

**ANNUAL MEETING of the TOWN COUNCIL
held TUESDAY 12 MAY 2026 at
WATERFRONT HALL, HEBDEN BRIDGE TOWN HALL**

PRESENT

Councillors Woodhead (Chair from item 2), Bampton Smith, Butterick, Cammack, Guilfoyle, Hedges, Howes, Hoyle, Macdonald, Morse, Trickett and Turner.

Town Clerk Emma Green

HRTC Officers Ebony Andrews
Rebekah Cox (Minutes)
Jacqui Mack
Bryony Moore

Also - 40 members of the public.

ABSENT

Councillors Boden, Boggis, Borrowes, Fraser, Harvey, Parry

MINUTES

The Town Clerk opened the meeting and welcomed all those present.

26(AMTC)001	<p>1. APPOINTMENT OF TOWN MAYOR</p> <p>It was moved by Cllr Turner Seconded by Cllr Morse and RESOLVED: That the Mayor for the Council year 2026-27 shall be Cllr Steve Woodhead.</p> <p>Cllr Woodhead accepted the role of Mayor and signed the declaration and announced that his consorts for the year shall be Winnie Woodhead and Jo Woodhead.</p>
26(AMTC)002	<p>2. APOLOGIES FOR ABSENCE</p> <p>Apologies were received from Cllrs Boden working abroad, Boggis rehearsals or show, Fraser ill heath, Harvey attending a meeting and Parry attending a meeting.</p>

<p>26(AMTC)003</p>	<p>3. APPOINTMENT OF DEPUTY MAYOR</p> <p>It was moved by Cllr Woodhead Seconded by Cllr Butterick and RESOLVED: That the Deputy Mayor for the Council year 2026-27 shall be Cllr Alex Turner.</p> <p>Cllr Turner accepted the role of Deputy Mayor and signed the declaration and announced that his consort for the year shall be Dr Rana Khalaf.</p>
<p>26(AMTC)004</p>	<p>4. RETIRING MAYOR</p> <p>Cllr Keith Butterick presented his chosen mayoral charity for 2025/26, White Ribbon with a cheque for £3229.30. Hebden Royd Town Council were presented with the White Ribbon Supporter Organisation certificate.</p> <p>Cllr Keith Butterick gave an account of his Mayoral Year; 'I can't believe how quickly the year has gone. Being Mayor has been a hectic and enjoyable experience. It combines enjoyable events such as handing out cheques to schools to buy books, twinning events in Hebden and France and opening the iconic Hebden Film Festival. Then there is the serious business of charring meetings of the Full Council.</p> <p>In this past year Hebden Royd Town Council has had to consider a range of difficult and controversial issues such as car parking charges, the Hebden Bridge Flood Alleviation Scheme and the proposed windfarm at Calderdale Energy Park.</p> <p>These are serious issues about which people have strong opinions. As chair of the Council I have attempted to ensure debates have been conducted in a manner that respects different opinions and maintain the dignity of the Council. It has not always been easy.</p> <p>The last few years have shown both the strength and fragility of community life. Social media can be a powerful tool for information and campaigning, but it can also deepen divisions and create an atmosphere where disagreement quickly becomes hostility. Hebden Royd, I believe, works best when people work together — not because everyone agrees, but because we recognise that we share the same town, the same challenges and ultimately the same future. Civic life depends on maintaining that sense of common purpose, particularly at difficult moments.</p> <p>The best part of being the Mayor though has been the privilege of meeting so many of the wonderful people that live in this amazing area where there is so much going on.</p>

