items of a confidential nature.

584. APPOINTMENT OF DATA PROTECTION OFFICER & FREEDOM OF INFORMATION ADVISOR

In accordance with the Terms of Reference of this committee at point 5.13, the committee considered the appointment of an external body to support the council in its compliance with the UK General Data Protection Regulation, the Data Protection Act 2018, and the Freedom of Information Act 2000 for the council year 2026-27.

Four quotes from suppliers were considered.

RESOLVED: To appoint Breakthrough Communications to support and advise the Town Clerk on matters of General Data Protection Regulations, the Data Protection Act 2018, and the Freedom of Information Act 2000 for the council year 2026-27.

The cost of Breakthrough's CouncilHive is £1995.00 per annum. This is within the Town Councils budget and the sums allocated to Data Protection under Legal and Professional Services

Meeting finished at 11am.

HEBDEN ROYD TOWN COUNCIL

Meeting of the PROJECTS, EVENTS & CHRISTMAS LIGHTING COMMITTEE Held WEDNESDAY, 29 APRIL 2026

MINUTES

PRESENT: **Councillors:** Hedges (Chair), Hoyle, Macdonald and Turner

ABSENT: **Councillors:** Bampton-Smith and Fraser

ALSO: **HRTC Deputy Clerk:** E Andrews

585. To receive apologies and reasons for absence and any substitutions.
Apologies were received from Cllr Fraser (Chair) and Bampton-Smith (Deputy Chair), nominations for a Chair for this meeting were sought.

RESOLVED: That Cllr Hedges Chair the meeting.

586. To receive members' interests relating to agenda items for this meeting.

There were no members interests reported at this meeting.

587. To report on matters arising from the minutes of meeting held 17 February 2026 not itemised on this agenda.

There were no matters arising.

588. BUDGET UPDATE

Members received information on the current budget

RESOLVED: To note the information.

589. PROJECTS UPDATE

Members received updates on the following from the Projects & Events Officer and decided on actions as appropriate.

a) **Hebden's Happy Hounds, Saturday 2nd May**

As in previous years RSPCA as event partner will be hosting the dog show in Calder Holmes Park, while HRTC will manage the wrap-around event infrastructure alongside the marketplace, hospitality, children's entertainment and host a stall to give away free doggie bags to help promote the message of responsible dog ownership.

It was noted that many of the traders – including charities - are new for this year, meaning there will still be new things for previous attendees to

see and do. The Mayor will judge the class 'Mayor's Choice' in the afternoon. Local police officers and PCSO's have been notified.

Cllrs agreed that it would be good to see how many dogs are entered on the class list, alongside other feedback from attendees on the day.

RESOLVED: To note the information.

b) **What's On Hebden Bridge**
Festival functionality

Hebden Bridge Film Festival was the first full festival across multiple sites to make use of the new WOHB festival functionality. It enabled users of WOHB to access the info who may otherwise not of seen it, while equally also driving more traffic to the site. Cllrs expressed their enthusiasm to support other HX7 festivals using the functionality to showcase their programmes and events.

Cllrs suggested a report of usage stats at each meeting would be beneficial, in addition to the Annual Report.

RESOLVED: To note the information.

c) **Remembrance Sunday, 8th November**

Planning will soon commence for Remembrance Sunday. Owing to a pattern of increasing attendance especially at the Mytholmroyd Service in recent years, costs for a commercially printed Service sheet are to be sought and considered, to help reduce in house production time.

RESOLVED: To note the information.

d) **Re-branding of the HRTC Christmas offer.**

Members considered estimates for the rebranding of the HRTC Christmas offer (see minute 454).

RESOLVED: To approve expenditure on the rebranding of the Christmas offer estimated at around £1000.

e) **Christmas Grottos**

MCC, Mytholmroyd, Sunday 6th December

Town Hall, Hebden Bridge, Saturday 12th December

Christmas grottos are booked to take place at the above venues in December, ensuring visiting Santa falls closer to Christmas, unlike in previous years where the grotto has been part of the Christmas lights switch on events which take place in November. Event times and

associated supporter rotas now need to be finalised.

RESOLVED: To note the information.

f) **Christmas Lighting**

Members discussed the provision of Christmas lighting including the extension of the scheme in Mytholmroyd as part of the Christmas Light Switch On event, now due to take place at St. Micheal's Church for 2026. St Micheal's or the Enterprise Centre were identified as prominent sites for decoration, with a view that this would add impact to the Mytholmroyd Christmas tree location and enhance the switch on event.