	<p>The final two events I attended illustrate its diversity and richness. On the one hand the unique World Dock Pudding Championship, and the other, Happy Hounds run by HRTC and the RSPCA. What makes many of the events successful are the spirit of the volunteers who put the time and effort that make them a success. Finally, a word of appreciation and thanks to the hard-working staff of Hebden Town Council, Emma, Rebekah, Ebony, Bryony, Jacqui and Gareth who provide an important service to the whole community sometimes under trying circumstances.'</p> <p>Cllr Woodhead presented Cllr Butterick with the past Mayors Badge and record of his Mayoral Year.</p>
<p>26(AMTC)005</p>	<p>5. SERVICE TO THE COMMUNITY AWARD 2025/26</p> <p>Cllr Keith Butterick nominated Geoff and Sue Mitchell in recognition of their extraordinary contribution to Mytholmroyd and the wider Upper Calder Valley. Through their vision, perseverance and dedication, they have led the remarkable transformation of a long-derelict station building into what is now Local Motive – a vibrant new arts and community hub at the heart of Mytholmroyd. Over nearly two decades, they have driven this project forward with unwavering determination, overcoming setbacks including flooding, funding challenges and the many obstacles to come with restoring a historic building of this kind. Geoff and Sue’s achievement stands as a powerful example of what can be accomplished through civic pride, voluntary commitment and belief in the potential of community action.</p> <p>Cllr Butterick presented Geoff and Sue with the Service to the Community Award shield and certificate.</p> <p>Geoff and Sue both thanked Hebden Royd Town Council, the Mayor and past Mayors, Councillors and staff for their support over the years.</p>
<p>26(AMTC)006</p>	<p>6. SERVICE TO THE COMMUNITY AWARD – YOUTH SECTION 2025/26</p> <p>Cllr Steve Woodhead nominated the Student Parliament at Calder High School for the way in which they mobilized, when the trust was faced with a very unpopular merger proposal, to provide a voice for children and young people across all the schools in the Pennine Alliance Learning Trust.</p>

	<p>The members of the youth parliament challenged the decision, presenting arguments that showed a true understanding of the needs of the children and youth people who live in the Calder Valley. In making representations they demonstrated a deep understanding of the issues faced and how the merger could have had a detrimental effect on young people's and family's freedom of choice. They showed they cared, not just for themselves, but for the whole community and the many and disparate needs of children and young people.</p> <p>Cllr Woodhead presented Lucia, the Prime Minister and Jude, the Deputy Prime Minister with the Service to the Community Award shield and certificate.</p> <p>Cllr Keith Butterick nominated Flossy (Florence Wardley) in recognition of her charity fund raising efforts. Flossy and her younger sister Emme have been busking locally to raise money for charity.</p> <p>Geraldine Wrathall from St Michael's Amateur Dramatics said a few words. Flossy has used her beautiful voice to raise money for Cancer Research through her Just Giving page. SMAJIC (St Michael's Amateurs Juniors in Concert) has collected £385 from donations collected at the end of each show, and have rounded this up to £500. With this and the £250 donation from the Mayor, it will take the amount raised by Flossy to just below her target of £5000. Geraldine added that £5000 is enough to keep a person in remission.</p> <p>Cllr Keith Butterick presented Flossy with the Service to the Community Award shield and certificate.</p>
<p>26(AMTC)007</p>	<p>7. MAYORAL ASPIRATIONS FOR 2026/27 & ANNOUNCEMENT OF MAYORS CHARITY</p> <p>Cllr Steve Woodhead announced that his chosen charity for the Mayoral Year 2026/27 would be Calder Valley Search and Rescue Team.</p> <p>Rob Freeman the Team Leader at CVRST (Calder Valley Search and Rescue Team) said a few words. Thanking Cllr Woodhead for choosing CVRST as his chosen charity and helping raise awareness about their work. The timing is perfect as this year is their 60-year anniversary. They are a registered charity providing an essential, lifesaving emergency service to the people of Calder Valley and beyond. The team comprises 50 unpaid volunteers, who work 24 hours a day 365 days a year. Their base is The Rescue Post, located in Mytholmroyd. They have recently been awarded the Kings Coronation Medal for their community contribution.</p>