RESOLVED: To explore options and obtain costs for lighting decoration schemes on the St. Micheal's Church and Enterprise Centre site.

g) **Christmas Lights Switch On events**

St. Michael's Church, Mytholmroyd, Saturday 21st November
Town Hall, Hebden Bridge, Thursday 26th November

Planning is underway for the above events. Following the rebranding of the Christmas offer, the identity of these events will be established along with the programme of activity.

As part of the revised Christmas Lights Switch On events (see minute 454) the provision of an accessible changing place/Mobiloo was considered. Members discussed the previous years' usage stats and the provision of accessible toilets at the venues named above alongside the revised format of the events which will be much shorter in duration with simplified ancillary activity compared with recent previous years.

RESOLVED: Accessible changing places provision will not be continued at the the revised Christmas Switch On events owing to their much shorter length and the availability of accessible toilets at both venues. Provision will be reviewed on an ongoing basis for future events hosted by HRTC, with provision decisions based on a combination of event length, scale, location and expected attendance numbers.

h) **Proposed Seasonal activity**

Ice Rink, February Half Term, Sat 13th – Sun 21st

Members discussed the opportunity to provide a synthetic ice rink activity in the quieter months following the Christmas period aimed at families. While venue availability and cost will determine options, Cllrs expressed an interest in this being available in Hebden Bridge and Mytholmroyd.

RESOLVED: To further explore and obtain costs for the provision of an Ice

Rink activity at Hebden Bridge and Mytholmroyd in February 2027,
including provisional venues and dates.

590. EXCLUSION OF THE PRESS AND PUBLIC

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

Meeting finished at 9:10pm

HEBDEN ROYD TOWN COUNCIL

Meeting of the PICTURE HOUSE COMMITTEE Held WEDNESDAY, 6 MAY 2026

MINUTES

PRESENT: Councillors: Butterick (Chair), Harvey, Howes, Morse & Turner

ABSENT: Councillors: Fraser,

ALSO: FOPH: D Siddonio

Picture House Assistant Manager: M Bryant

HRTC Clerk: E Green

591. APOLOGIES FOR ABSENCE & REASONS

Apologies were received from Cllrs Fraser. The reasons for apologies (Ill health) were approved.

592. MEMBERS INTERESTS RELATING TO AGENDA ITEMS

There were no members interests reported at this meeting.

593. MINUTES OF THE MEETING HELD 23 FEBRUARY 2026

There were no matters arising.

594. FRIENDS OF THE PICTURE HOUSE

The Making Friends project continues, however as some of the hotels in Halifax have now been closed, the Friends are exploring new ways to support.

The film commissioned by the Friends is now well underway and should be completed by the summer. It was discussed that it would be great to get more young people involved in the film. Cllr Howes and Cllr Butterick suggested that they may support through their existing links with young people.

595. MANAGERS REPORT

The excellent years trading was discussing, with both box office and retail spend up on last year.

The new marketing strategy was highlighted, which aims to develop audiences at either end of the age demographic. The Picture House now has weekly listings and a competition in the Halifax Courier and is developing its social media presence.

There continues to be a wide variety of films and special screenings shown at the Picture House, with a number of repeat bookers such as Paul Merton, Banff and Talking Pictures.

596. FINANCIAL REPORT

The year-end figures were discussed. The presentation and format of the information was considered.

RESOLVED: to review the presentation of the information to ensure that the figures presented to the committee and useful and meaning full.

597. REVIEW OF ARRANGEMENTS – UNITS 1&3

The committee considered the VAT arrangements and option to tax on the units at the Hebden Bridge Picture House. The terms of the lease were noted along with the potential significance in regard to the Heritage Fit for the Future Project or other future restoration projects.

RESOLVED: To clarify the tenants VAT registration position and any potential costs and to consider the timeline in respect to the leases and to bring this information to the net meeting of this committee for a decision to be made.

598. VISUAL STRUCTURAL SURVEY

The visual condition report was considered.

RESOLVED: in line with the recommendations within the report to maintain six monthly inspections of the building, specifically the canter lever balcony supports.

599. A HERITAGE FIT FOR THE FUTURE

An update was provided in respect of the application.

The NLHF had been in contact for additional information relating to the budget and for more images of the building. These have been provided. A decision is expected at the end of June.

600. 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.

Meeting finished 9pm