	<p>Cllr Woodhead spoke about the role of Town Councillor and what a privilege it is to work with fellow councillors, the staff team and partners to provide services and opportunities, with and for, the people of Hebden Royd and how he looks forward to being even more involved during this Mayoral year.</p> <p>Cllr Woodhead praised the staff team for the excellent work they do in the direct delivery of services and in supporting councillors in their work. He reinforced their value as individuals and as a whole team in the positive way in which they provide services and opportunities for the people across all the wards of Hebden Royd.</p> <p>Cllr Woodhead referenced some of the partnerships that HRTC have forged over the years and spoke of his ambition to continue working with many amazing people, building new and cementing old partnerships.</p> <p>Cllr Woodhead thanked Hebden Royd Town Council staff, his consorts and the newly elected Deputy Mayor and looks forward to his coming year as Mayor.</p>
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At the end of the meeting Florence Wardley performed a song.

Meeting finished at 8.15pm.

Statement of Account

From: Month 12, March 2026

To: Month 12, March 2026

Chart of Accounts:

TOWN COUNCIL [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Income								
Precept	0.00	0.00	0.00	0.00	503,438.19	95.19	503,859.00	(420.81)
Station Road Car Park	0.00	0.00	0.00	0.00	15,108.61	2.86	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	(490.00)	67.57	0.00	(490.00)	5,330.40	1.01	7,500.00	(2,169.60)
Allotments	(77.00)	10.62	0.00	(77.00)	1,864.84	0.35	1,500.00	364.84
Projects & Events Income	(158.19)	21.81	50.00	(208.19)	191.77	0.04	500.00	(308.23)
Other Income	0.00	0.00	0.00	0.00	1,906.88	0.36	0.00	1,906.88
	(725.19)	100.00	50.00	(775.19)	528,850.69	100.00	527,859.00	991.69
Committees, 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	9,600.00	(1,323.79)	0.00	(9,600.00)	74,754.62	14.14	80,000.00	5,245.38
LE & CE Land & Biodiversity	115.00	(15.86)	0.00	(115.00)	8,733.49	1.65	5,770.00	(2,963.49)
LE & CE Environmental Projects	40.00	(5.52)	0.00	(40.00)	5,080.00	0.96	7,000.00	1,920.00
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	1,500.00	(1,456.98)
P & E Xmas Lights & Evenets	0.00	0.00	0.00	0.00	52,217.97	9.87	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	404.82	(55.82)	1,500.00	1,095.18	9,120.47	1.72	18,200.00	9,079.53
P & E Calder Holmes Park	0.00	0.00	1,250.00	1,250.00	0.00	0.00	5,000.00	5,000.00
P & E Dog Waster Provision	0.00	0.00	0.00	0.00	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)
	10,159.82	(1,400.99)	2,875.00	(7,284.82)	177,049.72	33.48	199,270.00	22,220.28
Gross Profit/(Loss):	(10,885.01)	1,500.99	(2,825.00)	(8,060.01)	351,800.97	66.52	328,589.00	23,211.97
Administration								
Salaries	20,724.91	(2,857.86)	20,497.50	(227.41)	233,015.52	44.06	242,970.00	9,954.48
HR Support	580.18	(80.00)	576.00	(4.18)	6,651.90	1.26	6,912.00	260.10
Courses & Training	37.40	(5.16)	150.00	112.60	3,645.08	0.69	3,000.00	(645.08)
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	1,008.00	633.18
Office Expenditure	2,833.13	(390.67)	1,166.66	(1,666.47)	21,152.88	4.00	14,000.00	(7,152.88)
Website	955.00	(131.69)	0.00	(955.00)	1,654.96	0.31	500.00	(1,154.96)
Public Liability Insurance	0.00	0.00	0.00	0.00	4,258.32	0.81	4,000.00	(258.32)
Subscriptions	0.00	0.00	0.00	0.00	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	50.78	(7.00)	0.00	(50.78)	55.74	0.01	0.00	(55.74)
Audit	0.00	0.00	0.00	0.00	469.85	0.09	4,000.00	3,530.15
Election expenses	0.00	0.00	15,000.00	15,000.00	0.00	0.00	15,000.00	15,000.00
Clocks	0.00	0.00	0.00	0.00	2,475.00	0.47	2,000.00	(475.00)
Mayors Allowance	0.00	0.00	416.66	416.66	2,231.53	0.42	5,000.00	2,768.47
Hospitality	0.00	0.00	41.66	41.66	0.00	0.00	500.00	500.00
Mayors for Peace	0.00	0.00	0.00	0.00	0.00	0.00	250.00	250.00
Disability Access Forum	0.00	0.00	12.50	12.50	0.00	0.00	50.00	50.00
Accounts Support	169.00	(23.30)	0.00	(169.00)	338.00	0.06	0.00	(338.00)
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	(24.82)	1,000.00	820.00	11,268.00	2.13	15,000.00	3,732.00
	25,530.40	(3,520.51)	38,944.98	13,414.58	290,411.86	54.91	335,355.00	44,943.14
Net Profit/(Loss):	(36,415.41)	5,021.50	(41,769.98)	5,354.57	61,389.11	11.61	(6,766.00)	68,155.11

Statement of Account

From: Month 12, March 2026

To: Month 12, March 2026

Chart of Accounts:

PICTURE HOUSE [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
Income								
Ticket Sales	24,249.01	56.60	32,527.00	(8,277.99)	338,711.21	61.37	347,324.00	(8,612.79)
Kiosk Sales - Food & Beverage	12,558.33	29.31	9,727.06	2,831.27	131,073.37	23.75	116,724.72	14,348.65
Kiosk Sales - Merchandise	52.92	0.12	0.00	52.92	309.83	0.06	0.00	309.83
Memberships	2,078.00	4.85	875.00	1,203.00	21,230.00	3.85	10,500.00	10,730.00
Private Hires & Parties	3,872.49	9.04	1,616.00	2,256.49	24,446.47	4.43	19,392.00	5,054.47
Shop Rentals	1,430.00	3.34	714.00	716.00	16,033.60	2.90	16,020.00	13.60
Screen Advertising	0.00	0.00	800.00	(800.00)	11,457.18	2.08	9,600.00	1,857.18
Donations Received	434.35	1.01	83.00	351.35	3,022.47	0.55	1,000.00	2,022.47
Gift Vouchers Sold	(1,834.04)	(4.28)	0.00	(1,834.04)	3,030.12	0.55	6,000.00	(2,969.88)
Bank Interest Received	0.00	0.00	0.00	0.00	2,621.34	0.47	1,000.00	1,621.34
Overs/shorts	0.00	0.00	50.00	(50.00)	0.00	0.00	50.00	(50.00)
	42,841.06	100.00	46,392.06	(3,551.00)	551,935.59	100.00	527,610.72	24,324.87
Direct Costs								
Royalties	11,547.41	26.95	13,010.80	1,463.39	135,095.37	24.48	138,129.60	3,034.23
Kiosk Supplies - Food & Beverages	6,711.93	15.67	3,599.01	(3,112.92)	57,144.86	10.35	43,188.15	(13,956.71)
Miscellaneous 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	1.64	11,000.00	1,955.11
	18,259.34	42.62	16,609.81	(1,649.53)	201,285.12	36.47	192,817.75	(8,467.37)
Running Costs								
Energy	9.56	0.02	2,000.00	1,990.44	9,960.79	1.80	24,000.00	14,039.21
Water	0.00	0.00	339.51	339.51	8,037.11	1.46	4,074.12	(3,962.99)
Waste & Recycling	716.61	1.67	0.00	(716.61)	3,376.81	0.61	2,000.00	(1,376.81)
Cleaning Materials & Equipment	349.79	0.82	300.00	(49.79)	3,099.37	0.56	3,600.00	500.63
Projection Equipment	573.60	1.34	0.00	(573.60)	2,828.36	0.51	1,000.00	(1,828.36)
Screen 2 Project	0.00	0.00	7,500.00	7,500.00	22,609.22	4.10	30,000.00	7,390.78
Staff Uniforms	0.00	0.00	0.00	0.00	809.00	0.15	500.00	(309.00)
Buildings Insurance	0.00	0.00	500.00	500.00	8,105.21	1.47	7,000.00	(1,105.21)
Film Delivery & Couriers	0.00	0.00	100.00	100.00	0.00	0.00	1,200.00	1,200.00
Office Expenses	945.27	2.21	300.00	(645.27)	7,192.97	1.30	3,600.00	(3,592.97)
Press Listings	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00
PRS & PPL Licences	0.00	0.00	0.00	0.00	5,512.87	1.00	2,000.00	(3,512.87)
Training	0.00	0.00	500.00	500.00	297.17	0.05	2,000.00	1,702.83
Bank Charges	62.08	0.14	166.00	103.92	629.26	0.11	1,992.00	1,362.74
Box Office Oscar	42.00	0.10	750.00	708.00	10,566.91	1.91	9,000.00	(1,566.91)
	2,698.91	6.30	12,455.51	9,756.60	83,025.05	15.04	92,166.12	9,141.07
Gross Profit/(Loss):	21,882.81	51.08	17,326.74	4,556.07	267,625.42	48.49	242,626.85	24,998.57
Salaries								
Manager Salary Costs	4,957.58	11.57	5,045.22	87.64	58,224.90	10.55	60,542.54	2,317.64
Projectionist Salary Costs	8,759.75	20.45	3,839.22	(4,920.53)	82,768.20	15.00	46,070.56	(36,697.64)
Marketing Salary Costs	2,974.91	6.94	2,051.78	(923.13)	29,724.23	5.39	24,621.31	(5,102.92)
Front of House Manager Salary Costs	1,626.02	3.80	1,610.97	(15.05)	19,331.27	3.50	19,331.56	0.29
Duty Manager Salary Costs	8,167.51	19.06	4,096.91	(4,070.60)	54,641.13	9.90	49,162.88	(5,478.25)
Usher Salary Costs	9,090.56	21.22	4,105.62	(4,984.94)	60,370.34	10.94	49,267.53	(11,102.81)
Cleaning Staff Salary Costs	930.02	2.17	909.00	(21.02)	10,867.93	1.97	10,908.04	40.11
Employers Tax & NIC	0.00	0.00	0.00	0.00	(17,022.21)	(3.08)	0.00	17,022.21
Facilities Manger Salary costs	1,260.71	2.94	3,569.24	2,308.53	21,486.18	3.89	42,830.79	21,344.61
	37,767.06	88.16	25,227.96	(12,539.10)	320,391.97	58.05	302,735.21	(17,656.76)
Net Profit/(Loss):	(15,884.25)	(37.08)	(7,901.22)	(7,983.03)	(52,766.55)	(9.56)	(60,108.36)	7,341.81

Date: 18/05/2026
Time: 11:28:38

Hebden Royd Town Council
Bank Reconciliation

Bank Ref: 1200	Date To: 31/03/2026
Bank Name: HRTC - Current Account	Statement Ref: 1200 2026-05-18 01
Currency: Pound Sterling	

Balance as per cash book at 31/03/2026: 54,945.56

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
				<u>0.00</u>

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
				<u>0.00</u>

Reconciled balance : 54,945.56

Balance as per statement : 54,940.56

Difference : 5.00

*Reconciling Item.
Expenses claimed in error
to be deducted from next claim £5*

Bank Ref: 1250	Date To: 31/03/2026
Bank Name: HBPH - Current Account	Statement Ref: 1250 2026-05-18 01
Currency: Pound Sterling	

Balance as per cash book at 31/03/2026: 50,546.17

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
				<u>0.00</u>

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
				<u>0.00</u>

Reconciled balance : 50,546.17

Balance as per statement : 58,725.42

Difference : -8,179.25

Items paid from bank
not yet in ledger.

£ 5646.25

Items in ledger paid in April
(PAYE + Pension) £13265.50

Income in bank not yet in ledger £560.00
(8179.25)